

## MINUTES OF FUNTINGTON PARISH COUNCIL (Virtual) MEETING 3 February 2021

**PRESENT:** Sheena King (SK)Chair  
Pat Young (PY)  
Kate Du Port (KDP)  
Suzanne Courtney-Bulbeck (SC)

Jane Mottershead (JM)  
Jean Simmonds (JM)  
Richard Littler (RL)

Louse Goldsmith (WSCC) LG  
David Palmer (CDC) DP

**MEMBERS OF THE PUBLIC:** Two

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
<b>1. Apologies</b>	None	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A
<b>2. Declaration of Interest</b>	None declared	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A
<b>3. Minutes of 6 January 2021 meeting</b>	<b>Minutes – Proposed, Seconded and AGREED</b>	<ul style="list-style-type: none"> <li>• Post on website</li> </ul>	Clerk
<b>4. Action Grid</b>	<p><b>Bollards</b></p> <ul style="list-style-type: none"> <li>• SK has followed up with Matt Meechan of Balfour Beatty, he has been off on paternity leave but has promised to prioritise the installation of the bollards.</li> </ul> <p><b>Dropbox</b></p> <ul style="list-style-type: none"> <li>• In response to a Councillor’s concerns, the Clerk confirmed that there is no cost to individual Councillors. If in the future the Council requires more than the free 2 GB, the possibility of upgrading the Council's Account would be discussed by the full Council.</li> </ul> <p><b>Business Plan</b></p> <ul style="list-style-type: none"> <li>• The working group has now met to discuss the 3-year Business Plan and a further meeting is arranged for 17 February</li> <li>• The final draft will be circulated to the Full Council before any action can be taken, this will be included on the March Agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> <li>• Clerk to resend Dropbox invites</li> <li>• Add to Agenda</li> </ul>	<p>N/A</p> <p>Clerk</p> <p>Clerk</p>

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	<p><b>Memorial for BR</b></p> <ul style="list-style-type: none"> <li>• JM confirmed that the idea of the hedgerow had been put forward by Barbara’s daughter and that the Dell seemed like a sensible location but that she is very open to suggestions on an alternative site.</li> <li>• JM to discuss with Colin Arnold regarding the maintenance of the potential hedge proposed.</li> <li>• KDP suggested instead that planting a tree may be a better memorial.</li> <li>• It was proposed that the scrubland on Down’s Street could be considered as a location for the planting of daffodils and a tree.</li> <li>• This option was voted and agreed as the best place for the memorial, if permitted by Highways.</li> </ul> <p><b>Conifers in the playground</b></p> <ul style="list-style-type: none"> <li>• Tom Harding (CDC) has replied to the Clerk’s email that he will look into the removal of the trees. One quote has been received from Elmcroft for the work (£4,850).</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with Highways regarding the ownership of land and possibility of planting.</li> <li>• Follow up with CDC</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<p><b>5. Public Questions</b></p>	<p><b>Dogs on the Dell</b></p> <ul style="list-style-type: none"> <li>• It was requested that action be taken at the Dell to deal with an increase of dog mess. It was proposed that a temporary but large notice be erected to state that if people continue not cleaning up after their dogs then all dogs will need to be kept on leads.</li> <li>• PY reported that this was not just a problem at the Dell and proposed the need for more allocated bins throughout the Parish, making comparison with Bosham which had both adequate bins and poo bags available.</li> <li>• LG reported that in Bosham, the Residents association pay for the bags and that the Parish Council pays for the emptying of the bins.</li> <li>• After a discussion regarding the possibility and potential costs of new bins, and the duration of the problem which seems to have been considerably worse since the start of the pandemic, it was decided that signs would be installed to see if this improved the situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain quotes for signs</li> </ul>	<p>Clerk</p>
<p><b>6. Receive Reports</b></p>			
<p>a) County Councillor Report</p>	<p><b>Covid Vaccinations</b></p> <ul style="list-style-type: none"> <li>• Although vaccination centres are now established at Tangmere and Selsey, there has</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>

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	<p>been some concern raised that there is no centre established in Chichester. A centre is now close to being chosen; the potential site is due to be announced on Friday 05 February 2021. This will still take a couple of weeks to set up, however it is clear that these vaccination centres are going to be in use until at least Autumn 2021. LG to report on this when she has more details.</p> <ul style="list-style-type: none"> <li>• It was reported that a vaccination centre is running in St Richard’s Hospital. PY raised concern over the communication at the vaccination booking stage. LG reiterated that the actual centres are very well organized and therefore concerns over the communication at the early stages are to be taken very seriously and she will report these concerns.</li> <li>• All care home patients and staff now vaccinated.</li> <li>• Intended that the 4 vulnerable groups will be vaccinated by 15 February 2021.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Budget meeting to be held 12 February 2021, with the reset plan to be launched and agreed.</li> <li>• There are two proposals for an increase in Council Tax: <ul style="list-style-type: none"> <li>○ 1.99% general increase.</li> <li>○ 3% Government has suggested that all local authorities include this for the adult social care precept, which was introduced 5 years ago.</li> </ul> </li> <li>• A total increase of 4.99% increase overall for everyone therefore proposed.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• State of the art fire and rescue training centre now established in Horsham.</li> <li>• KDP asked for an update on the gate in St Mary’s churchyard, which is still awaiting repair. LG answered that she has raised this several times but will chase it up.</li> </ul>		
<p>b) District Councillor Report</p>	<p><b>Novium Museum</b></p> <ul style="list-style-type: none"> <li>• A cabinet resolution is about to be passed which states that all discretionary spending (including the museum) is to be halted for 12 months so that Officers could focus on other issues. Therefore, there will be no official review for 12 months.</li> <li>• DP is trying to push for a general agreement that the present building and therefore the contents it can hold are never going to be adequate.</li> <li>• Proposing that a new and more suitable venue be found which could house an outstanding collection documenting Chichester’s rich history.</li> <li>• JS did point out that the current museum is situated on a site of archeological remains</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>

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	at its site.		
c) Chairman's Report	<ul style="list-style-type: none"> <li>Ashling Cricket Club have passed on their thanks for the benches donated by the Parish Council.</li> <li>SK, KDP and PY are still attending the Broadley Copse Liaison meetings, should anything of interest arise this will of course be reported back to the PC.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
d) Michael Bish Architect for Concierge Camping	<ul style="list-style-type: none"> <li>Concierge Camping is now rated as the No.1 holiday camping site in the whole of the UK and is therefore highly respected. This success now means they are looking to increase in size.</li> <li>The application is looking to put in 8 hard standings, for 8 further mobile homes and the construction of a small bridge to cross the river.</li> <li>He is keen to keep communication open for queries now and throughout the process.</li> <li>SK thanked Michael for his time and it was agreed that the Planning Committee would review the application when it comes in and respond accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
<b>7. Playground Equipment at the Dell and West Ashling Playground</b>	<p><b>West Ashling Playground</b></p> <ul style="list-style-type: none"> <li>JM sent out exact specifications to the companies chosen to quote. One new quote has been received but there are still some aspects to it that do not match the required specifications, she will follow up. The final 'like for like' quotes will be forward on to the full Council when all received.</li> <li>SK gave assurance that this is included in the draft business plan and will remain there.</li> </ul> <p><b>The Dell</b></p> <ul style="list-style-type: none"> <li>Discussion on whether wood from the felled sycamore could be used. JM raised that the lack of permanence and ability to move them would make this wood unsuitable.</li> <li>It was agreed to definitely add some play equipment that was natural and in keeping with the environment of the Dell. The images of the Wildwood UK play equipment previously circulated, to be sent out again to all Councillors for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Report final and comparable quotes to Council</li> <li>Re-circulate images and contact Wildwood UK for quote</li> </ul>	JM  Clerk
<b>8. Noticeboard Councillor Contact Information</b>	<ul style="list-style-type: none"> <li>It was agreed that Councillor information in the public domain will be kept to:                             <ul style="list-style-type: none"> <li>Name</li> <li>Village</li> </ul> </li> <li>All enquiries to be directed towards the Clerk, whose name, phone number and email will be advertised.</li> <li>This information is to be mirrored on the website.</li> </ul>	<ul style="list-style-type: none"> <li>Post noticeboard sign and website contact information</li> </ul>	Clerk
<b>9. SIDs Update</b>	<b>SIDs Units</b>		

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	<ul style="list-style-type: none"> <li>• SK authorised the purchase of a second laptop to be able to process information from all SIDs units. It is intended that the information can be coordinated along the main road through Funtington and East Ashling, with the aim of monitoring not just the speed of traffic but also the volume, for the purpose of assisting in the Neighbourhood Development plan and Planning in general.</li> <li>• Balfour Beatty have now been in touch and had asked for clarification on the site of the third SID and said that they would send the quote soon.</li> </ul> <p><b>SIDs Data</b></p> <ul style="list-style-type: none"> <li>• PY questioned when useable data collected by the SIDs would be available. KDP confirmed that up to this point a lot of data has been collected but not analysed. She stated that due to issues with broken SIDs and only one operational laptop only 1 SID unit has been actively collecting data for about a year.</li> <li>• A SID cannot remain in one position for more than 3 weeks and cannot be returned to that position within 12 weeks, it therefore takes 1 year for 4 lots of data from a single location to be recorded. With now working SIDs and a second computer useable data is being collected.</li> <li>• It was also noted that the Covid Pandemic will be affecting the data and this needs to be taken into consideration.</li> <li>• The SID units do have a dual role and have, since their installation, been flashing up speeds.</li> <li>• PY reiterated that she felt there needed to be a schedule to determine when there would be useable results, in order that both traffic volume and speeds could be used to influence developments and respond to planning applications.</li> <li>• KDP reported that there is now a great volume of data being recorded and that a decision on what was to be analysed was to be decided. It was agreed to allow the SIDs to collect a further 2 cycles of data over the next 6 months.</li> <li>• To be kept on the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with Balfour Beatty</li>   <li>• To be kept on Agenda</li> </ul>	<p>Clerk / SK</p> <p>Clerk</p>
<p><b>10. Planning</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• JM reported that the planning appeal for Scant Road, which has in place 2 Chalets not the mobile homes stated, had been lost and that there is therefore now an enforcement order in place.</li> <li>• Planning Application and Decisions Weeks 2-5 to be sent out to the Planning Committee for the next Planning Meeting 04 February 2021.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>

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	<ul style="list-style-type: none"> <li>Nothing contentious to report on.</li> <li><b>Neighbourhood Plan</b></li> <li>JM stated she has carried out a considerable amount of background work creating a file of everything needed to start the Neighbourhood Plan:                             <ul style="list-style-type: none"> <li>Details of where to get information from.</li> <li>Communication with Planning Consultants.</li> <li>Communication with the Archeologist.</li> <li>Communication with the Record's Office.</li> </ul> </li> <li>It was agreed that the next step is to plan the stages moving forward, this is to happen at a NP specific extra Full Council Meeting.</li> <li>SK formally thanked JM for all her hard work.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting to be scheduled</li> </ul>	Clerk																																																																																													
<p><b>12. Finance</b></p>	<ul style="list-style-type: none"> <li>Cash book presented - already circulated to FPC members.</li> </ul> <p style="text-align: center;"><u>FUNTINGTON PARISH COUNCIL</u> <u>Financial Statement as at 1 February 2021</u></p> <p><b>Statement Balances as at 31 December 2020</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 12,827.31</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,691.69</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£ 69,519.00</b></td> </tr> </table> <p><b>Income Already Received</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;"><u>Account</u></th> <th style="width: 40%; text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>04-Jan-21 Carter</td> <td style="text-align: center;">Current</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Income</b></td> <td style="text-align: right;"><b>£ 60.00</b></td> </tr> </tbody> </table> <p><b>Payments Already Made</b></p> <table style="width: 100%; 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	<ul style="list-style-type: none"> <li>• <i>Afternote: Clerk can confirm that this was a subscription to Ordnance Survey Map online. However, it has not been accessed and therefore it will be cancelled.</i></li> <li>• <b>AGREED</b></li> </ul>	<ul style="list-style-type: none"> <li>• Cancel subscription</li> </ul>	Clerk
<b>13. AOB</b>	<p><b>Memorial Bench at West Ashling Playground</b></p> <ul style="list-style-type: none"> <li>• The Clerk asked for the Councils opinion on the bench choice that had been emailed out previously. She confirmed that the bench had been chosen and will be paid for by the family who have requested it.</li> <li>• After some discussion it was agreed to go back to the family with some benches that the Council felt were more in keeping with the playground.</li> </ul>	<ul style="list-style-type: none"> <li>• Reply to family</li> </ul>	Clerk / SK
<b>14. Date of next meeting</b>	<ul style="list-style-type: none"> <li>• Wednesday 3 March 2021 Time 6:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>• Post Agenda on website and noticeboards</li> </ul>	Clerk
Meeting Closed	Meeting closed at 7:30 pm	None	N/A

Signed..... Chairman

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