

WEST DEAN PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Wednesday 11 September 2024 at 7.30pm

West Dean College

Present: Cllr Steve Corbett, Cllr John Fleming, Cllr Keith Goacher, Cllr Kate Hellyer (joined at 19.32), Cllr Amy Green and Cllr Cathy Slade.

In attendance: Cllr Jeremy Hunt, West Sussex County Council, Cllr Henry Potter, Chichester District Council, and Clare Kennett, Clerk to the Parish Council.

The meeting was chaired by Cllr Corbett. One member of the public and no members of the press were present.

44. Apologies for absence: Cllr Helen Court, Cllr William De Groot and Cllr Ian Graham.

45. Code of Conduct: There were no declarations of interest or requests for a dispensation.

46. Minutes of the meeting held on 10 July 2024: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman.

47. Update on matters carried forward from previous meeting: Members **NOTED** the following updates:

- **Item 27:** Cllr Fleming had written a draft letter to the police to outline concerns about rural crime issues in the Parish which he would circulate to members after the meeting for comment.
- **Item 34:** Cllr Corbett reported that there was no woodworm in the lytchgate and the holes were historic.

The Chairman adjourned the meeting at 7.29pm.

48. Open Forum: A resident said she had received a scam letter claiming she had won the postcode lottery which she would report to the police.

The Chairman reconvened the meeting at 7.30pm.

49. Co-option: Members considered the application from Kate Hellyer to fill the remaining vacancy on the Parish Council. A vote was carried out and members **AGREED** unanimously to co-opt Kate Hellyer to the Council. Cllr Hellyer joined the meeting at 7.32pm. Cllr Hellyer signed a Declaration of Acceptance of Office form and the Register of Interest form which the Clerk would publish on the website and send to Chichester District Council for their records.

Cllr
Fleming

Clerk

The Chairman proposed that the County Councillor's report and questions was delayed as Cllr Hunt had explained he would be late to the meeting due to a prior commitment.

50. District Councillor report and questions: Members thanked District Councillor Henry Potter for the report circulated before the meeting which was **NOTED**. In summary, Cllr Potter said the new government's changes to the National Planning Policy Framework had been analysed by planning officers and was not good reading. Plans for increased housing would mean a headache for most planning authorities in south east England. Government did not plan for Scotland, Wales or Northern Ireland. Figures for Chichester District were suggested at more than 1,000 a year but this would be adjusted to account for the lack of development within the SDNP. One algorithm suggested was to take the total number of existing dwellings in a planning area and multiply it by 0.08% to give an annual housing target. Whatever next? There was no consideration for additional infrastructure to support extra housing. There was a provision to allow development on 'poor production' farmland and classed as 'grey belt' land. This, together with the continued use of land taken out of agricultural use to offset nitrate and carbon from developments elsewhere, impacted on the sensitive rivers and coast was an increasing threat to already fragile food security. Only recently, at the August Planning Committee, it was agreed that Council would enter an agreement with the landowner of farmland at Chilgrove and the SDNPA to secure the provision of credit selling nitrates mitigation schemes. This was also happening on farmland at East Dean. The involvement of the SDNPA was that they would assume the monitoring and enforce the replacement of failed trees which were planted at a specific number per hectare. This must continue for between 85 and 125 years. Interesting? At the Cabinet on 3 September, it was agreed to adopt the A27 Bypass Mitigation Supplementary Planning Document which was produced after consultation and was intended to address congestion on the strategic road. The Council, through levying certain developments which impact the A27, had amassed substantial sums of money much of which had been spent on the Portfield junction realignment, but there remained a shortfall of a minimum £13.56m to deliver the package of works for the Bognor Road, Whyke, Stockbridge and the Fishbourne roundabouts. Total costs were "estimated" to be £43.4 million. There was no likelihood of funding from National Highways, particularly as the government had no money. It would be submitted alongside the previously submitted Revised Local Plan and would take effect on 2 October. Grant funding for Pallant House Gallery and the Festival Theatre was to continue for a further year, PHG would receive £130,000 and CFT £187,000 under the existing funding agreement. Tangmere Parish Council would receive £312,253 from S106 community facilities monies derived from developments in their Parish to be spent on improvements to the car park at the community centre. Finally, an arrangement with Portsmouth City Council to provide stray dog kennelling for a further three years had been agreed. Although there are dog wardens, there are no kennelling facilities. Dogs were kept at the Portsmouth kennels for five days after which they were rehoused with charities who tried to rehome them.

51. The Trundlers: It was **AGREED** to defer the item until the next meeting as it was not clear how much funding would be available for a community project.

52. County Councillor report and questions: Cllr Hunt (*arrived at 19.45*) said that the County Council would be finding out more about local authority funding now that a new government was in place. A recent Ofsted inspection of Children's Services had given a glowing report in to the care leavers service which effectively helped

children become independent. Cllr Hunt said the Household Support Fund would be running until 30 September and he encouraged those who were eligible to claim vouchers for food and heating. Cllr Hunt said he was pleased to report that the flag had been installed on the bus stop, although it was only three quarters of the way up. Cllr Hunt said the Dutch roundabout in Chichester, which prioritised cyclists and pedestrians, had been funded through S106 developer contributions from the Minerva Heights development.

53. Traffic/roads update:

- a) **Speedwatch:** There was no further update.
- b) **SID report:** Cllr Corbett explained that Sussex Police had visited the location to observe traffic volumes, flow and speeds which had unfortunately not provided any evidence of speeding along the road. The Parish Council's data from the SID painted a different picture, with record speeds of up to 112mph and 120mph which Cllr Graham had informed the police about. The police had said that a speed detection radar would be fitted at the location in September to monitor traffic types and speeds 24/7 for a seven-day period.
- c) **A286 Binderton speed limit change:** It was discussed that this project had been completed.

54. Planning: Members **RESOLVED** to have no objection to **24/03199/HOUS:**

Proposed single storey garden studio at the garden. North Stonerock Cottage, 71 Chilgrove Park Road, West Dean.

Members **NOTED** that the SDNPA had approved **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.

Members **NOTED** that the SDNPA had no objection to **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.

Members **NOTED** the planning appeal against the enforcement notice which would be held by hearing. APP/L3815/23/33289, SDNP/21/002474/COU. The Rubbing House, Town Lane, Singleton. It was discussed that this was in Lavant Parish, although it was on the border with West Dean.

55. Cemetery:

- It was discussed that Cllr Goacher and Cllr Court had been trying to contact the families who owned two of the seven memorials that had failed the stability inspection in May. One of the memorials had a large ornamental tree next to it which had become overgrown and was close to the lychgate. It was **AGREED** to write a letter to the families with the cemetery rules to give them a deadline for responding to the Council. The letter to one of the families would also explain the issue about the tree to try and seek a solution.

Clerk

<ul style="list-style-type: none"> Members APPROVED the circulated updated cemetery rules with no further comment and thanked Cllr Court for her support. Cllr Goacher said that he would provide a quote for the Council's consideration for tree and hedge maintenance at the cemetery. It was discussed that members would communicate by email about the installation of the silhouettes with an aim to install them before Remembrance Day in November. 	All members
<p>56. Finance:</p> <ul style="list-style-type: none"> Members RESOLVED to APPROVE the list of payments totalling £684.12 and due immediately (to be paid before 13 November 2024 and required advance authorisation). There were payments totalling £2,461.53 made since 10 July 2024 which members RESOLVED to APPROVE retrospectively. See Appendix 1. Members NOTED and APPROVED the budget report which stated that expenditure was at 58.6%, as well as the bank reconciliations and bank statements to 31 August 2024 which were signed by Cllr Goacher. Members APPROVED the quote of £617 provided by Gallagher for insurance in 2024/25 which was the final year of the three-year agreement. 	Clerk
<p>57. Audit 2023/24: Members NOTED and ACCEPTED the report from Moore which concluded the audit for financial year 2023/24. It was NOTED that the auditor had made no comments and that the Clerk had published the Notice of Conclusion of Audit on the website.</p>	
<p>58. General Power of Competence: Members AGREED that the criteria had been met for eligibility during 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 had a CILCA qualification general-power-competence--0ac.pdf (local.gov.uk))</p>	
<p>59. Civility and Respect Pledge: Members AGREED to adopt the Pledge Civility and Respect Project (nalc.gov.uk)</p>	
<p>60. Correspondence: Members NOTED the list of correspondence. In response to the enquiry from a resident about the condition of the bus shelter, it was discussed that the CIL funding could be used to improve it, and that Cllr Graham was looking into this. The Clerk would also report the issue about the pavement between Church Lane to the school to Highways. Cllr Fleming and Cllr Corbett agreed they would attend the online SDNPA Parish meeting on 2 October at 6.30pm.</p>	Clerk
<p>61. Announcements and items for the next meeting: It was AGREED to include applying for the Selsey Arms as an asset of community value and car parking in the village as items on the agenda of the next meeting.</p>	
<p>62. Date of next meeting: The next meeting was scheduled to be held on Wednesday 13 November 2024 at 7.30pm.</p>	

The meeting closed at 9pm.	
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Appendix 1: Payments for approval

1. Payments for approval, 11 September 24		Total	Net	VAT
BACS	Confidential payments Sept 24	482.12	482.12	0.00
BACS	Working from home allowance Sept 24	18.00	18.00	0.00
BACS	HMRC Sept 24	120.40	15.00	0.00
BACS	Chichester Payroll Services Sept 24	15.00	15.00	0.00
BACS	Clerk's mileage Sept 24	13.39	13.39	0.00
BACS	MS 365 Sept 24	12.36	10.30	2.06
BACS	O2 mobile phone Sept 24	22.85	19.04	3.81

		684.12	572.85	5.87
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2. Payments made since the last meeting, 11 July 24

		Total	Net	VAT
BACS	Confidential payments Aug 24	482.12	482.12	0.00
BACS				
	Working from home allowance Aug 24	18.00	18.00	0.00
BACS	HMRC Aug 24	120.60	120.60	0.00
BACS	Chichester Payroll Services Aug 24	15.00	15.00	0.00
BACS	MS 365 Aug 24	12.36	10.30	2.06
DD	O2 mobile phone Aug 24	22.85	19.04	3.81
BACS	K Goacher grass cutting cemetery	900.00	750.00	150.00
DC	8x1st & 8x2nd class stamps	17.60	17.60	0.00
BACS	Moore external audit fee 2023/24	378.00	315.00	63.00
BACS	Wendy Goacher grass cutting St Andrews Church	350.00	350.00	0.00
BACS	Jeffs Computers website hosting/email accounts /SSL certificate fee 2024/25	110.00	110.00	0.00
DD	Information Commission's Office, Data Protection Fee 2024/25	35.00	35.00	0.00

		2,461.53	2,242.66	218.87
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3. Receipts since the last meeting, 11 July 24

BACS	Aerial Direct mobile phone discount 16/08/24	3.00
BACS	Aerial Direct mobile phone discount 17/07/24	3.00
BACS	Santander bank interest 01/08/24	5.57
BACS	Santander bank interest 01/09/24	5.58

		17.15
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4. Bank reconciliation

Barclays

Balance per statement 31/08/24	£48,976.63
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Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£48,976.63

Cashbook control

Balance forward 01/04/24	£40,057.93
Add total receipts to date	£18,208.17
Less total payments to date	£9,289.47
Cashbook at 31/08/24	£48,976.63

Santander

Balance per statement 01/09/24	£6,306.67
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£6,306.67

Cashbook control

Balance forward 01/04/24	£6,279.19
Add total receipts to date	£27.48
Less total payments to date	£0.00
Cashbook at 01/07/24	£6,306.67

Total in both accounts	55,283.30
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