

MINUTES OF FUNTINGTON PARISH COUNCIL MEETING 06 October 2021

PRESENT: Sheena King (SK)Chair
 Kate Du Port (KDP)
 Jean Simmonds (JS)

Pat Young (PY)
 Richard Littler (RL)
 David Ash (DA)

David Palmer (CDC) DP
 PCSOs Karen Turrell and Scott Wrein

MEMBERS OF THE PUBLIC: Six

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	Suzanne Courtney-Bulbeck (SC) & County Councillor Julian Joy - absent but no apologies received	<ul style="list-style-type: none"> • None 	N/A
1a. Resignation	FPC notes the resignation of Councillor Mottishead	<ul style="list-style-type: none"> • None 	N/A
2. Declaration of Interest	None declared	<ul style="list-style-type: none"> • None 	N/A
3. Minutes of 01 September 2021 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> • Post on website 	Clerk
4. Co-option of Councillor	<ul style="list-style-type: none"> • New Councillor Application form previously circulated to all Councillors. The candidate Bob Mousley gave a brief introduction to his skill set and reasons for wanting to join the Council. Including: <ul style="list-style-type: none"> ○ 31 years in the Parish. ○ An architect with extensive planning knowledge. • Vote held: unanimous in favour – Bob Mousley co-opted 	<ul style="list-style-type: none"> • BM to complete relevant paperwork • Email address to be requested 	Clerk / DA Clerk
5. Action Grid	<p>ROSPA Report</p> <ul style="list-style-type: none"> • The report previously circulated to all Councillors. SK summarised that: <ul style="list-style-type: none"> ○ There are no urgent works needed. ○ This will be referred to when deciding the time frame for replacing the equipment. <p>Internal Audit</p> <ul style="list-style-type: none"> • SK confirmed all remedial work in respect of the internal audit had been completed. 	<ul style="list-style-type: none"> • Redistribute before November Meeting / add to agenda • Prepare documents 	Clerk Clerk

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	<ul style="list-style-type: none"> Clerk reported that the interim internal audit is now booked for 22 November 2021 and although not compulsory, it will be extremely beneficial to be able to confirm that all paperwork is up to date and compliant. <p>Trees in WA Playground</p> <ul style="list-style-type: none"> CDC has now officially granted permission for the removal of the two Cypress Leylandii trees. Quotes are being obtained for the works. <p>Noticeboard – Down Street</p> <ul style="list-style-type: none"> Highways confirmed that as the works erecting the noticeboard are to be carried out on a public highway, carrying out a Risk Assessment does not reduce the amount of Public Liability Insurance required by any contractor. One further quote has been requested and promised. <p>Broadley Copse</p> <ul style="list-style-type: none"> Communicating Parishoners’ concerns via the liaison group is ongoing. <p>Bus Shelter</p> <ul style="list-style-type: none"> Confirmation that FPC have been awarded the £1,328 New Homes Bonus grant. Clerk asked the Council for permission to now contact WSCC in order to notify them and to programme in the works. 	<ul style="list-style-type: none"> Add to Nov Agenda Await quote Contact WSCC 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>6. Public Questions</p>	<p>It was asked if anyone was writing an article regarding the West Ashling Mill regeneration works.</p> <ul style="list-style-type: none"> SK answered that no not at this time. However, the owners had communicated with the PC and an item had been placed on the website noticeboard. She requested that if an article was to be written it should be done in partnership with the owners who can supply details and photos of the works for this purpose. 	<ul style="list-style-type: none"> None until any wording received 	<p>N/A</p>
<p>7. Receive Reports</p>			
<p>PCSO Karen Turrell</p>	<p>Catalytic converter thefts</p> <ul style="list-style-type: none"> Thefts of catalytic converters have risen steeply; these are easy to steal and have a scrap metal value. Car makes most at risk are: Honda, Lexus and Toyota (including Prius). A police operation – Op Rodium is working with scrap metal dealers and analysing patterns of thefts. It was asked that residents be extra vigilant. 	<ul style="list-style-type: none"> None: post already on website None 	<p>N/A</p> <p>N/A</p>

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	<p>Thefts from vehicles</p> <ul style="list-style-type: none"> Op Mini is working to combat the increasing number of thefts from cars at beauty spots – West Stoke and Chidham - as well as roadside parked cars in neighbouring towns that have been affected. <p>Tractors</p> <ul style="list-style-type: none"> Working closely with the Rural Crime Team tractors in the Parish are being monitored for speed and careless driving. A question was asked as to whether the information about specific vehicles can be obtained. KT answered that no, specifics would never be shared due to Data Protection. However a Freedom of Information (FoI) request could be submitted to investigate the statistics on reported speeding and accidents in the area. KT also stated that if parishioners were concerned about specific vehicles registration numbers should be reported to the police. <p>Scams</p> <ul style="list-style-type: none"> Scams have increased due to Covid. In nearly all cases the scammers will not be caught and money will not be recovered. Therefore the focus by the police is on safeguarding and education to prevent victims becoming involved in scams. Regular Scam talks which include tips and advice on how to stay protected will shortly be returning. Be vigilant and if in any doubt always hang up the phone or ignore the text or email and contact 101. 	<ul style="list-style-type: none"> None None None 	<p>N/A</p> <p>N/A</p> <p>N/A</p>
David Palmer CDC	<p>Southern Gateway</p> <ul style="list-style-type: none"> DP had requested a full report on the Southern Gateway and this will now be addressed at the next Full Council Meeting. He again aired his disappointment in what he sees as its current failure. 	<ul style="list-style-type: none"> None 	<p>N/A</p>
8. WA Playground			
a. Maintenance	<ul style="list-style-type: none"> The playground maintenance contract is up for review in November, quotes now being obtained: 	<ul style="list-style-type: none"> Await final quote 	<p>Clerk</p>

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	<table border="1"> <thead> <tr> <th data-bbox="401 240 764 277">Company</th> <th data-bbox="764 240 1123 277">Status</th> <th data-bbox="1123 240 1482 277">Total Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="401 277 764 342">Countrywide</td> <td data-bbox="764 277 1123 342">Site visit booked 07.10.21</td> <td data-bbox="1123 277 1482 342"></td> </tr> <tr> <td data-bbox="401 342 764 407">D and R Tree Specialists</td> <td data-bbox="764 342 1123 407">Quote complete</td> <td data-bbox="1123 342 1482 407">£2,900</td> </tr> <tr> <td data-bbox="401 407 764 456">Groundhogs</td> <td data-bbox="764 407 1123 456">Quote complete</td> <td data-bbox="1123 407 1482 456">£4,000</td> </tr> <tr> <td data-bbox="401 456 764 505">Mike Read</td> <td data-bbox="764 456 1123 505">Quote Complete</td> <td data-bbox="1123 456 1482 505">£1,600 (No VAT)</td> </tr> <tr> <td data-bbox="401 505 764 553"><u>Groundserve</u></td> <td data-bbox="764 505 1123 553">Declined to quote</td> <td data-bbox="1123 505 1482 553">N/A</td> </tr> </tbody> </table>	Company	Status	Total Cost	Countrywide	Site visit booked 07.10.21		D and R Tree Specialists	Quote complete	£2,900	Groundhogs	Quote complete	£4,000	Mike Read	Quote Complete	£1,600 (No VAT)	<u>Groundserve</u>	Declined to quote	N/A		
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b. Equipment	<ul style="list-style-type: none"> Site visits are being organised to create comprehensive quotes with images which will be presented to Full Council prior to the works going out to tender. All Councillors will be invited to attend site visits: <table border="1"> <thead> <tr> <th data-bbox="415 711 827 764">Company</th> <th data-bbox="827 711 1232 764">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 764 827 829"><u>Playdale</u></td> <td data-bbox="827 764 1232 829">Site booked 21.10.21</td> </tr> <tr> <td data-bbox="415 829 827 894">Sovereign</td> <td data-bbox="827 829 1232 894">Site visit booked 18.10.21</td> </tr> <tr> <td data-bbox="415 894 827 943">Playsafe Playground</td> <td data-bbox="827 894 1232 943">Site visit tbc</td> </tr> </tbody> </table>	Company	Status	<u>Playdale</u>	Site booked 21.10.21	Sovereign	Site visit booked 18.10.21	Playsafe Playground	Site visit tbc	<ul style="list-style-type: none"> Communicate full visit details to all Councillors 	Clerk										
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c. Trees	<ul style="list-style-type: none"> Permission officially given by CDC for the removal of the two Cypress Leylandii Trees, quotes being obtained to be presented at the next meeting. 	<ul style="list-style-type: none"> Obtain quotes 	Clerk																		
9. Noticeboard	<p>Down Street</p> <ul style="list-style-type: none"> SK asked the Council to make a final decision on whether to employ PSM Surface and Linemarking at £765+VAT as all other companies contacted had failed to quote and there was no reduction in Liability Insurance granted by Highways. SEE ITEM 5 	<ul style="list-style-type: none"> See item 5 	Clerk																		
10. Planning	<p>Applications/Decisions - CDC and SDNP</p> <ul style="list-style-type: none"> Planning meeting to be held on Monday 11 October 2021. There are no controversial applications for discussion. <p>Planning Committee Member</p>	<ul style="list-style-type: none"> Publicise minutes when complete 	Clerk																		

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	<p>2 External auditor report 2020/21</p> <div style="border: 1px solid black; padding: 5px;"> <p>Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>During our review we noted that figure in box 9 for the comparative column did not match those shown on the 2019-20 Return following our review and certification in 2020. Whilst we understand the reasons for these changes, the Council is required per paragraph 2.9 of the Practitioners' Guide to insert 'RESTATED' at the top of the comparative column on the 2020-21 return to draw attention to any changes as well as providing a specific explanation for them.</p> <p>The Council approved Section 1 of the Annual Governance and Accountability Return after Section 2 which is in breach of Section 6(4)(a) of The Accounts and Audit Regulations 2015.</p> <p>In addition, Section 16 of those same regulations, requires that as soon as reasonably practicable after the conclusion of an audit, a relevant authority must publish a statement of conclusion. We also noted that your 'statement of conclusion' was included with the information sent to us for review and dated 16 June 2021 which is a breach of this regulation. In future can the council wait until it receives our Report before completing and publishing this statement.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Other matters not affecting our opinion which we draw to the attention of the authority:</p> <p>The originally submitted Annual Governance and Accountability Return did not include all of the required signatures. There were also missing responses in terms of the dates of approvals by the Council and RFO on Section 2. The Council provided the fully completed pages on request. In future, the form should be submitted with all the required boxes and signatures completed. This is also the form required to be provided to the public for their inspection.</p> <p>In calculating the 30 working day period the Council should ensure the last date is the final qualifying working day. On review we noted that whilst your notice correctly included 30 working days, the final working day was Friday 16th July. The NOPR recorded it as Saturday 17 July which is a non-working day for this purpose and may lead to uncertainty as to when the final day for inspection fell.</p> </div> <ul style="list-style-type: none"> • The full certificate is included with the AGAR on the website. 		
13. Parish Notices			
a. For Full Discussion	<p>New Footpath</p> <ul style="list-style-type: none"> • A resident has asked whether, if there is general support, a new footpath from West Ashling to Bosham could be proposed. • Bosham is a town centre with a good shops and facilities and there is no current safe access on foot or by bike. • The majority of the journey is currently useable but there is a stretch between Southbrook Road and the Bosham roundabout which needs improving. There are 2 possible routes being proposed. • It was agreed this is definitely something that can be addressed by the NP. <p>New Homes Bonus (NHB) Update</p>	<ul style="list-style-type: none"> • None by FPC but to be considered as part of NP • See point 5 	N/A

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	<ul style="list-style-type: none"> The Clerk confirmed that FPC have been awarded the full £1,328 NHB grant to spend as per the application on improvements to the bus shelter. 		
<p>b. For Information Only</p>	<p>Oakwood – Mouthes Lane Development</p> <ul style="list-style-type: none"> Concerns raised about the erection of a large building with no Planning Application. A building had been built previously at the location which had permission as Permitted Development for the storage of machinery. This building and the land on which it stood has since been sold. There has also been a considerable amount of felling of the Scots Pines and it appears that a campsite is being created at this location; again no permission for this has been sought. It was suggested that enforcement be contacted to notify them firstly of the building and also to try and stop any further felling of trees. 	<ul style="list-style-type: none"> Contact enforcement 	<p>JS</p>
<p>14. Date of next meeting</p>	<ul style="list-style-type: none"> Wednesday 3 November 2021 Time 6:00 pm 	<ul style="list-style-type: none"> Post agenda on website and noticeboards 	<p>Clerk</p>
<p>Meeting Closed</p>	<p>Meeting closed at 7.40pm</p>	<p>None</p>	<p>N/A</p>

Signed..... Chairman

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