



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

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## Minutes of the Westhampnett Parish Council Meeting held at 7pm on Monday 11<sup>th</sup> September 2017 at the March C of E School, Westhampnett

### Present:

**Councillors:** Cllr W Harding (Chairman), Cllr J Hardstaff (Vice-Chair), Cllr S Burborough, Cllr R Fabricius, Cllr S James, Cllr C McLeish.

The meeting was clerked by new Parish Clerk, Mrs Linda Lanham, supported by Mrs Joanna Cadman (locum).

CDC Cllr M Hall and 8 members of the public also attended.

<b><u>Minute Number</u></b>	<b><u>Item</u></b>	<b><u>Action</u></b>
<b><u>78/17</u></b>	<b><u>APOLOGIES FOR ABSENCE</u></b> WSSC Cllr J Hunt and Rolls Royce representative Mr A Ball sent apologies.	
<b><u>79/17</u></b>	<b><u>DECLARATIONS OF INTEREST</u></b> Cllr Burborough declared a non-pecuniary interest as a member of the Grange Management Committee, and employee of Rolls Royce.	
<b><u>80/17</u></b>	<b><u>MINUTES OF THE LAST MEETING</u></b> RESOLVED: That the minutes of the meeting held on 17th July 2017 are approved by the Council and signed by the Chairman as a true record of the meeting.	<b><u>WPH</u></b>
<b><u>81/17</u></b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> The Clerk was asked to check if the letter regarding the reinstatement request for Footpath 417 had been sent.	<b><u>LFL</u></b>

<u>82/17</u>	<p><b><u>QUESTIONS BY THE PUBLIC</u></b></p> <p>This item was deferred until later in the meeting.</p>	
<u>83/17</u>	<p><b><u>CHAIRMANS REPORT</u></b></p> <p>All items in the Chairman's report are now included in general items throughout the agenda.</p>	
<p><u>84/17</u></p> <p><u>1</u></p> <p><u>2</u></p> <p><u>3</u></p> <p><u>4</u></p>	<p><b><u>REPORTS BY EXTERNAL BODIES</u></b></p> <p><b>CDC Cllr Hall</b> advised the meeting of the loss of the 10th Duke of Richmond. The Parish Council has sent a letter of condolence to The Duchess.</p> <p><b>WSCC Cllr Hunt</b> sent a report by email. He advised he was not yet fully fit after his operation, and unable to drive so that attending many meetings was difficult, however he hoped to be at the next one in November. He updated the Parish Council on two items:</p> <p><b>Solar Farm</b> – he advised that he had been in correspondence with residents and Mr Kershaw, WSCC Senior Legal Officer. The final response to the complaint raised by the community is awaited.</p> <p><b>Travellers</b> - in respect of the proposed bollard by the roundabout he advised that there is a liaison meeting scheduled for 20th September when this subject will be further discussed.</p>	

<b>85/17</b>	<b><u>MEMBERS' REPORTS</u></b>	
<b><u>1</u></b>	<p><b>Travellers:</b> Cllr Harding reported that the travellers are continually parking wherever they wish. There is no 24/7 management on the site to prevent this. He has asked Esther Quarm, WSCC Gypsy &amp; Traveller Team Manager, for details showing whether the Transit Site is financially viable, but has yet to receive this report. It was confirmed that the liaison meeting is to take place on 20th September.</p>	
<b><u>2</u></b>	<p><b>Bollards:</b> It has been agreed that 50 bollards can be installed (similar in style and type to the Rolls Royce ones). However WSCC Highways reserve the right to take them up if an accident occurs due to them.</p>	
<b><u>3</u></b>	<p><b>A27:</b> Cllrs Harding and Fabricius attended a Workshop on 21st August. If a decision on the preferred option was made before 17th September then the money would remain available. Our new MP, Gillian Keegan spoke at the meeting, saying she was seeking a delay in the deadline for a decision so that the money for the road is not lost.</p>	
<b><u>4</u></b>	<p><b>Goodwood Consultative Committee:</b> Cllr Harding will be attending a meeting soon.</p> <p>Cllr Hardstaff raised her concerns regarding the Revival meeting just finished. For the first time there has been parking in the field between Westerton and Lavant Straight. This has upset the residents of Westerton as Westerton Lane has been used for buses and sewage carts. As the road is narrow the result has been that the grass verges and road surfaces are damaged, road edges are broken and the Heavy Duty Man Hole cover is off its brick base. Huge vehicles cannot turn and due to the bad weather, there is mud over the roads, and in the gully. Additionally the tannoy was unbearable, and coupled with low flying helicopters, the whole thing needs a radical rethink. The Clerk was asked to draft letters for Cllrs Harding and Hardstaffs approval to be sent to Mr Dave Ford in respect of the helicopters, and Mr Lloyd McNeill in respect of the Revival.</p>	
<b><u>5</u></b>	<p><b>Lighting inside and outside the Parish Hall:</b> The Clerk was asked to see if the S106/CiL/CDC grant monies were still available.</p> <p><b>Cycleway:</b> A member of the public, Mr Simon Rigden, a resident of Bayleaf Cottages in Stane Street, had raised the matter of the safety of the children and adult cyclists riding on the Footpath past his drive. He has very little view of this when exiting to Stane Street and had become worried that there may be an accident. He had looked at installing a safety mirror but that would have to be on the verge. Cllrs Harding and Hardstaff had attended a meeting with WSCC regarding the cycle path scheme from Maudlin to Jewsons. Cllr Fabricius asked if the Parish Council should flag this issue with Highways and the Clerk was asked to write to WSCC Strategic Planning advising of the potential danger. The proposed cycle route is on the south side of Stane Street, and is a combined Footpath and Cyclepath with demarcation, and 3m wide, slightly less at a point in Maudlin. There will be no loss of hedgerow, and a central refuge in Coach Road at Stane Street junction. It was asked if the Cycle path could be nearest to the road, it was resolved to add this into the letter.</p>	<p><b><u>LFL</u></b></p> <p><b><u>LFL</u></b></p>
<b><u>6</u></b>		

<p><b><u>86/17</u></b></p> <p><b><u>1</u></b></p> <p><b><u>2</u></b></p> <p><b><u>3</u></b></p> <p><b><u>4</u></b></p> <p><b><u>5</u></b></p>	<p><b><u>PLANNING</u></b></p> <p>Cllr Hardstaff gave a report on the planning matters arising since the last meeting:</p> <p>WH/17/02260/FUL - Mrs Pam Clingan - Temporary residency for 5 yrs provision of mobile home. The Parish Council supported this application and lodged details on the CDC website. Decision awaited.</p> <p>WH/17/01828/TPA – 38 Wealden Drive - Crown reduce to West by 2.5m on 1 no. Oak tree (T1), remove low branch (arising at 1.7m) and crown reduce to West by; lower/mid by 2.5m and upper by 1.5m on 1 no. Oak tree (T2) and crown reduce to West by 2.5m and North West by 1.5m on 1 no. Oak tree (T3) subject to WH/07/00118/TPO. The Parish Council had no comment. Now Permitted.</p> <p>WH/17/01723/FUL – Montagu House - Replacement of all existing white double glazed timber windows with new white UPVC double glazed units throughout 1-6 Montagu House. The Parish Council had no comment. Now Permitted.</p> <p>WH/17/01739/TPA – 22 The Sadlers - Crown raise by 1.5m to ensure clearance of garage roof, reduce height by 3m and reduce crown spread all around by 2m reduction of major limbs on 1 no. Chesnut tree (T7) subject to 68/1075/TPO. The Parish Council had no comment. Now Permitted.</p> <p>WH/17/01644/FUL - Plotlife SPV 2 Limited - 5 houses at Maudlin. The Parish Council objected to this application and lodged details on the CDC Website. Now Refused.</p>	
<p><b><u>87/17</u></b></p>	<p><b><u>PARISH HALL – BELLWAY</u></b></p> <p>Cllr Hardstaff still trying to resolve exactly what Bellway will provide in regard to land, services and responsibilities. Water and Sewage details are known, but not Electricity and Gas. She has been advised that 13 more houses are left to be sold, and all should be completed by Christmas.</p>	<p><b><u>JH</u></b></p>

<p><b><u>88/17</u></b></p>	<p><b><u>NEIGHBOURHOOD PLAN</u></b></p> <p>Cllr Hardstaff reported that the draft went to the Parish Council Neighbourhood Plan team and to Valerie Dobson at CDC. As the report was not in approved “planning speak” this is now being revised by Mr Bob Hull, Planning Consultant with Henry Adams. The maps are being worked on, and the updated version should be back with Valerie Dobson within a month. After that it comes back to the Parish Council, and onto to CDC for Strategic Environmental Assessment if needed. After that a few other bodies look at it, and then hopefully it will be adopted. Cllr Hardstaff acknowledged the help from Mr David Brixey. She also advised that some costs would be incurred in these stages._</p>	<p><b><u>JH</u></b></p>
<p><b><u>89/17</u></b></p>	<p><b><u>FORWARD PLANNING</u></b></p> <p>Mr Andrew Blanchard reported that the phone in the Telephone Box does work, the Box is Listed, and it has ivy growing in it. The Clerk was asked to report this to BT for maintenance to be carried out on the actual Telephone Box.</p>	<p><b><u>LFL</u></b></p>
<p><b><u>90/17</u></b></p>	<p><b><u>CHRISTMAS TREE TRAIL</u></b></p> <p>Mrs Linda Lanham presented a revised proposal which consisted of 3 smaller trees sited in Westhampnett, Maudlin and Westerton, with a carol singing trail between them. This was accepted. Mr John Proctor, member of the PCC, offered to take the matter to the next PCC meeting to be held on 12th September. He also advised that Rev. Rachel Hawes was licenced last week, and would be allocated to this Parish.</p>	<p><b><u>LFL</u></b></p> <p><b><u>JP</u></b></p>
<p><b><u>91/17</u></b></p>	<p><b><u>ROSPA SCHEDULE OF WORK</u></b></p> <p>Mr Andrew Blanchard advised that he has reviewed the report. Items needing attention were: Litter Bin is not locked; Fence not tight enough; Nuts on goalposts need renewing in the spring; signs need replacing. The Clerk was asked to email him with a list of the names of the 4 fitness items so he can advise which signs need to be replaced by ordering from Sovereign.</p>	<p><b><u>LFL</u></b></p>
<p><b><u>92/17</u></b></p>	<p><b><u>PARKING</u></b></p> <p>Cllr Burborough raised the issue of parking and after general discussion it was agreed that Cllrs Burborough and McLeish would investigate what type of restricted parking options there might be, including assessing what times of day / night are worse than others.</p>	<p><b><u>SB/CMcL</u></b></p>

<p><b><u>93/17</u></b></p>	<p><b><u>FINANCIAL MATTERS (prepared by Mrs J Cadman, Locum Responsible Financial Officer)</u></b></p> <p><b>RESOLVED:</b></p> <p>a) Receipts and payments to end July 2017 are approved.</p> <p>b) Bank Reconciliation to end July 2017 is approved</p> <p>c) Spend against budget 2017/2018 - it was noted that £7,200 had been spent so far this year.</p> <p>d) Mrs J Cadman reported that the way the accounts are done currently is overly difficult to use, and suggested that the Parish Council may like to consider a simpler one that she, and many other Parishes use. This is a Rialtas Business Systems package. Mrs Cadman was asked to bring a full proposal to the next meeting.</p>	<p><b><u>JC</u></b></p>
<p><b><u>94/17</u></b></p>	<p><b><u>MODEL STANDING ORDERS AND FINANCIAL REGULATIONS</u></b></p> <p><b>RESOLVED:</b> That Members approved the amendment to item 4, Financial Regulations. Proposed by Cllr McLeish, seconded by Cllr Burborough, approved by all Councillors.</p>	
<p><b><u>95/17</u></b></p>	<p><b><u>DATES OF MEETINGS TO ANNUAL MEETING</u></b></p> <p>The following meeting dates were agreed. 13th November 2017, 8th January 2018, 12th March 2018, 14th May 2018 (Annual Meeting).</p> <p>Annual Parish Meeting 16th April (provisional)</p>	
<p><b><u>96/17</u></b></p>	<p><b>COUNCILLORS BUSINESS:</b></p> <p>Cllr Hardstaff raised the issue that the A Boards at the school were being left out on the pavement during the day, and the night, rather than being used in the morning and afternoon. This could be dangerous. John Proctor offered to raise the matter with the school.</p> <p>Cllr Harding would be writing a letter of thanks to Mrs Caroline Moth for her contribution as a Parish Councillor, and some flowers and card would be arranged by Cllrs Burborough and McLeish.</p> <p>Mr. Bob Holman, resident and Past Chairman, raised the point that the mower used by the Westhampnett Volunteers for grass cutting will need to have its annual service soon. He asked if he could purchase spare blades for changing during the coming season. This was approved. He also asked if the Parish Council might consider a ride-on mower, perhaps next year, especially if the Volunteers are to cut the new Village Green.</p>	<p><b><u>JP</u></b></p> <p><b><u>WPH/SB/CMcL</u></b></p>
<p><b><u>97/17</u></b></p>	<p><b><u>EXCLUSION OF THE PUBLIC</u></b></p> <p><b>RESOLVED:</b> That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.</p>	

<b><u>98/17</u></b>	<p><b><u>RESPONSIBLE FINANCIAL OFFICER</u></b></p> <p><b>RESOLVED:</b> That with regard to the resolution made in minute no 77/17 of the July meeting, that, to support the new Parish Clerk in her role as needed, Mrs Joanna Cadman is designated as Responsible Financial Officer, for the time being.</p> <p>It was noted that Mrs L Lanham will be attending a Budget Planning &amp; Precept Setting Workshop on Tuesday 17th October at SSALC.</p>	<b><u>LFL</u></b>
	The meeting finished 9.10 pm	

**Signed.....**

**Chairman of Meeting**

**Date.....**