

**WESTHAMPNETT PARISH COUNCIL**

**MINUTES OF A MEETING OF THE COUNCIL**

**16 NOVEMBER 2015 AT 7PM**

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

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

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

**1. Chairman's Announcements**

The Chairman welcomed those present.

**2. Apologies**

None

**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. None were declared.

**4. Minutes**

Minutes of the meeting of the 21 September 2015 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

The Chairman had requested a meeting with the Aerodrome management and directors of the Helicopter schools to discuss overflying in the Parish; the meeting was extremely productive with the Helicopter schools expressing a willingness to revamp the flying routes to avoid residential areas. Mark Gibb agreed to discuss a new trial flight path and report to the Parish Council with his ideas.

Mark Gibb (accompanied by Rob Wildeboer) gave an overview of agreed flight paths and other operating agreements plus noise mitigation measures, enshrined in Section 52 agreements covering the operation of the site. Helicopter routes to the south were being reviewed and in tandem, a revised route for training was being

trialled in the coming months. Residents were being encouraged to give feedback on its success or otherwise; the routes and guidance notes would be made available.

A resident commented that there appeared to be less flights recently, but Mr Gibb suggested that this was probably due to the weather.

Mr Holman suggested that as some pilots didn't respect the original route, surely this new route just antagonise residents further? Mr Gibb advised that he had received firm commitments from operators and believed that the key was in the briefings given to pilots. Goodwood were committed to make this work and would be monitoring the trial closely. They retained the ultimate sanction of precluding pilots who would not follow protocols. Westerton was no longer to be a turning point. He suggested that part of the problem was with visiting pilots. He urged everyone to give the trial a chance, stressing that the changes were not being done for safety reasons, but to be good neighbours.

Cllr Mrs Hardstaff commented that often calls to their *complaints hotline* were either unanswered or ignored. Cty Cllr Hunt said his calls were always answered and dealt with. The website contained much information including on how to make a complaint.

The Chairman thanked Messrs Gibb and Wildeboer for attending.

b. Rolls Royce

Nigel Carter (accompanied by Andrew Ball) reported that current production was on schedule and that sales remained good, although were *tight* in some areas. A forthcoming holiday period would be used to undertake various works on site. Measures to mitigate the noise from compressors were planned.

The Travel Plan in conjunction with a bus for employees, was believed to have removed 60-70 cars from site. Approximately 100 staff arrived on bicycles and motor bikes and there were plans to expand the shed space for them. They were trying to improve traffic flow at peak times. Extra double-yellow lines within their curtilage were planned near entrances along with measures to slow down traffic leaving the site.

c. District Councillor Mike Hall reported on the out-sourcing of Leisure Services and Chichester Street markets. He reiterated that he had asked CDC on several occasions to determine the Madgwick Lane application, so as to avoid an appeal for non-determination, which was now the case. He felt that the importance of the site as a Strategic Gap between Chichester and Westhampnett should be emphasised; the term had been used to great effect in stopping a not dissimilar application between Lavant and Chichester. He felt a local campaign group was needed to lead the fight.

d. County Councillor Jeremy Hunt reported that changes in the Democratic Services Team were delaying progress on some projects. The possibility of the Parish appointing consultants to design a Cycleway along Stane St, couldn't progress as the Parish required S106 funds to pay them, but use of S106 funds was currently on hold pending a review. He was trying to pursue work to relocate the Bus Box. The Parish would be asked for its views on changes to the Mineral Plan.

e. Police Representative

PCSO Rob Gillen had sent his apologies. Members asked that a report be sent in future, if attendance was not possible.

**7. Public Questions**

Mr J Proctor thanked the Council for its grant towards the maintenance of the Churchyard; he advised that plans were in hand to extend the churchyard northwards in due course, onto land already in the church's ownership.

**8. Community Hall Project**

The Clerk reported that he had obtained a quotation of £300 for a QS to provide a feasibility estimate of the proposed new hall. RESOLVED to accept the quotation.

**9. Planning Matters**

- a) Members RESOLVED the comments on applications received since the last meeting, Appendix A.
- b) CDC had asked the Council for its views on amendments to the Hanging Basket Site planning application, which the Planning Officer felt addressed many of the Parish's concerns. Members wished to view the actual plans prior to giving its opinion.
- c) The newly submitted planning Application for Madgwick Lane /Stane Street documents had been provided for examination, the Chairman and Vice Chair examined the bundle and produced several pages of observations relating to the proposed site, during the process it was found that an additional, previous undisclosed development indicating a new roadway and sports facilities intended for the southern boundary off Old Place Lane, this is also being contested. Cllr Mrs Hardstaff reported that she had prepared letters based on the findings to CDC and the Planning Inspector, which would be circulated as widely as possible, for residents to just add their addresses and signatures which could be then forwarded in the envelopes provided. Representatives of Rolls Royce kindly offered to produce further copies as required. Cllr Mrs Hardstaff was thanked for her work in producing these excellent letters and generating all the copies.

**10. Highways**

- a. Finger Sign  
Installation awaited.
- b. Westhampnett Boundary Signs  
Clerk meeting with WSCC officer the following day, plus Chairman re. Madgwick Lane.
- c. Litter Bins  
A bin had been installed at Westerton and a temporary bin a Claypitt Lane where usage was being monitored.
- d. Unkempt Land in Stane St.  
Some work had been done.
- e. Hedges  
Bellway had promised to cut the hedge fronting Stane St by the Bus Shelter shortly, and Mr Heaver had cut the hedge to the north of Stane St at its western end, although the land in front required further tidying.

## 11. Members' Reports

### a. **New Homes Bonus**

The Council resolved to accept the terms and conditions of the offer relating to projects submitted for 2015-16 and authorise the Clerk to sign accordingly.

### b. **Flooding / Operation Watershed**

Work was yet to start at Dairy Lane and Coach Road – Clerk to chase Balfour Beatty.

### c. **Travellers' Transit Site**

The Chairman outlined some recent incidents and issues. Unfortunately, the liaison meetings had not been held due to Steve Hansford being away on sick leave, no notice of the next meeting had been reported.

### d. **Neighbourhood Plan**

Still on hold.

### e. **Play Area**

The order had been placed, and a pre-works site meeting planned. Cllr Mrs Moth had volunteered to compile a grant application to fund further improvements.

### f. **Closed Landfill Site.**

Nothing to report.

### g. **Lavant Valley Partnership**

Nothing to report. Next meeting 10/12/2015.

### h. **Newsletter**

Cllr Mrs McLeish reported that there was little to go into the next edition at the present – contributions welcome.

### i. **Grange Management Committee**

It was reported that the residents collectively would take over the management of the estate in the New Year.

## 12. Finance

a) **Receipts and Payments from 22 September – 16 November 2015**, as set out in Appendix B, were approved.

b) The **Bank Reconciliation**, Appendix C, showing a Cashbook and Bank balance agreeing as at 4 November 2015, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 225 and initialled the corresponding balance.

### c) **Budget Update**

Members reviewed the budget, noting income and expenditure to date. The Clerk reminded members to bring to the January meeting any items to be considered for the 2016-17 budget, as that was when it would be resolved, along with the accompanying precept for the new financial year.

d) The **External Auditor's Report** on the 2014-15 accounts had been previously circulated. Members were pleased to see few comments, but noted the

recommendation to update the Financial Regulations and Standing Orders. Agreed that adoption of model FR and SO be considered at the next meeting.

**13. Correspondence plus any other matters for information only.**

The Clerk drew Members' attention to the WSALC AGM on Thursday 19 November.

**14. 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.

**15. Pension**

The Clerk had circulated the recent briefing note on the requirement for employers to offer a workplace pension. Ordinarily, it would appear that that for the Parish Council, (based on the salary paid) it was not obliged to contribute, but make provision should the employee wish to contribute. However, given that the Clerk's Contract of Employment states that the Clerk is eligible to join the Local Government pension Scheme, the Clerk advised the Council that he will be exercising this right, and will report accordingly at the next meeting on likely employer costs.

**Date of Next Meeting**

**TUESDAY 12 JANUARY 2016 7PM**

*The meeting closed at 8.58pm.*

Chairman:

Date:

**APPENDIX A**

**Comments on Planning  
Applications**

|  |  |  |  |
|--|--|--|--|
| WH/15/03524/OUTEIA - Lge Scale Maj Dev - Dwellings         | Land North Of Stane Street, Madgwick Lane, Westhampnett.     | Residential development comprising up to 300 residential dwellings, including an element of affordable housing, with vehicular access from Stane Street and Madgwick Lane, associated landscaping, a community facility, open space and children's play space, surface water | As our comments are considerable, please see Minutes of 10 November 2015 |
| WH/15/03370/DOM - Other Dev - Householder Developments     | Genista Cottage, Stane Street, Westhampnett. PO18 0PA        | Single storey front extension.   | NO OBJECTION   |
| SDNP/15/04957/LIS  | The Cottage (ruin) Goodwood Hat Hill Road, Goodwood PO18 0QA | New dwelling to replace derelict fire damaged remains of 'The Cottage' (pursuant to extant planning consents ref: SDNP/12/00258/LIS and SDNP/12/00257/FUL).  | NO OBJECTION   |
| SDNP/15/04956/FUL  | The Cottage (ruin) Goodwood Hat Hill Road, Goodwood PO18 0QA | New dwelling to replace derelict fire damaged remains of 'The Cottage' (pursuant to extant planning consents ref: SDNP/12/00258/LIS and SDNP/12/00257/FUL).  | NO OBJECTION   |
| WH/15/03323/DOM - Minor Dev - All Others.                  | Lismore, Claypit Lane, Westhampnett. PO18 0NU                | Construct side two storey extension and single storey ground floor to front elevation  | NO OBJECTION   |
| WH/15/02785/FUL - Minor Dev - Industry/Storage/Warehousing | Maudlin Mill, Sidengreen Lane, Maudlin. PO18 0QU             | Erection of B1/B2 industrial unit.   | NO OBJECTION   |
| WH/15/02809/REM - Minor Dev - All Others                   | Westhampnett Lake, Coach Road (north), Westhampnett.         | Erection of 5 no. fishing lodges for use in connection with angling lake   | NO OBJECTION   |

**APPENDIX B**

**PAYMENTS 22 SEPTEMBER - 16 NOVEMBER 2015**

| <b>Date</b> | <b>Payee</b>             | <b>Details</b>                  | <b>Cheque No.</b> | <b>Gross Amount</b> | <b>VAT</b>    | <b>Net Amount</b> |
|-------------|--------------------------|---------------------------------|-------------------|---------------------|---------------|-------------------|
| 07/10/2015  | St Peter's Church PCC    | Grant - C'yard maintenance      | 100710            | 700.00              |               | 700.00            |
| 07/10/2015  | SAMMY Comm Transport Ltd | Grant                           | 100711            | 171.08              |               | 171.08            |
| 07/10/2015  | PKF Littlejohn LLP       | External Audit 2014-15          | 100712            | 120.00              | 20.00         | 100.00            |
| 07/10/2015  | SSALC                    | Training events x2              | 100713            | 102.00              | 17.00         | 85.00             |
| 07/10/2015  | WSCC                     | Clerk's salary + oncosts - Sept | 100714            | 426.99              |               | 426.99            |
|             |                          | Issued in error                 | 100715            |                     |               |                   |
| 07/10/2015  | Beaver Tool Hire         | Flail Mower hire                | 100716            | 102.98              | 17.16         | 85.82             |
| 10/11/2015  | R Huntingford            | Grass Cutting                   | 100717            | 100.00              |               | 100.00            |
| 10/11/2015  | R Huntingford            | Grass Cutting                   | 100717            | 100.00              |               | 100.00            |
| 10/11/2015  | R Holman                 | Fuel for Volunteers' equip      | 100718            | 21.50               | 3.58          | 17.92             |
| 10/11/2015  | C Moth                   | Fuel for Volunteers' equip      | 100719            | 6.50                | 1.08          | 5.42              |
| 10/11/2015  | CDC                      | New bin @ W'ton                 | 100720            | 446.38              | 74.4          | 371.98            |
| 10/11/2015  | CDC                      | Emptying of above               | 100720            | 39.31               | 6.55          | 32.76             |
| 10/11/2015  | SSALC                    | Training event - Chair          | 100721            | 90.00               | 15            | 75.00             |
| 10/11/2015  | SSALC                    | Training event - Clerk          | 100721            | 18.00               | 3             | 15.00             |
| 10/11/2015  | G Burt                   | Copies                          | 100722            | 0.40                | 0.07          | 0.33              |
| 10/11/2015  | G Burt                   | Envelopes                       | 100722            | 1.60                | 0.27          | 1.33              |
| 10/11/2015  | G Burt                   | Mileage                         | 100722            | 36.41               |               | 36.41             |
| 10/11/2015  | CDC                      | New bin @ Maudlin (NHB)         | 100723            | 446.38              | 74.4          | 371.98            |
| 10/11/2015  | CDC                      | Emptying of above               | 100723            | 23.10               | 4.62          | 27.72             |
|             |                          |                                 |                   | <b>2,952.63</b>     | <b>237.13</b> | <b>2724.74</b>    |

## **APPENDIX C**



| <b>BANK RECONCILIATION</b>                      |                   |         |  |
|---|-------------------|---------|--|
| <b>AS AT 4 NOVEMBER 2015</b>                    |                   |         |  |
| <b>PRESENTED TO COUNCIL ON 16 NOVEMBER 2015</b> |                   |         |  |
| <b>RECEIPTS &amp; PAYMENTS</b>                  |                   |         |  |
| Balance brought forward (as at 01/04/2015)      | £28,221.89        |         |  |
|   |                   |         |  |
| Add Total Receipts                              | 26,103.84         |         |  |
|   |                   |         |  |
| Less Total Payments*                            | (8,139.83)        |         |  |
|   |                   |         |  |
| <b>TOTAL</b>                                    | <b>£46,185.90</b> | ◀       |  |
| <b>BANK</b>                                     |                   |         |  |
| Barclays - Main AC (as @ 04/11/2015)            | 28,172.42         |         |  |
| Barclays - Village Hall AC (as @ 23/09/2014)    | 12,916.31         |         |  |
|   |                   |         |  |
| NS&I (as @ 01/01/2015)                          | 5,797.17          |         |  |
|   |                   |         |  |
| Less unpresented cheques                        |                   |         |  |
|   | 100710            | -700.00 |  |
|   |                   |         |  |
| <b>TOTAL</b>                                    | <b>46,185.90</b>  | ◀       |  |
| *Excludes t/fs between a/cs                     |                   |         |  |

**TALLY**

| WESTHAMPNETT PARISH COUNCIL               |                  |                   |                  |
|---|------------------|-------------------|------------------|
| 2015-16 Budget                            |                  |                   |                  |
|   | As @ 01/04/2015  | To 16/11/2015     | Revised Budget   |
| <b>Income</b>                             |                  |                   |                  |
| Balances b/f forecast                     | 28,221.89        | 28,221.89         | 28,221.89        |
| Precept                                   | 20,000.00        | 20,000.00         | 20,000.00        |
| VAT Reclaim                               |                  | 2,719.84          | 2,719.84         |
| Other Income *1                           |                  | 3,384.00          | 3,384.00         |
| <b>Sub Total</b>                          | <b>48,221.89</b> | <b>54,325.73</b>  | <b>54,325.73</b> |
| <b>Expenditure</b>                        |                  |                   |                  |
| Salaries                                  | 6700.00          | 3,030.44          | 6700.00          |
| Audit                                     | 350.00           | 255               | 255.00           |
| Insurance                                 | 700.00           | 522.26            | 523.00           |
| Subscriptions                             | 400.00           | 275.35            | 400.00           |
| Website                                   | 120.00           |                   | 120.00           |
| Office Expenses/admin                     | 800.00           | 379.33            | 600.00           |
| Prof Serv - Other                         | 150.00           |                   | 150.00           |
| Prof Serv - Local Plan                    | 2,400.00         | 312.5             | 2,400.00         |
| Neighbourhood Plan                        | 5,000.00         |                   | 1,000.00         |
| Training                                  | 400.00           | 275               | 400.00           |
| Elections                                 | 1,200.00         |                   | -                |
| Play Area Rent                            | 200.00           | 100               | 200.00           |
| Play Area Maintenance                     | 1200.00          | £1,123.16         | 1,200.00         |
| Play Area Equipment                       | 500.00           |                   | 4,500.00         |
| Play Area Inspection                      | 80.00            | 65                | 65.00            |
| Bus Shelter Maint                         | 200.00           |                   | 200.00           |
| Bin Emptying                              | 1,120.00         | 355.84            | 700.00           |
| New Litter Bins                           | 1,247.50         | 371.98            | 1,247.50         |
| Grants                                    | 280.00           | 471.08            | 500.00           |
| Grant - Churchyard                        | 700.00           | 700               | 700.00           |
| Village maintenance - tool hire           | 150.00           | 85.82             | 150.00           |
| Village maintenance - fuel + equip maint. | 350.00           | 51.07             | 350.00           |
| Village maintenance - Equip Purchase      | 1,384.30         |                   | 1,384.30         |
| Miscellaneous Expenses                    | 500.00           |                   | 500.00           |
| Chairman's Allowance                      | 100.00           | 266.08            | 300.00           |
| Operation W'Shed *2                       |                  |                   | 2,100.00         |
| Finger Sign *2                            |                  |                   | 1,284.00         |
| NHB *2                                    |                  | 371.98            | 371.98           |
| <b>Net Expenditure Total</b>              | <b>26,231.80</b> | <b>9,011.89</b>   | <b>27,928.80</b> |
| VAT Expenditure                           |                  | 467.69            | 600              |
| Gross Expenditure                         |                  | 9,479.58          | 28,528.80        |
| <b>Balance c/f forecast</b>               |                  | <b>£44,846.15</b> | <b>25,796.93</b> |
| *1 Grants for specific projects           |                  |                   |                  |
| *2 Expenditure met by grants              |                  |                   |                  |