

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING  
4 May 2022**

**PRESENT:** Sheena King (SK) Chair  
 Kate Du Port (KDP)  
 Jean Simmonds (JS)  
 David Ash (DA)

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

David Palmer (CDC) DP

**MEMBERS OF THE PUBLIC:** Seven

<b>AGENDA ITEM</b>	<b>NOTES/COMMENTS</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
<b>1. Apologies</b>	Julian Joy (WSCC) - absent but no apologies received	<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 April 2022 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>CIL Grant</b>            SK suggested that CIL spending be discussed at the June Meeting with the following potential spends to be considered:</p> <ul style="list-style-type: none"> <li>Repairs to the anti-vehicle post and rail fence at the Dell</li> <li>Bus Shelter repairs and relocation – B2146 adjacent to The Old Chapel (Clock Museum)</li> </ul> <p><b>Noticeboard</b></p> <ul style="list-style-type: none"> <li>The Clerk updated that, although there had been some delays to the delivery of the new noticeboard, it is now with the signwriter and expected to be ready for delivery soon.</li> </ul> <p><b>Fingerposts</b></p> <ul style="list-style-type: none"> <li>SK reported that the agreed repairs to the finials and fingerposts in general are now taking place.</li> </ul>	<ul style="list-style-type: none"> <li>Add to June Agenda</li> <li>None</li> <li>None</li> </ul>	<p>Clerk</p> <p>N/A</p> <p>N/A</p>
<b>5. Public Questions</b>	<p><b>A question was asked as to why no progress had been made on a lasting commemoration to Councillor Peter Hall?</b></p> <ul style="list-style-type: none"> <li>It was suggested a bench be installed in Heather Close with a suitable plaque. SK verified that that plaque should include both Peter and Angela Hall, as well as details of</li> </ul>	<ul style="list-style-type: none"> <li>Add to June Agenda</li> </ul>	Clerk

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	<p>their service to the community. It was <b>Agreed</b> that this be added to the June agenda but that in principle this would be a fitting tribute and expression of thanks. Permission would have to be sought from Highways.</p> <p><b>A question was asked regarding the proposed investment into the WA playground versus the number of children that use it.</b></p> <ul style="list-style-type: none"> <li>• As this item is on the agenda, SK stated that it would be discussed at that point in the meeting.</li> </ul> <p><b>A question was asked regarding road closure notices over the Jubilee Weekend.</b></p> <ul style="list-style-type: none"> <li>• The Clerk answered that the PC will hopefully be informed of these and will publicise accordingly on the website. The PC however is not consulted nor involved in the decision making process and that any resident could apply to Highways for permission to close a road for the purpose of a street party for this special event.</li> </ul>	<ul style="list-style-type: none"> <li>• Add to June Agenda</li> <li>• Update as Applicable</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<p><b>6. Election of Chairman 2022-2023</b></p>	<ul style="list-style-type: none"> <li>• SK and BM both stood for Chairman and therefore in accordance with the Local Government Act 1972 ss.15 (3) a vote was taken: <ul style="list-style-type: none"> <li>○ SK received 5 votes</li> <li>○ BM received 2 Votes</li> </ul> </li> <li>• SK was <b>elected</b> as Chairman by a majority vote.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>
<p><b>7. Chairman’s Declaration of acceptance of Office as Chairman</b></p>	<p>Signed by SK</p>	<ul style="list-style-type: none"> <li>• Add to File</li> </ul>	<p>Clerk</p>
<p><b>8. Appointment of Members to serve on Committees for 2022-2023</b></p>	<p><b>Finance</b> – SK, PY, DA  <b>Planning</b> – JM, JS, RL  <b>Communication</b> – KDP, SK, JS, PY</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>
<p><b>9. Dates and Times of Ordinary Meetings 2022-23</b></p>	<p><b>2022</b> – 01 June, 06 July, 07 September, 05 October, 02 November, 07 December  <b>2023</b> –04 January, 01 February, 01 March, 05 April including <b>Annual Parish Assembly</b>, 03 May <b>Annual Statutory Meeting</b></p>	<ul style="list-style-type: none"> <li>• Post on Website</li> </ul>	<p>Clerk</p>
<p><b>10. Receive Reports</b></p>			
<p>a) District Councillor</p>	<p><b>Proposed Raughmere Development – The Daffodil Field</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>

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Report	<ul style="list-style-type: none"> <li>DP reported that the appeal for the Daffodil Field Development in Lavant failed due to the Planning Inspector determining that the District has 5.3 years land supply. However a different appeal was won because a second Planning Inspector determined that there were only 4.4 years land supply. So two different land supply figures were used!</li> <li>He went on to praise the work of Lavant PC who had worked hard to make representations at the Appeal.</li> <li>BM commented that there were several other factors which affected the outcome of the second Appeal.</li> </ul> <p><b>Local Plan (LP)</b></p> <ul style="list-style-type: none"> <li>Data required for the LP to be able to progress by August 2022 is currently being collected. However, the LP would not be ready for examination in time for the elections in May 2023.</li> </ul>		
<b>11. Horse and Groom Defibrillator</b>	<ul style="list-style-type: none"> <li>The Clerk reported that an electrician had visited the new external defib location and he had confirmed that electricity could be connected to the defib, he provided a quote £125 – this was <b>Approved</b>.</li> <li>Following the Defib training the Clerk is now working with Richard Pullen of Surefire to obtain a new external case from South East Coast Ambulance Service (SECAMB).</li> </ul>	<ul style="list-style-type: none"> <li>Accept Quote</li> <li>Follow up on case</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<b>12. West Ashling Playground</b>			
a) Working Party	<p><b>Playground Working Group Report (SK, PY, KDP, Clerk)</b></p> <ul style="list-style-type: none"> <li>First meeting of the group has been held and a plan to progress drawn up: <ul style="list-style-type: none"> <li>PY is creating a cost comparison spreadsheet.</li> <li>SK has produced a Gantt Chart to monitor progress and allow for efficient and accurate reporting.</li> <li>The group informed the Council of its intention to work closely with the school by providing them with posters and stickers to enable the children to vote on their favourite proposed playground design. This vote is not intended to be the final decision but would allow for an informed discussion to take place once the information is collated alongside the quotes.</li> <li>SK has spoken to the Headmistress who is extremely pleased to be involved and the playground companies have been contacted to ask for appropriate posters.</li> </ul> </li> <li>A question was asked regarding the demand versus cost aspect of the playground. The Clerk stated that this was difficult to measure and in fact the improvements may</li> </ul>	<ul style="list-style-type: none"> <li>Report progress at June Meeting</li> </ul>	<p>Group</p>

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	increase use. She suggested that the school be asked to survey the parents to gauge usage as part of the consultation process.		
b) ROSPA Inspection	<ul style="list-style-type: none"> <li>• Clerk confirmed that this had been booked and would take place at some point in coming weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Report back when applicable</li> </ul>	Clerk
<b>13. Countryside Working Party</b>			
a) Village Welcome Gates	<ul style="list-style-type: none"> <li>• KDP and BM had met to discuss options and possible locations for the village gates and submitted a report to the Council summarising:               <ul style="list-style-type: none"> <li>○ Why gates should be installed</li> <li>○ Potential materials</li> <li>○ Potential locations</li> <li>○ WSCC Highways requirements</li> </ul> </li> <li>• It was confirmed that these are very much intended as traffic calming measures – item name on the agenda to be changed to Village Gateways to avoid confusion.</li> <li>• BM proposed that the intention is to now revisit all the sites and formulate a plan to move the project forward.</li> <li>• The project would probably need to be completed in stages due to the number of gates required.</li> </ul>	<ul style="list-style-type: none"> <li>• Report progress at June Meeting</li> </ul>	KDP/BM
<ul style="list-style-type: none"> <li>• Verge tree / wildflower planting</li> </ul>	<ul style="list-style-type: none"> <li>• JS asked that the Council consider applying for the rights to plant either wildflowers or trees on some of the larger verges between East Ashling and Funtington.</li> <li>• As ownership of and therefore responsibility for the verges is unclear, JS proposed that she contacts both West Sussex County Council (WSCC) and Chichester District Council (CDC) and ask for permission to plant and to put a “no mow order in place”.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact CDC / WSCC</li> </ul>	JS
<b>14. Annual Parish Assembly Update</b>	<ul style="list-style-type: none"> <li>• Although the Annual Parish Assembly (APA) Minutes cannot be approved until next year’s Assembly, SK wanted the opportunity for any comments / corrections to be made before too much time passed.</li> <li>• No comments made.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Draft Minutes on Website</li> </ul>	Clerk
<b>15. Residents Against Vehicle Excessive Noise (RAVEN)</b>	<ul style="list-style-type: none"> <li>• DA summarised the work of RAVEN:               <ul style="list-style-type: none"> <li>○ Its formation followed a pilot scheme on the A31/A32 which has an issue with motorbike noise.</li> <li>○ Noise detecting cameras which allow for warning letters to be sent out to excessively noisy vehicles were employed and proved to be effective in reducing</li> </ul> </li> </ul>		

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	<p>noise.</p> <ul style="list-style-type: none"> <li>If FPC want to continue to be included in the initiative the Council must approve membership of the group.</li> <li>It was <b>Agreed</b> that FPC would like to be included in the initiative but would like clarification on what this involves logistically and financially.</li> <li>DA reported that due to poor internet connection he had experienced difficulties attending the meetings which are held remotely using Microsoft Teams.</li> <li>It is expected that meetings for the group are to remain remote and it was therefore <b>Agreed</b> that DA should report back to RAVEN explaining the problems being experienced by people trying to feed in to the meetings and request that FPC be fully involved off line, including access to the minutes to enable the PC to partake where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Report back Intention for PC inclusion</li> <li>Request inclusion in circulation of minutes</li> </ul>	<p>DA</p> <p>DA</p>
<b>16. Planning</b>			
a) Applications / Decisions – CDC and SDNP	<p><b>Notable Applications / Decisions</b></p> <ul style="list-style-type: none"> <li><b>SDNP/22/00216/FUL</b> Car Park, Downs Road, West Stoke, Funtington, West Sussex (Kingley Vale) - Installation of a 2.4m height/4.8m wide barrier/restriction gate at the entrance to West Stoke Car Park. An application for the installation of a barrier at Kingley Vale is still being considered.</li> <li><b>SDNP/22/00670/FUL</b> Bermuda, Southbrook Road, West Ashling, West Sussex, PO18 8DN - Retrospective change use of land to garden ancillary to the existing residential caravan and erection of a detached utility building ancillary to the residential caravan. Following the 3 months grace period allowed after the issue of a Stop Notice this retrospective planning application has been <b>refused</b>.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<p>N/A</p>
b) Planning Appeals	<ul style="list-style-type: none"> <li>The Clerk confirmed that following the information shown on the public planning portal a date of 12 July 2022 had been proposed for the Planning Appeal for Planning Application <b>20/00956/FUL</b>. She has since spoken to the Planning Inspectorate who confirmed that this date had been rejected and that a new date of 10 August 2022 had been proposed but was not currently confirmed.</li> <li>The need for a PC employed Planning Consultant was discussed. Following the request for guidance from the West Sussex Association of Local Councils (WSALC) the email received from the Adviser recommended by them (Flo Churchill) was reviewed.</li> <li>Ms Churchill stated she can offer support as a ‘Critical Friend’ to the Parish Council to advise on such matters as to whether or not the Parish Council should engage in the</li> </ul>		

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	<p>appeals process as a Rule 6 Party and what should be the substance of the Parish Council's representations.</p> <ul style="list-style-type: none"> <li>• BM stated that West Ashling has also consulted Genesis Town Planning Ltd with the intention of privately funding the appointment and that the point of contact was Jane Mottershead.</li> <li>• It was agreed that WA having their own consultant should not affect the actions of the PC but that it is important that representations are made in the best interest of the Parish as a whole.</li> <li>• It was therefore <b>Agreed</b> that a meeting would be arranged for Sheena King as Chair of the PC, Jean Simmonds as Chair of the Planning Committee and Jane Mottershead as representative for West Ashling.</li> <li>• It was <b>Agreed</b> that concurrently the PC would employ Ms Churchill to discuss the best way to represent the Council at the upcoming Appeal Hearing. As this is the first Planning Appeal in which the Council has been involved it was agreed that an initial meeting should be arranged and attended by the Sheena King (Chair), Jean Simmonds (Chair of Planning) and Flo Churchill.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange Meeting for WA and PC</li> <li>• Arrange Meeting for Consultant and PC</li> </ul>	<p>SK</p> <p>Clerk</p>
<p><b>17. Neighbourhood Plan</b></p>	<ul style="list-style-type: none"> <li>• BM read out an email from Jane Mottershead summarising the current status of the NP according to the co-chairs:</li> </ul> <p><b>Oneill Homer Report – Meeting with SG 15<sup>th</sup> March 2022</b></p> <ul style="list-style-type: none"> <li>• This has not yet been completed.</li> <li>• JM states that it is to be based on the discussion from the last SG meeting and is to identify areas that the SG need to address within the NP.</li> <li>• Minutes have already been sent out to all members of the Steering Group from that meeting and the Clerk asked again that these be circulated to the Full Council and submitted to her for addition to the website.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• JM has been speaking to Chichester District Council (CDC) Planning to establish the best policies to be included in the NP to prevent large Scale G and T sites within the Parish.</li> <li>• Discussion regarding days of support paid for outstanding to be clarified.</li> <li>• 2022/23 funding process in final stages.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>18. Finance</b></p>			
<p>a) Consider and approve monthly cashbook</p>	<ul style="list-style-type: none"> <li>• Cash book presented - already circulated to FPC members.</li> </ul>	<ul style="list-style-type: none"> <li>• Make payments</li> </ul>	<p>Clerk</p>

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	<p style="text-align: center;"><b>FUNTINGTON PARISH COUNCIL</b> <b>Financial Statement as at 30 April 2022</b></p> <p><b>Statement Balances as at 30 April 2021</b></p> <table border="1" data-bbox="436 342 789 399"> <tr> <td>Current Account</td> <td style="text-align: right;">£35,031.42</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,698.74</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£91,730.16</b></td> </tr> </table> <p><b>Income Already Received</b></p> <table border="1" data-bbox="436 435 1020 526"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04-Apr-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>08-Apr-22</td> <td>CDC Payments - precept</td> <td>Current</td> <td style="text-align: right;">£12,279.20</td> </tr> <tr> <td>28-Apr-22</td> <td>SDNP CiL</td> <td>Current</td> <td style="text-align: right;">£6,351.82</td> </tr> <tr> <td colspan="3"><b>Total Income</b></td> <td style="text-align: right;"><b>£18,691.02</b></td> </tr> </tbody> </table> <p><b>Payments Already Made</b></p> <table border="1" data-bbox="436 561 1398 599"> <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 colspan="6" style="text-align: right;"><b>Totals</b></td> <td></td> </tr> </tbody> </table> <p><b>Payments Due 1 May 2022</b></p> <table border="1" data-bbox="436 634 1398 797"> <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-May-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£718.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£718.00</td> </tr> <tr> <td>01-May-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax</td> <td style="text-align: right;">£149.40</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£149.40</td> </tr> <tr> <td>01-May-22</td> <td>V Williams REIM</td> <td>Online</td> <td>WEL Medical Pads</td> <td style="text-align: right;">£39.95</td> <td style="text-align: right;">£7.99</td> <td style="text-align: right;">£47.94</td> </tr> <tr> <td>01-May-22</td> <td>Countrywide</td> <td>Online</td> <td>WA Play Area</td> <td style="text-align: right;">£108.33</td> <td style="text-align: right;">£21.67</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>01-May-22</td> <td>V Williams REIM</td> <td>Online</td> <td>ICO Sub</td> <td style="text-align: right;">£40.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>01-May-22</td> <td>S King REIM</td> <td>Online</td> <td>Timpsons Key Pav</td> <td style="text-align: right;">£12.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>01-May-22</td> <td>V Williams REIM</td> <td>Online</td> <td>Stationery</td> <td style="text-align: right;">£8.04</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£8.04</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total Payments to be made</b></td> <td style="text-align: right;"><b>£1,105.38</b></td> </tr> </tbody> </table> <p><b>Balances After Payments</b></p> <table border="1" data-bbox="436 821 1257 930"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 33,926.04</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,698.74</td> </tr> <tr> <td><i>SDNPA CiL Grant allocated to Funtington &amp; 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<p>b) Review of Risk Assessment and Risk Management</p>	<ul style="list-style-type: none"> <li>• In line with the internal audit recommendations the following existing documents have been reviewed, updated and circulated to all Councillors for comment and approval: <ul style="list-style-type: none"> <li>○ Risk Assessment</li> <li>○ Risk Management Policy</li> </ul> </li> <li>• These were <b>Approved</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Post on Website</li> </ul>	<p>Clerk</p>																																																																																																																	
<p><b>19. Parish Notices</b></p>	<ul style="list-style-type: none"> <li>• County Councillor Julian Joy has been elected as Mayor of Chichester City Council.</li> <li>• An email had been received regarding the newsletter delivery as this was the first delivery with the company and SK has been working closely with them to ensure all roads are included and deadlines are met.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p>N/A</p>																																																																																																																	
<p><b>20. Date of next meeting</b></p>	<ul style="list-style-type: none"> <li>• Wednesday 1 June 2022 Time 6:00 pm – West Stoke Village Hall</li> </ul>	<ul style="list-style-type: none"> <li>• Post agenda on website and</li> </ul>	<p>Clerk</p>																																																																																																																	

Funtington Parish Council Minutes – May 2022

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
		noticeboards	
Meeting Closed	Meeting closed at 1925	None	N/A

Signed..... Chairman

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