

WESTHAMPNETT PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

14 MARCH 2016 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

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

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

1. Chairman's Announcements

The Chairman welcomed those present; he apologised to those who had come thinking that this was the Annual Meeting of Electors, which had actually taken place an hour earlier. This was due to a leaflet distributed by a third party, displaying the wrong time.

2. Apologies

Apologies had been 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 meetings of the 12 January 2016 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 Public Questions

Mr Holman reported on the work of the village volunteers. They hope to purchase more equipment (using NHB funds) and have a rota for their various duties. More volunteers would be welcome to assist in keeping footpaths and other areas neat and tidy. They are also happy to receive suggestions about new areas requiring their attention.

The Chairman reiterated the plea from the previous meeting, for volunteers to join the Committee at Boxgrove Village Hall.

7. Community Hall Project

A team of volunteers were keen to join a Community Hall Management Committee, who in the interim would help the Council plan the fit-out. **RESOLVED** the Terms of Reference for

the Committee, as set out in Appendix A. (Cllrs Mrs Mcleish, Mrs Moth and Mrs Burborough as Council representatives.)

The Chairman explained that the Council was currently waiting on Bellway for a breakdown of their construction costs, so a comparison with that provided by the Council's own QS could be made.

The Council was able to access advice about Village Halls from Action in Rural Sussex.

8. Planning Matters

- a) Members RESOLVED the comments on applications received since the last meeting, Appendix B.
- b) Cllr Mrs Hardstaff reported that CDC spent three hours deliberating the Madgwick Lane proposal for up to 300 homes. It was passed by 6 votes for and 6 against, with 1 abstention. It was carried on the Chair's casting vote.

A Master Plan for Chichester was carried by 7-4.

The proposal for Playing Fields *et al* off Madgwick Lane was also passed. Temporary access for Phases 1&2 would be through Old Pace Farm.

Madgwick Lane was due to be widened under the proposals, to enable an island to be created to benefit pedestrians.

Apparently CDC was disappointed in the lack of information from the applicants for the above proposals. However, as the applicant was likely to sell the land on with permission, we could expect to see further *Reserved Matters* applications.

The status of the Appeal on the original application was not known.

The Chairman and Vice Chairman were planning to meet the applicants in early April.

Appeals had been lodged into the refusal by CDC of WH/15/04038/FUL - Minor Dev – Dwellings - erection of two storey detached dwelling house and detached single storey double car port with attached storage land north of March Primary School, Claypit Lane, and also an industrial unit at Maudlin Mill.

9. Highways

- a. A27
The Chairman gave an overview of the current A27 situation, where the Secretary of State had advised Highways England not to include a possible new northern bypass in any forthcoming consultation, and instead to focus on upgrading four junctions. Thanks were largely due to the *Chichester Deserves Better* group. Cllr Hall said that thanks were also due to Lord March and Andrew Tyrie MP.

Cllr Harding advised that he had recently written to Baroness Williams, Parliamentary Under Secretary of State at the Department for Communities and Local Government seeking her support regarding the housing development at Madgwick Lane, in the light of the Localism concept.

b. Operation Watershed

Cllr Hunt reported that *Operation Watershed 3* was soon to be launched. The first phases had been a great success. The work at Dairy Lane and Coach Road had been delayed due to the weather.

Cllr Mrs Hardstaff reiterated the importance of Goodwood maintaining the ditch alongside Siden Green Lane; the hedge had now been cut.

Works to the footpath to the rear of Everymans Garage were pending discussions between the developer of the former Coach & Horses and Goodwood Estate.

c. Finger Sign

This had been completed and members commented on its attractiveness.

d. Unkempt Land in Stane St.

Still under discussion.

e. Hedges

The volunteer team would be looking at the hedge in Claypitt Lane near to the school.

Responsibility for the hedge alongside Mrs Clingan's paddock, where brambles were prolific, was being checked.

f. Westhampnett Boundary Signs

These had been completed.

g. Bus Services and Shelters

A Sunday Bus Service (99a) from Tangmere to Petworth via St Richards Hospital and Westhampnett, was due to be withdrawn due to a lack of passengers to make it viable. It had until now been subsidised by the SDNPA. RESOLVED that an objection be lodged due to the inconvenience it will cause.

The new bench in the shelter at Maudlin was due to be installed later that week.

h. Stane St Traffic Calming

It was reported that a crossing was to be provided as part of the development on the *Hanging Basket* site.

It was suggested that signs designed by children to help slow traffic, as seen in other places, might assist. The Clerk would make enquiries.

(Mr Holman, from the public gallery, had spoken to the builders and they had cleared some of the mud on the road with a sweeper.)

Requests for a refuge in Coach Road to assist pedestrians were made once again. County Cllr Hunt and the Clerk would make suitable representations.

i. WSCC Community Support Teams Consultation & Future Partnership Working

WSCC was consulting parishes on the future of its Highway Ranger Teams who undertook work that was over and beyond the statutory work of WSCC as highways authority, including inviting Parishes to possible take on some of the duties through volunteers. RESOLVED that the Clerk respond, advising that Westhampnett did not

have sufficient volunteers who could work over and above that which they were already doing.

10. Members' Reports

a. **Travellers' Transit Site**

Cllr Harding reported that the most recent planned meeting had been postponed (although no one had told him beforehand!) The site was officially closed at the present time.

b. **Neighbourhood Plan**

Meetings would be convened to start work, including reviewing previous residents' surveys.

c. **Play Area**

Installation of the new swings was now complete.

The Clerk had tabled a report setting out quotes received to provide outdoor fitness equipment, within the £3,000 budget secured through NHB. RESOLVED to select Sovereign Play Equipment Option 2 for four items of equipment, for the sum of £2,957.60 net. This represented the best value.

Mr Blanchard, from the public gallery, highlighted the need for signs to discourage fly-tipping by adjoining householders.

d. **Closed Landfill Site.**

Mr Holman, from the public gallery, reported that that the area was being grazed with sheep.

e. **Lavant Valley Partnership**

The next meeting was on the 9 June 2016.

f. **Newsletter**

The possibility of getting residents to provide e-mails so they could get update alerts on the website would be investigated. Many residents found the newsletter useful.

11. Finance

a) **Receipts and Payments 12 January – 14 March 2016**, as set out in Appendix C, were approved.

b) The **Bank Reconciliation**, Appendix D, showing a Cashbook and Bank balance agreeing as at 4 March 2016, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 229 and initialled the corresponding balance.

c) **Budget Update, 2016-17** A budget update, previously circulated was noted, including forecast to the year end. All as per Appendix E.

d) **Grant Application**

It was agreed to defer a grant application to after the start of the new financial year.

e) **Asset Register**

Members reviewed the Asset Register and subject to some amendments, RESOLVED to approve the document accordingly. Appendix F

f) Corporate Risk Assessment

Members reviewed the Corporate Risk Assessment and subject to some amendments, RESOLVED to approve the document accordingly. Appendix G (Minute Book only)

12. CDC Electoral Review

Members agreed to make no comment on the current consultation into the boundary changes to CDC wards.

13. Urgent Items

CDC was offering all parishes grants of up to £250 towards celebrations of HM The Queen's 90th Birthday. Cllr Mrs Hardstaff reported that a Tea Party was being planned at Westerton (for Westerton residents only due to space limitations) and it was believed that the Church were also planning an event. RESOLVED that a grant towards these other events in the Parish, be sought from CDC.

14. Correspondence / any other matters for information only

None

15. Exclusion of Press and Public

RESOLVED that due to the nature of the business about to be transacted (contractual) the Press and Public be instructed to withdraw.

16. Community Hall

An architectural practice that had undertaken design work on an earlier hall project, was seeking payment for work which the Council did not agree was due. RESOLVED that the Clerk be authorised to appoint Solicitors to represent and defend the Council as appropriate.

17. Pensions

As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, Westhampnet Parish Council has the power to designate who within the organisation can join the pension scheme.

RESOLVED

a) That all members of staff holding an employment contract with Westhampnett Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals.

b) That the Council adopt the Auto Enrolment Staging Date of 1st October 2015.

(Scheme employers participating in the LGPS in England or Wales have to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to their members.)

c) To adopt WSCC's Discretions Policies.

Date of Next Meeting

MONDAY 16 MAY 2016 7PM

The meeting closed at 8.43pm.

Chairman:

Date:

Westhampnett Community Hall Committee

Initial Terms of Reference

This is based on a model of the Parish Council owning the freehold of the building and being responsible for the structure and exterior, and a Hall Committee being responsible for the inside of the building and its operation.

1. To advise the Parish Council on likely usage of the hall and its subsequent fitting-out to meet that usage.

2. To consider and plan future management of the hall including:
 - a) Letting arrangements and fees
 - b) Staffing
 - c) Budget
 - d) Constitution
 - e) Health & Safety
 - f) Insurance
 - g) Promotion

PLANNING COMMENTS

Ref No	Address	Proposal	Parish Comment
SDNP/16/00309/ CND	Goodwood Park Golf Club Hat Hill Road Goodwood Chichester West Sussex PO18 0QB	Variation of condition no. 2 of planning permission SDNP/15/01440/F UL to allow the continued use of the existing temporary building until the 18th May 2016.	NO OBJECTION

APPENDIX C

RECEIPTS 12 JANUARY - 14 MARCH 2016						
01/01/2016	ns&i	Interest		43.48		
08/01/2016	CDC	NHB 205-16 Grant		4,455.00		
				4,498.48		
PAYMENTS 12 JANUARY - 14 MARCH 2016						
Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
01/02/2016	DM Chainsaws	Equip servicing	100736	96.58	16.10	80.48
01/02/2016	MSF Ltd	New Westampnett Signs	100737	1,021.96	170.33	851.63
01/02/2016	WSCC	Clerk's salary + oncosts - Jan	100738	426.99		426.99
07/03/2016	SSALC	Clerk's Networking Day %	100739	19.50	3.25	16.25
07/03/2016	Hendy Adams LLP	Planning Consultancy	100740	1,176.00	196.00	980
07/03/2016	WSCC	Clerk's salary + oncosts - Feb	100741	426.99		426.99
07/03/2016	Playdale Playgrounds Ltd	Last 50% for new swings	100742	2,212.20	368.70	1843.5
07/03/2016	CDC	Election admin recharge	100743	173.80		173.80
07/03/2016	CDC	New bin @ Claypitt Lane	100743	371.98	74.40	297.58
07/03/2016	CDC	Emptying of above	100743	11.34	2.27	9.07
07/03/2016	SSALC	Chair's Briefing Day	100744	66.00	11.00	55.00
07/03/2016	Kedek Ltd	Brackets for bus shelter seat	100745	177.66	29.61	148.05
07/03/2016	Action in rural Sussex	2016-17 subscription	100746	144.00	24.00	120
14/03/2016	SSALC	Good Cllr Guides	100747	12.00		12.00
14/03/2016	G Burt	Clerk's Networking Day %	100748	11.35		11.35
14/03/2016	R Huntingford	Grass Cutting	100749	100.00		100
14/03/2016	G Burt	Wood for Bus Stop bench	100750	82.95	13.82	69.13
14/03/2016	WSALC	WSALC & NALC Sub	100751	217.45		217.45
				6,748.75	909.48	5,839.27

BANK RECONCILIATION			
AS AT 4 MARCH 2016			
PRESENTED TO COUNCIL ON 14 MARCH 2016			
RECEIPTS & PAYMENTS			
Balance brought forward (as at 01/04/2015)	£28,221.89		
Add Total Receipts	30,602.32		
Less Total Payments*	(17,090.40)		
TOTAL	£41,733.81	◀	
BANK			
Barclays - Main AC (as @ 04/03/2016)	24,617.65		
Barclays - Village Hall AC (as @ 23/09/2015)	12,916.31		
NS&I (as @ 01/01/2016)	5,840.65		
Less unpresented cheques			
	100729 -100.00		
	100734 -1,540.80		
TOTAL	41,733.81	◀	
*Excludes t/fs between a/cs			

TALLY

	2015-16 Budget					
	Original	To 14/03/2016	Revised	2016-17	2017-2018	2018-19
Income						
Balances b/f forecast	28,221.89	28,221.89	28,221.89	24,200.00	21,800.00	23,700.00
Precept	20,000.00	20,000.00	20,000.00	20,500.00	20,000.00	20,000.00
VAT Reclaim		2,719.84	2,719.84	3,000.00	3,000.00	3,000.00
Grants		3,384.00	3,384.00	-	-	
NHB		4,455.00	4,455.00			
Interest		43.48	43.48			
Sub Total	48,221.89	58,824.21	54,325.73	47,700.00	44,800.00	46,700.00
Expenditure						
Salaries	6,700.00	5,165.39	6,000.00	7,000.00	7,200.00	7,400.00
Audit	350.00	255.00	255.00	255.00	255.00	255.00
Insurance	700.00	522.26	522.26	523.00	523.00	523.00
Subscriptions	400.00	395.35	400.00	400.00	400.00	400.00
Website	120.00	93.6	93.60	100.00	100.00	100.00
Office Expenses/admin	800.00	811.64	1000.00	1000.00	1000.00	1000.00
Prof Serv - Other	150.00	250	250.00	250.00	250.00	250.00
Prof Serv - Local Plan	2,400.00	1292.50	2,400.00	2400.00	2400.00	2400.00
Neighbourhood Plan	5,000.00			5000.00		
Training	400.00	444.6	444.60	250.00	250.00	250.00
Elections	1,200.00	173.8	173.8			
Play Area Rent	200.00	100	200.00	200.00	200.00	200.00
Play Area Maintenance	1200.00	£1,223.16	1,300.00	1200.00	1200.00	1200.00
Play Area Equipment	500.00	3,687.00	4,500.00			
Play Area Inspection	80.00	65	65.00	70.00	70.00	70.00
Bus Shelter Maint	200.00		200.00	200.00	200.00	200.00
Bin Emptying	1,120.00	364.91	1,000.00	360.00	360.00	360.00
New Litter Bins	1,247.50	669.56	669.56			
Grants	280.00	471.08	500.00	500.00	500.00	500.00
Grant - Churchyard	700.00	700	700.00	700.00	700.00	700.00
Village maintenance - tool hire	150.00	166.3	166.30	500.00	500.00	500.00
Village maintenance - fuel + equip maint.	350.00	51.07	51.07			
Village maintenance - Equip Purchase	1,384.30			1,384.30	1,384.30	1,384.30
Miscellaneous Expenses	500.00			500.00	500.00	500.00
Chairman's Allowance	100.00	266.08	266.08	100.00	100.00	100.00
Operation W'Shed *2			2,100.00			
Finger Sign *2		1,284.00	1,284.00			
NHB *2		1371.66	722.00			
Net Expenditure Total	26,231.80	19,823.96	25,263.27	22,892.30	18,092.30	18,292.30
VAT Expenditure		2,069.26	2,500.00	3,000.00	3,000.00	3,000.00
Gross Expenditure		21,893.22	27,763.27	25,892.30	21,092.30	21,292.30
Balance c/f forecast		£36,930.99	26,562.46	21,807.70	23,707.70	25,407.70
*2 Expenditure met by grants						

Asset Register as at 31 March 2016

Date of acquisition	Description of Asset	Location of Asset	Cost ex. VAT	Insurance value 2013
<i>STREET FURNITURE</i>				
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 roundabout by the RR entrance	£438.00	£438.00
07/03/2016	Litter Bin	Claypit Lane, o/s School	£372.00	£372.00
10/11/2015	Litter Bin	Westerton Bus Shelter	£372.00	£372.00
10/11/2015	Litter Bin	Maudlin Bus Shelter	£372.00	£372.00
11/01/2016	Finger Post	O/s Aerodrome Entrance	£1,284.00	£1,284.00
01/02/2016	Welcome/Boundary Signs	Various	1,021.96	1,021.96
<i>PLAYGROUND EQUIPMENT</i>				
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		£300.00	£392.58
06/09/2005	Game time prime time activity unit & Double swings with cradle seats + safa grass matting		£8,300.00	£8,637.68
Unknown	Litter Bin		£150.00	£150.00
07/03/2016	Junior Swings		£3,687.00	£3,687.00
<i>PLAYGROUND SURFACES</i>				
14/07/2004	Safety surfacing	Playground, Richmond Road, Westerton	£990.00	£2,598.38
<i>SPORTS EQUIPMENT</i>				
10/11/2006	Badminton wheelaway post set with net, 4 racquets and shuttlecocks.	31 Old Arundel Road, Maudlin	£285.95	£296.01
<i>OFFICE EQUIPMENT</i>				
03/02/2014	Toshiba Laptop Computer and Printer	2B Albert Terrace, High St, Bognor Regis. PO21 1SS	£461.00	£461.00
<i>VOLUNTEER EQUIPMENT</i>				
15/04/2014	TORO Timemaster 30" Lawnmower	Ashkeys, Stane St, Westhampnett	729.16	729.16
15/04/2014	Stihl FS90R Strimmer		311.25	311.25
15/04/2014	Husqvarna 226HS75 30" Hedgecutter		337.48	337.48
	Updated 11/03/2016		33,660.59	36,131.92
	Changes			