



WEST DEAN PARISH COUNCIL

C/o West Dean
Chichester
PO18 0QZ
clerk@westdeanparishcouncil.gov.uk
07596 884847

Members of West Dean Parish Council are hereby summoned to attend the Full Council meeting of the Council on Wednesday 10 September 2025 at 7.30pm at West Dean House, West Dean.

Clare Kennett, 3 September 2025
Clerk to the Council

Agenda

The order of business to be transacted is:

09/25/28. Apologies for absence: To receive, and approve if appropriate, apologies for absence and reasons given.

09/25/29. Declarations of members' interests:

- a. Members are reminded to declare any interest in any item on the agenda at this time, or at any time during the meeting, in accordance with the Council's Code of Conduct. (Where a member indicates that they have an interest, but wish to make representations regarding the item, those representations must be made during the Open Forum).
- b. To receive, and approve if appropriate, requests for dispensations from members on matters in which they have an interest and wish to vote.

09/25/30. Open forum: To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).

09/25/31. County Councillor's comments and questions: To receive a brief report from County Councillor Jeremy Hunt and receive any updates.

09/25/32. District Councillor's comments and questions: To receive a brief report from District Councillor Henry Potter and receive any updates.

09/25/33. Minutes of the Parish Council meeting held on 11 June 2025: To approve the circulated minutes as a correct record.

09/25/34. Update on matters from the previous meeting: To note the following updates:

- **Minute 06/25/06:** The Clerk had written to Carol Corbett about planting a walnut tree in the Cemetery in Cllr Corbett's memory.
- **Minute 06/25/18:** The Clerk has spoken to Jeff's Computers about taking down the old website.

- **Minute 06/25/22.4:** The Clerk has opened a savings account with Barclays which requires a banking signatory to sign the forms.

09/25/35. Co-option: To discuss the co-option to the Council's vacancy.

09/25/36. Rural crime update: To note the report from PCSO Booker

09/25/37. Planning:

- To consider amending section 15 of the Standing Orders:** To consider delegation to the Clerk for responding to minor planning applications in consultation with nominated members of the Planning Committee. For any large or contentious planning applications, these should always be discussed at a Council meeting where the public can attend. This is to ensure responses can be submitted within the 21-day consultation period.
- Planning application 25/03404/TCA:** Notification of intention to fell no. T1 – willow tree. Hare Cottage, Church Lane, West Dean.
- Planning decision 25/01238/FUL:** Conversion of the redundant industrial biomass building into a visitor centre incorporating a farm and craft shop. Home Far, West Dean Gardens. APPROVED by the SDNPA.

09/25/38. Traffic/roads update:

- Speedwatch: To receive an update from Cllr Court
- SID report: To receive an update from Cllr Graham

09/25/39. Centurion Way extension: To discuss the use of the footpath along the A286.

09/25/40. Cemetery: To consider/note the following:

- Enquiry about laying a flat plaque on plot 219 of the old cemetery which has no gravestone.
- Enquiry about changing the headstone on plot 66 of the old cemetery to a full-size headstone and to include the daughter's name.
- To note that a resident has bought the exclusive right of burial for plot 28 of the new cemetery (grant no. 1011).

09/25/41: Insurance: To consider the quotes received for 2025/26.

09/25/42. Audit 2024/25: To receive the report from Moore (Section 3 of the Annual Governance and Accountability Return) which concludes the audit for financial year 2024/25. To note that the Clerk has published a Notice of Conclusion of Audit on the website.

09/25/43. Finance

- To note the budget report to 31 August 2025 which outlines that receipts are 55.4% of the budget and payments are 48.1% of the budget.
- To receive the bank reconciliations to 31 August 2025 and note the account balances.

c. To consider and approve the list of payments.

09/25/44: General Power of Competence: To agree the criteria have been met for eligibility in 2025/26. (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 \(local.gov.uk\)](#)

09/25/45. Correspondence: To note the list of correspondence and to consider any required action.

- Email from the office of Jess Brown-Fuller MP to enquire about the possibility of holding a Q&A or one-to-one advice surgery for residents in partnership with the Parish Council.
- Email from Celia Dickinson to say that there is no further update about the Trundlers.
- The next All Parishes meeting will take place on Thursday 11 September at 5pm at East Pallent House, Chichester.
- Email from the Western Sussex Rivers Trust about a litter clean on the River Lavant on 15, 16, 19 and 20 September.
- Presentation slides from CDC on the local government reorganisation briefing.
- To note that the annual grit audit has been returned to WSCC in time for the winter.

09/25/46. Items to be included on the next agenda

09/25/47. Date of next meeting: To resolve to hold the next meeting on Wednesday 12 November 2025 at 7.30pm.

09/25/48. 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.

09/25/49. Local government services pay agreement: To resolve to implement the agreement made by the National Joint Council for Local Government Services as per the Clerk's contract.