

MINUTES OF FUNTINGTON PARISH COUNCIL MEETING 01 September 2021

PRESENT: Sheena King (SK) Chair
Pat Young (PY)
Kate Du Port (KDP)
David Ash (DA)

Jane Mottershead (JM)
Jean Simmonds (JS)
Richard Littler (RL)

David Palmer (CDC) DP

MEMBERS OF THE PUBLIC: One

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1a. Apologies	Suzanne Courtney-Bulbeck (SC) & County Councillor Julian Joy - 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 7 July 2021 meeting	<p>Minutes – Proposed, Seconded and AGREED <i>With previously submitted corrections:</i> Item 9 noticeboard :</p> <ul style="list-style-type: none"> “it was proposed that a second forward opening noticeboard be purchased for the Village Hall” Downs Road to be replaced with the correct Downs Street. 	<ul style="list-style-type: none"> Post on website 	Clerk
4. Action Grid	<p>Trees in the playground</p> <ul style="list-style-type: none"> SK reported that she had been in contact with CDC and a second visit to the playground is programmed in. <p>SIDs / VAS</p> <ul style="list-style-type: none"> KDP reported that she continues to record the data and upload it to the Dropbox account. 	<ul style="list-style-type: none"> Report on CDC visit Continue data collection 	SK KDP
5. Public Questions	<p>Question regarding public access on the road to Balsam’s Farmhouse, Watery Lane.</p> <ul style="list-style-type: none"> The status of this road, as an established right of way was discussed. The owner of the land had been previously contacted to ask that the established norm of allowing public access within these rights be maintained. It was agreed that the situation would be monitored and if the problem continues, the PC will consider writing to the landowner. 	<ul style="list-style-type: none"> None 	N/A

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<p>6. Receive Reports</p>	<p>David Palmer –CDC Local Plan Review</p> <ul style="list-style-type: none"> • Unlikely to meet the full housing targets set by Government, due to lack of external funding for infrastructure improvements e.g. improvements to A27 bypass, a Stockbridge Link Road and transport • Funding required approx £65 million. CDC could possibly secure £33-£45 million from developers but remainder would have to come from other sources, which currently appear to be unavailable • Planning Inspectorate has noted that before concluding housing needs cannot be met, CDC needs to determine: <ul style="list-style-type: none"> ○ what level of housing could be achieved based on deliverable improvements to the A27 ○ whether the housing needs could be achieved in another way e.g. if neighbouring authorities can help meet the need <p>Southern Gateway</p> <ul style="list-style-type: none"> • The land needed to progress the Southern Gate is unavailable - only 2 of the required 5 pieces of land could be acquired. • It has not been abandoned but if it is to move forward it will be a reduced project. 	<ul style="list-style-type: none"> • None 	<p>N/A</p>
<p>7. WA Playground</p>			
<p>a. Maintenance</p>	<ul style="list-style-type: none"> • The playground maintenance contract is up for review in November. • The Clerk reported that there had been some issues in fulfilling the contractual requirements and that as a matter of course the contract should be put out to tender in time for renewal. • This was Agreed 	<ul style="list-style-type: none"> • Obtain quotes 	<p>Clerk</p>
<p>b. Equipment</p>	<ul style="list-style-type: none"> • JM reported that until a decision on the proposed removal of the Leyland Cypress trees, no further action had been taken on the playground equipment quotes. • SK summarised the previously discussed plans to remove the trees to open up the available space in the playground. 	<ul style="list-style-type: none"> • Add to next agenda 	<p>Clerk</p>
<p>8. Noticeboard</p>	<p>Down Street</p> <ul style="list-style-type: none"> • The Clerk summarised the current cost of relocating the noticeboard to Down street: <ul style="list-style-type: none"> ○ Due to the stipulation by Highways that any contractor employed for the installation must carry the necessary Public Liability Insurance, specialist 		

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	<p>companies have been contacted and the only quote received is from PSM Surface and Linemarking £765+VAT.</p> <ul style="list-style-type: none"> • It was agreed that this quote to be rejected. • JM suggested that, as the works are to be carried out on a footpath and not a road, Highways be contacted and asked if there is a possibility of using a company with less insurance provision, if the PC carries out a risk assessment. <p>Village Hall</p> <ul style="list-style-type: none"> • JM confirmed that she and the other hall trustees would support a noticeboard being placed on the wall, of the adjacent house but would not support placing the available notice board in the car park. The visibility of placing the board on the wall versus a position facing the pavement were was discussed. • It was agreed that further investigation into a small forward opening wall mounted noticeboard to be carried out. • Final decision to be made at the FPC October meeting. 	<ul style="list-style-type: none"> • Contact Highways • Obtain prices for Noticeboard 	<p>Clerk</p> <p>SK / Clerk</p>
<p>9. Approval of Policies</p>	<ul style="list-style-type: none"> • In line with the internal audit recommendations the following existing policies have been reviewed and updated and circulated to all Councillors for comment and approval: <ul style="list-style-type: none"> ○ Complaints Policy ○ Document Retention and Disposal Policy ○ Email Policy ○ Financial Regulations ○ Standing Orders • RL stated there were some inconsistencies. • It was Agreed that the policies would be Approved providing the necessary editing was completed. 	<ul style="list-style-type: none"> • Final edit to be carried out 	<p>SK</p>
<p>10. Communications Committee</p>			
<p>a. WhatsApp Group</p>	<ul style="list-style-type: none"> • At the Communications Meeting held in July, the committee had discussed the difficulties faced by lack of responses by some Councillors to Council emails and the concerns that Council email accounts were not being checked. • It was proposed that an ‘email notification specific WhatsApp group’ be set up to allow the Clerk to alert Councillors to emails being sent. This would be only used by the Clerk to the Councillors, no two-way conversation would be allowed and no discussions could take place via these means. 		

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	<ul style="list-style-type: none"> • There was some concern that this would mean overloading those Councillors that do check email accounts with unnecessary digital communication. • It was proposed that this not be implemented at this stage. • SK asked that all Councillors check their emails and reply when necessary. 	<ul style="list-style-type: none"> • Investigate 'read receipts' 	Clerk
b. Newsletter	<ul style="list-style-type: none"> • Summary of newsletter and NP Flyers: <ul style="list-style-type: none"> ○ 1500 double sided A4 newsletters and 1500 Single sided A5 NP flyers ordered. ○ As this is the first delivery this is expected to be too many leaflets but this will be adjusted for the next order. It was agreed that excess would be left in locations around the Parish. ○ These are to be delivered in week beginning 06 September. • SK asked the Council for approval to purchase Canva Pro, the professional version of the design package that she had used to create all flyers and newsletters to date - £99 / year. There is the potential to share this cost with Milland Parish Council in the future. • This was approved. 	<ul style="list-style-type: none"> • Purchase Canva Pro 	SK
11. Broadley Copse Liaison Update	<ul style="list-style-type: none"> • SK summarised concerns raised by Parishoners regarding increased flies and issues with farm traffic. All enquiries had been forwarded to the relevant people and answered by Broadley Copse and Environmental Protection at Chichester District Council where applicable. • Although three PC members sit on the liaison group it was reiterated that this is to increase two-way communication only. FPC cannot take any direct action • It has been proposed that a group be set up to enable greater communication amongst all interested parties to include: Highways, Police, PC, Broadley Copse and other farming contractors. • Regular liaison group meetings will also continue in order to maintain communication. 	<ul style="list-style-type: none"> • Invite interested parties 	SK / KDP / Clerk
12. Planning	<p>Applications/Decisions - CDC and SDNP</p> <ul style="list-style-type: none"> • JM stated her intention to cancel the scheduled planning meeting 06 September 2021, as due to a continued backlog of decisions at District level, there are no relevant applications to discuss. • This was agreed. <p>Neighbourhood Plan (NP)</p> <ul style="list-style-type: none"> • Discussion regarding the number of people expected at the first NP meeting and the concerns in regard to engaging members of the public. 	<ul style="list-style-type: none"> • Publicise cancellation on website • Clerk to send out digital copy of NP leaflet 	Clerk Clerk

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	<ul style="list-style-type: none"> Regarding the steering group requirements, DA stated that the point needs to be made that without public interest and formation of steering groups the NP cannot happen. Number of volunteers required will be dependant on the required number of: <ul style="list-style-type: none"> Steering group members Working groups A query was raised regarding the reimbursement of the necessary spending at this stage of the process. The RFO did express her concerns that these payments had previously been justified as payments that would be reimbursed. KDP raised her concerns over the use of laminated posters. It was agreed that a more environmentally friendly option would be sourced to enable this important advertising. There was some confusion regarding the funding available for the NP and what this covers - o be clarified at the NP meeting 	<ul style="list-style-type: none"> Clarify NP funding Research eco posters A4 paper posters to be posted across the Parish 	<p>Clerk</p> <p>KDP/Clerk</p> <p>All</p>																																																																																																																																																													
<p>13. Finance</p>	<ul style="list-style-type: none"> Cash book presented - already circulated to FPC members. <p style="text-align: center;"><u>FUNTINGTON PARISH COUNCIL</u> <u>Financial Statement as at 31 August 2021</u></p> <p><u>Statement Balances as at 30 June 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;">£ 21,671.62</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,694.51</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 78,366.13</td> </tr> </table> <p><u>Income Already Received.</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;"><u>Account</u></th> <th style="width: 15%;"></th> <th style="width: 15%;"><u>Amount</u></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>05-Jul-21</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£ 60.00</td> <td></td> <td></td> </tr> <tr> <td>08-Jul-21</td> <td>HMRC - VAT Refund</td> <td>Current</td> <td style="text-align: right;">£ 2,088.74</td> <td></td> <td></td> </tr> <tr> <td>03-Aug-21</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£ 60.00</td> <td></td> <td></td> </tr> <tr> <td>19-Aug-21</td> <td>BACS Transfer</td> <td>Current</td> <td style="text-align: right;">£ 24.50</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Income</td> <td></td> <td style="text-align: right;">£ 2,233.24</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Payments Already Made</u></p> <table style="width: 100%; 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	<p>Approved</p> <p>Retrospective 2021-22 Budget and Precept Approval</p> <ul style="list-style-type: none"> In line with the internal audit recommendations the 2021-22, the budget which was originally approved by the Council at the Full Council meeting held on 06 January 2021 was formally approved. <p>Retrospective 2019-20 AGAR Approval</p> <ul style="list-style-type: none"> In line with the internal audit recommendations the 2019-2020 was formally accepted, having been previously discussed at the Full Council meeting held on 01 July 2020. <p>New Homes Bonus (NHB) Update</p> <ul style="list-style-type: none"> Following the last meeting at which the Clerk had asked for ideas for spending the £1,328 NHB grant, she had since been informed that the deadline for applications was in fact 31 July 2021. On discussion with SK as Chairman and referring to the FPC Business Plan, the only suitable project was the proposed improvements to the bus shelter on the B2146. With the assistance of JM the NHB application form was submitted for these improvement works. Acknowledgement has been received but there has been no further correspondence on the outcome of the application. 	<ul style="list-style-type: none"> None None Update on outcome 	<p>N/A</p> <p>N/A</p> <p>Clerk</p>
<p>14. Correspondence</p>	<ul style="list-style-type: none"> SK shared relevant correspondence: <ul style="list-style-type: none"> A new footpath had been approved from Bosham to Fishbourne. This led to an item of correspondence from a local resident, as to the viability of something similar from West Ashling to Bosham. Local Plan – email detailing the viewing of the development of the CDC Local Plan. If interested sign up for further emails. https://www.chichester.gov.uk/localplannewsletter. 	<ul style="list-style-type: none"> Place on October Agenda 	<p>Clerk</p>
<p>15. Parish Notices</p>	<ul style="list-style-type: none"> KDP reported that the gate to the churchyard is still broken. JM reported further damage to the Dell caused by quad bikes - these had been reported to the police. The points of access had been identified and will be blocked to vehicle access with further posts. The fingerpost situated at the junction of Ratham Lane and Clay Lane has fallen down 	<ul style="list-style-type: none"> Contact PRoW Further posts to be added. None 	<p>Clerk JM</p> <p>N/A</p>

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
	reported to Love West Sussex.		
16. Date of next meeting	<ul style="list-style-type: none"> • Wednesday 6 October 2021 Time 6:00 pm 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 7.40pm	None	N/A

Signed..... Chairman

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