

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
03 November 2021**

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

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

David Palmer (CDC) DP
 County Councillor Julian Joy (WSCC) JJ

MEMBERS OF THE PUBLIC: Four

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	Suzanne Courtney-Bulbeck (SC) - absent but no apologies received	<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 06 October 2021 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
4. Co-option of Councillor	<p>New Councillor Application form previously circulated to all Councillors. The candidate, Jess Medlam, gave a brief introduction to her skill set and reasons for wanting to join the Council. Including:</p> <ul style="list-style-type: none"> Previously being a Councillor Being a voice for the younger generation and families with young children Having stood down for personal reasons she is now keen to rejoin the Council <p>Once the meeting was closed to the public, consideration and discussion by the Councillors was undertaken following which a vote held</p> <p>2 abstained 3 No 1 yes</p> <p>This application was therefore REFUSED.</p>	<ul style="list-style-type: none"> Inform candidate of outcome 	SK
5. Action Grid	New Homes Bonus (NHB) funding for materials for the bus shelter repairs	<ul style="list-style-type: none"> Follow up with WSCC 	Clerk

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	<ul style="list-style-type: none"> • The Clerk still in contact with the Senior Community Solutions Officer for West Sussex County Council <ul style="list-style-type: none"> ○ Team who will carry out the works on the bus shelter currently re-assigned to assisting with Afghan refugee accommodation ○ But shelter still on the works programme 		
6. Public Questions	<ul style="list-style-type: none"> • None 	•	N/A
7. Receive Reports			
Julian Joy (WSCC)	<ul style="list-style-type: none"> • The new County Councillor gave a brief overview of his background: <ul style="list-style-type: none"> ⊖ Has served on Chichester City for many years- ○ An architect and estates reviewer for adults and children services. ○ Intention to assist with child services infrastructural issues. • Hoping to work with FPC to feedback issues within WSCC control. • Will send table detailing responsibilities of County / District / Parish Councils to the Clerk for circulation. • SK asked a question regarding previous correspondence concerning -flooding at two locations within the Parish – JJ to investigate and reply • JS asked a question regarding the County Council’s support for the Community Road Verge Project. 	<ul style="list-style-type: none"> • None • Ensure JJ has appropriate photo / map evidence 	<p>N/A</p> <p>SK</p>
David Palmer CDC	<p><u>Written Report Submitted: precis below</u></p> <p><u>Introduction:</u> Two issues affecting the Parish have come up in the last month:</p> <ul style="list-style-type: none"> • Some small progress on the Local Plan • National Highways / the A27 <u>1. Local Plan:</u> <ul style="list-style-type: none"> • Issues standing in the way of a valid Local Plan pertain to the A27 + water and sewage issues. • A meeting of all Councillors ten days ago revealed that dialogue between CDC and National Highways (the new name for Highways England) has been pretty constant. 	• None	N/A

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	<ul style="list-style-type: none"> • Toby Ayling (TA), CDC’s divisional manager for Planning Policy, is pleased with the level of engagement with National Highways. • Further investigative work by CDC has produced a figure of 5.1 years of land supply for our housing requirement: a significant improvement on the March 2020 figure of 4.3 years supply. <i>Note: five years land supply is the minimum required for a valid Local Plan</i> • TA now hopes that a valid Local Plan can be delivered by July next year, a four-month delay from the original date of March 2022. • DP considers that, at last, progress is being made but he is not confident that the deadline of July 22 will be achieved. <p>2. The A27:</p> <ul style="list-style-type: none"> • CDC is not currently promoting the Stockbridge Link Road but further consideration to it may be given later. • CDC is trying to move things forward with an “adopted mitigation package” for the A27, with inclusion of works to the Fishbourne, Bognor and Portfield roundabouts costing £26m. • County and District Councillor are meeting with National Highways at 0930 on Friday 12 November 2021. National Highways are also consulting with Parish Councils. • DP believes the two previous major options - Northern Bypass or enhancements to the existing southern route - are being reconsidered. He is personally fiercely opposed to the Northern Bypass • He will report back regularly on progress. 		
8. WA Playground			
a. Maintenance	<p>Current Contract</p> <ul style="list-style-type: none"> • SK summarised the current situation - <ul style="list-style-type: none"> ○ current contractor is a single-handed worker and therefore there is nobody else to cover when he is unavailable. There have been a couple of instances when this has meant the work was not carried out as when it should have been. ○ contract runs from March to November and therefore is up for review and has been put out to companies for quotations. Site visits have been carried out and to date 4 quotes have been received. ○ Quotes previously circulated to Councillors 		

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	<p style="text-align: center;">Playground Maintenance</p> <table border="1" data-bbox="474 354 1438 646"> <thead> <tr> <th>Company</th> <th>Status</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Countrywide</td> <td>Quote complete</td> <td>£1,300+VAT</td> </tr> <tr> <td>D and R Tree Specialists</td> <td>Quote complete</td> <td>£2,900</td> </tr> <tr> <td>Groundhogs</td> <td>Quote complete</td> <td>£4,000</td> </tr> <tr> <td>Mike Read</td> <td>Quote Complete</td> <td>£1,600 (No VAT)</td> </tr> <tr> <td>Groundserve</td> <td>Declined to quote</td> <td>N/A</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • PY commented that she is aware of Countrywide and stated as a national company they have back up personnel and machinery. • It was noted that Countrywide also came in with the lowest quote. <p>A vote was taken and Countrywide were unanimously awarded the contract.</p> <ul style="list-style-type: none"> • There was a question asked as to why the contract only runs to November as there would still be work to do tidying the playground over the winter months. 	Company	Status	Total Cost	Countrywide	Quote complete	£1,300+VAT	D and R Tree Specialists	Quote complete	£2,900	Groundhogs	Quote complete	£4,000	Mike Read	Quote Complete	£1,600 (No VAT)	Groundserve	Declined to quote	N/A	<ul style="list-style-type: none"> • Award contract and issue contract to Countrywide • Review works contract 	<p>Clerk</p> <p>SK / Clerk</p>
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<p>b. Equipment</p>	<p>Current Status</p> <ul style="list-style-type: none"> • SK raised concerns about the future location of the village hall, specifically the potential for the land to be sold and therefore the loss of the playground car parking. She also raised a question about the potential of the findings of the Neighbourhood Plan (NP) affecting the future of the playground. • There followed a discussion regarding the future of the VH which will come under the NP. However questions do need to be addressed before a considerable amount of money is spent on the playground • Although the RosPA report did not identify any serious risks, it did raise certain issues which must be considered if the playground equipment is not replaced imminently. Necessary repairs will need to be carried out to ensure the safety of the existing equipment/children. 	<ul style="list-style-type: none"> • Communicate VH regarding intentions 	<p>SK / Clerk</p>																		

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	<ul style="list-style-type: none"> Site visits are being organised to in order to create comprehensive quotes with images which will be presented to Full Council. All Councillors invited to attend site visits: <p style="text-align: center;">Playground Equipment</p> <table border="1" data-bbox="430 435 1451 641"> <thead> <tr> <th>Company</th> <th>Status</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Playdale</td> <td>Site Visit complete</td> <td></td> </tr> <tr> <td>Sovereign</td> <td>Site Visit Complete</td> <td></td> </tr> <tr> <td>Playsafe Playground</td> <td>Site visit tbc</td> <td></td> </tr> </tbody> </table>	Company	Status	Cost	Playdale	Site Visit complete		Sovereign	Site Visit Complete		Playsafe Playground	Site visit tbc		<ul style="list-style-type: none"> Report quotes to Full Council 	SK / Clerk
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c. Trees	<ul style="list-style-type: none"> Three quotes have now been obtained: <p style="text-align: center;">Playground Trees</p> <table border="1" data-bbox="422 849 1467 1057"> <thead> <tr> <th>Company</th> <th>Status</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Elmcroft</td> <td>Quote Complete</td> <td>£4,830</td> </tr> <tr> <td>Tree Rangers</td> <td>Quote Complete</td> <td>£1,800</td> </tr> <tr> <td>J A Hixon Tree Services</td> <td>Quote Complete</td> <td>£5,106</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Discussion regarding the considerable difference of one of the quotes + no written quote received. 	Company	Status	Cost	Elmcroft	Quote Complete	£4,830	Tree Rangers	Quote Complete	£1,800	J A Hixon Tree Services	Quote Complete	£5,106	<ul style="list-style-type: none"> Obtain written quote / spec from Tree Rangers 	Clerk
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9. Noticeboard Update	<ul style="list-style-type: none"> The original noticeboard has now been fitted to the wall of the West Ashling and Funtington District village hall: decision to do so made by trustees of the Hall SK publicly thanked the Clerk for her work to gain permission and quotes to relocate the noticeboard to Down Street. It was reported that both sides of the noticeboard have to be locked to keep the doors closed. It was proposed to attach a key to the side of the noticeboard to allow all Parishioners to post notices. This was AGREED. 	<ul style="list-style-type: none"> Attach key to noticeboard 	SK												

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	<ul style="list-style-type: none"> There is currently no intention to purchase any further noticeboards for the Parish. 										
<p>10. Meeting Venue</p>	<ul style="list-style-type: none"> Due to the dropping temperature in the West Ashling and Funtington District Village hall, alternative venues for FPC meetings within the Parish have been investigated. Summary of available halls within the Parish: all have been consulted and have availability and offer necessities such as parking: <p style="text-align: center;">Hall Hire</p> <table border="1" data-bbox="430 576 1388 747"> <thead> <tr> <th>Hall</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>West Stoke Village Hall</td> <td>£7hr (£10.50 min)</td> </tr> <tr> <td>West Ashling Village Hall</td> <td>£8hr</td> </tr> <tr> <td>Funtington Church Room</td> <td>£10hr</td> </tr> </tbody> </table> <p><i>Note: although we don't pay monthly for the hire of West Ashling and Funtington District Village Hall, the FPC does donate £1,000 annually</i></p> <ul style="list-style-type: none"> A vote was held and it was AGREED that FPC full council meetings would be alternated between West Stoke Village Hall and the Church Room at St Mary's, Funtington. Meeting dates and venues to be widely publicised on website, village and parish magazines and noticeboards. 	Hall	Price	West Stoke Village Hall	£7hr (£10.50 min)	West Ashling Village Hall	£8hr	Funtington Church Room	£10hr	<ul style="list-style-type: none"> Contact WS VH and St Mary's Church to book Contact WAFDVH to cancel bookings Publicise meeting venues 	<p>Clerk</p> <p>Clerk</p> <p>Clerk/SK</p>
Hall	Price										
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<p>11. Community Road Verge</p>	<ul style="list-style-type: none"> JS gave a background to this West Sussex programme which is aimed at creating more natural road verges where communities want them – for the benefit of our pollinators. She explained that currently only roads with a 30mph speed limit in certain areas would be included in the project. East Ashling meets the criteria and East Ashling Residents Association would like to apply and asked for the support of WSCC and FPC to enable this. Issue with disposing of grass cuttings FPC supports East Ashling in their application. 	<ul style="list-style-type: none"> None Programme to be introduced, if viable 	<p>N/A</p> <p>JS</p>								
<p>12. Planning</p>	<p>Applications/Decisions - CDC and SDNP</p> <ul style="list-style-type: none"> Planning meeting to be held on Monday 08 November 2021 by Zoom. There are no controversial applications for discussion. 	<ul style="list-style-type: none"> Publicise minutes when complete 	<p>Clerk</p>								

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	<ul style="list-style-type: none"> ○ Enforcement has now been contacted regards building without permission at Oakwood, JS reported that they will act within 35 days. ○ Police have been involved due to protection of wildlife concerns in the felling of trees. 																																																																																															
<p>13. Neighbourhood Plan (NP)</p>																																																																																																
<p>a. Terms of Reference (ToRs)</p>	<ul style="list-style-type: none"> ● Terms of Reference (ToR) previously distributed were voted on: unanimously accepted by all Councillors. ● Next stage of the NP process is the formation of the Steering Group and determine way forward e.g. applying for funding (£16,000) and appointment of Consultants ● It was noted that guidance is stringent that <u>all</u> parishioners across all the villages are represented. 	<ul style="list-style-type: none"> ● Regular reports back to FPC 	<p>BM</p>																																																																																													
<p>14. Finance</p>	<ul style="list-style-type: none"> ● Cash book presented - already circulated to FPC members. <p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 30 September 2021</p> <p>Statement Balances as at 11 October 2021</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 27,380.35</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,695.92</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 84,076.27</td> </tr> </table> <p>Income Already Received</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Account</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>04-Oct-21</td> <td>Carter</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td>28-Oct-21</td> <td>SDNPA CIL</td> <td style="text-align: right;">£ 6,351.82</td> </tr> <tr> <td></td> <td>Total Income</td> <td style="text-align: right;">£ 6,411.82</td> </tr> </tbody> </table> <p>Payments Already Made</p> <table style="width: 100%; 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	<p>Approved</p> <p>Summary of Available Funds</p> <ul style="list-style-type: none"> • The clerk gave a summary of all funds currently held by the PC and explained their status and availability to be spent: <ol style="list-style-type: none"> 1. £84,356.26 - Money held by FPC October 2021 2. £38,794.08 - Allocated money (VH and Barrister) 3. £9,590.03 - Unallocated CIL money £35,972.15 – Readily available funds (CIL money is not included in this figure, as although it is for FPC to spend it has to meet certain criteria). 4. 50% of precept is held in reserve I have subtracted this as ‘untouchable’ money. Therefore the readily available funds stand at £25,972.15 <p><i>Note: A notification that FPC is about to receive further CIL money - £6,51.82 (not currently showing on bank statement) This will therefore change the figure at point 3 to £15,941.85</i></p>		
<p>15. Parish Notices</p>	<ul style="list-style-type: none"> • PCSO Karen Turrell had emailed to report that she has been seconded to the Metropolitan Police for the next year and this may well be extended. Scott who is still PCSO for Chichester West will be able to support with issues, reports or attendance at meetings etc. • Climate change – WSCC News release on verge biodiversity • Highways – 2023 public consultation (build won’t start until 2030) 	<ul style="list-style-type: none"> • None 	<p>N/A</p>
<p>14. Date of next meeting</p>	<ul style="list-style-type: none"> • Wednesday 1 December 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 7.18pm</p>	<p>None</p>	<p>N/A</p>

Signed..... Chairman

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