

Minutes of Funtington Parish Council Meeting
held at Funtington Church Hall on 6th September 2023 at 6:30pm

Present: Cllr J Mottershead [JBM] (Chair)
Cllr D Ash [DA] Cllr C Donnelly
Cllr R Littler [RL] Cllr B Mousley [BM]

In Attendance: none

Members of the Public: There were 10 members of the public present

The meeting commenced at 6:30

1. The Chair welcomed Cllrs and members of public to the meeting
2. **Apologies for Absence**
Apologies were received from District Cllr J Brookes-Harmer [JB-H], County Cllr Julian Joy and Cllrs V Cathie [VC] and J Mousley [JM]
3. **Declarations of Interest**
A declaration of interest was received from BM with respect to agenda items 8 and 9
4. **Minutes** – It was RESOLVED that the minutes of the last meeting of the Parish Council held on the 5th July 2023 be agreed as an accurate record and signed by the Chair.
5. **Public Participation** - There were no comments at this point – members of the public were informed by the Chair that they could ask questions or make comments at any point during the meeting.
6. **Grounds maintenance contract at West Ashling Playground** – Members noted the 3 quotes obtained, which also included cleaning of the play equipment as necessary. It was unanimously RESOLVED to sanction the works and to enter into a 1 year contract, with 1 month termination period for either party, with Longmeadows for the playground maintenance if we could negotiate with them how we might get their contract down to £2200 pa (VAT N/A).

Action: Clerk/JBM to liaise with contractor accordingly

7., 8. Cllr B Mousley left the room

Fencing Repair at West Ashling Playground, reinstatement of the path at West Ashling playground, removal and replacement of the noticeboard in Funtington and new handrail at The Dell – Members noted the 3 quotes obtained. It was unanimously RESOLVED to sanction the works and commission Mr J Blamire to undertake them at a cost of £2057 (VAT N/A).

It was confirmed that the Coronation grant monies from CDC would go towards the playground fence.

Action: Clerk/JBM to liaise with contractor accordingly

Overhanging vegetation – it was noted that there were ongoing problems with overhanging vegetation on paths where landowners were not taking responsibility or where the land ownership was in question. Only a section of the land adjacent to the footpath from Portal Close to West Ashling Village

Hall is owned by Highways who are reluctant to commit to cutting this back regularly. The parish council is responsible for the vegetation by the pony paddock in West Ashling. It was AGREED to employ the services of a maintenance person on an ad hoc basis to assist. BM will provide details contact details.

9. **To Receive Reports from County & District Councillors** - A report from CDC Cllr J Brookes-Harmer had been received and circulated to Cllrs prior to the meeting. The report will be published on the Parish Council website.
10. **Planning Applications** - To Consider and Agree Action on the following, if appropriate *NB: Council's full comments on these and all other relevant applications can be read via CDC's website:*
<https://www.chichester.gov.uk/article/24073/Comment-or-search-on-a-planning-application>

FU/23/01558/DOM - West House West Ashling Road Hambrook Funtington
Installation of 156 no. ground-mounted solar panel array in unused space in the garden.
Funtington Parish Council has no objection to this application

SDNP/23/02509/TCA - The Vicarage, Church Lane, Funtington, West Sussex, PO18 9LH Proposal:
Notification of intention to crown lift by up to 3.5m (above ground level) on 1 no Western Red Cedar tree.
Funtington Parish Council has no objection to this application

FU/23/01356/FUL - 1 Cutmill Depot Newells Lane West Ashling Chichester
Change of use of front yard for stationing of general storage containers and storage for wintering of caravans.

FU/23/01418/FUL - Land South Of Scant Road East Newells Lane West Ashling West Sussex.
Retention of 2 no. buildings for use as dayrooms.
Funtington Parish Council has registered an objection to this application

SDNP/23/03060/LIS - West Stoke Farm House , Downs Road, West Stoke, Funtington, West Sussex
Change use of existing garage to games room. Proposed pool house and porch to main house.
Relocation of access to the existing games room. Proposed extension of outbuilding to form gym.
Funtington Parish Council has no objection to this application

FU/23/01696/DOM - Densworth House Funtington Road East Ashling Chichester
Conversion and extension of outbuilding to provide a domestic annex.
Funtington Parish Council has no objection to this application

SDNP/23/03177/TCA - 2 Horse And Groom Cottages , B2178 Southbrook Road To Moutheys Lane, East Ashling, West Sussex, PO18 9AX
Notification of intention to reduce height by 2m, all sectors by 1m and crown thin by 10% on 1 no. Pittosporum trifolium tree (quoted as T1). T1: Pittosporum trifolium - to reduce in height by 2m, reduce N S E W spread by 1m and crown thin by 10% to reduce wind loading due to decay in stem from historic wound.
Funtington Parish Council has no objection to this application

SDNP/23/03208/LIS - Birch Cottage , 5 Malthouse Lane, West Ashling, West Sussex, PO18 8DZ
Installation of fire curtain Envirograf in loft.
Funtington Parish Council has no objection to this application

SDNP/23/03228/TCA - Funtington House , Common Road, Funtington, West Sussex, PO18 9LG
Notification of intention to fell 1 no. Pittosporum tree (T3). Reduce height, north and east sectors by 2m and reduce south sector by 1.5m, reduce upper crown west sector by 2.5m and lower crown 0.75m on 1 no. Monterey Cypress tree (T1). Reduce crown (all round) by 2m and reduce south sector by 2.5m on 1 no Yew tree (T2). Reduce height by 3m, reduce north and west sectors by 2m and east reduce upper crown on east sector by 1.5m on 1 no. Yew tree (T4). Reduce height by 3m, reduce west sector by 2m

and east sector by 1.5m on 1 no. Yew tree (T5). Reduce height by 3m, reduce south and west sectors by 2m and east sector by 1.5m on 1 no. Yew tree (T6).

Funtington Parish Council has no objection to this application

SDNP/23/01933/HOUS - The Old Rectory , Downs Road, West Stoke, Funtington, West Sussex, PO18 9BP

Installation of a monopitch greenhouse.

Funtington Parish Council has no objection to this application

SDNP/23/03222/HOUS and SDNP/23/03223/LIS - Graingers Farm , Southbrook Road, West Ashling, West Sussex, PO18 8DN

Single storey extension to west, mezzanine platform, alterations to fenestration and 2 no. roof lights to existing barn.

Funtington Parish Council has no objection to this application

Comments were received from the floor in relation to **SDNP/23/02827/SCREEN** - Screening and Scoping opinion relating to removal of Condition 27 in its entirety of planning approval SDNP/15/04189/FUL, recognising the severance of connection with the proposed closure of farming operations on the site. It noted that this planning application has gone out for further consultation and it was RESOLVED that the planning group would follow up on this.

Action: FPC Planning Group

Comments were received from the floor regarding **SDNP/22/05221/FUL** – The parish council had objected to the original planning application submitted in 2022 on the grounds that the application does not satisfy Policy SD31 of the SDNP Adopted Plan. The plans have subsequently been updated and resubmitted and it was noted that the planning group have no further objections.

Traveller Sites across the parish – The planning groups will be meeting to discuss next steps with respect to enforcement issues and new planning applications.

11. Parish Council Policy Updates and Approvals - the following policy documents were APPROVED unanimously by councillors:

- FPC Data Retention and Disposal Policy
- FPC Complaints Policy
- FPC Email Policy
- FPC Financial Regulations

The Standing Orders of Funtington Parish Council were APPROVED unanimously subject to one amendment – that public participation may occur at any time during a full council meeting.

Action: Clerk to amend the Standing Orders and publish the policies on the FPC website

12. **To receive a report from the RFO.**

- Councillors AGREED unanimously to appoint Mulberry & Co as internal auditors for the Parish Council 2023/24.
- The RFO noted that due to ongoing access issues with Barclays for online banking, no transactions had taken place since the last meeting and no bank statements were yet available.
- Discussion ensued regarding awards of grants and donations by the Parish Council. Cllrs RECOMMENDED a review of the Grants Awarding Policy to reflect these discussions and to include donations.

13. **To consider and approve the monthly cashbook** - A list of payments yet to be made is included below (incl VAT where appropriate, which is reclaimable by the Council):

It was unanimously RESOLVED to AUTHORISE the payments listed (circulated previously) once access to the bank account had been received.

Method	FPC Ref:	Amount	Payee	Reason
IBT	028	£50	4SightVisionSupport	Agreed donation
IBT	029	£60	St Mary's Church	Room Hire
IBT	030	£30	Ordnance Survey	Admin consumables
IBT	031	£410.84	HMRC	
IBT	032	£1077.76	Staff Salary	
IBT	033	£130	Countrywide	Grounds maintenance
IBT	034	£90	RoSPA	Playground Inspection
IBT	035	£121.50	Azets	Payroll services – quarterly fee
IBT	036	£11.10	Rachel Foister	Admin consumables
IBT	037	£130.00	Country wide	Grounds maintenance
IBT	038	£571.14	HMRC	
IBT	039	£1315.76	Staff salary	
IBT	040	£48	Moore LLP	Audit costs
IBT	041	£130	Country wide	Grounds maintenance
TOTAL				

IBT = Inter-bank Transfer (Council's main payment method), DD = Direct Debit, SO = Standing Order Chq = Cheque

Action: Clerk to make any remaining payments according to the Schedule

Report on the Council's Bank Accounts as at 30 June 2023, for acceptance – Members noted that a report will be circulated to councillors once access to the online banking had been received. The RFO presented an estimate of Current Account balance of £34,314.00

14. To note correspondence received and to receive and note 'Parish Notices'.

The clerk presented a list of correspondence received since the last meeting.

- **West Stoke fingerpost sign**. This sign was damaged by a recent accident. It is owned by WSCC who are responsible for its replacement.

- **Bournes Forum** – JB will attend the next meeting on the 9th October at 9pm

- Funtington Pig Farm – it was requested from the floor that a report on activities be included on the agenda going forwards

- **Richmond Arms** parking issues – it was agreed that the pub be asked to put up some 'Please park

respectfully' signs. **Action JBM**

- **Dell Pavillion** – the pavilion has been vandalised again. It was AGREED to offer the pavilion to local schools before looking for alternative buyers/recipients. **Action Clerk/JBM**

- **Community Highways Scheme** – Highways have approved our submission. DA will report at the October meeting.

15. **Next Meeting** - Wednesday 4th October at 6:30pm at Funtington Church Room

The meeting closed at 19:48