

WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

18 MAY 2015 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllrs Mrs Burborough, Fabricius, Harding, Mrs Hardstaff, Mrs McLeish and Mrs Moth.

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

Mr R Holman Chairman of the Council 2014-15, took the Chair. He thanked everyone for their support – Councillors and residents, during what had been a difficult period for the Council following the sudden death of the former Chairman of many years, in 2013. His wife Josie had been unstinting in her support of him and the Council. He added that it had been a great pleasure to serve the village and had met many interesting and dedicated people. He wished the Council well and also congratulated newly-elected District Councillor, Mike Hall, an old-friend of the Parish, on his success.

1. To elect the Chairman of the Council and to receive the Declaration of Office

The Council RESOLVED that Cllr Harding be elected Chairman of the Council for the ensuing municipal year. Cllr Harding signed his declaration of acceptance of office.

Cllr Harding took the Chair.

2. To elect the Vice Chairman of the Council and to receive the Declaration of Office

The Council RESOLVED that Cllr Mrs Hardstaff be elected Vice Chairman of the Council for the ensuing municipal year. Cllr Mrs Hardstaff signed her declaration of acceptance of office.

3. To receive confirmation that all Councillors have signed their Declarations of Acceptance of Office.

The Clerk confirmed that all Councillors present had signed their declarations before the meeting.

4. Chairman's Announcements

The Chairman:

- a) Paid tribute to the outgoing Chairman and made presentations to him and retiring Cllr, Mrs Wood for their service to the Parish.
- b) Welcomed Cllr Mrs Burborough to the Council

District Councillor M Hall also paid tribute Mrs Wood and the retiring Chairman, recalling previous campaigns they had worked on together, including fund-raising for St Wilfrid's Hospice. He said that flooding and sewage issues had been significantly progressed thanks to Mr Holman's hard work.

5. Co-options

Mr Stephen James, present, expressed an interest in being co-opted to the Council. Having told members a little about himself - aged 56 and a self-employed gardener/handyman, it was RESOLVED that he be co-opted to the Council. He then signed the Declaration of Acceptance of Office.

Cllr James joined the table.

6. Apologies

None

7. 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. None were declared.

8. Appointments to Committees, Working Parties and Representatives to Outside Bodies

Resolved that appointments be as set out in Appendix A to these minutes.

9. Minutes

Minutes of the meetings of the 16 March and 1 April 2015 which had been previously circulated were **APPROVED** and signed by the Chairman as correct records of the meetings.

10. Matters Arising from the Minutes

None.

11. Adjournment for Reports

The meeting was adjourned for the following reports:

a. District Councillor Mike Hall

Thanked his predecessor Andrew Smith (Clerk to write thank you).

Reported that Southern Water had objected to the Madgwick Lane development in the past, due to lack of sewage treatment capacity at Tangmere, as OFFWAT funds to increase capacity would not be available until 2022.

Had written to CDC before the election, objecting to the development.

Looked forward to working with the Parish Council once again.

b. County Councillor Jeremy Hunt

Congratulated Cllr Hall.

Reported that the V.A.S. was now operational and noted that additional temporary signs had been installed.

Regretted that there seemed to have been little progress on the Stane St Cycleway since Cllrs Holman and Harding had met with Charlotte and Dan from WSCC, even though Cllr

Harding had agreed to supervise project, in the same way that parishes manage Operation Watershed projects on behalf of WSCC.

A similar approach could be taken to improvements to the footpath linking Westerton to Maudlin and the creation of a footway from the Chichester Park Hotel to the Barns in Madgwick Lane.

As the actual bus stop in Stane St will be moved, there will be no need for a *Bus Box*.

The Traveller Site is now operational. Panic buttons for staff are fitted. The gates are supposed to be kept closed, not open. There is an ongoing issue with floodlights being on 24/7, to the annoyance of residents.

c. Police Representative

PCSO Robert Gillan in tending his apologies, sent a report, Appendix B.

d. Goodwood Estate

The Land Agent Jeremy Hill reported: the event season was underway; they were working closely with Lavant PC on helping deliver some elements of their NP. They were developing some rooms to let at the *Kennels*. A new café was taking shape at the Aerodrome. Work on the permissive path to the r/o Everymans Garage was underway.

Mr Hill agreed to look into

Concerns raised by Councillors on the amount of mud on roads following recent events.

A new heritage-style Finger Post pointing to Westerton.

Overhanging vegetation at Westerton.

Fast traffic in Madgwick Lane leaving *Breakfast Club* meetings. (Extra signs might help – Clerk to write.)

Members commented on *Drifting* now taking place at the Rolls Royce roundabout. Cllr Harding would contact the Police.

e. Rolls Royce

No report. A resident commented on the poor quality of the landscaping on the mounds fronting Stane Street, upon which even the Appeal Inspector for the *Basket World* site had also commented - Clerk to write. RR staff parking on Stane St continued to be a problem - Clerk to write.

12. Public Questions

None.

13. Community Hall Project

The Chair and Vice Chair explained that with the developers of the Basket World site keen to move forward, we needed to firm-up what sort of activities the village wanted the hall to cater for, so that we could go to Bellway, the developer, with a vision, to form the basis for discussion. The Council had several designs in mind, but without many groups in the village to tell the Council what was required, the Council was to an extent feeling around in the dark. Members of the public were invited to view the designs on show at the back of the hall, and indicate their preference, to assist Councillors, who were meeting Bellway later that week.

14. Planning Applications and Decisions

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

15. Members' Reports

a. Planning Update

Nothing to add

b. New Homes Bonus

Cllr Mrs Moth kindly agreed to look at the forms with a view to applying for funds to be used on village projects, e.g. play area and Village Hall.

c. Flooding.

The Clerk reported that in liaison with the former Chairman, he had applied for an *Operation Watershed* grant for drainage improvements at Dairy Lane and Coach Road. This had been approved. RESOLVED to proceed with the works and contractor as recommended by WSCC. RESOLVED to take up Mr Holman's kind offer to continue to liaise with WSCC on the works, on behalf of the Council.

d. Travellers' Transit Site

Cllr Harding reported that he had noticed two caravans in the new Transit Site to date. A caravan in the layby on the old A27 near the hotel, was not thought to be that of a *Traveller*, but abandoned Circus performers!

e. Neighbourhood Plan

Still on hold pending the outcome of the Local Plan Inquiry.

f. Play Area

It was agreed that NHB funds could be considered to fund the new swings.

g. Closed Landfill Site.

No report.

h. Lavant Valley Partnership

No report.

i. Newsletter

Items suggested for inclusion in the next edition: Chairman's Report and new Councillors.

16. Finance

a. Receipts and Payments from 17 March - 18 May 2015, as set out in Appendix D, were approved.

c. The accounts to the 31st March 2015 were approved, Appendix E.

d. The End of Year Bank Reconciliation was approved, Appendix F, showing a Cashbook and Bank balance agreeing of £28, 221.89 as at 31st March 2015, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 217 and initialled the corresponding balance.

e. Sections 1&2 of the 2014-15 Annual Return were approved, Appendix G, subject to any amendments required by the Internal Auditor.

f. The Council's Asset Register was approved, Appendix H.

g. The Council's Annual Risk Assessment was approved, Appendix I (*Minute Book Only*)

h. It was RESOLVED that all Councillors be bank signatories.

i. Grants. RESOLVED that the following grants be made: Samaritans £100; The March School (for a defibrillator) £100; CAB £100. [The grant budget had only been £280, but members planned to vire funds from the unspent election budget towards grants, when the budget was next monitored.]

17. Standing Orders and Financial Regulations

The Council's Standing Orders and Financial Regulations were confirmed. (It was a priority in the forthcoming year to adopt the national models.)

18. Correspondence plus any other matters for information only.

The Clerk:

- a) Asked that all Councillors complete and return the Register of Interests form as soon as possible;
- b) Reminded members of forthcoming training events;
- c) Asked that when members purchase goods on behalf of the Council, to get receipts that showed the supplier's VAT number.

Date of Next Meeting

MONDAY 18 JULY 2015 7PM

The meeting closed at 9.10pm.

Chairman:

Date:

WESTHAMPNETT PARISH COUNCIL		
COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES		
2015-16		
COMMUNITY HALL WORKING GROUP		
	Clrs Mrs Burborough	
	Clr Harding	
	Clrs Mrs Hardstaff	
	Clr Mrs McLeish	
	Clr Mrs Moth	
PLANNING COMMITTEE WORKING GROUP		
	Clrs Mrs Burborough	
	Clr Harding	
	Clrs Mrs Hardstaff	CHAIRMAN
	Clr James	
	Clr Mrs McLeish	
	Clr Mrs Moth	
NEIGHBOURHOOD PLAN WORKING GROUP		
	Clr Harding	
	Clrs Mrs Hardstaff	
	Clr Mrs McLeish	
CHICHESTER DISTRICT ASSOCIATION OF LOCAL COUNCILS (CDALC)		
	Clr Harding	
	Clrs Mrs Hardstaff	
WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS		
	Clr Harding	
	Clrs Mrs Hardstaff	
TRAVELLER SITE LIAISON		
	Clr Harding	
LAVANT VALLEY PARTNERSHIP		
	Clrs Mrs Burborough	
GOODWOOD AIRFIELD CONSULTATIVE COMMITTEE		
	Clr Harding	
GOODWOOD MOTOR CIRCUIT CONSULTATIVE COMMITTEE		
	Clr Harding	
ROLLS ROYCE LIAISON COMMITTEE		
	Clr Fabricius	
GRANGE MANAGEMENT COMMITTEE LIAISON		
	Clrs Mrs Burborough	
	Clr James	
CLOSED LANDFILL SITE LIAISON		
	Mr Holman	
NOTICEBOARD MONITORS		
March School	Mr Holman	
Maudlin	Clr Mrs McLeish	
Westerton	Clr Mrs Hardstaff	

PCSO REPORT

There have been two weekends of reported breaks to vehicles at the West Stoke car park. Handbags with valuables have been stolen by thieves smashing door windows. Items have also been taken where vehicle doors have been left unlocked. Please remember to hide any valuables away. We have plenty of leaflets available that state " no valuables left in vehicles". that can used for displaying in vehicles in the country car parks.

The Community Speed Watch process has been altered to make the using of equipment and recording of data simpler. A meeting to explain to user groups the benefits has been arranged for 21st May at Chichester Police Station at 7.00pm. For more details contact Jason Lemm mob: 07769741318
email: Jason.Lemm@sussex.pnn.police.uk

Money scams and frauds continue to affect residents across the district. Please let me know if you are aware of any elderly residents who have been targeted. PC Emmett at Chichester can also advise on this crime to any groups.

I have visited the Westhampnett Traveller Transit site, now that it has opened. I'm not aware of any reported problems. I intend to visit the site regularly and liaise with staff. Please let me know of any problems in the area for police to be aware.

PLANNING APPLICATION SUMMARY

SDNP/15/01440/FUL	Goodwood Golf Academy Golf At Goodwood Land Off New Barn Hill Westhampnett Chichester West Sussex	The erection of a temporary single storey building for a period of one year.	NO OBJECTION
WH/15/01051/DOM - Other Dev - Householder Developments	17 Old Arundel Road, Westhampnett, Chichester, West Sussex, PO18 0TH	Two storey rear extension.	NO OBJECTION
WH/15/00787/FUL - Minor Dev - All Others	Rolls Royce Motor Cars Limited , The Drive, Westhampnett, West Sussex, PO18 0SH	Variation of Condition 2 of planning permission WH/11/03884/FUL - by submission of a set revised drawings for Phase 2 reflecting the increase in height of the first floor extension, matching that of the adjacent penthouse area on the main building.	NO OBJECTION

APPENDIX D

RECEIPTS 17 MARCH - 18 MAY 2015				
Date	Payer	Details	Paying-in slip	Gross Amount
15/04/2105	CDC	Precept		10,000.00
27/04/2015	HMRC	VAT Reclaim		2,719.84
09/05/2015	WSCC	Op W'Shed Grant: Dairy Lane + Coach Rd		2,100.00
			TOTAL	14,819.84
PAYMENTS 17 MARCH - 18 MAY 2015				
Date	Payee	Details	Cheque No.	Gross Amount
01/04/2015	WSALC	WSALC & NALC Sub	100678	215.35
01/04/2015	WSCC	Clerk's salary + oncosts - March	100679	417.8
19/04/2015	CDC	Bin emptying 2014-15	100680	354.53
19/04/2015	Local Plan advice/representations	Henry Adams Planning Ltd	100681	375.00
19/04/2015	G Burt	Photocopying	100682	9.36
19/04/2015	G Burt	Stamps	100682	54.00
18/05/2015	R Huntingford	Grass Cutting x2 April	100683	200.00
18/05/2015	R Holman	Wood for Play area fence	100684	23.80
18/05/2015	R Holman	Turf	100684	4.00
18/05/2015	R Holman	Fuel for Volunteers' equip	100684	22.03
18/05/2015	R Holman	2-Stroke Oil for Volunteers' equip	100684	11.24
01/04/2015	WSCC	Clerk's salary + oncosts - April	100685	417.8
				£2,104.91

2014-15 Accounts		
	Budget	Actual
Balances b/f	24,077.73	24,077.73
Income		
Precept	17,000.00	17,000.00
Interest		85.99
VAT Refund		0
Other Income		25.000
Sub Total	17,000.00	17,110.99
Salaries	£6,700.00	3,860.35
Audit	£176.40	350.00
Insurance	£661.15	689.87
Subscriptions	£367.50	310.73
Website	£120.00	96.00
Office Expenses/admin	£300.00	436.44
Prof Serv - Other	£138.85	150.00
Prof Serv - Planning & NP	£2,400.00	1,399.00
Training	£100.00	15.00
Play Area Rent	£200.00	200.00
Play Area Maintenance	£900.00	1200.00
Play Area Equipment	£500.00	32.35
Play Area Inspection	£81.90	78.00
Bus Shelter Maint	£0.00	427.02
Dog Bin Emptying	£1,080.00	0.00
Rubbish Bins * 3	£1,247.50	0.00
Grants	£260.00	272.20
Grant - Churchyard	£700.00	700.00
Village maintenance - tool hire	£150.00	
Village maintenance - fuel	£530.00	54.91
Village maintenance - Equip Purchase	£3,100.00	1,715.70
Miscellaneous Expenses	£1,200.00	0
Chairman's Allowance		£70.92
VAT		£908.34
Sub Total*	£20,913.30	12,966.83
Balance c/f	£20,164.43	£28,221.89
*Excludes t/fs b/w accounts		

WESTHAMPNETT PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT			
END OF YEAR BANK RECONCILIATION			
AS AT 31 MARCH 2015			
PRESENTED TO COUNCIL ON 18 MAY 2015			
RECEIPTS & PAYMENTS			
Balance brought forward (as at 01/03/2014)	£24,077.73		
Add Total Receipts	17,110.99		
Less Total Payments*	(12,966.83)		
TOTAL	£28,221.89	◀	
BANK			
Barclays - Main AC (as @ 31/03/2015)	9,508.41		
Barclays - Village Hall AC (as @ 23/09/2014)	12,916.31		
NS&I (as @ 01/01/2015)	5,797.17		
Less unpresented cheques	0		
TOTAL	£28,221.89	◀	
*Excludes t/fs between a/cs			

TALLY

Section 1 – Accounting Statements 2014/15 101

Enter name of reporting body here:

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	5,866	24,078	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	17,000	17,000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	19,561	111.00	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	3,956	3,860	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	14,394	9,107	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	24,078	28,222	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	24,078	28,222	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	30,174		The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Gregory Burt

Date 18/05/2015

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 18/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		‘Yes’ means that the council
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	NO NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated _____

Signed by:

Chair _____

dated 18/05/2015

Signed by:

Clerk _____

dated 18/05/2015

Gregory Bourb

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

Asset Register as at 31 March 2015

Date of acquisition	Description of Asset	Location of Asset	Cost ex. VAT	Insurance value 2013
STREET FURNITURE				
Unknown	Bus shelter	Westerton	£2,553.79	£2,553.79
Unknown	Bus shelter	Maudlin	£2,553.70	£2,553.70
30/11/2007	"Cropston" style hardwood bus shelter	Stane Street, Westhampnett	£6,230.00	£6,562.05
1995	Lister seat	Westhampnett Nursing Home	£463.30	£463.30
08/01/2010	Oak double doored notice board & routed header	March C of E School	£780.00	£780.00
08/01/2010	Oak double doored notice board & routed header	Westerton, next to the bus shelter	£510.00	£510.00
08/01/2010	Oak double doored notice board & routed header	Maudlin	£510.00	£510.00
08/01/2010	Oak double doored notice board & routed header	The Mill	£510.00	£510.00
14/09/2011	Dog bin	Claypit Lane/Madgwick Lane road	£438.00	£438.00
PLAYGROUND EQUIPMENT				
13/08/2004	Smithy bench with galvanised frame	Playground, Richmond Road, Westerton	£138.00	£228.58
12/07/2004	Set of 5-a-side football goals	Playground, Richmond Road, Westerton	£300.00	£392.58
06/09/2005	Game time prime time activity unit & Double swings with cradle seats + safe grass matting	Playground, Richmond Road, Westerton	£8,300.00	£8,637.68
Unknown	Litter Bin	Playground, Richmond Road, Westerton	£150.00	£150.00
PLAYGROUND SURFACES				
14/07/2004	Safer surfacing	Playground, Richmond Road, Westerton	£990.00	£2,598.38
SPORTS EQUIPMENT				
10/11/2006	Badminton wheelaway post set with net, 4 racquets and shuttlecocks	31 Old Arundel Road, Maudlin	£285.95	£296.01
OFFICE EQUIPMENT				
03/02/2014	Toshiba Laptop Computer and Printer	2B Albert Terrace, High St, Bogston	£461.00	£461.00
VOLUNTEER EQUIPMENT				
15/04/2014	TORO Timemaster 30" Lawnmower	Ashkeys, Stane St, Westhampnett	729.16	729.16
15/04/2014	Stihl FS90R Strimmer	Ashkeys, Stane St, Westhampnett	311.25	311.25
15/04/2014	Husqvarna 226HS75 30" Hedgecutter	Ashkeys, Stane St, Westhampnett	337.48	337.48
	Updated 18/05/2015		26,551.63	29,022.96