

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Wednesday 13 September 2023 at 7.30pm

West Dean College

	ACTION
<p>Present: Cllr Steve Corbett, Cllr Helen Court, Cllr John Flemming, Cllr Amy Green (joined at 7.35pm), Cllr William De Groot, Cllr Keith Goacher and Cllr Ian Graham.</p> <p>In attendance: Cllr Jeremy Hunt, West Sussex County Council Cllr Henry Potter, Chichester District Council Clare Kennett, Clerk to the Parish Council.</p> <p>The meeting was chaired by Cllr Corbett. No members of the public or press were present.</p> <p>Agenda item 1. Apologies for absence Cllr Cathy Slade.</p> <p>Agenda Item 2. Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> Cllr Goacher declared an interest in item 11, payments for approval, as he had submitted an invoice relating to grass cutting at St Andrew’s Church. Cllr Goacher also declared an interest in item 8 regarding the replacement gate post at the Cemetery as he had submitted a quote for the Council’s consideration.ii. <u>Dispensation Requests</u> None <p>Agenda item 3. Minutes of the meeting held on 5 July 2023:</p> <p>On a proposal by Cllr Court and seconded by Cllr Goacher, it was RESOLVED that the minutes of the meeting be approved. They were duly signed by the Chairman as a correct record.</p> <p>Agenda item 4. Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none">a) Bus stop signage: There was no further update.b) Selsey Arms resubmission update: Cllr Goacher had printed the application form to complete and submit to Chichester District Council to register the Selsey Arms as an asset of community value and would circulate it to members for their comments.c) It was AGREED that Cllr De Groot would write a 400-word summary of the meeting for the Valley Diary. It was also NOTED that the draft minutes could be published on the website before they were signed as a correct record at the next meeting. The Clerk had included a statement on the website to explain that published minutes were not the signed version and that a copy was available on request. <p>Agenda item 5. Co-option of Amy Green to the Parish Council:</p> <p>After a discussion it was proposed by Cllr Graham and seconded by Cllr De Groot with all in favour, that Amy Green be co-opted to the Parish Council. The declaration of office form was signed, and Cllr Green joined the Council and took part in the rest of the meeting. The Clerk gave Cllr Green a copy of the</p>	<p>Clerk</p> <p>Cllr Groacher</p> <p>Cllr De Groot</p> <p>Cllr Green and Clerk</p>

register of interests to be completed and returned to the Clerk who would inform the District Council. It was **NOTED** that there was still one vacancy on the Parish Council will would continue to be advertised.

Agenda item 6. County Councillor report and questions:

Members thanked County Councillor Jeremy Hunt for the report circulated prior to the meeting which was **NOTED**. In summary, the County Council urged organisations to apply for government funding to increase the number of life-saving defibrillators across the county. Applications were open at <https://tinyurl.com/44hsd4k6> for grants from the Department of Health and Social Care. The County Council welcomed the initiative to ensure all state-funded schools had at least one defibrillator and highlighted they could be located at or near school gates to be accessible to the public too. Cllr Hunt said that the Performance and Finance Scrutiny Committee met on 7 September to discuss the Quarter 1 Performance and Resources Report and the Update on Council Plan and Medium-Term Financial Strategy. The meeting was webcast, and a recording and a copy of the reports was available at www.westsussex.gov.uk A new multi-million-pound state of the art fire training centre and fire station had opened in Horsham. It was the first of its type in the county with a purpose-built training centre which represented significant investment from the County Council. The site was designed to keep firefighters safe and prepared for incidents of any scale for many decades to come. It supported the County Council's aim to become carbon neutral and included a live fire training facility that emitted smoke back into the environment as clean air, solar panels, electric vehicle charging points and air source heat pumps that provided heating. Travelling around parts of the county was easier now following the introduction of the County Council's 'Book-a-Bus' - a new flexible and on-demand bus service between Chichester to Petworth and North Petworth. The service operated within set zones and picked up passengers in convenient locations when they needed it via the 'Ride Pingo' app or by phone for the same price as a standard bus fare. '99 Semi Flex' and '99 Flex'. Find out more at www.westsussex.gov.uk/book-a-bus

Communities highway scheme - Binderton/West Dean Speed Limit reduction

Although your original proposal was to extend the 50mph zones as far as West Dean in the north and Lavant in the south, I understood that officers were proposing to shorten the 50mph zones at both ends. Following discussions with Cllr De Groot, I discussed this with them, pointing out that would mean there would be seven changes of speed limit in two miles - very confusing. I have therefore persuaded our officers to look again at this scheme. This will mean that some further speed data will be required, but the officers are confident that this will not delay the project, which they are still planning on delivering in the current financial year. I know that Cllr De Groot is keeping behind this, and I will do likewise.

Operation Watershed - B2141 Flood Relief scheme adjacent to Crows Hall Farm

Cllr Graham is overseeing this project and his last update to the Parish Council suggested that the work is scheduled for September. I also note from the minutes of your last meeting, that Cllr Goacher felt it was nice to be able to demonstrate that the Parish Council were being proactive and resolving problems. I would just like to add that Operation Watershed is a WSCC scheme and, whilst this project does clearly demonstrate that the Parish Council is being proactive by applying for funding to address this issue - with the full support of your County Councillor of course, it also demonstrates one of the many ways the County Council supports local communities.

It was **AGREED** that the Clerk would respond to the enquiry received from the Chilgrove Business Centre with information about the government funding available for new defibrillators.
Members **NOTED** that Operation Watershed was starting from 18 September for a period of four weeks.

Agenda item 7. District Councillor report and questions:

Members thanked District Councillor Henry Potter for the report which was **NOTED**. In summary, further to Cllr Potters comment at July's meeting, the District Council had published a Supplementary Planning Document (SPD) for a six-week public consultation period beginning on 23rd September. The document gave details of the need for more funding towards mitigating the impact of future development on the unacceptable traffic issues with the A27. In brief, the SPD published in 2016 to support the 2014-29 Local Plan, which was nearing the end of a review, raised sufficient funding to improve the Portfield

Clerk

roundabout and the removal of Oving traffic lights, these have been completed at a cost of £11.17 million from Developer contributions. However, the planned improvements to the Fishbourne, Stockbridge, Wyke and the Bognor roundabouts, which had been agreed with National Highways, had an estimated cost of between £86.14 and £126.11 million. Subsequently the new charge to developers of new housing which would further impact on the A27 congestion is suggested at £3,049 per bedroom. A three-bedroom home would attract a fee of £9,147. Cllr Potter said that experience told him that developers would not pay this and reduce their profits, it would simply be added to the selling price of the house, just as Community Infrastructure Levy did. There could be much resentment to come from the building industry on this matter during the consultation period. Another decision made by the Cabinet was the implementation of the Public Spaces Protection Order-Dog Control 2023 which was a lengthy document and was best read on the CDC website. It included fouling of land by dogs, dogs on leads by direction and the exclusion of dogs from "Restricted Areas" all detailed in attached maps. Many of the areas highlighted were Chichester District Council owned or managed, others were foreshore areas but there were no areas included within The Goodwood Ward Parishes. This didn't mean though, that the new directives did not apply, generally they must be adhered to, everywhere. Finally, to continue with the "Trees outside Woodlands" project the District Council agreed to accept government funding of £120,000 per year 23/24 and again in 24/25. This would enable anyone to apply for more tree saplings to plant as we did last year. Those that were planted in various places throughout some parishes seem to have done quite well with about a 40% failure rate. This was consistent with other authorities which took part in the scheme and Cllr Potter hoped could be repeated in January and February next year. Cllr Potter had raised at least six saplings from seeds in his garden this year and looked forward to moving them out as well in the spring. The latest update from the SDNPA regarding the progress of the Centurion Way extension wasn't very encouraging I'm afraid, there were still a number of hurdles to be overcome, not least of which was future funding for the required works. Cllr Potter said that the proposed deviation through the woods on Cucumber Farm was of great concern and was yet to be resolved. Any further information from the new District Council representative on the Park membership was lacking. The latest update was as a result of Cllr Potter's request for it.

Members discussed that a condition of opening the new section of the Centurion Way was improving the link at West Dean to bypass the tunnel. The proposal was via the A286 footpath and improvements would be needed to widen the path to 1.5m. A longer-term ambition was to open the tunnel and ecological surveys were underway although this may not be a viable solution. Members discussed that they would wait to see what would happen.

Agenda item 8. Traffic/roads update:

- a) **Speedwatch Update:** There was no further update.
- b) **SID Update:** Cllr Graham said that the SIDS were working well and painted a terrible picture of speeding through West Dean. The highest recorded speed was 111mph outside the school at 8.30am during the week. Cllr Court and Cllr Graham had held a meeting to discuss speed and traffic calming measures and Cllr Graham said he would circulate the notes to councillors. Cllr Graham also asked members to send any recollection of other traffic accidents not listed to him or Cllr Court.
- c) **Chilgrove to West Dean:** Members discussed that although the Whitehill track from the crossroad on Hylters Lane to West Dean was unsuitable for vehicles, it was still a classified road and would show on sat navs. The unmaintained nature of the road may prevent drivers from using it. It was **AGREED** that no further action was required.
- d) **A286 Binderton, speed limit change:** It was discussed that WSCC had originally proposed seven speed limits within two miles and that they were reviewing this but needed the speed data first. It was also discussed that the Binderton strait was important for overtaking, although residents complained about the noise this created. On a **proposal by Cllr Corbett and seconded by Cllr Court** it was **RESOLVED** that the Council would reinforce their support for Cllr De Groot in his work to progress the change in speed limits working with the County Council.
- e) **Replacement gatepost at the Cemetery:** Members discussed that a new gate post was needed at the southern edge of the Cemetery which held the wooden gate. Cllr Goacher provided a quote

All

Cllr De Groot

<p>of £120 ex VAT for the wooden post and £150 ex VAT for installation. On a proposal by Cllr Graham and seconded by Cllr Flemming, it was AGREED to proceed with the work, and it was discussed that another quote was not needed as it met the requirements of the financial regulations.</p>	<p>Cllr Graham</p>
<p>Cllr Goacher said that the hedge on the east side of the Cemetery had become overgrown and used to be tended to by a resident, but it was likely that it had not been cut for around fifteen years. It was discussed that the responsibility for the hedge should be identified, and Cllr Graham said that he would ask the West Dean Estate. Cllr Goacher said that a tree and hedge maintenance programme was needed as he only cut the grass at the Cemetery. It was AGREED to include this on the agenda for discussion at the next meeting and to find two other contractors to quote for tree maintenance.</p>	<p>Cllr Graham and Clerk</p>
<p>Agenda item 9. Winter maintenance plan: Members AGREED that the current draft needed updating and that it would be circulated with the papers for the next meeting for consideration. Cllr Goacher said that his name could be added to the plan.</p>	<p>Clerk</p>
<p>Agenda item 10. Planning Update: Members NOTED the latest decisions by Chichester District Council, as below.</p>	
<p>SDNP/23/02276/FUL Location: Centurion Way, A286 Town Lane to The Grove, Singleton. Proposal: Construction of ramped extension to the existing mixed ramped and stepped access to the Centurion Way, from Motor Road, West Dean. Comments due/status: Permitted</p>	
<p>SDNP/23/03322/APNB Location: Colworth Farm, The Grinch, West Dean, PO18 ORQ Proposal: Erection of 1 no. building for agricultural use as grain store. Comments due/status: Permitted.</p>	
<p>SDNP/21/01867/FUL Location: Haggerston House, Binderton Lane, Binderton, PO18 9HN Proposal: Discharge of conditions 3 (materials), 4 (ecosystems services plan), 5 (construction details) and 6 (landscaping) of planning permission SDNP/21/01867/FUL. Condition 3: Materials used to construct the pond are solely from the excavation of the pond. The top soil to be initially placed to one side, sub soil to be used for building up surrounding banks on the low side of the area. Sub soil to be grated, rolled and compacted. Top soil to be spread, levelled and compacted to final levels. Condition 4 (plan showing ecosystems services enhancements). A plan showing the ecosystem enhancements is attached to this application. Condition 5 (method of construction): Pond liner will be a geotextile membrane 500g/m2 underly plus a 1mm exceliner geomembrane. A trench will be excavated around the top perimeter of the pond to anchor the liner. This will then be backfilled and covered with top soil. Condition 6 (soft landscaping words): The list of plants including number and density is attached to this application, as is the plan of planting around and within the pond. Comments due/status: Permitted.</p>	
<p>Agenda item 11. Finance:</p> <p>a) On a proposal by Cllr Graham and seconded by Cllr De Groot, the list of payments due immediately (to be paid before 8 November 2023 and required advance authorisation) totalling £1,281.19 were NOTED and APPROVED. There were payments totalling £2,085.15 made since 5</p>	<p>Clerk</p>

July 2023 which members **RESOLVED** to **APPROVE** retrospectively.

- b) On a **proposal by Cllr Graham and seconded by Cllr De Groot**, the receipts and payments were **NOTED** and **APPROVED**.
- c) On a **proposal by Cllr Graham and seconded by Cllr De Groot**, the bank reconciliations to 31 August 2023 were **NOTED** and **APPROVED**.
- d) On a **proposal by Cllr Graham and seconded by Cllr Corbett**, it was **RESOLVED** to appoint Mulberry & Co as the Parish Council's internal auditor for 2023/24, as set out in the engagement letter.
- e) Members **AGREED** to an interim internal audit on 5 October 2023 with Andy Beams, Mulberry & Co, to assist the Clerk in her induction to the role. The Clerk said the meeting was estimated to take two hours at a cost of £65 per hour.
- f) Members **NOTED** the insurance renewal with Hiscox Insurance Company Ltd at cost of £608.28 ex VAT, which was the second year of the three-year agreement. Members **AGREED** that there were no further amendments to make to the insurance schedule.
- g) Members considered three quotes for the purchase of a mobile phone for the Parish Council. On a **proposal by Cllr Court and seconded by Cllr De Groot**, it was **RESOLVED** to take out a 24-month contract with Aerial Direct who work with O2 for a Samsung A14 at a cost of £15 ex VAT per month. The contract included unlimited minutes and texts and 1gb of data. This was the best price found, with EE quoting £18 ex VAT per month and O2 quoting £22 ex VAT per month. The Clerk said that to date she had published her personal phone number on the website along with registering it with organisations linked to the Council. It was discussed that the Council should have its own contact number which would also help with continuity in case of change of staff in the future.

Members discussed the purchase of a printer for the Parish Council. On a **proposal by Cllr De Groot and seconded by Cllr Corbett**, it was **RESOLVED** to set a budget of £250 for the printer, ink cartridges and paper. The Clerk had recommended buying a Cannon Maxify MB5450 all in one wireless inkjet printer and scanner which cost around £150 and she would look for the best price. It was discussed that a printer was needed for the administration of the Council and that the previous clerk had invoiced the Council for ink and paper.

The finance report is available in Appendix A.

Agenda item 12. General Power of Competence: On a **proposal by Cllr Corbett and seconded by Cllr Court**, members **AGREED** that the criteria had been met for eligibility during 2023. (To note that the number of councillors elected at the last election in May 2023 was equal to two thirds of its total number of councillors and the Clerk had a CILCA qualification). More information about the GPC can be found at [general-power-competence--0ac.pdf \(local.gov.uk\)](#)

Agenda item 13. Correspondence to note: Members **NOTED** the list of correspondence. The email from Chichester District Council about tree planting projects was discussed and it was **NOTED** that new trees had been planted at Riverside by West Dean Estate and the School. Cllr Graham said he would speak to the Estate to see if any further trees could be planted and would bring it back to the Council.

Agenda item 14. Announcements for the next meeting: Members **AGREED** to discuss hedge and tree maintenance and the winter maintenance plan at the next meeting. Cllr Court reminded members that it was the 80th anniversary of D-Day in June 2024 and the Council could consider commemorating it. The Chairman reminded members that personal email addresses should not be used for Council business.

Agenda item 15. Confidential business: Members **RESOLVED** to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

Agenda item 16. Contract of employment: Cllr Corbett signed the agreed employment contract as the Chairman on behalf of the Parish Council.

Cllr
Graham

Agenda item 17. Date of next meeting: The next meeting was scheduled to be held on Wednesday 8 November 2023 at 7.30pm.	
The meeting finished at 8.45pm	
Appendices and attachments	

Appendix A

Finance report

1. Payments for approval

		Total	Net	VAT
BACS	Working from home August 23	9.00	9.00	0.00
BACS	Working from home Sept 23	18.00	18.00	0.00
BACS	Confidential payments Sept 23	447.07	447.07	0.00
BACS	HMRC Sept 23	111.37	111.37	0.00
BACS	Chichester Payroll Services Sept 23	15.00	15.00	0.00
BACS	Mileage, Aug & Sept 23	26.19	26.19	0.00
BACS	MS 365 Sept 2023	11.28	9.40	1.88
BACS	Hiscox Insurance Company Ltd insurance renewal	608.28	608.28	0.00
BACS	ICO, data protection fee	35.00	35.00	0.00

1,281.19	1,279.31	1.88
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2. Payments made since the last meeting, 5 July 23

Ref		Total	Net	VAT
24	BACS Selsey Arms, leaving dinner Ian Odin	72.75	60.63	12.12
25	BACS Waterstones, leaving gift Ian Odin	27.00	22.50	4.50
26	BACS K Goacher, grass cutting	840.00	700.00	140.00
27	BACS Confidential payments July 23	518.70	518.70	0.00
28	BACS HMRC July 23	16.40	16.40	0.00
29	BACS Chichester Payroll Services July 23	15.00	15.00	0.00
30	BACS MS 365 July 23	11.28	9.40	1.88
31	BACS Wendy Goacher, grass cutting, St Andrews Church, 1 July - 30 Sept	300.00	300.00	0.00
32	BACS Confidential payments August 23	206.34	206.34	0.00
33	BACS HMRC August 23	51.40	51.40	0.00
34	BACS Chichester Payroll Services Aug 23	15.00	15.00	0.00
35	BACS MS 365 August 2023	11.28	9.40	1.88

2,085.15	1,924.77	160.38
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3. Receipts: There were no receipts to Barclays. There was an interest payment to Santander.

4. Bank reconciliation

Barclays

Balance per statement 31/08/23	£65,977.06
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Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£65,977.06

Cashbook control

Balance forward 01/04/23	£28,412.51
Add total receipts to date	£46,415.99
Less total payments to date	£8,851.44
Cashbook at 31/08/23	£65,977.06

Santander

Balance per statement 01/09/23	£6,226.51
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Revised bank	£6,226.51

Cashbook control

Balance forward 01/04/23	£6,216.01
Add total receipts to date	£25.08
Less total payments to date	£0.00
Cashbook at 31/08/23	£6,241.09

<u>Total in both accounts</u>	<u>72,203.57</u>
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