

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 9 MARCH 2022 AT 7.30pm

The Old Library, West Dean College

	ACTION
<p>In attendance: Cllrs Cochrane, Court, De Groot, Graham, Goacher, Kendall, Odin, Slade Hannah-Louise O’Callaghan (Clerk), District Cllr Potter</p> <p>Agenda Item 1: Apologies for Absence Apologies received in advance from Cllr Corbett & County Cllr Hunt</p> <p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Cllr Graham excused himself from planning matters and any related discussions (agenda item 8)ii. <u>Dispensation Requests</u> – None <p>Agenda Item 3: Minutes – to agree and sign the minutes of the meeting held on 12 January 2022 On a proposal by Cllr Goacher and seconded by Cllr Court it was RESOLVED that the minutes of the meeting on 12 January 2022 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) Pavements and Sidings Cllr de Groot informed the Council that although the pavements had been cleared he was disappointed that the spoilage of clearance of pavements had been left on the bank north of the Selsey arms. This matter has been followed up repeatedly but no response received. Cllr de Groot to follow up again. Cllr Goacher noted that the work done from cemetery lane to the school was disappointing. Discussion was had about employing someone to do the work and clear rubbish however it was decided that this would involve a traffic management request as this was a dangerous area of road and it would be better to let nature take its course. Cllr de Groot reported that the first stretch of pavement(on entering West Dean and down to the school) is broken up. Council asked Cllr de Groot to contact Highways again regarding resurfacing the road to the school as this is not in a satisfactory condition. Discussion took place regarding the cycleway and intended linking of Singleton and West Dean. It was confirmed that work will be started later this year to fulfil planning requirement as however at this stage there is no intention to make any connection. Cllr Graham confirmed that the Estate is very willing to support options that slow speed and manage traffic and has offered a number of alternative options, none of which have been supported. Cllr Kendall asked why the Estate did not want to use the tunnel and it was confirmed that the Estate would support the use of the tunnel however it is a protected bat habitat and this is not seen as an option. District Cllr Potter confirmed that WSCC will not do anything to improve pavements at this stage however he offered to again bring this to the attention of the Trevor Beattie CEO of the SDNPA to encourage them to revisit the option of routing through the parallel woodland. <ul style="list-style-type: none">b) Village Gateways No update at present, this is ongoingc) Waste Bin Cllr Graham confirmed that this is on order	<p>Cllr de Groot</p> <p>Cllr de Groot</p> <p>DC Potter</p>

<p>d) Plotting of additional graves for allocation</p> <p>CLlr Goacher confirmed that work is underway to plot additional graves whilst working around the existing conifer trees which do not pose an interference to the graves. It was noted that there are two fallen trees and one tree leaning down in the cemetery. Council agreed that these should be removed and asked the Clerk to obtain 2 quotes for the work and report back at the next meeting. It was agreed that the Clerk would contact Brushwood Tree Surgeons and KJC Trees.</p>	<p>Clerk</p>
<p>Molehills – It was agreed that at this time the molehills were primarily situated near the pub and could be left for now.</p>	
<p>e) Update on SID purchase</p> <p>CLlr Graham confirmed that the process was underway however a risk assessment still needed to be done. A site meeting was going to take place with Mike Dare present and an update provided after this.</p>	<p>CLlr Graham</p>
<p>CLlr de Groot confirmed that no funding was available from the SDNPA however that PC Lemm had indicated that once the Speed watch group was up and running there may be a possibility of assistance from the Police.</p>	
<p>Agenda Item 5: County Councillor Report and Questions – CLlr Hunt</p> <p>No report</p> <p>CLlr Odin asked that the Council remind County CLlr Hunt about the shuts in particular the ones at Crowsall Farm which are dangerous.</p>	<p>CC Hunt</p>
<p>Agenda Item 6: District Councillor Report and Questions – CLlr Potter</p> <p>Last Wednesday’s Planning Meeting saw the Committee revise an application for 26 new homes on a small plot that was once a Garden Nursery. A previous application in 2019 was refused and an appeal against refusal was dismissed by the Planning Inspectorate. This is all good news as it is finally being accepted that new developments in The District must only be permitted in line with the overwhelming need for improvements to the infrastructure. There is no sign of this in the future at the moment. The site in south Lavant, locally known as ‘the Daffodil Fields’ which was refused planning consent is set to go to appeal and we are still anxiously awaiting the Inspectors decision on Old Place Farm, west of Madgewick Park. It has also been noted that the number of Appeals being dismissed has increased during the past four or five months.</p> <p>At the same meeting, the reserved matter details were permitted in the case of the Whitehouse Farm Development. However, it was of great concern that, despite the proposed provision of a new much needed Community Health Centre, this was NOT wholly supported by the Clinical Commissioning Group. The CCG is the authority responsible for Health provision throughout the country. The reason for this lack of support was the promise of a new Health Centre provision in the proposed Southern Gateway Project in the south of the City. This is most likely to be at least ten years into the future and meanwhile the 4,000 + new residents of Whitehouse Farm, soon to be named Ravenna Heights, to the west of the City will have to scratch around searching for medical facilities. It just doesn’t make any sense at all.</p> <p>On the 8th March, a SPECIAL Council Meeting will be asked to agree the Council Tax income for the forthcoming year, ‘22/’23. The amount received by CDC for a Band D property will be £175.81. This is a permissive rise of just £5 as allowed for in the 2011 Localism Act, larger increases MUST be subject to a local referendum. For WSCC this amount will be £1555.74 and the Sussex Police slice will be £224.91. For a band D Council Taxpayer in West Dean Parish the total will be £2,034.83 for the forthcoming year. At the next Council Meeting, on 15th March, a Motion has been proposed to support “an extension of existing 20 MPH speed limited areas across our District” and other measures such as “Quiet Lanes which have the potential to improve road safety, reduce our reliance on fossil fuels and improve air quality and to encourage more active travel for our residents and visitors”</p> <p>Considering the populace of the District is recorded as being of the older generation, I can think of hundreds of friends and associates who could not possibly take to a bicycle or walk too far! This conception seems a bit impractical. Also, cars travelling at 20 MPH (or less) using lower gears but higher revs is hardly going to improve air quality!</p> <p>I’m sure this Motion will receive a lengthy debate.</p>	

Locally, the SDNPA are inviting tenders for the next stage of the Centurion Way extension from west of West Dean tunnel as far as the bridge east of the old Railway Station, through the Station Yard, and this will give access to the footpath which runs from this bridge down into Singleton. Work has already been completed to address this poor footpath particularly a gate and a bridge over a stream which flows into the River Lavant from Cucumber Farm.

District Cllr Potter added to his report to say that at the last District Council meeting it was proposed to employ a landscape officer to look further at planning applications and a business promotions manager to try and increase business in the district. These appointments will impact on Council tax bills.

District Cllr Potter confirmed his intention to once again ask the national park to consider the route along the pavements and instead opt to take the cycleway route off the road.

DC Potter

Agenda Item 7: Traffic / Roads Update

Cllr Cochrane reported a disappointing lack of interest from Chilgrove residents in getting momentum to change the speed limit along the Chilgrove road, however she suggested that the signage needs to be put up correctly as a starting point. It was also noted that there was a notice on the noticeboard objecting to any curtailment of speed on the Chilgrove road.

Cllr Court confirmed that the speed watch group are now all fully trained. There are 9 volunteers in total – Cllr Court to provide Clerk with details. The first session will take place this weekend.

Cllr Court

Agenda Item 8: Planning Update

Cllr Graham excused himself from discussions as a member of the Parish Council.

Cllr Corbett provided the following report in his absence which was circulated in advance to the Council:

- Since the last meeting there have been two new applications from EJF for expanding student accommodation. Both were supported on 24 February.
- Two other existing applications from EJF (CCTV for the House, and student accommodation at The Bothy) were approved on 7 February and 28 January respectively.
- There has been no activity regarding other applications, comprising EJF at Church Lane House (more accommodation), tanker parking bay on Church Lane, and proposed barn at Colworth farm

Cllr Goacher informed the Council that he had been approached for an update on the tanker parking by a resident. On behalf of the EJF Ian Graham updated the Council on the situation regarding the ongoing planning application for the tanker parking; EJF have met with objections for the proposed parking area and planning has suggested that they would like the area constructed with chalk, in addition planning would like to decrease the space to parking for one tanker.

It was confirmed that Southern Water have agreed in writing to pay for the works and Ian Graham said he hoped that the works would pass planning and be finished this year.

Agenda Item 9: Finance

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

On a **proposal by Cllr de Groot** and **seconded by Cllr Kendall** 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 de Groot** and **seconded by Cllr Slade** the income and expenditure report as attached was approved

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

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

<p>approved</p> <p>d) To confirm the appointment of Rachel Hall as the internal auditor for 2021-22</p> <p>Council confirmed UNANIMOUSLY to re-appoint Rachel Hall to carry out the 2021-22 internal audit</p> <p>e) To consider the ongoing use of Chichester Payroll Services</p> <p>Council agreed UNANIMOUSLY to continue to use the services of Chichester Payroll and noted the price increase</p>	
<p>Agenda Item 10: To note any correspondence</p> <p>Council acknowledged receipt of the following items of interest:</p> <ul style="list-style-type: none"> • Kingley Vale Access Permission 	Clerk
<p>Cllr Graham asked that any further correspondence be forwarded to him as this falls into the remit of the EJ Foundation and Estate</p> <ul style="list-style-type: none"> • Seaford College Community Help Day 	Clerk
<p>After discussion it was decided that the timing of this community help day did not tie in with any works being undertaken by the PC.</p> <ul style="list-style-type: none"> • East Marden Road to Hill Lane 	Clerk
<p>Cllr Cochrane reported that the speed along this road is acknowledged as dangerous however a resident has reported that they were told that this road was used by the Police for speed training purposes. It was noted that signage would be helpful. Cllr de Groot reminded Council that the recent highways application was rejected and that the Police will not do anything about speeding on the long stretch of road. Cllr Cochrane also made note of the potholes and the damage that is being caused to cars as well as potential danger arising from cars trying to avoid the potholes. District Cllr Potter suggested that Cllr Cochrane contact Kate O’Kelly who is a WS councillor as she may be able to assist.</p> <ul style="list-style-type: none"> • Bus Stop signage 	Cllr Cochrane
<p>It was confirmed that the bus stop signage is owned by Stagecoach, however Cllr de Groot has agreement from highways to look at the signage and therefore will continue to follow up.</p> <ul style="list-style-type: none"> • Request for filming at the cemetery 	Cllr de Groot
<p>After much discussion the Council requested that the Clerk find out more information about the logistics of the filming and report back to Council answering the following questions:</p> <ul style="list-style-type: none"> ➤ How long would the filming take? ➤ How many vehicles would be involved? ➤ When would the filming take place? ➤ Would any fee be paid to West Dean? ➤ Why has West Dean been specifically chosen over other local cemeteries? <p>It was noted that Cllrs de Groot and Corbett have no objection in principle. Clerk to follow up</p> <ul style="list-style-type: none"> • Sussex Police Monthly Report <p>Report noted</p>	Clerk
<p>Agenda Item 11: AGM format and speakers</p> <p>Council agreed that the format of the parish meeting and AGM should stay the same as previous years and asked the Clerk to invite Chris Williams, headteacher at the school to attend with a few students. In addition, Cllr Graham confirmed that he would ask Alex Barron to give a brief update.</p>	Clerk Cllr Graham
<p>Agenda Item 12: Matters arising not dealt with elsewhere on the agenda</p> <p>Cllr Court mentioned to Council that the recent tree works on Motor road had left a lot of debris and mud on the road that is dangerous in wet conditions. Cllr Odin confirmed that once the tree felling is completed the area will be cleared and tidied.</p>	

<p>It was confirmed that Cllr Cochrane will liaise with Cllr Graham to get the locks replaced on the Chilgrove noticeboard and that the keys would then be retained by Cllr Cochrane so that notices could once again, under the supervision of the PC, be put up.</p> <p>Cllr Slade reported that the pothole by the shop had got bigger and was dangerous. Cllr Goacher confirmed that Cllr Corbett had already reported this but it was suggested that others should also report it using the LoveWestSussex app and if possible put something in the hole to show its depth/size.</p> <p>Agenda Item 12: Any other matters for information only None</p> <p>Agenda Item 13: DATE OF THE NEXT MEETING</p> <p>The next meeting will be held on 11th May 2022. This meeting will comprise of the Parish Meeting followed by the AGM and will start at 7pm.</p> <p>Agenda Item 14: Exclusion of Press and Public</p> <p>Agenda Item 15: Consideration NALC pay scales change and back pay Clerk asked Council to consider the implementation of back pay and pay scales as suggested by the recent NALC report. Cllr Graham proposed the implementation and this was seconded by Cllr Court. Council agreed UNANIMOUSLY to implement this</p> <p>Meeting finished at 8.25pm</p>	<p>Cllrs Cochrane & Graham</p> <p>All</p>
<p>Appendices and Attachments</p>	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2022

Net Salary £460.42

PAYE £5.80

Total Net Outlay £466.22

Clerks Salary 1 – 31st December 2021

Net Salary £460.42

PAYE £5.80

Total Net Outlay £466.22

Paid by Standing order on last working day of the month

Clerks Expenses Paid after the meeting

Date to be paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
10/3/22	Working from home allowance (January)	As per contract	18.00	0	18.00
10/3/22	Working from home allowance (February)	As per contract	18.00	0	18.00
10/3/22	Mileage	Reimbursement of travel to January meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 2/3/22					
RECEIPTS					
	DATE	REF	PAYER	DESCRIPTION	AMOUNT
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
54	13/01/2022	online	Castle Water	Backdated and current water bill for cemetery	245.58
55	13/01/2022	online	HL O'Callaghan	Work from home allowance (Nov+Dec)	36
55	13/01/2022	online	HL O'Callaghan	Clerk Mileage (Nov meeting)	18
56	31/01/2022	online	HL O'Callaghan	Clerk Salary - January	460.42
57	01/02/2022	online	Microsoft	365 monthly payment - January	11.28
58	02/02/2022	online	HMRC	PAYE January	5.8
59	02/02/2022	online	Chi Payroll Services	Payroll - January	10
60	28/02/2022	online	HL O'Callaghan	Clerk Salary - January	460.42
61	02/03/2022	online	HMRC	PAYE January	5.8
62	02/03/2022	online	Chi Payroll Services	Payroll - January	10
63	02/03/2022	online	Microsoft	365 monthly payment - February	11.28
					1274.58

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
02-Mar-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		14,028.38
Less Total Payments		(13,109.84)
TOTAL		£36,523.78
BANK		
Barclays as @ 2/3/22		30,321.10
Santander as @ 3/11/21		6,202.68
TOTAL		£36,523.78