

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DEAN PARISH COUNCIL HELD IN THE OLD DINING ROOM AT WEST DEAN COLLEGE ON WEDNESDAY 12 MAY 2010 AT 7.30PM

Present: Cllrs. R. Hill (Chairman), I. Odin (Vice Chairman), R. Brook, S. Corbett, C. Kelly, D. Kendall, J. Ruffell, and Mrs. C. Slade.

In attendance: Mrs. J. Martin, Clerk; Mr. S. Ward, Agent and Secretary for the Trustees, Edward James Foundation; PCSO Carly Churchill-Wright; one member of the public, Mr. Lewis from Kijoma; and Clare Hawkin, 'Chichester Observer'.

Cllr. Hill, Chairman for the 2009/2010 Council Year, took the Chair.

1.10 Apologies

Cllr. Collier sent his apologies, having reluctantly decided to resign from the Parish Council. His letter of resignation was read, after which the Chairman declared the vacancy. The Clerk handed out Notices of Vacancy for the notice-boards and would implement the statutory procedures forthwith.

Clerk

Apologies were also received from County Cllrs. M. Dunn and M. Hall, and District Cllr. H. Potter.

2.10 Election of Chairman and Signing of Declaration of Acceptance of Office

Cllr. Hill was proposed by Cllr. Odin and seconded by Cllr. Kelly. There being no further nominations, he was unanimously **RE-ELECTED** Chairman of the Parish Council for the 2010/2011 Council Year. He duly signed his Declaration of Acceptance of Office and remained in the Chair.

Clerk

3.10 Election of Vice Chairman

Cllr. Odin was proposed by Cllr. Kelly and seconded by Cllr. Hill. There being no further nominations, he was unanimously **RE-ELECTED** Vice Chairman of the Parish Council for the 2010/2011 Council Year.

4.10 Code of Conduct - Declarations of Interests

None.

5.10 Public Session

The Chairman adjourned the meeting at 7.40pm to allow members of the public to speak.

PCSO Carly Churchill-Wright listed crimes committed since the last meeting. Substantial work machinery had been stolen at Manor Farm. As significant poaching had occurred over the past few months on the Goodwood and West Dean Estates, local people were asked to look out for unfamiliar vehicles on the roads and parked near woods, especially in early morning. Thefts from unattended vehicles, through smashed windows, had taken place near Staple Ash Farm, and new metal had been taken from a building site in Hylters Lane. PCSO Churchill-Wright had been out with SID several times, monitoring north and southbound traffic on the A286 at West Dean. The new VAS was not only slowing northbound traffic, but having an effect on southbound traffic, the highest speed recorded being 45mph.

The Chairman reconvened the meeting at 7.45pm.

6.10 Election of Committees

- (i) Cemetery Committee – Cllrs. J. Ruffell and Mrs. C. Slade.
- (ii) Planning Committee – all Members.
- (iii) Traffic Action Committee – all Members.

JR/CS

All

All

On a proposal by Cllr. Odin, seconded by Cllr. Brook, it was unanimously **RESOLVED** that the committees be constituted as above.

7.10 Election of Parish Council Representatives on Outside Bodies

- (i) Emergency Planning – Cllr. Odin. Mr. Simon Ward.

IO/SW

- (ii) Lavant Valley Community Forum – Cllr. Ruffell.
- (iii) SALC/AiRS – Cllr. Hill.
- (iv) South Chichester County Local Committee – Cllr. Corbett.
- (v) Tree Warden/s – Cllr. Odin.

JR
RH
SC
IO

On a proposal by Cllr. Mrs. Slade, seconded by Cllr. Kelly, it was unanimously **RESOLVED** that the above appointments be confirmed.

8.10 Minutes

On a proposal by Cllr. Kendall, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 17 March 2010 be **APPROVED**. They were duly signed as a correct record.

9.10 Matters Arising not already on the Agenda

- (i) West Dean Post Office- Changes to Service (Min. 111.09) – the Post Office had confirmed that following public consultation, the Hosted service would commence on Monday 10 May 2010.
- (ii) Street Lighting (Min. 112.09) – WSCC was still looking into a method of paying for the power used by the VAS, which was connected to the Parish Council’s street lighting supply. It was considering the solution suggested by Southern Electric.
- (iii) Emergency Planning (Min. 113.09) – the completed form had been circulated on 24 March.

Clerk

10.10 County Councillor’s Report

Cllr. Hall was not present at the meeting.

11.10 District Councillor’s Report

Cllr. Potter was unable to attend the meeting, but sent the following report:

- (i) Car-parking in Chichester District – with effect from 12 April 2010, Chichester DC was responsible for all parking in the District. Traffic Wardens were now part of the Civil Parking Enforcement Team. Fines for illegal street parking or in car parks would be spent on funding the wardens and maintaining the service. Car parking charges in Chichester, Midhurst and Petworth would go towards car park maintenance.
- (ii) Clean Neighbourhood Scheme – this scheme, headed by Mr. Graham Nunn, was progressing further prosecutions for fly-tipping, following three successful ones which had resulted in hefty fines and costs against the offenders.
- (iii) The Pool House, Binderton Lane – owing to activity to gain access to the development within the entrance to Binderton House (a five bar gate had recently been erected), a blanket Tree Preservation Order had been applied to all trees within the curtilage of the “development” site. Members were asked to report any infringements to Cllr. Potter or Mr. Henry Whitby, Chichester DC’s Tree Officer.

All

12.10 Traffic Action Committee, including Community Speedwatch and SID

- (i) Reduction of Speed Limit - Cllr. Corbett was delighted to report that at the South Chichester County Local Committee meeting on 11 May 2010, the Traffic Regulation Order to reduce the speed limit from 40mph to 30mph on the A286 at West Dean had been unanimously elected top of the list of fifty requests. This was tremendous news, as only three could be implemented each year. There was now a good chance that the 30mph speed limit would come into effect during the current financial year. Mr. Steve Johnson, WSCC Highways Manager, would be co-ordinating work on the TRO, so the Traffic Action Committee would work with him. Further good news had come from Superintendent Steve Barry, Head of Road Policing for West Sussex Police, who had promised after the vote was cast that the new speed limit would be enforced. As an aside, Cllr. Corbett read a letter to the Parish Council dated 15 July 1946 from Mr. T. C. Hayward, then Clerk of West Sussex County Council, reiterating its April decision not to support a 30mph speed limit on the A286. It had taken 64 years to bring this about!

T Cttee

The Chairman wished to place on record sincere thanks to County Cllr. Mike Hall for the huge effort he had made to help bring this about, paying tribute to Mrs. Gill Moss and all at West Dean CE Primary School, local residents, and to the Traffic Action Group, especially Cllrs. Steve Corbett and David Kendall, who had all worked so hard and never given up.

All
concerned

- (ii) Purchase of SID – although the Parish Council had contributed £250, the device had not yet been purchased by participating parishes, owing to problems getting Police agreement to

suitable operation sites. PCSO Churchill-Wright advised that the West Dean Community Speedwatch sites were valid, as the same rules applied. She would get in touch with County Cllr. Hall and Inspector Chris Woollerton, to see what could be done to hasten things.

T Cttee

13.10 Planning Committee

- (i) Chairman's Report including Planning Applications considered since 17 March 2010:

WD/10/01271/FUL

West Dean Pre-School, West Dean Pre-School Nursery, Motor Road, West Dean.
Construct a timber framed canopy with a polycarbonate roof over existing decking area at rear of pre-school.
Parish Council recommendation: *No objection.*

WD/10/01683/DOM

Mr. Duncan Clarke,
98 Church Lane, West Dean.
Erection of single-storey, detached, non-permanent wooden shed in rear garden.
Parish Council recommendation: *No objection.*

- (ii) Decisions made by Chichester DC

WD/10/00275/FUL

Karova 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.
Parish Council recommendation: *No objection.*
Decision: *Permit.*

WD/10/00614/DOM

Mr. Peter and Mrs. Jane Rice, 12 High Street, Chilgrove.
Erection of single storey porch on front of property.
Parish Council recommendation: *No objection.*
Decision: *Permit.*

Clerk

- (iii) WD/10/00050/TPO - Tree Preservation Order for Land at The Pool House, Binderton Lane, West Dean – served on 30 April 2010, with comments invited by 28 May 2010. Members were asked to report any infringements (see Min. 11.10(iii) above).

All

PCSO Churchill-Wright left the meeting at 8.20pm.

14.10 West Dean Cemetery

- (i) General Report – three more burial plots had been sold, bringing in income of £1,200.
(ii) Repairs to Cemetery Wall – three quotes had been received, ranging from £740 - £1,196. The Clerk would advise contractors of the current position (see (iii) below).
(iii) Repairs to Lychgate – following enquiries, it was accepted that the Lychgate was the Parish Council's responsibility, as owners of West Dean Cemetery. It was unique, having been erected in memory of Edward James' mother, Evelyn James, who had died on 13 May 1929. Edward James had assumed control of the Estate in 1932 at the age of 25, so it was thought that the Lychgate dated from around that time.
It was difficult to obtain quotes for such specialised and skilled work. Mr. Joe Thompson from Sussex Oak and Iron, estimated £1,000 for the woodwork. Separate quotes would be needed for the hinges and bolt, and the roof, which had about fifteen missing tiles. Mr. Thompson's survey revealed that the timber posts had subsided, causing a number of other problems. It was unanimously **AGREED** to accept Mr. Thompson's recommendations in principle, with the Lychgate being lifted and restored first, followed by repairs to the cemetery wall (see (ii) above). Timber barriers would be also be erected, in accordance with Mr. Thompson's recommendation, to prevent parking too close to the Lychgate. The project was delegated to the Clerk, who would seek grant aid, and the Cemetery Committee.
(iv) Waste Disposal – Cllr. Corbett had emptied the bins, which had become full after Mothering Sunday and Easter. He would keep an eye on them and inform the Clerk if there were any problems.
(v) Use of Artificial Floral Tributes – there was no objection to these, provided they were

Clerk

Clerk

SC

Clerk

- kept in good condition.
- (vi) Request for Approval of Inscription – the requested additional inscription on Gordon Layton’s headstone, in memory of his wife Colleen, was **APPROVED**. Clerk
 - (vii) Scattering of Ashes – there was no objection to this, nor to the removal of a small area of turf to inter ashes. Clerk
 - (viii) Responsibility for St. Andrew’s Churchyard – Mr. Ward, a member of East Dean, Singleton and West Dean PCC, asked whether the Parish Council was responsible for the upkeep of the “closed” churchyard. This being so, he would have further discussions with the PCC over some of table tombs which were in a poor condition, then speak to the Clerk. SW/Clerk

15.10 WSCC Bus Shelter Grants Scheme

WSCC had announced on 1 April 2010 that the 2010/2011 scheme had been suspended, funds being diverted into road repairs following the severe winter weather. Although it was hoped to reinstate the scheme for 2011/2012, the Clerk had been told unofficially that this was unlikely. It was **AGREED** that Cllr. Corbett would continue to cost up the proposed bus shelters, whilst the Clerk investigated possible grant funding. SC/Clerk

16.10 Fingerposts in West Dean Parish

On closer inspection, the Chairman advised that the post needed too much work to be restored locally. The Clerk had found that an outside contractor would charge around £1,400, so had made enquiries with Amberley Chalkpits Museum, which had similar fingerposts in its collection. Mr. Les Taylor was prepared to do the work at cost for around £100 using free boards and letters from WSCC, provided the Parish Council could deliver and collect the fingerpost. Since grants of 50% were currently available from WSCC, it was unanimously **AGREED** to put the work in hand. The Chairman kindly offered to remove the fingerpost and transport it to and from the Museum. Clerk
RH

17.10 Rural Broadband

The Chairman had received a letter from Chichester DC, with a briefing note setting out possible solutions to improve broadband service in rural areas. This included those covered by the East Marden exchange, one of only four in the country not enabled by BT. A number of enquiries had been made by local people keen to have a choice of provider and service. Mr. Lewis, representing a local broadband company, felt that application to the Rural Broadband Fund was unnecessary, since he was able to offer a service at a reasonable price. It was unanimously **AGREED** that the situation be clarified with WSCC in the light of Mr. Lewis’ comments. Local people, including businesses and those working from home, would be asked if they would be interested in the BT enabled service, a bid for which was being compiled by WSCC for submission by 31 May 2010. RH

18.10 Finance

(i) Bank Balances

| | |
|--|------------------|
| Barclays Community Account (as at 29/04/10) | 6,749.82 |
| Alliance and Leicester Account (as at 31/03/10) | 5,975.44 |
| Imprest | (-25.20) |
| OVERALL TOTAL | 12,700.06 |

(ii) Approval of Payments for 18 March – 12 May 2010 – schedule circulated with agenda (Appendix A).

| <u>Parish Council</u> | £ | |
|-----------------------|--------|--|
| <u>Already paid:</u> | | |
| K. Goacher | 230.00 | Grass-cutting at West Dean Cemetery Jan – March 2010. Cq: 100978. |
| Southern Electric | 95.29 | Street-lighting power March quarter 2010. Cq: 100979. |
| <u>To be paid:</u> | | |
| Broker Network Ltd. | 395.51 | Insurance Premium Renewal 01/06/2010 – 31/05/2012. Cq: 100980. |
| SALC | 96.41 | NALC/SALC Annual Subscription |

| | | |
|------------------------------|--------|--|
| | | 2010/2011. Cq: 100981. |
| R. S. Hall and Co. | 117.50 | Internal Audit 2009/2010. Cq: 100982. |
| West Dean Ltd. | 17.63 | Room Hire 12/05/2010. Cq: 100983. |
| J. E. Martin | 55.20 | Imprest Reimbursement 18/03/2010 - 12/05/2010. Cq: 100984. |
| <u>Late additions not on</u> | | |
| <u>Schedule:</u> | | |
| WSCC | 165.64 | Street Lighting Maintenance 01/09/09 – 31/03/2010. Cq: 100985. |
| The Valley Diary | 55.00 | Newsletters 01/04/2010 – 31/03/2011. Cq: 100986. |

On a proposal by Cllr. Hill, seconded by Cllr. Mrs. Slade, it was unanimously **RESOLVED** that the above payments be **APPROVED**. Cheques were duly signed.

Clerk

- (iii) Internal Auditor's Report 2009/2010 – copy circulated with agenda (Appendix B). The Parish Council's accounts were well-kept and in order. **Clerk**
- (iv) Statement of Final Accounts 2009/2010 and Comparison of Budget against Expenditure 2010/2011 to date with Bank Reconciliation and Approval of Annual Return – schedules circulated with agenda (Appendices C and D). On a proposal by Cllr. Hill, seconded by Cllr. Odin, it was unanimously **RESOLVED** that the final accounts be **APPROVED**. The Chairman duly signed the final accounts for the 2009/2010 financial year and Sections 1 and 2 of the Annual Return, which would now be sent to Mazars, the Parish Council's designated external auditors. **Clerk**
- (v) Assets Register and Insurance Schedule – it was confirmed that the Assets Register was correct (Appendix E) and formed the basis for the renewal of the Parish Council's insurance policy w/f 1 June 2010. The Street Lighting columns had been removed from the Schedule with effect from 31 May, the Parish Council having been informed in writing by WSCC that they were covered by the new PFI contract, effective from April 2010. Insurance for the Lychgate would be arranged when restoration work was under way. **Clerk**
- (vi) Warranty for Laptop – owing to the failure of the motherboard, this had been replaced by the manufacturers under the initial one-year warranty. To avoid having to send the laptop to the Dell depot and waiting 7 -10 working days, the Clerk had paid £29.00 for a next-day call out (included in Imprest payment above). The Parish Council had been offered an extended three year next-day service warranty for approximately £112. On a proposal by Cllr. Odin, seconded by Cllr. Mrs. Slade, it was unanimously **RESOLVED** to purchase a warranty, provided the further details awaited proved satisfactory. **Clerk**
- (vii) West Dean Football and Playing Field: Grass Cutting Contract – this was currently held by the West Dean Estate, as a cost of £1,400 per annum plus VAT, expiring on 31 July 2010. Members were very happy by the service provided. On a proposal by Cllr. Kelly, seconded by Cllr. Ruffell, it was unanimously **RESOLVED** to renew the contract for a further year, from 1 August 2010 to 31 July 2011, subject to favourable terms. **Clerk**

19.10 Chairman's Report

No further items to report.

20.10 Councillors' Reports and Questions

Lavant Valley Forum - Cllr. Ruffell felt that these meetings were very useful and urged Members to attend if they could spare the time.

21.10 Clerk's Contract of Employment

This had been received electronically from SALC and would be dealt with by the Clerk.

22.10 Clerk's Report and Correspondence

The Clerk passed the Circulation file to the Chairman (Appendix F).

Outstanding Repairs to West Dean Telephone Box – the Clerk had reported the broken glass and telephony equipment in early Autumn, being informed that both were scheduled for repair by 31 October 2009. Despite repeated assurances, nothing had been done and BT had failed to respond to recent enquiries. Chichester DC had now intervened and had been told that a BT engineer would inspect the box and report back. **Clerk**

23.10 Date of Next Meeting and Calendar for 2010/2011 Council Year

Meetings for the remainder of the 2010/2011 Council year would be held on:

Wednesdays 7 July, 15 September (Pre Budget), 10 November (Budget-setting), and 10 November 2010; and 12 January, and 9 March (Annual Parish Meeting followed by Parish Council meeting) 2011. All in Room 115 at West Dean College.

The 2011/2012 Annual General Meeting would be held on Wednesday 4 May 2011.

Closure: The meeting closed at 9.20 pm.

Signed:

Chairman of the Council

Appendix F

CIRCULATION FILE – 18 MARCH to 13 MAY 2010

- (i) ICIS: “Wellspring” West Sussex – Issue 1 2010.
- (ii) “Clerks and Councils Direct” – May 2010.
- (iii) SLCC: “The Clerk” – May 2010.