

# WEST DEAN PARISH COUNCIL

## MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD IN ROOM 115 AT WEST DEAN COLLEGE ON WEDNESDAY 17 MARCH 2010 AT 8.50PM

**Present:** Cllrs. R. Hill (Chairman), G. Collier, S. Corbett, C. Kelly, D. Kendall, and J. Ruffell.  
**In attendance:** Mrs. J. Martin, Clerk; and Mr. S. Ward, Agent and Secretary for the Trustees, Edward James Foundation. No local residents were present.

### 101.09 Apologies

Apologies were received from Cllr. I. Odin and Cllr. Mrs. C. Slade (work commitment). These were **ACCEPTED**.

Apologies were also received from County Cllr. M. Hall, who had attended the preceding Annual Parish Meeting, and District Cllr. H. Potter, who was on leave.

### 102.09 Code of Conduct

Cllr. Corbett declared a personal interest in agenda item no: 14 (Min. 114.09), being employed by the Green Oak Carpentry Company, who might be involved in the project. He would take no part in any decisions made.

Clerk

### 103.09 Public Session

*The Chairman adjourned the meeting at 8.52pm to enable members of the public to speak.*

Mr. Ward circulated photographs of the wall outside the Lychgate, which had recently been cleared by the West Dean Estate. Some of the exposed stones required re-bedding and re-pointing, and more vegetation needed raking out. Mr. Ward was thanked for arranging this work, which enhanced the area considerably. It was unanimously **AGREED** that Mr. Ward would obtain a quote for the necessary work, and Cllr. Ruffell another two, for consideration at the AGM on 12 May.

SW/JR  
Agenda

*The Chairman reconvened the meeting at 9pm.*

### 104.09 Minutes

On a proposal by Cllr. Corbett, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 20 January 2010 be **ADOPTED**. They were duly signed as a correct record.

### 105.09 Matters Arising not already on the Agenda

None.

### 106.09 County Councillor's Report

Cllr. Hall had made his report at the Annual Parish Meeting.

### 107.09 District Councillor's Report

Cllr. Potter's report had been presented at the Annual Parish Meeting.

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

Cllr. Corbett had made a report at the Annual Parish Meeting. He confirmed that £250 had been paid to Funtington Parish Council, being the Parish Council's contribution towards the group purchase of a SID.

### 109.09 West Dean Cemetery

The funeral of Mr. Laurence Mitchell had taken place on 8 February 2010, following the purchase of a plot in the new part of the cemetery. A further plot had been purchased by Mr. Chris Baldwin.

Mrs. Wendy Goacher had noticed that the dustbin by the Lychgate was rarely emptied and asked what arrangements were in place for waste collection. The bin was currently full of broken glass, dead foliage and flowers, floral bases and plastic wrappings. She wondered whether it could be emptied regularly by Chichester DC. Cllr. Corbett would have a word with Mr. Chris Hints and if no local solution could be found, the Clerk would discuss collection arrangements with Chichester DC.

SC/Clerk

The provision of a green bin or compost area for floral waste, together with the use of plastic flowers on

graves, would be discussed at the next meeting

Clerk

**110.09 Planning Committee**

- (i) Chairman's Report including Planning Applications considered since 20 January 2010 - WD/10/00125/COU  
Ms P. Oliver, The Pool House, Binderton House, Binderton Lane, Binderton.  
Change of use of Pool Pavilion to single unit of holiday accommodation whilst retaining the existing private and domestic use by the owner.  
Recommendation: **Objection. Letter submitted to Chichester DC 15/02/2010.**  
Decision: **Application Withdrawn.**
- WD/10/00275/FUL**  
Karoova Farms Ltd., Preston Farm, Binderton.  
Variation of Condition no: 4 of planning permission ref: WD/06/00515/FUL to allow for the holding of functions on any day of the week until 23.30 hrs, with no more than 10 functions per calendar year to be held on Sundays.  
Recommendation: **No objection.**  
Decision: **Pending.**
- WD/10/00614/DOM**  
Mr. Peter and Mrs. Jane Rice, 12 High Street, Chilgrove.  
Erection of single storey porch on front of property.  
Recommendation: **No objection.**  
Decision: **Pending.**

**111.09 West Dean Post Office – Changes to Service**

Cllr. Collier outlined the proposal to replace the West Dean Partner Post Office service with a Hosted Outreach service and described the reasons why he had resigned from the former. The Hosted service would be operated by a Core sub-postmaster from the existing location on Mondays and Wednesdays from 1.30 – 4.30pm, and would offer the same range of services, with the addition of DVLA and Bureau de Change. Cllr. Collier had advertised the changes, explained them to customers, and put an article in The Valley Diary. He regretted the necessity for changing the current arrangement, but it was no longer economically viable. The Parish Council had no objection to the change to Hosted service and thanked Cllr. Collier for his comprehensive explanation.

Clerk

**112.09 Street Lighting at West Dean**

With the approval of the Chairman, the PFI Contract, effective from 1 April 2010, had been signed and returned to West Sussex County Council.

The VAS was now in operation day and night. Mr. Harper had still not informed the Clerk how the power would be financed, despite having had the device connected to the Parish Council's street lighting supply. She was pursuing this, as the Parish Council was not prepared to meet the cost of power for the VAS, and complicated billing arrangements with WSCC were unacceptable on both sides.

Clerk

**113.09 Emergency Planning**

Mr. Lloyd Harris, Emergency Planning Officer for Chichester DC, had asked Parish Councils to designate two contacts willing to be called upon to open a village hall or other emergency accommodation in the event of an emergency. In the absence of a village hall, Mr. Ward offered the Sussex Barn as emergency accommodation, which was gratefully accepted. It was unanimously **AGREED** that Mr. Ward and the Security Desk at West Dean College be the Parish Council's designated emergency contacts. The Clerk would e.mail the form to Mr. Ward to complete.

Clerk

**114.09 WSCC Bus Shelter Grant Applications**

Cllr. Corbett reported that both the bus shelters were in poor condition, especially the one by the entrance to West Dean Gardens. The shelter by the Selsey Arms was covered in ivy and other vegetation, which would have to be grubbed out before it was replaced. Both were on land owned by the West Dean Estate. He had looked at wooden shelters on the market and concluded that although these might be slightly cheaper, an oak one made through the Green Oak Carpentry Company would be more in-keeping with the rural scene. The estimated cost was in the region of £5,800 - £6,100 each, although the West Dean Estate might be able to provide the oak. It was felt that as WSCC's closing date for Bus Shelter Grant Applications was 31 March 2010, there was insufficient time to put a project together for 2010/2011.

On a proposal by Cllr. Kendall, seconded by Cllr. Kelly, it was unanimously **RESOLVED** to:

- (i) Proceed with locally-made oak bus shelters.
- (ii) Replace the bus shelter by the entrance to West Dean Gardens in the 2011/2012 financial year.
- (iii) Replace the bus shelter by the Selsey Arms in the 2012/2013 financial year.

SC/Clerk

**115.09 Fingerposts in West Dean Parish**

A report from Mr. Nigel James, from the South Downs Joint Committee, had previously been circulated. The fingerboards at the junction by Staple Ash Farm had disappeared, but the post remained and appeared to be restorable. WSCC was offering 50% grants towards restoration work, on a first-come, first-served basis. Funds might also be available from the SDJC.

On a proposal by Cllr. Hill, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** to proceed with the restoration of the fingerpost. The Chairman would restore the post and the Clerk obtain boards and letters free of charge from the Area Highways Office. It was thought that the post had originally carried three boards, to Chichester, Chilgrove and West Dean. The Clerk would source a suitable finial, either having one turned locally, or a traditional “polomint” style.

RH  
Clerk

*Mr. Ward left the meeting at 9.45pm.*

**116.09 Finance**

- (i) Bank Balances:

Barclays Community Account (as at 26/02/2010).	£3,615.16
Alliance and Leicester Account (as at 27/02/2010).	£5,973.96
Imprest	£30.00
<b>OVERALL TOTAL</b>	<b>£9619.12</b>

- (ii) Comparison of Budget against Expenditure 2009/2010 to date and Bank Reconciliation – schedules circulated with agenda (Appendix A).
- (iii) Approval of Payments 21 January – 17 March 2010 – schedule circulated with agenda (Appendix B).

<i>Parish Council</i>	£	
<i>Already paid:</i>		
Funtington Parish Council	250.00	Share of purchase of SID (Min. 68.09). Cq: 100972. (Approved under Min. 68.09).
<i>To be paid:</i>		
Mrs. J. Martin	12.16	Imprest Reimbursement (Postage 90p: Travel to meeting 17/03/2010 £11.26. Cq: 100973.
HMRC	163.60	Clerk’s Tax Jan – March 2010. Cq: 10974.
West Dean Ltd.	17.63	Hire of Room 115 for PC Meeting on 17/03/2010. Cq: 100975.
W. Goacher	380.00	Grass-cutting at St. Andrew’s Churchyard 01/04/09 – 31/03/10. Cq: 100976.
<i>Late Additions not on Schedule:</i>		
The Edward James Foundation Ltd.	1,096.60	First eight month of grass cutting contract for Recreation Ground 01/08/2009 – 31/07/2010. Cq: 100977.

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

- (iv) Appointment of Internal Auditor for 2009/2010 Accounts – it was unanimously **AGREED**

that Ms Rachel Hall be appointed internal auditor for the 2009/2010 accounts.

**117.09 Chairman's Report**

The Chairman read a letter dated 9 March 2010 from Cllr. Derek Whittington, WSCC Cabinet Member for Strategic Planning and Transport, advising that the severe winter had brought a marked increase in the number of potholes and road defects reported. WSCC road repair teams had been directed to routes where the greatest number of dangerous holes existed, repairing over 7,800 potholes in 1,535 roads since mid January. The aim was to fill potholes on a temporary basis within 28 days and urgent defects on A and B class roads within three working days. Permanent repairs would be started as soon as weather conditions improved, with signage placed in the worst locations to warn motorists of poor surface conditions. £2.35m additional resources had been allocated to repair road surfaces, but damage was so extensive that the proposed 2010/2011 Highway Works Programme would have to be amended.

The Clerk's Contract of Employment had just arrived from SALC. This would be included on the agenda for the AGM on 12 May 2010.

**Agenda**

**118.09 Councillors' Questions and Reports**

- (i) Potholes in Church Lane – Cllr. Kelly reported at least three large potholes in Church Lane, which were a Health and Safety hazard. Cllr. Kendall added that there was general concern amongst parishioners over the number of potholes which remained unfilled several months after the severe weather. **Clerk**
- (ii) Excessive Parking on Grass by Manor Farm – Cllr. Corbett described residents' concerns. This would be referred to Mr. Ward. **Clerk**
- (iii) Parking by Lychgate – Cllr. Kelly was concerned that owing to insufficient spaces for the Hastoe Homes, drivers were parking on the pavement, in the turning head, and in front of the Lychgate. This would be referred to Mr. Ward. **Clerk**

**119.09 Clerk's Report and Correspondence**

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

**120.09 Date of Next Meeting**

The next meeting would be held on: **Wednesday 12 May 2010 at 7.30pm (The Old Dining Room) – Annual General Meeting.** **All**

**Closure:** The meeting closed at 10.10pm.

Signed:

Chairman of the Council

**CIRCULATION FILE – 21 JANUARY to 17 MARCH 2010**

- (i) “Partnership News” – January 2010.
- (ii) NSPCC – letter dated 27 January 2010 with Newsletter.
- (iii) SALC: Briefing and Update Bulletin – January 2010.
- (iv) “Clerks and Councils Direct” – March 2010.
- (v) SLCC: “The Clerk” – March 2010.
- (vi) WSCC: Road Surfaces and Potholes – letter dated 9 March 2010 from Cllr. Derek Whittington, Cabinet Member for Strategic Planning and Transport.
- (vii) WSCC: “Connections” – March 2010.
- (viii) Energy Saving Trust – letter received 13 March 2010.