

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD IN PARK ROOM AT WEST DEAN COLLEGE ON WEDNESDAY 23 SEPTEMBER 2009 AT 7.30PM

Present: Cllrs. R. Hill (Chairman); G. Collier, S. Corbett, and D. Kendall.

In attendance: Mrs. J. Martin, Clerk; Mr. S. Ward, Land Agent for the Edward James Foundation; County Cllr. M. Hall; District Cllr. H. Potter; and two local residents.

42.09 Apologies

Apologies were received from Cllrs. R. Brook (on a course); I. Odin (on holiday); C. Kelly (previous engagement), Mrs. C. Slade (work commitment). These were **ACCEPTED**.
Apologies were also received from PCSO Carly Churchill-Wright.

43.09 Code of Conduct

There were no Declarations of Interest.

44.09 Public Session

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

On behalf of the W.I., which had contributed towards the memorial seat for Mrs. Betty Bushell, Mrs. Cruttenden and Mrs. Stanford asked where and when this would be installed. This had been done in July, at West Dean Playground. The Chairman would discuss this with Mrs. Boxall.

Chairman

Mrs. Cruttenden and Mrs. Stanford left the meeting at 7.45pm.

Mr. Ward suggested that planning permission for the expansion of Singleton Oilfield be checked, owing to a recent internet report on Providence Oil's plans for increased production. It was hoped that if more oil was extracted, Providence Oil might be persuaded to match the £6,500 already pledged to Singleton Parish Council for an illuminated traffic sign.

Clerk

PCSO Churchill-Wright had sent word that in July, a car on the B2141 had been broken into and a handbag, wallet and mobile phone stolen. A white van had been seen in the vicinity. In August, there had been a similar car break-in on the B2141 resulting in the theft of a handbag; goods to the value of £3,000 had been taken from Hylters Yard; and money had been stolen from a handbag at the Chilli Festival. The Chairman added that following an incident at Chilgrove, the Police had attended very promptly, resulting in the arrest of the driver of a white van and recovery of stolen items.

The Chairman reconvened the meeting at 7.55 pm.

45.09 Minutes

On a proposal by Cllr. Kendall, seconded by Cllr. Collier, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 15 July 2009 be **ADOPTED**. They were duly signed as a correct record.

46.09 Matters Arising not already on the Agenda.

None.

47.09 County Councillor's Report

County Cllr. Hall congratulated the Traffic Committee and Mr. Ward on the excellent report and presentation at the South Chichester County Local Committee, held at the Gridshell on 15 September 2009. Mr. Derek Whittington, WSCC Cabinet Member for Highways and Transport, was responsible for deciding whether the CLC's unanimous recommendation for a 30mph speed limit in West Dean would be implemented. Cllr. Hall outlined further options should the decision, expected within the next couple of weeks, go against the Parish Council. In the meantime, Cllr. Corbett would co-ordinate a final appeal to County Cllr. Whittington.

SC

48.09 District Councillor's Report

District Cllr. Potter reported that the Appeal had been dismissed in respect of Binderton House (WD/08/02167/FUL) to vary Condition 6 of WD/01/02493/FUL. He also provided an update on The

Fish House, Chilgrove.

He also drew attention to Chichester DC's Parking Charges Consultation, which affected Chichester City, Midhurst, and other locations throughout the District.

The Primary Care Trust was due to make a decision in December, regarding facilities to be provided at St. Richard's Hospital, Chichester.

The official opening of the latest phase of Hastoe housing would take place on 16 October 2009, to coincide with the West Dean Estate Trustees' meeting. Two shared equity properties in Cemetery Lane remained unsold. A complaint about dampness at The Warren was being investigated.

49.09 Traffic Action Committee, including Community Speedwatch and SID

Min. 47.09 above refers.

50.09 West Dean Cemetery

Cllr. Mrs. Slade had approved a Cornish grey granite tablet being placed on the grave of Ada and Frank Lee, in memory of their daughter Mary and son-in-law Phillip Cooper. Reynolds Funerals had assured the Clerk that this would be installed securely next year, in accordance with Health and Safety regulations, when the grave had been renovated.

51.09 Planning Committee

- (i) Chairman's Report including Planning Applications considered since 15 July 2009:

WD/09/02781/FUL

Mr. S. Ward, Crowshall Farm, Chilgrove Road, West Dean.

Erection of replacement agricultural building.

Recommendation: *No objection.*

- (ii) Chichester DC Planning Decisions since last meeting

WD/09/02416/DOM and WD/09/02781/FUL

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.

Decision: *Permit.*

WD/09/02781/FUL – see above.

Decision: *Permit.*

- (iii) Land at The Fish House (formerly The White Horse Inn) – two Enforcement Notices and a Breach of Condition Notice had been issued by Chichester DC on 9 September 2009.

- (iv) Chichester DC: Statement of Community Involvement – e-mails dated 11 September 2009 refer.

Cllrs. Hall and Potter left the meeting at 8.55pm.

52.09 Street Lighting at West Dean

- (i) Column 4 (Min. 36.09(i) refers) – the Clerk had been advised that the old column had been removed and the new one serviced. Cllr. Kendall would check this. **DK**

- (ii) PFI Contract – the Clerk read WSCC's responses to questions of clarification. They had now asked the Parish Council to confirm that it would join the PFI scheme without reservation. The cost of £31.00 per column would not be exceeded during the first year of the Contract, the actual cost to be confirmed in November. It was unanimously **AGREED** to proceed with the PFI Contract, in accordance with the Parish Council's resolution under Minute 36.09 (ii). **Clerk**

Mr. Bird, WSCC's PFI Manager, had stated in an e-mail dated 22 July 2009 that "although the streetlights remain the Parish Council's property, the risk associated with them transfers to the County Council. The streetlights will be insured by the County Council and therefore it may not be necessary to have insurance." It therefore appeared that when the PFI Contract became effective, the Parish Council could remove the lights from its insurance schedule, thus making a saving. The Clerk would ask Mr. Bird for a definitive statement. **Clerk**

53.09 New Notice-board at West Dean

Cllr. Corbett had obtained three quotes and chosen The Acorn Workshop for the best design, using sustainable materials. The double-bay notice board with doors, cost £600, and featured a header inscribed with the Parish Council’s name. It was unanimously **AGREED** that Cllr. Corbett would darken the letters to bring out the name. He was warmly thanked for his work to realise this project.

SC

There had been an objection to the site chosen by the Parish Council, and to two other site subsequently suggested. It was unanimously **AGREED** that to save time and to enable an application to be submitted to Chichester DC for a Local Character Enhancement Grant before the next meeting, Cllr. Corbett would arrange a walkabout, to include Mr. Ward, to find the best site. This would be as near West Dean Stores as possible, where the notice board would be seen by the largest number of passers-by.

SC/Clerk

54.09 BT Offer to Adopt Red Telephone Box at West Dean

BT had invited the Parish Council to adopt the Grade II Listed red telephone box at West Dean for the nominal sum of £1. No calls had been made from the box in the past year, so with “full mobile network coverage”, BT could no longer justify its running costs. Telephony equipment would be removed prior to the transfer of ownership and the Parish Council would then be expected to use the kiosk to benefit the community. A Notice had been posted in the box. English Heritage had approved the adoption scheme, feeling it offered a practical solution. Chichester DC, as planning authority, had stated its intention to object to the removal of the telephony equipment on the grounds that the box was Grade II listed, but was prepared to withdraw this if the Parish Council was happy that an operational box was no longer required and wished to adopt it. The additional insurance cost to the Parish Council would be approximately £25 per annum, to be confirmed when the box had been valued.

Although the handset was still in the telephone box, it had not been operational for some time, owing to the removal of the card payment equipment. It was not know whether this had been done by BT or vandals. The box was a K6, designed by Sir Giles Gilbert Scott to commemorate King George V’s Silver Jubilee in 1935. It was suggested that the box could be used for the display of information leaflets, which might be incorporated with a replica or picture of the famous lobster handset, which had a unique West Dean connection, having been designed by Salvador Dali for Edward James, one of his patrons.

On a proposal by Cllr. Kendall, seconded by Cllr. Corbett, it was unanimously **RESOLVED** to accept BT’s offer to adopt the telephone box, without equipment, for £1, its future use to be determined at a later date. It was noted that the Chichester DC’s Planners would need to be consulted when a firm proposal had been agreed.

Clerk
All

Mr. Ward left the meeting at 9.30pm.

55.09 Standing Orders and Financial Regulations

The Clerk had previously circulated revised Standing Orders and separate Financial Regulations (Appendices A & B). On a proposal by Cllr. Corbett, seconded by Cllr. Collier, it was unanimously **RESOLVED** that these be **ADOPTED** forthwith.

NB. Please retain your copies for future reference.

All

56.09 Finance

(i) Bank Balances:

£

Barclays Current Account (as at 28/08/09).	1,586.91
Alliance and Leicester Account (22/09/2009).	5,971.96
Petty Cash	(3.97)
OVERALL TOTAL	7,554.90*

(ii) Comparison of Budget against Expenditure 2009/2010 to date and Bank Reconciliation – schedules circulated with agenda (Appendix C). The second half of the 2009/2010 Precept, being £4,250, had just been received, in addition to the £7,554.90 above*.

(iii) Approval of Payments 16 July – 23 September 2009 – schedule circulated with agenda (Appendix D).

<u>Parish Council</u>	£		
Mrs. J. Martin	33.97	Imprest Reimbursement. Cq: 100948.	
HMRC	162.20	Clerk's Tax July - Sept 2009. Cq: 100949.	
Edward James Foundation	258.75	Two grass cuts @ Recreation Ground. Cq: 100950.	
Edward James Foundation	51.75	Room hire for PC meetings: 13 May, 15 July, 23 Sept 2009. Cq: 100951.	
Edward James Foundation	71.88	Erect memorial seat: Betty Bushell. Cq: 100952.	
Mazars	155.25	External Audit 2008/2009. Cq: 100953.	
The Acorn Workshop	600.00	Double notice board for West Dean. Cq: 100954.	
<i>Late Additions not on Schedule</i>		None.	

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

- (iv) Conclusion of Audit Procedure 2008/2009 – the External Audit had been signed off by Mazars without comment. Conclusion Notices, with copies of the Annual Return were handed out, for the notice-boards. **N/bds**
- (v) 2010/2011 Budget Preparation – draft papers circulated with agenda (Appendix E). Members were invited to examine the draft, ask questions, and make suggestions at any stage prior to the 2010/2011 Budget being set at the next Parish Council meeting on 18 November. **All**

57.09 Chairman's Report

The Chairman warmly congratulated Mr. Ward and the Traffic Committee for an excellent report to the South Chichester County Local Committee on 15 September, and those who had spoken so eloquently for the reduction in the speed limit to 30mph. He fervently hoped that sense would prevail before someone was killed.

58.09 Councillors' Questions and Reports

- (i) Potholes – Cllr. Corbett reported that a good job had been done by WSCC on the potholes in Church Lane and by West Dean Stores, with more marked for attention. Unfortunately, some were being left until they reached the County Council's depth criteria for intervention.
- (ii) Cemetery Lane – Cllr. Corbett expressed concern that the large hole in the hedge by the new houses was now being used as a thoroughfare. The Clerk would contact Mr. Ward. **Clerk**
- (iii) New Houses at The Warren – Cllr. Collier reported that a resident had asked for a picket fence to enclose her garden, but this had been refused. He would advise her that the Parish Council could not intervene and that she should seek a solution with Mr. Ward and Hastoe Housing.

59.09 Clerk's Report and Correspondence

The Clerk reminded Members that the Annual General Meeting and Conference for SALC and AiRS would be held on 6 November 2009 at Ardingly Showground. Details had been circulated by e.mail. Those wishing to attend would contact the Clerk in time for the closing date of 23 October. **All**

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

60.09 Date of Next Meeting

The next meeting would be held on: **Wednesday 18 November 2009 at 7.30pm (Park Room)**. **All**

Closure: The meeting closed at 10pm.

Signed:

Chairman of the Council

CIRCULATION FILE – 16 JULY – 23 SEPTEMBER 2009

- (i) West Sussex NHS Primary Care Trust – “Partnership News” July 2009.
- (ii) “Clerks and Councils Direct” – September 2009.
- (iii) “The Clerk” – September 2009.