

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

WEDNESDAY 5th JULY 2023 AT 7.30pm

	ACTION
<p>In attendance: Cllrs Corbett, De Groot, Goacher, Slade, Graham, Court, and District Cllr Potter</p> <p>3 members of the public</p>	
<p>Agenda Item 1: Apologies for Absence County Cllr Hunt</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> Noneii. <u>Dispensation Requests</u> None	
<p>Agenda Item 3: Minutes – to agree and sign the minutes of the meeting held on 23rd May 2023 On a proposal by Cllr Slade and seconded by Cllr Court it was RESOLVED that the minutes of the meeting on 23rd May 2023 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p>Agenda Item 4: Co-option of John Fleming to the Parish Council</p> <p>After a discussion it was proposed, by Cllr Court and seconded by Cllr Slade, that John Fleming be co-opted onto the Council. The declaration of office was signed and Cllr Fleming joined the Council. Clerk to send a register of interests form to be completed and returned</p> <p>Cllr Corbett reminded councillors that the Parish Council is not a forum for debate and that its purpose is to represent the residents of West Dean. Any debates should take place outside of the parish council meeting and brought to the Council for resolution. Any unresolved matters requiring discussion should be tabled for the next meeting.</p>	Clerk
<p>Agenda Item 5: Matters brought forward from previous meeting:</p> <ul style="list-style-type: none">a) Bus stop signage No further updateb) Selsey Arms resubmission update Cllr Goacher is still awaiting previous application details from David Kendall but will chase this up and resubmit the application to register the Selsey Arms as an asset of community value. It was agreed that the recent events for the jubilee and coronation should feature prominently in the applicationc) Operation Watershed Cllr Graham reported that the works are scheduled to take place in September and when a date is finalised he will liaise with the tenants. It was noted that the money has been received. Cllr Goacher reported that when asked about the project by a local resident it was nice to be able to report that the Parish Council are being proactive and resolving the problem.	KG

<p>Agenda Item 6: Update on Clerks resignation – next steps Cllr Corbett reported that he had been in touch with Trevor Leggo and is finalising a job description that will be circulated. It was suggested that this advert would go to all neighbouring parish council chairman as well as WSALC and posted on other job sites such as Indeed.</p>	<p>SC</p>
<p>Agenda Item 7: County Councillor Report and Questions – Cllr Hunt</p>	
<p>Agenda Item 8: District Councillor Report and Questions – Cllr Potter The Council has begun to take shape after the massive reshuffle of appointments since the May election and with so much training of new members there has been little else happening. One important change is the Council’s new ability to levy a suitable level of contribution on all new developments in order to mitigate the impact of housing on the A27. This impact is highlighted in the emerging Local Plan Review in Policy T1. This Levy will contribute towards the necessary improvements required to sustain cumulative additional traffic arising from new housing. Because of the above mentioned statement, the Council’s Planners will resume considering new medium sized application, this practice was paused towards the end of last year due to the uncertainty of funding for these necessary improvements. Already there are two sizeable applications included in next weeks Planning Agenda! The rerouting of Vinnetrow Road onto the A259 (Bognor Road) with traffic lights?? is one example of an improvement, rather than the difficult egress at the A27 roundabout. I’ve been very disappointed with WSCC Highways notifications of road closures and diversions to facilitate repairs, mainly to potholes. The timing of them is poor in as much there is little time for the information to be circulated, today 03/07 I received notice of closure to Town Lane for pothole repairs on 03/07!! And often the description of where is imprecise, like today’s, between The Grinch, A286 and Town Lane??? And recently between Charlton and Newhouse Lane, East Dean Hill? And very often these works don’t even take place as advertised. Some pothole repairs have been carried out in Halnaker recently using the hot spraying technique which appears to be great improvement on plugging holes with cold asphalt which simply doesn’t work! That is all for this month.</p>	
<p>Agenda Item 9: Traffic / Roads Update</p>	
<p>a) Speedwatch Update Cllr Court reported that the group is continuing to monitor speed and the SID is now located near the school which is useful. Cllr Corbett suggested that following an email (previously circulated) received from local residents Pat and Colin, a group be set up to take the lead on the Community Highways Project and to look at the document provided by Pat and Colin and take the key points from it to form part of an application. It was noted that concerns from residents will carry weight in moving the project forward. Cllrs Graham and Court agreed to head up the Community Highways Project on behalf of the Council</p>	<p>HC, IG</p>
<p>b) SID Update Cllr Graham previously circulated a report with figures. It was reported that cars are slowing at Manor Farm as the device points in both directions however speed in the middle of the village is still too high with 84mph being the highest recorded. It was agreed that data would continue to be collected and provided to Highways as part of the Community Highways Scheme as evidence is needed to instigate change.</p>	
<p>Cllr Corbett suggested that the school be involved in the Community Highways project and Cllr Court agreed to liaise although to date no volunteers from the school have come forward for speed watch despite an advert in the school newsletter.</p>	<p>HC</p>
<p>Discussion took place around the previous responses from Highways regarding speeding with it being noted that on a previous occasion the Parish Council had been told that West Dean did not qualify as a village. It was also noted that the Parish Council would like to get confirmation in writing from Cllr Hunt that the reduction in the speed limit in Binderton was still going ahead.</p>	<p>JH</p>

Agenda Item 10: Planning Update

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: 7th July 2023 – it was agreed that the Council supports this application

Discussion took place around the Centurion Way extension through West Dean and it was noted that conversations are still ongoing regarding a woodland route

Agenda Item 11: Finance

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

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

Agenda Item 12: Correspondence to note

Council acknowledged receipt of the following correspondence:

- a) Right of Burial request – Gary Dodge, approved

- b) Opportunity for councillor training

Cllr Corbett reminded all councillors that training is available through WSALC for those who wish to refresh their knowledge.

- c) Email from resident re Community Highways Scheme

This was noted and covered elsewhere in the discussions

Agenda Item 13: Matters arising not dealt with elsewhere on the agenda

Cllr Corbett reported that feedback from Ted at the Valley Diary was to keep any submission to 450 words. It was agreed that Cllr Court would provide the next update and focus on What 3 Words. The deadline for any submissions is the end of the month

Agenda Item 14: Any other matters for information only

The council thanked the Clerk for her work over the years and wished her well in her future life in Australia.

Agenda Item 15: DATE OF THE NEXT MEETING 13th SEPTEMBER

Meeting finished at 8.20pm

ALL

HC

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2023

Net Salary £502.50

PAYE £16.20

Total Net Outlay £518.70

Clerks Salary 1 – 30th June 2023

Net Salary £502.50

PAYE £16.20

Total Net Outlay £518.70

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 (£)
6/7/23	Working from home allowance (May)	As per contract	18.00	0	18.00
6/7/23	Working from home allowance (June)	As per contract	18.00	0	18.00
6/7/23	Working from home allowance (July)	As per contract	18.00	0	18.00
6/7/23	Mileage	Reimbursement of travel to July meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			72.00	0	72.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 28/6/23					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	April-June		Santander	Interest	10.5
	01/06/2023		WSCC	Operation Watershed funds	38670.24
	09/06/2023		G Dodge	Right of Burial	400
					39080.74
JULY PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
18	30/06/2023	BACS	HL O'Callaghan	Clerk Salary June	502.5
19	30/06/2023	BACS	HMRC	PAYE June	16.2
20	30/06/2023	BACS	Chi Payroll	Payroll June	15
21	30/06/2023	BACS	WSCC	Street Lighting	1072.7
22	03/07/2023	BACS	Microsoft	365 subscription	11.28
23	06/07/2023	BACS	HL O'Callaghan	Clerk WFH and mileage expenses	72

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
01-Mar-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		16,516.14
Less Total Payments		(12,826.97)
TOTAL		£39,576.17
BANK		
Barclays as @ 01/03/23		33,368.09
Santander as @ 5/12/23		6,208.08
TOTAL		£39,576.17

