

**WESTHAMPNETT PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**10 JANUARY 2017 AT 7PM**

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

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

**IN ATTENDANCE:** G Burt, Clerk  
13 Members of the Public

**1/17 Chairman's Announcements**

The Chairman welcomed all those present. He reported that disappointingly, WSCC had given itself approval for the Solar Farm to the south of Stane Street.

**2/17 Apologies**

None.

*(NB that following Best Practice, members should give the reason for their absence and the Council should resolve to accept or otherwise the reason tendered.)*

**3/17 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.

**4/17 Minutes**

Minutes of the meeting of the 14 November 2016 which had been previously circulated were **APPROVED** and signed by the Chairman as a correct record of the meeting.

**5/17 Matters Arising from the Minutes**

Minute 13f. The Vice Chairman had sent photographs of brambles to the Clerk to forward to Goodwood but possibly due to the size of the file he had not received them. He would though explain to Goodwood that the offending vegetation was to the rear of the former Coach & Horses public house. Everyman's garage between the former Coach & Horses public house and the eastern boundary of Rolls Royce, as far as Stane Street.

**6/17 Adjournment for Reports**

The meeting was adjourned for the following reports:

a. Goodwood

A delegation from the Aerodrome had been expected to give an update on Flight Path monitoring but were not in attendance.

b. District Councillor Mike Hall had tendered his apologies.

c. County Councillor Jeremy Hunt in tendering his apologies sent a report, attached Appendix A.

d. Police Matters

No report.

The Police had been advised of a recent incident where pellets from a BB gun were fired at windows of a dwelling nearby but were unable to act as the offenders had not been identified.

e. Rolls Royce Matters

Andrew Ball and Nigel Carter advised that they were very conscious of residents' concerns about employee parking. They receive e-mails and phone calls and asked that it be minuted that they are happy to receive complaints! Most employees park legally and don't want to upset anyone. They have now reached agreement for employees to park on an as yet undisclosed piece of Goodwood land which should help the situation in the longer term. This should assist the enforcement of where employees park.

In answer to a question they reported that 95 employees on average used the staff bus each day.

Mr Holman reported that employees parking on verges which the village volunteers had helped to maintain, left an unsightly mess.

The Main and Staff Gates were now linked vehicularly.

RR do mention in their weekly staff bulletins about the speed and noise from motorbikes.

Residents commented again about the speed with which vehicles exit the Main Gate, to the detriment of vehicles exiting Madgwick Lane.

RR had second highest sales figures ever in 2016 and were employing more people than ever.

RR were aware of the limitations of the current sewage infrastructure in the area.

**7/17 Public Questions**

Residents suggested that whilst the Parish Council itself could not appeal against the approval given by WSCC for the Solar Farm (not being an *interested party*) it could ask for a Judicial Review / Statutory Review of the decision, which had to be submitted within three weeks. The Chairman encouraged residents to take this forward if they so wished and in the meantime the Clerk was asked to seek the Council's Consultant Planning Advisor, Bob Hull's advice on whether it was possible/practicable for the Parish Council to submit such an application.

**8/17 Planning Matters**

- a. Members **RESOLVED** the comments on applications received since the last meeting, Appendix B.
- b. Cllr Mrs Hardstaff reported that an appeal had been lodged against CDC's Refusal at Pampas Cottage and that an appeal for one dwelling to the north of The March School had been dismissed.

**9/17 Neighbourhood Plan**

Cllr Mrs Hardstaff reported that despite excellent progress to date, the schedule had now changed following a meeting with NP officers from CDC who had advised the process needed to take into account amendments to Neighbourhood Plan legislation. Some paid

planning expertise was now required and Cllr Mrs Hardstaff would ask Bob Hull for a budget to undertake the required work, for which the Council had made budgetary provision.

## 10/17 Highways

- a. A27 Improvements  
The Chairman advised that Dis. Cllr Mike Hall had advised him there was no money to build a northern bypass and that he had seen a SDNPA report ruling out a northern route.
- b. Operation Watershed  
Site meetings had been held at Westerton, Dairy Lane and Madgwick Lane with local Councillors / residents and WSCC officers. A response from WSCC was now awaited.
- c. Coach Road Footpath. Cllr Mrs Burborough advised that this path was now open, although the positioning of the fence and gate so close to the hedge made it look otherwise.

## 11/17 Members' Reports

- a. **Travellers' Transit Site**  
The Chairman reported that:  
The site had been closed for two days for a deep clean.  
Visitors were supposed to book in advance.  
On a recent occasion, when they had parked on the verge on the roundabout, had been told to go by the Police, but went and came almost straight back!  
The Police had not appeared to be very active in addressing ongoing concerns around the Traveller Site, including a recent incident where pellets from a BB gun were fired at windows of a dwelling nearby.  
Discussions had been held with CDC about securing the verge in question and a grant of £1,000 might be available. It was suggested that the Parish would need to *take ownership* of the work and that the Village Volunteers could maintain planters if that was the chosen method securing the land. Volunteers present said it would depend on what was in the planters, but they would not be able to undertake any cutting of the grass. Ongoing.
- b. **Play Area.**  
Mr Blanchard said the two new signs had been damaged beyond repair by footballs etc. The Clerk was asked to order two replacements, which Mr Blanchard would mount on Marine-ply for added strength.
- c. **Lavant Valley Partnership**  
Nothing to report.
- d. **Grange Management**  
The first Directors' meeting was planned. The Clerk was asked to write to Goodwood and ask that the tenants of their Duchess Cottages not park their vehicles on The Grange estate.
- e. **Closed Landfill Site**  
Covered elsewhere. The Clerk was asked to write to Cty Cllr Hunt to thank him for his efforts in relation to the Solar Farm application. The three residents who also attended the WSCC planning meeting that day and spoke against the application were also thanked.

**f. Volunteers**

The representatives from Rolls Royce very kindly offered to host the next *Thank you* supper for the village volunteers. Mr Holman detailed new equipment required by the volunteers including a long-handled pruning saw and loppers. This would be funded from the residue of the New Homes Bonus (NHB) funds being held by the Council, for which the funds had been previously acquired and agreed.

**12/17 Finance**

- a) **Receipts and Payments** 15 November 2016 – 10 January 2017, as set out in Appendix C, were approved.
- b) A **Bank Reconciliation** as at 4 January 2017 was noted – Appendix D. In accordance with good practice, Cllr Harding initialled the corresponding amount on Bank Statement 239.
- c) **2017-18 Budget Update.** The Clerk had prepared a draft budget for members' consideration. It included provision to service a PWLB loan of up to £150,000 should it be required to bridge the gap in funding to enable work on the new Community Hall to commence (although Members were confident the gap would not be anywhere near their magnitude). The budget also included: maintenance of the Village Green which was likely to become the Council's responsibility during the year; enhanced insurance as the hall would be owned by the Council; and finally, a start-up balance for the *Hall Management Ctee*. This was required to cover expenses until income starts being generated from bookings. **RESOLVED** that the Council's budget for 2017-18 showing gross expenditure of £45,884.29 as set out in Appendix E be approved.
- d) **RESOLVED** that a sum of £42,900 be Precepted upon Chichester District Council for the year 2017-18.
- e) Payment of Invoices. The Vice Chairman had requested this item be put on the agenda, but reported that the issue had now been resolved. The Clerk advised that to save on mileage, he tried to call in on cheque signatories when passing by. Barclays had now received documentation from all additional signatories to the bank accounts, with the exception of Cllr Mrs Hardstaff, who ironically had been the first to visit Barclays with the necessary ID! The Clerk had continued to challenge the bank on this, and the Vice Chairman advised that she was not willing to visit Barclays again! She advised that she was happy to not become a signatory if it expedited a speedy resolution to the addition of all other Councillors.

**13/17 Urgent Items**

None

**14/17 Correspondence / any other matters for information only**

The Council had been notified of the proposed changes to the electoral arrangements for the District Council. **RESOLVED** to make no comment.

**15/17 Exclusion of Press and Public**

**RESOLVED** that due to the nature of the business about to be transacted (contractual) it is in the public interest that the Press and Public be excluded and they are instructed to withdraw.

## **16/17 Community Hall**

- a) A further meeting had been held with Bellway. They concurred that on reflection, a joint delivery with a Brewer who hoped to develop the adjoining site was not practicable and would be taken no further. They had instructed advisers to draft a further Deed of Variation (DofV) to enact the transfer of the hall and village green land to the Parish Council with a sum of £500,000 to enable the Council to build the hall directly. However, the amount which Bellway suggested it deduct from this sum, to reflect architect et al costs to date, had been queried by the Council and Bellway would report back. The Council had provided Bellway of its Solicitor's details.
- b) The Clerk had registered the Council on the *My Tenders* website and would lodge our tender documents following a meeting he was due to hold with SSALC's Financial Advisor. This would enable the Council to comply with Tendering transparency regulations.
- c) The Clerk was concerned about cashflow during the build as we needed to pay and then reclaim the VAT. Cllr Mrs Hardstaff advised that Exemption Certificates could be sought which would result in invoices being paid net, to avoid this problem.
- d) Cllr Mrs Hardstaff advised that as were using a Design & Build contract, we would appoint a QS in due course who would sign-off invoices prior to payment.

## **17/17 Date of Next Meeting**

**MONDAY 20 MARCH 2017 7PM**

*The meeting closed at 9.05 pm.*

Chairman:

Date:

## **APPENDIX A**

### **County Council Member for Chichester North**

Unfortunately, due to your change of normal meeting day to a Tuesday, your meeting now clashes with the Lavant PC Meeting. I will try to get to you later, but as I suspect there will be a lengthy debate surrounding the A27, I might well not make it. If so, please accept my apologies.

I do not have a lot to report this month, but I would just like update you on a few issues:

- 1) A27 - unfortunately this is now back on the Agenda, with a move to recall the consultation so that it can be re-run including the northern options. I can categorically state that I do not support this recall in any way. I think it is utter madness at this late stage to even contemplate such a move, which could delay the upgrade of the existing road for many years.
- 2) Obviously, by the time you read these notes you will know the result of the Solar Farm application, which is being heard today. I hope we are victorious, but if not then at least we can say that we put up a good fight and I'm sorry I couldn't do more to prevent it happening.
- 3) The Safer West Sussex Partnership is currently running a survey to seek the views of residents on their experience and perceptions of crime, together with what is important to them in

their local area. This survey will help inform the Partnership's work in identifying communities and individuals who are vulnerable to crime. It will assist partner agencies to ensure that appropriate support, intervention and resources are provided to those who are most at risk of harm in West Sussex." You can have your say by visiting [www.haveyoursay.westsussex.gov.uk/communities-public-protection/west-sussex-crime-survey-2017](http://www.haveyoursay.westsussex.gov.uk/communities-public-protection/west-sussex-crime-survey-2017) and it will be running until Sunday 5th March.

- 4) The next SCCLC Meeting is Tuesday 14th March - last opportunity to get a CIF application in this financial year. Applications should be with us by end first week of February.
- 5) The next Lavant Valley Partnership meeting is on Tuesday 31st January, at St Mary's Church, Lavant.
- 6) This just leaves me to wish you all a very Happy, healthy and prosperous New Year.

Jeremy Hunt

## APPENDIX B

### COMMENTS ON PLANNING APPLICATIONS

REF	Address	Proposal	Parish Comment
WH/16/04079/DOM - Other Dev - Householder Developments	Wherstead , Coach Road(North), Westhampnett. PO18 0NX	Proposed double garage and new vehicle access	NO OBJECTION
WH/16/03938/FUL - Minor Dev - Dwellings	St Peters Church , Stane Street, Westhampnett. PO18 0NT	Replace wooden shed with a temporary 3 years insulated wooden log style cabin.	NO OBJECTION

## APPENDIX C

### PAYMENTS 15 NOVEMBER 2016 - 10 JANUARY 2017

Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
14/11/2016	L Lanham	NP Stationery	100795	2.5	0.42	2.08
22/11/2016	L Lanham	NP Stationery	100795	32.99	5.5	27.49
22/11/2016	J Hardstaff	NP Stationery	100796	92.98	15.5	77.48
22/11/2016	A Oakley	NP Stationery	100797	27.77	4.63	23.14
22/11/2016	S Watkins	NP Stationery	100798	37.62	6.27	31.35
22/11/2016	S Watkins	Community Website costs	100799	6.99	0	6.99
22/11/2016	S Watkins	Community Website costs	100799	55.88	9.31	46.57
Cheque 100729 not presented therefore CANCELLED				-100.00		-100
10/01/2017	WSCC	Clerk's salary + oncosts - Nov	100800	431.26		431.26
10/01/2017	WSCC	Payroll management	100800	43.92	7.32	36.6
10/01/2017	Savills	Play Area Rent 16-17	100801	100		100
				<b>731.91</b>	<b>48.95</b>	<b>682.96</b>



## **APPENDIX E**

**WESTHAMPNETT PARISH COUNCIL**

WESTHAMPNETT PARISH COUNCIL						
	2016-17					
	Original	To 10/01/2017	Forecast to year end	2017-2018	2018-19	2019-20
<b>Income</b>						
Balances b/f forecast	31,567.07	31,567.07	31,567.07	39,700.00	39,700.00	39,600.00
Precept	20,500.00	20,500.00	20,500.00	42,900.00	42,900.00	42,900.00
VAT Reclaim	3,000.00		1,500.00	3,000.00	3,000.00	3,000.00
Grants	-	81.03	81.03	-		
NHB						
Interest						
<b>Sub Total</b>	<b>55,067.07</b>	<b>52,148.10</b>	<b>53,648.10</b>	<b>85,600.00</b>	<b>85,600.00</b>	<b>85,500.00</b>
<b>Expenditure</b>						
Salaries	7,000.00	3,450.08	5,170.00	6,500.00	6,600.00	6,700.00
Audit	255.00	360.00	360.00	370.00	370.00	370.00
Insurance	523.00	517.65	517.65	1,000.00	1,000.00	1,000.00
Subscriptions	400.00	28.19	50.00	400.00	400.00	400.00
Website	100.00	53.56	53.56	100.00	100.00	100.00
Office Expenses/admin	1000.00	331.93	400.00	1,000.00	1,000.00	1000.00
Prof Serv - Other	250.00	36.96	150.00	250.00	250.00	250.00
Prof Serv - Planning	2400.00	840.00	1,000.00	2,400.00	2,400.00	2400.00
Neighbourhood Plan	5000.00	161.54	200.00	5,000.00	5,000.00	5,000.00
Training	250.00	107.5	150.00	250.00	250.00	250.00
Play Area Rent	200.00	100	100.00	100.00	100.00	200.00
Play Area Maintenance	1200.00	£1,300.00	1,300.00	1,200.00	1,200.00	1200.00
Play Area Equipment		36.00	36.00	100.00	100.00	
Play Area Inspection	70.00	77	77.00	80.00	80.00	70.00
Bus Shelter Maint	200.00		200.00	200.00	200.00	200.00
Bin Emptying	360.00		360.00	360.00	360.00	360.00
New Litter Bins				300.00	300.00	
Grants	500.00	167.52	400.00	500.00	500.00	500.00
Grant - Churchyard	700.00	700	700.00	700.00	700.00	700.00
Village maintenance	500.00	221.23	300.00	500.00	500.00	500.00
Village maintenance - Equip Purchase *2	1,384.30	470.83	1,384.30	913.47	913.47	913.47
Miscellaneous Expenses	500.00			500.00	500.00	500.00
Chairman's Allowance	100.00	117.94	117.94	120.00	120.00	100.00
Operation W'Shed *2						
NHB *2		104.61	104.61			
Village Green Maint.				500.00	500.00	500.00
Community Hall Support				10,000.00	10,000.00	10,000.00
Community Hall PWLB Repayment				9,540.82	9,540.82	9,540.82
<b>Net Expenditure Total</b>	<b>22,892.30</b>	<b>9,182.54</b>	<b>13,131.06</b>	<b>42,884.29</b>	<b>42,984.29</b>	<b>42,754.29</b>
VAT Expenditure	3,000.00	522.15	800.00	3,000.00	3,000.00	3,000.00
Gross Expenditure	25,892.30	9,704.69	13,931.06	45,884.29	45,984.29	45,754.29
<b>Balance c/f forecast</b>	<b>29,174.77</b>	<b>42,443.41</b>	<b>39,717.04</b>	<b>39,715.71</b>	<b>39,615.71</b>	<b>39,745.71</b>
*2 Expenditure met by grants						