

# WEST DEAN PARISH COUNCIL

## MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD IN PARK ROOM AT WEST DEAN COLLEGE ON WEDNESDAY 18 NOVEMBER 2009 AT 7.30PM

**Present:** Cllrs. R. Hill (Chairman); R. Brook, S. Corbett, C. Kelly, I. Odin 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.

### 61.09 Apologies

Apologies were received from Cllrs. G. Collier (unwell), D. Kendall and J. Ruffell (other engagements). These were **ACCEPTED**.

### 62.09 Code of Conduct

There were no Declarations of Interest.

### 63.09 Public Session

*The Chairman adjourned the meeting at 7.35pm to allow members of the public to speak.*

PCSO Carly Churchill-Wright was arranging a free bike-marking session at West Dean Primary School and had asked whether another, for students and villagers, could be held at West Dean College. Mr. Ward was happy for this to take place outside the College, during daylight hours. Both the College and Parish Council would promote the event, once a date had been set.

SW/Clerk

*The Chairman reconvened the meeting at 7.40 pm.*

### 64.09 Minutes

On a proposal by Cllr. Corbett, seconded by Cllr. Hill, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 23 September 2009 be **ADOPTED**. They were duly signed as a correct record.

### 65.09 Matters Arising not already on the Agenda

None.

### 66.09 County Councillor's Report

(i) 30mph Speed Limit - County Cllr. Hall had been deeply disappointed that the South Chichester County Local Committee's unanimous recommendation to reduce the speed limit on the A286 from 40mph to 30mph had been rejected by Mr. Derek Whittington, WSCC Cabinet Member for Highways and Transport. He passed copies of correspondence to Cllr. Corbett to circulate, including his response to Cllr. Whittington's decision. Cllr. Hall had tabled a motion for the County Council meeting on Friday 11 December, calling for policy changes to reflect the needs of local communities and recommendations made by County Local Committees. He urged as many Members as possible to join the Headmistress of West Dean Primary School, parents, and local supporters in the public gallery, to demonstrate to the County Council the strength of local feeling. Cllr. Mark Dunn, Chairman of the County Council, had recently made an early morning weekday visit to West Dean and understood the difficulty in crossing the road.

All

Cllr. Corbett added that he had examined the policies followed by East Sussex, Hampshire and Surrey County Councils. In those counties, West Dean would have been granted a 30mph limit, which clearly demonstrated how out-of-step WSCC was with its neighbours. He passed evidence to Cllr. Hall to present at the County Council meeting.

MH

(ii) Purchase of Speed Indicator Device (SID) - Cllr. Hall reported that six local councils (Boxgrove, Compton, Funtington, Lavant, Southbourne and West Dean) wished to contribute towards the purchase of a SID, which would cost around £3,000. This device, which would include a data collector, providing evidence for the Police, would be owned by those parishes, to be utilised on a rota (see also Min. 68.09 below).

### 67.09 District Councillor's Report

(i) St. Richard's Hospital - District Cllr. Potter reported that news of the decision to retain all existing services at St. Richard's Hospital had been received with great relief.

- (ii) Planning - a number of Enforcement Notices had been served in respect of The Fish House at Chilgrove. Works required by November 2009 in respect of The Pool House at Binderton Lane, did not appear to have been done, so further action would have to be taken (see Min. 71.09 (iii) and (iv) below).
- (iii) The Place Survey 2008 – this had been sent by post to a random sample of 3,000 households across the District, but only 1,371 had responded. Boxgrove Ward had the lowest response rate, at 39.1% compared with 45.7% overall, but had the highest percentage of residents who felt they belonged to the neighbourhood. They were the most likely to feel they could influence decisions which affected their area and amongst the least likely to wish to become more involved. Boxgrove Ward was seen as one of the safest places in the District. The Clerk would circulate further details.
- (iv) Rural Car Parks in Chichester District – new recommendations had just been discussed by the Policy Development Committee, which had voted to tailor the proposals to match the needs of each individual town. Any changes would not be implemented for eighteen months. Recommendations would go to the Executive Board on 1 December, with a final decision on 15 December 2009 (details already circulated by e.mail on 18/11/2009).

Clerk

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

**68.09 Traffic Action Committee, including Community Speedwatch and SID**

See Min. 66.09 above. Cllr. Corbett reported that Funtington Parish Council had agreed to contribute a £1,500 grant they had received, towards the purchase of the shared SID. The contribution by individual councils was expected to be £200 - £250. His proposal that the Parish Council pledge this sum was seconded by Cllr. Mrs. Slade and unanimously **CARRIED**.

SC/Clerk

**69.09 Memorial Seat for Mrs. Betty Bushell**

Following the query raised by Mrs. Cruttenden and Mrs. Stanford (Min. 44.09), it was confirmed that the new bench in the Recreation Ground had been intended as Mrs. Bushell's memorial seat. However, as members of the now disbanded W.I. had expected their £100 contribution to go towards a park bench style seat with plaque, it was unanimously **AGREED** to honour this and to situate the seat in front of some trees in the new part of West Dean Cemetery, where there was a fine view of the park. A 5 foot pine "Rawgarden" bench, made in 100% FSC certified wood, pre-treated, was currently available for £99.99, carriage-free, with plaque costing an additional £35 for up to 18 words. Mrs. Cruttenden and her colleagues had viewed and approved details of the proposed seat and suggested wording for the plaque. On a proposal by Cllr. Brook, seconded by Cllr. Mrs. Slade, it was unanimously **RESOLVED** to purchase the seat and plaque, carrying the wording supplied by Mrs. Cruttenden.

Clerk

**70.09 West Dean Cemetery**

The interments of Mr. Eric Bell and Mrs. Colleen Layton had taken place in the new part of the Cemetery on 20 and 29 October 2009 respectively, following Services at St. Andrew's Church, West Dean. Three new burial plots had since been purchased by the Bell family.

**71.09 Planning Committee**

- (i) Chairman's Report including Planning Applications considered since 23 Sept. 2009 - no new planning applications or decisions had been received since the last meeting.
- (ii) WD/07/00562/CONBC & WD/01/02493/FUL – Compliance with Condition 6 of Planning Permission: Site at The Pool House, Binderton Lane – letter dated 5 October 2009 from Chichester DC stating that details for removal of the temporary access road, reinstatement of the bank to match the profile of the existing bank either side, with planting scheme for 6 no. sycamore and 3 no. yew trees, had been submitted and approved. Reinstatement/engineering works should have been completed by mid November and a compliance check made. Planting would be carried out within the current planting season ending March 2010 and a further compliance check made.
- (iii) Enforcement Notices: Breach of Condition Notices WD/8 & WD/9; Listed Building Enforcement Notice WD/10; Enforcement Notices WD/11 & WD/12 – all for The Fish House (formerly The White Horse), Chilgrove – copies of these documents had been received by letters dated 8 October 2009 and passed to Cllr. Corbett.

**72.09 Street Lighting at West Dean**

WSCC was still negotiating the PFI Contract, so it was not yet known when local councils would receive

their contracts. On a proposal by Cllr. Mrs. Slade, seconded by Cllr. Brook, it was unanimously **RESOLVED** that if necessary, the signing of the PFI Contract be delegated to the Chairman and Clerk if this fell between meetings. Billing for the PFI Contract would be moved from August to May of each year, since the annual price per column would be based on the RPI, announced each April. The first year's price per column had been confirmed at £31. A final invoice under the current arrangements for the period from 1 September 2009 would be received in April or May 2010.

**73.09 New Notice-board at West Dean**

Mr. Ward advised that the West Dean Estate had agreed that this could be erected on the grass "spit" outside West Dean Stores. An application to Chichester DC for a Local Character Enhancement Grant had been submitted, the outcome of which was expected within the next few weeks.

**74.09 BT Offer to Adopt Red Telephone Box at West Dean**

Following the Parish Council's decision to adopt the box for £1, Chichester DC had withdrawn its objection to it being decommissioned. It had subsequently emerged that if the District Council objected to a Grade II Listed box being decommissioned, BT was probably obliged to continue maintaining the box in working condition. The Chairman had therefore agreed to the District Council's objection being reinstated, pending the outcome of its consultation with BT. The matter would then be referred back to the Parish Council. The Clerk had been told when reporting vandalism to glass panes in the box that the long-broken telephony equipment would be replaced by the end of October. Since nothing had been done about either, she would follow this up.

Clerk

**75.09 Gambling Act 2005 – Formal Consultation on the Draft Consultation of Principles 2010 – 2013**

Letter dated 21 October 2009 already circulated by e.mail. No response to be made, but noted.

**76.09 Finance**

(i) Bank Balances:

Barclays Current Account (as at 30/10/2009).	4,527.29
Alliance and Leicester Account (as at 09/11/2009).	5,972.45
Petty Cash	7.90
<b>OVERALL TOTAL</b>	<b>10,507.64</b>

(ii) Comparison of Budget against Expenditure 2009/2010 to date and Bank Reconciliation – schedules circulated with agenda (Appendix A).

(iii) Approval of Payments 24 September – 18 November 2009 – schedule circulated with agenda (Appendix B).

<u>Parish Council</u>	£	
Mrs. J. Bell	200.00	Reimbursement of overpayment by F. A. Holland. Cq: 100955.
Mrs. J. Martin	22.10	Imprest Reimbursement. Cq: 100956.
Southern Electric	92.08	Street-lighting power 27/06 – 23/09/2009. Cq: 100957.
WSCC	277.41	Street-lighting maintenance 01/09/08 – 31/08/09. Cq: 100958.
Edward James Foundation	17.25	Hire of Meeting Room 18/11/09. Cq: 100959.
Edward James Foundation	40.00	Recreation Ground - Annual Rent 2009/2010. Cq: 100960.
Mr. K. Goacher	230.00	Cemetery grass-cutting July – Oct. 2009. Cq: 100961.
Broker Network Ltd.	TBC	Additional premium for notice board and memorial seat. Cq: 100962. See (iii) below.
Mrs. J. Martin	99.99	Reimbursement for purchase of memorial seat (see Min. 69.09 above). Cq: 100963.

Late Additions not on None.  
Schedule

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

Clerk

- (iv) Invitation to Apply for Grant Funding from Star Energy – a letter dated 19 October 2009 had been received from Star Energy, offering grants to parishes affected by oil extraction operations. The Clerk would liaise with Cllr. Mrs. Slade to prepare a bid for cleaning and upgrading the play equipment and Mr. Ward would speak to the Football Club about repairs to their building (*NB. The Star Energy offer was withdrawn on 19 November, since the Singleton Oilfield site was now owned by Providence Oil*).

Clerk

- (v) 2010/2011 Budget and Setting of Precept – papers had been circulated with the September agenda. The Draft Budget was considered heading by heading. It was recognised that estimating for the Cemetery was difficult, since activity varied considerably from year to year. It was expected that Insurance would decrease when the PFI Contract came into being, as WSCC had stated in writing that all columns would be covered. As the Contract had not yet been received, it was prudent to allow for this in 2010/2011. Funds would also be included for minor remedial works at the play area. On a proposal by Cllr. Brook, seconded by Cllr. Corbett, it was unanimously **RESOLVED** that:

- (a) An additional £100 be included for Section 137 and other community grants administered under the Local Government Act 1972.  
(b) £300 be included for the Traffic Group.  
(c) The 2010/2011 Precept be set at £10,500, to maintain Reserves at approximately the same level and to allow scope for projects, if required (Appendix C).

Clerk

- (vi) Insurance for Firework Display – the Clerk had arranged for this to be covered at no extra cost by the Parish Council's insurers. Cllr. Odin was thanked for organising the event on behalf of the Parish Council and completing the Risk Assessment, in partnership with West Dean Social Club, of which he was Chairman.

- (vii) Insurance for West Dean Notice Board and Memorial Seat for Mrs. B. Bushell - the Clerk had been quoted approximately £25 to add both items to the Parish Council's insurance schedule (Mins. 69.09 and 73.09 above refer). On a proposal by Cllr. Kelly, seconded by Cllr. Mrs. Slade, it was unanimously **RESOLVED** that cover be arranged forthwith.

Clerk

#### 77.09 Chairman's Report

The Chairman asked as many Members as possible to attend the County Council meeting at County Hall on 11 December, to demonstrate support for the 40mph speed limit being reduced to 30mph.

All

#### 78.09 Councillors' Questions and Reports

Memorial for Mr. Tim Heymann – Cllr. Corbett asked whether there were any plans to mark Mr. Heymann's invaluable contribution to the community. Mr. Ward advised that both the Edward James Foundation and the Weald and Downland Museum had something in mind. It was unanimously **AGREED** in principle that the Parish Council would contribute towards a memorial tree.

SC

#### 79.09 Clerk's Report and Correspondence

Clerk's Contract of Employment – £200 had been paid to SALC some months ago, for recruiting the new Clerk and providing a Contract of Employment. Despite several reminders, the latter had not been forthcoming. It had now been promised within a week.

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

#### 80.09 Date of Next Meeting

The next meeting would be held on: **Wednesday 20 January 2010 at 7.30pm (Room 115)**.

All

**Closure:** The meeting closed at 9.15pm.

Signed: Chairman of the Council

## APPENDIX D

### CIRCULATION FILE – 24 SEPTEMBER to 18 NOVEMBER 2009

- (i) SALC Annual Report and Accounts 2008/2009
- (ii) WSCC: “Connections” – October 2009.
- (iii) “Partnership News” – October 2009.
- (iv) NHS West Sussex: “We’re Here to Help You” – leaflet.
- (v) Chichester DC: Service Review Newsletter
- (vi) Sussex County Playing Fields Association: Annual Report and Accounts and Notification of AGM
- (vii) “The Clerk” – November 2009.
- (viii) South Downs Joint Committee: Annual Review 2008/2009
- (ix) “Clerks and Councils Direct” – November 2009.