

WEST DEAN PARISH COUNCIL
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Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 13 March 2024 at West Dean College.

Clare Kennett, 1 March 2024
Clerk to the Parish Council

Agenda

The order of business to be transacted is:

- 1. Apologies for absence**
- 2. Code of Conduct**
 - (i) Declarations of interests on items included on the agenda.
 - (ii) Dispensations: To consider any requests for dispensations.
- 3. Rural crime:** To welcome PCSO Colin Booker to the meeting to speak to members about incidents of rural crime and crime prevention in the Parish.
- 4. Minutes of the meeting held on 10 January 2024:** To agree and sign the minutes as a correct record.
- 5. Update on matters carried forward from previous meeting:** To note any updates that are not otherwise on the agenda.
 - Grinch Lane: To note that a letter was sent to WSCC Highways and Fire Service about the poor condition and continued deterioration of the road.
 - Operation Watershed: To note that the application for a second phase of works was successful and grant funding of £20,036.32 has been received.
- 6. Brief report from County Councillor Jeremy Hunt on matters affecting the Parish.**
- 7. Brief report from District Councillor Henry Potter on matters affecting the Parish.**
- 8. Brief report from Cllr Corbett following attendance at the WSALC Chairs Forum on 23 January and CDC's All Parishes meeting on 19 February.**
- 9. Traffic/roads update:**
 - a) Speedwatch: To receive an update from Cllr Court.
 - b) SID report: To receive an update from Cllr Graham.
 - c) A286 Binderton speed limit change: To receive an update from Cllr De Groot.
- 10. Planning Committee:** To receive a verbal report from the Chairman, including consideration of any applications received since the last meeting.

SDNP/24/00520/DCOND: Discharge of condition 8 (Footway Works) of SDNP/18/05920/FUL. Land east of Chitty's Plantation A286 The Grinch to Town Lane, West Dean. To note the letter submitted to the SDNPA by Cllr Corbett in response to the consultation.

11. Cemetery: To discuss:

- Memorial stability testing – to consider the attached report outlining inspection costs.
- To adopt the draft cemetery inspection policy.
- Tree and hedge maintenance.
- To consider a review of the cemetery fees, as recommended by the internal auditor.

12. D-Day 80th anniversary, Thursday 6 June 2024: To discuss the organisation of the commemorative event.

To approve the purchase of a 5' x 2' commemorative D-Day flag at a cost of £28.80 plus postage.

13. Annual Parish Meeting: To agree the circulated draft agenda for the meeting and to agree the proposed date of Wednesday 15 May 2024.

14. Finance

- a) To approve the list of payments. (In compliance with Financial Regulation 5.2, personal payments, including salaries, are summarised on a separate confidential paper).
- b) To approve the bank reconciliations to 29 February 2024 and to note the circulated budget report.
- c) To consider the revised engagement letter from Mulberry & Co that offers a fixed price of £65 per hour (plus VAT) for a three-year period to 31 March 2026.

15. Correspondence: To note items of interest:

- A portrait of King Charles III is available to parish councils [Cubiquity Media - Login \(cubiquityonline.com\)](https://cubiquityonline.com)
- CDC has asked parish councils to complete a survey on a proposed Climate Champions Network <https://online1.snapsurveys.com/interview/90b6d7e2-9438-4d98-a259-c4a983505c37>.
- Seaford College Community Action Day, Thursday 27 June – request for volunteering opportunities.
- Notes of the Chichester Climate Change group which met on 7 February, [Flood Management and Prevention – Transition Chichester](#)
- Email from Sussex Police about councillor security and briefings that are being held on Microsoft Teams for elected representatives to attend.
- WSALC are offering a range of training for councillors [Mulberry & Co | Local Council Training Programmes \(mulberryandco.co.uk\)](https://mulberryandco.co.uk)
- An email of thanks from Wendy Goacher for the removal of molehills at St Andrew's churchyard.
- Email from SDNPA to outline construction work on the new access ramp on the Centurion Way at West Dean. (Works to be carried out from 26 January to 1 March).
- Letter from WSCC about the ash dieback programme on the B2141 between Chilgrove and East Marden Hill between 8 – 28 March.

16. Announcements and items for the next meeting: To note items brought forward by permission of the Chairman.

17. Confidential business: To resolve 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.

18. Staffing matters:

- To consider setting up a staffing committee and discuss the circulated draft terms of reference.
- To discuss the circulated report on the publication of the Clerk's home address.

19. Date of next meeting: The next meeting is scheduled to be held on Wednesday 8 May 2024 at 7.30pm.