

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
07 SEPTEMBER 2022**

PRESENT: Sheena King (SK) Chair
David Ash (DA)
Jean Simmonds (JS)

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

MEMBERS OF THE PUBLIC: Six

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	David Palmer (CDC) Julian Joy (WSCC)	<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 06 July 2022 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
4. Action Grid	<p>Fingerposts</p> <ul style="list-style-type: none"> The essential improvements to the two fingerposts (West Stoke and West Ashling) have now been carried out. <p>West Ashling playground</p> <ul style="list-style-type: none"> The RoSPA report has now been received and there are no new issues. The full report and a summary will be presented at the October meeting. SK updated that the consultation with Funtington Primary School had been completed and the posters were ready for collection following the school holidays. The results would be tabulated and presented at the next meeting. <p>Parish Handyman</p> <ul style="list-style-type: none"> SK reported that a handyman has now been appointed and had already carried out a number of jobs at the Dell. She asked that any potential jobs be brought to the attention of the Clerk. <p>CCTV</p> <ul style="list-style-type: none"> SK reported that the installation of CCTV at the pavilion was still under discussion but 	<ul style="list-style-type: none"> Post photos on website Add to agenda None Add to agenda 	<p>Clerk</p> <p>Clerk</p> <p>N/A</p> <p>Clerk</p>

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	that the lack of electricity or Wi-Fi complicated the issue.		
5. Public Questions	<p>Qu. A resident raised his concerns that although the repairs to the flint wall in West Ashling had commenced he felt that the progress was unreasonably slow. He confirmed that he was going to write to WSCC to request a review of the works and a full breakdown of costs</p> <p>A. The Clerk stated that she would contact the County Councillor regarding the concerns.</p>	<ul style="list-style-type: none"> Email JJ 	Clerk
6. Receive Reports	<ul style="list-style-type: none"> No reports received 	<ul style="list-style-type: none"> None 	N/A
7. Neighbourhood Plan	<p>Background</p> <ul style="list-style-type: none"> SK reminded the Councillors that the Parish Council is the responsible body for the Neighbourhood Plan and therefore remains fully accountable to the Parish and its residents. On two occasions the Co-Chairs of the Neighbourhood Plan Steering Group (NPSG) had been contacted highlighting the serious concerns that members of the PC had raised regarding the SG and had invited them to this meeting to discuss the following points: <ul style="list-style-type: none"> The resignation of approximately 70% of the SG members. The failure to keep the Parish Council advised of the situation regarding the resignations. Why the Co-Chairs believe that the SG collapsed at such an early stage in the process. What plans the Co-Chairs have with regard to recruiting and retaining more SG members. How communication in particular but not solely with the Parish Council could be improved. Why there is no active SG action plan in place to monitor progress of the NP development. What the Co-Chairs consider could be improved upon to ensure the development of a successful NP for the whole community. SK reported that she had consulted the CEO of West Sussex Association of Local Councils (WSALC) for advice. BM stated that he felt that the letter raising the above concerns and a follow up email 		

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	<p>were ‘opinion dressed up as fact’ and asked for it to be recorded that he rejected them.</p> <ul style="list-style-type: none"> • In response to the concerns raised BM went on to state that: <ul style="list-style-type: none"> ○ The writing of a NP is a process which is constantly evolving and those involved would change many times during the making of a plan. ○ The NPSG had not collapsed. ○ Since the resignations of the SG members 8 people had put themselves forward to become members of the NPSG. ○ The newsletter which had been sent out by the PC should assist in the recruitment of further members. ○ NPSG meeting would be arranged towards the end of September. ○ The PC would have a full update on the progress of the NP by way of Minutes from the SG’s most recent meeting in time for the next PC meeting in October (as had been for the case for all other meetings). • This led to a further discussion regarding the concerns of the PC and the items discussed were: <ul style="list-style-type: none"> ○ Although the Council agrees that NPSGs evolve it does not believe that this level of resignations was acceptable after only 3 meetings. ○ The Clerk raised concerns as to why neither the resignations nor the potential recruitment of new members had been reported to her and the other PC members. She also stated that she was still not to being copied into any NP correspondence and she had had to send out a reminder request for the Minutes of the June NPSG meeting and had yet to receive any Minutes for the July meeting. ○ SK stated that the flier had not been sent out as the content provided for the vision statement was suitable for the flier which had been drafted and she reiterated that this flier was intended to inform the community of progress and not as a recruitment drive. • SK read out the key contents of the resignation letter by one of the SG members and PY read out her own letter of resignation. Both detailed concerns with: <ul style="list-style-type: none"> ○ Lack of direction, leadership, understanding and cohesion. ○ No intention amongst the Chairs to motivate. ○ Concerns with the management of the meetings. ○ Concern that without an action plan the NP would continue to falter. 		

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	<ul style="list-style-type: none"> As only one of the Co-Chairs was available for the discussion it was AGREED that an Extraordinary General Meeting (EGM) be held on Tuesday 20 September. <i>Post meeting note: The EGM was subsequently cancelled due to the resignation of one of the Co-Chairs and the other sending apologies due to being on holiday.</i> 	<ul style="list-style-type: none"> Add to agenda 	Clerk
<p>8. Horse and Groom Defibrillator</p>	<ul style="list-style-type: none"> The Clerk confirmed that as detailed at the last meeting the South-East Coast Ambulance Service (SECAMB) were not able to provide a free external cabinet It was AGREED that FPC would purchase the essential External case (£495 + VAT) to continue the provision of a Defibrillator at this location. <i>As this is specialist equipment with only one source of supply, 3 quotes cannot be obtained.</i> 	<ul style="list-style-type: none"> Purchase Case 	Clerk
<p>9. South Downs National Park (SDNPA) Call for Sites</p>	<p>Summary</p> <ul style="list-style-type: none"> The South Downs National Park Authority (SDNPA) is offering an opportunity for individuals, landowners and developers to put forward sites for potential development or protection launching two Calls for Sites on Wednesday 10 August as follows: <ul style="list-style-type: none"> Call for Sites for development and offsetting Call for Local Green Spaces As Funtington currently has no housing allocation to meet there was no discussion regarding the call for sites for development. Potential Local Green Spaces are areas which local communities think are demonstrably special and should be protected from development. The Local Plan and Neighbourhood Plans already have a number of designated Local Green Spaces, but communities are being invited to nominate more sites for consideration. SK suggested submitting the Dell, the Pony Paddock and DA suggested the cricket field as potential green spaces. SK asked that any further sites or comments on these proposals be emailed to her prior to 28 September being the deadline for submission to SDNPA. 	<ul style="list-style-type: none"> Submit Sites 	SK
<p>10. Noticeboards</p>			
<p>a) Funtington</p>	<ul style="list-style-type: none"> Following the decision at the last meeting to contact the insurance company the Clerk reported that: <ul style="list-style-type: none"> An excess of £125.00 would apply. A policy size discount would no longer apply and this would result in an increased renewal premium. The insurers have asked for the submission of further information. Following a brief discussion it was AGREED that a claim would be made to cover the 	<ul style="list-style-type: none"> Proceed with claim 	Clerk

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b) West Stoke Village Hall	<p>cost of a new noticeboard.</p> <ul style="list-style-type: none"> • Following the agreement at the July meeting to purchase a new noticeboard only two quotes had been presented. • A third quote has now been obtained and all quotes are detailed below: <ul style="list-style-type: none"> ○ Noticeboard Company - Tradition 30 Dual Door External Notice Board with Header - £813.58 ex. VAT ○ Noticeboard Company - Breeze Wall Mounted Double Door Notice Board - £753.98 ex. VAT ○ Shelley Signs - £875 ex VAT – Wall mounted unlocked Noticeboard - £875 ex VAT • The Village Hall committee had asked that ideally the noticeboard should be unlockable and Shelley signs was the only one that met this specification. • As the prices were very similar it was AGREED to purchase the Shelley noticeboard to meet the requested requirement. 	<ul style="list-style-type: none"> • Order Noticeboard 	Clerk
11. Countryside Working Party			
a) Village Gateways	<ul style="list-style-type: none"> • RL reported that due to ill health he had been unable to progress the project 	<ul style="list-style-type: none"> • Report progress 	RL
12. CiL Spending			
a) Post & Rail - Dell	<ul style="list-style-type: none"> • Third quote (now obtained) - all quotes now detailed below: <ul style="list-style-type: none"> ○ KC Fencing Ltd - £350 ex VAT ○ Boundary Fencing and Gate Specialist - £600.22 ○ Knight Fencing Ltd - £623.18 ex VAT • It was AGREED to award KC Fencing the contract 	<ul style="list-style-type: none"> • Award contract 	Clerk
13. Planning			
a) Applications / Decisions – CDC and SDNP	<ul style="list-style-type: none"> • JS reported that the only application of note was: Case No: FU/22/01444/FUL Case Officer: Calum Thomas Applicant: Mr John Sheridan Location: Field West of Beachlands Nursery, Newells Lane, West Ashling, West Sussex Proposal: Change use of land for the stationing caravans for residential purposes, parking, hardstanding and associated infrastructure. 	<ul style="list-style-type: none"> • For discussion at Planning Meeting - 12 September 	N/A

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b) Planning Appeals	<ul style="list-style-type: none"> A second meeting had been held with Planning Consultant Flo Churchill (FC). As the appeals have again been postponed work continues on the FPC representation. A Meeting has been booked for 12th September 2022 to be attended by SK, FC and a West Ashling Resident. 	<ul style="list-style-type: none"> Report on meeting 	SK																																																																																																																																																																																																		
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a) Consider and approve monthly cashbook	<p style="text-align: center;"><u>FUNTINGTON PARISH COUNCIL</u> <u>Financial Statement as at 31 August 2022</u></p> <p><u>Statement Balances as at 31 August 2022</u></p> <table border="1" data-bbox="428 526 783 586"> <tr> <td>Current Account</td> <td style="text-align: right;">£35,595.61</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,703.01</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£92,298.62</td> </tr> </table> <p><u>Income Already Received</u></p> <table border="1" data-bbox="428 618 1050 732"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04-Jul-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>29-Jul-22</td> <td>Pavilion Hire A Zeuner</td> <td>Current</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>03-Aug-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>12-Aug-22</td> <td>Groundwork UK R/C (NP)</td> <td>Current</td> <td style="text-align: right;">£9,975.00</td> </tr> <tr> <td colspan="3">Total Income</td> <td style="text-align: right;">£10,105.00</td> </tr> </tbody> </table> <p><u>Payments Already Made</u></p> <table border="1" data-bbox="428 764 1430 987"> <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>22-Jul-22</td> <td>Azets</td> <td>Online</td> <td>Payroll</td> <td style="text-align: right;">£405.00</td> <td style="text-align: right;">£81.00</td> <td style="text-align: right;">£486.00</td> </tr> <tr> <td>22-Jul-22</td> <td>S King</td> <td>Online</td> <td>Signs for Dell Steps</td> <td style="text-align: right;">£16.20</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£16.20</td> </tr> <tr> <td>31-Jul-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£677.39</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£677.39</td> </tr> <tr> <td>31-Jul-22</td> <td>Clerk's Expenses</td> <td>Online</td> <td>Office / Mileage</td> <td style="text-align: right;">£30.80</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£30.80</td> </tr> <tr> <td>31-Jul-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax - 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01-Sep-22	Mulberry and Co.	Online	Internal Audit (Interim)	£163.35	£32.67	£196.02																																																																																																																																																																																															
Total Payments to be made						£2,026.00																																																																																																																																																																																															
Current Account	£ 33,569.61																																																																																																																																																																																																				
Saver Account	£ 56,703.01																																																																																																																																																																																																				
SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08																																																																																																																																																																																																				
Travellers Planning Applications provision	-£ 15,000.00																																																																																																																																																																																																				
Total	£ 51,478.54																																																																																																																																																																																																				

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
b) Review of Financial Regulations	<ul style="list-style-type: none"> Reviewed Financial Regulations previously circulated were APPROVED. 	<ul style="list-style-type: none"> Post on website 	Clerk
c) Internal Audit Report	<p>Interim Audit</p> <ul style="list-style-type: none"> The interim internal audit had now been carried out in accordance with the Council's needs and planned coverage. The Clerk reported that she had again worked closely with the auditors, Mulberry and Co and the Audit report had been circulated to all Councillors. It showed continued improvements with all policy and governance now compliant. Update on recommendations made: <ul style="list-style-type: none"> Percentage column added to budget "All minutes are draft until approved at following meeting" added to website High reserves continue to be monitored Notice of Public Rights posted on website Asset register now in line with recommendations to be presented at next meeting. <p>SK considered this was a great outcome and thanked the Clerk for all her work</p>	<ul style="list-style-type: none"> Complete Asset Register 	Clerk
15. Parish Notices	<ul style="list-style-type: none"> Letters of thanks for 2021/22 donations received from: <ul style="list-style-type: none"> Victim Support Good Neighbours Funtington Primary School Samaritans 	<ul style="list-style-type: none"> None 	N/A
16. Date of next meeting	<ul style="list-style-type: none"> Wednesday 05 October 2022 Time 6:00 pm – The Church Room, St Mary's Funtington 	<ul style="list-style-type: none"> Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 19.29	None	N/A

Signed..... Chairman

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