

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
06 JULY 2022**

PRESENT: Sheena King (SK) Chair
David Ash (DA)
Jean Simmonds (JS)

Richard Littler (RL)
Pat Young (PY)
Bob Mousley (BM)

MEMBERS OF THE PUBLIC: Ten

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	David Palmer (CDC) Julian Joy (WSSC) absent but no apologies received	<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 01 June 2022 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
4. Action Grid	<p>Horse and Groom Defibrillator</p> <ul style="list-style-type: none"> The Clerk confirmed that the South-East Coast Ambulance Service (SECAMB) were not able to provide a free external cabinet. A discussion would therefore be held at the next meeting to decide how best to proceed. The Clerk reported she had received an email stating the ambulance service had recorded that a member of the public was sent to fetch the defibrillator in an emergency, <i>'this does not always mean that the defibrillator was used. In some cases a defibrillator is brought to the scene of the emergency but not used and then returned. In other cases the defibrillator brought to the scene is used to help save a life while waiting for the ambulance services to arrive'</i>. On inspection the Defibrillator was found to be unused and back in its location. <p>Playground Improvements</p> <ul style="list-style-type: none"> SK updated that the posters from the three playground companies along with the stickers for voting had now been delivered to Funtington Primary School and would be collected for analysis in mid-July. PY has completed the price comparison spreadsheet and will add to this the aesthetic comparison based on the above consultation. 	<ul style="list-style-type: none"> Add to Agenda None Complete Comparison 	<p>Clerk</p> <p>N/A</p> <p>PY</p>

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	<ul style="list-style-type: none"> All available information would be reported back to the Council at the September meeting. 	Spreadsheet	
<p>5. Public Questions</p>	<p>Qu. Does the Parish Council have any influence over West Sussex County Council (WSCC) regarding the repairs to the flint wall on Down Street?</p> <p>A. The Clerk confirmed that she had spoken to Highways who have the works programmed but it was agreed that she should contact them for an update / possible timeline.</p>	Contact Highways	Clerk
<p>6. Receive Reports</p>	<ul style="list-style-type: none"> No reports received 	<ul style="list-style-type: none"> None 	N/A
<p>7. Tree Heather Close – Peter & Angela Hall</p>	<ul style="list-style-type: none"> Following the proposal to plant a tree to replace the storm damaged tree on Heather Close the resident, who had proposed the planting of the tree to commemorate the memory of Peter Hall and to record heartfelt thanks to Angela Hall for services to the community, had carried out a great deal of work in an effort to obtain the necessary permission. WSCC have carried out a site visit and have raised a works ticket to remove the stump. It is anticipated that these works will be completed in the next 4-5 months. WSCC also run a donate a tree scheme which is a possible option for the tree planting once the stump is removed. SK noted thanks to the Heather Close resident for all his help 	<ul style="list-style-type: none"> Monitor Progress 	SK / Clerk
<p>8. Funtington and District Village Hall</p>	<ul style="list-style-type: none"> Following the last PC meeting when it was agreed that the PC would abstain from making a decision until further information was available, JS had forwarded an email with information and plans provided by the Village Hall trustees. JS confirmed that the trustees are still hoping that the purchase of the cricket club would continue to progress but that all options were still being investigated. It has been determined that refurbishment is not financially viable. Therefore the Trustees intend to relocate the hall using the proceeds from the sale of the existing plot along with fundraising and grants. It was stated that the land on which any newly relocated village hall is built must be owned by the Village Hall and cannot be leased as previously discussed. The owners of the cricket club land are not engaging which means it is still not clear whether this relocated land is going to be an option. The Trustees asked the PC whether it would consider gifting the Pony Paddock on Mill Lane, West Ashling to the Village Hall. After some discussion it was decided that once again more information was needed 		

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	<p>before a decision could be made.</p> <ul style="list-style-type: none"> It was AGREED that the trustees would be asked to apply to CDC Planning for a Pre-Application to assess whether the option of building on the site is even feasible. It was clear from some members of the public attending that there was frustration with the lack of consultation by the Village Hall trustees. As a result questions were raised that the PC was unable to answer. 	<ul style="list-style-type: none"> Inform VH of Decision 	<p>JS</p>
9. Pavilion			
a) Maintenance	<ul style="list-style-type: none"> PY proposed that an ad hoc maintenance contract be researched to allow for necessary repairs to be carried out efficiently. The PC would then be responsible for managing the contract- SK suggested that this idea be formalised and applied to the whole Parish to allow for more efficient repairs. It was AGREED that this would be investigated further. 	<ul style="list-style-type: none"> Research Maintenance Contracts 	<p>Clerk</p>
b) CCTV	<ul style="list-style-type: none"> Following a number of reports of anti-social behaviour and damage to the pavilion on the Dell the installation of CCTV was proposed. It was AGREED that this would be investigated further. 	<ul style="list-style-type: none"> Research CCTV 	<p>SK / Clerk</p>
10. Noticeboards			
a) Funtington	<ul style="list-style-type: none"> Following the reported damage to the Funtington noticeboard the Clerk contacted the company who supplied the board to ask if a replacement door could be ordered and their response had previously been circulated to the Councillors: <ul style="list-style-type: none"> <i>Whilst the Weathershield (the lip of aluminium which is part of the weatherproofing system) which has been bent out of shape whilst damaging and prising off the door can be replaced, there is no guarantee that this has not caused further misalignment which will in turn affect the inner channels for drainage and this will have an impact on the future waterproofing of the board. In addition to this, the inner panel is felt which will have taken on moisture and will now be wet and beyond salvage so this complete inner panel and backing would need to be replaced.</i> The company therefore recommended that the whole case be replaced the quote for this is: £1650.00 (ex VAT) - Cost of replacement case 		

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	<p>£450.00 (ex VAT) - Cost of attendance by installation team to swap and remove the damaged case</p> <p>Total: £2,100 (ex VAT)</p> <ul style="list-style-type: none"> It was asked that the Clerk contact the BHIB, as the PC insurers, to find out what the impact would be on future premiums if a claim was made in this instance. A decision could then be made as to which was more cost effective ie repair and claim or purchase a new noticeboard and claim? 	<ul style="list-style-type: none"> Contact Insurance Company 	<p>Clerk</p>
<p>b) West Stoke Village Hall</p>	<ul style="list-style-type: none"> West Stoke Village Hall had previously requested that the PC owned noticeboard on the wall of the Hall be replaced. The Hall committee would install it. This was AGREED Two Examples were presented <ul style="list-style-type: none"> Noticeboard Company - Tradition 30 Dual Door External Notice Board with Header - £813.58 ex. VAT Noticeboard Company - Breeze Wall Mounted Double Door Notice Board - £753.98ex. VAT <i>Post-meeting note: whilst there was tacit agreement to the purchase of a new noticeboard, only two quotes were presented. A third is required in line with our Standing Financial Instructions.</i> 	<ul style="list-style-type: none"> Obtain third quote Place on Sept Agenda 	<p>Clerk / SK</p>
<p>c) West Ashling</p>	<ul style="list-style-type: none"> BM apologised that the Noticeboard on Down Street has not been installed as planned and hoped works would be completed this coming week. 	<ul style="list-style-type: none"> Install Noticeboard 	<p>BM</p>
<p>11. Countryside Working Party</p>			
<p>a) Village Gateways</p>	<ul style="list-style-type: none"> This had not progressed further and BM agreed to confirm at the September meeting as to whether he would like to remain on the project. <i>Post-meeting note: RL has volunteered to support the White Gates initiative</i> 	<ul style="list-style-type: none"> Report progress 	<p>BM</p>
<p>b) Wildflower Verges</p>	<ul style="list-style-type: none"> JS hopes FPC can adopt the verges between East Ashling and Funtington for the purpose of growing wildflowers. She confirmed that this scheme could be applied for at the end of the year and that WSCC would collect all grass cuttings. There is a concern that until the verge is established it may be deemed as scruffy and unkempt. It was agreed that as much publicity and education about the process be carried out to inform Parishioners of the intention of the scheme once it had been confirmed. 	<ul style="list-style-type: none"> Monitor Progress 	<p>JS</p>
<p>12. CiL Spending</p>			

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a) Bus Shelter	<ul style="list-style-type: none"> • SK had previously circulated example images and prices from three companies: <ul style="list-style-type: none"> ○ Bus Shelter ○ Littlethorpe ○ Shed Man • DA raised concern that the examples were more suited to an urban environment and asked that something more fitting be researched. He gave the example of the new bespoke and hand-built shelter in Rowlands Castle. • It was AGREED that this would be investigated for the next meeting. 	<ul style="list-style-type: none"> • Research Bus Shelter Manufacturer 	Clerk
b) Post & Rail - Dell	<ul style="list-style-type: none"> • Two of the three quotes had been obtained and a decision would be made at the next meeting. • SK reported that one set of steps had been examined and were found to be solid and not in need of attention at this time. BM raised the issue of the 'other' set of steps 	<ul style="list-style-type: none"> • Add to Agenda • 'Other' set of steps to be investigated 	Clerk SK
13. Planning			
a) Applications / Decisions – CDC and SDNP	<ul style="list-style-type: none"> • JS reported that the only point of note is the withdrawal of: Case No: FU/22/00999/FUL Applicant: Mr John Heaver Location: Land South Of 5 To 8 Downs Road Downs Road West Stoke Funtington West Sussex Proposal: Provision of additional car parking spaces for the Design Vintage Cafe at the Kingley Centre, West Stoke. Decision: WITHDRAWN 	<ul style="list-style-type: none"> • None 	N/A
b) Planning Appeals – Inc Planning Consultant	<ul style="list-style-type: none"> • Following a meeting with Planning Consultant Flo Churchill, JS, BM, SK and the Clerk a scope of works and fee proposal had been circulated to all Councillors. • Summary of the proposal: <i>To act for the Parish Council in preparing and submitting responses, including proofs of evidence to appeals within the timescales dictated by the Planning Inspectorate. In the first instance I would assess the case being put forward by the Local Planning Authority and would further advise the Parish Council on any added value they could bring to the case. I would propose to include providing critical friend and expert witness advice at informal hearings and public inquiries as necessary, including appearing on behalf of the Parish Council if required.</i> 		

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	<ul style="list-style-type: none"> Estimated Cost: £1,368 It was AGREED to accept this proposal. 	<ul style="list-style-type: none"> Sign agreement form 	SK
14. Neighbourhood Plan (NP)			
a) Update	<ul style="list-style-type: none"> A NP Steering Group (SG) meeting was held on the 14th June 2022 to discuss all topics and assign roles. Draft minutes are available on the FPC website. The next SG meeting is to be held on 12th July 2022. A further meeting was held with AECOM to discuss additional Design Code funding. Subsequently the grant had been awarded and would be formally accepted at the meeting on 12th July. 	<ul style="list-style-type: none"> None 	N/A
b) South Downs Local Plan Review	<ul style="list-style-type: none"> BM reported that the FPC NP cannot be finalised until the SDNPA Local Plan is in place. SDNPA have started a consultation process regarding housing allocation within the National Park. If housing is allocated to the areas of Funtington Parish within the National Park further money would be awarded for the necessary Design Code work. 		
16. Finance			

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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 June 2022</p> <p>Statement Balances as at 30 June 2022</p> <table border="1" data-bbox="436 363 695 412"> <tr> <td>Current Account</td> <td style="text-align: right;">£30,625.10</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,703.01</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£87,328.11</td> </tr> </table> <p>Income Already Received</p> <table border="1" data-bbox="436 431 873 505"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03-May-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>06-Jun-22</td> <td>Pavilion Hire</td> <td>Current</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>28-Jun-22</td> <td>Pavilion Hire</td> <td>Current</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td colspan="3">Total Income</td> <td style="text-align: right;">£70.00</td> </tr> </tbody> </table> <p>Payments Already Made</p> <table border="1" data-bbox="436 524 1146 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>06-Jun-22</td> <td>S King</td> <td>Online</td> <td>Compost for P Box</td> <td style="text-align: right;">£41.70</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£41.70</td> </tr> <tr> <td colspan="4">Totals</td> <td></td> <td></td> <td style="text-align: right;">£41.70</td> </tr> </tbody> </table> <p>Payments Due 1 May 2022</p> <table border="1" data-bbox="436 592 1146 808"> <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-Jul-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£708.19</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£708.19</td> </tr> <tr> <td>01-Jul-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax - 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<p>b) Certificate in Local Council Administration (CiLCA) Training</p>	<ul style="list-style-type: none"> The Clerk summarised that the CiLCA is a foundation qualification for local council Clerks which enables the Clerk to become more informed of the law, procedures for local councils and working with the planning system. In England a CiLCA-qualified clerk helps the council gain the general power of competence and a Quality or Quality Gold Award. This helps the council achieve standards of good practice. 	<ul style="list-style-type: none"> None 	<p>N/A</p>																																																																																																																																																																									
<p>c) Finance Meeting Summary - Donation and Grant assignment</p>	<ul style="list-style-type: none"> SK summarised that the Finance Committee had met in June to discuss a proposed change to the way donations and grants be awarded for 23/24 She went on to clarify the difference between the two: <ul style="list-style-type: none"> A donation is money given freely without an application. A grant is project specific which is applied for and may come with associated terms and conditions. 	<ul style="list-style-type: none"> Add to Agenda 	<p>Clerk</p>																																																																																																																																																																									

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> The proposed changes would be reported in full at the September meeting. She did though emphasise that this was not about awarding less charitable money but rather to ensure that all money awarded by the PC supported the residents of the Parish. As this will be a change to the awarding system it would be formally agreed and advertised in full. 		
<p>17. Parish Notices</p>	<p>School Safety Zones</p> <ul style="list-style-type: none"> The design, consultation and implementation of a School Safety Zone at Funtington Primary School is almost complete with contractors, Enerveo (SSE), aiming to install this before September 2022. When constructing it is common practice for contractors to install a 3m post. This can be left in position for a few days and is then cut to an appropriate height. (In previous years there have been concerns over very tall posts). If you have any concerns, questions or feedback, please email: SchoolSafetyZones@westsussex.gov.uk <p>SDNPA Webinar</p> <ul style="list-style-type: none"> The Clerk reminded Councillors of the email previously circulated announcing the upcoming SDNPA Climate Change Parish and Communities Webinar with the agenda for the event attached. <p>PCSO</p> <ul style="list-style-type: none"> SK reported that Southbourne Parish Council had written to the Office of the Sussex Police & Crime Commissioner stating their disappointment in the service levels currently being received from PCSOs. SK had also written on behalf of FPC to acknowledge not only the valued input from the PCSOs over the years but also to confirm that input appears to have diminished and to ask what more could be done in an effort to ensure parishioners' continued confidence in the role. The Clerk had since received an email from the new Neighbourhood Policing Team Sergeant covering Chichester stating that he would be on leave until the end of July. On his return he confirmed that he would be keen to meet councillors in order to understand the issues that appear to be concerning parishioners. <p>Land Availability Assessment</p>	<ul style="list-style-type: none"> None 	<p>N/A</p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> The South Downs National Park Authority announced the undertaking of a Land Availability Assessment and a draft methodology had been produced. Feedback on the draft methodology is welcomed by Thursday 21st July 2022 consultations@southdowns.gov.uk 		
18. Date of next meeting	<ul style="list-style-type: none"> Wednesday 07 September 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 19.13	None	N/A

Signed..... Chairman

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