

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING

WEDNESDAY 11 MAY 2021 AT 7.30pm

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

1 local resident in attendance

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

On a **proposal by Cllr Slade** and **seconded by Cllr Kendall**, 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 Court** and **seconded by Cllr De Groot**, 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

Agenda Item 5: Code of Conduct

i. Declarations of Interests

Cllr Graham declared an interest in item 17 on the agenda

Cllr Goacher declared interests in items 9a and 18f on the agenda

ii. Dispensation Requests – None

Agenda Item 6: Minutes – to agree and sign the minutes of the meeting held on 9th March 2022

On a **proposal by Cllr Kendall** and **seconded by Cllr Goacher** it was **RESOLVED** that the minutes of the meeting on 9th March 2022 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 Graham and seconded by Cllr Kendall 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) Cemetery Trees – Review of quotes received Cllr Goacher excused himself for the discussion of this item. After consideration Council instructed Clerk to proceed with the quote from KJC trees. Cllr Corbett asked to be copied into the communication as he would like to obtain some of the logs.</p>	
<p>b) Village Gateways Cllr Graham reported that the gateways can only be installed within a 30mph zone unless they are crash tested. Concern was raised regarding visibility coming out of West Dean should a gateway be installed. After discussion it was agreed that only 3 gateways would be installed as to not further obscure the visibility. Cllr Graham to proceed as discussed.</p>	<p>Cllr Graham</p>
<p>c) Waste Bin Cllr Graham confirmed that a waste bin is on order. Following discussion regarding dog poo bins it was decided to move the existing dog poo bin once the new waste bin is in situ thus avoiding additional costs of purchasing and maintaining a new dog poo bin.</p>	
<p>d) Plotting of additional graves for allocation Cllr Goacher provided the Clerk with a map of the siting of new graves for allocation. Clerk to put onto the computer. Cllr Goacher agreed to look into improving the existing cemetery map and making it easier to read. There are now an additional 25 grave sites for allocation.</p>	<p>Clerk Cllr Goacher</p>
<p>e) SID update Cllr Graham reported that 4 sites have now been approved for SID usage, some of which can be used in both directions. An application is currently in progress to formalise this and once formal agreement is received a SID will be purchased. Cllr Graham to co-ordinate with the Speedwatch Group.</p>	<p>Cllr Graham</p>
<p>f) Bus stop signage Cllr De Groot noted that this is work in progress as the sign is still leaning against the hedge</p>	<p>Cllr De Groot</p>
<p>g) Noticeboard update Cllr Graham to follow up. Cllr Cochrane highlighted that Mr Renwick had expressed a concern that he should be consulted on the noticeboard as it is attached to his building. Cllr Graham to follow up</p>	<p>Cllr Graham</p>
<p>Agenda Item 10: County Councillor Report and Questions – Cllr Hunt</p>	
<p>Attached in full as Appendix A</p>	
<p>Questions/Comments:</p>	
<p>County Cllr Hunt added that following the previous Operation Watershed cleaning of the ditches and grips on the B2141 by the County Council, the responsibility now rests with the landowners. Council disputed this statement and it was agreed that members of the Council would meet with County Cllr Hunt and a representative from the Highways division to resolve this issue and clarify responsibility going forward.</p>	<p>County Cllr Hunt Cllr Odin</p>
<p>Agenda Item 11: District Councillor Report and Questions – Cllr Potter</p>	
<p>Attached in full as Appendix B</p>	
<p>Questions/Comments:</p>	
<p>District Cllr Potter asked whether any further progress had been made in finding an alternative route for</p>	

the Centurian Way extension to Singleton. Ian Graham reported that the Estate had not yet been contacted however they would be willing to consider a sensible alternative to the current plan.

Agenda Item 12: Traffic Action Group Update/Speeding

The Council welcomed PCSO Lemm who updated the Council on the varying actions that the Police are taking to combat speeding both locally and within the County as a whole, including both education and enforcement.

- It was highlighted that locally there are very good Speedwatch groups in place, in West Dean in the last 3 months there have been 8 roadside sessions resulting in 185 letters being sent out.
- PCSO Lemm reported that Operation Downsway had been very successful and their summer season is just starting again however in the last year until November 2021 Operation Downsway in particular had made 1685 stops resulting in 806 traffic offences issued, 25 court summons and 12 165 sections issued with 27 arrests being made.
- District Cllr Potter raised concern that education was not working however PCSO Lemm explained that once the initial high volume of letters initially were sent out a decrease was seen in time in the amount of letters being sent out which indicates that drivers were responding to the education.
- Cllr Cochrane asked why the Chilgrove road is excluded from Speedwatch and PCSO Lemm clarified that Speedwatch can only take place in 34/40mph zones.
- It was highlighted that noise still remains an issue and whilst PCSO Lemm agreed that noise guns have been trialled he highlighted that there is currently no mechanism to follow up on excessive noise.
- Cllr Court reported that the highest speed captured by the Speedwatch group was 66mph however a police van had also been captured doing 37mph and had been reported accordingly.
- Cllr Court reported that West Dean Speedwatch is being put forward for a grant to get its own kit from the police property act fund.
- Discussion took place around reports of certain roads being used by the police for high-speed driver training. PCSO Lemm clarified that all driver training is done out of Lewes so he did not know where this information had come from.

Agenda Item 13: Roads and Footpaths Update

- Pavements and Sidings

Nothing further to add following the Parish Meeting

- Email re state of repairs – Bridleway to Black Bush House, Chilgrove

County Cllr Hunt reported that Katherine Eels has had a meeting with resident of Black Bush Farm to resolve the issue. Cllr Goacher highlighted that this had happened previously and asked whether Katherine Eels will work with the environment agency to ensure that the correct materials are used.

Agenda Item 14: Cemetery & Churchyard

- Churchyard maintenance and general tidy

Cllr Graham asked who is responsible for the maintenance of paths around the Church. After discussion it was confirmed that the Parish Council do not have any responsibility for maintaining the paths or Church surroundings. Historically the Goacher family have cut the grass on a basic expense only agreement but there is not involvement from the Parish Council. It was confirmed that the Parish Council have previously invested in the maintenance of the table tombs. It was agreed that this issue rests with the Church

- To discuss email regarding cleaning of tombstones

After discussion it was agreed that although this was a kind offer the logistics and insurance requirements of undertaking the cleaning of the graves and memorials was not practical and the Parish Council would

**County
Cllr Hunt**

Clerk

not be proceeding with this any further.

Agenda Item 15: Asset of Community Value, the Selsey Arms (formerly the Dean)

After discussions the Council asked Cllr Kendall to re-apply to have the Selsey Arms listed as an Asset of Community Value

**Cllr
Kendall**

Agenda Item 16: Queens Platinum Jubilee activities

Cllr Corbett asked the Parish Council to consider whether an event could be hold for the Jubilee, perhaps in the form of a treasure hunt around West Dean. After discussion it was agreed that as the pub are advertising 4 days of activities it would be best to co-ordinate any efforts with them. Cllrs Slade and Graham to co-ordinate with the pub. The suggestion of purchasing commemorative mugs was raised by Cllr Kendall but it was agreed that it was now too late to do this

**Cllrs
Slade &
Graham**

Agenda Item 17: Planning Update

None

Agenda Item 18: Finance

- a) Annual Review for Year ending 31st March 2022
 - i. **To receive and note full internal audit report 2021-22 and any findings**
Council considered the internal audit report. On a **proposal by Cllr Kendall** and **seconded by Cllr De Groot**, Council duly noted and accepted the Internal Audit 2021-22
 - 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 2021-22 and on a **proposal by Cllr Slade** and **seconded by Cllr Graham**
Council asked the Clerk to submit the Certificate of Exemption for 2021-22
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 2021-22 and on a **proposal by Cllr Graham** and **seconded by Cllr Kendall** 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 2021-22 and on a **proposal by Cllr Corbett** and **seconded by Cllr Graham** Cllr Odin duly signed the Accounting Statements
- b) To agree and set the period of public rights (6th June – 15th July)
On a **proposal by Cllr De Groot** and **seconded by Cllr Kendall**, Council agreed the period of Public Rights
Clerk to update website with necessary documents
- c) To review Budget and agree any adjustments to the 2022-23 Budget
Council reviewed the budget as presented, there were no changes requested
- d) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary
 - ii. Monthly payroll payment
 - iii. Microsoft 365 monthly paymentOn a **proposal by Cllr Graham** and **seconded by Cllr Corbett** 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 C**
On a **proposal by Cllr Kendall** and **seconded by Cllr Slade** Clerks salary and expenses were duly noted and approved
- g) To note and approve income and expenditure report – **Appendix D**
On a **proposal by Cllr De Groot** and **seconded by Cllr Corbett** the income and expenditure report as attached was approved
- h) To approve the regular Bank Reconciliation – **Appendix E**
On a **proposal by Cllr Graham** and **seconded by Cllr Kendall** the Bank Reconciliation as attached was approved

Agenda Item 19: Correspondence to note

Council acknowledged receipt of the following correspondence:

- a) Summer Road Safety Virtual Stakeholder Briefing (28th April)
- b) Event Notification – Goodwood (11 – 12th June)

Agenda Item 20: Matters arising not dealt with elsewhere on the agenda

Cllr Slade asked who is responsible for the repair of the gates on the Trundle at Upper Binderton as the gate is broken and metal is sticking out. Cllr Graham said that he will investigate. Cllr Slade to send pictures to Clerk and Cllr Graham.

PCSO Lemm excused himself from the rest of the meeting at 21.08

Agenda Item 21: Any other matters for information only

Cllr Goacher reported that he is still receiving spam emails. It was advised to report these as spam as they will then automatically be forwarded into the junk folder.

Agenda Item 22: DATE OF THE NEXT MEETING

The next meeting will be held on 6th July 2022

Meeting finished at 21.11

Appendices and Attachments

Appendix A

Appendix B

CDC Councillors Annual Report. May '22

The District Council continued through most of the past year to manage the distribution of further Government funding to small businesses in the area and offering help to the aged and vulnerable. Many more homeless have been helped off from rough sleeping into sheltered housing after the improvements at Westward House and new assisted housing recently opened.

Many council meetings continued to be held virtually but gradually reverting to face to face arrangements, planning meetings and Full Council meetings were first last summer and the Overview & Scrutiny hope to have their next

meeting 'live'. Planning meetings are less lengthy due to many more decisions taken by Officers under delegated powers. Recently, the norm has been 4 to 7 applications for determination at each monthly meeting, whereas in the past, 8 to 12 was quite usual. More Appeals against refusals of Applications are being lodged but many more are being dismissed by the Planning Inspectorate, much to do with the fact that the Planning Authority (CDC) can now show a 5.3 years supply of housing development land, though we still anxiously await the decision on Old Place Farm in Westhampnett.

Serious Gypsy incursions continued virtually unchecked on private and public land, but planned ditches or earth bunds surrounding public spaces at New Park Road and the Broyle Estate near Parklands will prevent these areas being 'settled' in the future.

The lack of clarity and investment by National Highways for the roads infrastructure in the A27 Corridor continues to create worsening traffic stagnation around Chichester and this, of course, is not helped by the increasing development on the coastal plain. The closure of the Oving Road traffic lights has made things worse particularly at the Bognor Road roundabout junction and when the pedestrian bridge is built between The Lakes and the Portfield retail park, the lights will cease to work for pedestrian crossings. I understand that bus services will continue through The Lakes development and not across the A27 as planned using 'bus controlled' lights. It is also quite apparent that the new access roundabout to the new Aldi Store has worsened the eastern approach into the City and this has certainly reduced the air quality on Westhampnett Road.

We must also not forget the Southern Water saga which continues throughout the District, it is still not fit for purpose and is of great concern. Sustainably, Chichester and its environs has, I fear, reached breaking point and the Planning Inspectorate's Interpretation and decision on the Local Plan Review when it is submitted, hopefully in the autumn, will be most interesting.

As we enter the fourth year of this Council's term of office, with the uncertainties in the World following the Covid 19 pandemic and the energy crisis, I feel the future is a little less than bright. But who knows! I hope for better.

Henry Potter,

CDC Member for the Goodwood Ward

Appendix C

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2022

Net Salary £537.00

PAYE £24.80

Total Net Outlay £561.80

Clerks Salary 1 – 30th April 2022

Net Salary £467.21

PAYE £7.20

Total Net Outlay £474.41

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 (£)
12/5/22	Working from home allowance (March)	As per contract	18.00	0	18.00

12/5/22	Working from home allowance (April)	As per contract	18.00	0	18.00
12/5/22	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

Appendix D

WEST DEAN PARISH COUNCIL FINANCIAL REPORT 4/5/22					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	07/04/2022	HSGP06787	CDC	Precept Part 1	66.15
					66.15
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	04/04/2022	dd	CDC	Bin Emptying 2021 - 22	413.71
2	04/04/2022	dd	Jeffs Computers	SSL certificate 2021 - 22	40
3	29/04/2022	dd	HL O'Callaghan	Clerk Salary - April	467.21
4	03/05/2022	dd	Chi Payroll	Payroll - April	15
5	03/05/2022	dd	HMRC	PAYE - April	7.2
6	03/05/2022	dd	Microsoft	Office 365 Subscription - April	11.28
7	12/05/2022	dd	HL O'Callaghan	Work from Home (March & April)	36
7	12/05/2022	dd	HL O'Callaghan	Clerk Mileage Expenses	21.6
8	12/05/2022	dd	RS Hall	Internal Audit 2021 - 22	120
9	12/05/2022	dd	K Goacher	Cemetery Grass Cutting Part 1	780
10	12/05/2022	dd	WSALC Ltd	WSALC/NALC Yearly Subscription	136.24
					2048.24

Appendix E

BANK RECONCILIATION**04-May-22****RECEIPTS & PAYMENTS**

Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		6,615.00
Less Total Payments		(954.40)
TOTAL		£41,547.60

BANK

Barclays as @ 4/5/22		35,344.62
Santander as @ 5/3/22		6,202.98
TOTAL		£41,547.60