

WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

14 NOVEMBER 2016 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

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

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

1. Chairman's Announcements

The Chairman welcomed all those present.

2. Apologies

An apology for absence was received from Cllr Mrs McLeish.

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.

Cllr Mrs Burborough declared an interest as a Director of the Grange Management Company.

4. Minutes

Minutes of the meetings of the 19 September, 6 and 13 October 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 Reports

The meeting was adjourned for the following reports:

a. District Councillor Mike Hall

Commented on the recent pitch by Travellers at the roundabout at the end of Stane Street. He said that there needed to be a fast track way of getting them moved. Bollards around this verge would greatly assist. He was disappointed that the Police were refusing to invoke powers at their disposal to move on Travellers.

b. County Councillor Jeremy Hunt

Continued the discussion on Travellers commenting that the raison d'être of the Traveller site, was that it would enable the Police to invoke powers to move on Travellers (to the Transit Site) and if they refused, they could be escorted out of the County. He would raise the issue at forthcoming meetings as the opportunity arose.

He commended the WSCC website as a very good source of information. He asked if anyone knew of children who helped look after a dependent adult, to let him/WSCC know as WSCC were targeting support to such carers.

He would liaise with Cllr Mrs Hardstaff and Mr Blanchard on two possible Operation Watershed projects.

The new Area Highways Manager, Chris Dyer, was reportedly very happy to meet and discuss issues. The Clerk commented that he had often been told by officers to not contact them directly, but instead go through the website. Cllr Hunt asked to be notified of any such occasions. Cllrs Fabricius and Harding had recently been to a meeting and had not been greatly assured by presentations on highway strategy, where there was clearly no money to do anything over and above the bare minimum.

He often cited the volunteers undertaking Highway Ranger-type activities in the Parish as a model example!

There had been some confusion surrounding the formal TRO being proposed for parking in Claypit Lane. The Parish Council had raised an objection as it seemed to include new restrictions in Stane St. However, these maybe new parking restrictions already approved but yet to be implemented. Cllr Hunt would look into this further.

c. Police Matters

No report.

d. Goodwood

No report.

e. Rolls Royce Matters

Rolls Royce had tendered their apologies and submitted a report, attached Appendix A. Mr Blanchard from the public gallery felt there was no point in complaining about the cars being parked around the village as nothing was done. Mr Holman from the Public Gallery commented that verges maintained by volunteers are being churned-up by the employees parking on them.

7. Public Questions

Covered elsewhere.

8. Community Hall Project

Given the nature of the business to be transacted this was dealt with under Confidential business.

9. Increase in the Number of Parish Councillors

Members spoke of the increasing workload of the Council and, knowing that there were residents willing to become more involved, considered that it would be helpful to increase the size of the Council. **RESOLVED** that CDC be asked to conduct a Corporate

Governance Review, to effect an increase in the size of the Council from 7 to 9, w/e from the May 2019 full elections.

10. Planning Matters

- a. Solar Farm. The closing date for comments was the following day. Cllr Mrs Hardstaff reported that she and the Chairman had met the applicants (WSCC) on site; they hadn't appreciated that the site sloped! They had suggested to WSCC that the top of the site (nearest housing) be left for vegetation and that if the depth of soil was increased, more purposeful landscaping could be undertaken. Cty Cllr Hunt intimated that possibly, WSCC officers had been naïve in their initial application and expectation of public reaction. He encouraged the public to attend the planning meeting, as it helped demonstrate strength of feeling to Cllrs.
- b. Members **RESOLVED** the comments on applications received since the last meeting, Appendix B.
- c. Cllr Mrs Burborough had reviewed the CiL lists of projects for the Parish, as part of CDCs Annual Review. Members noted the various projects listed in the document to be carried out in the Parish, as funds came on stream. **RESOLVED** that CDC be asked to add the provision of Allotments in the Parish to the list. Cllr Mrs Hardstaff lamented the frequency, volume and lack of time to give adequate consideration to consultation documents.

11. Neighbourhood Plan

Cllr Mrs Hardstaff reported. A very successful public consultation event had been held on the morning of 5th November at the School, attracting 40 attendees. Rolls Royce had loaned displays boards and the W.I had provided refreshments, both being thanked accordingly. Comments were now being reviewed and feedback forms were still available on the websites. She thanked all those who helped, Councillors and non-Cllrs.

RESOLVED that the Council receive and support the draft Westhampnett Neighbourhood Plan.

12. Highways

- a. Operation Watershed
Meetings were still to be held on site to look at possible new projects.
- b. Stane St Traffic Cycleway
Work was progressing on the design of this scheme.
- c. Bin Men
Cllr Mrs Burborough commented that operatives often waited on the verge in Stane St, whilst their lorries emptied at the Transfer Station. Cty Cllr Hunt to investigate.

13. Members' Reports

- a. **Travellers' Transit Site**
Covered above. Cllr Harding reported on a recent Traveller Site Liaison Meeting he had attended. The issue of Traveller-proofing the verge close to the roundabout had been discussed but there seemed to be no easy solution. Either: there were services underneath the grass; no one was willing to pay for the works and/or accept ongoing

responsibility for maintenance, seemed to hamper every suggestion, whether planters, railings, logs or rocks. The Police and Crime Commissioner had budgets at her disposal to assist communities and the Clerk would see if such a project might be eligible.

b. Play Area.

Nothing to report.

c. Lavant Valley Partnership

Nothing to report.

d. Grange Management

Having registered the Management Company at Companies House, five Directors were now in place.

e. Closed Landfill Site

Covered elsewhere.

f. Volunteers

Mr Holman reported that the team, circa 14 had now finished for the season and the mower was in for a service.

Some brambles along a footpath bordering Rolls Royce required cutting; Clerk to report to Goodwood who are believed to be responsible. Also, the Clerk was asked to remind Goodwood of their promise to improve the footpath to the r/o of the former Coach & Horses PH, following its conversion to residential.

There seemed to be an increase in the amount of dog-fouling. The Clerk suggested that campaigns involving spraying it with fluorescent paint had helped reduce the problem in other areas, by literally highlighting the problem. Clerk to investigate.

14. Finance

a) **Receipts and Payments** 20 September – 10 November 2016, as set out in Appendix C, were approved.

b) A **Bank Reconciliation** as at 2 September was noted – Appendix D. In accordance with good practice, Cllr Mrs Moth initialled the corresponding amount on Bank Statement 237

c) A **Budget Update** was noted – Appendix E

Members commented on the need to include in next year's budget: possible maintenance cost of the Village Green; additional dog waste bins and running costs for the first year of the Community Hall (whilst income starts to be generated.)

d) The excellent new Westhampnett Community Website was ready to go *live*. **RESOLVED** that the Council which would own the site, meet the cost of the domain name (westhampnett.org) (£6.99 p.a.) and annual hosting costs etc. (£74.30 p.a.)

15. Urgent Items

None

16. Correspondence / any other matters for information only

None

17. 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.

18. Community Hall

Cllr Mrs Hardstaff reported that as a result of Bellway being unable to provide sufficient detail to justify their breakdown of how much it would cost them to build the hall directly, and, following receipt of three tenders from selected contractors to build the hall, the Parish would be best served if Bellway transferred the site and an accompanying sum, circa £500k to the Council who would then appoint its own contractor. Bellway was willing to agree to this course of action, which would also require CDC's consent, via a Deed of Variation. However, Bellway had informed the Parish that afternoon that the developers of the Public House alongside, were interested in exploring the possibility of some joined-up thinking. **RESOLVED** that the Council advise Bellway that they are minded to accept the transfer of land and sum to build a Community Hall, subject to agreement on the final amount, pending a meeting to look at whether there is any scope to work with the developer of the Public House.

The Clerk advised that we may need to advertise the contract to comply with public tendering regulations, as a formality. Cllr Mrs Hardstaff would look in more detail at two of the tenders.

Date of Next Meeting

TUESDAY 10 JANUARY 2017 7PM

The meeting closed at 9.06 pm.

Chairman:

Date:

APPENDIX A

ROLLS ROYCE REPORT

Notes relating to the request for an update on parking below. FYI we've had only a very small number of complaints in recent weeks.

Do let me know if the Parish Council would like any further input from Rolls-Royce - I am always happy to update or present.

Nigel unfortunately can't now attend as he will be detained on business matters at our other site in Bognor Regis.

Kind regards,

Andrew

Background (as a polite reminder):

- a. Rolls-Royce strives to be a good neighbour and community citizen at all times.

- b. We would much rather know if there are problems, and encourage our neighbours to inform us of any concerns or issues (note: my contact details are below - you are welcome to share).
- c. As a general rule, we receive only a small number of complaints. When we do receive complaints, we have a clear and swift resolution process and work hard to deal with issues quickly.
- d. We are aware that there have been some issues regarding parking on local roads. We have already taken action and we continue to work hard to address these issues.
- e. For reference, we have only had a small number of complaints from local residents specifically relating to parking.
- f. Actions taken/in progress regarding employee parking:
- g. We have extended our onsite car parking (Stane Street entrance), creating an additional 38 spaces.
- h. We have recruited additional, full-time security officers who, in addition to their other duties, will be deployed to monitor (and reduce) any parking on local roads.
- i. Our online Liftshare database has been promoted further throughout the company and now has more than 600 users. This has significantly improved lift sharing.
- j. We have imposed new restrictions on employees who live near to the Manufacturing Plant or to the Technology and Logistics Centre in Bognor Regis. In addition, more than 100 employees who work at the manufacturing plant now take the bus from the Technology and Logistics Centre, rather than travel to the plant in their own vehicles.
- k. We offer subsidised cycle and motor cycle schemes to our employees, with more than 120 people currently arriving at the manufacturing plant by cycle or motor cycle. Cycle and motor cycle numbers have remained consistent even though we have now entered the winter period. We are also currently installing a new, second cycle shelter.
- l. We have a regular dialogue with our employees through our internal communications channels and through our Management Team to reinforce the message that we do not allow parking on local roads and that everyone should access/depart from the site in a quiet and courteous manner.
- m. We will continue to review our parking measures on site and at the Technology and Logistics Centre in Bognor Regis.

Andrew Ball
Global Corporate Communications Manager
Rolls-Royce Motor Cars Limited

COMMENTS ON PLANNING APPLICATIONS

REF	Address	Proposal	Parish Comment
WH/16/03689/DOM - Other Dev - Householder Developments	Bay Leaf House , Stane Street, Westhampnett, PO18 0NT	Erection of new orangery to rear elevation.	NO OBJECTION
WH/16/03218/FUL - Lge Scale Maj Dev - Retail/Dstrbtn/Servi	Goodwood Motor Circuit, Claypit Lane, Westhampnett. PO18 0PH	Amendments to planning permission 14/02071/FUL replacement of external materials, a timber brise soleil, new entrance wall, screening to service area and relocated bin store, reconfiguration of access, extension of service accommodation and beneath canopy to the north.	NO OBJECTION
WH/16/02827/FUL - Minor Dev - Office/R andD/Light Industry	Maudlin Mill, Sidengreen Lane, Maudlin, Westhampnett. PO18 0QU	Construction of a workshop with first floor office.	NO OBJECTION
WH/16/02519/FUL - Minor Dev - All Others	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett. PO18 0PA	Retain and modify existing access for retained former nursery house.	NO OBJECTION
WH/16/03076/DOM - Other Dev - Householder Developments	Wherstead , Coach Road(North), Westhampnett. PO18 0NX	Retrospective erection of single storey rear extension and carport on east elevation.	NO OBJECTION

PAYMENTS 20 SEPTEMBER - 14 NOVEMBER 2016

Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
13/10/2016	R M Huntingford	Play Area Grass Cutting - Sept	100787	200		200.00
13/10/2016	SSALC	Planning Training %	100788	66	11	55
13/10/2016	Signquick	Play Area Sign	100789	43.2	7.2	36
13/10/2016	Henry Adams	Planning Advice	100790	420	70	350
14/11/2016	WSCC	Clerk's salary + oncosts - Sept	100791	431.26		431.26
14/11/2016	WSCC	Clerk's salary + oncosts - Oct	100791	431.26		431.26
14/11/2016	SSALC	Clerk's Networking Day %	100792	19.5	3.25	16.25
14/11/2016	R Holman / Beaver Tool Hire	Equipment Hire	100793	152.88	25.48	127.4
14/11/2016	R M Huntingford	Play Area Grass Cutting - Oct	100794	200		200
				1,964.10	116.93	1,847.17

RECEIPTS 20 SEPTEMBER - 14 NOVEMBER 2016

Date	Payer	Details	Gross Amount
11/09/2105	CDC	Precept Part II	10,250.00

BANK RECONCILIATION				
AS AT 4 OCTOBER 2016				
PRESENTED TO COUNCIL ON 14 NOVEMBER 2016				
RECEIPTS & PAYMENTS				
Balance brought forward (as at 01/04/2016)		£31,567.06		
Add Total Receipts		20,581.03		
Less Total Payments*		(7,008.68)		
TOTAL		£45,139.41	◀	
BANK				
Barclays - Main AC	(as @ 04/10/2016)	26,482.45		
Barclays - Village Hall AC	(as @ 03/06/2016)	12,916.31		
NS&I	(as @ 01/01/2016)	5,840.65		
Less unpresented cheques				
	100729	100.00		-100
TOTAL		45,139.41	◀	
*Excludes t/fs between a/cs				

TALLY

WESTHAMPNETT PARISH COUNCIL				
	2016-17			
	Original	To 14/11/2016	2017-2018	2018-19
Income				
Balances b/f forecast	31,567.07	31,567.07	21,800.00	23,700.00
Precept	20,500.00	20,500.00	20,000.00	20,000.00
VAT Reclaim	3,000.00		3,000.00	3,000.00
Grants	-	81.03	-	
NHB				
Interest				
Sub Total	55,067.07	52,148.10	44,800.00	46,700.00
Expenditure				
Salaries	7,000.00	3,018.82	7,200.00	7,400.00
Audit	255.00	360.00	255.00	255.00
Insurance	523.00	517.65	523.00	523.00
Subscriptions	400.00	28.19	400.00	400.00
Website	100.00		100.00	100.00
Office Expenses/admin	1000.00	295.33	1000.00	1000.00
Prof Serv - Other	250.00	36.96	250.00	250.00
Prof Serv - Local Plan	2400.00	840.00	2400.00	2400.00
Neighbourhood Plan	5000.00			
Training	250.00	107.5	250.00	250.00
Elections				
Play Area Rent	200.00		200.00	200.00
Play Area Maintenance	1200.00	£1,400.00	1200.00	1200.00
Play Area Equipment		36.00		
Play Area Inspection	70.00	77	70.00	70.00
Bus Shelter Maint	200.00		200.00	200.00
Bin Emptying	360.00		360.00	360.00
New Litter Bins				
Grants	500.00	167.52	500.00	500.00
Grant - Churchyard	700.00	700	700.00	700.00
Village maintenance	500.00	221.23	500.00	500.00
Village maintenance - Equip Purchase *2	1,384.30	470.83	1,384.30	1,384.30
Miscellaneous Expenses	500.00		500.00	500.00
Chairman's Allowance	100.00	117.94	100.00	100.00
Operation W/Shed *2				
Finger Sign *2				
NHB *2		104.61		
Net Expenditure Total	22,892.30	8,499.58	18,092.30	18,292.30
VAT Expenditure	3,000.00	473.20	3,000.00	3,000.00
Gross Expenditure	25,892.30	8,972.78	21,092.30	21,292.30
Balance c/f forecast	29,174.77	43,175.32	23,707.70	25,407.70
*2 Expenditure met by grants				