

**Draft Minutes subject to ratification**  
**WESTHAMPNETT PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**HELD ON 17 NOVEMBER 2014 AT 7PM**

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

**PRESENT:** R Holman (Chairman), R Fabricius, B Harding, Mrs J Hardstaff and Mrs C Moth.

**IN ATTENDANCE:** County Cllr J Hunt  
G. Burt, Clerk  
5 Members of the Press & Public

**282. Chairman's Announcements**

The Chairman welcomed all those present.

**283. Apologies**

Apologies for absence were received from Cllrs Mrs C McLeish and Mrs M Wood. Also District Cllr A Smith and PCSO R Gillan.

**284. 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.

**285. Minutes**

The Minutes of the meeting of the 15 September 2014 which had been previously circulated were **APPROVED** and signed by the Chairman as correct record of the meeting.

**286. Matters Arising from the Minutes**

Min 273(b) The Clerk reported that he had made contact with the Chair of School Governors, John Proctor, who shared the Council's wish for closer liaison on mutual matters of interest. He hoped to attend future meetings.

Min 274. The Clerk reported that organisers of Triathlons run from the Water Sports Centre had agreed to improve litter clearance after their events. Mrs J Holman commented that there had been an improvement although there was now a problem with music coming from the venue.

Min 273 (b) Holes in Westerton Lane had been repaired.

Two 30mph signs had been installed in Madgwick Lane.

## **287. Adjournment for Reports**

The meeting was adjourned for the following reports:

- a. District Councillor Andrew Smith, in tending his apologies submitted the following report. *Re Local Plan: It's going as one might have predicted i.e. met duty to co-operate and CDC has followed correct procedures but needs to justify setting an overall housing target less than external consultants had suggested. CDC has re-examined the evidence (which changes over time) and officers are now proposing a slightly higher figure. There is no increase in the allocation for Westhampnett. CDC's position will be confirmed at a Full Council next Monday. Developers are under no obligation to provide evidence that they can build the houses they're pitching for.*
- b. County Councillor Jeremy Hunt reported that he had supported the installation of two speed- reminder VAS devices, to be funded from S106 monies. Lamp posts indicated a 30mph limit unless otherwise stated, therefore the highway authority would usually be reluctant to install repeater signs, but he would look into it again, especially near to the RR entrance in Stane Street. He was still trying to set up a meeting to progress a cycleway, with Greg Ockwell's replacement, Charlotte. The missing island at Coach Road was still to be addressed.
- c. PC Richard Emmett had submitted a written report about *Drifting*, circulated in advance to all Councillors, which the Chairman read out. RESOLVED that the Police be asked to look at installing two cameras, one each at the Homebase and Chichester Park Hotel roundabouts.
- d. Goodwood Estate  
Cllr Harding reported that the problem of aircraft not sticking to agreed flight paths was ongoing, much to the annoyance of local residents. He would continue to make representations.
- e. Rolls Royce  
Reduced on-site staff parking for RR employees meant many were parking in Stane Street. Also, many were leaving the site at great speed. Agreed that Cllr Holman would draft a letter for the Clerk to send to RR requesting they paint SLOW DOWN or equivalent in their gateways.

## **288. Public Questions**

Mr A Blanchard wondered if residents were aware of all the alternative smaller sites that the Parish had suggested could absorb new housing and outlined in the earlier Village Plan, rather than the strategic sites? The Chairman replied that details were circulated after a previous survey

Mr Blanchard felt that money spent on road markings etc in Claypitt Lane had been a waste of money in deterring on-road school parking.

The problem of parking in Stane Street is still ongoing as a covenant supposedly issued by Goodwood Estate and enforced by Bellway prevents residents parking on the estate road. Mrs S

Burborough (member of the public) kindly offered to scan and send a copy of her deeds to Councillor Holman who would investigate further.

## **289 Planning Applications and Decisions**

Cllr Mrs Hardstaff reported on recent applications. A table showing recent applications in the Parish is attached to and forms part of these minutes – Appendix A.

## **290. Members' Reports**

### **a. Planning Update**

Cllr Mrs Hardstaff reported that the developers of the Old Place Farm site were still trying to extend their potential development site towards the airfield, which CDC was on record as resisting. Goodwood had said that covenants on much of the land prevented development, knowledge that the developers claimed not to know. With other Councillors, she attended one of the local plan hearings, held to determine the *soundness* of the plan. The Inspector was concerned about the low number of houses being proposed in the plan by CDC. On the 5<sup>th</sup> November they supported our own planning consultant in presenting the Parish's case to the Inspector, that housing should be spread across the Parish as set out in the SHLAA. The Inspector was expected to report in the New Year.

### **b. Community Hall Update**

Cllr Mrs Moth reported that Bellway Homes, which was looking to purchase the former Maudlin Nursery site for development, had at short notice asked the Council to set out its view on the inclusion of a new community facility within the site including basic specification. At short notice, Councillors had drafted a response, draft specification and outline plan - thanks were recorded to those Councillors for the hard work they put in.

### **c. New Homes Bonus**

Cllr Mrs Moth reported that the £18.5k that the Parish had requested for audio-visual equipment for the new hall, had been approved by CDC.

### **d. Flooding**

Cllr Holman reported that Southern Water had confirmed that projects to address flooding problems in Westhampnett and Maudlin, had been approved. Details of the work involved was not yet known. A ditch in Westerton had been cleaned out by the Goodwood Estate. WSCC had cleaned out again a ditch in Dairy Lane included raising the sides and removing the rubbish! There was an ongoing flooding problem on the highway at the entrance to the CDC Depot. WSCC claimed to not be aware of the problem and had since passed it to their *Asset Team*. It was not a new problem and caused pedestrians, including children going to school, to walk in the carriageway. A resident at 1 Old Arundel Road was having a problem with sewage overflowing.

### **e. Travellers' Transit Site**

Cllr Harding reported that contrary to rumours, there was no plan to increase the capacity of the new site. CDC had been very helpful in placing a bund across the car park of the former Coach & Horses pub at Maudlin, to prevent unauthorised access.

### **f. Neighbourhood Plan**

Cllr Mrs Hardstaff reported that this was on hold until after CDC's Local Plan had been determined. If the strategic sites were approved, then no further land for housing was required.

### **g. Play Area**

Mr Blanchard who maintains the equipment on behalf of the Council reported that following the ROSPA and a further survey, the swings had now been removed, and the wooden stanchions would be removed when ground conditions permitted. Cllr Mrs McLeish had advised that she was continuing to look at grants. The Clerk reported that Cocking PC had recently been awarded £10k to improve its play area. The wire fencing was the Council's responsibility and Mr Blanchard and Cllr Holman would see what could be done to straighten it up.

It was suggested that the spare Noticeboard be installed in a Bus Shelter. The Chairman thought it should be erected on the Bellway Estate and residents would be asked to suggest a suitable site.

### **h. Closed Landfill Site.**

Cllr Holman reported on a recent meeting with WSCC to review the maintenance regime for the grassland at the closed landfill site. The existing management plan had only been partially successful, and the revised plan, to include a mix of grazing, spraying, manuring, rolling and topping should deliver a more satisfactory result, which would, most importantly, be beneficial to the skylarks that nest there.

## **291. Finance**

- a. Receipts and Payments to the 17 November 2014, were noted or approved and are attached to and form part of these minutes – Appendix B.
- b. Bank Reconciliation to the 3 October 2014 had been circulated and is attached to and forms part of these minutes – Appendix C.
- c. Budget Report to the 17 November had been circulated and is attached to and forms part of these minutes, Appendix D. Members were pleased that expenditure to date was broadly in line with the original budget and that the forecast for the year-end was on target.
- d. Model Financial Regulations  
New model regulations had been received from SSALC. These would need to be adopted in due course, but the Parish had not long ago adopted new regulations, so there was no urgency.
- e. External Auditors Report  
The Annual Return had been received back from the external auditors. The Report is attached to and forms part of these minutes - Appendix E. Councillors believed that current practices would obviate such repetitions in future of those items cited.
- f. Grants  
Following the receipt of applications, it was RESOLVED that the following grants be made:  
SAMMY Community Transport – £172.20  
St Peter's Church (for Churchyard maintenance) - £700.00

## **292. Information Technology**

The Clerk reported that we now had total control and access to the website, which had been updated as far as possible. Members of the public commented that they had downloaded the

agenda from the site. The Clerk asked for members' assistance in providing further text and pictures to make the site more interesting which in turn would generate more *hits*.

The next task was to set-up a dedicated e-mail address.

**293. Items not on the agenda which, in the opinion of the Chairman of the meeting, should be considered as a matter of urgency.**

The Chairman re-iterated the need for residents to put themselves forward to stand for election to the Council in May, especially as Cllrs Mrs Hardstaff, Mrs Wood and himself would be standing down. An item could be added to the website and put in the Newsletter, for which Cllr Mrs McLeish required copy.

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

None

**295. Meeting Calendar 2015**

The Clerk had circulated a draft meeting calendar for 2015. RESOLVED that the calendar be approved – attached Appendix F to these minutes.

**296. Date of Next Meeting**

**MONDAY 19 JANUARY 2015**

*The meeting closed at 8.55pm and the Chairman wished everyone a Merry Christmas!*

Chairman:

Date:

**APPENDIX A**

<b>Westhampnett Parish Council</b>								
<b>Planning Applications Summary</b>								
<b>Date published</b>	<b>Application No</b>	<b>Address</b>	<b>Details</b>	<b>Comments deadline</b>	<b>WPC Comments</b>	<b>Comments confirmed on</b>	<b>Comments submitted on</b>	<b>Decision of CDC</b>
27/08/2014	WH/14/02704/DOM	6 Old Place Lane Westhampnett Chichester PO18 0NL	Proposed alterations to apertures on north-west elevation.	17/09/2014	NONE			PERMIT
11/09/2014	WH/14/02860/DOM	Lavender Cottage Westerton Lane Westerton Chichester	Rebuild detached double garage destroyed by fire.	01/10/2014	NO OBJECTION			PERMIT
	WH/14/01355/LBC	6 Old Place Lane Westhampnett Chichester West Sussex PO18 0NL	Proposed adaptations to barn conversion to provide access for disabled resident including works to drive to facilitate wheelchair access.		NO OBJECTION			PERMIT
12/11/2014	WH/14/03736/LBC	6 Old Place Lane Westhampnett Chichester PO18 0NL	Proposed 4 no. Conservation rooflights along with minor alterations.	03/12/2014	NO OBJECTION			

**APPENDIX B**

**RECEIPTS 16 SEPTEMBER to 17 NOVEMBER 2014**

<b>Date</b>	<b>Payer</b>	<b>Details</b>	<b>Paying-in slip</b>	<b>Gross Amount</b>
	CDC	Precept Part II		<b>13,500.00</b>

**PAYMENTS 16 SEPTEMBER to 17 NOVEMBER 2014**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Cheque No.</b>	<b>Gross Amount</b>
03/11/2014	R.H.Huntingford	Playing Field & Footpath Cutting etc (Sept x1 cuts)	100658	£8.82
03/11/2014	Playsafety Ltd	Play area annual inspection	100659	£240.00
17/11/2014	R.H.Huntingford	Playing Field & Footpath Cutting etc (Oct x2 cuts)	100660	£100.00
17/11/2014	H. Adams Planning Ltd	Planning consultancy	100661	£78.00
17/11/2014	WSCC	Clerk's net pay + oncosts: July + Aug	100660	£200.00
17/11/2014	WSCC	Clerk's net pay + oncosts: Sept	100661	750.00
17/11/2014	WSCC	Clerk's net pay + oncosts: Oct	100662	835.60
00/01/1900	00/01/1900	00/01/1900	100662	417.80
00/01/1900	00/01/1900	00/01/1900	100662	£417.80
			<b>TOTAL</b>	<b>£3,048.0</b>

**BANK RECONCILIATION  
AS OF 3 OCTOBER 2014  
PRESENTED TO COUNCIL ON 17 NOVEMBER 2014**

<b>RECEIPTS &amp; PAYMENTS</b>	
Balance brought forward (as at 04/09/2014)	£27,327.26
Add Total Receipts	8,500.00
Less Total Payments (up to 22 Aug 2014)	(626.37)
<b>TOTAL</b>	<b>£35,200.89</b>



<b>BANK</b>	
Barclays - Main AC (as @ 03/10/2014)	16,596.14
Barclays - Village Hall AC (as @ 23/09/2014)	12,916.31
NS&I (as @ 01/01/2013)*	5,711.18
<b>Less unpresented cheques</b>	
100641 R Holman £22.74	-22.74
<b>TOTAL</b>	<b>£35,200.89</b>



**TALLY**

**\*Note**

Balance as at 16/06/2014 = £5,754.01 However, bank statement No 2 showing interest earned missing; copy to be obtained.

APPENDIX D

WESTHAMPNETT PARISH COUNCIL				
2014-15 Budget Update as at 17 November 2015				
	Budget	Expenditure to date	Balance	Forecast at 31/03/2014
Salaries	£6,700.00	2,189.15	£4,510.85	6,700.00
Audit	£176.40	350.00	-£173.60	350.00
Insurance	£661.15	689.87	-£28.72	689.87
Subscriptions	£367.50	269.64	£97.86	367.50
Website	£120.00		£120.00	120.00
Stationery	£300.00	323.97	-£23.97	350.00
Prof Serv - Other	£138.85	217.20	-£78.35	217.20
Prof Serv - Planning	£2,400.00	625.00	£1,775.00	2,400.00
Training 100	£100.00		£100.00	£0.00
Play Area Rent	£200.00	200.00	£0.00	£200.00
Play Area Maintenance	£900.00	1100.00	-£200.00	£1,100.00
Play Area Equipment	£500.00	32.35	£467.65	£150.00
Play Area Inspection	£81.90	100.00	-£18.10	£100.00
Bus Shelter Maint	£0.00	503.02	-£503.02	£503.02
Dog Bin Emptying	£1,080.00		£1,080.00	£1,080.00
Rubbish Bins * 3	£1,247.50		£1,247.50	£1,247.50
2 * New Dog Bins				
Grants	£260.00	100.00	£160.00	£260.00
Grant - Churchyard	£700.00		£700.00	£700.00
Village maintenance - tool hire	£150.00		£150.00	£150.00
Village maintenance - fuel	£530.00	18.95	£511.05	£50.00
Miscellaneous Expenses	£1,200.00		£1,200.00	£1,200.00
<b>Total</b>	<b>£17,813.30</b>	<b>£6,719.15</b>	<b>£11,094.15</b>	<b>17,935.09</b>
Village maintenance - Equip Purchase		2,016.33	-£1,715.70	

### Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

INTERIOR WEST HAMPNETT PARISH COUNCIL Council/Meeting

#### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

#### External auditor report (ACWS0156)

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the Committee:

- Section one box 10 was completed in pencil.
- All figures in Section 1 should be rounded to the nearest £1, in accordance with the guidance contained within the Annual Return.
- In the completion of Section 4, the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to risk management review and the amendment of standing order. The Body must ensure that action is taken to address these areas of weakness in a timely manner.

External auditor signature PKF Littlejohn LLP

External auditor name PKF Littlejohn LLP Date 25 September 2014

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

**DRAFT MEETING SCHEDULE 2015**

The following dates are suggested based on the 2014 diary and would be subject to the school's availability. Note that in an Election year it is good practice for the Annual Meeting of Electors to take place prior to the elections (7<sup>th</sup> May).\*1

All meetings are held on Mondays at 7pm in the March C of E School, Claypit Lane

19 January

16 March, preceded by Annual Meeting of Electors (*Parish Meeting*) at 6pm

18 May – Annual Meeting of the Council

20 July

21 September

16 November

\*1. In England, the annual parish meeting of a parish with a parish council must take place between 1 March and 1 June, both dates inclusive, and must take place no earlier than 6pm