

Draft Minutes subject to ratification
WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 15 SEPTEMBER 2014 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: B Harding (Vice Chairman in the Chair), R Fabricius, Mrs J Hardstaff, Mrs C Moth (until Minute 277c), Mrs C McLeish, and Mrs P Wood.

IN ATTENDANCE: County Cllr J Hunt
District Cllr A Smith
PCSO Robert Gillan
G. Burt, Clerk
4 Members of the Press & Public

268. Chairman's Announcements

The Vice Chairman welcomed all those present.

269. Apologies

An apology for absence was received from Cllr R Holman who was not well.

270. 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 Hardstaff declared an interest in planning application WH/14/02860/DOM.

271. Minutes

The Minutes of the meeting of the 21 July 2014 which had been previously circulated were **APPROVED** and signed by the Chairman as correct record of the meeting.

272. Matters Arising from the Minutes

Min 259(b) The Clerk reported that positive phone and written replies had been received to the two letters sent, which had resulted in work being done or promised.

273. Adjournment for Reports

The meeting was adjourned for the following reports:

- a. District Councillor Andrew Smith reported on the reconfiguration of the CDC Depot which would allow for more MOT work to be undertaken. Andrew Blanchard raised the issue of the current rules that don't allow lorries to turn right from the site and asked AS if this was being

maintained? The conversation then went on to discuss the kerbing which supported a left only turn and AS believed that there was no change to this provision in any of the plans.

He had been party to discussion with Commercial Estates, the applicant for the Madgewick Lane site, about housing numbers. 350 were originally planned, but this may now be lowered to 300. CDC was looking at the layout including *Green Corridors* and Rolls Royce had asked for plenty of screening.

[Cllr Mrs Moth reported on the meeting that she and Cllr Holman had attended with representatives of CDC, pertaining to this development and the plans and delivery of a Village Hall. She stressed the requirement to re-engage with the agents for Old Place Farm so as to ensure sufficient contributions are provided for an off-site community facility at Maudlin Nursery. See Minute 276 (b) below.]

b. County Councillor Jeremy Hunt reported that the speed reduction project was with contractors; that he hadn't progressed the meeting with WSCC officers and the Parish to regarding a cycleway scheme in Stane Street; he gave details of an officer at WSCC re liaison meeting over waste lorry litter; holes in Westerton Lane and the request for an island in the middle of Coach Road.

The Head of the March School was in contact with the Safer Routes to School Team at WSCC re parking problems and Civil Enforcement Officers had visited the area. Comment was made from other members of the public that it would be helpful if the Head or Chair of Governors attended meetings of the Parish Council – AGREED that they be encouraged to attend. Others commented that there was a danger that stricter regulations would push the problem further out and if there were better crossing points e.g. at Coach Road, more children would walk to school as it would be safer.

Cllr Hunt added that: WSCC was to retain management of Traveller Transit Sites for the time being; nominations for the West Sussex Care Awards were being sought; WSCC was consulting on its future priorities *What Matters to You?*; the importance of the work that WSCC was doing to assist vulnerable families in the area – much better to help at an early stage than try to solve problems when it was often too late.

The recent Lavant Valley Forum had been well attended and had covered some useful topics incl. school places. Future subjects to include footpath and footway maintenance which was always of interest to Parishes.

PCSO Robert Gillan reported that there had been few crimes in the area recently. Parish Councillors and other residents commented that although the Police had written to the Council setting out what it intended to do about so-called Drifting, it ranked low in their priorities yet was a high priority for villagers affected. PCSO Gillan promised to seek an answer as to why the issue, in the eyes of villagers, was not being addressed with resources to their satisfaction. It was suggested that an engineering plan should be discussed as part of the Old Place Farm development as a long term solution to the problem. However, engineering solutions to the problem on the Westhampnett roundabout itself were not suited to such a fast road, where volunteer speed detection was also prohibited.

d. Goodwood Estate. The Estate had apologised for not being represented. Cllrs had met with representatives since the last meeting. Cllr Mrs Hardstaff commented on how well the Revival traffic arrangements had operated, and also on the politeness of the marshals. It was remarked that helicopters departing the Aerodrome were not following prescribed routes, to the detriment of the amenities of local residents.

e. Rolls Royce. No one from the company was present. A resident commented that RR lorries had started to deliver on Sunday; AGREED that the Clerk would write accordingly.

274. Adjournment for Public Questions

Mr A Blanchard who looked after the play equipment, reported that he had taken the swings out of commission, as one of the wooden uprights was showing signs of worrying wear. Cllr Mrs McLeish would contact the supplier and arrange a replacement.

Mrs J Holman commented on the amount of litter left by participants along the route of the Triathlons being run through the village. Whilst the events were welcome, the plastic cups and bottles were not. AGREED that the Clerk would write a letter; Mrs Holman to supply contact details. Comment was also made about the lack of notification to the Council and absence of contact details.

275. Planning Applications and Decisions

Cllr Mrs Hardstaff reported on recent applications. A table showing recent applications in the Parish is attached to and forms part of these minutes – Appendix E.

276. Members' Reports

a. Planning Update – Cllr Mrs Hardstaff reported on the timeframes for the hearings by the Inspector into the CD Local Plan. A decision on the Tangmere Water Treatment Works was due in December. Old Place Farm: Cllr Harding and herself, along with the WPC planning advisor met with CDC on 31 July and our comments were submitted on the 6 August. CDC expect revised proposals mid-September and would consider the application on 10 December. The Council may like to consider supporting Boxgrove in objecting to a minerals application at *Redvins*. [Post-meeting note, Goodwood Estate have confirmed that they have asked that the site be withdrawn from the West Sussex Minerals Local Plan: Engagement on Mineral Sites Study as they have no intention, as owners, of releasing the site.]

b. Community Hall Update.

Further to the discussion in minute 273 (a) above, it was RESOLVED that although the Parish Council was objecting to the application to develop land at Madgewick Lane, it would continue to liaise as appropriate with the developer to ensure that should permission be given, the very best outcome for the village be obtained. This stance in no way represents support for the scheme. It was also RESOLVED that contributions continue to be sought from this development for the provision of community facilities off-site, at the Maudlin Nursery site.

c. New Homes Bonus

Cllr Mrs Moth reported that our application was being considered this month.

d. Flooding

In the absence of Cllr Holman there was nothing to report.

e. Travellers' Transit Site

Nothing to report.

f. Neighbourhood Plan

Cllr Mrs McLeish reported that she had completed inputting responses into an Excel Spreadsheet, which she had passed to Cllr Mrs Hardstaff.

277. Finance

a. Details of Receipts and Payments made since the last meeting / or not formally reported before, were noted or approved and are attached to and form part of these minutes – Appendix A.

b. A Bank Reconciliation to the 4 September had been circulated and is attached to and forms part of these minutes – Appendix B.

c. A Budget Report to the 15 September had been circulated and is attached to and forms part of these minutes, Appendix C. Members requested that new Dog & Litter Bins be on the next agenda. The expenditure on Bus Shelters had in part been due to vandalism; this could be discouraged by blocking off the gap to the rear.

d. The Clerk had managed to obtain the Internal Auditor's Report pertaining to the 2013-14 accounts. Members considered the *Action List* and the Council's responses are attached to and form part of these minutes, Appendix D.

e. It had been hoped to consider a grant application from SAMMY Community Transport, but it had not yet been received, via a previous Clerk. Once received, it would be on the next agenda.

278. Information Technology

a. Computer Requirements. The Clerk had not yet looked for a new laptop.

b. New Website. Cllr Harding reported on various quotations to create a new site. It would be possible to have a site similar to West Deans' at a cost of £250. To be looked at again at the next meeting.

279. Items not on the agenda which, in the opinion of the Chairman of the meeting, should be considered as a matter of urgency.

WSCC had advised that the current Vehicle Activated Sign (VAS) on Stane Street would be redundant once the new lower speed limit took effect and asked if WPC would like to purchase a new one, at a cost of £5,000, as the existing model could not be modified. RESOLVED that Rolls Royce who kindly paid for the original model be approached to see if they would fund the new device.

280. Correspondence plus any other matters for information only.

a. The Clerk had tabled in advance a list of notable correspondence dealt with since the last meeting – NOTED.

b. Cllr Mrs Hardstaff reported that (Bob) Blackburn, a resident of Westhampnett since mid-1960s and former Chairman of the Council died recently. His funeral was being held on Thursday 18th September at 12.30pm at St Peter's Church, Westhampnett and afterwards at the Chichester Park Hotel. RESOLVED that the Chairman would draft a letter of condolence from the Council.

281. Date of Next Meeting

MONDAY 17 NOVEMBER 2014

The meeting closed at 8.50pm.

Chairman:

Date:

APPENDIX A

WESTHAMPNETT PARISH COUNCIL				
RECEIPTS 27 JUNE TO 15 SEPTEMBER 2014				
Date	Payer	Details	Paying-in slip	Gross Amount
09/07/2014	Late H Adams	Memorial Fund - residue, for Village Hall Fund		25.00
PAYMENTS 27 JUNE TO 15 SEPTEMBER 2014				
Date	Payee	Details	Cheque No.	Gross Amount
21/07/2014	R.H.Huntingford	Playing Field & Footpath Cutting etc (June x2 cuts)	100642	£200.00
21/07/2014	Staples	Stationery	100643	£48.65
21/07/2014	SSALC	Recruitment Assistance	100644	£180.00
22/08/2014	A Blanchard	Pigeon Spikes for Playground Equipment	100645	£29.99
22/08/2014	R.H.Huntingford	Playing Field & Footpath Cutting etc (July x2 cuts)	100646	£200.00
22/08/2014	R. Holman - reimb	Equip for volunteers for village maintenance	100647	£114.30
22/08/2014	Action in Rural Sussex	Village Halls Advice Service Sub 14-15	100648	£90.00
		T/F From PC Current to Village Hall A/C	100649	
22/08/2014	R. Holman - reimb	Preservative etc for Bus Shelters	100650	£56.43
15/09/2014	Goodwood Estate	Westerton Play area rental	100651	£100.0
15/09/2014	R. Holman - reimb	Equip for volunteers for village maintenance	100652	43.05
15/09/2014	R. Holman - reimb	Equip for volunteers for village maintenance	100653	38.36
15/09/2104	R.H.Huntingford	Playing Field & Footpath Cutting etc (Aug x1 cuts)	100654	£100.00
15/09/2014	WSCC	Salaries + on costs: July	100655	£336.35
			TOTAL	£1,537.1

WESTHAMPNETT PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT			
BANK RECONCILIATION			
AS OF 4 SEPTEMBER 2014			
PRESENTED TO COUNCIL ON 15			
SEPTEMBER 2014			
RECEIPTS & PAYMENTS			
Balance brought forward (as at 31/03/2014)	£24,077.73		
Add Total Receipts	25.00		
	8,500.00	Precept	
Less Total Payments (up to 22 Aug 2014)	(5,275.47)		
TOTAL	£27,327.26		
BANK			
Barclays - Main AC (as @ 04/09/2014)	8,722.51		
Barclays - Village Hall AC (as @ 23/07/2014)	1,741.31		
NS&I (as @ 01/01/2013)*	5,711.18		
Less unpresented cheques			
100641 £22.74	-22.74		
Plus uncleared deposits	11,175.00		
TOTAL	27,327.26		
*Note			
Balance as at 16/06/2014 = £5,754.01 However, bank statement No 2 showing interest earned missing; copy to be obtained.			

APPENDIX C

WESTHAMPNETT PARISH COUNCIL			
2014-15 Budget Update as at 15 September 2015			
	Budget	Expenditure to date	Balance
Salaries	£6,700.00	181.60	£6,518.40
Audit	£176.40	150.00	£26.40
Insurance	£661.15	689.87	-£26.40
Subscriptions	£367.50	269.64	£97.86
Website	£120.00		£120.00
Stationery	£300.00	145.46	£154.54
Prof Serv - Other	£138.85	217.20	-£73.35
Prof Serv - Planning	£2,400.00		£2,400.00
Training 100	£100.00		£100.00
Play Area Rent	£200.00	200.00	£0.00
Play Area Maintenance	£900.00	900.00	£0.00
Play Area Equipment	£500.00	25.00	£475.00
Play Area Inspection	£81.90		£81.90
Bus Shelter Maint	£0.00	427.02	£427.02
Dog Bin Emptying	£1,080.00		£1,080.00
Rubbish Bins x 3	£1,247.50		£1,247.50
2 x New Dog Bins			
Grants	£260.00	100.00	£250.00
Grant - Churchyard	£700.00		£700.00
Village maintenance - tool hire	£150.00		£150.00
Village maintenance - fuel	£530.00	18.95	£511.05
*Village maintenance - Equip Purchase		1,715.70	-£1,715.70
Miscellaneous Expenses	£1,200.00		£1,200.00
Total	£17,813.30	£5,040.44	£13,724.22
*This has been funded by NHB and so will be shown as capital grant-funded expenditure in future reports			

APPENDIX D

2013-14 Audit Action Plan		
Rec. No.	Recommendation	Response
	Review of Corporate Governance	
R1	The Council should ensure that a consistent value for formal tender action is recorded in both the Standing Orders and Financial Regulations: the Council will also need to consider whether or not the Financial Regulations require further update in the light of the most recent legislative change affecting banking arrangements.	To be considered as part of a review of Sos and FRs at next meeting.

R2	Members should ensure that they comply with the requirements of the Accounts and Audit Regulations and take appropriate steps to ensure that the external audit is advertised in accordance with the revised timetable to be agreed with PKF Littlejohn.	Noted.
Review of Accounting Arrangements and Bank Reconciliations		
R3	Care should be taken to ensure that all transactions effected between 1 st April and 31 st March annually are recorded in the cashbook records, irrespective of whether or not the payments and / or receipts have cleared through the bank at the financial year-end.	This is being done.
R4	The format of bank reconciliations prepared periodically should be amended to identify the year's transactions in full to the date of reconciliation, also identifying any uncleared cheques or deposits, as per the example provided covering the financial year-end.	This is being done.
R5	Detail of the Community Hall Account transactions should also be recorded in a formal cashbook record and a copy of the year's bank statements be provided for our examination and verification of the year-end balance as at 31 st March 2014.	This is being done. Cashbook to be presented at next meeting.
Review of Payments		
R6	The spread sheet cashbook should be enhanced to provide check columns to help ensure that an appropriate analysis of expenditure incurred is recorded.	This is being done.
R7	If not already prepared, a VAT Reclaim for 2013-14 expenditure should be prepared and submitted to HMRC for recovery: appropriate adjustments should be made to the detail to ensure that the correct values are reclaimed on each relevant payment.	This is on the Clerk's <i>To Do</i> list.
Assessment and Management of Risk		
R8	The Council should ensure that the exiting risk register is subjected to annual review, update (if appropriate) and formal re-adoption.	To consider at a future meeting.

Salaries and Wages	
R9	<p>The minutes should formally identify the clerk's salary point on the national scale, together with the basic weekly contracted hours of work: a formal employment contract should also be prepared and be signed by both the new Clerk and the Council Chairman.</p> <p>A contract has been signed by the Chairman and new Clerk. SCP and hours to be confirmed and minuted at next meeting</p>