

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 8 SEPTEMBER 2021 AT 7.30pm

The Old Library, West Dean College

	ACTION
<p>In attendance: Cllrs Court, Goacher, Graham, Kendall, Odin, Hannah-Louise O'Callaghan (Clerk), County Cllr Hunt, District Cllr Potter</p>	
<p>Agenda Item 1: Apologies for Absence Apologies received in advance from Cllrs Slade, de Groot, Corbett & Cochrane</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Cllrs Graham, Kendall, Goacher & Court declared an interest in items pertaining to agenda item 9ii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 3: Minutes – to agree and sign the minutes of the meeting held on 5th May 2021 (no meeting July) On a proposal by Cllr Kendall and seconded by Cllr Court it was RESOLVED that the minutes of the meeting on 5th May 2021 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p>Agenda Item 4: Matters brought forward from previous meeting:</p> <ul style="list-style-type: none">a) Verge cutting trial update Cllrs Goacher & Graham reported that nothing further had happened and no further communications had been receivedb) Pavements and Sidings Clerk reported that Cllr de Groot had provided the following update; “Unfortunately the person I had been dealing with is no longer in position and therefore this has not been officially followed up, however seeing as the parish council finances are healthy, and the county council struggles juggling finances, might it be time to contemplate to take the issue of pavement maintenance in-house? The Council would need to distance themselves from the complications of insurance and perhaps this could be done by using outside agencies. Cllr de Groot welcomed and ideas on how this may work.” Discussion took place regarding the feasibility of adopting pavements and/or employing outside contractors to do the work. It was agreed by the Council that this would be a costly exercise and that the maintenance and clearing of pavements and siding should remain within the remit of the County Council. County Cllr Hunt reported that currently Chris Dyer is overseeing the work on a temporary basis and he will follow up with him. Council asked Clerk to thank Cllr de Groot for all his hard work on this matter and express their appreciation for his time spent however it is the view of the Council that it is not within their remit to take on the maintenance of the pavements and sidings.c) Village Gateways Cllr Graham reported that Singleton are going ahead to install their village gateways. Balfour Beaty has agreed to install village gateways produced by the Estate. It was questioned whether Binderton and Chilgrove should be included and whether the gateways should sit on parish or village boundaries. Cllr Odin suggested that the matter be considered at the next Council meeting. Clerk to include in the next agenda.d) Dog Waste Bins Cllr Graham reported that he is awaiting details from DC Potter regarding what bins could be purchased. District Cllr Potter confirmed that the District Council did not have a view on this and that any bin would be collected. Cllr Graham to go ahead and install new bins.	<p>CC Hunt Clerk Cllr Graham Cllr Graham</p>

Agenda Item 5: To review applications and remaining availability for right of burial requests at West Dean Cemetery

- Ms Sharron Rose Beckey – Tull

Cllr Goacher confirmed that plenty of space was available and there is a new field that can be used, although there is a tree in that field but this would be avoided when allocating grave sites.

Clerk requested that a new cemetery layout plan be made available. Cllr Goacher to provide based on using the new field.

Council agreed that Clerk could confirm the right of burial for Mrs Beckey-Tull

Cllr
Goacher

Clerk

Agenda Item 6: County Councillor Report and Questions – Cllr Hunt

Cllr Hunt reported that August has been quiet and there is not much to report. Mention was made of the work done by Cllr de Groot in submitting the highways application.

Cllr Hunt noted that a press release had been issued on 24th August regarding the bus service improvement plan. The link to the press release is www.westsussex.gov.uk/news/have-your-say-on-plans-to-get-buses-back-better/

Cllr Hunt referred to the ongoing consultation on the review of the Transport Plan. This can be found at: www.yourvoice.westsussex.gov.uk/draft-west-sussex-transport-plan-consultation

Agenda Item 7: District Councillor Report and Questions – Cllr Potter

August was a quiet month in the Council with few meetings taking place when many are on holidays. However the Planning Team have continued to research the review of the Local Plan and the end result is clearly outlined in the update from Susan Taylor, the Cabinet Member for Planning. In it, she clearly states what we have all known for years, that without drastic improvements to the A27 around Chichester, hopelessly overdue improvements to the service provided by Southern Water, and a shake up of the provision of medical services, Chichester District (outside of the National Park) CANNOT provide the number of houses demanded by Central Government. There is NO more capacity for sewage treatment at any of the SW treatment works and the recent expansion of Easthampnett WWTW is nearing its capacity. Through the research of the Local Plan, Officers have gathered enough evidence to present to the Planning Inspectorate (who approve Local Plans) that 635 dwellings per annum is UNACHIEVABLE and the existing target set in the 2015 approved LP is more likely.

The recent incursions of Gypsies onto land at East Broyle and then at New Park Road Public Green Spaces has prompted the Council to consider introducing barriers to keep these people out and at the same time the Government are to introduce new laws to try and make unlawful occupation a criminal action. This could result in seizures of vehicles and equipment used in these “criminal activities” but frankly, I can’t see this happening. We shall see!

The sale of the old Portfield Football ground is reaching final stages of sale with the opportunity to build 75-100 new homes, now that Aldi fronted up with the funding to construct the new roundabout in Westhampnett Road, the bids are appreciably higher than three years ago. However the waste water from this new development will be expected to be absorbed at Easthampnett but as I mentioned earlier, this WWTW is nearing capacity already.

The Council supported a Summer Street Party in the City recently hosted by the Business Improvement Development team and was hailed as a great success as was the first Party held in 2019. It occupied East and North Streets in the City and, though I didn’t attend myself, there were lots of fun things to do and food and drink facilities abounded.

The CDC meeting with the Parishes takes place on 9th September and this will be a virtual meeting once again as will many of future Council Meetings. Only important meetings will be held openly, Full Council

Meetings, Planning and Overview and Scrutiny Committees and the monthly Cabinet meetings are among these. So, more working from home has proved to be acceptable and will be the way forward in the future. I think we have been successful with our virtual meetings and the opportunity to attend these should always be available.

Finally a few statistics I've picked up recently from various Meetings which may interest you. Chichester District has a population of approximately 120,000 in an area covering 303 square miles, a density of 400 per square mile, living in 58,360 homes and 27% are aged over 65. 67% of the District is within the South Downs National Park. There are 7,600 Businesses in the District and the average income is £28,000 per annum with the average house price at £405,000, clearly unaffordable on that level of average income. In 2019 there were 7,500 reported crimes and again in 2019 there were 2,200 Planning Applications received and dealt with.

And that concludes my report.

Clerk reported that Cllr de Groot had asked the following question; "I take note of the comments re planning/housing issues and difficulties meeting targets. Plainly retail premises have taken a massive hit in Chichester which looks like a ghost town compared to the last 8 years. Regarding the ownership are these private landlords or council owned? Is there any mileage in converting above shops for affordable flats for students, drop in centres for the homeless etc, which might then bring in retail required, making a vibrant community? This approach worked very well in Milton Keynes. Do landlords get a rebate if premises are empty, if so why?"

District Cllr Potter responded previously to the above question as follows:
The question regarding the conversion of retail premises to dwellings is already under consideration following a relaxing of some regulations contained in the National Planning Policy by Central government, And NO retail OR households are discounted regarding rates.

Agenda Item 8: Traffic Calming/Highways Update

Clerk shared the following update from Cllr de Groot; "Binderton and Chilgrove Highway schemes have been completed and sent off for assessment. Cllr Ian Graham is in charge of West Dean – is there any movement re contact with Mike Dare re SID, and speed drop between West Dean and Singleton? And David, any further volunteers re Speedwatch?"

Cllr Odin noted that although there are now a number of volunteers willing to take part in a Speedwatch campaign the Parish Council will need a speedgun and training before this can take place. There is much interest from the school in this. County Cllr Hunt reminded Council that PCSO Jason Lemm can provide training.

Cllr Graham reported that the Estate are planning to put speed tapes across 3 sections of road during September and data collected from these would be shared with the Parish Council.

Agenda Item 9: Planning Update

In his absence Cllr Corbett provided the following update:

- Manor Farm has applied to demolish 5 silos and build two stables, of which you are all aware, and I sent a letter of support on behalf of those councillors who did not declare an interest.
- Downley Cottage has applied for a replacement Garage/workshop.
- Colworth Farm has re-applied for a shoot barn, as before. The date for comments is tomorrow 9 September - do any councillors wish to make a comment this evening?
- Nothing much else to report.

Cllr Goacher noted that the application for the parking bays for the tankers has been withdrawn. Cllr Graham assured Council that this would be resubmitted and had been withdrawn due to insufficient information being provided by Southern Water. It was confirmed that the Estate are paying for the planning

application however Southern Water will be paying for the work. It was noted that with the delay it will now be unlikely that the work will be finished this year.

Cllr Goacher requested that the weekly planning email be sent to all of the Council to keep everyone abreast of new/existing applications. Clerk to action

Clerk

Agenda Item 10: Finance

- a) To approve Clerks salary and expenses – **Appendix A**

On a **proposal by Cllr Graham** and **seconded by Cllr Court** Clerks salary and expenses were duly noted and approved

- b) To note and approve income and expenditure report – **Appendix B**

On a **proposal by Cllr Graham** and **seconded by Cllr Court** the income and expenditure report as attached was approved

- c) To approve the regular Bank Reconciliation – **Appendix C**

On a **proposal by Cllr Goacher** and **seconded by Cllr Graham** the Bank Reconciliation as attached was approved

- d) Renewal of Council Insurance

On a **proposal by Cllr Court** and **seconded by Cllr Goacher** the renewal of the Council insurance was approved

- e) Renewal of Data Protection Fee

On a **proposal by Cllr Court** and **seconded by Cllr Kendall** payment of the Data Protection Fee was approved

Agenda Item 11: Correspondence to note

Council acknowledged receipt of the following correspondence:

- a) Parish Online Licensing
- b) Rural Crime Monthly Update Email
- c) Planning Newsletter

Agenda Item 12: Matters arising not dealt with elsewhere on the agenda

Cllrs Odin and Kendall reported that they are not getting any Parish Council emails. Clerk to follow up with the service provider as a priority.

Clerk

Agenda Item 13: Any other matters for information only

Cllr Odin reported that a suggestion has been made to convert part of the field below the cemetery as a playground. It was noted that the lower third of the field is very wet and not suitable.

Council agreed that this idea would be supported. Clerk to put on the next agenda for update and discussion.

Clerk

Cllr Odin reported that the ash tree felling in the cemetery will be finished next week by the contractor.

Agenda Item 14: DATE OF THE NEXT MEETING

The next meeting will be held on 10th November 2021.

Meeting finished at 20.01	
Appendices and Attachments	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2021

Net Salary £448.96

PAYE £3.00

Total Net Outlay £451.96

Clerks Salary 1 – 30th June 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 (£)
9/9/21	Working from home allowance (May)	As per contract	18.00	0	18.00
9/9/21	Working from home allowance (June)	As per contract	18.00	0	18.00
9/9/21	Working from home allowance (July)	As per contract	18.00	0	18.00
9/9/21	Working from home allowance (August)	As per contract	18.00	0	18.00
9/9/21	Ink Purchase	Reimbursement to Clerk	19.99	0	19.99
Total			91.99	0	91.99

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 1/9/21				
RECEIPTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
				0
PAYMENTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
01/07/2021	online	Chi Payroll Services	Payroll - June	10
01/07/2021	online	HMRC	PAYE June	2.8
28/07/2021	online	Microsoft	365 monthly payment - July	11.28
28/07/2021	online	K Goacher	Grass Cutting - Cemetery (2nd half)	720
30/07/2021	online	HL O'Callaghan	Clerk Salary - July	448.96
02/08/2021	online	HMRC	PAYE July	3
02/08/2021	online	Chi Payroll Services	Payroll - July	10
31/08/2021	online	HL O'Callaghan	Clerk Salary - August	449.16
31/08/2021	online	Microsoft	365 monthly payment - August	11.28
				1666.48

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
01-Sep-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		7,328.28
Less Total Payments		(5,928.61)
TOTAL		£37,004.91
BANK		
Barclays as @ 1/9/21		30,802.33
Santander as @ 01/9/21		6,202.58
TOTAL		£37,004.91