

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DEAN PARISH COUNCIL

HELD IN ROOM 115 AT WEST DEAN COLLEGE ON WEDNESDAY 13 MAY 2009 AT 7.55PM

Present: Cllrs. R. Hill (Chairman); I. Odin (Vice Chairman); G. Collier, S. Corbett, C. Kelly, D. Kendall, and J. Ruffell.

In attendance: Mrs. J. Martin, Locum Clerk; Mr. S. Ward, Land Agent for the Edward James Foundation; County Cllr. M. Hall; District Cllr. H. Potter; PCSO Carly Churchill-Wright; and one local resident, Mr. Glaister.

Cllr. Hill, Chairman for the 2008/2009 Council Year, took the Chair.

1.09 Apologies

Apologies were received from Cllr. Mrs. C. Slade (unwell).

Clerk

2.09 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 **ELECTED** Chairman of the Parish Council for the 2009/2010 Council Year. He duly read and signed his Declaration of Acceptance of Office and remained in the Chair.

Clerk

3.09 Election of Vice Chairman

Cllr. Odin was proposed by Cllr. Ruffell and seconded by Cllr. Kendall. There being no further nominations, he was unanimously **ELECTED** Vice Chairman of the Parish Council for the 2009/2010 Council Year.

4.09 Code of Conduct - Declarations of Interests

None.

5.09 Public Session

Mr. Glaister had raised an item at the Annual Parish Meeting and did not wish to speak further.

6.09 Minutes and Matters Arising

On a proposal by Cllr. Odin, seconded by Cllr. Kendall, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 11 March 2009 be **APPROVED**. They were duly signed as a correct record.

- (i) Election of Planning Committee (Min. 4) - it had been resolved at the last Parish Council meeting on 11 March 2009 that Cllrs. Brook, Corbett and Ruffell would serve on the Planning Committee. Cllr. Collier confirmed that he was prepared to join them.
- (ii) Seat in Recreation Ground in Memory of Betty Bushell (Min. 5) – this was in hand.
- (iii) Planning Applications (Min. 13) – the Appeal in respect of Pool House, Binderton, was still in progress.
- (iv) Meeting on 23 April 2009 with Southern Water – Cllr. Hall thanked Mr. Ward for hosting the meeting, which had been very useful and enabled a chain of contacts to be set up. The Locum Clerk would e.mail Members copies of the final minutes.

PI Cttee

Clerk

7.09 Chairman's Report

The Chairman regretted the sad losses of Pauline Outen, Parish Clerk, and Mr. Sid Hitchman. The Parish Council very much appreciated their years of dedication. He thanked the Sussex Association of Local Councils (SALC), for guiding the Council during Mrs. Outen's illness, and Cllr. Mrs. Slade for taking on the paperwork as a temporary measure. The Parish Council was very pleased to welcome Jenny Martin, Locum Clerk.

2008/2009 had been an interesting, productive and positive Council Year. Another Hastoe Low Cost Housing development was nearing completion, with the Parish Council enjoying good co-operation from the Edward James Foundation and Chichester DC. The Traffic Committee was making good progress, thanks to Steve Corbett and his team, with West Dean being the first village to utilise SID. Results had been very interesting and thought-provoking. He welcomed the closer working relationship with other parishes in the Valley and hoped that this would continue. The Cemetery Committee had also worked

hard to tackle problems, with very good results. Planning-wise, the recently formed Planning Committee had applications in progress and would stream-line the Council's procedures for making responses. The Chairman concluded by thanking Members for their patience and support during the 2008/2009 Council Year and looked forward to working with them in 2009/2010.

8.09 Report from PCSO Carly Churchill-Wright

PCSO Churchill-Wright introduced herself, having recently taken over from PCSO Jason Lemm on the Lavant and Boxgrove Wards. Jason was thanked for his work during his time in the Valley. SID had been damaged, but was now in working order and available for further sessions. West Dean had been hit by a series of attempted thefts from parked vehicles, so residents should be vigilant in keeping belongings out of sight and taking them with them if possible, since two car boots had been targeted. It was essential that if they noticed signs of "raves", particularly suspicious convoys of vehicles, they rang 0845 60 70 999 for rapid response. Once raves were assembled, the Police lacked the resources to move large numbers of people.

All

NB. PCSO Churchill-Wright can be contacted on 0845 60 70 999 ext. 27942 or Mob: 07775 406782.

All

9.09 Community Speedwatch/Traffic Action Group, including SID

Cllr. Corbett circulated a report (attached – Appendix A). Members were delighted with the offer of £6,500 towards installing permanent VAS signs in Singleton and West Dean. A joint application would be made to WSCC for match-funding to enable a full complement of signs to be installed. Mrs. Moss, the new Headteacher at West Dean Primary School, was very keen to continue the school's involvement in traffic and road safety issues.

T Cttee

10.09 County and District Councillors' Reports

Cllr. Hall read his report (Appendix B), which provided updates on the future of St. Richard's Hospital, the South Downs National Park, Council Tax, County Local Committees, Central Government Funding, and Potholes. He fully supported the use of SID and hoped that the Chichester South County Local Committee would purchase one for the use of local councils.

Cllr. Potter had found the pre-allocation session with Hastoe Housing Association on 22 April 2009 very helpful, being the third and fourth phases of new homes Cemetery Lane and The Warren. He outlined the enforcement situation relating to The White Horse, Chilgrove (now The Fish House). Chichester DC was now working to an annual spending plan, rather than five yearly, which was working well. Chief Officers were taking the current economic downturn very seriously and had been congratulated on their recent report for public consultation.

11.09 Cemetery

The £500 grant cheque from the Chichester South CLC had been paid into the Parish Council's account. Invoice no: 359 for works agreed by the Parish Council on 11 March 2009 (Min. 10), in the sum of £1,950 plus VAT would be presented for payment (see Min. 12.09(ii) below). At the request of local people, further works had been carried out: level ground round gravestones and remove tree stumps; improvements to entrance, including hard surface; dig trench, lay new water main, connect to old water main and level path. Unfortunately, no additional quotes had been obtained. The original invoice for the additional works was considered too high and had been reduced by £200 after negotiation with the M.J. Kennett Construction Ltd, resulting in invoice no: 360 in the sum of £1,765.00 plus VAT. After discussion, on a proposal by Cllr. Odin, seconded by Cllr. Collier, it was **RESOLVED** to pay invoice no: 359 immediately, and invoice no: 360 as soon as funds could be released from the Parish Council's Alliance and Leicester savings account.

Clerk/CS

Local residents were delighted with the improvements to the cemetery, which would need no more than general maintenance for some years to come.

12.09 Finance

(i) Bank Balances

£

Barclays Current Account (as at 21/04/09)	4,615.55
Barclays Premium Account (as at 27/03/09)	124.60
Alliance and Leicester Account (as at 06/02/09)	11,480.57

Petty Cash	TBA
OVERALL TOTAL	16,220.72

- (ii) Approval of Payments for 12 March – 13 May 2009 – schedule circulated with agenda (Appendix C).

<u>Parish Council</u>	£	
M. Kennett Construction Ltd.	2,242.50	Level ground round gravestones/remove tree stumps. Cq: 100926.
Southern Electric	103.82	Street lighting Jan-Mar 2009. Cq: 100927.
SALC	90.78	NALC/SALC Subs. 2009/2010. Cq: 100928.
K. Goacher	225.00	Cemetery maintenance Jan-Mar 2009. Cq: 100929.

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

Clerk

It was **AGREED** that Mr. R. Martin, a CPFA accountant, would update the financial records, close the 2008/2009 accounts and complete the Annual Return.

13.09 Correspondence

- (i) Drainage and Sewage in the Lavant Valley – Cllrs. Corbett, Hill, Odin and Ruffell had attended the meeting held at West Dean College on 23 April 2009. A letter dated 20 April 2009 from Southern Water, outlining the local situation, was available to Members to read. **All**
- (ii) Telephone Box near School Lane and Selsey Arms, West Dean – notification had been received on 24 April 2009 that payment would now be by BT Chargecard “or similar”, reverse charging via the operator or credit/debit card. Calls to emergency services and free phone numbers would remain free of charge. A notice would be posted on the telephone box. The decision was based on the box being little used and prevented theft from the cashbox. **All**
- (iii) European Parliamentary and WSCC Elections – Cllr. Collier would arrange posting of the notices received from Chichester DC. **GC**
- (iv) Chichester DC: Garden Market on 12/13/14 June 2009 – Cllr. Collier would arrange for the leaflets to be made available to customers at West Dean Stores. **GC**

14.09 Planning Committee

District Cllr. Potter updated Members on the progress of the The Fish House (formerly known as the White Horse) applications, another being on the current Weekly List (WD/09/00854/LBC). It was thought that WD/09/01125/DOM was still current, but the papers had not been found amongst Mrs. Outen’s papers. The Clerk would make enquiries.

Clerk

15.09 Date of Next Meeting and Calendar for 2008/2009 Council Year

Meetings from January – May 2010 to be advised. Remaining meetings during 2009 would be held on:

Wednesdays 15 July (Art Studio 2), 23 September (Park Room), 11 November (Park Room) and 9 December (Park Room).

All

16.09 Councillors’ Reports

- (i) Notice-boards – Cllr. Collier suggested that a notice-board be provided in West Dean. The Clerk would look into the possibility of installing one on the verge at the top end of Millers Lane, by the telephone exchange, and whether there were S106 monies arising from the new housing. Cllr. Hill would examine the existing notice-board at Chilgrove, with a view to carrying out repairs. **Clerk Chairman**
- (ii) Reinstatement of Roads – Cllr. Corbett asked what Hastoe Housing Association would do to reinstate road damage incurred during building work. Mr. Ward advised that photographs had been taken prior to work starting, so that he could ensure that any necessary work was completed before they left. **Mr. Ward**
- (iii) Grass-cutting at Football Meadow – Cllr. Odin asked what arrangements were being made now that the contract with Chichester DC had ceased. The grass had been cut once this season, on a one-off basis, but it was essential that it was cut regularly before the lining

disappeared and the field needed re-surveying. The Chairman would ask the Football Club for their exact requirements. Enquiries would be made with Mr. Goacher and two others, to obtain the necessary three quotes. The Clerk would also speak to Chichester DC to find out why the contract had ceased.

Chairman

Clerk

Closure: The meeting closed at 9.10pm.

Signed:

Chairman of the Council