

**WESTHAMPNETT PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**18 JULY 2016 AT 7PM**

**AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT**

**PRESENT:** Cllrs Harding (Chairman), Mrs Burborough, Fabricius, James and Mrs McLeish.

**IN ATTENDANCE:** County Cllr J Hunt  
District Cllr M Hall  
G. Burt, Clerk  
4 Members of the Public

*Prior to the meeting, Members received a briefing from WSCC on future Solar-generation possibilities in the area.*

**1. Chairman's Announcements**

The Chairman welcomed all those present.

**2. Apologies**

An apology for absence was received from Cllr Mrs Hardstaff.

**3. Declarations of Interest**

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered.

Cllr Mrs Burborough declared an interest as a Director of the Grange Management Company.

The Clerk declared an interest in Minute 19 – Pay Award.

**4. Minutes**

Minutes of the meetings of the 16 May 2016 which had been previously circulated were **APPROVED** and signed by the Chairman as a correct record of the meeting.

**5. Matters Arising from the Minutes**

None.

**6. Adjournment for Reports**

The meeting was adjourned for the following reports:

a. Goodwood Aerodrome

David Ford, General Manager, was in attendance following concerns from the Parish, including residents, about nuisance caused by aircraft not adhering to agreed flight paths, an ongoing issue.

They had asked WSCC if the current paths, agreed in a planning document (S52), could be varied if a new route acceptable to all, was possible.

There was no Air Traffic Control on site at Goodwood so all flights were self-managed.

They were very keen to work with all concerned to resolve the issue.

The site was not over-used; it was operating within its capacities.

Mr Holman felt that pilots were not being instructed firmly enough.

One un-neighbourly pilot had been grounded before he had even landed.

Mr Ford was thanked for attending and for all his efforts and would organise a meeting of all interested parties shortly, although Cty Cllr Hunt was keen for it to report to, and not duplicate the work of, the standing GACC.

b. District Councillor Mike Hall

Cllr Hall reported on the consultation into various options to improve the A27 in the area. Everyone was united in wishing to see some action, although he was slightly sceptical in that previous promises of action following consultations had all been empty.

CDC was encouraging the formation of Community Land Trusts to deliver affordable housing.

c. County Councillor Jeremy Hunt

Cllr Hunt reported that he had spoken to officers in respect of taking forward the Stane St cycle way; the Clerk confirmed that Mr P Smith had been in touch to explore various options of delivery.

The HWRC consultation had seen the most responses to a survey ever undertaken by WSCC. The revised times for the Westhampnett site would be 11am-7pm Summer and 10am-4pm Winter, w/e 1<sup>st</sup> October 2016. A member of the public stated that he believed that fly-tipping would increase, but Cllr Hunt said savings had to be made somewhere.

The A27 improvements consultation closed on the 27<sup>th</sup> September 2016.

He was planning to host a meeting of Chairmen of affected Parishes, with the organisers of the recent Festival of Speed event, to consider the traffic problems experienced.

WSCC was currently running a *What Matters to You* consultation, inviting residents to help frame future policy prioritisation.

A resident commented upon the poor quality of a road repair towards East Lavant.

d. Police Matters

No report

e. Rolls Royce Matters

Problems caused by RR employees continuing to park in the streets around the plant persisted. It was hoped that the current planning application for additional on-site parking spaces *et al* might help. The Clerk was instructed to write once again to reinforce the Parish's continued unhappiness about RR employees parking in the roads surrounding the plant.

## 7. Public Questions

Residents commented on the amount of litter left following the increasing number of events at the Watersports Centre; also the seeming lack of a Traffic Management Plan and/or signage to assist attendees. The Clerk to write to the Centre accordingly.

## 8. Community Hall Project

Cllr Mrs Hardstaff had submitted the following report

*At the time of writing this report, Bellway has submitted a planning application which has not yet been validated; however validation is expected within the next few days.*

*The Parish Council has requested Bellway to amend the drawings submitted, to increase the overall length of the Main Hall by 2M (from 13M to 15M) to accommodate short-mat bowls, facilities for which is an identified demand. Clarification is also requested on the proposed height for the kitchen window sill.*

*As part of the application, Bellway is seeking to vary the terms of the S106 Agreement, to defer the handover date for the Hall. Our Chairman Bill Harding, our planning consultant Bob Hull and I, recently met with planning officers from Chichester District Council to discuss this. It was agreed that, initially we should try to engage Bellway in discussion to try to reach an acceptable solution.*

*Financial situation. As I interpret the figures, as of July 2016:*

*We have a balance of £612,962.00 available to construct the 'shell' of the Hall.*

*Plus a further: £ 44,100.00 from New Homes Bonus schemes for: kitchen fit-out £20K; Audio equip £18.5K; IT equip + training £5.6K*

*Note. The grant for kitchen equipment expires at the end of November this year – we will lose it if we don't spend it. Confirmation is required concerning the expiry date for the other two grants.*

*The cost estimate prepared by our Quantity Surveyor, based on a 13M long hall, was £636,410.00.*

*The cost estimate prepared by Bellway, based on a 13M long hall, was £702,681.74.*

*The increased length for the Hall will increase the cost.*

*In any event, we have a projected funding short-fall of at least between £23,500 and £90,000.*

*It appears that any money from the 300 houses at Old Place Farm development can only be used for enhancement or extension to the Hall, not for the initial building.*

An application to the operators of the new Solar Panel at Strettington, had resulted in a generous offer to supply new Solar Panels for the hall roof, although the cost/responsibility for installation was still to be tbc.

9. **Twinning**

Further details from Lennox, USA, on what they envisaged any Twinning agreement entailing, were awaited.

10. **Electors' Meeting**

The Clerk advised that the law stated that this meeting could not take place before 6pm, so a much later start, to hopefully attract villagers would be feasible. RESOLVED that in 2017, the Annual Meeting of Electors, be held on a separate date to that of a usual Council Meeting.

11. **Bus Service Support**

The Council had been party to a meeting of affected Parishes, following the withdrawal of the subsidised bus service on Sundays and Bank Holidays. A reduced geographical service, following the Monday-Sat 55 Service could recommence if those Parishes affected (Chichester, Boxgrove, Tangmere and Westhampnett) each made a contribution. It was hoped that in due course, the service would be self-sustaining, especially with all the new developments planned along the route. RESOLVED that an initial contribution of £1,250 for six months be agreed to support the initiative, conditional on receipt of monthly usage reports.

12. **Planning Matters**

Members RESOLVED the comments on applications received since the last meeting, Appendix A.

13. **Highways**

a. A27

Covered in Minute 6 b and c.

b. Operation Watershed

Andrew Blanchard kindly agreed to supply pictures of the flooding in Madgwick Lane to the Clerk.

c. Unkempt Land in Stane St.

It was reported that an area of unkempt land in Stane St was being maintained as such for conservation purposes (!)

d. Hedges

Efforts to ensure owners of hedges in Stane St, particularly near to Claypit Lane, maintained them, continued.

Progress was being made in trying to get the Highways Agency to maintain the path alongside the A27, Coach Rd to Dairy Lane.

Members commented on the number of road signs being obstructed by hedges.

e. Stane St Traffic Calming

The scheme whereby local schoolchildren could design *slow down* signs would be explored.

f. Volunteer Group

They now had approximately 12 regular helpers and a thank you event was being planned, possibly a Fish & Chip Supper, to be funded from the Chairman's Allowance.

**14. Members' Reports**

a. **Travellers' Transit Site**

Cllr Harding commented upon a recent meeting, where he suggested that the Parish might not complain about happenings at the site so often, if they (WSCC) took the Parish's concerns more seriously and acted upon them! That said, the need to maintain the pressure on WSCC to adhere to the promises they made about the site before it opened were kept, was also stressed.

b. **Neighbourhood Plan**

Cllr Mrs Hardstaff had submitted the following report

*Progress is continuing on development of the Plan.*

*Working groups have been formed to consider and prepare proposals for:-*

- a) Footpaths; cycle paths; bridleways; Transport & parking.*
- b) Development areas; boundary limits; and green infrastructure.*
- c) Playing fields; playgrounds; recreational spaces; allotments.*
- d) Communications On-line newsletter; Broadband & phone speeds.*
- e) Services – gas; foul sewers & surface water drainage.*

*Liaison meetings have commenced with the Goodwood Estate Company and Rolls Royce. Presentation of our initial ideas was well received and follow-up meetings will take place soon.*

*It is hoped to arrange liaison meetings with the Church and School, shortly. Other businesses have also been invited to participate, including the Water Sports Centre; Chichester Park Hotel; CDC depot & transit site; Jewsons & Everymans. Response to our initial enquiries has been lukewarm but we are continuing to try and engage these companies.*

*Bill Harding will report on the separate discussions held with representatives from the Goodwood Airfield but it is evident that aircraft and helicopter flight-paths and movements will have to be considered in the Plan proposals.*

*We are working towards presenting our initial ideas to Parish Council for consideration on 19 September 2016 prior to holding a formal Public Meeting on Monday 17 October 2016.*

c. **Play Area.**

The new Gym equipment had been installed. The Clerk was organising a new Health & Safety sign.

d. **Lavant Valley Partnership**

Cllr Mrs Burborough reported on a very good recent meeting which covered Buses, *Get Active* and Starter Homes.

e. **Grange Management**

The *Demise* of the estate had now been resolved although an additional Director was required.

**f. Closed Landfill Site**

Mr Holman reported on rumours surrounding the future of the site. The Sheep and Goats had now left and the site required *topping*.

**15. Finance**

- a) **Receipts and Payments 17 May – 18 July 2016**, as set out in Appendix B, were approved.
- b) Unfortunately no **Bank Reconciliation** was available, due to certain Bank Statements yet to arrive.
- c) The Clerk reminded Members yet to visit a branch of Barclays, to do so, as the bank would only activate the additional cheque signatories, when all those to be added, had visited a branch with the necessary documentation.
- d) Members considered the **Internal Audit Report 2015-16** and were pleased to see no significant items for concern. A table, showing those items drawn to Members attention, and how the Council proposes to address them, is attached to the Minutes, Appendix C.
- e) Members considered projects for the **New Homes Bonus** allocation of £1,688. RESOLVED that the projects submitted be equipment (crockery etc) for the kitchen at the new Community Hall, and a seat at the Westerton bus shelter. (A Defibrillator was also suggested.)
- f) RESOLVED that a **Grant** of £700 be made to St Peter's Church, Westhampnett for maintenance of the churchyard, in accordance with Section 214 (6) of the LGA 1972. Members commented upon on how nicely the area was kept.

**16. Urgent Items**

None

**17. Correspondence / any other matters for information only**

The Clerk reported that investigations were continuing on trying to locate the Council's Code of Conduct.

**18. Exclusion of Press and Public**

RESOLVED that due to the nature of the business about to be transacted (staffing) the Press and Public be instructed to withdraw.

**19. Pay Award**

NALC and the SLCC had reached agreement on the 2016-18 pay award – details previously circulated.

RESOLVED to note and implement the award, back-dated to 1st April 2016.

[Increase in LC2 SCP27 from £23,698 to £23,935 on 1st April 2016 translates into a new gross monthly salary of £23,935 divided by 37 hours x 8 hours divided by 12 months = £431.26.

**Date of Next Meeting**

**MONDAY 19 SEPTEMBER 2016 7PM**

*The meeting closed at 9.06 pm.*

Chairman:

Date:

**APPENDIX A**

**COMMENTS ON PLANNING APPLICATIONS**

<b>Ref No</b>	<b>Address</b>	<b>Proposal</b>	<b>Parish Comment</b>
WH/16/01843/REM - Lge Scale Maj Dev - Dwellings	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett. PO18 0PA	Approval of reserved matters following outline planning permission WH/12/02360/OUT in respect of appearance, layout and scale of Proposed Village Hall Pursuant to Condition 1.	Pending
WH/16/01103/FUL - Minor Dev - Dwellings	Wherstead, Coach Road (North), Westhampnett, PO18 0NX	Proposed dwelling on land adjacent to Wherstead and proposed vehicular access to existing dwelling.	The Parish Council Objects to the proposed vehicle access from Stane Street and urges that the application is refused for safety reasons. Having reviewed the planning application, Westhampnett Parish Council endorses the safety concerns expressed by Mr & Mrs Craven in respect of the proximity of the proposed vehicle access from Stane Street, which is close to the very busy junction with Coach Road. Stane Street is already an extremely busy road and vehicle movements will increase when the 100 homes on the former hanging basket site to the east, WH/12/02360/OUT are completed (already under construction); and the 300 homes to the west between Stane Street / Madgwick Lane, WH/15/03524/OUTEIA, approved in the Local Plan, have been completed. Additionally, commercial and domestic vehicles associated with the Rolls Royce factory (east) and CDC depot and Transit site (west) exacerbate the dangers at the junction with Coach Road and vehicles turning to access the amenity tip. The Parish Council considers that vehicle access to the site should be from Coach Road, as approved under application 14/01895/FUL

WH/16/02206/OBG - Lge Scale Maj Dev - Dwellings	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett. PO18 0PA	Variation of a S106 agreement for WH/16/01544/OGG relating to affordable housing mix.	Pending
WH/16/02085/FUL - Minor Dev - All Others	Rolls Royce Motor Cars, The Drive, Westhampnett. PO18 0SH	Installation of cycle and motor cycle shelters. Creation of 53 parking spaces. Enabling works for e- cycles. Improved efficiency of car park flow by redirecting traffic flow.	No Objection
WH/16/01750/LBC - Other Dev - LBC's Alter/Extend	Tudor Cottage, 7 Westerton Lane, Westerton. PO18 0PG	Proposed painting of front door and conservatory.	No Objection
WH/16/01508/FUL - Minor Dev - Dwellings	Pampas Cottage, Claypit Lane, Westhampnett. PO18 0NU	1 no. 4 bedroom dwelling.	Having considered the revised drawings and additional information requested, the Council is of the opinion that the submission represents an inappropriate and over development of the site and therefore objects to the application. The proposed location:-would detract from the amenity enjoyed by the existing dwelling, Pampas Cottage; does not respect the existing building line for dwellings along Claypit Lane, which are set well back from the road, neither does it respect the existing density. Claypit Lane is a semi-rural area. If permitted, this development would adversely affect the character of the existing mature, tree lined lane and could lead to similar applications which would irreparably change the character of the area. The proposed dwelling is a substantial 3 storey residence with a total floor area of approximately 2,500 sq.ft. The ridge height is approximately 1M higher than the existing adjacent chalet style bungalows and would have an adverse visual effect on them and the street scene. The proposed basement accommodation is of concern as there are known problems with surface water levels within the area. The Council shares the concerns raised by other objectors to this application in respect of sewage and surface water drainage; traffic and on-street parking, all of which constitute on-going problems within Claypit Lane.



PAYMENTS 17 MAY - 18 JULY 2016						
Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
27/06/2016	R M Huntingford	Play Area Grass Cutting - April	100762	100.00		100.00
27/06/2016	R M Huntingford	Play Area Grass Cutting - May	100762	200.00		200.00
27/06/2016	R M Huntingford	Play Area Grass Cutting - June	100762	200.00		200.00
27/06/2016	Arun & Chi CAB	Grant	100763	100.00		100.00
27/06/2016	DM Chainsaws	Equip. Servicing	100764	51.79	8.63	43.16
27/06/2016	Auditing Solutions	2015-16 Internal Audit	100765	192.00	32	160.00
27/06/2016	R Holman	Petrol for volunteers equipment	100766	39.30	6.55	32.75
27/06/2016	Came & Co	Insurance	100767	517.65		517.65
		<b>Issued in error</b>	100768			
27/06/2016	Playsafety Ltd	Play Area Annual Inspection	100769	92.40	15.4	77.00
27/06/2016	SSALC	Clerk's HR Training %	100770			
27/06/2016	WSCC	Clerk's salary + oncosts - May	100771	426.99		426.99
18/07/2016	WSCC	Payroll Admin	100772	43.92	7.32	36.6
18/07/2016	WSCC	Clerk's salary + oncosts - June	100773	426.99		426.99
				<b>2,391.04</b>	<b>69.90</b>	<b>2,321.14</b>

## INTERNAL AUDIT REPORT 2015-16

<b>Action Plan</b>		
<b>Rec. No.</b>	<b>Auditor's Recommendation</b>	<b>WPC Response</b>
<b>Review of Corporate Governance</b>		
R1	The Council should undertake a further review and update of its governance documentation bringing it into line with the latest NALC model documents	WILL DO
R2	A realistic value for formal tender action should be determined and be identified in both the revised Standing Orders and Financial Regulations.	WILL DO
R3	Minutes approving the payment of grants and donations to local bodies should identify the formal powers being relied on.	LIST OF POWERS REQUESTED
<b>Review of Expenditure</b>		
R4	In order to further strengthen control and provide improved evidencing of review, a suitably designed rubber stamp, ideally incorporating the detail referred to in the body of the report should be acquired and affixed to each invoice / payment docket.	ON ORDER
R5	Where VAT has been incurred in purchases, efforts should be made to ensure that a formal invoice made out in the Council's name is acquired.	CLLRS REMINDED THAT ALL PETTY CASH PURCHASES TO INCLUDE WPC IN DETAIL.
<b>Asset Registers</b>		
R6	The value of assets to be recorded in the Annual Return at Box 9 for 2015-16 should be amended as identified in the body of the report to exclude the VAT element of the supply cost of new signage acquired during the year.	DONE