



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: **Beccy Anderson**  
**Westhampnett Community Hall**  
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**Minutes of the Westhampnett Full Parish Council Meeting held at 7pm on Monday 9<sup>th</sup> September 2024 at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP**

**Present:**

Parish Councillors: Cllr W Holden (Chair), Cllr T Ashcroft, Cllr S Burborough, Cllr S James and Cllr D Plummer (Vice Chair)

The meeting was Clerked by Beccy Anderson, Parish Clerk

8 members of the public attended & Cllr J Hunt (WSCC) & Susan Nel (Rolls Royce)

Minute No.	Item
1	<b><u>OPEN MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> Cllr Holden opened meeting at 7pm. Apologies from Cllrs C McLeish, J O'Meara and S Hannafin
2	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr S Burborough – as an employee of Rolls Royce
3	<b><u>PUBLIC QUESTION TIME</u></b> A member of the public raised the issue of the pavement outside the Waste Transfer site stating the pavement area was smelling due to spills and blocked drains both of which needed regular cleaning. They also commented that the strimming of weeds on pavement areas was not adequate. Cllr Hunt agreed to look into both matters.
4	<b><u>REPORTS FROM EXTERNAL BODIES:</u></b>  <b>Rolls Royce Motor Cars. (Susan Nel) noted/reported</b> <ul style="list-style-type: none"> <li>• Neighbourhood Evening Meetings are being arranged, provisionally booked for 13<sup>th</sup> and 21<sup>st</sup> November 2024. Residents will receive invitations via the post.</li> <li>• Speed Indicator Signs. RR are ready to pay for the SIP's. Cllr D Plummer informed the meeting the PC was in communication with WSCC regarding siting the signs and the Clerk will request a meeting to establish the location of sites which WSCC will approve. Sue stated she would ascertain whether RR had agreed to fund 2 or 4 signs (The Clerk had billed RR for 2)</li> <li>• Notice Boards – RR is arranging for three notice Boards to be refurbished. The first will be at the March School and the next will be at The Grange. Cllr Ashcroft agreed to look into safety checks required at the Grange needed to establish the site of any underground utilities.</li> <li>• Community Hall Signage. RR is ready to pay for this. The Clerk stated she had sent invoices to Andrew Ball and she will forward to Sue to arrange payment.</li> <li>• Community Liaison evening meeting is arranged for 27<sup>th</sup> September 2024 and agreed to arrange further meeting every 6 weeks.</li> <li>• 'Brew with Sue' has taken place and she will be arranging further sessions every 4 weeks.</li> </ul> <b>Report from CDC Cllr Henry Potter – Cllr Potter was unable to attend – report attached below</b>  <b>Report from WSCC Cllr Jermy Hunt</b> <ul style="list-style-type: none"> <li>• WSCC are now preparing their budget for 2025/2026. They are waiting for their Local Govt Finance Settlement and are trying to find ways to fund their increasing Social Care needs budget.</li> <li>• WSCC Children's Services has just had another Ofsted inspection which showed a great improvement in the area of services for Care Leavers.</li> <li>• Highways is working very hard to improve the state of roads and fix potholes.</li> <li>• Madgwick Lane – traffic issues are on the CDC Business Infrastructure Plan which the Parish Council need to work on.</li> </ul>

5	<p><b><u>CONFIRM MINUTES</u></b>  Councillors confirmed and approved</p> <ul style="list-style-type: none"> <li>(i) Full Parish Meeting 8<sup>TH</sup> July 2024 – proposed by SB, seconded by SJ</li> <li>(ii) Finance Committee Meeting 14<sup>th</sup> August 2024 proposed by SJ, seconded by DP</li> </ul>
6	<p><b><u>CHAIRS ANNOUNCEMENTS</u></b>  Cllr Holden informed the meeting that the new website is now up and running. It was noted the Clerk needed to add information regarding 'Walks' and 'Bus Stops'</p>
7	<p><b><u>ROLLS ROYCE NEW ENTRANCE WORKS ADJACENT TO MAUDLIN VILLAGE GATES/SIGNS</u></b>  Councillors discussed the ongoing works adjacent to the village signs and the request by RR to move the Village Gates to give a clear sight line for vehicles leaving the entrance. Councillors agreed all signage placement needs to be approved by the Parish Council in consultation with WSCC. The Clerk was instructed to contact WSCC (Oliver King) to raise a query as to the siting of the village gates and the need to reduce the speed limits on Stane Street now the entrance is active, noting the reduced speed limits should have been in place before the entrance became operational. Cllrs informed Sue Nell that Rolls Royce do not have permission to move the village gates.</p>
8	<p><b><u>INTERNAL AUDIT SERVICES 2024 to 2027</u></b> Councillors approved the (i) The Mulberry LA Engagement Letter of 12/08/2024 for a three-year period - to council year of 2026/2027 (ii) Councillors noted the date of the Interim Audit is Wednesday 18<sup>th</sup> September 2024 (The Clerk to meet with AB at the Community Hall)</p>
9	<p><b><u>PAYMENT APPROVAL</u></b>  Councillors approved August &amp; September 2024 Cheque payments</p>
10	<p><b><u>BANK RECONCILIATIONS</u></b>  Councillors approved (proposed by SB, seconded by SJ)</p> <ul style="list-style-type: none"> <li>(i) Barclays Bank Reconciliation for June 2024</li> <li>(ii) Barclays Bank Reconciliation for July 2024</li> </ul>
11	<p><b><u>BARCLAYS BANK ACCOUNT</u></b></p> <ul style="list-style-type: none"> <li>(I) Councillors approved Barclays Bank signatories (Cllrs SJ, WH and SB) to sign up for online banking services (to be able to authorise online payments) The Clerk was instructed to ascertain how signatories can access online banking services</li> <li>(II) Councillors approved the application for a Barclays Bank debit card for the Clerk to use (To make online purchases/payments for use as per Financial Regulations July 2024)</li> </ul>
12	<p><b><u>RISK ASSESSMENT</u></b>  Councillors approved the updated Risk Assessment completed by Cllr WH and The Clerk (proposed by SJ, seconded by DP)</p>
13	<p><b><u>INSURANCE RENEWAL</u></b>  Councillors approved the Insurance Renewal Premium for £4,525.10 (01/09 2024 to 31/08/2025) provided by Gallagher Insurance Brokers. The Clerk was instructed to gain other quotes for the 2025/2026 renewal.</p>
14	<p><b><u>PLAYGROUND INSPECTIONS</u></b></p> <ul style="list-style-type: none"> <li>(i) Councillors reviewed the findings of the Playground Inspection reports of 20/08/2024 for Westhampnett and Westertonp. Councillors noted the actions needed 1) Westhampnett – move 2 benches so they are sited at least 1m away from the perimeter fencing, 2) Westhampnett -Table tennis tables need fixing into the ground The Clerk was instructed to source a contractor for points 1 and 2 (with a view for a contractor to also install a new notice board)</li> <li>(ii) Cllr Ashcroft agreed to perform a monthly check of Westerton playground. Cllr Burborough agreed to perform a monthly check of Westhampnett playground. The Clerk was instructed to email previous used checklists for councillors</li> </ul>
15	<p><b><u>COMMUNITY HALL</u></b>  Cllr T Ashcroft reported: -</p> <ul style="list-style-type: none"> <li>(i) Lloyds Bank Acct Balance £70,678.77 @ 09/09/24 with 13 private hires and 5 regular hires for August 2024</li> <li>(ii) Councillors were updated on the Summer Event. Cllr Ashcroft informed councillors that a Quiz Night is arranged for 15<sup>th</sup> November 2024 and she is starting to arrange an event for Christmas 2024.</li> <li>(iii) Councillors were informed the cleaning schedule will be discussed at Community Hall committee meeting of 17<sup>th</sup> September 2024</li> <li>(iv) Councillors were informed the Community Hall Development Plans will be discussed at the Community Hall committee meeting of 17<sup>th</sup> September 2024.</li> <li>(v) Cllr Ashcroft informed the meeting a Community Café will be operating from the Community Hall. The first session is planned for 3<sup>rd</sup> December between 2 - 4.30pm</li> <li>(vi) Councillors discussed the request from(All Recycle Ltd) for a re-cycling facility on-site. Councillors agreed that in the future, the Parish Council does need to investigate the possibly, but did want to take up the offer from a commercial company.</li> </ul>

16	<b>TRO WESTERTON LANE</b> Cllr W Holden updated councillors regarding the application of 21/05/2024 for speed reduction on Westerton Lane. Oliver King at WSCC had received comments on the data from the Road Safety Team and are progressing to presenting the TRO to the next moderation session. Cllr Holden will be forwarding the responses from residents to OK
17	<b>MARCH SCHOOL IMPROVEMENT PROJECT</b> Councillors discussed the email from Sam Pitwell (WSCC) asking for written confirmation of Parish Council support for the project (footway improvement). Sue Nell reported to the meeting RR's involvement which has included meeting with WSCC to discuss the improvements needed and the offer of funding a 'lollipop person' (School Crossing Patrol). The Clerk was instructed to email Sam Pitwell ,explaining that councillors discussed his request and to inform him that the Parish Council cannot give written approval. As the represent local authority the PC needs to be involved in the decision-making process to ensure WSCC takes into account local knowledge of the residents and councillors.
18	<b>PLANNING</b> Cllr S Burborough updated the following: - <ul style="list-style-type: none"> <li>• WH/24/01223/PLD – Springfield Dairy Lane Maudlin Westhampnett Chichester West Sussex PO18 0PE – Cllr SB commented to CDC that there were no details of materials/finishes to be used in the application</li> <li>• WH/24/00689/EIA Logistics Centre Temple Bar Junction Westhampnett Chichester West Sussex PO18 0TH - Cllr SB reported this application is still ongoing and the PC will be making a comment</li> <li>• WH/24/00800/FUL Rolls Royce Motors – Cllr SB stated she cannot comment/discuss this application. The Clerk will check if the deadline date for responses is still open.</li> <li>• SDNP/23/05282/FUL Goodwood Estate Company, Hard surfacing of existing routes and trackways within land used for parking and camping grounds – awaiting a decision for this.</li> </ul>
19	<b>BLUE PLAQUE NOMINATION FOR JAMES LILLYWHITE (Resident of Westerton)</b> Cllr WH informed the meeting nominations to Historic England are currently closed until March 2025 and the property has just been sold. Councillors approved the Parish Council to make a nomination to Historic England for a Blue Plaque to be placed at 'The Hollies' Westerton Lane and when able contact the new owners of 'The Hollies' to gain their agreement for the siting of a blue plaque.
20	<b>DATE OF NEXT FULL PARISH COUNCIL MEETING:</b> Monday 14 <sup>th</sup> October 2024, 7pm
21	<b>CLOSE MEETING</b> The Chair closed the meeting at 08:49pm.

**Signed**

**Date**

### **Report from CDC Cllr Henry Potter September 2024**

Since my last report, further, though not all, details of the new Government revised National Planning Policy Framework have been examined by our Planning Officers and I can assure you that it is not good reading. The housing allocation numbers for each Local Planning Authority are expected to rise dramatically. And one algorithm which may be introduced is the number of existing dwellings in a LPA be magnified by 0.8% to give a number of required new housing. This 0.8% is only a suggested starting and may well increase. Also included are suggestions to turn more poorer production agricultural land into "grey belt" land which, together with all the farmland which is being 'rewilded,' as part of Nitrate Production offset schemes, I see as a serious threat to our food sustainability. There are also suggestions that more Planning Inspectors are to be engaged to speed up the Appeals processes which are becoming more commonplace nowadays. Needless to say there is no reference to how infrastructure improvements will be brought forward to support all of this extra housing. As it is, The Council agreed to release £420,000 from its' Reserves to cover the cost of specialist Professional Services in defending Planning Appeals. In addition, a further £74'000, again from Reserves, to fund expert legal advice during the remainder of the year '24/'25. The reason being the Council has received a number of 'Speculative' Planning Applications which have become the subject of Appeals. These actions are sometimes very costly and time consuming, hence the need for further funding. £130,000 and £187.500 respectively, it is a number of years since this annual support was introduced.

Cllr. Henry Potter

**ITEM 9 AUGUST & SEPTEMBER 2024 PAYMENTS**

<b>AUGUST &amp; SEPTEMBER 2024 PAYMENTS</b>					
<b>Chq Date</b>	<b>Payee</b>	<b>Detail</b>	<b>Cheque No</b>	<b>Amount £</b>	<b>Sub-Total</b>
23/08/24	Super Signs Ltd	Comm Hall sign	101977	1,434.00	
23/08/24	Westhampnett Parish Council	Transfer to NS&I Account	101978	50,000.00	
09/09/24	Chris Maher	August 20224 Hours	101979	558.00	
09/09/24	Chris Maher	Re-imbusement Water boiler filter cartridge	101979	59.00	617.00
09/09/24	Rebecca Anderson	Re-imbusement Tabletop Name holders	101980	14.29	
18/09/24	David Plummer	Re-imbusement Plants & Soil for planters	101981	198.95	
18/09/24	Savills	Westerton playground rent 01/09/24 - 31/08/25	101982	100.00	
18/09/24	Playsafety Ltd	Playground Inspections August 2024	101983	211.20	
18/09/24	National Allotment Soc	Subs Sep 24	101984	66.00	
18/09/24	JACS (UK) Ltd	Westhampnett , Westerton & Maudlin name signs	101985	672.00	
18/09/24	DM Chainsaws	Battery, Fuel & Oil for volunteers	101986	85.06	
18/09/24	West Sussex County Council	Clerk's salary & oncosts August 2024	101987	3,336.83	
18/09/24	Christie Intruder Alarms Ltd	Annual Fire Extinguisher inspection 01/09/24 to 31/08/25	101988	46.80	
18/09/24	RM Huntingford	Grass Cutting 08/08 & 22/08/2024	101989	560.00	
18/09/24	J Parker Dutch Bulbs (Wholesale ) Ltd	25kg Bulbs	101990	59.94	
		<b>TOTAL</b>		<b>57,402.07</b>	

**ITEM 10 BANK RECONCILAITIONS**

**Bank Balance @ 1st June 2024** **113,835.01**

Add income

Less payments **5,499.70**

Less: Unpresented cheques

Net bank balance @ 30th June 2024 **108,335.31**

**CASH BOOK**

Opening balance @ 01/06/2024 **112,181.03**

Add receipts for June 2024

Less payments for June 2024 **3,845.72**

Balance carried forward **108,335.31**

### WPC Current Account Bank Reconciliation @ 30th July 2024

<b>Bank Balance @ 1st July 2024</b>	<b>108,335.31</b>
Add income	
Less payments	<b>9,776.80</b>
Less: Unpresented cheques	<b>277.56</b>
Net bank balance @ 30th July 2024	<b>98,280.95</b>

### **CASH BOOK**

Opening balance @ 01/07/2024	<b>108,335.31</b>
Add receipts for July 2024	
Less payments for July 2024	<b>10,054.36</b>
Balance carried forward	<b>98,280.95</b>