

# WEST DEAN PARISH COUNCIL

## MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD IN ROOM 115 AT WEST DEAN COLLEGE ON WEDNESDAY 7 JULY 2010 AT 7.30PM

**Present:** Cllrs. R. Hill (Chairman), I. Odin (Vice Chairman), S. Corbett, C. Kelly, J. Ruffell and A. Wheeler.  
**In attendance:** Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter; PCSO Carly Churchill-Wright, Sgt. Spence Roberson, and Mr. S. Ward, Agent and Secretary for the Trustees, Edward James Foundation. No local residents were present.

### 24.10 Apologies

Apologies were received from Cllr. R. Brook (away from area), D. Kendall, and Mrs. C. Slade (unwell). Cllr. Kelly was attending a meeting at Singleton Primary School and expected to be delayed. These were **ACCEPTED**.

### 25.10 Co-option of New Councillor

There being no call for a bye-election following the resignation of Cllr. Geoff Collier, the Returning Officer for Chichester DC had instructed the Parish Council to co-opt a new Member. Notices had duly been posted. Mr. Andy Wheeler had come forward and explained his reasons for wishing to join the Parish Council. On a proposal by Cllr. Odin, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that he be co-opted forthwith. Cllr. Wheeler signed his Declaration of Acceptance of Office.

Clerk

### 26.10 Code of Conduct

There were no Declarations of Interest.

### 27.10 Public Session

*The Chairman adjourned the meeting at 7.42pm to enable members of the public to speak.*

PCSO Churchill-Wright introduced Sgt. Spence Roberson, who was welcomed to the meeting.

During May, a motor vehicle had been stolen from Church Lane, with another attempted theft. The stolen vehicle had been recovered and returned to its owner. House to house enquiries revealed that many people failed to lock unattended cars. Residents were urged to lock cars, garages, sheds and outbuildings, there having been three more garage break-ins and rural thefts. A suspect white transit van had recently been stopped and searched, but nothing found. It was vital that suspicious activity was reported on **0845 60 70 999** immediately. Even if a crime was not attended, each reported incident would be logged to form patterns of behaviour. Whilst residents were welcome to report on Carly's mobile phone, she might not be on duty and incidents would not be logged unless the 0845 number was used.

All

Sgt. Roberson warned that some thieves, tipped off by dishonest suppliers or staff, looked for newly delivered goods to steal. Specialist thieves tipped off others if, whilst carrying out a robbery, they spotted different items worth stealing. There was a high travelling population on the northern borders of West Sussex, which targeted this area. Thieves often committed similar crimes from different vehicles. Metal was a particular target at present.

*The Chairman thanked PCSO Churchill-Wright and Sgt. Roberson for their positive advice. They then left the meeting, which was reconvened at 8.02pm. Cllr. Kelly arrived at 8.05pm.*

### 28.10 Minutes

On a proposal by Cllr. Odin, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that the minutes of the Annual General Meeting on 12 May 2010 be **ADOPTED**. They were duly signed as a correct record.

### 29.10 Matters Arising not already on the Agenda

- (i) Fingerpost at Staple Ash (Min. 16.10) – the Chairman had removed the post and would take it to Amberley Chalkpits Museum as soon as the boards and letters were available from WSCC.
- (ii) Rural Broadband (Min. 17.10) – Members were sorry to hear of Mr. Mike Hicks' illness. Cllr. Hall suggested that Mr. Peter Simpson be contacted for an update on the Rural Broadband bid.

Clerk/RH

Clerk

### **30.10 County Councillor's Report**

The Chairman welcomed Cllr. Hall back after his recent illness and wished him a speedy recovery. He had been given a new portfolio as Deputy to the Cabinet Member for Communities, with additional responsibility to advise the Leader on County Local Committees and Parish Councils.

The new Government had cut local authority finance by £6.2 billion, resulting in a loss of £12.7m by West Sussex. This would result in large service cuts, including Children and Young People and manpower.

### **31.10 District Councillor's Report**

Cllr. Potter reported:

- (i) Local Development Framework (LDF) – the LDF Panel had recommended that the Core Strategy be put on hold until there was clarification on local infrastructure provision and future Government proposals for Planning. There were continuing concerns over the capacity of local infrastructure and its ability to deal with growth, especially in the areas of waste water treatment, the A27, and traffic congestion.
- (ii) South Downs National Park - this would cost vastly more to run than the existing South Downs Joint Committee. It appeared that at least initially, routine planning would be delegated.
- (iii) Enforcement: The Fish House – a compliance check had been carried out by Chichester DC's Enforcement Team, which revealed that the requirements of the Enforcement Notices had not been complied with. Officers were now preparing statements and papers to commence prosecution proceedings. They would also be taking further enforcement action against unauthorised alterations.
- (iv) The Pool House, Binderton Lane, West Dean - Cllr. Potter provided a copy of the TPO dated 30 April 2010.

### **32.10 Traffic Action Committee, including Community Speedwatch and SID**

Cllr. Corbett had no further news on the progress of the 30mph limit, many programmes having been deferred owing to the need for pothole and road repairs. Cllr. Hall had heard that S106 monies were now available which might enable more work to be done on the Chichester to Cocking Route Management Scheme. Roads in West Dean village had just been resurfaced, which was generally welcome, although there had been complaints that people were driving too fast.

Concern was expressed that having contributed towards a SID for the use of Boxgrove, Childham, Compton, Lavant, Funtington and West Dean Parish Councils, it did not appear to have been purchased. Potential sites for SID had been turned down by the Police on Health and Safety Grounds. It was unanimously **AGREED** that the Clerk would contact Geoff Keech to try to arrange a meeting between those concerned, to discuss the way forward.

Clerk

*Cllrs. Hall and Potter were thanked for attending the meeting and left at 8.20pm.*

### **33.10 Planning Committee**

- (i) Chairman's Report including Planning Applications considered since 12 May 2010 – no new applications. Cllr. Corbett had responded to the South Downs National Park Planning questionnaire on behalf of the Parish Council.
- (ii) Chichester DC Decisions since 12 May 2010  
**WD/10/01271/FUL**  
West Dean Pre-School, West Dean Pre-School Nursery, Motor Road, West Dean.  
Construct timber-framed canopy with polycarbonate roof over existing deck area at rear.  
Decision: **Permit**.  
  
**WD/10/01683/DOM**  
Mr. Duncan Clarke,  
98 Church Lane, West Dean.  
Erect single storey detached, non-permanent wooden shed in rear garden.  
Decision: **Permit**.

### **34.10 West Dean Cemetery**

- (i) General Report – £100 had been received in respect of Mr. Heymann's headstone. A letter of appreciation for Mrs. Bushell's memorial seat had been received from Mrs. Cruttenden.

- (ii) Lychgate Project, including Repairs to Cemetery Wall – Mr. Ward was warmly thanked for arranging a contribution of up to £1,000 from the Edward James Trust. A grant application to the South Chichester CLC had been considered on 6 July, but deferred until November. A subsequent application had been made to the South Downs Joint Committee, but the outcome and decision date were uncertain. Providence Oil had failed to acknowledge two approaches for funding. Chichester DC was willing to match-fund up to £1,500, but only if all other monies were already in place and there was money left in the grant fund. After discussion, on a proposal by Cllr. Kelly, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that:
- a) The Parish Council would contribute £1,000 to the project.
  - b) The Clerk would approach Chichester DC for match funding, which would be decided in approximately one week.
  - c) Essential work, including dealing with subsidence, securing the structure of the Lychgate, and reinstating the wall, would be put in hand as soon as possible, to prevent further damage, plus any other works within available funds.
  - d) Mr. Joe Thompson could remove the gates to his workshop for safe-keeping. Clerk
- (iii) “Table Tombs” in St. Andrew’s Churchyard – further details would be available after the PCC meeting on 8 July. In the meantime, Cllr. Ruffell had inspected the tombs and found one, near the gate, already flattened. Two more, one of which was roped off, needed to be taken down. Two others appeared to be in sound condition. He was confident that the work could be carried out locally if suitable equipment could be hired, at relatively modest cost. He would make further enquiries and liaise with Cllr. Odin, Mr. Ward and the Chairman. JR
- (iv) Cemetery Gate adjacent to Selsey Arms – a complaint had been received that the area needed weeding and that the gate was being left open. The gate had dropped, which was making it difficult to open and close. This would be adjusted by Cllr. Wheeler. The Clerk would ask Mr. Goacher to put the weeding on his maintenance list. AW  
Clerk

### 35.10 Chichester DC Consultation: Leader or Elected Mayor

A letter dated 11 May 2010 invited the Parish Council to comment on the requirement of the Local Government and Public Involvement in Health Act 2007 for Chichester DC to choose from two models, to come into operation after the District Council elections in 2011:

- (i) A Mayor and Cabinet, comprising a directly elected mayor and from two to ten councillors appointed to the executive by the Mayor.
- (ii) A Leader and Cabinet, comprising a councillor elected as leader of the executive by the Council and from two to nine councillors appointed to the executive by the Leader.

No recommendation was made, there being no strong views. Clerk

### 36.10 Adoption of New Standing Orders

The new Model Standing Orders from NALC had been received and adapted for the Parish Council. On a proposal by Cllr. Odin, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that 1(e), 1(f), 1(z) and 6(m) be “at Chairman’s discretion” and that the new Standing orders be **ADOPTED** forthwith (Appendix A). Clerk

### 37.10 Managing Public Rights of Way in West Sussex

The Chairman had received a letter from WSCC advising that they had decided to manage PROWs previously delegated to the South Downs Joint Committee with effect from 1 April 2011, when the South Downs National Park came into being. Feedback was requested on aspects of the service which currently worked well and suggestions for improvements. The Clerk would respond on behalf of the Parish Council. A Stakeholder Event was being held at Washington Memorial Hall on 21 July, but no Members were able to attend. It was possible that the Clerk might be asked to represent another Parish Council, in which case, it was **AGREED** that costs could be shared. Clerk

*Mr. Ward left the meeting at 9pm.*

### 38.10 Finance

- (i) Bank Balances:

Barclays Community Account (as at 30/06/2010).	6,553.89
Alliance and Leicester Account (as at 30/06/2010).	5,975.93
Imprest	£30.00
<b>OVERALL TOTAL</b>	<b>12,559.82</b>

- (ii) Comparison of Budget against Expenditure 2010/2011 to date and Bank Reconciliation – schedules circulated with agenda (Appendix B).
- (iii) Approval of Payments 12 May – 7 July 2010 – schedule circulated with agenda (Appendix C).

<i>Parish Council</i>	£	
<i>Already paid:</i>		None.
<i>To be paid:</i>		
HMRC	122.80	Clerk's Tax April – June 2010. Cq: 100988.
Portsmouth Water	63.00	Unmetered Supply 01/07/2010 - 30/06/2011. Cq: 100989.
West Dean Ltd.	17.63	Hire of Room 115 for PC Meeting on 07/07/2010. Cq: 100990.
Keith Goacher	270.25	Cemetery Grass-cutting April – June 2010. Cq: 100991.
Mrs. J. Martin	59.49	Imprest Reimbursement (Postage, Stationery and Travel to meetings 12/05 and 07/07/2010. Cq: 100992.
West Dean Estate Ltd.	548.30	Grass-cutting at Recreation Ground April – July 2010. Cq: 100993.
<i>Late Additions not on Schedule:</i>		
Southern Electric	96.52	Street Lighting Energy June Q 2010. Cq: 100994.

On a proposal by Cllr. Ruffell, seconded by Cllr. Kelly, the above payments were unanimously **APPROVED**. Cheques were duly signed.

**Clerk**

- (iv) CDALC (Chichester District Association of Local Councils) – letter dated 17 June 2010 requesting a subscription of £10 for the 2010/2011 Council year. As no-one attended CDALC meetings and the subscription was voluntary, it was unanimously **AGREED** not to subscribe.
- (v) West Dean Football and Playing Field: Grass-Cutting Contract (Min. 18.10(vii)) – this had been renewed for the period 1 August 2010 to 31 July 2011, at the same cost as 2009/2010, being £1,400 per annum plus VAT. After this, the price would need to be reviewed.
- (vi) Parish Council Elections – 5 May 2011 – letter dated 1 June 2010 from Chichester DC. District Council elections would be held on the same day, so it was expected that the cost of polling stations, polling station staff and count staff would be shared, the full cost of poll cards being met by the District Council. Costs for Parish Council ballot papers, notices and specific stationery, would be met in full by parish councils. If a parish council had an uncontested election, it would still have to bear the cost of election work carried out by Chichester DC until the Return of Persons Elected was received. The estimated costs for West Dean Parish Council were £875 for a contested election with no poll cards or £1,050 for a contested election with poll cards. This would be included in the 2011/2011 Budget.
- (vii) Portsmouth Water – the Clerk would ask Portsmouth Water for further details, as the current unmetered charge seemed high compared with domestic charges.

**Clerk**

**Clerk**

**Clerk**

**Clerk**

### 39.10 **Chairman's Report**

The Chairman had nothing further to add.

### 40.10 **Councillors' Questions and Reports**

Trees, Hedges and Footpaths – Cllr. Kelly had noticed that the footpath was almost impassable going

towards Singleton beside the Weald and Downland Museum. Cllr. Odin would follow this up. It was noted that Town Lane would need to be closed temporarily at some future stage, to enable large-scale tree surgery to be carried out.

**IO**

**41.10 Clerk's Report and Correspondence**

The Chairman took the Correspondence File to circulate (Appendix D).

**42.10 Clerk's Contract of Employment**

This had been produced in accordance with the NALC/SALC Model Contract and passed to the Chairman to examine.

On a proposal by the Chairman, seconded by Cllr. Odin, it was unanimously **RESOLVED** that the Chairman and Clerk sign the Contract forthwith.

**Clerk**

**43.10 Date of Next Meeting**

The next meeting would be held on: **Wednesday 15 September 2010 at 7.30pm in Room 115 (Pre-Budget).**

**All**

**Closure:** The meeting closed at 9.18pm.

Signed:

Chairman of the Council

**CIRCULATION FILE – 13 MAY to 7 JULY 2010**

- (i) “Partnership News” – May 2010.
- (ii) NHS West Sussex: Guide to Local Health Services in West Sussex – received 26 May 2010.
- (iii) “Clerks and Councils Direct” – July 2010.
- (iv) “The Clerk” – July 2010.