

MINUTES OF FUNTINGTON PARISH COUNCIL (Virtual) MEETING 6 January 2021

PRESENT: Sheena King (SK)Chair
Pat Young (PY)
Kate Du Port (KDP)

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

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

MEMBERS OF THE PUBLIC: Three

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	Suzanne Courtney-Bulbeck	<ul style="list-style-type: none"> • None 	N/A
2. Declaration of Interest	None declared	<ul style="list-style-type: none"> • None 	N/A
3. Minutes of 2 December 2020 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> • Post on website 	Clerk
4. Action Grid	<p>Parishioner Engagement Discussions to start regarding the formation of communications group.</p> <p>Dell equipment February Agenda.</p> <p>Playground Equipment Plans and specifications to be sent to 3 companies for detailed and comparable quotes.</p> <p>New Homes Bonus Money - £1,504.75 SK asked the councillors to remember that £1,504.75 of New Homes Bonus (NHB) money received by the Council October 2020 must be assigned and spent <i>Afternote – this is actually CIL money and therefore comes with a 5 year deadline for spending.</i></p>	<ul style="list-style-type: none"> • To discuss • Add to Agenda • Send out Info • None 	<p>SK / Clerk</p> <p>Clerk</p> <p>JM/PY/Clerk</p> <p>N/A</p>

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	<p>Scrubland on Greenfields Lane WSCC have confirmed ownership of the land. Clerk is waiting for a reply to confirm whether they are planning to carry out any maintenance work or whether FPC can form a work party to carry out the necessary works.</p> <p>Posts on the Dell, To be fitted this coming weekend. The only expense is the cost of the posts (£8 per post). Parishioner to help with project. SK proposed that the tools be purchased by the Council and gifted to Steve to thank him for his ongoing hard work around the Parish.</p> <p>Website KDP asked that posters be produced to advertise the new website for the noticeboards. These have been produced and will be sent out for posting.</p>	<ul style="list-style-type: none"> • None • To ascertain cost / type of tools • Distribute posters 	<p>N/A</p> <p>JM</p> <p>SK</p>
5. Public Questions	None	<ul style="list-style-type: none"> • None 	N/A
6. Receive Reports			
a) County Councillor Report	<p>Summary of attached report:</p> <ul style="list-style-type: none"> • Covid Vaccination programme in West Sussex LG: Communication on the vaccination centers has been slower than in other areas of the county due to the requirement of venues large enough. Sites at Tangmere and Selsey are now in development. St. Richards hospital also has a vaccination capability and is currently vaccinating staff. LG reiterated that there is a list of qualifying criteria to determine priority and it is important that people do not phone medical centers as they will be informed as necessary. • Children and Young People Scrutiny Committee • Environment and Communities Scrutiny Meeting • Westhampnett Household Waste and Recycling Site: • School Closures 	<ul style="list-style-type: none"> • None 	N/A

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	<p>There is provision for free school meals for those that qualify whilst the schools are closed. Computers are being organized on a needs basis.</p> <ul style="list-style-type: none"> • The county council's Community Hub <p>LG: the community hub is now open and a new review is being carried out to determine how it will be managed during the current lockdown.</p>		
<p>b) District Councillor Report</p>	<ul style="list-style-type: none"> • DP is a member of the Budget Task and Finish Group, he raised concern over the rising costs of Chichester's Novium Museum. He asked to hear agreement / disagreement on his intention to bring into question the continuation of the museum. • 2 of the Councillors with knowledge of the museum agreed they believed it was an unnecessary expense. JS stated that the tourist information currently based in the museum could be relocated to the Assembly Rooms. 	<ul style="list-style-type: none"> • None 	<p>N/A</p>
<p>7. Email Addresses</p>	<ul style="list-style-type: none"> • SK started that the funtington.org email addresses must now be used in order to be GDPR compliant. • This is out of the hands of the Council and not open for discussion. The clerk and the email provider are able to offer support and answer any queries about the email address use. 	<ul style="list-style-type: none"> • None 	<p>N/A</p>
<p>8. SIDs Update</p>	<ul style="list-style-type: none"> • Clerk reported that one quote had been received (Wilbar Associates Ltd.) but there had been some delay from the second company contacted (Balfour Beatty). • Both quotes necessary in order to proceed. • Clerk to contact Mike Dare (Highways) to ask if is able to suggest an alternative company to quote for the works. 	<ul style="list-style-type: none"> • Email Mike Dare 	<p>Clerk</p>
<p>9. Kingley Vale Parking</p>	<ul style="list-style-type: none"> • LG stated that problems with parking are a County wide issue and although currently Covid related, they may continue after the pandemic and therefore a more permanent solution must be found, she proposed FPC leasing or purchasing more land for a further car park. • SK confirmed that she had previously had these discussions with Steve Walker of Natural England but that the attempt had been unsuccessful. • JS reiterated that there are other access points which should be promoted. • DP highlighted that the West Stoke entrance is seen as the best point for accessing the views that Kingley Vale offers and that a further car park should therefore be a priority to maximise access for all. 		

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	<ul style="list-style-type: none"> • It was agreed that SK would contact Steve Walker to discuss: <ul style="list-style-type: none"> ○ Revisiting the purchase or lease of suitable land ○ The addition of noticeboards / website information promoting the other entrances to ease the problem at West Stoke 	<ul style="list-style-type: none"> • Email Steve Walker 	SK
10. Dropbox	<ul style="list-style-type: none"> • Clerk summarized the advantages and need for a media sharing capability amongst the Councillors: <ul style="list-style-type: none"> ○ Ability to share all documents which would normally be emailed to allow for ease of reference / not filling up email accounts. ○ Ability to share larger files (most relevant for documents like the Neighbourhood Plan). ○ Control of versions and editing. ○ Back up and security of documents • There was an agreement that trials of using Dropbox should start. 	<ul style="list-style-type: none"> • Dropbox account to be set up 	Clerk
11. Planning	<ul style="list-style-type: none"> • JM reported that the planning summary for weeks 51-52 had been sent out and would be discussed at the next Planning Meeting 07 January 2021. • Nothing contentious to report on. 	<ul style="list-style-type: none"> • None 	
12. Finance	<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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	Income Already Received							
				<u>Account</u>	<u>Amount</u>			
	03-Dec-20	Carter		Current	£ 60.00			
	07-Dec-20	Interest		Saver	£ 1.41			
		Total Income			£ 61.41			
	Payments Already Made							
	22-Dec-20	Mr Del Freer	Online	Concrete bases for benches on Del	£ 525.00	£525.00		
	Reconciled Balances as at 1 January 2021							
		Current Account				£ 13,970.44		
		Saver Account				£ 56,691.69		
		Total				£70,662.13		
	Payments Due 1 Dec 2020							
					<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
	01-Jan-21	Clerk V Williams	Online	Clerk Salary	£555.45		£555.45	
	01-Jan-21	HMRC V Williams	Online	Clerk Tax	£110.60		£110.60	
	01-Jan-21	Clerk V Williams	Online	Clerk Expenses	£18.65		£18.65	
	01-Jan-21	Clerk P Jacobs	Online	Clerk Salary	£68.48		£68.48	
		Total					£ 753.18	
	Balances After Payments							
		Current Account				£ 13,217.26		
		Saver Account				£ 56,691.69		
		<i>SDNPA CIL Grant allocated to Funtington & District Village Hall</i>				<i>-£ 23,794.08</i>		
		<i>Travellers Planning Applications provision</i>				<i>-£ 15,000.00</i>		
		Total					£ 31,114.87	
	<ul style="list-style-type: none"> • AGREED • Precept – Previously circulated to FPC members • Finance Committee met, it was not quorate, however no decisions were made, the precept was drafted for discussion. • A request has been made for adding a line for the bus shelter. No further comments or suggestions were made. • SK: When looking at the public money currently held by FPC, even when not including the money ring fenced (SDNP CIL Grant and Barrister provision), the Council currently holds a provision of £31,000 reserve. A Council reserve should be roughly half of the Precept. Currently the Funtington reserve sits 50% higher than the precept (last year's precept of £20,000). The precept is collected as part of Council Tax. For this reason, SK queried whether the Council needs to be more aware of the impact - however small - a precept increase has on the residents, especially in such a financially difficult year. • JM proposed further discussion on a business plan and budget, to plan for spending 							

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	<p>money on projects around the Parish.</p> <ul style="list-style-type: none"> SK asked that all Councillors submit ideas to be put forward for a Business Plan (BP) and that this would be collated. The Clerk is to then arrange a short-term working party to draft a Business Plan document for FPC approval. Any plan must have the full approval of the Council in order to be Governance compliant. The business plan is to detail proposed spending for the next three years. It was agreed that the circulated precept of £24,220. <i>Post-meeting note. It is accepted that no formal vote was taken but it was the general view of the Councillors present that this sum was appropriate.</i> 	<ul style="list-style-type: none"> All to send Business plan proposals BP working party to be arranged Submit Precept Ensure formal vote taken on any future major FPC decisions 	<p>All</p> <p>Clerk</p> <p>Clerk SK/Clerk</p>
13. AOB	<ul style="list-style-type: none"> JM reported that late Barbara Roskell's funeral was held today. Her family have supported the idea of a memorial for her in the Parish. It has been proposed that a hedgerow / children's maze be planted at the Dell in her memory. This would be located around the edge(north or south side) - will also encourage birds, wildlife and bees. Potential to use NHB money and JM to ask Woodland Trust if they could provide some saplings. Agreed by all The Clerk reported that there had been an enquiry whether it would be possible to reduce the height of / fell the large Leyland Cypress trees in the playground. Council agreed to her discussing options with CDC who own the land and going out for quotes. 	<ul style="list-style-type: none"> Go out for quotes Contact CDC 	<p>JM / Clerk</p> <p>Clerk</p>
14. Date of next meeting	<ul style="list-style-type: none"> Wednesday 3 February 2021 Time 6:00 pm 	<ul style="list-style-type: none"> Post Agenda on website and noticeboards 	<p>SK / Clerk</p>
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>