

WESTHAMPNETT PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

12 JANUARY 2016 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllrs Harding (Chairman), Mrs Hardstaff (Vice Chair), Mrs Burborough, Fabricius, James, Mrs Moth (from Minute 6) and Mrs McLeish.

IN ATTENDANCE: District Cllr M Hall
G. Burt, Clerk
9 Members of the Public

1. Chairman's Announcements

The Chairman welcomed those present.

2. Apologies

Apologies had been received from Cty Cllr Hunt, who was at Lavant PC, similarly Dis Cllr Mike Hall, who hoped to be along later.

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 10 & 16 November and 10 December 2015 which had been previously circulated were **APPROVED** and signed by the Chairman as a correct record of the meeting. (Note: Cllr Mrs Moth had expressed a view via e-mail that Minute 8 of the 10 December 2015 was not what had been resolved.)

5. Matters Arising from the Minutes

None.

6. Adjournment for Reports

The meeting was adjourned for the following reports:

- a. Goodwood Aerodrome
No report.
- b. Rolls Royce
No report
- c. District Councillor Mike Hall reported that in order to protect his right to sit on the Planning Committee, he would no longer be commenting in advance on planning applications.

- d. County Councillor Jeremy Hunt had submitted the following report:

Please accept my apologies for tonight's meeting. Due to the Christmas holiday, and some of our officers taking extended holidays I'm afraid that I am still awaiting updates on a couple of outstanding issues. As soon as I have any news on these I will pass on the information to Greg.

I did attend the last Liaison meeting of the Travellers' Transit Site, together with Bill Harding. There isn't a lot to report, other than to confirm that a number of longer term residents would be moving out early in the New Year. I did see Esther Qualm early last week and she confirmed that they would be moving out last week. She also confirmed that an expectant mother gave birth on New Year's day – I'm sure you saw the decorations put up on the gateway. No doubt Bill will update you on any other points that were raised.

I'm sure that at some point tonight you will be discussing the possibility of a northern route for the A27. I think I have made my position quite clear, both at the Lavant PC meeting in December, as well as at the SCCLC meeting last Tuesday - both meetings reported extensively in the Chichester Observer. Please rest assured that, should any proposition come forward for a northern route, I will be campaigning strongly against such proposal. At the moment we anticipate the formal consultation will start sometime in March or April, but so far we haven't had the actual date confirmed - although there are lots of rumours circulating.

Happy New Year to you all.

- e. Police Representative

No report.

7. Public Questions

Mrs Knowles said there were still issues regarding Helicopters not using correct flight paths. The Clerk was asked to remind Goodwood that they had promised to make available the new agreed routes, to assist residents in monitoring aircraft.

8. Community Hall Project

The Clerk reported that Bellway had advised that they would submit the elevations and floor plans, agreed with the Parish Council, to CDC in order to satisfy outstanding Reserved Matters. A breakdown of their estimate for construction would be shared when known, which the Council could then compare with its own independent figures.

Cllr Mrs Burborough kindly agreed to give consideration to recruiting villagers to sit on a shadow Community Hall Committee.

9. Planning Matters

- a) Members RESOLVED the comments on applications received since the last meeting, Appendix A.
- b) Cllr Mrs Hardstaff reminded those present of the Council's stance on the two significant applications off Madgwick Lane: housing to the east and leisure facilities to the east (as detailed in previous minutes.) CDC was currently consulting on other potential site allocations including the following in the Parish:

Residential: Land south of *Ashkeys*; Former Civil Defence Site; Land at Maudlin Nursery; Westerton Farm and Land east of Coach Road (former landfill site).

Employment/Mixed Use sites: Land east of Rolls Royce; Land west of Rolls Royce; Land east of Coach Road (former landfill site); Former Civil Defence Site; Westerton.

10. Highways

a. A27

The Chairman had attended an initial meeting of the Chairmen of the 5 Parishes that would be directly affected by a new northern bypass. All were willing to confirm their objection to the proposal except Funtingdon, who felt such an early objection premature.

Cllr Fabricius had been to a meeting of the South Chichester Local Community Committee (WSSC) where the issue had also been discussed. The meeting had been very well attended and those present were against. Surveys had started last autumn; there was a significant campaign to get the consultation *window* extended. Highways England planned four large public meetings; whilst the economic impact argument against the proposal had been aired, its magnitude needed to be highlighted further. Cty Cllr Hunt had already declared his opposition. Dis Councillor Mike Hall had highlighted the environmental issues and the dramatic impact it would have on Goodwood.

Cllr Fabricius stated he was in touch with Goodwood and their professional advisor, Haydn Morris, of Terence O'Rourke Ltd. This firm had assisted Goodwood with the Rolls Royce planning consent and were also assisting on the Hever housing application. Goodwood are also retaining Ove Arup Associates to prepare representations and carry out detailed research.

In terms of what more can be done Cllr Fabricius said it was essential to spread the message and actively support the *Chichester Deserves Better Campaign* by carrying out their simple guide to writing to the Highways Agency, Mott Macdonald, Andrew Tyrie MP and leader of WSSC Cllr Louise Goldsmith as well as John O'Brien County Cllr responsible for Highways.

On January 25th Mott Macdonald will present more than one option to CDC and the following day a meeting of the co-operative of Local Parishes Action Group would meet at Fishbourne.

The Chairman said that we would have more *clout* by working with other Parish Councils etc.

It was reported that the campaign group against the proposal, *Chichester Deserves Better* (CDB) were keen to be seen to be not just anti any improvements, but pro-active in supporting improving the existing route.

RESOLVED that the Council

Objects to any Northern Bypass;

Supports working with other parishes as appropriate (Clerk to advise Lavant accordingly);

Appoints Cllr Fabricius to be the representative on the parishes group and also leads on any actions on this issue by the Council, possibly by way of a Working Party.

Mrs Knowles, from the public gallery, reported that she was rallying support from friends far and wide, and that she had also gained the support of the South Downs Society.

Dis. Cllr Hall said that of the two suggested routes of a northern bypass, one commenced through a site earmarked for a large housing development (Whitehouse Farm) and the other through the proposed site for a Solar Farm! He believed that the scheme could lead to the loss of many of Goodwood's 600 employees in addition to those at Rolls Royce.

b. Finger Sign

Installation had commenced.

c. Litter Bins

Although CDC had reported light usage of the temporary bin at Claypitt Lane, members felt that during Goodwood events when the area was busier, it would be well used. RESOLVED that a permanent bin be installed. (New bins should include a cigarette-end stubbing-plate on the top.)

d. Unkempt Land in Stane St.

The Clerk was asked to check again with the Goodwood Estate about the status and responsibility for this land.

e. Hedges

A hedge in Claypitt Lane was overhanging the footway; Cllr Mrs Burborough and the Clerk to liaise.

The hedge on the southern side of the FP linking Westerton and Maudlin was long overdue a trim – Clerk to contact Goodwood.

f. Westhampnett Boundary Signs

The Clerk had circulated a report detailing designs and costs for new boundary signs at three locations. RESOLVED to select Design 1 for Stane St east / Maudlin and Design 3 at both Stane St west and Madgwick Lane. Total cost £851.63 to be funded by the NHB allocation already received with the Council meeting the shortfall.

g. Maudlin Bus Shelter

The Clerk was arranging for this to be fitted, to be funded by the NHB allocation already received. Mr Holman from the public gallery reminded the Clerk that the seat was required on the RHS wall, so that passengers could see the buses as they approached. It was agreed that a similar bench should also be installed in the Westerton bus shelter, funds permitting.

11. Members' Reports

a. **Planning**

Covered above.

b. **Travellers' Transit Site**

The site was currently quiet with no new issues. A suggestion to put strips of plastic spikes on top of the wall had been rejected.

c. **Neighbourhood Plan**

Still on hold.

d. Play Area

Installation of the new swings would start w/c 25/01/2016.

Funds via NHB for Adult Fitness kit/equipment at Westerton play area had been approved. Quotes would be sought.

e. Closed Landfill Site.

Mr Holman, from the public gallery, reported that the site was exceedingly wet. The lack of taker for the topped grass meant it had just been left *in situ*, which was not ideal for the flora and fauna.

f. Lavant Valley Partnership

Nothing to report.

g. Newsletter

Nothing to report.

h. Grange Management Committee

Directors had been appointed to the new management company.

12. Finance

a) **Receipts and Payments 17 November 2015 – 11 January 2016**, as set out in Appendix B, were approved.

b) The **Bank Reconciliation**, Appendix C, showing a Cashbook and Bank balance agreeing as at 4 January 2016, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 227 and initialled the corresponding balance.

c) Budget Update, 2016-17 Budget and Precept

A budget update, previously circulated was noted, including forecast to the year end. A draft budget for 2016-17 was then considered; members were concerned that the three year budgeting showed a gradual depletion of reserves, which was not sustainable, especially as the Council was not only likely to be taking responsibility for a Village Hall, but may need to engage consultants to assist on possible contentious planning issues. Members considered that it was prudent to try to address this, by a modest increase in the Precept. **RESOLVED** to budget for expenditure in 2016-17 of £22,892.30 and precept the sum of £20,500 upon Chichester District Council accordingly. All as per Appendix D.

d) External Auditor Appointment

Following the abolition of the Audit Commission by Government, the Parish sector had created its own body to oversee the appointment of External Auditors. Parishes would have their external Auditor appointed by the body, unless the Parish opted-out and made its own arrangements. **RESOLVED**, not to opt out.

13. Financial Regulations

RESOLVED that the Financial Regulations as tabled be adopted.

14. Urgent Items / Correspondence / any other matters for information only

Cllr Mrs Hardstaff referred to recent correspondence about celebrations for HM The Queen's 90th Birthday. The Clerk would ascertain what Goodwood might have planned for the occasion.

15. WSSC Electoral Review

Members agreed to make no comment on the current consultation into the boundary changes to WSSC Divisions.

16. 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.

17. Community Hall

The Chairman reassured members that although a preference for Bellway to construct the hall had been agreed at the previous meeting, until the costs were forthcoming from Bellway so they could be examined by our own QS, the Council had not yet committed itself to any course of action.

Date of Next Meeting

MONDAY 14 MARCH 2016 7PM (Following the Annual Meeting of Electors at 6pm)

The meeting closed at 8.55pm.

Chairman:

Date:

Comments on Planning Applications

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, Westhampnett	Erection of two storey detached dwelling house and detached single storey double car port with attached storage.	NO OBJECTION
WH/15/03997/ADV - Other Dev - Advertisements	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	2 no. fascia signs and 6 no. flag pole signs.	NO OBJECTION
WH/15/03770/FUL - Minor Dev - All Others	Westhampnett Depot, Stane Street, Westhampnett PO18 0NS	Demolition of existing buildings and erection of new Authorised Testing Facility (ATF) to operate alongside the existing MOT Vehicle Testing Centre, with adaptation to existing vehicular exit, and associated parking.	NO OBJECTION

APPENDIX B

PAYMENTS 17 NOVEMBER 2015 - 11 JANUARY 2016						
Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
18/11/2015	J Hardstaff	Printing & Stationery for Planning Appl. Campaign	100724	254.06	42.34	211.72
01/12/2015	SSALC	Training event - Chair	100725	90	15	75
01/12/2015	Peter Norris	Village Hall QS Report	100726	250.00		250
		Issued in error	100727			
03/12/2015	W Harding	Training event - mileage	100728	54.90		54.9
16/12/2015	R Huntingford	Grass Cutting	100729	100.00		100
16/12/2015	G Burt	Postage	100730	3.03		3.03
	G Burt	Ink Cart. %	100730	9.33	1.55	7.78
	G Burt	Mileage	100730	41.97		41.97
	G Burt	Book on Council admin (Chair's request)		69.86		69.86
	G Burt	Underpayment of £2.80!	100730	-2.8		-2.8
16/12/2015	WSCC	Clerk's salary + oncosts - Nov	100731	426.99		426.99
11/01/2016	WSCC	Clerk's salary + oncosts - Oct	100732	426.99		426.99
11/01/2016	WSCC	Clerk's salary + oncosts - Dec	100732	426.99		426.99
11/01/2016	WSCC	Payroll Mgmt: April-Sept 2015	100732	43.85		43.85
	Playdale					
11/01/2016	Playgrounds Ltd	50% Deposit for new swings	100733	2,212.20	368.7	1,843.50
11/01/2016	J K Engineering	New Finger Post	100734	1,540.80	256.8	1284
11/01/2016	G Burt	Reimb for Website hosting renewal etc	100735	115.13	21.53	93.6
				4,765.96	647.03	4,118.93

BANK RECONCILIATION			
AS AT 4 JANUARY 2016			
PRESENTED TO COUNCIL ON 10 JANUARY 2016			
RECEIPTS & PAYMENTS			
Balance brought forward (as at 01/04/2015)	£28,221.89		
Add Total Receipts	26,103.84		
Less Total Payments*	(10,778.91)		
TOTAL	£43,546.82	◀	
BANK			
Barclays - Main AC (as @ 04/01/2016)	24,933.34		
Barclays - Village Hall AC (as @ 23/09/2014)	12,916.31		
NS&I (as @ 01/01/2015)	5,797.17		
Less unpresented cheques			
	100729	-100.00	
TOTAL	43,546.82	◀	
*Excludes t/fs between a/cs			

TALLY

WESTHAMPNETT PARISH COUNCIL						
2015-16 Budget						
	Original	To 12/01/2016	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
Other Income *1		3,384.00	3,384.00	-	-	
Sub Total	48,221.89	54,325.73	54,325.73	47,700.00	44,800.00	46,700.00
Expenditure						
Salaries	6,700.00	4,311.41	6,700.00	7,000.00	7,200.00	7,400.00
Audit	350.00	255	255.00	255.00	255.00	255.00
Insurance	700.00	522.26	522.26	523.00	523.00	523.00
Subscriptions	400.00	275.35	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	312.5	2,400.00	2400.00	2400.00	2400.00
Neighbourhood Plan	5,000.00			5000.00		
Training	400.00	350	400.00	250.00	250.00	250.00
Elections	1,200.00		-			
Play Area Rent	200.00	100	200.00	200.00	200.00	200.00
Play Area Maintenance	1200.00	£1,123.16	1,200.00	1200.00	1200.00	1200.00
Play Area Equipment	500.00	1,843.50	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	355.84	700.00	360.00	360.00	360.00
New Litter Bins	1,247.50	371.98	1,247.50			
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 hir	150.00	85.82	150.00	500.00	500.00	500.00
Village maintenance - fuel + equip maint.	350.00	51.07	350.00			
Village maintenance - Equip Purchase	1,384.30		1,384.30	1,384.30	1,384.30	1,384.30
Miscellaneous Expenses	500.00		500.00	500.00	500.00	500.00
Chairman's Allowance	100.00	266.08	300.00	100.00	100.00	100.00
Operation W'Shed *2			2,100.00			
Finger Sign *2		1,284.00	1,284.00			
NHB *2		371.98	722.00			
Net Expenditure Total	26,231.80	14,271.27	28,123.66	22,892.30	18,092.30	18,292.30
VAT Expenditure		1,173.60	2,000.00	3,000.00	3,000.00	3,000.00
Gross Expenditure		15,444.87	30,123.66	25,892.30	21,092.30	21,292.30
Balance c/f forecast		£38,880.86	24,202.07	21,807.70	23,707.70	25,407.70
*1 Grants for specific projects						
*2 Expenditure met by grants						