

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
07 DECEMBER 2022**

PRESENT: Sheena King (SK) Chair
Pat Young (PY)
Jean Simmonds (JS)

Richard Littler (RL)
Bob Mousley (BM)

David Palmer (CDC)

MEMBERS OF THE PUBLIC: Three

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Welcome	SK welcomed all to the meeting	• None	N/A
2. Apologies	David Ash, Julian Joy (WSCC)	• None	N/A
3. Minutes of 02 November 2022 meeting	Minutes – Proposed, Seconded and AGREED	• Post on website	Clerk
4. Declaration of Interest	None declared	• None	N/A
5. Action Grid	<p>Horse and Groom Defib</p> <ul style="list-style-type: none"> The external case has now been installed completing the process of relocating the Defibrillator to the new more suitable location. <p>WSVH Noticeboard</p> <ul style="list-style-type: none"> The new noticeboard is now in position and unlocked and therefore available for all community notices. <p>Gates</p> <ul style="list-style-type: none"> RL to add the information received from Highways to his report. A meeting with Highways to be arranged in the new year to include discussions regarding the gates and a wider 20mph speed limit application to include further traffic calming where applicable. <p>Meeting Sgt Coles</p> <ul style="list-style-type: none"> The Clerk confirmed that she had invited Sgt Coles to speak at a public meeting in the new year. <p>Bus Shelter</p> <ul style="list-style-type: none"> The installation of the new bespoke bus shelter is programmed for January 2023. <p>Community Speed Watch (CSW)</p> <ul style="list-style-type: none"> DA had reported that the East Ashling Residents had been consulted on their possible involvement in the proposed CSW scheme and they have reported that they will publicise this in the next newsletter. 	<ul style="list-style-type: none"> None None None Follow up None None 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Clerk</p> <p>N/A</p> <p>N/A</p>
6. Open Forum	Q. can the herringbone brick base of the old bus shelter be reused instead of a concrete pad or left in place?	• Confirm	Clerk

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	<p>A. Clerk to confirm with Gabriel Langlands.</p> <p>Q. To raise awareness - a vehicle had parked behind the bollards which were installed opposite the Fox and Hounds to prevent parking on the pavement.</p> <p>A. This will be monitored and reported to the police and WSCC if the problem persists.</p>	<ul style="list-style-type: none"> • Monitor 	PC
7. Receive Reports	<p>District Councillor David Palmer</p> <ul style="list-style-type: none"> • The local plan continues to move forward and it is hoped there will be progress made early in the new year. It is expected that a draft plan will be in place prior to the elections in May but this will not be adopted until a later date. • The economic development committee officer employed continues to assist local businesses to become more climate aware. • There is a movement to encourage thriving businesses to operate in Chichester to alter the demographic and welcome young aspiring families to the area. 	<ul style="list-style-type: none"> • None 	N/A
8. Planning	<p>No Planning Committee Meeting held on 07 November 2022</p> <ul style="list-style-type: none"> • There were no new applications to discuss <p>Planning Committee Meeting to be held on 12 December 2022</p> <ul style="list-style-type: none"> • JS to report at January meeting <p>Planning Appeals</p> <p><i>Scant Road</i></p> <ul style="list-style-type: none"> • SK reported on the Appeal Hearing: <ul style="list-style-type: none"> ○ The representative for the appellants put forward a strong case whilst CDC'S case was not as robust. ○ The inspector controlled the hearing admirably and was both extremely fair and thorough. The results will not be made public for at least 2-3 months. <p><i>Newells Lane</i></p> <ul style="list-style-type: none"> • SK reported that a lot was learned from the Scant Road Hearing that could be applied to the upcoming Newells Lane Hearing. She is to attend a debrief with the Planning Consultant and the resident who has been heavily involved in the Hearing preparation. • There is ongoing concern that CDC are not fully prepared with an adequate Statement of Case in line with the PC's representations and that the activity of the residents of the sites is not being adequately monitored. • DP suggested that if the PC were not happy with the representations made by CDC it should contact CDC Chief Executive Diane Shepherd. • BM suggested that a second planning appeal meeting to involve the Planning Committee should be held following the debrief and this was AGREED. 	<ul style="list-style-type: none"> • Update at January meeting • Arrange Meeting 	<p>JS</p> <p>JS/Clerk</p>

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<p>9. CCTV at the Dell</p>	<ul style="list-style-type: none"> • Following a number of anti-social behaviour issues at Dell the installation of CCTV had been investigated. • The site faces a number of challenges including: no electricity; limited direct sun for solar no Wi-Fi and limited 3g mobile data signal. • SK reported that she and the Clerk had met with a specialist company who had submitted the following options available for the site: <ul style="list-style-type: none"> ○ Option 1 – the installation of a wireless Intruder Alarm System to the Pavilion - £1,135 + VAT (with subscription costs on top – see quote for full spec. ○ Option 2 – installation of battery operated trail cameras in specific locations - £100 + VAT per camera ○ Option 3 – installation of decoy cameras to create a deterrent - £70 +VAT per camera • The current need versus cost was discussed as there have been no recent reports of anti-social behaviour. It was AGREED that the issue would be monitored and that no security apparatus would be purchased at this time. 	<ul style="list-style-type: none"> • Monitor 	<p>Clerk</p>
<p>10. Chichester Policing Team</p>	<p>Information about the latest policing arrangements</p> <ul style="list-style-type: none"> • SK attended a virtual Teams meeting hosted by the temporary Acting Inspector Daniel Burt of the Chichester Neighbourhood Policing Team (NPT). He stated that the intention is for these meetings to be held quarterly. At the meeting SK requested that regular PCSO reports be circulated prior to PC meetings, which is to be investigated by the NPT. • Acting Inspector Burt had previously circulated information regarding the reforming of the NPTs which includes the creation of two working teams – Inner City NPT and Chichester Outer NPT. Both Teams will consist of four PCSOs + one Sergeant with the Inner City Team also having a Police Constable. It is planned for the Chichester Outer NPT to work closely with the Rural Crime Team. • As Sussex Police recruits further PCSO’s and PC’s over the next year these teams will naturally grow providing further presence, knowledge and experience. Three PCSOs are due to join in February 23 with plans for another 6 in June • It was felt by all attendees that the general lack of a police presence in rural areas was a real issue and has added to the perceived increase in crime. • It is hoped that the changes introduced will help improve community safety and lead to a better/more effective working relationship between the police, the Council and the community 		

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	<ul style="list-style-type: none"> BM raised the issue of the number of cars being vandalised in the Kingley Vale car park. 	<ul style="list-style-type: none"> Report to NPT Meeting 	SK
11. Documents for Approval – previously circulated	<p>Civility & Respect model Councillor officer protocol</p> <ul style="list-style-type: none"> This was APPROVED <p>Updated Code of Conduct</p> <ul style="list-style-type: none"> This was APPROVED <p>Grants Awarding Policy</p> <ul style="list-style-type: none"> This was APPROVED 	<ul style="list-style-type: none"> Post on Website Post on Website Post on Website 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12. Funtington Noticeboard	<p>Insurance Claim</p> <ul style="list-style-type: none"> £1,975 now received from Aviva following the insurance claim for the damaged noticeboard. <p>Quotes for replacement</p> <ul style="list-style-type: none"> Noticeboards online - Unlocked £2,085 (ex VAT) with Header or £1,985 (ex VAT) without header £500.00 (ex VAT) - installation KBS Depot - Raising Door Locked £1,211 (ex VAT) Plus installation Shelley Signs - Unlocked £1,695 (ex VAT) Plus Installation <ul style="list-style-type: none"> As this is intended to be a community board it was agreed that the noticeboard should be latch closed not a key locked. Shelley Signs was the cheaper of the two companies that met this specification. It was AGREED to purchase the Shelley noticeboard to meet the requested requirement. 	<ul style="list-style-type: none"> Purchase Noticeboard Obtain Quotes for installation 	<p>Clerk</p> <p>Clerk</p>
13. Funtington and District Village Hall	<p>Finances</p> <ul style="list-style-type: none"> Following the decision at the last meeting to reassign the Community Infrastructure Levy (CIL) money previously ringfenced for the village hall refurbishment to the playground project, a letter was sent to the Chair of the Village Hall trustees to make trustees aware. A meeting attended by a trustee, the Clerk as Responsible Finance Officer (RFO) and SK as Chair of the PC was held to discuss both the reassignment of the money and to ensure that there would be a positive working relationship moving forward. The meeting proved positive with both organisations agreeing that improved 		

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	<p>communication in both directions would benefit the community. SK reiterated that the PC is happy to offer support and advice where it can.</p> <ul style="list-style-type: none"> The Clerk raised her concerns that, following a discussion with the South Downs National Park Authority CIL Planning Officer, it transpired that the Village Hall had, in 2021, been awarded in principle a CIL community grant of £30,000, a fact which the trustees seemed to be unaware of: JS to seek clarification at the next trustee meeting. <p>Village Hall Next Steps</p> <ul style="list-style-type: none"> JS reported that the trustees were currently discussing two options: <ul style="list-style-type: none"> <u>Refurbishment</u> to potentially include kitchen, doors and heating. <u>Rebuilding on the existing site</u>. Hyde Housing has agreed to sell to the trustees of the Village Hall a strip of land, which would allow for suitable enlargement of the site to accommodate three houses and a new village hall. She confirmed that all refurbishment works carried out in the meantime would be transferrable to the new building. 	<ul style="list-style-type: none"> Ongoing monitoring of communication Report findings Report Progress 	<p>Clerk/SK</p> <p>JS</p> <p>JS</p>
<p>14. West Ashling Playground</p>	<ul style="list-style-type: none"> Revised quote Revision 5 received 14 November 2022 discussed, this separates the cost for removals: <ul style="list-style-type: none"> Equipment and Installation - £45,287.82 Removal and Disposal - £9,036.90 TOTAL - £54,324.72 +VAT Proposed start dates provided by Sovereign: <ul style="list-style-type: none"> Removal and disposal by Sovereign – 16 January 2023 Removal and disposal by a third party – 23 January 2023 A discussion was held regarding the options for removal and disposal. Concerns were raised that if the Council chose to have a third party to undertake that work element: <ul style="list-style-type: none"> Possibility that it would push back the installation start date and increase the cost – the price quoted is only valid for 30 working days. To comply with financial regulations 3 quotes would need to be obtained. Again, this would have the potential for delay As this is an extremely complicated and extensive removal, exact specifications must be met and if they are not, further costs from the supplier/installer which had not been budgeted for would apply. If a third party is chosen to carry out the works, the removal must be completed three weeks prior to the installation and this would require the playground to 		

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	<p>be closed and protected not just for a longer period but also over the Christmas holiday period.</p> <ul style="list-style-type: none"> • It was AGREED that Sovereign would be awarded the full contract including removal and disposal. • A discussion was held regarding the financial situation following payment for the playground works. 	<ul style="list-style-type: none"> • Inform Sovereign 	Clerk
<p>15. Neighbourhood Plan (NP)</p>	<ul style="list-style-type: none"> • The NPSG is focusing on meetings with Chichester District Council (CDC) in order to ensure that the NP policies were in line with those in the proposed Local Plan. • SK raised some concern with the proposed quality/content of the CDC policies to which BM responded that the NP policies would sit alongside these. • BM noted that there were ongoing issues with progress of the NP due to the implications of the Gypsy and Traveller applications and appeals. 	<ul style="list-style-type: none"> • Update at January Meeting 	BM
<p>16. Finance</p>			

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<p>a) Consider and approve monthly cashbook</p>	<p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 30 November 2022</p> <p>Statement Balances as at 30 November 2022</p> <table border="1" data-bbox="394 341 741 397"> <tr> <td>Current Account</td> <td style="text-align: right;">£47,206.86</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,752.11</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£103,958.97</td> </tr> </table> <p>Income Already Received</p> <table border="1" data-bbox="394 427 999 503"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03-Nov-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>02-Nov-22</td> <td>Aviva - Noticeboard Claim</td> <td>Current</td> <td style="text-align: right;">£1,975.00</td> </tr> <tr> <td colspan="3">Total Income</td> <td style="text-align: right;">£2,035.00</td> </tr> </tbody> </table> <p>Payments Already Made</p> <table border="1" data-bbox="394 532 1369 573"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Totals</td> </tr> </tbody> </table> <p>Payments Due 1 December 2022</p> <table border="1" data-bbox="394 602 1369 857"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Dec-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£677.39</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£677.39</td> </tr> <tr> <td>01-Dec-22</td> <td>Clerks Expenses</td> <td>Online</td> <td>Office / Mileage</td> <td style="text-align: right;">£54.20</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£54.20</td> </tr> <tr> <td>01-Dec-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax - 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<p>17. Parish Notices</p>	<p>Letter to Michael Gove</p> <ul style="list-style-type: none"> • SK previously circulated a letter from Chidham and Hambrook PC to Michael Gove as Secretary of State for Levelling Up, Housing and Communities. This raised their concerns over the sewage capacity and storm sewage overflows, the impact of which is affecting the residents who live around Chichester. She asked that a letter of the same nature from FPC be discussed prior to the next meeting. <p>West Sussex County Council Changes to Online Reporting</p> <ul style="list-style-type: none"> • The Council has changed the reporting tool/process to Report a problem with a road or 	<ul style="list-style-type: none"> • Email Councillors • None 	<p>SK</p> <p>N/A</p>																																																																																																																																																						

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	pavement <ul style="list-style-type: none"> • Love West Sussex is to be replaced by https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/ • This includes quick and easy mobile device friendly online forms with enhanced map functionality providing improved location data. • Questions asked and information captured are exactly the same as Love West Sussex. 		
18. Date of next meeting	<ul style="list-style-type: none"> • Wednesday 04 January 2022 Time 6:00 pm – West Stoke Village Hall 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 19.35	None	N/A

Signed..... Chairman

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