

MINUTES OF FUNTINGTON PARISH COUNCIL (Virtual) MEETING 3 March 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: Five

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	None	<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 3 February 2021 meeting	<p>Minutes – Proposed, Seconded and AGREED</p> <p><i>JM asked that a correction be made to point 7 - 'It was agreed to definitely add some play equipment that was natural and in keeping with the environment of the Dell ...' as this was not what was said. However, on checking the audio recording, there is no doubt that this phrase is correct, so no change has been made.</i></p>	<ul style="list-style-type: none"> • Post on website 	Clerk
4. Action Grid	<p>Dropbox</p> <ul style="list-style-type: none"> • Clerk confirmed that she had sent out invites to all but was yet to receive confirmation that everyone was able to access Dropbox. <p>Dog mess signs</p> <ul style="list-style-type: none"> • These have been delivered and will be installed in the coming week. <p>Memorial Bench in WA playground</p> <ul style="list-style-type: none"> • Sample bench has been submitted by family - the bench has wrought iron 'arms' with recycled seating. • Discussion on whether the Council might suggest alternatives. SK wondered if this was appropriate, as the family had made their choice. • It was AGREED that alternative options would be put to the family as well as some more 	<ul style="list-style-type: none"> • All Councillors to respond to invite. • Send out reminder • Erect signs • Email Family 	<p style="text-align: center;"><i>All</i></p> <p style="text-align: center;"><i>SK</i></p> <p style="text-align: center;"><i>SK</i></p> <p style="text-align: center;"><i>SK</i></p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<p>child focused seating options.</p> <p>Memorial for Barbara Roskell</p> <ul style="list-style-type: none"> • SK had previously circulated an email to also discuss an appropriate memorial for Peter Hall. There was concern raised that planting a tree did not seem appropriate as Peter had worked so hard removing trees to improve the Dell. • It was suggested that the proposed improvement of the land on Downs Street should include the planting of bulbs and wildflowers in memory of both Barbara and Peter, providing a memorial to both to be enjoyed by all. AGREED • Discussion regarding the damage caused to the flint wall: needs to be addressed before the tidy up and planting can take place. <p><i>NB: WSCC has approved the tidy up and planting of flowers.</i></p>	<ul style="list-style-type: none"> • Contact WSCC again regarding Flint Wall • Plant bulbs once Flint Wall issue addressed 	<p><i>Clerk / SK</i></p> <p>JM</p>
<p>5. Public Questions</p>	<p>Minutes on Website</p> <ul style="list-style-type: none"> • A query was raised regarding difficulties accessing the minutes on the website. It was agreed that this would be dealt with outside of the meeting by sending out instructions. <p>West Ashling Noticeboard</p> <ul style="list-style-type: none"> • There was concern raised that agendas and minutes were not being displayed in West Ashling. It was stated that in the temporary absence of the main notice board at the village hall, the noticeboard at Heather Close was not being updated. • SK reassured ALL that she and PY have indeed been posting on the noticeboard. • JM reported that the replacement noticeboard has now been delivered and will be installed shortly. <p>Public Questions position on agenda</p> <ul style="list-style-type: none"> • It was asked if the public questions could be moved back to the end of the meeting. SK stated that this item would remain at item 5 for the reasons below: <ul style="list-style-type: none"> ➤ This allows members of the public to have their say should they then not wish to sit through the whole meeting. ➤ Although not legislation, it is common practice amongst the vast majority of Councils to list 'public questions' on the Agenda prior to the main Council items. 	<ul style="list-style-type: none"> • Assist with website use • Continue use of Heather Close noticeboard until replacement installed • None 	<p>SK / Clerk</p> <p>All</p> <p>N/A</p>
<p>6. Receive Reports</p>			
<p>a) County Councillor Report</p>	<p>Council Tax</p> <ul style="list-style-type: none"> • At the full Council on 12 February, the Council approved a 4.99% increase for the 	<ul style="list-style-type: none"> • None 	<p>N/A</p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<p>coming financial year.</p> <p>COVID-19</p> <ul style="list-style-type: none"> • The Chichester Vaccination Centre is up and running and working very satisfactorily. • Welcome drop in the number of Covid Cases however we still need to continue with <i>"keeping your distance, washing hands and wearing masks"</i>. <p>Community Covid Testing</p> <ul style="list-style-type: none"> • We have now been notified that our application to Government to run a symptom-free Community Testing Programme has been approved. • The Government initially launched the Community Testing Programme in December 2020 to enable local authorities with high prevalence of Covid-19 to work in partnership with Government to accelerate a reduction in prevalence by identifying asymptomatic cases through local testing and supporting them to isolate. • Using rapid response lateral flow devices (LFDs), the Community Testing Programme offers local areas the opportunity to deploy large-scale testing to asymptomatic individuals in the way that best suits them and the needs of their communities. • Before the symptom-free Community Testing Programme is opened out more widely across Sussex next week (w/c 8 March) we are piloting the programme through the testing centres and through a limited number of participating pharmacies for a few days this week with appointments starting on Thursday 4 March. • During the short pilot, we are offering testing to staff from Brighton & Hove, East and West Sussex councils, Sussex Police and East and West Fire Services who can't work from home. • The Government has developed a new approach to symptom-free testing called "Community Collect" which is a programme whereby people can collect test kits to do themselves at home. More details due. <p>Planning</p> <ul style="list-style-type: none"> • There was a meeting /discussion on the planning application for Hydro-Carbon Extraction in Balcombe on Tuesday the 2 March. There was a good debate and the application was unanimously refused. <p>Gate at Church Lane</p> <ul style="list-style-type: none"> • WSCC have confirmed that an inspection is now programmed in. 		
b) District Councillor Report	<ul style="list-style-type: none"> • DP asked the Chairman her views on how the Broadley Copse Farm Liaison Group meetings were progressing. 	<ul style="list-style-type: none"> • None 	N/A

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> • SK answered that one member has resigned but overall, she believes it is going well. Almost all issues raised by the liaison group are dealt with promptly by one of the three companies involved. She feels that both the changes already made and those planned for the future are good. • KDP and PY agreed that the meetings were a very useful means of communication allowing residents to raise concerns and that they agreed that the three companies were really working well with the community. • DP felt that the resignation of a member of the group has had an overall positive effect on the meetings. He also agreed with the positive comments, he did though reiterate that the pig farm is not going away and it will always produce a smell. He agrees that the companies were working well with the community and although he thinks it is a good that the companies are making changes, he doesn't feel that the changes are having much of an effect in reducing the smell. SK did though report that the number of complaints have decreased. • DP considers that holding the meetings every 2 months are more appropriate than every month. • SK reported that the on-site meeting is still programmed in but is currently postponed due to the pandemic. 		
<p>7. Neighbourhood Plan</p>	<p>Motion - to Develop a Neighbourhood Plan Proposed by Cllr Mottishead, seconded by Cllr Du Port unanimously AGREED</p> <p>Next Steps</p> <ul style="list-style-type: none"> • JM reported that she has received confirmation that SDNP will be the lead Council. • SDNP will now send FPC all the paperwork needed to proceed, CDC will be copied in. It will then take approximately 6-8 weeks to confirm and register before we can proceed with writing the plan. • SK asked whether the Council wants to employ a Planning Consultant and if so which one? Councillors considered this to be essential. AGREED • It was agreed that, to help appoint an appropriate Consultant, research was required. • There was a question raised regarding the April – December budget window and whether this would give FPC sufficient time if NP was commenced 'now'. JM confirmed that the Planning Consultants would apply for the grant and is confident that the majority of the work can be completed by December, when the remainder of the grant 	<ul style="list-style-type: none"> • Contact other Parishes - forward received info to Clerk • Article in Parish / Village Mag / website / Notice-boards 	<p>All</p> <p>SK</p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<p>will be recalled. If necessary, the Council can reapply for further funding April 2022.</p> <ul style="list-style-type: none"> • KDP again raised concerns that Funtington is the only Parish in the locality (not fully in the SDNP) without a NP and this leaves the Parish open to development and therefore agreed with the urgency of moving forward as soon as possible. • JM stated that now is the time to get parishioners involved and advertise for volunteers. • It was agreed that the NP needs to be advertised to the public as a matter of urgency. • Quotes for an A5 newsletter drop to be obtained. • It was agreed that a further NP meeting should be held in three weeks. 	<ul style="list-style-type: none"> • Wording to be written • Quotes to be obtained • Possible dates to be circulated 	<p>SK</p> <p>Clerk</p> <p>Clerk</p>
<p>8. Playground Equipment on the Dell</p>	<ul style="list-style-type: none"> • Only the Wildwood UK equipment has so far been looked at. • There had been some concern raised by members of the public that there hasn't been public consultation on the decision to include play equipment. There was therefore discussion as to whether we want to pursue this proposal. • It was felt that although the Wildwood equipment was very fitting and in keeping it was quite expensive. • JM suggested that we look at simpler homemade equipment for example log rounds, climbing logs or bug trails. • SC stated that she felt that this would not be good enough and that we are supposed to be replacing the removed equipment. She asked for compromise and that it be put out to public consultation. She proposed that residents be asked how they would like the money spent and if they would like to see money divided between WA playground and the Dell to offer parents alternative areas to take children. 	<ul style="list-style-type: none"> • Post on noticeboard, website and Parish and Village Mag 	<p>Clerk / SK</p>
<p>9. WA Playground</p>	<p>Quotes for new equipment</p> <ul style="list-style-type: none"> • As the quotes had only been received just before the meeting it was agreed that time should be allowed for all Councillors to look at them. • Maintenance • SK raised concerns over extra costs for the 'gardening' maintenance of the playground, given that we have a written, agreed and signed contract. • The clerk confirmed that she had received an invoice for work not approved by the Council (£92.50 - paid on this occasion: see cashbook) A further quote for £220 had been received. Quote not approved. 	<ul style="list-style-type: none"> • Add to April agenda • Refuse quote 	<p>Clerk</p> <p>Clerk</p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<ul style="list-style-type: none"> SK reminded all Councillors that any expenditure above £500 must be approved by full Council and that no works can be authorised by any one Councillor. 		
10. Business Plan	<p>Business Plan previously circulated</p> <ul style="list-style-type: none"> SK asked if there were any further comments before publishing the plan. None received. <p>Next Steps</p> <ul style="list-style-type: none"> Discussion on whether to publish it as a draft for comment or as a living document that can be changed over time. AGREED TO PUBLISH AS DRAFT 	<ul style="list-style-type: none"> Publish Draft BP 	Clerk / SK
11. SIDs Update	<p>SID Data</p> <ul style="list-style-type: none"> KDP reported that she is compiling a comprehensive report and she will feedback the results at the next meeting. The second laptop purchased last month was not compatible and has therefore been returned and a full refund received. <p>SID Posts</p> <ul style="list-style-type: none"> The Balfour Beatty quote is still outstanding. However, this has been chased and it is hoped that it will be submitted prior to the next meeting and included in the report. 	<ul style="list-style-type: none"> Add to April agenda None 	Clerk N/A
12. Bollards	<p>Installation</p> <ul style="list-style-type: none"> The bollards have now been installed in Funtington and West Ashling and most of the reflector strips are now in place. KDP and JM both reported on residents who have commented to thank the Parish Council for the bollards. There was concern raised that the two bollards on the corner of Heather Close were supposed to replace the three previously removed. PY confirmed that the specifications had not been changed and that she would investigate and report back. 	<ul style="list-style-type: none"> Ask BB about installation at Heather Close 	PY
13. Communications Group	<ul style="list-style-type: none"> SK confirmed that the Terms of Reference have been approved and that an invitation to join the group is to be put out to Parishioners to join, as now more than ever communication is essential. 	<ul style="list-style-type: none"> Post on noticeboard, website and in Parish and Village Magazine 	Clerk / SK
14. Planning	<p>Planning</p> <ul style="list-style-type: none"> JM reported that the three planning applications on Newells lane, that were refused last year, have all now gone to appeal. JM reported that Planning Enforcements are currently very backlogged and slow. She asked that should anyone have concerns, that they write to CDC enforcements - as the 	<ul style="list-style-type: none"> None 	N/A

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY																																																																												
	<p>more pressure applied by the public the more priority the case will be given.</p> <ul style="list-style-type: none"> • Planning meeting to be held Thursday 04 March 2021 to discuss Planning Applications and Decisions for weeks 6 – 9 																																																																														
<p>12. Finance</p>	<p>• Cash book presented - already circulated to FPC members.</p> <p style="text-align: center;"><u>FUNTINGTON PARISH COUNCIL</u> <u>Financial Statement as at 1 March 2021</u></p> <p><u>Statement Balances as at 28 February 2021</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 9,538.66</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,691.69</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 66,230.35</td> </tr> </table> <p><u>Income Already Received</u></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>03-Feb-21 Carter</td> <td style="text-align: center;">Current</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td>23-Feb-21 A Du Port - SID Laptop Returned</td> <td style="text-align: center;">Current</td> <td style="text-align: right;">£ 149.95</td> </tr> <tr> <td>Total Income</td> <td></td> <td style="text-align: right;">£ 209.95</td> </tr> </tbody> </table> <p><u>Payments Already Made</u></p> <p><u>Reconciled Balances as at 1 March 2021</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 9,688.61</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,691.69</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£66,380.30</td> </tr> </table> <p><u>Payments Due 1 March 2021</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">Net</th> <th style="width: 10%; text-align: center;">VAT</th> <th style="width: 30%; text-align: center;">Gross</th> </tr> </thead> <tbody> <tr> <td>01-Mar-21 Clerk V Williams</td> <td style="text-align: center;">Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£563.10</td> <td></td> <td style="text-align: right;">£563.10</td> </tr> <tr> <td>01-Mar-21 HMRC V Williams</td> <td style="text-align: center;">Online</td> <td>Clerk Tax</td> <td style="text-align: right;">£110.60</td> <td></td> <td style="text-align: right;">£110.60</td> </tr> <tr> <td>01-Mar-21 V Williams - Reimburse Viking order</td> <td style="text-align: center;">Online</td> <td>Printer Ink GB-007275270W</td> <td style="text-align: right;">£71.49</td> <td style="text-align: right;">£14.30</td> <td style="text-align: right;">£85.79</td> </tr> <tr> <td>01-Mar-21 V Williams - Reimburse Ebay</td> <td style="text-align: center;">Online</td> <td>Please clean up after your dog signs</td> <td style="text-align: right;">£17.78</td> <td></td> <td style="text-align: right;">£17.78</td> </tr> <tr> <td>01-Mar-21 All Aspects Gardening</td> <td style="text-align: center;">Online</td> <td>Remove fencing and extra tidy WA Playground</td> <td style="text-align: right;">£92.50</td> <td></td> <td style="text-align: right;">£92.50</td> </tr> <tr> <td>Total</td> <td></td> <td>Total Payments to be made</td> <td></td> <td></td> <td style="text-align: right;">£ 869.77</td> </tr> </tbody> </table> <p><u>Balances After Payments</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 8,818.84</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,691.69</td> </tr> <tr> <td>SDNPA CIL Grant allocated to Funtington & District Village Hall</td> <td style="text-align: right;">-£ 23,794.08</td> </tr> <tr> <td>Travellers Planning Applications provision</td> <td style="text-align: right;">-£ 15,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 26,716.45</td> </tr> </table> <p>AGREED</p>	Current Account	£ 9,538.66	Saver Account	£ 56,691.69	Total	£ 66,230.35		<u>Account</u>	<u>Amount</u>	03-Feb-21 Carter	Current	£ 60.00	23-Feb-21 A Du Port - SID Laptop Returned	Current	£ 149.95	Total Income		£ 209.95	Current Account	£ 9,688.61	Saver Account	£ 56,691.69	Total	£66,380.30				Net	VAT	Gross	01-Mar-21 Clerk V Williams	Online	Clerk Salary	£563.10		£563.10	01-Mar-21 HMRC V Williams	Online	Clerk Tax	£110.60		£110.60	01-Mar-21 V Williams - Reimburse Viking order	Online	Printer Ink GB-007275270W	£71.49	£14.30	£85.79	01-Mar-21 V Williams - Reimburse Ebay	Online	Please clean up after your dog signs	£17.78		£17.78	01-Mar-21 All Aspects Gardening	Online	Remove fencing and extra tidy WA Playground	£92.50		£92.50	Total		Total Payments to be made			£ 869.77	Current Account	£ 8,818.84	Saver Account	£ 56,691.69	SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08	Travellers Planning Applications provision	-£ 15,000.00	Total	£ 26,716.45	<ul style="list-style-type: none"> • Make payments 	<p>Clerk</p>
Current Account	£ 9,538.66																																																																														
Saver Account	£ 56,691.69																																																																														
Total	£ 66,230.35																																																																														
	<u>Account</u>	<u>Amount</u>																																																																													
03-Feb-21 Carter	Current	£ 60.00																																																																													
23-Feb-21 A Du Port - SID Laptop Returned	Current	£ 149.95																																																																													
Total Income		£ 209.95																																																																													
Current Account	£ 9,688.61																																																																														
Saver Account	£ 56,691.69																																																																														
Total	£66,380.30																																																																														
			Net	VAT	Gross																																																																										
01-Mar-21 Clerk V Williams	Online	Clerk Salary	£563.10		£563.10																																																																										
01-Mar-21 HMRC V Williams	Online	Clerk Tax	£110.60		£110.60																																																																										
01-Mar-21 V Williams - Reimburse Viking order	Online	Printer Ink GB-007275270W	£71.49	£14.30	£85.79																																																																										
01-Mar-21 V Williams - Reimburse Ebay	Online	Please clean up after your dog signs	£17.78		£17.78																																																																										
01-Mar-21 All Aspects Gardening	Online	Remove fencing and extra tidy WA Playground	£92.50		£92.50																																																																										
Total		Total Payments to be made			£ 869.77																																																																										
Current Account	£ 8,818.84																																																																														
Saver Account	£ 56,691.69																																																																														
SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08																																																																														
Travellers Planning Applications provision	-£ 15,000.00																																																																														
Total	£ 26,716.45																																																																														
<p>13. AOB</p>	<p>Litter</p> <ul style="list-style-type: none"> • KDP reported on a litter pick carried out today by herself and 3 others along the main road out of Funtington towards Ashling Park. They collected 6 bags of rubbish which CDC has collected by prior arrangement. KDP is keen to work with the Clerk to organize further litter picks around the Parish. • JM asked LG her opinion on why there was such an increase in litter on the verges in 	<ul style="list-style-type: none"> • Discuss future litter picks 	<p>Clerk / KDP</p>																																																																												

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	<p>West Sussex and whether it is related to lockdown. LG agreed that there was an increase and that she feels that it is just a case of people dropping more litter again. She feels this may be increased by the current extra use of more rural areas. LG suggested that using signs stating 'Litter Cleared By Volunteers' can have an extremely positive effect.</p> <ul style="list-style-type: none"> It was agreed that these signs would be investigated if further litter picks were successfully arranged. 		
14. Date of next meeting	<ul style="list-style-type: none"> Wednesday 7 April 2021 Time 6:00 pm 	<ul style="list-style-type: none"> Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 7:12 pm	None	N/A

Signed..... Chairman

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