

**DRAFT - Minutes of the Annual Meeting of Funtington Parish Council
held at St Mary's Church Hall, Funtington on Wednesday 1st May 2024 at 6:30pm**

Present:

Cllr J Mottershead (Chair), Cllr R Littler, Cllr B Mousley, Cllr E Paris

In Attendance: none

Members of the Public: There were 7 members of the public present

The meeting commenced at 6:30pm

1. **Councillors Declaration of Acceptance of Office**
Richard Littler, Bob Mousley, Jane Mottershead and Elizabeth Paris declared their acceptance of Office
2. **Election of Chairman 2024-25**
Jane Mottershead was elected as Chairman by unanimous vote
3. **Chairmans Declaration of Acceptance of Office**
The chairman completed her declaration of acceptance of office
4. **Apologies for absence** were received from Cllr Julian Joy (WSSC County Cllr, Lavant Division). Cllr Joseph Brooks Harmer (CDC District Councillor, Lavant Ward), Cllr David Ash and Cllr Victoria Cathie
5. **No declarations of interest** were received
6. **To Receive and Confirm the Accuracy of the Draft Minutes of the Council meeting held on the 3rd April 2024.** Cllrs voted unanimously to accept the minutes.
7. **Appointment of Members to serve on Committees and Working Groups for 2024-25**
the following Cllrs were appointed to working groups
 - Finance working group – Cllrs Paris, Mottershead, Ash and Cathie
 - Planning working group – Cllrs Paris, Mousley and Littler
8. **Dates and Times of ordinary meetings 2024-25 and the Annual Meeting 2025**
Cllrs voted unanimously to accept the meeting dates schedule 2024_25. This will be Published on the website and notice boards.
9. **Open Forum** - comments from the floor covered the following topics:
 - Down Street road closure – the expected road closure did not take place and no further information has been received.
10. **To Receive Reports from County and District Cllrs.**
Cllr Mottershead presented a report from Cllr Brookes Harmer – appendix 1. The Parish Council are still awaiting confirmation of the dates and times for his 'surgeries'
11. **Planning and Licensing Applications**
 - a) and b) The planning working group met on Monday 29th April to consider the following applications:

- SDNP/24/01455/HOUS at Mount Nelson, West Ashling - support
- SDNP/24/01336/FUL at The Grange Farm Shop, Funtington - support
- FU/24/00518/DOM at Send House, Salthill Road – support

The latest CDC planning committee meeting was attended by Cllrs Mottershead and Mousley where recent planning applications for Newells Lane were under consideration. All were approved by the committee.

c) Cllr Mottershead will be meeting with CDC Cllr Adrian Moss to discuss outstanding enforcement notices at Newells Lane shortly – she will report at the next meeting. Cllr Paris noted that implementation of landscaping requirements here would make a big improvement. CDC will be appointing a gypsy and traveller liaison officer over the coming weeks. Cllrs expressed a desire for improved communications with the gypsy and traveller community in the Parish and felt that trouble was being caused by a small minority in the population.

12. General Matters for Decision

Cllrs considered and agreed on the following topics.

a) Cllrs voted unanimously to accept the Parish Council Standing Orders, Financial Regulations and Parish Risk Register.

b) Parish councillors voted to accept the updated Parish Council Asset list
These documents will be published on the website.

In response to a question from the floor, the clerk agreed to look into reinstating the Parish Council transparency policy, but noted that as the parish precept was above £25,000 there was no requirement to comply with the Government Transparency Code. **Action Clerk**

13. Financial Matters for Decision

Cllrs Considered and agreed action on the following:

a) the May schedule of payments was approved – see Appendix 2

b) the May bank reconciliation and banking statement were approved and signed by the chair. It was noted that £26,222 of CIL monies had been received, Cllrs agreed to transfer this sum to the Parish Council savings account

c) Cllrs voted to accept the end of year statement of accounts.

d) Cllrs voted to approve Mark Mulberry as internal auditor for 2024-25

e) Cllrs noted the insurance renewal fee of £752 which is year 2 of a three year fixed price package from Clear Councils Insurance.

f) Cllrs noted that repair costs for the black and white fingerpost at West Stoke could be reduced slightly by the reinstatement of the ball top as opposed to a 'polo mint' style top. It was also noted that the sign should not be reinstalled until pothole repairs to the road adjacent had been effected. It was agreed that the costs over and above the insurance offer will be covered by the Parish Council repairs and maintenance budget.

g) Cllrs agreed that rental costs for Parish Meadow should remain the same as in 2023_24 noting that the paddock had become unusable due to flooding over the winter.

h) Cllrs discussed the use of CIL monies to help purchase a sound system to be used at the Parish D-day celebrations and other events. The system will be stored at Funtington Church. The clerk to verify that CIL monies could be spent in the way. **Action Clerk.** Cllr Mottershead will send grant application forms through to the D-day committee. **Action JM**

14. Matters for Discussion

a) Speed reduction initiatives: Cllr Ash, members of the Community Highways Scheme group and a representative from Highways will be meeting to discuss the latest submission in preparation for the July deadline.

b) Cllr Mottershead reported that most responses from the recent Neighbourhood Planning Questionnaire and now been received and analysis of results was underway. Cllr Paris noted the

breadth and usefulness of the comments received. 74 of 750 questionnaires had been completed. It was remarked that questionnaires often arrived mixed in with junk mail and were easily overlooked.

c) Flood issues across the parish. Problems continue and Cllrs are working hard to exert pressure on local services to rectify things. Cllr Mottershead met with representatives of Southern Water and residents at Watery Lane recently and a silent pump has now been installed. Overland piping has been installed to accommodate a blockage, but further blockages remain. Measures to effect repairs will form part of a larger project from Funtington through to Bosham that will take place once water levels have dropped and will include clearing tree roots and lining leaking drains. It is hoped that repairs to Watery Lane will commence in early May, but the lane will remain closed for at least a further 6 weeks. Representatives from Southern Water will be attending the next parish council meeting.

Cllrs had also attended a recent meeting with Gillian Keegan MP at West Ashling Village Hall where these issues were highlighted – this meeting had not been widely advertised due to current concerns regarding the safety of MPs.

d) Improvements to the bus shelter – nothing to report at present

e) Switching to a .gov.uk domain and Parish Council WSAG 2.2 AA compliant website. The clerk reported that the parish council website will have to be updated by the end of 2024 and that parish councils were strongly advised to switch to a .gov.uk domain name. She had conducted a review of parish council website suppliers products for functionality and ease of use and had negotiated a 40% discount from the preferred supplier. Annual costs would be £270 per year (including initial set up) with an additional fee for the .gov.uk domain. This can be offset in the first year by a government grant obtainable through the website supplier. She noted that funding had also been received from the Rural England Prosperity fund for a community website for the Parish that will work alongside the more formal parish council site.

15. Matters for Information

a) Summary of Parish Correspondence – the clerk presented the correspondence list

An insurance claim will be submitted for the removal of posts from the Dell. Residents are encouraged to keep reporting any antisocial behaviour to the police.

b) Repairs and maintenance – a funding bid for repairs to the fencing at the Dell has been refused.

c) The new Parish Council correspondence address has been set up: Funtington Parish Council, Parish Councils PO Box 867, Chichester, PO19 9YX

16. AOB

Overgrown footpaths should be reported to the Public Rights of Way Team online at West Sussex County Council.

Improvements to the West Ashling notice board – the clerk to send details to Cllrs Mousley of alternative website suppliers. **Action Clerk**

West Ashling Village Hall – the Hall now owns the piece of land immediately behind the building which includes three garages which will be rented out.

17. Date of Next Meeting

Wednesday 5th June 2024 in The Church Room, St Mary's Church, Funtington

The meeting closed at 19:49

NOTE: After this meeting and in consultation with CDC Democratic Services this meeting was deemed to be inquorate according to Parish Council Standing Order 3.v. Consequently all decisions made at this meeting are void.

Appendix 1

Lavant Parish council ward report May 2024

Report author: Joseph Brookes-Harmer

District Councillor for Lavant, Funtington, West Stoke, East & West Ashling and Asdean

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Welcome to the May report.

Ward matters:

Achieved this month:

- **Chased WSCC up alongside Cllr Julian Joy for progress at Watery Lane and other sites across the ward.**
- **Attended planning committee to voice issues on behalf of local residents on G&T sites.**
- **Attended cabinet to witness approval of a new G&T liaison role.**
- **Debated at Full council second home council tax.**
- **Continuing to work with the economic development team across the district's regeneration scheme.**

District council matters:

I am pleased to inform you that the Local Plan will shortly be submitted to the Planning Inspectorate for examination.

At the time of writing this, we are expecting it to go across week commencing 29 April. This follows careful consideration of the comments and feedback received during the Regulation 19 consultation, which took place last year and resulted in almost 2,500 comments from groups and individuals. In addition to this, a great deal of work has been done by our planning policy team to finalise critical evidence, including examining the impacts on the A27 and local highway network.

As you know, this has been one of the most challenging pieces of work the council has ever had to deliver. This is due to the unique circumstances we have found ourselves in – having to deal with not only complex issues around roads, but also wastewater and water neutrality.

Once the plan and accompanying documents and evidence are submitted, a Planning Inspector will be appointed to review and assess it. They will consider whether the plan has met the legal requirements; whether it is positively prepared and is justified; effective and consistent with national policy; and if the council has engaged and worked effectively with neighbouring authorities and statutory bodies.

We are also busy preparing to consult with residents in the summer on a second Climate Emergency Plan.

The plan focuses on how the council will help other individuals and communities in the district reduce their emissions. The plan was given the green light for public consultation by Cabinet at their meeting on 16 April. This is an important opportunity for residents and businesses across the district to help shape the plan. The ideas and options that could potentially be included in the new action plan have been pulled together after working with teams and services across the whole of the council.

Some actions can only be successfully accomplished at a national or international level, so the emphasis is on the areas where we believe we have the most influence, directly or indirectly, and can make the biggest difference. The public consultation to gather people's views on the new Climate Emergency Action Plan will run from July to September. As part of this, a survey will be available online, with videos which help to explain each project.

For those who do not have access to a computer, a pull-out paper version will also be included as part of the council's residents' magazine, Initiatives, which people will be able to fill out and post to the council. Once the results have been examined and the final plan written up, it will be discussed by Cabinet and Full Council for approval in summer 2025, when the current plan ends.

Events:

As we start to move into the summer months, there are lots of events taking place across the district. Over the past month a free programme of creative workshops has been launched to celebrate the beauty of Medmerry Nature Reserve, through the Culture Sparks programme. The last one will take place on Sunday 12 May between 2pm and 5pm. This will provide a unique opportunity for experienced and budding photographers to explore the reserve through a 'nature walk' workshop. This session will be run by award-winning photographer, Jakub Bors. For more information and to book a free place, please email culturespark2022@gmail.com

The Novium's latest exhibition, 'Dinosaurs: Hungry Hatchlings' is opening on Saturday 11 May. The museum has also launched some exciting events to accompany this – which have already sold out! There has been huge interest in this and so to find out more and book your tickets, please visit: www.thenovium.org.uk/dinosaurs The exhibition runs until 9 November. Tickets cost £5 for adults, £3 for children or £14 for a family of up to five.

Chichester Roman Week will also be returning during half-term this May half-term. Led by The Novium Museum, Chichester Roman Week takes place every May half term and offers a diverse and engaging range of events and activities across the city and surrounding areas, designed to engage visitors of all ages. This year's Roman Week will run from Monday 27 May to Saturday 1 June. The highlight of the week welcomes leading re-enactment group Legio Secunda Augusta back to Chichester for a 'Romans at the Museum' day on Wednesday 29 May. Taking place at The Novium Museum, the event will bring the Roman period to life with everything from gladiators in combat, to Roman soldiers in action. Other demonstrations will cover aspects of civilian life including home life, slavery and religion. This immersive event will be free to attend, with donations welcome. To find out more, please visit: www.thenovium.org.uk/romanweek

I'm also pleased to let you know that the 'Chichester Antiques, Vintage & Decorative Art' street market, which returned to Chichester last month after a five-year break, was really well received. It was so popular that plans are already underway for its return on Sunday 11 August.

As always, please do not hesitate to contact me if I can help in any way.

Best wishes
Joseph

Appendix 2

Funtington Parish Council Schedule of Payments

26th April 2024

Statement Balances as at 26th April 2024

Current Account	£65,743.17
Saver Account	£68.39

To note income already received

Date	Name	Amount	Description
03-Apr	Carter	£60.00	Pony Paddock rental
05-Apr	Savings account	£900.00	payment for NHP projects
25-Apr	SDNP CIL	£26,222.22	
19-Apr	Precept - part 1	£21,715.00	
Total Income		£48,897.22	

To note payments already made (incl VAT):

006	Brunel Engraving	£182.88	plaque for Peter and Angela Hall
Total Payments		£182.88	

To authorise invoices for payment:

Ref:	Name	Payment	Description
007	Funtington Church Room	£240.00	Room hire
008	Longmeadows	£540.00	March invoice
009	Clear Councils Ltd	£751.51	Parish Council insurance 2024/25
010	Information Commissioner	£40.00	Annual Registration fee
013	Longmeadows	£540.00	April invoice
Total Payments to be made		£1,871.51	

The parish clerk's monthly pay, HMRC contributions and pension contributions are not published monthly. Annual figures are provided on the audited Parish Council Annual Accounting Statements which will be published on the parish council website.