

**DRAFT - Minutes of Funtington Parish Council Meeting
held at St Mary's Church Hall, Funtington on Wednesday 4th October 2023 at 6:30pm**

Present:

Cllr J Mottershead [JBM] (Chair), Cllr D Ash [DA], Cllr V Cathie[VC](arr. 19:00), Cllr C Donnelly [CD], Cllr N Laurence [NL], Cllr R Littler [RL], Cllr B Mousley [BM], Cllr J Mousley [JM]

In Attendance: none

Members of the Public: There were 4 members of the public present

The meeting commenced at 6:30

1. Apologies for Absence

Apologies were received from District Cllr J Brookes-Harmer [JB-H]

2. Declarations of Interest

There were no declarations of interest received at this point

- 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council meeting held on the 6th September 2023.** It was unanimously CONFIRMED that the minutes of the last meeting of the Parish Council held on the 6th September 2023 were an accurate record, with one correction to the date of the approved minutes in item 4. They were duly signed by the Chair.

- 4. To Co-opt Elizabeth Paris as Councillor to the Parish Council.** A completed application form and CV had previously been circulated to councillors. It was agreed unanimously to co-opt Miss Paris.

- 5. Open Forum.** No matters were raised

- 6. Planning Applications.** To Consider and Agree Action on the following, if appropriate.

The Parish Council's full comments on these and all other relevant Applications can be read via either the SDNP website: at <https://planningpublicaccess.southdowns.gov.uk/online-applications/> or the CDC planning website: at <https://www.chichester.gov.uk/article/24073/Comment-or-search-on-a-planning-application>

- a. **Developments at Broadley Copse.** BM summarized a report given by Nick Baird at the recent Parish Meeting. A scoping application had been sent to SDNP to which a reply had been received from SDNP. These details will be added to the Parish Council website. Any changes will require a fresh planning application to SDNP. Nick Baird has confirmed that he will keep the Parish Council informed of his plans.
- b. **Mobile homes in Newells Lane.** The Parish Council has objected to an application to add three mobile homes and will speak at the next CDC Planning Committee meeting. JBM reported that the Parish Council was seeking restrictions on the number of Gypsy and Traveler sites permitted within the parish.

c. Weekly Lists

week 36

SDNP/23/01129/HOUS - approved by SDNP

FU/23/01845/FUL – Funtington Parish Council has no objections to this application
 SDNP/23/03456/FUL – Funtington Parish Council has no objections to this application
 SDNP/23/03483/TCA – Funtington Parish Council has no objections to this application

week 37

FU/23/01418/FUL - refused by CDC
 FU/23/01430/DOM – permitted by CDC
 SDNP/23/02706/HOUS - approved by SDNP
 SDNP/23/03177/TCA – SDNP raise no objection

week 38

none

week 39

FU/23/02054/DOM – Funtington Parish Council has no objections to this application
 SDNP/23/03853/TCA – Funtington Parish Council has no objections to this application
 SDNP/23/03633/LIS – Funtington Parish Council has no objections to this application
 FU/23/02091/TPA – Funtington Parish Council has no objections to this application

7. To Receive Reports from County and District Cllrs and Other Delegates.

A report had been received from Cllr Brookes-Harmer which had been previously circulated to Cllrs. This report will be published on the Parish Council website.

8. 8. General Matters for Decision – To consider and agree action on the following:

- a. **The Pavilion at The Dell** – primary school in the area had been contacted, but no response had been received;. The clerk will call to follow up. It was agreed that if none of the schools were interested, the pavilion would be advertised on the open market. **Action Parish Clerk**
- b. **West Ashling Playground** – JBM had approached the contractors chosen at the previous meeting to discuss reducing the price further. She noted that the contractor had stated that this was not possible without moving significantly away from the original shop specification. She also noted that the contractors came highly recommended by Westbourne Parish Council. Cllrs agreed unanimously to instruct Longmeadows at the quoted price.
- c. **Grants and Donations Policy** – DA asked for clarification on the difference between a donation (given freely by the parish council) and a grant (given conditionally for a specific project). Cllrs voted unanimously to accept the updated Grants and Donations policy. The new policy will be added to the Parish Council website. **Action Parish Clerk**

9. Financial Matters for Decision – To Consider and Agree Action on the following:

- September Schedule of Payments, for authorization – It was unanimously RESOLVED to AUTHORISE the September Schedule (circulated previously), which was then signed by the Chair. Cllrs voted unanimously to accept all payments

A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council)

SEPTEMBER 2023

Method	Amount	Pavee	Reason
IBT	£39.22	NALC	Training course for Clerk
IBT	£31.50	West Asling	For Parish Meeting 29 th Sept
IBT	£501.60	Vision ICT	Website. hosting. Cllr emails
IBT	£12.99	Stationary	
IBT	£20.62	Supplies	For Parish Meeting 29 th Sept

IBT	£130.00	Countrywide	Grounds maintenance at West
IBT	£18.07	Viking Signs	No Camping sign for the Dell
IBT	£50.00	Vision Support	Donation (agreed at 7 th June PC

IBT = Interbank transfer

- Report on Council's Bank Accounts as at 30th September 2023, for acceptance: The clerk presented the bank reconciliation for October 2023. The reconciled current account balance is £39,065.92 and savings account balance is £66.70

- External Auditor's Review of Annual Governance & Accountability Return to year ended 31 March 2023: The clerk reported that the external auditor had issued an interim report which has been published on the Parish Council website.

10. Matters for Discussion

- a. **Summary of Parish Correspondence:** Members acknowledged recent correspondence noting:
 - a request for parish council help towards the upkeep of the three churchyards and two war memorials in the parish. It was agreed that this will be considered at budget setting with the finance committee. **Action Finance Committee**
 - Road closure – Southbrook Road, 17th October 2023. Notices have been added to the notice boards. The exact location of the closure had not been stipulated. [Closure now cancelled – 9th Oct 2023]
 - a request had been received to view Cllrs declarations of interest. These have been published on the Parish Council website.
 - Connecting the Parish to the Slow Ways walking network
 - a questions regarding grants and donations – it was noted that no donations or grants had been approved by Cllrs since the elections in May
 - External audit delay – see 9. Above
 - Overgrown hedges on the B2146 in Funtington – Highways have been informed and will contact the homeowners concerned.
- b. **Update on CHS Scheme and speeding Prevention.** Two volunteers have stepped forward to offer their help with the speedwatch groups in Funtington and East Ashling. A volunteer is still being sought to help run the Speed Indicator Device (SID) program in Funtington. The clerk to prepare a recruitment poster for the notice boards. **Action RL to contact volunteers, Parish Clerk to prepare poster**
- c. **Neighbourhood Planning Update.** A draft questionnaire for residents has been prepared. It is intended that the final version will go out to all households in the Parish before Christmas and will include a prize draw incentive to encourage engagement.
- d. **Community Engagement** – not covered
- e. **Defibrillator Servicing and Training.** VC has agreed to take over servicing the defibrillators across the parish, as a medical doctor she is well qualified to do so, although it was agreed that training in maintaining this type of machine would be provided if necessary. VC commented that it might be desirable to schedule another residents' training session.
- f. **West Stoke Black and White Roadsign** – the clerk reported that car insurance company had been in touch and that she is currently awaiting repair quotes.

- g. **A Consultation from CDC** for the naming of the new road at the housing development in West Ashling has been received. Suggestions from Cllrs included Ashling Close, Quinnings Close and Swan Close. These to be communicated to CDC by the clerk. **Action Parish Clerk**
- h. **Preparation for Winter and Flood issues.** Regular winter flooding at Watery Lane and West Stoke Road were noted and a discussion ensued regarding the application process for Operation Watershed funding from CDC to survey and improve drainage at these sites. DA and NL agreed to look into this and to discuss an application with Cllr Martin Edney at Compton Parish Council who has used Watershed funding successfully in the past. **Action DA and NL**
- i. **Parish Assets List** – a copy of the list had been previously circulated to Cllrs. Questions were raised about several low-value historic items that were no longer in Parish Council possession or were no longer viable. The clerk to investigate and prepare a final asset list for approval at the next meeting. **Action Parish Clerk**

11. Matters for Information

It was noted that the Parish council had agreed that NoticeBoards Online should carry out the installation of the new noticeboard at Funtington and remove the old board at the March 2023 Parish Council meeting. The fee had subsequently been paid, but no further progress had taken place. Cllrs AGREED unanimously that the clerk look into cancelling the order and obtaining a refund as quotes from a local contractor had now been approved.

12. Date of Next Meeting

Wednesday 1st November 2023 in The Church Room, St Mary's Church, Funtington

The meeting closed at 19:15