

WESTHAMPNETT PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

21 SEPTEMBER 2015 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllrs Harding (Chairman) Mrs Burborough, Mrs Hardstaff, James and Mrs McLeish.

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

1. Chairman's Announcements

The Chairman welcomed those present.

2. Apologies

Apologies for absence were received from Cllrs Fabricius and Mrs Moth.

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 20 July 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. District Councillor Mike Hall reported on discussions at CDC regarding housing numbers and employment sites, Airfield issues and the current consultation on the SDNP Local Plan.
- b. County Councillor Jeremy Hunt reported on progress on the Stane St cycleway scheme. WPC were still awaiting for a list of consultants to design the scheme and also contractors to supply/install new Westhampnett gateway features/signs.

A survey of 100 cars travelling in Stane St, undertaken by a PCSO outside the nursing home, had shown a west-bound average of 29.8 miles per hour. He kindly agreed to seek a similar survey in Madgwick Lane, by the PCSOs. There was a need/desire for a Speedwatch group in the village; volunteers clocked speeding cars and information was then passed to the Police who sent letters to those clocked.

Parish Councillors were very disappointed in what they considered to be a lack of interest in speeding matters by the Police; Cllr Hunt suggested inviting an officer in charge of *Operation Crackdown* to the next meeting. He also suggested inviting a Rolls Royce PR manager to a future meeting over ongoing parking problems caused by RR employees and also a representative of Goodwood to discuss the ongoing Helicopter nuisance.

WSCC was asking parishes to advise of empty Grit Bins – the one in Westhampnett was still full from last year.

All highway defects should ideally be reported through the *I Love West Sussex* website page / App.

A resident asked when the Bus Stop at the bottom of Claypitt Lane would be moved as promised? Cllr Hunt would enquire.

Cars parked illegally on the approach to the RR roundabout should be photographed and the picture sent to Operation Crackdown.

Drifting had lessened since four offenders were arrested for related motoring offences although it was reported that the problem may have moved eastwards to Tangmere and Boxgrove.

c. Police Representative

PCSO Rob Gillen in tending his apologies had sent a report – Appendix A.

d. Goodwood Estate

No representative

e. Rolls Royce

No representative

7. Public Questions

Mr Holman asked when the hedge at *Duchess Cottages* was going to be cut and the work promised by Goodwood to improve the footpath to Everyman's Garage carried out, as agreed at the site meeting on 7 April last? Clerk to contact Goodwood on both issues.

Mr Blanchard said the excuse that Helicopter pilots not adhering to agreed flightpaths being due to their unfamiliarity with the area, was nonsense, as most lived locally.

8. Community Hall Project

The Chairman gave a resume of progress to date: Bellway needed the input of the Parish Council on the Community Hall design, in order that they could apply for the outstanding Reserved Matters prior to commencing any work on site. Bellway had suggested a design, which Parish Councillors felt could be improved. Cllr Mrs Hardstaff circulated a design which she had produced. The Council resolved that the design, which was not over ambitious, with two entrances and one flexible hall which could be sub-divided, met the community's requirements, and be used as a basis for a further meeting with Bellway. Clerk to forward to Bellway as appropriate.

9. Planning Applications and Decisions

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

10. Highways

- a) Finger Sign
Funds from Goodwood received; order placed.
- b) Westhampnett Boundary Signs
See 6(b) above.
- c) Litter Bins
A site meeting had been held with CDC and Cllr Mrs Hardstaff. Site for permanent bin at Westerton agreed and a temporary bin would be installed at Claypitt Lane, to see if a permanent bin is required. CDC to be asked to get litter picker to continue up Stane St as far as Maudlin bus shelter.
- d) Unkempt Land in Stane St.
Some progress. Mr Holman had planted some spring bulbs at the site.
- e) West Sussex Cycling & Walking Strategy – Questionnaire
Cllrs Mrs Burborough, Mrs Hardstaff and Mrs McLeish to formulate a response.

11. Members' Reports

a. **Planning Update**

Nothing to add

b. **New Homes Bonus**

The Council resolved to accept the terms and conditions of the offer relating to projects submitted in 2014-15 and authorise the Clerk to sign accordingly.

c. **Flooding / Operation Watershed**

The Clerk was asked to chase a promised update from Southern Water, relating to flooding prevention in Maudlin.

d. **Travellers' Transit Site**

Following a meeting, flower beds and signs were to be installed near the entrance to the site to prevent the parking of caravans on the verge. Improvements to fencing were to be considered; the gates cannot be worked properly. No tenants are staying longer than 3 months. Of the last 40 encampments in Sussex, less than 40 were by travellers. Members discussed the problems of tenants of the site not paying for goods and services ordered at local establishments, and causing disturbances. A transit van had blocked the pavement outside the site for several days and children had been seen climbing on the wall. The Chairman said that everything that those who had objected to the facility had foreseen, had come true, and that the information and liaison between the management and the local community since had been inadequate. It was suggested that CDC/WSCC officers, including Portfolio Holders responsible for the site, be asked to attend a special meeting to discuss problems. Clerk to arrange.

e. **Neighbourhood Plan**

Still on hold.

f. **Closed Landfill Site.**

Mr Holman reported that 10 pairs of Skylarks had been observed this season. WSCC had been unable to find a buyer for the hay, so it was cut and left in situ. WSCC were adhering to the Site Management Plan.

g. **Lavant Valley Partnership**

Nothing to report.

h. **Newsletter**

Cllr Mrs Burborough said her husband, who worked at Rolls Royce, would seek to resolve previous printing issues. Suggestions for items for the next edition, including dates for 2016 meetings, were made.

i. **Grange Management Committee**

Nothing to report.

12. **Finance**

a) **Receipts and Payments from 21 July -21 September 2015**, as set out in Appendix C, were approved.

b) The **Bank Reconciliation**, Appendix D, showing a Cashbook and Bank balance agreeing of at 4 September 2015, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 223 and initialled the corresponding balance.

c) The **External Auditor's Report** on the 2014-15 accounts was not yet available.

d) **Budget Update**

Members reviewed the budget, noting income and expenditure to date. It was agreed that the budget be amended, as set out in Appendix E. This would enable the Council to consider further grant applications and replace the swings at Westerton Play area.

e) **Grants**

RESOLVED that grants of £171.08 and £700 be awarded to SAMMY Community Transport and St Peter's Churchyard (maintenance) respectively.

f) **Westerton Play Area**

Members noted that despite extensive searches, the possibility of obtaining grants for the replacement of an item was unlikely. Cllr Mrs McLeish had obtained quotes to replace the two-seater swing. RESOLVED that an order be placed with Playdale to replace the swing accordingly, in steel, at a cost of £3,759.80.

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

The Clerk drew Members' attention to some forthcoming AirS Village Hall events.

Date of Next Meeting

MONDAY 16 NOVEMBER 2015 7PM

The meeting closed at 8.55pm.

Chairman:

Date:

APPENDIX A

PCSCO REPORT

I'm sorry but I will not be able to attend the next Parish meeting on Monday 21st Sept. I have looked at the incidents reported to Police for the Westhampnett area. Here are the reported incidents of note.

There have been two burglaries- Goodwood motor circuit 05/08 and the council depot.17/08
Four thefts have been reported. Items stolen included: jewellery,12/08 pedal cycle, 27/08 Kubata Gaitor Quad 29/08 and mob. phone. 11/09
An assault was reported at the Goodwood motor circuit.11/09
Illegal immigrants were found in the back of a truck at the Rolls Royce factory. 20/08
Two reports of travellers waiting to enter the transit site. 06/08 21/08
RTC car on its roof 19/08

PCSO Rob Gillan

APPENDIX B

Comments on Planning Applications

WH/15/02340/LBC - Other Dev - Householder Developments	Mandage House, Westerton Lane, Westerton, Chichester, West Sussex, PO18 0PG	Investigations into causes of ingress of water into south gable end and chimney. Remedial work and repairs as necessary.	NO OBJECTION
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WESTHAMPNETT PARISH COUNCIL

RECEIPTS 21 JULY - 21 SEPTEMBER 2015

Date	Payer	Details	Paying-in slip	Gross Amount
29/08/2015	Goodwood Estate	Finger Sign Cont.		1,284.00
xxxx/2105	CDC	Precept Part II		10,000.00
TOTAL				11,284.00

PAYMENTS 21 JULY - 21 SEPTEMBER 2015

Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
		Issued in error	100703			
10/09/2015	G Burt	Ink Cart %	100704	10.66	1.78	8.88
10/09/2015	G Burt	Envelopes	100704	0.85	0.14	0.71
10/09/2015	G Burt	Copies	100704	0.60	0.10	0.5
10/09/2015	WSCC	Clerk's salary + oncosts - July	100705	426.99		426.99
10/09/2015	WSCC	Clerk's salary + oncosts - Aug	100705	426.99		426.99
10/09/2015	Playsafety Ltd	Playground inspection	100706	78.00	13.00	65.00
10/09/2015	Savills	Play area rent 15-16	100707	100.00		100
10/09/2015	AirS	Subscription 15-16	100708	72.00	12.00	60
10/09/2015	R Huntingford	Grass Cutting x1 July	100709	100.00		100.00
10/09/2015	R Huntingford	Grass Cutting x2 Aug	100709	200.00		200.00
TOTALS				1,416.09	27.02	1,389.07

APPENDIX D

**BANK RECONCILIATION
AS AT 4 SEPTEMBER 2015
PRESENTED TO COUNCIL ON 21 SEPTEMBER
2015**

RECEIPTS & PAYMENTS	
Balance brought forward (as at 01/04/2015)	£28,221.89
Add Total Receipts	26,103.84
Less Total Payments*	(5,100.69)
TOTAL	£49,225.04



BANK	
Barclays - Main AC (as @ 04/09/2015)	20,511.56
Barclays - Village Hall AC (as @ 23/09/2014)	12,916.31
NS&I (as @ 01/01/2015)	5,797.17
Plus uncleared deposits	10,000.00
TOTAL	49,225.04



TALLY

*Excludes t/fs between a/cs

APPENDIX E

WESTHAMPNETT PARISH COUNCIL			
2015-16 Budget			
	As @ 01/04/2015	Revised Budget	To 21/09/2015
Income			
Balances b/f forecast	28,221.89	28,221.89	28,221.89
Precept	20,000.00	20,000.00	20,000.00
Other Income *1		3,384.00	3,384.00
Sub Total	48,221.89	51,605.89	51,605.89
Expenditure			
Salaries	6700.00	6700.00	2,603.45
Audit	350.00	350.00	155
Insurance	700.00	523.00	522.26
Subscriptions	400.00	400.00	275.35
Website	120.00	120.00	
Office Expenses/admin	800.00	600.00	341.26
Prof Serv - Other	150.00	150.00	
Prof Serv - Local Plan	2,400.00	2,400.00	312.5
Neighbourhood Plan	5,000.00	1,000.00	
Training	400.00	400.00	100
Elections	1,200.00	-	
Play Area Rent	200.00	200.00	100
Play Area Maintenance	1200.00	1,200.00	£923.16
Play Area Equipment	500.00	4,500.00	
Play Area Inspection	80.00	65.00	65
Bus Shelter Maint	200.00	200.00	
Dog Bin Emptying	1,120.00	700.00	295.36
New Rubbish Bins	1,247.50	1,247.50	
Grants	280.00	500.00	300
Grant - Churchyard	700.00	700.00	
Village maintenance - tool hire	150.00	150.00	
Village maintenance - fuel + equip maint.	350.00	350.00	27.73
Village maintenance - Equip Purchase	1,384.30	1,384.30	
Miscellaneous Expenses	500.00	500.00	
Chairman's Allowance	100.00	300.00	266.08
Operation W/Shed *2		2,100.00	
Finger Sign *2		1,284.00	
Sub Total	26,231.80	28,023.80	6,287.15
	Reduction		
	Increase		
*1 Grants for specific projects			
*2 Expenditure met by grants			