

MINUTES OF FUNTINGTON PARISH COUNCIL MEETING

01 MARCH 2023

PRESENT: Sheena King (SK) Chair
Pat Young (PY)
Jean Simmonds (JS)

Richard Littler (RL)
Bob Mousley (BM)
David Ash (DA)

Julian Joy (WSCC)

MEMBERS OF THE PUBLIC: Eight

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Welcome	SK welcomed all to the meeting	• None	N/A
2. Apologies	David Palmer (CDC) – District Councillor	• None	N/A
3. Minutes of 01 February 2023 meeting	Minutes – Proposed, Seconded and AGREED	• Post on website	Clerk
4. Declaration of Interest	None declared	• None	N/A
5. Action Grid	<p>Car Crime Kingley Vale</p> <ul style="list-style-type: none"> SK reported that she contacted the police again with regard to additional theft deterrent signs. PCSO Totoriene is investigating whether more posters could be provided before the Council commits to purchasing some. <p>Bus shelter</p> <ul style="list-style-type: none"> Carpenter has apologised for delay in completion, caused by problems sourcing the curved timbers. He hopes to complete by the end of March. <p>Keys for the noticeboard</p> <ul style="list-style-type: none"> PY reported that spare keys will need to be ordered from the manufacturer as it is not possible to have them cut. <p>Footpath between East and West Ashling</p> <ul style="list-style-type: none"> The Public Rights of Way (PRoW) ranger has visited the footpath and she <i>“found the footpath wet and muddy but no more so than any other right of way across the County due to the extremely wet weather we have been experiencing”</i>. <p>Community Speed Watch (CSW)</p> <ul style="list-style-type: none"> SK reported that she had advertised for additional volunteers - by way of posters on noticeboards and articles in Parish and Village Magazines. <p>West Ashling Playground</p> <ul style="list-style-type: none"> The idea proposed at the February meeting to consider the wildflower verge scheme as part of the remedial works to the bank separating the playground and the car park has been dismissed by the Chair of the West Ashling and Funtington District Village Hall, as it is understood that the bank is included in the land owned by the hall. 	<ul style="list-style-type: none"> Report back None Contact Manufacturer None None Confirm with CDC 	<p>SK</p> <p>N/A</p> <p>Clerk</p> <p>N/A</p> <p>N/A</p> <p>Clerk</p>

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	<ul style="list-style-type: none"> SK reported that she had visited Funtington Primary school to both: <ul style="list-style-type: none"> Display posters regarding the delay in re-opening the playground. Initiate discussions to invite the school children to officially open the playground. 	<ul style="list-style-type: none"> Discuss further with School 	SK/Clerk
<p>6. Open Forum</p>	<p>Qu. Will the noticeboard in West Ashling be available for community access on the receipt of new keys?</p> <p>A. Yes, as with the noticeboard at West Ashling and Funtington District village hall, a key will be attached to the noticeboard to enable everyone to have access.</p> <p>Qu. When will the barriers around the Flint Wall in West Ashling be removed?</p> <p>A. This is a question for West Sussex County Council but it is the understanding of the Parish Council that the works have not been completed.</p> <p>Qu. A comment not a question. Thanks for the works on the new playground which looks fantastic and is already being enjoyed.</p> <p>A. Noted</p> <p>Qu. Why is West Ashling and Funtington District village hall not purchasing the land behind the existing hall which is up for sale by Hyde? If this was purchased it would solve issues with parking and allow the hall to remain in the centre of the village.</p> <p>A. SK emphasized that the Parish Council has no authority with regard to the hall and suggested that relevant questions should be raised at its Annual General Meeting.</p> <p>Qu. Can Lye Lane be included in the Community Speed Watch initiative?</p> <p>A. SK confirmed that it could be included but that volunteers would need to come forward and sign up to the community initiative.</p>	<ul style="list-style-type: none"> None 	N/A
<p>7. Receive Reports</p>	<p>County Councillor Report</p> <p>20mph Policy</p> <ul style="list-style-type: none"> The County Council worked hard to achieve the adoption in December 2022 of this new policy. To progress the Parish ultimately needs to apply for the speed limit changes via either: <ul style="list-style-type: none"> A Traffic Regulation Order (TRO) – this applies to small changes costing £5k to £10k with project duration of less than 6 months. Community Highways Scheme (CHS) – this applies to larger changes - £10k upwards - with expected project duration of at least 1 – 2 years. <p>The Community Highways Scheme (CHS) Application</p> <ul style="list-style-type: none"> Proposals which identify possible 20mph zones rather than specific roads may be looked on more favourably and should therefore be considered for each of the villages. The entire zone, usually an area around the village centre, including all roads leading into it would then be covered by the speed limit. This would ultimately reduce the overall financial burden of the project. The PC has been advised to gather as much supporting information as possible prior to 		

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	<p>submitting an application. E.g.</p> <ul style="list-style-type: none"> ○ Explanation as to the reasons why the Parish wants the changes and the overall benefits to the residents. ○ Maps of the Parish with suggested speed changes, photos etc as it is important to work with neighbouring Parishes to identify any overlap. ○ Details of each road / zone, including why the changes are being proposed (current issues, benefits etc). ○ Resident research summary indicating clear approval for the proposed speed limit changes. This last point is extremely important and the Parish must canvass / survey to demonstrate clearly the level of support for the proposed changes. <p>Annual timetable for applications</p> <ul style="list-style-type: none"> • As this is a county-wide initiative it is anticipated that there will be a number of applications submitted. All applications must work to the following timetable: <ul style="list-style-type: none"> ○ Application Deadline - July ○ Application Shortlisting - September ○ Applications through Cabinet - February <p>Discussion</p> <ul style="list-style-type: none"> • Following a query from DA, regarding the best way to organise a meeting with Highways, JJ offered to contact them with a view to organising a site visit. He iterated that a successful outcome would be dependent on the amount of effort and work put into the application 	<ul style="list-style-type: none"> • Collaborate on Application 	<p>CHS Working Group see item 11</p>
<p>8. Grants to be Awarded 2023/24</p>	<ul style="list-style-type: none"> • Requests for grants had been received from three charities: <p>Samaritans – requesting any amount available to provide emotional support for those in emotional distress, struggling to cope or at risk of suicide.</p> <ul style="list-style-type: none"> • After discussion it was considered that, although the charity could not definitively demonstrate a specific parish benefit, its services are available to our residents. Therefore, their work must continue to be supported • It was AGREED to award a grant of £150. <p>Victim Support – requesting any amount available to provide emotional and practical support to victims and witnesses of crime.</p> <ul style="list-style-type: none"> • After discussion of the very detailed application documents, it was evident that in the previous year support had been offered to a number of people in the FPC postcode. Therefore this important work should continue to be supported. • It was AGREED to award a grant of £150. 		

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	<p>Funtington and District Village Hall - £1,041.70 for new curtains required by law for the running of youth groups.</p> <ul style="list-style-type: none"> • PY raised her concerns that the need for new curtains was not justified as the existing ones were adequate. Also, there is no definitive plan for the future of the hall. DA concurred that a lack of transparency (i.e. lack of disclosure of all relevant information so that others can make informed decisions) about the future of the hall has resulted in it being almost impossible to award funds at this stage. • DA concurred communications between the PC and the Trustees could be improved but at this time it is almost impossible to award funds. • SK also highlighted that the sum being applied for amounted to over half of the entire grant awarding funds. • It was therefore AGREED to refuse this application with the caveat that the trustees are welcome to submit a further application, once the final decision on the hall refurbishment / rebuild had been decided. <p>Grants will be awarded after the receipt of the 23/24 precept.</p>	<ul style="list-style-type: none"> • Inform Charities of outcomes 	<p>Clerk/SK</p>
<p>9. Planning</p>	<p>Planning Applications / Decisions</p> <p>i. Week 05</p> <p>a. SDNP Decision Case No: SDNP/22/04876/HOUS Location: Little Quinnings, Malthouse Lane, West Ashling, West Sussex, PO18 8DZ Proposal: Replacement workshop/storage facility. Decision: APPROVED</p> <p>b. SDNP Decision Case No: SDNP/22/05951/BBPN Location: Land Opposite Snowdens, Common Road, Funtington, Chichester, West Sussex, PO18 9LG, Proposal: Regulation 5 notice of intention to install fixed line broadband apparatus comprising of 1 no. 10m wooden pole. Decision: RAISE NO OBJECTION</p> <p>ii. Week 06</p> <p>a. CDC Application Case No: FU/22/03158/FUL</p>	<ul style="list-style-type: none"> • None 	<p>N/A</p>

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	<p>Location: Research Establishment, Common Road Funtington West Sussex Proposal: Installation of 4 no. storage ISO shipping containers with personal door. Funtington Parish Council has no objection to this application</p> <p>iii. Week 07</p> <p>a. SDNP Application Case No: SDNP/23/00424/TCA Location: Cobdens, Sandy Lane, East Ashling, West Sussex, PO18 9AT Proposal: Notification of intention to fell 4 no. Leyland Cypress trees (quoted as T1-T4) and 1 no. Lawson Cypress tree (quoted as T5). Pollard down to 2.5m on 1 no. Hazel tree (quoted as T6). Crown reduce by 20% (all round) on 1 no. Lime tree (quoted as T7) and 1 no. Beech tree (quoted as T8). Funtington Parish Council has no objection to this application</p> <p>b. SDNP Application Case No: SDNP/23/00365/TCA Location: West Ashling Mill, Down Street, West Ashling, Chichester, West Sussex, PO18 8DS Proposal: Notification of intention to reduce crown by 30% on 1. No Salix Babylonica tree (T1). Reduce height and North, South and East sectors by approx 30% on 1. No Salix Babylonica tree (T2). Reduce height by approx 7m on 5. No Salix Fragilis trees (T3, T4, T5, T6, T7). Funtington Parish Council has no objection to this application</p> <p>c. SDNP Decision Case No: SDNP/23/00016/TCA Location: St Marys Church, Church Lane, Funtington, West Sussex, PO18 9LH Proposal: Notification of intention to reduce north and east sectors by 2m, reduce south sector by 2.5m, reduce west sector by 1m and crown lift by up to 4m (above ground level, trailing growth less than 60mm diameter only) on 1 no. Yew tree (quoted as T1). Decision: Raise No Objection</p> <p>iv. Week 08</p> <p>a. CDC Application Case No: FU/23/00399/DOM Location: West House, West Ashling Road, Hambrook, Funtington Proposal: Installation of ground-mounted solar panel array in unused space in the garden. Funtington Parish Council has no objection to this application</p>		

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	<p>b. SDNP Decision Case No: SDNP/23/00062/TCA Location: White House, Down Street, West Ashling, Chichester, West Sussex, PO18 8DS Proposal: Notification of intention to fell 1 no. Cherry tree (quoted as T1). Decision: RAISE NO OBJECTION</p> <p>c. SDNP Decision Case No: SDNP/23/00016/TCA Location: St Marys Church, Church Lane, Funtington, West Sussex, PO18 9LH Proposal: Notification of intention to reduce north and east sectors by 2m, reduce south sector by 2.5m, reduce west sector by 1m and crown lift by up to 4m (above ground level, trailing growth less than 60mm diameter only) on 1 no. Yew tree (quoted as T1). Decision: RAISE NO OBJECTION</p> <p>v. Week 09 a. Case No: SDNP/23/00491/HOUS Location: Little Quinnings, Malthouse Lane, West Ashling, West Sussex, PO18 8DZ Proposal: Detached garage and car port. Funtington Parish Council has no objection to this application</p>		
<p>10. West Ashling Playground</p>	<ul style="list-style-type: none"> • PY confirmed that the handover Inspection is complete. • The majority of the installation equipment has now been removed and the final pieces are scheduled to be removed 2 March 2023. 	<ul style="list-style-type: none"> • None 	<p>NA</p>
<p>11. Speed Policy</p>	<p>Feedback on Meeting with Highways</p> <ul style="list-style-type: none"> • A preliminary meeting was held in February, with Mike Dare of Highways. Whilst the PC is grateful for him taking the time, it was considered that, on reflection, he may not have been the appropriate person (see also item 7) <p>Strategy Moving Forward (see also item 7)</p> <ul style="list-style-type: none"> • Concern was raised that the villages of West Ashling and Funtington do not have people working on the application. • SK proposed that a working group should be formed to produce the CHS application. This was AGREED. 	<ul style="list-style-type: none"> • Coordinate Working Group 	<p>Clerk</p>
<p>12. Funtington Noticeboard Installation</p>	<ul style="list-style-type: none"> • As previously confirmed by Highways, contractors employed to carry out the installation are required to hold £10 million of Public Liability Insurance - as the works will on a public highway. 		

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	<ul style="list-style-type: none"> • As recorded in the December 2021 minutes and despite several companies being contacted, there had once again been difficulty in obtaining quotes for this small job because of the amount of Public Liability Insurance required • As a result, the Clerk was unable to provide the three quotes required by our Financial Instructions: <ul style="list-style-type: none"> ○ Noticeboard manufacturer Shelly signs – Logistically not viable ○ Noticeboards Online: £650 installation, £100 removal – Total £750 • It was AGREED that, as a number of companies had been contacted and every effort had been made to obtain the three quotes, the Council could demonstrate financial probity in dealing with this unusual issue. • Noticeboards Online quote AGREED 	<ul style="list-style-type: none"> • Award Contract 	Clerk
<p>13. Neighbourhood Plan (NP)</p>	<p>Update BM as a Steering Group (SG) Member</p> <ul style="list-style-type: none"> • A Design Code is now being written by a company employed by Locality. • The SG is awaiting the outcome of the Newells lane Gypsy and Traveller Appeal before starting to prepare the proposed NP Policies. • It is the intention that, once drafting of the NP commences, the SG will work on one topic/subject before moving on to the next. • The next SG meeting is scheduled for 8 March 2023. <p>Finances</p> <ul style="list-style-type: none"> • The NPSG Treasurer has confirmed that there were no outstanding invoices to be received from the Planning Consultants. • For the 2022-23 financial year, the SG received £9,975 of which £345 was spent on leaflets. • The PC therefore currently holds £9,629.76 all of which will now need to be returned. • The SG can apply for further funding for 2023-24 in April. 	<ul style="list-style-type: none"> • Return Money 	Clerk
<p>14. Finance</p>			

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<p>a) Consider and approve monthly cashbook</p>	<p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 28 February 2023</p> <p>Statement Balances as at 28 February 2023</p> <table border="1" data-bbox="409 365 766 422"> <tr> <td>Current Account</td> <td>£18,957.37</td> </tr> <tr> <td>Saver Account</td> <td>£56,752.11</td> </tr> <tr> <td>Total</td> <td>£75,709.48</td> </tr> </table> <p>Income Already Received</p> <table border="1" data-bbox="409 454 1071 511"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>02-Feb-23</td> <td>Carter</td> <td>Current</td> <td>£60.00</td> </tr> <tr> <td colspan="3">Total Income</td> <td>£60.00</td> </tr> </tbody> </table> <p>Transfer For Approval</p> <table border="1" data-bbox="409 544 1176 600"> <thead> <tr> <th>Date</th> <th>Transfer From</th> <th>Transfer To</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Mar-23</td> <td>FUN PAR COUS IAS</td> <td>Funtington PC</td> <td>Reserve Transfer</td> <td>56,752.11</td> </tr> <tr> <td colspan="4">Totals</td> <td>56,752.11</td> </tr> </tbody> </table> <p>Payments Due 1 December 2022</p> <table border="1" data-bbox="409 641 1459 812"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Mar-23</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td>£677.39</td> <td>£0.00</td> <td>£677.39</td> </tr> <tr> <td>01-Mar-23</td> <td>Clerks Expenses</td> <td>Online</td> <td>Office / Mileage</td> <td>£40.70</td> <td>£0.00</td> <td>£40.70</td> </tr> <tr> <td>01-Mar-23</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax - 2310</td> <td>£148.65</td> <td>£0.00</td> <td>£148.65</td> </tr> <tr> <td>01-Mar-23</td> <td>Countrywide</td> <td>Online</td> <td>WA Play Area</td> <td>£108.33</td> <td>£21.67</td> <td>£130.00</td> </tr> <tr> <td>01-Mar-23</td> <td>Sovereign</td> <td>Online</td> <td>Playground Equipment</td> <td>£40,743.55</td> <td>£8,148.71</td> <td>£48,892.26</td> </tr> <tr> <td>01-Mar-23</td> <td>REIMB V Williams</td> <td>Online</td> <td>SLCC Membership (Shared)</td> <td>£110.00</td> <td>£0.00</td> <td>£111.00</td> </tr> <tr> <td>01-Mar-23</td> <td>REIMB V Williams</td> <td>Online</td> <td>Admin Expenses</td> <td>£3.25</td> <td>£0.00</td> <td>£3.25</td> </tr> <tr> <td colspan="6">Total Payments to be made</td> <td>£50,003.25</td> </tr> </tbody> </table> <p>Balances After Payments</p> <table border="1" data-bbox="409 836 1312 925"> <tr> <td>Current Account</td> <td>£25,706.23</td> </tr> <tr> <td>Saver Account</td> <td>Closed</td> </tr> <tr> <td>Ringfenced funds</td> <td>-£12,736.16</td> </tr> <tr> <td>Total</td> <td>£ 12,970.07</td> </tr> </table> <p>CIL Funds</p> <table border="1" data-bbox="409 950 1312 1015"> <tr> <td>SDNPA CiL</td> <td>£46,087.75</td> </tr> <tr> <td>CDC CiL</td> <td>£2,144.48</td> </tr> <tr> <td>Total CiL</td> <td>£48,232.23</td> </tr> </table> <p>Ringfenced Funds</p> <table border="1" data-bbox="409 1039 1312 1136"> <tr> <td>Travellers Planning Applications provision</td> <td>£1,778.40</td> </tr> <tr> <td>NHB - Bus Shelter Grant</td> <td>£1,328.00</td> </tr> <tr> <td>Neighbourhood Plan Grant</td> <td>£9,629.76</td> </tr> <tr> <td>Total Ringfenced</td> <td>£12,736.16</td> </tr> </table> <p>These were APPROVED The payment to Sovereign will be made once all equipment is removed</p>	Current Account	£18,957.37	Saver Account	£56,752.11	Total	£75,709.48	Date	Details	Account	Amount	02-Feb-23	Carter	Current	£60.00	Total Income			£60.00	Date	Transfer From	Transfer To	Details	Gross	01-Mar-23	FUN PAR COUS IAS	Funtington PC	Reserve Transfer	56,752.11	Totals				56,752.11	Date	Payee	Method	Details	Net	VAT	Gross	01-Mar-23	Clerk V Williams	Online	Clerk Salary	£677.39	£0.00	£677.39	01-Mar-23	Clerks Expenses	Online	Office / Mileage	£40.70	£0.00	£40.70	01-Mar-23	HMRC V Williams	Online	Clerk Tax - 2310	£148.65	£0.00	£148.65	01-Mar-23	Countrywide	Online	WA Play Area	£108.33	£21.67	£130.00	01-Mar-23	Sovereign	Online	Playground Equipment	£40,743.55	£8,148.71	£48,892.26	01-Mar-23	REIMB V Williams	Online	SLCC Membership (Shared)	£110.00	£0.00	£111.00	01-Mar-23	REIMB V Williams	Online	Admin Expenses	£3.25	£0.00	£3.25	Total Payments to be made						£50,003.25	Current Account	£25,706.23	Saver Account	Closed	Ringfenced funds	-£12,736.16	Total	£ 12,970.07	SDNPA CiL	£46,087.75	CDC CiL	£2,144.48	Total CiL	£48,232.23	Travellers Planning Applications provision	£1,778.40	NHB - Bus Shelter Grant	£1,328.00	Neighbourhood Plan Grant	£9,629.76	Total Ringfenced	£12,736.16	<ul style="list-style-type: none"> • Make payments 	<p>Clerk</p>
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<p>14. Parish Notices</p>	<p>West Ashling Noticeboard</p> <p>An email has been received from a resident in West Ashling regarding the height / position of the noticeboard erected on Down Street in August 2022. That email includes the following:</p> <p>a) The resident had several meetings with the ex-councillor in charge of the project, regarding the desired location of the board and understood that this would be</p>																																																																																																																								

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	<p>passed on to the relevant parties.</p> <p>b) The board had not been erected in the location agreed at those meetings. As a consequence, it had been erected much closer to the entrance to their property and the top of the board is now visible from their top floor windows.</p> <p>c) A request that the Council move the noticeboard.</p> <p>The Clerk confirmed that:</p> <p>a) no information had been received subsequent to the meetings between the resident and the ex-councillor.</p> <p>b) the noticeboard had been installed to the exact specifications and position, based on the map annotated by the ex-councillor.</p> <p>c) This was sent first to Highways who approved the position and then to the contractor employed to install the board.</p> <ul style="list-style-type: none"> • BM (the contractor) confirmed that he had met the ex-councillor prior to the installation - to approve the position. • As moving the board would not be a justifiable expense, it was suggested that the possibility of lowering it should be investigated. 	<ul style="list-style-type: none"> • Respond to email • Obtain quote for lowering board 	<p>Clerk</p> <p>Clerk/SK</p>
15. Date of next meeting	<ul style="list-style-type: none"> • Wednesday 05 April 2023 Time 6:00 pm – The Church Room, St Mary’s, Funtington 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 19.26	None	N/A

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>