

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
01 December 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	<ul style="list-style-type: none"> Following the extended absence of Suzanne Courtney-Bulbeck for compassionate reasons, advice was sought from Society of Local Council Clerks (SLCC) regarding protocol for extending this beyond the 6 months' permitted leave. It was advised that compassionate leave could be extended for a further 6 months if the Councillor wished to remain on the Council and this to be confirmed in writing. The Chair had sent a formal email to SC at both her email addresses but as no reply had been received it has been accepted that SC has resigned from the Council. SK followed up the emails to thank SC for all her hard work and to inform her that she is of course welcome to re-apply to the Council at any time. 	<ul style="list-style-type: none"> Complete Vacancy Notice 	Clerk
2. Declaration of Interest	None declared	<ul style="list-style-type: none"> None 	N/A
3. Minutes of 03 November 2021 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
4. Action Grid	<p>Oakwood, Moutheys Lane</p> <ul style="list-style-type: none"> Enforcement had carried out two visits to the two buildings. They concluded that as both buildings are for forestry purposes they are permitted and the case is now closed. JS is to query the need for two buildings and why one has been sold. 	<ul style="list-style-type: none"> Write to Planning Enforcement 	JS
5. Public Questions	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 	N/A

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6. Receive Reports			
Julian Joy (WSCC)	<p>A27 Link Road</p> <ul style="list-style-type: none"> • Talks continue but the polarizing points regarding the North / South options are not being discussed in order to move forward. • All previous work has been abandoned and a new more holistic approach is taking place. It is hoped there would be an outcome 2023/24. • National Highways (previously Highways England) is now responsible for the implementation of the new plan, but there is no guarantee the required funding will be available. <p>Budget</p> <ul style="list-style-type: none"> • The budget decisions are currently taking place. WSCC is already over budget but will be focusing on NHS and Social Care & Welfare; other services will face some cuts. <p>3 Counties Table</p> <ul style="list-style-type: none"> • SK thanked JJ for the circulation of this table which details the structure and responsibilities of Local Government in West Sussex (posted on the FPC website). 	<ul style="list-style-type: none"> • None 	N/A
David Palmer CDC	<p>Local Plan and Land Supply</p> <ul style="list-style-type: none"> • Since we last met, Chichester District Council believes that it can show the relevant authorities that it has a five-year land supply. • This may well turn out to be a significant advance in the slow road towards delivering a new Local Plan. • More importantly in the short term it may strengthen CDC’s hand in opposing Housing Development on inappropriate sites. • An early test will be the appeal by Berkeley Homes against CDC’s refusal of planning permission for Housing Development on the “daffodil field” between Lavant and Chichester. • The appeal will be heard early in the New Year and is being robustly resisted by CDC, Lavant Parish Council and the Goodwood Estate, among many others. • DP asked whether the PC had taken an official view on the A27 Link Road. SK reported that they had not, but the question could of course be asked. However, in the light of previous disruption in meetings it was agreed that only a sensible presentation would be heard. 	<ul style="list-style-type: none"> • None 	N/A

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7. WA Playground											
a. Equipment	<ul style="list-style-type: none"> A site visit for the third playground company to quote is booked for Friday 03 December 2021. <p>Playground Equipment</p> <table border="1" data-bbox="422 496 1236 781"> <thead> <tr> <th>Company</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Playdale</td> <td>Quote and Imagery Received</td> </tr> <tr> <td>Sovereign</td> <td>Quote and Imagery Received</td> </tr> <tr> <td>Playsafe Playground</td> <td>Site visit booked Friday 03 December</td> </tr> </tbody> </table> <ul style="list-style-type: none"> There was a discussion regarding the concerns about access and parking should the VH be sold. From information received from Jane Mottershead (a VH trustee) it appears that continued access will not be a problem although the current parking may well be lost to development 	Company	Status	Playdale	Quote and Imagery Received	Sovereign	Quote and Imagery Received	Playsafe Playground	Site visit booked Friday 03 December	<ul style="list-style-type: none"> Add to Agenda once third quote received 	Clerk
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Playsafe Playground	Site visit booked Friday 03 December										
b. Trees	<ul style="list-style-type: none"> Despite follow up communication with Tree Rangers no written specification had been received. It was therefore agreed to approach a further company to provide the required third quote. It was confirmed that the two companies who had already submitted detailed quotes, had not included stump removal. It was agreed that all companies would be asked for two quotes: <ul style="list-style-type: none"> Including stump removal Not including stump removal See summary: 	<ul style="list-style-type: none"> Obtain further Quote Obtain updated quotes 	Clerk Clerk								

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	<p style="text-align: center;">Playground Trees</p> <table border="1" data-bbox="428 337 1461 727"> <thead> <tr> <th data-bbox="428 337 772 386">Company</th> <th data-bbox="772 337 1117 386">Status</th> <th data-bbox="1117 337 1461 386">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 386 772 506">Elmcroft</td> <td data-bbox="772 386 1117 506">Initial quote complete, second quote for stump removal to be requested</td> <td data-bbox="1117 386 1461 506">Without stump removal: £4,830 With Stump removal: TBC</td> </tr> <tr> <td data-bbox="428 506 772 626">J A Hixon Tree Services</td> <td data-bbox="772 506 1117 626">Initial quote complete, second quote for stump removal to be requested</td> <td data-bbox="1117 506 1461 626">Without stump removal: £5,106 With Stump removal: TBC</td> </tr> <tr> <td data-bbox="428 626 772 727">Third Company</td> <td data-bbox="772 626 1117 727">Site visit and quote to be requested</td> <td data-bbox="1117 626 1461 727">Without stump removal: TBC With Stump removal: TBC</td> </tr> </tbody> </table>	Company	Status	Cost	Elmcroft	Initial quote complete, second quote for stump removal to be requested	Without stump removal: £4,830 With Stump removal: TBC	J A Hixon Tree Services	Initial quote complete, second quote for stump removal to be requested	Without stump removal: £5,106 With Stump removal: TBC	Third Company	Site visit and quote to be requested	Without stump removal: TBC With Stump removal: TBC		
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c. Maintenance	<ul style="list-style-type: none"> Following the concerns raised at the last meeting regarding the Maintenance Contract only running from March to November, the Clerk reported that the following changes had been made to the contract which would allow for year round visits within the number quoted for: <i>To undertake all aspects of ground and gardening maintenance including:</i> <i>20 visits per year:</i> <ul style="list-style-type: none"> <i>2 per month from March to October</i> <i>1 per month From November to February</i> <p>These changes were agreed.</p>	<ul style="list-style-type: none"> Send out Contract to Countrywide 	Clerk												
8. Councillor's Photos on website	<ul style="list-style-type: none"> The Communications Committee raised the question as to whether photographs of Councillors should be included with the biographies on the website. It was agreed that these are to be added but if any Councillor did not wish a personal photograph to be displayed then a relevant landscape could be used instead. 	<ul style="list-style-type: none"> Submit photos to Clerk Add to Website 	All Clerk												
9. Automated External Defibrillator (AED) Course	<ul style="list-style-type: none"> Following a Parishioner enquiry for refresher training on the AED units the Clerk summarised that the records showed that, following the installation of the AED units, a Course had been run and attended by 18 people. 	<ul style="list-style-type: none"> Organise Course 	Clerk / SK												

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	<ul style="list-style-type: none"> • She had contacted the previously used training provider who offer suitable courses and had suggested about 2 hours’ practical and theoretical training for 12-20 people. • The total cost would be £160 and everyone would receive a certificate at the end of the session. • It was agreed that this should be booked and publicised. • It was also agreed that a poster detailing the locations of all defibrillators in the Parish should be prepared for noticeboards and the website. 	<ul style="list-style-type: none"> • Create Poster 	SK
<p>10. Communications Committee Update</p>	<p>Communications Committee Meeting 24 November 2021</p> <p>Communication with outside bodies</p> <ul style="list-style-type: none"> • It was agreed that it is essential that all communications go via the Clerk in order to avoid confusion. • All policies relevant to communication were discussed: Business Plan, Communications Policy and Email Policy. • It was agreed that all three policies would be reviewed and amended where necessary in order to ensure all references with regard to communication are identical for each. <p>Communications Strategy</p> <ul style="list-style-type: none"> • In line with the Terms of Reference (ToR), there is a requirement to prepare a Communications Strategy. • The Strategy will be a separate document to include an action grid and to be read in conjunction with the Communications Policy. <p>Website</p> <ul style="list-style-type: none"> • A website specific meeting for the Communication Committee to discuss / update / improve the website has been booked for Monday 06 December 2021. <p>Newsletter</p> <ul style="list-style-type: none"> • The company that previously distributed to every house in the Parish has ceased to trade and the PC is therefore faced with challenges in the distribution of future editions. • Options discussed: <ul style="list-style-type: none"> ○ Royal Mail – The Clerk stated that this would not be viable as Royal Mail only deliver to entire postcodes. ○ Post – addressed and posted by the Council. This had been proved to be uneconomical. 	<ul style="list-style-type: none"> • Review and amend Policies • Create Comms Strategy • None • None 	<p>SK</p> <p>KDP</p> <p>N/A</p> <p>N/A</p>

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	<ul style="list-style-type: none"> ○ Village / Parish Magazine insert / article ● It was agreed that an article would be placed in the magazines when there was sufficient news. ● When necessary and for increased publicity a printed newsletter inserted into the magazines would be used. ● Clerk reported that there is now an electronic newsletter sign up option on the website for use in conjunction with the physical newsletter. ● It was agreed that the ability to distribute information was equally as important to the Neighbourhood Plan (NP). It was agreed that NP Steering Group would work closely with the PC to keep investigating further options for physical communication. 		
<p>11. Noticeboard</p>	<ul style="list-style-type: none"> ● PY raised concerns that the new noticeboard at the Village Hall, while good enough for Parish Council notices, is not large enough for Community ones. ● It was proposed that a further large noticeboard be purchased for the previously approved site on Down Street. ● Despite several companies being contacted there had been difficulty in obtaining quotes for this small job from companies with the necessary Public Liability Insurance. ● It was agreed that Bob Mously would quote for the job, which would allow for a second quote for consideration. ● Although this would only give the Council two quotes and not the three required by our Financial Instructions it was felt that, given all the companies contacted/ efforts made to obtain three quotes, the Council could demonstrate financial probity in dealing with this unusual issue. 	<ul style="list-style-type: none"> ● Research Noticeboards ● Place on January Agenda ● Forward all site information to BM ● Second quote to be considered at January meeting 	<p>SK</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</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 06 December 2021 by Zoom. There are no controversial applications for discussion and only one significant application: ● Location: The Glebe, Church Lane, Funtington, PO18 9LH ● Proposal: Two storey extensions to the North and South of the dwelling, single storey extension to the east, adjacent to a proposed pool. Existing garage to be redeveloped in line with proposed works and a proposed carport to sit adjacent to a redeveloped access route. 	<ul style="list-style-type: none"> ● Publicise minutes when complete 	<p>Clerk</p>

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	<ul style="list-style-type: none"> KDP reported that following the November Planning Meeting it had been stated in the Parish Magazine that members of the Planning Committee opposed the application for: Location: St Marys Church, Church Lane, Funtington, PO18 9LH Proposal: Re-roofing including installation of photovoltaic array. The Published Draft Planning Minutes actually state: <i>“BM stated that having spoken to the architect, he had confirmed that the elevations are not correct and it would be clearly visible from the fields. As a result, the architect has asked that FPC defer comment until this has been investigated and amended.”</i> It was agreed that as Chairman of the Planning Committee JS would write to the Parish Magazine and ask for the inaccurate comments to be redacted in the next edition of the Parish Magazine. It was reported that enforcement had been contacted with regard to further unauthorised work carried out at Little Quinnings. 	<ul style="list-style-type: none"> Write to Parish Magazine 	JS
<p>13. Neighbourhood Plan (NP)</p>	<p>Steering Group Meeting (SG)</p> <ul style="list-style-type: none"> The first SG meeting had taken place and the draft minutes circulated. PY raised concerns that issues raised with regard to the minutes had not been addressed. BM asked her to resend the comments. SK requested that no comments be ignored by the SG and all comments to be acknowledged even if they were not accepted. <p>Planning Consultants</p> <ul style="list-style-type: none"> BM proposed that the Planning Consultants now be formally appointed. This was seconded and formally agreed by all Councillors. BM stated that he would like the consultants to attend the next SG meeting. <p>Funding</p> <ul style="list-style-type: none"> BM requested that funding now be applied for. 	<ul style="list-style-type: none"> Re-send comments Appoint Planning Consultants 	<p>PY</p> <p>SK</p>
<p>14. Finance</p>	<ul style="list-style-type: none"> Cash book presented - already circulated to FPC members. 	<ul style="list-style-type: none"> Make Payments 	Clerk

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	<p style="text-align: center;"><u>FUNTINGTON PARISH COUNCIL</u> <u>Financial Statement as at 30 November 2021</u></p> <p>Statement Balances as at 30 November 2021</p> <table border="0" style="width: 100%;"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 32,515.08</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;">£ 89,211.00</td> </tr> </table> <p>Income Already Received</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Account</u></td> <td style="text-align: center;"><u>Amount</u></td> </tr> <tr> <td>03-Nov-21 Carter</td> <td style="text-align: center;">Current</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td>29-Nov-21 S King</td> <td style="text-align: center;">Current</td> <td style="text-align: right;">£ 13.27</td> </tr> <tr> <td>Total Income</td> <td></td> <td style="text-align: right;">£ 73.27</td> </tr> </table> <p>Payments Already Made</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Net</u></td> <td style="text-align: center;"><u>VAT</u></td> <td style="text-align: center;"><u>Gross</u></td> </tr> <tr> <td>RBL Poppy Wreath Donation</td> <td style="text-align: right;">£50.00</td> <td></td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td></td> <td style="text-align: right;">£50.00</td> </tr> </table> <p>Payments Due 1 September 2021</p> <table border="0" style="width: 100%;"> <tr> <td>01-Dec-21 Clerk V Williams</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£644.70</td> <td style="text-align: right;">£644.70</td> </tr> <tr> <td>01-Dec-21 HMRC V Williams</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£43.40</td> <td style="text-align: right;">£43.40</td> </tr> <tr> <td>01-Dec-21 Colin Arnold</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£1,000.00</td> <td style="text-align: right;">£1,000.00</td> </tr> <tr> <td>01-Dec-21 V Williams REIM</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£9.00</td> <td style="text-align: right;">£1.80</td> </tr> <tr> <td>01-Dec-21 V Williams REIM - Wel Medical</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£36.00</td> <td style="text-align: right;">£7.20</td> </tr> <tr> <td>01-Dec-21 Mulberry and Co</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£180.00</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>01-Dec-21 West Stoke Village Hall</td> <td style="text-align: center;">Online</td> <td style="text-align: right;">£10.50</td> <td style="text-align: right;">£10.50</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total Payments to be made</td> <td style="text-align: right;">£ 1,968.60</td> </tr> </table> <p>Balances After Payments</p> <table border="0" style="width: 100%;"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 30,569.75</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;"><u>£ 56,695.92</u></td> </tr> <tr> <td>SDNPA CIL Grant allocated to Funtington & District Village Hall</td> <td style="text-align: right;">-£ 23,794.08</td> </tr> <tr> <td>Travellers Planning Applications provision</td> <td style="text-align: right;">-£ 15,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 48,471.59</td> </tr> </table> <p>Approved</p> <p>Interim Audit</p> <ul style="list-style-type: none"> The Clerk reported that the interim Audit had been completed and the report circulated. It showed significant improvements with all policy and governance now compliant. The only outstanding item was the signing of Bank Reconciliations which the Clerk had submitted April – December for the Chairman to sign and these would be presented monthly. 	Current Account	£ 32,515.08	Saver Account	£56,695.92	Total	£ 89,211.00		<u>Account</u>	<u>Amount</u>	03-Nov-21 Carter	Current	£ 60.00	29-Nov-21 S King	Current	£ 13.27	Total Income		£ 73.27		<u>Net</u>	<u>VAT</u>	<u>Gross</u>	RBL Poppy Wreath Donation	£50.00		£50.00		Total		£50.00	01-Dec-21 Clerk V Williams	Online	£644.70	£644.70	01-Dec-21 HMRC V Williams	Online	£43.40	£43.40	01-Dec-21 Colin Arnold	Online	£1,000.00	£1,000.00	01-Dec-21 V Williams REIM	Online	£9.00	£1.80	01-Dec-21 V Williams REIM - Wel Medical	Online	£36.00	£7.20	01-Dec-21 Mulberry and Co	Online	£180.00	£36.00	01-Dec-21 West Stoke Village Hall	Online	£10.50	£10.50			Total Payments to be made	£ 1,968.60	Current Account	£ 30,569.75	Saver Account	<u>£ 56,695.92</u>	SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08	Travellers Planning Applications provision	-£ 15,000.00	Total	£ 48,471.59	<ul style="list-style-type: none"> File Signed Bank Recs 	<p>Clerk</p>
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<p>15. Parish Notices</p>	<ul style="list-style-type: none"> A Traffic Regulation Orders (TRO) Review has been commissioned which is intended to make improvements to the way TROs are handled. Warning issued by Hampshire police asking residents to remain vigilant after spate of fraudulent activity targeting elderly community – full details on the FPC website. 	<ul style="list-style-type: none"> None 	<p>N/A</p>																																																																								

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	<ul style="list-style-type: none"> Official thanks to Balfour Beatty who carried out repairs to a damaged bollard without charge. 		
16. Date of next meeting	<ul style="list-style-type: none"> Wednesday 05 January 2022 Time 6:00 pm at Church Room – St Mary’s Church Funtington 	<ul style="list-style-type: none"> Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 7.18pm	None	N/A

Signed..... Chairman

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