



**DRAFT - Minutes of Funtington Parish Council Meeting
held at St Mary's Church Hall, Funtington on Wednesday 5th June 2024 at 6:30pm**

Present:

Cllr J Mottershead (Chair), Cllr D Ash [left at 19:14], Cllr V Cathie, Cllr R Littler, Cllr B Mousley, Cllr E Paris

In Attendance: Cllr J Brookes-Harmer (Chichester District Councillor, Lavant Ward) and Cllr A Moss
(Chichester District Councillor Harbour Villages Ward), 4 representatives from Southern
Water

Members of the Public: There were 12 members of the public present

The meeting commenced at 6:30pm

1. Election of Chairman 2024-25

All voted in favour of re-electing Cllr J Mottershead as Chair of the Parish Council for 2024/25

2. Apologies for Absence

Apologies were received from Cllr Julian Joy (West Sussex County Councillor, Chichester West Division) and Cllr Nick Lawrence

3. Declarations of Interest

None received

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Council meeting held on the 5th May 2024 and the 1st April 2024. It was noted that the May meeting had not been quorate, so no decisions taken were valid.

5. Appointment of Members to serve on Committees and Working Groups for 2024-25

- Finance working group – Cllr Mottershead, Cllr Cathie, Cllr Ash, Cllr Paris
- Planning working group – Cllr Mottershead, Cllr Paris, Cllr Mousley, Cllr Littler
- website task and finish group – Parish Clerk (until further notice)

6. To receive a report from representatives from Southern Water, and Highways regarding issues in Funtington and Watery Lane – Representatives gave an overview of plans to improve the surface water drainage and sewer network from Funtington through to Bosham treatment works. Works on the top Funtington end of the pipeline have already commenced with surveying underway to assess the most suitable remedial and repair interventions. It was confirmed that funding for works on this top section are available. Remedial work to repair the road surface and verges were also covered.

7. Open Forum - there were no comments from the floor at this point

8. General Matters for Decision

- a) Cllrs voted unanimously to approve the [Parish Council Risk register](#) and [Standing Orders of the Parish Council](#)
- b) Cllrs voted unanimously to adopt the updated [Parish Council Transparency Statement](#)
- c) Cllrs noted a review of all other [current Parish Council policies](#) – and agreed unanimously to accept the 2024-25 policy documents.
- d) Cllrs voted unanimously to agree the updated [Parish Council Asset List](#)

- e) To agree supplier for a new noticeboard for West Ashling – Cllrs agreed to move this topic to the July meeting
- f) Cllrs voted unanimously to agree an update to the Parish Council website to provide WCAG 2.2 compliancy.

9. Planning and Licensing Applications

- a) An online meeting of the planning working group was held on the 3rd June attended by Cllrs Mottershead, Littler, Mousley and the Parish Clerk
- b) Current planning applications: FU/24/01051/LBC – The Parish Council supports this application for necessary repair works to a listed building.
FU/23/02484/FUL – The Parish Council will submit the following comments to this amended application “The parish council would like to see a condition for approval of a lighting scheme due to the site being within a Dark Skies area. The site area should not be lit outside of working hours or after 7pm”
The following planning permissions sought for new Gypsy and Traveller sites in Newells Lane have akk now been approved. FU/24/00038/FUL, FU/23/02603/FUL, FU/23/01356/FUL, FU/23/02640/FUL, FU/23/02575/FUL, FU/23/02460/FUL, FU/23/02463/FUL, FU/23/02464/FUL
- c) Enforcement and Appeals – no further updates

10. To Receive Reports from County and District Cllrs.

Reports received from District and County Councillors are routinely added to the Parish Council website.

Cllr Brookes-Harmer presented his report, there were no questions from Cllrs on the items included. There was no report from Cllr Joy this month

11. Financial Matters for Decision – To Consider and Agree Action on the following:

- a) Cllrs voted unanimously to accept the [May](#) and [June](#) Schedules of Payments and [April](#) and [May](#) bank reconciliations. The [April](#) and [May](#) banking statements were authorized.

Parish Council payments for April and May 2024 were as follows:

Amount	Payee	Description
£182.88	Brunel Engraving	Plaque in thanks to Peter and Angela Hall
£240.00	Funtington Church Room	Room hire
£540.00	Longmeadows	March invoice for playground maintenance
£751.51	Clear Councils Ltd	Parish Council Insurance
£40.00	Information Commissioner	ICO Registration
£540.00	Longmeadows	April invoice for playground maintenance
£243.00	Azets Ltd	Quarterly fee for Payroll
£540.00	Longmeadows	May invoice for playground maintenance
£24.99	Amazon	Stationary – Clerks office

£77.99	Tesco Ltd	Mobile phone handset for Clerk
£9.50	Tesco Ltd	Month 1 mobile phone contract
£104.69	Refund to Cllr Mottershead	Maps for Community Highways Scheme submission

- b) Cllrs voted unanimously to accept the [2023/24 bank reconciliation](#)
- c) To approve the internal auditor for 2024/25
- d) Cllrs received (i) [the unsigned Annual Internal Audit Report](#), (ii) [to approve the Annual Governance Statement and \(iii\) Accounting Statements](#) and (iv) [notification of the commencement date for the exercise of public rights](#).
- e) Cllrs voted unanimously to adopt the new [2024 NALC model Financial Regulations](#) with one change to item 5.15. "Individual purchases within an agreed budget for that type of expenditure may be authorised by: the council for all items over £2,000"
- f) Cllrs voted unanimously to et the rental fee for West Ashling Parish Meadow 2024/25 of £60 per calendar month
- g) Cllrs voted unanimously to agree the Parish Council contribution for the Parish D-day event of £250
- h) Cllrs voted unanimously to accept a quote for path clearance and strimming across the Parish by Longmeadows at a cost of £430. They also voted unanimously to accept a quote for ongoing strimming adjacent to the bus shelter on the B2146 of £30, to be completed in addition to regular grass cutting at West Ashling playground by Longmeadows.
- i) Cllrs voted unanimously to agree the Parish Council contribution towards the repair of the West Stoke Fingerpost of £500. The clerk clarified that this was in response to a reduced quote from Ralph Restorations of £4000, the remainder to be paid by loss adjusters for the original insurance claim.

12. Matters for Discussion

- a) Cllr Ash reported on the Community Highways Scheme, noting that our submission the previous year had been refused, despite considerable efforts from residents involved and after having received very little input or assistance from Highways on making an effective submission. He has since met with officers and has a clearer understanding of why the submission was refused. A new working group has now joined from Funtington village and a new submission will be made by the 1st July deadline. In response to a question from the floor Cllr Ash outlined the main objective of greater control of traffic in places where it is needed. East Ashling and Funtington experience similar problems of discontinuous footpaths, lack of safety for pedestrians crossing the road, farm and other large traffic and unhelpful drivers, with many unreported incidents and near misses.
- b) To receive an update on Funtington Neighbourhood Plan – no further information at this time.
- c) Crime and policing in the parish – parishes from across the Bourne area will start working together to campaign for improvements to policing in the area.

13. Matters for Information

- a) Parish Correspondence – It was noted that a new Parish-wide Neighbourhood Watch Scheme is being set up. Further information to follow. All other items had been covered elsewhere on the agenda.
- b) Repairs and maintenance across the parish:
- a report had been received from WestcoTech regarding repair of the the Vehicle Activated sign at East Ashling. The supporting post is unstable and needs securing before the VAS repairs can be undertaken. Cllr Mousley will look into this repair. **Action BM**

Commented [RF1]: Change deadline to end July 2024

- c) Progress report for Funtington Community website
- d) to note [dates and times for forthcoming Parish Council meetings and the Annual Meeting 2025](#)
- e) To note the re-establishment of the Funtington Parish neighbourhood watch scheme

14. **AOB** – there were no further items to add

15. **Date of Next Meeting** – The next meeting will be held on Wednesday 3rd July 2024 in The Church Room, St Mary's Church, Funtington at 6:30pm

The meeting closed at 20:46

