

MINUTES OF FUNTINGTON PARISH COUNCIL (Virtual) MEETING 5 May 2021

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

Jane Mottershead (JM)
Jean Simmonds (JM)

David Palmer (CDC) DP

MEMBERS OF THE PUBLIC:

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	Richard Littler (RL)	<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 7 April 2021 meeting	<p>Minutes – Proposed, Seconded and AGREED <i>JM requested that the wording on 6b be changed to: ‘It is proposed that new traveller settlements are to be restricted to 15 pitches’. Wording to be changed in the final and published minutes</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 the majority of Councillors were now signed up to Dropbox. She proposed that as the next step she would be sharing documents using Dropbox but in these early stages would continue to also use email thereby ensuring that all Councillors received the documents. • DP stated he was yet to receive an invite. The Clerk responded that she had only been sending out test invites to Parish Councillors to date but confirmed that he would be included in the future on all relevant Dropbox invites. <p>Bus Shelter</p> <ul style="list-style-type: none"> • JM asked for the details of the contact from WSCC for the bus shelter. 	<ul style="list-style-type: none"> • Use Dropbox • Research WSCC contact 	Clerk Clerk
5. Public Questions	None	<ul style="list-style-type: none"> • None 	N/A
6. Election of Chairman	Miss Sheena King was elected Chairman. Agreed.	<ul style="list-style-type: none"> • None 	N/A

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2021-2022			
7. Chairman’s Declaration of acceptance of Office as Chairman	To be Signed by Sheena King (Due to the fact that this meeting is a virtual one the signing will take in person at a later date).	<ul style="list-style-type: none"> • SK to sign 	SK / Clerk
8. Appointment of Members to serve on Committees for 2021-2022	Finance – SK, PY, SC Planning – JM, JS, RL Communication – TBC – SK asked that any Councillors interested in joining the committee should email the Clerk.	<ul style="list-style-type: none"> • • • Email Clerk 	All
9. Dates and Times of Ordinary Meetings 2021-22	<u>2021</u> – 2 June, 7 July, 1 September, 6 October, 3 November, 1 December <u>2022</u> –5 January, 2 February, 2 March, Annual Statutory Meeting (ASM) on 5 May	<ul style="list-style-type: none"> • Post on Website 	Clerk
10. Receive Reports			
a) District Councillor Report	<ul style="list-style-type: none"> • It was reported that the Member Officer Group Meeting was now moving towards a Statement of Principle to go into the Local Plan. 	<ul style="list-style-type: none"> • None 	N/A
11. West Ashling Playground	a) ROSPA Inspection <ul style="list-style-type: none"> • Clerk confirmed that this had been booked. b) Revised Quotes – 3-year plan <ul style="list-style-type: none"> • JM reported that, as previously discussed, she had asked the three companies to requote for a three-year installation of equipment: <ul style="list-style-type: none"> ○ 1 company declined to quote. ○ 2 companies are preparing quotes which will be available for the next meeting in June. 	<ul style="list-style-type: none"> • None • Report new quotes in June Meeting 	N/A JM
12. Location of Noticeboard	<ul style="list-style-type: none"> • The Clerk discussed the email received from Mike Dare of Highways that she had previously circulated. With regard to the two proposed locations on Downs Street, the email stated that: <ul style="list-style-type: none"> ○ Location 1 closest to Mill Road was not suitable. ○ Location 2 near the flint wall at a position about a third of the way down the footpath towards the Mill would be a good position to site the notice board. 		

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	<p>The location would need to be re-checked but it should be possible to locate the notice board between 1.5m and 10m from the access to Mount Nelson.</p> <ul style="list-style-type: none"> ○ In order to progress this the Council would need a licence and to facilitate this a site notice would have to be erected for 28 days. If no adverse comments arose during the consultation period, the Council would then be authorised to install the notice subject to additional permission from the Highways Street Works Team. ● JM stated that she had been to the site and felt that location 2 would be a good position to site the notice board. ● PY reminded the Council that further quotes for installation would need to be obtained and the Clerk confirmed she would do this once approval had been given by Highways and that a final decision on location could be then decided. 	<ul style="list-style-type: none"> ● Measure proposed position ● Contact Highways 	<p>JM Clerk</p>
<p>13. Annual Parish Assembly</p>	<ul style="list-style-type: none"> ● The Clerk summarised the purpose of the APA: <i>The Annual Parish Assembly is open to all electors of your Town or Parish who have the right not only to attend, but also to speak on any matter of local interest. This differs from a Council meeting where electors who are not Councillors have no automatic right to speak.</i> ● It was agreed that this would be held on the day of the next Council Meeting (02 June 2021) prior to the main meeting. Due to the impact of Covid it may not be possible to have a speaker for this meeting. 	<ul style="list-style-type: none"> ● Post on Website 	<p>Clerk</p>
<p>14. Community Speedwatch</p>	<ul style="list-style-type: none"> ● In reference to a previously circulated email received from PC Lemm of Sussex Police regarding community speedwatch, it was agreed that PC Lemm should be contacted and invited to speak to the Council, preferably at the APA. 	<ul style="list-style-type: none"> ● Contact PC Lemm 	<p>Clerk</p>
<p>15. SIDs and VAS</p>	<p>SIDs</p> <ul style="list-style-type: none"> ● KDP listed examples of the data which is currently being collected by the SIDs. ● KDP asked whether the Neighbourhood Plan Planning Consultants could advise on the most relevant and useful data for the development of the NP and JM confirmed this was possible. ● SK pointed out the importance of backing up the data collected by the SIDs and proposed the purchase of an external hard drive for this purpose. <p>VAS</p>	<ul style="list-style-type: none"> ● Research / purchase external hard drive 	<p>Clerk / KDP</p>

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	<ul style="list-style-type: none"> ● KDP reported that some of the VAS units do have a data collection capability and that data had been collected periodically. <ul style="list-style-type: none"> ○ VAS Funtington (Eastern Side) – recently replaced after damage does not have data collection capability but can be retrofitted (£400-£500). ○ VAS at the Grange – does not have data collection capability and is too old to be retrofitted. ● It was AGREED to maintain the status quo and that no changes / upgrades would be made to the existing VAS units and to continue monitoring data on the ones with the capability. 	<ul style="list-style-type: none"> ● None 	N/A
16. Planning	<p>Applications and Decisions – CDC and SDNP</p> <ul style="list-style-type: none"> ● JM asked for any history to be emailed to her regarding the site at Cutmill Depot, Newells Lane, West Ashling, PO18 8DE, where application has been made for an existing lawful development certificate. <p>Neighbourhood Plan</p> <ul style="list-style-type: none"> ● JM confirmed that the leaflets for the NP consultation had been delivered. ● Discussion regarding the distribution of the leaflets, primarily to the properties that would not have received the article in the Village Magazine. ● It was agreed that a working party would be formed for distribution and leaflets placed in the shop and pub. SK asked that all Councillors be involved. 	<ul style="list-style-type: none"> ● Contact JM ● Forward list of roads the Village Magazine is delivered to ● Organise distribution 	<p>N/A</p> <p>Clerk – JM</p> <p>JM</p>
17. 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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	<p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 30 April 2021</p> <p>Statement Balances as at 30 April 2021</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 22,862.66</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,693.10</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 79,555.76</td> </tr> </table> <p>Income Already Received</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;"><u>Account</u></th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;"><u>Amount</u></th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>06-Apr-21 Carter</td> <td style="text-align: center;">Current</td> <td></td> <td style="text-align: right;">£ 60.00</td> <td></td> </tr> <tr> <td>16-Apr-21 CDC Payment</td> <td style="text-align: center;">Current</td> <td></td> <td style="text-align: right;">£ 14,254.48</td> <td rowspan="3" style="vertical-align: top;">(£12,110 Precept & £2144.48 CIL made as one payment)</td> </tr> <tr> <td>22-Apr-21 CIL Payment</td> <td style="text-align: center;">Current</td> <td></td> <td style="text-align: right;">£ 1,048.04</td> </tr> <tr> <td>Total Income</td> <td></td> <td></td> <td style="text-align: right;">£ 15,362.52</td> </tr> </tbody> </table> <p>Payments Already Made</p> <p>Reconciled Balances as at 30 April 2021</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 22,862.66</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,693.10</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£79,555.76</td> </tr> </table> <p>Payments Due 1 March 2021</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: 10%; text-align: center;">Gross</th> </tr> </thead> <tbody> <tr> <td>01-May-21 Clerk V Williams</td> <td style="text-align: center;">Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£544.30</td> <td></td> <td style="text-align: right;">£544.30</td> </tr> <tr> <td>01-May-21 HMRC V Williams</td> <td style="text-align: center;">Online</td> <td>Clerk Tax</td> <td style="text-align: right;">£129.40</td> <td></td> <td style="text-align: right;">£129.40</td> </tr> <tr> <td>01-May-21 Paul Simmonds</td> <td style="text-align: center;">Online</td> <td>REIM Noticeboard Repairs</td> <td style="text-align: right;">£44.57</td> <td style="text-align: right;">£8.92</td> <td style="text-align: right;">£53.49</td> </tr> <tr> <td>01-May-21 Information Commissioners Office</td> <td style="text-align: center;">Online</td> <td>ICO Renewal</td> <td style="text-align: right;">£40.00</td> <td></td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>01-May-21 Pippa Jacobs</td> <td style="text-align: center;">Online</td> <td>Clerk training for audit</td> <td style="text-align: right;">£47.40</td> <td></td> <td style="text-align: right;">£47.40</td> </tr> <tr> <td>01-May-21 All Aspects Gardening</td> <td style="text-align: center;">Online</td> <td>WA Playground Maintenance</td> <td style="text-align: right;">£200.00</td> <td></td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>01-May-21 V Williams</td> <td style="text-align: center;">Online</td> <td>REIM NP Leaflets Instaprint</td> <td style="text-align: right;">£38.33</td> <td style="text-align: right;">£7.66</td> <td style="text-align: right;">£45.99</td> </tr> <tr> <td></td> <td></td> <td>Total Payments to be made</td> <td></td> <td></td> <td style="text-align: right;">£ 1,060.58</td> </tr> </tbody> </table> <p>Balances After Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="width: 20%; text-align: right;">£ 21,802.08</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,693.10</td> </tr> <tr> <td><i>SDNPA CIL Grant allocated to Funtington & District Village Hall</i></td> <td style="text-align: right;"><i>-£ 23,794.08</i></td> </tr> <tr> <td><i>Travellers Planning Applications provision</i></td> <td style="text-align: right;"><i>-£ 15,000.00</i></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 39,701.10</td> </tr> </table> <p>AGREED</p> <ul style="list-style-type: none"> SK stated that she had made a Chairman’s decision to approve the ongoing Direct Debit payment for Zoom. The Clerk confirmed that this would be in next month’s cashbook. <p>CIL Money</p> <ul style="list-style-type: none"> The Clerk reported on the current CIL money held by the Council: <ul style="list-style-type: none"> £23,794.08 – Ringfenced for the Village Hall £8,541.99 – Unallocated payments received 2020-21 £3,192.56 – Unallocated payments received 2021-22 Total unallocated CIL payments - £11,734.55 The Clerk agreed to produce a document detailing money received and expiration dates for spending (CIL money must be allocated and spent within 5 years). <p>Internal Audit</p> <ul style="list-style-type: none"> The Clerk reported that the relevant documents have been submitted to the internal 	Current Account	£ 22,862.66	Saver Account	£ 56,693.10	Total	£ 79,555.76		<u>Account</u>		<u>Amount</u>		06-Apr-21 Carter	Current		£ 60.00		16-Apr-21 CDC Payment	Current		£ 14,254.48	(£12,110 Precept & £2144.48 CIL made as one payment)	22-Apr-21 CIL Payment	Current		£ 1,048.04	Total Income			£ 15,362.52	Current Account	£ 22,862.66	Saver Account	£ 56,693.10	Total	£79,555.76				Net	VAT	Gross	01-May-21 Clerk V Williams	Online	Clerk Salary	£544.30		£544.30	01-May-21 HMRC V Williams	Online	Clerk Tax	£129.40		£129.40	01-May-21 Paul Simmonds	Online	REIM Noticeboard Repairs	£44.57	£8.92	£53.49	01-May-21 Information Commissioners Office	Online	ICO Renewal	£40.00		£40.00	01-May-21 Pippa Jacobs	Online	Clerk training for audit	£47.40		£47.40	01-May-21 All Aspects Gardening	Online	WA Playground Maintenance	£200.00		£200.00	01-May-21 V Williams	Online	REIM NP Leaflets Instaprint	£38.33	£7.66	£45.99			Total Payments to be made			£ 1,060.58	Current Account	£ 21,802.08	Saver Account	£ 56,693.10	<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	£ 39,701.10		
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	auditor for inspection.		
18. AOB	<p>AOB suitability</p> <ul style="list-style-type: none"> • After discussion regarding the use of AOB, SK stated that no decisions should be made at this point in the meeting. • It was proposed to call the item on the agenda, ‘Parish Notices’, in order that useful information can be reported. <p>Notices</p> <ul style="list-style-type: none"> • JM reported on works in West Ashling: <ul style="list-style-type: none"> ○ A works party would again be clearing the ivy from the flint wall. ○ A date was to be confirmed for clearing the pavements of mud. • JS referred to the older news and events articles still displayed on the website. The Clerk explained that these would be archived but still available to view as more items are posted. • SK formally thanked KDP for the article she wrote for the Village Magazine. 	<ul style="list-style-type: none"> • None 	N/A
19. Date of next meeting	<ul style="list-style-type: none"> • Wednesday 6 June 2021 Time 6:00 pm (to start with APA) 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 7pm	None	N/A

Signed..... Chairman

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