

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 11 September at West Dean College.

Clare Kennett, 4 September 2024
Clerk to the Parish Council

Agenda

The order of business to be transacted is:

- 1. Apologies for absence**
- 2. Code of conduct:**
 - Declarations of interest on items included on the agenda.
 - Dispensations: To consider any requests for dispensations.
- 3. Minutes of the meeting held on 10 July 2024:** To agree and sign the minutes as a correct record.
- 4. Update on matters carried forward from the previous meeting:** To note any updates that are not otherwise on the agenda.
 - **Item 27:** To discuss sending a letter to Sussex Police regarding rural crime in the Parish.
 - **Item 34:** To receive an update from Cllr Corbett regarding a report of woodworm in the Lytchgate.
- 5. Open forum:** To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).
- 6. Co-option:** To consider the co-option of Kate Hellyer to the vacancy that remains on the Parish Council following the election on 4 May 2023.
- 7. Brief report from County Councillor Jeremy Hunt on matters affecting the Parish.**
- 8. Brief report from District Councillor Henry Potter on matters affecting the Parish.**
- 9. The Trundlers:** To consider how funds could be used for a community project in the Parish.
- 10. Traffic/road update:**
 - Speedwatch: To receive an update from Cllr Court.
 - SID report: To receive an update from Cllr Graham.
 - A286 Binderton: To receive an update from Cllr De Groot.
- 11. Planning:** To receive a report from Cllr Corbett, including consideration of any applications received since the last meeting.

- **24/03199/HOUS:** Proposed single storey garden studio at the garden. North Stonerock Cottage, 71 Chilgrove Park Road, West Dean.
- **24/02868/TPO:** Re-pollard to 10m (1m below previous pollarding points) on 1 no. sycamore tree ((quoted as T1), TPO'd no. T2). Subject to WD/93/01044/TPO. 4 Sycamore Cottages, Church Lane, West Dean. To note the application has been approved.
- **24/02874/TCA:** Notification of intention to remove lowest 2 no. branches and reduce the next set of 4 no. lowest branches that (overhang the neighbouring property) by up to 3m on 1 no. sycamore tree (T1). 92 Church Lane, West Dean. To note the District Council had no objection.
- **Planning appeal:** To note the appeal against the enforcement notice which will be held by hearing (date to be confirmed). APP/L3815/23/33289, SDNP/21/002474/COU. The Rubbing House, Town Lane, Singleton.

12. Cemetery:

- To discuss the laying down of the seven memorials that failed the recent inspection.
- To approve the updated cemetery rules.
- Cemetery maintenance.
- To discuss a location for the D-Day silhouettes.

13. Finance:

- To approve the list of payments. (In compliance with Financial Regulation 5.2, personal payments, including salaries, are summarised on a separate confidential paper).
- To receive the bank reconciliation and the budget report to 31 August 2024.
- Insurance: To consider the quote of £617 from Gallagher for 2024/25, which is the final year of the three-year agreement.

14. Audit 2023/24: To receive the report from Moore (Section 3 of the Annual Governance and Accountability Return) which concludes the audit for financial year 2023/24. To note that the Clerk has published a Notice of Conclusion of Audit on the website.

15. General Power of Competence: To agree the criteria have been met for eligibility in 2024/25. (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 has a CILCA qualification). [general-power-competence--0ac.pdf \(local.gov.uk\)](#)

16. Civility and Respect Pledge: To consider adopting the Pledge as recommended to the Council by the Staffing Committee at its meeting on 15 May 2024. [Civility and Respect Project \(nalc.gov.uk\)](#)

17. Correspondence: To note items of interest.

- Invitation to attend the All Parishes meeting on 23 September at 5pm at the Committee Rooms at East Pallant House, Chichester.
- Notice of meeting of CDALC on 10 September 2024.
- Funding available for Black History Month events and activities from Chichester District Council.
- Email from WSALC with advice regarding not publishing councillor personal addresses on the Register of Interest form.
- Email from SOSCA regarding Havant Thicket recycled water proposals.
- Grants available from Chichester District Council for community orchards. Fund is open until January 2025 on a first come, first served basis.

- Email from Natural England about the ash tree felling works at Kingley Vale National Nature Reserve and the most effective ways of communications this to people in the local area.
- Email from Community Transport Sussex about a health survey for people that live rurally in West Sussex <https://forms.office.com/e/78mdT44T1s>

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

19. Date of next meeting: The next meeting is scheduled to be held on Wednesday 13 November 2024.