

# WEST DEAN PARISH COUNCIL

## MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD IN ART STUDIO 2 AT WEST DEAN COLLEGE ON WEDNESDAY 15 JULY 2009 AT 7.30PM

**Present:** Cllrs. R. Hill (Chairman); I. Odin (Vice Chairman); G. Collier, S. Corbett, J. Ruffell and Mrs. C. Slade.

**In attendance:** Mrs. J. Martin, Clerk; Mr. S. Ward, Land Agent for the Edward James Foundation; County Cllr. M. Hall; and District Cllr. H. Potter. No local residents were present.

### 22.09 Apologies

Apologies were received from Cllrs. D. Kendall and R. Brook (other commitments). These were **ACCEPTED**. PCSO Carly Churchill-Wright also sent her apologies (rest day).

Clerk

### 23.09 Code of Conduct

(i) Declarations of Interests – None. Cllr. Odin later declared a personal interest under Min. 34.09.

Clerk

All

(ii) Chichester DC: Standards Committee – agenda and minutes for meeting on 29 June 2009 (placed in Circulation File).

### 24.09 Public Session

No members of the public were present.

### 25.09 Minutes

On a proposal by Cllr. Hill, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that the minutes of the Parish Council meetings on 13 May and 15 June 2009 be **APPROVED**. They were duly signed as a correct record.

### 26.09 Matters Arising

None.

### 27.09 Confirmation of Appointment of Clerk

Following advertisement of the vacancy through SALC, Members had met to consider applications received. Mrs. Jenny Martin had been offered and accepted the post with effect from 1 June 2009. She was warmly welcomed as Parish Clerk.

### 28.09 County Councillor's Report

Cllr. Hall was delighted to be re-elected as Ward Member in the recent County Council elections and was welcomed back. He thanked everyone for keeping him informed on the progress of the Traffic Action Committee. He informed members that a meeting of the South Downs Joint Committee would be held at County Hall on Friday next, 17 July. This was open to the public.

All

### 29.09 District Councillor's Report

Cllr. Potter reminded Members that the next Lavant Valley Partnership meeting would be held on Tuesday next, 21 July, at 6.45pm for 7pm at Winkhurst Hall at the Weald and Downland Museum. Agenda items were WSCC Fire and Rescue, Emergency Planning and Waste and Recycling.

The Planning Inspectorate Appeal for The Pool House, Binderton (WD/08/02167/FUL) had been dismissed on the grounds that the proposal would harm the character and appearance of the area. The matter would now be passed to Chichester DC's Enforcement Team. The Clerk would write to them to request that this be expedited owing to the eyesore and nuisance.

Clerk

The Development Control Committee had authorised the Enforcement Team to take action on Fish House (formerly The White Horse), in respect of breeze block structures in the rear garden, surfacing of a track, construction of earth bunds and use of Common Land for the parking of vehicles.

### 30.09 Traffic Action Committee, including Community Speedwatch and SID

Cllr. Corbett had attended a meeting on 24 June 2009, between West Dean and Singleton Parish Councils and Roger Harper and Alison Tate from WSCC. Having waited eight months since October

2008, he had been very disappointed by such a negative meeting, with little change to the original plans. Mr. Harper had opened the meeting by stating that there was no chance of a reduction in the speed limit. Whilst the siting of a VAS at Singleton, purchased with a grant from Providence Oil, was supported, WSCC would not provide match funding for one at West Dean, offering a wig-wag solution. The Traffic Management Scheme would go forward to the County Engineers in September 2009, provided WSCC had prepared the paperwork in time, with a view to works being done in 2010/2011. Since West Dean residents strongly supported a reduced speed limit on the A286, which did not form part of this scheme, it was hoped that a well-constructed case to the CLC might be viewed more realistically, and to this end, would go to County Local Committee on 15 September at the Gridshell at the Weald and Downland Museum.

SC

It was unanimously **AGREED** that Sue Goacher be co-opted on the Traffic Action Committee.

TACtee

A second SID session on the A286 at West Dean had logged more than 50% of traffic travelling in excess of the 40mph speed limit: much worse than on the first occasion. Nick Conway from Singleton Parish Council had assisted and was keen to use SID on the A286 at Singleton, with the benefit of West Dean's expertise. The Chairman had noticed a Police motorcycle speed-gunning by the bus stop opposite the Selsey Arms a few days ago. Although this was welcomed, it was too visible for results to have reflected speeds normally travelled.

Cllr. Hall was setting up Community Speedwatch and would provide further details.

Cllr. Hall

### 31.09 Cemetery Committee

- (i) General Report – the recent works at the Cemetery had been very much welcomed. The Clerk would obtain a copy of the latest Guidelines on Management and Safety of Memorials, produced by the Ministry of Justice. Mr Ward asked for confirmation of ownership of the attractive wall by the cemetery gate. Cllr. Ruffell and the Clerk would make enquiries.
- (ii) Burials - Mr. Tim Heymann had been interred in the New Cemetery on Saturday 27 June 2009.
- (iii) Applications for Memorials – the Clerk would discuss these with Cllr. Mrs. Slade.
- (iv) Cemetery Lane – Mr. Ward announced that the Hastoe Housing in Cemetery Lane had received a Sussex Heritage Award. Members offered their congratulations, being delighted to have housing in the village which was both well-designed and pleasant to live in.

Clerk

Clerk/JR

Clerk/CS

### 32.09 Planning Committee

- (i) Composition of Planning Committee – on a proposal by Cllr. Corbett, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** to extend membership of the Planning Committee to include all Members, to facilitate quicker response and to provide a wider pool to call on. The Committee would have a quorum of three.
- (ii) Chairman's Report – Planning had been quiet since the last meeting, mostly concerned with applications for The Fish House. The following application was outstanding:
- (iii) Planning Application  
**WD/09/02416/DOM**  
Mr. D. Adams, North Post Office Cottage, Old West Dean Road, Chilgrove.  
Erection of carport and store and retention of northern section of existing access track adjacent to western boundary of North Post Office Cottage  
Cllr. Corbett outlined the history of this application.  
Recommendation: **No objection.**
- (iv) Chichester DC Planning Decisions since last meeting  
**WD/09/00323/FUL**  
Mr. D. Barnard, The Fish House, High Street, Chilgrove.  
Replacement storm damage, form soakaway, re-locate historic pond, lay storm water gullies and kerbing, fit replacement treatment water tank in rear west garden.  
Decision: **Permit.**

All

**WD/09/01225/DOM**

Mr. and Mrs. J. Jarvis, Chilgrove Barn, High Street, Chilgrove.  
Installation of new French windows.  
Decision: *Permit*.

**WD/09/00854/LBC**

Mr. D. Barnard, The Fish House, High Street, Chilgrove.  
Removal of rear garden wall and shed. Build replacement garden wall in revised position with new sections of wall in reclaimed brick.  
Decision: *Permit*.

**WD/09/01121/LBC**

Mr. D. Barnard, The Fish House, High Street, Chilgrove.  
Form dwarf wall and steps to conservatory: internal alterations to main building; extension to corner store.  
Decision: *Grant*.

- (v) South Downs Joint Committee – a newsletter dated 23 June 2009 had been placed in the Circulation file, with a list of work carried out in the Parish by Volunteer Rangers during 2008/2009. With the new South Downs National Park Authority taking over from SDJC in two years time, Parish Councils were asked to complete a questionnaire, to enable them to work more closely with them in the future. Passed to Cllr. Corbett.

SC

**33.09 Notice-board at West Dean**

Cllr. Corbett had looked at various designs and suggested a free-standing two-door wooden notice-board with toughened glass front and the Parish Council's name at the top. On a proposal by Cllr. Mrs. Slade, seconded by Cllr. Odin, it was unanimously **RESOLVED** that:

- (i) Cllr. Corbett would select a notice-board to the above specification at the best price to be found, at an estimated cost of £400 - £800. The cost would be met by grants as far as possible, with any balance from Reserves. He would pass details of the chosen notice-board to the Clerk.
- (ii) The Clerk would apply to Chichester DC for a Local Character Enhancement Grant and to the CLC for the balance.
- (iii) The Clerk would write officially to Mr. Simon Ward, requesting permission to place the notice-board on the grassed area outside West Dean Stores, being West Dean Estate land.
- (iv) Cllr. Corbett would install the notice-board.

SC

Clerk

Clerk

SC

**34.09 Grass-Cutting at Football Meadow**

Cllr. Odin had obtained quotes to the same specification from Natural Land Management Ltd., Mr. Keith Goacher, and the West Dean Estate, for cutting the West Dean football meadow and playing field, to commence on 1 August 2009. On a proposal by Cllr. Mrs. Slater, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** to accept the lowest quote, being £1,400 plus VAT from the West Dean Estate.

Clerk

Owing to rapid grass growth, Cllr. Odin had arranged temporary cuts. He declared a personal interest, being an employee of the temporary contractor. He would pass the invoices to the Clerk for payment.

IO

**35.09 West Dean Children's Playground**

- (i) Health and Safety Inspection 2009 – the Inspector had visited on 30 June 2009. Copy of report already circulated.
- (ii) Replacement Playground – Gill Moss, Headteacher at West Dean Primary School had provided very helpful feedback and suggestions on the playground and what might replace it. However, it was generally felt that although the playground was dated, it was still serviceable. Items identified by the Inspector for attention were low-risk and could easily be remedied, given the current financial climate, very low usage of the playground and unresolved issues over road safety and crossing the A286. Cllr. Odin would look at items needing attention and report back.

IO

**36.09 Parish Council's Street Lighting**

- (i) Street Lighting Column 4 - the Clerk had been informed on 1 June 2009 that in February, WSCC's contractors had identified a crack in Column 4, which had been replaced without prior notification. The cost was likely to be £700 – 800. The Clerk had spoken to Allianz, the Parish Council's insurers to 31 May 2009, who had not been encouraging. They required a copy of the invoice before considering a claim, but WSCC had advised that the paperwork was still with Southern Electric. Mr. Richard Bird, Street Lighting PFI Manager for WSCC, had just indicated that he was in correspondence with the contractor over the omission, so a charge might not be made. There were currently two columns at the top of Church Lane: the old one and the replacement, as yet without power. The Clerk had written to Southern Electric asking for a credit note in recognition that Column 4 had not been on operation for some time.
- (ii) Draft PFI Contract – received from WSCC on 1 July 2009 and circulated to Members by e.mail. The Parish Council had already agreed in principle to consider accepting a PFI Contract. The Clerk explained how the contract would work , following a recent discussion with Richard Bird. On a proposal by Cllr. Ruffell, seconded by Cllr. Odin, it was unanimously **RESOLVED** to keep the existing eleven street lighting columns with a view to accepting the PFI Contract in due course. The Clerk would write to Mr. Bird to ask for further clarification.

Clerk

Clerk

*County Cllr. Hall, District Cllr. Potter, Cllr. Mrs. Slade, and Mr. Ward gave apologies and left the meeting at 9.20pm.*

**37.09 Finance**

- (i) Bank Balances:

£	
Barclays Current Account (as at 30 June 09).	4,659.96
Barclays Premium Account (as at 30 June 09).	124.61
Alliance and Leicester Account (adjusted 7 May 09 balance).	6,488.40
Petty Cash	(59.26)
<b>OVERALL TOTAL</b>	<b>11,213.71</b>

- (ii) Comparison of Budget against Expenditure 2009/2010 to date, and Bank Reconciliation – schedules circulated with agenda (Appendices A&B).
- (iii) Approval of Payments for 14 May – 15 July 2009 – schedule circulated with agenda (Appendix C).

<u>Parish Council</u>	£	
Portsmouth Water Ltd.	68.00	Cemetery Water Supply 01/09/09 – 30/06/10. Cq: 100936.
Mrs. J. Martin	89.26	Imprest (Petty Cash) Reimbursement. Cq: 100937.
HMRC	287.90	Tax Shortfall 2008/2009 (Mrs. P. Outen). Cq: 100938.
HMRC	84.00	Clerk's Tax April to June 2009. Cq: 100939.
Mrs. J. Martin	549.70	Purchase of Laptop Computer from Dell. Cq: 100940.
Southern Electric	102.97	Street Lighting Energy 27/03 – 26/6/09. Cq: 100941.
Boxgrove Parish Council	34.73	Share of Viking Direct stationery invoice. Cq: 100942.
SALC	230.00	Recruitment of Clerk. Cq: 100943.
Mrs. J. Martin	795.95	Locum Clerking to 31 May 2009. Cq: 100944.

Mrs. J. Martin	400.19	June 2009 Salary and Additional Hours. Cq: 100945.
Keith Goacher	230.00	Upkeep of West Dean Cemetery to June 2009. Cq: 100946.
<i>Late Additions not on Schedule</i>		
N.W. Adams, Engineering Design Services	46.58	Annual Independent Playground Inspection 2009. Cq: 100947.

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

(iv) Invoice for Remaining Meetings for the 2009/2010 Council Year  
It was unanimously **AGREED** that:

(a) The advance invoice be cancelled and if possible, the Clerk would arrange for invoices after each meeting. **Clerk**

(b) There was no need for three Autumn meetings. The scheduled meeting on 23 September (Park Room) would stand, with the one in November moved to later in the month and the December one deleted. 2010 Meetings would be as scheduled: 20 January, 17 March (APM 2009/2010 followed by ordinary Parish Council meeting), and 12 May (2010/2011 AGM) 2010. All in Room 115. The Clerk would advise the revised November date as soon as possible. This would put the Parish Council on a two-monthly cycle of meetings. **Clerk**

(v) Application for Grant under the Crime and Disorder Act 1998: "Crimestoppers" – e.mail of 29 June 2009 refers. This national Charity provided an anonymous phone line to report crimes. On a proposal by Cllr. Collier, seconded by Cllr. Odin, it was unanimously **RESOLVED** not to make a grant on the grounds that crimes could be reported to Sussex Police anonymously (0845 60 70 999).

### 38.09 Chairman's Report

The Chairman had nothing further to add.

### 39.09 Councillors' Reports

(i) Cemetery Lane, Church Lane, Millers Lane and Old School Lane – Cllr Odin was concerned that these roads were in a poor state. The Clerk would report this to WSCC and Mr. Ward, since they had been heavily used by Hastoe traffic. **Clerk**

(ii) Pothole outside Post Office – Cllr. Odin reported that there was a very large pothole outside the Post Office. The Clerk would report this and also forward WSCC's current intervention criteria to Members. **Clerk**

### 40.09 Clerk's Report and Correspondence

(i) Standing Orders and Financial Regulations - the Clerk advised that the Standing Orders needed updating and Financial Regulations produced. It was unanimously **AGREED** that draft documents be prepared, based on the national Model, to be circulated before the September meeting. **Clerk**

(ii) Missing Minutes – the Clerk had found loose minute sheets for the period 2001 to date, excluding 2004. Minutes for the period 1962 – 2000 had not been found in Mrs. Outen's house. The Records Office had confirmed that they had Minutes up to 1961.

### 41.09 Date of Next Meeting

The next meeting would be held on: **Wednesday 23 September 2009 at 7.30pm (Park Room).** **All**

**Closure:** The meeting closed at 9.35pm.

Signed: Chairman of the Council

