

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 5 MAY 2021 AT 7.30pm

The meeting was held by Zoom in line with government guidance

In attendance: Cllrs Cochrane, Corbett, Court, De Groot, Goacher, Graham, Odin, Slade, Hannah-Louise O'Callaghan (Clerk), County Cllr Hunt, District Cllr Potter

Agenda Item 1: Election of Chair and Signing of Declaration of Acceptance of Office

On a **proposal by Cllr Slade** and **seconded by Cllr Corbett**, Cllr Odin was re-elected as Chair. Cllr Odin accepted and duly signed the Declaration of Acceptance of Office

Agenda Item 2: Election of Vice Chair and Signing of Declaration of Office

On a **proposal by Cllr Slade** and **seconded by Cllr Graham**, Cllr Corbett was re-elected as Vice-Chair. Cllr Corbett accepted and duly signed the Declaration of Acceptance of Office

Agenda Item 3: To confirm and accept all Declarations and Acceptance of Office have been made and received

Clerk confirmed acceptance of nominations and receipt of Declarations of Acceptance of Office

Agenda Item 4: Apologies for Absence

Apologies received in advance from Cllr Kendall

Agenda Item 5: Code of Conduct

- i. Declarations of Interests – Cllr Court declared an interest in an item on the Planning agenda
- ii. Dispensation Requests – None

Agenda Item 6: Minutes – to agree and sign the minutes of the meeting held on 10th March 2021

On a **proposal by Cllr Goacher** and **seconded by Cllr Graham** it was **RESOLVED** that the minutes of the meeting on 10th March 2021 be approved. They were duly signed by the Chairman as a correct record.

Agenda Item 7: Review and Election of Committees

After discussion, the following Councillors were UNANIMOUSLY elected to the committees as below:

- a) Traffic Action Committee – Cllr de Groot
- b) Planning – Cllr Corbett
- c) Highways and Flooding – Cllr Graham
- d) Village Maintenance and Footpaths – Cllr de Groot
- e) Winter Management/Maintenance – Cllr Graham

Agenda Item 8: Review and Adoption of:

- a) Standing Orders
- b) Financial Regulations
- c) Freedom of Information
- d) Staff and Cllr Data Policy
- e) Data Protection Policy (General)
- f) Risk Register

<p>Council reviewed the policies as listed. On a proposal by Cllr de Groot and seconded by Cllr Slade the above policies were adopted. Clerk to update website.</p>	<p>Clerk</p>
<p>Agenda Item 9: Matters brought forward from previous meeting:</p>	
<p>a) Verge cutting trial update Cllr Graham reported that although the sites had been submitted (A286 south of Binderton) no update had yet been received. Cllr Graham to follow up</p>	<p>IG</p>
<p>b) Pavements and Sidings Cllr de Groot reported that following various conversations with Highways, County Cllr Hunt has offered his support to follow this up. County Cllr Hunt reported that he had received an email from Ryan at Highways who has now visited the site and passed the details to the maintenance team, however the work will not take place until after November and this is subject to budget. It was highlighted that the vegetation is a potential trip hazard and the Parish Council would like to make the County Council aware of this. County Cllr Hunt will forward the most recent communications to Cllr de Groot and continue to work with him on this to ensure that the work gets done</p>	<p>WdG JH</p>
<p>c) Tankers Update Cllr Graham reported that the tankers are no longer in situ. A planning application will be submitted shortly for the works to be done to make good the area. Southern Water has agreed to pay for these works. The Edward James Foundation will do additional works to tidy up the village green and surrounding areas. It is hoped that planning will be granted by the next meeting in July. District Cllr Potter asked who was making the planning application and it was confirmed that West Dean Estate will be making it.</p>	
<p>d) Dog Waste Bins Discussion took place as to whether dog waste bins were still necessary. County Cllr Hunt advised that the preference is still to have dog waste bins as dog waste needs to be dealt with separately. It was highlighted that there are very few recycling bins in West Dean and the Council would like to look to rectify this. Cllr Graham said that the Estate would be happy to buy and install a suitable bin if the Council were prepared to cover the costs of emptying the bin. Cllr Graham proposed the purchase of a new bin, this was seconded by Cllr Goacher and duly approved by the Council. District Cllr Potter to forward necessary details to Cllr Graham.</p>	<p>IG HP</p>
<p>Agenda Item 10: County Councillor Report and Questions – Cllr Hunt</p>	
<p>County Cllr Hunt reported that he did not have an update at this stage. Due to Purdah County Cllr Hunt has not submitted an Annual report but was happy to answer any questions. County Cllr Hunt is liaising with Cllr de Groot and providing support where necessary with regards to the ongoing speeding and traffic calming activities.</p>	
<p>Questions/Comments:</p>	
<ul style="list-style-type: none"> • Cllr Graham noted the works being done on the ash trees and offered his thanks to County Cllr Hunt • Cllr Goacher highlighted the incorrect information and late notification of the recent road closures. County Cllr Hunt has already highlighted and fed back this confusion 	
<p>Agenda Item 11: District Councillor Report and Questions – Cllr Potter</p>	
<p>The Council completed the distribution of the Tier 3 Grant funding to businesses in the District as the final part of the Government funded Covid 19 relief for small businesses by the end of March. Feedback on this funding has been good and so many businesses were very grateful.</p>	
<p>The Tangmere Strategic Development came before the Planning Committee on Wednesday 7th April and the Outline Application for up to 1,300 new homes was granted permission subject to Highways England</p>	

agreement to revised measures regarding the impact of the traffic from the development on the A27. There was much concern expressed by Committee Members with the impact of additional traffic in the surrounding communities. Mention was made of the very comprehensive representation to the application by Cllr. Addison and a supplementary letter from Cllr Etherington on behalf of Boxgrove PC and I thanked them both for their study of the proposed mitigation works that are planned. The comments from the PC extended to 5 1/2 pages in the meeting papers which is unheard of, Tangmere's response amounted to 1/2 a page and Westhampnett and Lavant also made final representations. I asked that full details of the plans for traffic mitigation agreed with HE were made available to all interested parties.

Last week the Overview and Scrutiny Committee received Representatives from Southern Water, the Environment Agency and Natural England, Ofwat failed to attend, though gave apologies, to question these Authorities about future provision of Waste Water Treatment and particularly the permissions granted to Southern Water by the EA to discharge untreated waste into Chichester Harbour at Appledram and Thornham. The big argument is that the Harbours are not regarded as bathing waters and as such they are measured for fouling differently to open sea waters which to my mind is unsatisfactory. Members have already tabled many questions from all corners of the District for prior considerations and responses from the four Authorities. It was an interesting meeting considering the increased numbers of homes we are expected to provide, but in discussion after the meeting I and several other Members were disappointed in that none of the three delegates fully understood the gravity of the situations faced by the District until they faced the numerous questions, some of which remain unanswered but responses will be made soon. However we believe there will be some changes made in the future, particularly as SW appears to have found extra funding to address the discharge into the harbours and the groundwater infiltration in many affected areas. There has been a recent correspondence from Southern Water, I suspect as a result of the Meeting with the O&S Committee, which I forwarded to the three Parishes in the Valley with a opportunity to raise further concerns and questions.

The Local Government Association supported a Legal Challenge by Hertfordshire County Council to the Government's apparent plan not to continue the change in the law which permitted Virtual Meetings. On the one hand they want us to get back to normal, in a controlled way, but want to discourage mass meetings such as Full Council Meetings or Planning Meetings where it would be normal to admit 50 to 80 people in to one Chamber. It is generally agreed that small, less important meetings are better held virtually and there is evidence of more participation by the general public. I support this because as an example, you may, as a member of the public, be interested in a particular topic during a meeting, perhaps a Planning Application, it is so easy to apply for meeting joining details and watch from the comfort of your home. There has been some guidance issued that providing the public are content to continue attending virtual meetings then PC meetings could be allowed to continue. A simple straw poll of the folk who normally attend virtual PC meetings would be sufficient to support the continuance. Unfortunately the Court decision was to refuse this application and full details have been circulated to all Parish Councils by Nick Bennet, the District Council Monitoring Officer

The Local County Elections take place on Thursday next when we shall elect our County Councillor, the Police and Crime Commissioner for a third 4 year term, and Selsey, Southbourne and Boxgrove will also be voting on their Neighbourhood Plans.

And finally, I'm proud to tell you that at the Full Council Meeting on Tuesday last week, I was appointed as the Vice Chairman of the Council to Elizabeth Hamilton the Chairperson.

Agenda Item 12: Traffic Calming/Highways and Maintenance

Cllr de Groot reported that a lot of activity has taken place recently, he has attended a meeting with Tom Richardson who is heading up a safer roads taskforce and subsequently completed a safer roads form highlighting the need for monitoring along various roads in the parish. As a result of varying conversations and pressure, Chief Inspector Rahman has asked that the A286 from West Dean to Lavant, and then turning right onto the B2141, a long straight to and through Chilgrove be considered as a future engagement location for Operation Downsway.

<p>Cllr Cochrane reported that she has received some support for a speedwatch group in Chilgrove and it is hoped that the same could be done at West Dean. Cllr Corbett reminded Council that the driveway opposite the pub has been previously assessed as a suitable location and therefore it would only require the homeowners permission to reactivate this site.</p> <p>Discussion took place regarding the varying speed monitoring devices and their suitability. There are varying options available including the Genesis speedgun which could be loaned from the Police for a trial (subject to availability). A speedgun could potentially have a more immediate effect on drivers. It was noted that the SID is a relatively expensive option but this could be a more immediate response than the time needed to purchase, certify and use a radar gun as this would also rely on volunteers coming forward to be trained to use the device. County Cllr Hunt reported that Rudgwick have installed a new SID that is activated by using mobile phone signals and advised Cllr de Groot to look into this as an option.</p> <p>Cllr Corbett highlighted the SID in Rogate which was rotated using varying locations. Although this is highly effective it was noted that that this would rely on a team of volunteers being able to charge the battery for the SID and take the time to relocate it as necessary. District Cllr Potter noted that this would need a committed team as it is very time consuming.</p> <p>Cllr Graham suggested that the Estate may be willing to contribute to the financing of a SID should this be progressed.</p> <p>Cllr Graham reported that he had a contact at SDNPA that could link up with the work being taken regarding speeding. Cllr Graham to pass the contact to Cllr de Groot so that both the Estate and the Parish Council can write independently to the SDNPA authority for support in their efforts to combat speeding and anti social driving.</p> <p>Cllr Corbett thanked Cllr de Groot for his efforts. This item will be put on the agenda for further discussion.</p>	<p>WdG</p> <p>IG WdG</p> <p>Clerk</p>
<p>Agenda Item 13: Village Gateways</p> <p>Cllr Graham reported that Singleton have asked to erect a village gateway between the parishes. Concern was raised over the materials being used and it was agreed that Cllr Graham would respond saying that the Parish Council would prefer wood to be used and not an unrecyclable plastic. It was discussed whether West Dean would like to put village gateways in place for the entrances to Chilgrove and West Dean. Discussion took place on whether a gateway could be put in at the same time as installing a SID as part of a Highways scheme. Cllr Corbett reported that when this was first raised 12 years ago Highways were not in favour but it appears that views have now changed. No decision was taken as to the installation of gateways by West Dean at this stage.</p>	<p>IG</p>
<p>Agenda Item 14: Planning Update</p> <p>Cllr Corbett reported that there has been no action on existing applications however a pre-app has been received for Colworth Farm. At this point Cllr Court excused herself having previously declared an interest in this item.</p> <p>It was noted by Cllr Corbett that the pre-app proposes a larger version of the shoot barn. Cllr Corbett reminded the Council that as this is a pre-app no comment can be made at this stage.</p> <p>Cllr Corbett noted that lawyers are now involved with both sides regarding the land at the Old Post Office Cottage. The Parish Council remains neutral on this application.</p>	
<p>Cllr dr Groot asked whether any progress had been made by Enforcement regarding the Pool House. District Cllr Potter responded that he had not received any further information from Enforcement but will follow up.</p> <p>Council noted the following new application:</p> <p>Application Number: SDNP/21/01867/FUL Location: Haggerston House , Binderton Lane Binderton, West Dean PO18 9HN Proposal: Addition of wildlife pond (20 metres x 9 metres at longest/widest) into paddock of 3 acres surrounding house and garden</p>	<p>HP</p>

District Cllr Potter and County Cllr Hunt asked permission to be excused at this point. Chairman granted permission and both left the meeting at 20.38pm

Agenda Item 15: Finance

- a) Annual Review for Year ending 31st March 2021
- i. **To receive and note full internal audit report 2020-21 and any findings**
Council considered the internal audit report. On a **proposal by Cllr de Groot and seconded by Cllr Slade**, Council duly noted and accepted the Internal Audit 2020-21
 - ii. **Certificate of Exemption** – To approve and sign the Certificate of Exemption
Council considered the opportunity to exempt themselves from External Audit for the year 2020-21 and on a **proposal by Cllr Goacher and seconded by Cllr Slade** Council asked the Clerk to submit the Certificate of Exemption for 2020-21.
Cllr Odin duly signed the Certificate of Exemption
 - iii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1)
Council received and noted the Annual Governance Statement for the year 2020-21 and on a **proposal by Cllr Court and seconded by Cllr Cochrane** Cllr Odin duly signed the Annual Governance Statement
 - iv. **Accounting Statements** - To consider the Accounting Statements (Section 2)
Council received and noted the Accounting Statements for the year 2020-21 and on a **proposal by Cllr de Groot and seconded by Cllr Corbett** Cllr Odin duly signed the Accounting Statements
- b) To agree and set the period of public rights (Thursday 3rd June – Wednesday 14th July)
On a proposal by Cllr Slade and seconded by Cllr de Groot, Council agreed the period of Public Rights
Cllr Corbett noted that the noticeboard outside the shop has not been updated and shows an old version of the public rights from previous years. Clerk to send a copy of the public rights to Cllrs Graham and Cochrane to update the noticeboards and update website with necessary documents
- c) To review Budget for 2020-21 and to agree 2021-22 Budget.
Council received and noted the Budgets. On a **proposal by Cllr Corbett and seconded by Cllr de Groot** Council agreed the Budget 2021-22
Cllr Corbett highlighted the allocation of £5000 in reserves for traffic management. Clerk clarified that as the Council has a high level of reserves, allocations have been made to traffic management and winter maintenance to allow projects to be undertaken by the Council for the good of the community. Cllr Corbett thanked the Clerk for her housekeeping in this respect
- d) To approve regular ongoing standing orders for 12 months
- i. Clerks salary
 - ii. Monthly payroll payment
 - iii. Microsoft 365 monthly payment
- On a **proposal by Cllr de Groot and seconded by Cllr Cochrane** Council approved the ongoing standing orders as above
- e) To acknowledge receipt of first instalment of Precept
Council acknowledged receipt of the Precept
- f) To approve Clerks salary and expenses – **Appendix A**
On a **proposal by Cllr Court and seconded by Cllr de Groot** Clerks salary and expenses were

Clerk

Clerk
IG, UC

<p>Duly noted and approved</p> <p>g) To note and approve income and expenditure report – Appendix B</p> <p>On a proposal by Cllr Goacher and seconded by Cllr Corbett the income and expenditure report as attached was approved</p> <p>h) To approve the regular Bank Reconciliation – Appendix C</p> <p>On a proposal by Cllr Slade and seconded by Cllr de Groot the Bank Reconciliation as attached was approved</p> <p>Agenda Item 16: Correspondence to note Council acknowledged receipt of the following correspondence:</p> <p>a) FOI request – Litter</p> <p>b) Stakeholder Survey – Southern Water- Cllr Graham to respond</p> <p>c) Rural Broadband Consultation – Cllr Cochrane to respond</p> <p>Agenda Item 17: Matters arising not dealt with elsewhere on the agenda Cllr Corbett reported that he is still receiving spam on a daily basis. Several other councillors highlighted that spam was a continued problem. Clerk to contact the website provider</p> <p>Agenda Item 18: Any other matters for information only None</p> <p>Agenda Item 19: DATE OF THE NEXT MEETING</p> <p>The next meeting will be held on 7th July 2021. Cllr Graham to provide the Covid risk assessment and confirm the meeting room once further information on restrictions is available</p> <p>Meeting finished at 20.47</p> <hr/> <p>Appendices and Attachments</p>	<p>IG UC</p> <p>Clerk</p> <p>IG</p>
--	---

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £447.96

PAYE £4.00

Total Net Outlay £451.96

Clerks Salary 1 – 30th April 2021

Net Salary £449.16

PAYE £2.80

Total Net Outlay £451.96

Paid by Standing order on last working day of the month

Clerks Expenses Paid after the meeting

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/5/21	Working from home allowance (March)	As per contract	18.00	0	18.00
6/5/21	Working from home allowance (April)	As per contract	18.00	0	18.00
6/5/21	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60
Total			57.60	0	57.60

**WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 27/4/21**

RECEIPTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
07/04/2021	HSGP06787	CDC	Precept Part 1	6300
13/04/2021	N00084	CDC	Refund of duplicate payment	408.72
19/04/2021	Santander	Santander	Interest Jan-April	0.15
23/04/2021	HMRC	HMRC VTR	VAT reclaim	519.26
				7228.13
PAYMENTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
07/04/2021	online	CDC	Bin Emptying 2020-21	408.72
07/04/2021	online	CDC	Bin Emptying 2020-21	408.72
16/04/2021	online	Jeffs Computers	SSL certificate 2020-21	40
30/04/2021	online	Microsoft	365 monthly payment - April	11.28
30/04/2021	online	HL O'Callaghan	Clerk Salary - April	449.16
30/04/2021	online	HMRC	PAYE April	2.8
30/04/2021	online	Chi Payroll Services	Payroll - April	10
06/05/2021	online	HL O'Callaghan	Working from Home Allowance (March & April)	36
06/05/2021	online	HL O'Callaghan	Mileage for Audit	21.6
06/05/2021	online	Rachel Hall	Internal Audit 2021	120
				1508.28

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
27-Apr-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		7,228.13
Less Total Payments		(857.44)
TOTAL		£41,975.93
BANK		
Barclays as @ 27/4/21		35,773.50
Santander as @ 27/4/21		6,202.43
TOTAL		£41,975.93

