

**APPROVED Minutes of the Full Parish Council Meeting held at 7pm on  
Wednesday 17<sup>th</sup> November 2021**

<p><b>Present:</b> Cllr Deborah Harwood (Chairman) (DH); Cllr Rebecca Trowell (RT); Cllr Peter Williams (PW), Cllr Robert Mayne (RM); Cllr Jane Mayhew (JM); Cllr Graham Zacharias (GZ) Cllr Jeremy Hunt (JH WSCC); 6 members of the public also attended.</p>	
<p><b>Agenda Item 1 - Apologies for Absence – BS, TM, HP</b></p>	
<p><b>Agenda Item 2 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</b> To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers. To consider any Dispensation Requests received by the Clerk not previously considered. Regular declarations – Members Interests: There were no declarations of interest or dispensation requests.</p>	
<p><b>Agenda Item 3 - Minutes of the last Parish Council Meeting –</b> to approve as a correct record the Minutes of the Parish Council Meeting held on 22<sup>nd</sup> September 2021. The vote was proposed by PW and seconded by JM, the vote was unanimous. It was <b>Resolved</b> that the minutes were agreed and signed by DH</p>	
<p><b>Agenda Item 4 – Chairman’s Introduction</b> DH thanked VN for overseeing the Gateway &amp; SID projects. Also, PW for project managing Church Path. Riparian owners please can you make sure your stretch of river is cleared and please notify DH of any sections that have not been cleared. Roadside drains, please clear if you can, alternatively notify the clerk. Highways drains, VN to contact Highways end of first week of December. Anyone over 40 can now get a booster jab, go onto NHS website, no walk in’s.</p>	
<p><b>Agenda Item 5 – County Councillor Report –</b> Mr Jeremy Hunt, Chichester North Division, WSCC First of all, apologies for not being able to attend your last meeting.</p> <p>We continue to work on our budget for next year and our MTFs through to 2024/25. A lot of financial planning, particularly into next year, is still being impacted by the fallout from the pandemic. The recent Autumn Budget did give us some indication as to the government’s thinking around future funding. However, Local Authorities have to wait until mid-December for the Provisional Local Government Finance Settlement to be announced, before we know clearly what our individual funding is going to be.</p> <p>We are also now seeing a lot of other pressures looming which will impact on our budget, such as fuel prices, the pressure on our supply chains and not least the looming spectre of inflation, bringing with it the almost certain increase in interest rates. Of course, this will all have a detrimental impact on all our budgets, not just the CC’s. And just in case you missed it, the inflation rate for October - announced today - was 4.2%.</p> <p>I’m sure you are all aware of our core services, such as social care, schools and highways. However, just to demonstrate the diverse range of our responsibilities, I just want to highlight a couple of examples of things you might not be aware that we do;</p> <p>Firstly, earlier this year, we were responsible for supporting a large number of Afghan families who were temporarily housed in hotels around Gatwick, after being evacuated from Kabul. They were there whilst they went through a period of Covid quarantine. Most have now moved on, some to other countries, some to family or friends and others to new homes across the country. When they fled, all they were able to bring was 9kg of luggage - for the rest of their lives! So, when they arrived our Communities Team not only had to find out what they most needed - basic essentials such as toiletries, clothes - everything from underwear upwards - but we then had to source these items as well. (Note: the costs involved will be</p>	

covered by government, not by the CC). It was a tremendous logistical exercise and a huge thank you needs to go to all our officers, who literally worked round the clock to support those families. We also worked closely with our Districts and Boroughs to identify suitable properties to house our share of these families. Although the large numbers involved in the mass evacuation have now subsided, there are still refugees coming out of Afghanistan. I would therefore encourage anyone who would like to help, to visit our website which has further details. The address is: [www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/refugee-resettlement-in-west-sussex/#afghan-relocation-scheme-in-west-sussex](http://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/refugee-resettlement-in-west-sussex/#afghan-relocation-scheme-in-west-sussex)

Secondly, as a complete contrast, we sponsor and run an initiative called 'Experience West Sussex'. This initiative supports our local economy - and many SME's - by promoting this beautiful County as not only a great tourist destination, but also as a great producer of fine food and wine. Our website sets out the great attractions that are available in west Sussex, such as food and drink, art and culture, beaches and watersports, outdoor activities and much else as well. So please take a look at our website, which can be found at [www.experiencewestsussex.com/](http://www.experiencewestsussex.com/) You might be surprised by what this great county has to offer. From time to time we also promote exhibitions and conferences to support this work.

So, I hope that gives you a brief taster of the diverse range of services, beyond social care, schools and highways, that your County Council both delivers and supports as part of its day-to-day business

#### **Local Issues**

**A285** - I'm sure you are all aware that the A285 has been closed at Duncton for the last few weeks due to a road collapse. Just to update you, this is a major piece of work but thanks to the good weather it is progressing well. If work progresses well, they hope to open up at least single lane working early/mid December and with a bit of luck, it might even be open completely by Christmas.

**A286** - Closed in mid Lavant this weekend from 8pm Friday night to 6am Monday morning.

I must congratulate everyone who was involved in the village tidy up. I came through on the Saturday you were all working away and the results look great. Also noted your nice new gates.

I also noted your new VAS sign - in fact I nearly drove off the road with shock as I came through in the dark and suddenly this bright sign lit up in front of me! I definitely wasn't expecting, but I did a smiley green face!

And finally, a reminder to make sure you read our monthly Town and Parish Newsletter - which hopefully your clerk forwards to you.

We also publish an Environment and Climate Change Newsletter, so hopefully you receive that as well.

Lastly, we have recently published our Annual Climate Change Report which can be found at [www.westsussex.gov.uk/media/16649/climate\\_change\\_annual\\_report.pdf](http://www.westsussex.gov.uk/media/16649/climate_change_annual_report.pdf).

#### **Agenda Item 6 – Mr Henry Potter, Goodwood Ward**

Referring to recent past concerns you have had regarding Planning delays and Infringements, I paid particular attention to the Agenda for the recent Planning Committee Meeting on Wednesday 3rd November. At the end of each monthly Agenda it is good practice to include updates on new and existing planning violations, new and existing Appeals that have been lodged or are in progress, not just for the District outside the SDNP but for those within the Park. Alarming, the bundle for the period 20/09 to 13/10/2021 extended to 164 PAGES! There are currently about 280 cases on hand including circa 80 cases received during the past month. Approximately 105 cases were closed as at 30/09. These figures are very disheartening without doubt, but if you could understand the statutory procedures which must be

observed in every case, you would better appreciate the uphill struggle our Enforcement Team have when dealing with the “rights” of these offenders. In that same listing it confirmed that the application for 140 homes at Raughmere, Lavant has been appealed and will be decided by Public Enquiry. This is the second appeal on the same site!! Alas there is still no decision on the land west of Madgewick Lane, Westhampnett! I’m still ever hopeful. There are a number of seasonal events being planned in the district in the run up to Christmas with free parking in selected car parks in the City and details of these have been circulated via Press Releases and are available on the CDC Website. On Tuesday 16th (yesterday) the Overview and Scrutiny Committee considered a new Corporate Plan for the period 2022 to ‘25 In it are the aspirations to be achieved over the next few years. The main priorities are Housing for everyone, A Thriving Economy, greater support for Communities, continued Financial Prudence and a cared for Environment. For anyone interested in what the District Council has in mind, fuller details can be found on pages 15 to 29 of the Agenda papers for the O&S Committee on the Council website. Finally, disturbed by the ongoing noise issue with the woodworking machinery at Charlton Mill, I paid a personal visit on Friday (12th) afternoon about 2pm, but unfortunately all was silent. However, Kate Simons seems to have endorsed my suggestion of a sign being displayed for all to see and abide by so maybe this should help to some degree. Why this wasn’t implemented from the word GO is beyond me. If you feel inclined to plant a few trees wherever possible, to help with the re-wilding schemes, there are plenty on offer. With a landowners permission alongside footpaths in the Parish could be suitable sites. CDC are leading distribution of suitable saplings, just apply for however many you can find sites for.

#### **Agenda Item 7 – Public Open Forum**

A parishioner asked about CIL funding that was refused, what was it for? DH explained that an application was submitted twice for the parking project, both outside the school and The Leys, it was unsuccessful because there would need to be a joint bid between the Parish and the local Highways Authority and the project would require planning permission, SDNP would expect that planning permission to have been granted prior to a bid for CIL funding being submitted. DH has met with JH, he will be communicating with Mike Thomas about ownership of both sites, research will be carried out as to whether we require planning permission. A question was raised about an entry on the SDNP website stating that 16K had been put aside for the Levin Down Accessibility Project 2021. The Parish Council are unaware of this, RT will call her contact at SDNP to enquire what this project is.

Another resident raised the fact that there are no dog bins in Charlton and that there should be one opposite The Fox. The Clerk explained that this was looked into several months ago and at that time no new bins or new collections were being allowed. It was agreed that the Clerk would check what the current situation was. RT suggested we could move one of the Singleton bins to Charlton. JH suggested that there were now separate bins for general rubbish and dog waste. The Clerk will check the current situation with regard to new bins.

Another parishioner asked what was happening with the Youth Club, DH said that she was not aware of the current state of play, it was suggested that Covid was still a big problem in the school, it was therefore decided to re-visit this question in January. Philip Maber is the treasurer and stated that there is money in the account for moving forward with the Youth Club, it was very well supported when it was being held at East Dean, with children attending from outside the area.

A Charlton parishioner raised the situation with noise from a company in Charlton Mill, the Environment Agency have visited with noise monitors. Henry Potter is also involved. Goodwood are not interested in getting involved. It was recognised that the Parish Council have no powers to get involved but it was felt that it was important that the situation was recorded in the minutes.

The subject of grit boxes was raised due to the fact that we could have a hard winter. PW explained that the council no longer supply grit boxes but grab bags full of road salt. There are a number of full grab bags at the Museum, and they have agreed to place these bags at strategic points if required.

There was a discussion about IGas, it was confirmed that they were not breaking any Environment Agency rules. JH confirmed that there had been a meeting between Andrew Griffiths MP at a high level with the Environment Agency and he was fully satisfied that everything was being done in accordance with the regulations. JH agreed to have a meeting with Gillian Keegan about the current situation. Goodwood who lease the land to Defra have sent useful information about the lease which expires in 2028, but have not engaged in any on-going correspondence. DH will write to the Duke of Richmond about this situation. It

<p>was requested that we are given access to the information that was shared between Andrew Griffiths and the EA. The legal team at the SDNP are being proactive. The EA have checked the spillage and this appears to have stopped. The IGas permit expires in 2031.</p>	
<p><b>Agenda Item 8 - Council Matters</b>  <b>Precept</b> – A discussion took place, it was agreed that the Parish Council needs to build some reserves for maintenance and essential works and special projects. It is important that our parishioners are kept informed of what the precept payment is used for and how it will benefit our community. It was agreed to hold a Finance Meeting on Wednesday 8<sup>th</sup> December 2021 to discuss the budget for 2022/23 in order to agree the precept. Councillors to supply the Clerk with their suggestions for additions to the budget by 26th November.  Arnold Baker Publication – this publication covers law and statutory materials that the Clerk can refer to. It was agreed to purchase this publication.</p>	
<p><b>Agenda Item 9 - Village Matters</b>  <b>Charlton Heritage Board</b> – It was agreed that the Charlton board should go ahead first. It was agreed that the Singleton board would take a little longer as the intention is to position it where the phone box currently stands. It is understood that the majority of the cost would be covered by donations and a grant from the SDNP. Unfortunately, due to the current financial commitments with other projects, the Parish Council would not be able to contribute to this project in this financial year. It is hoped that a small amount could be earmarked in the budget for 2022/23. This will be discussed in the Finance Meeting.  <b>Defibrillator/Phone Box in Singleton</b> – It was agreed that it would be a good idea to move the defibrillator to the Village Hall. JM will discuss with the Village Hall Committee. There would be a small amount of financial outlay for a new cover, disconnection of the power and connection to power in the Village Hall. At present both the phone boxes in Singleton and Charlton have emergency phones installed. It was agreed that these were unnecessary as both defibrillators are registered with the emergency services. Therefore, if a call is made to 999 and it is considered that the use of a defibrillator is needed, the caller will be told where the nearest defibrillator is situated. The emergency phone would only be of use if someone fell ill outside the phone box and didn't call 999. The cost saving would be £120.00 per year. This amount could be put toward the expenses of moving the Singleton defibrillator.  <b>Queens Jubilee</b> – It was suggested that a joint event could be held with the Village Hall, further discussions to take place in the New Year. There is a £250 grant available for an event, however, the grant would only be for equipment that could be used for future events. Plant a Tree – JM reported that there would need to be a consultation about where a tree could be planted, on-going maintenance etc. It was suggested that we could approach Goodwood to discuss whether there is a piece of land where a small copse or arboretum could be created. It was agreed that this would be discussed in more detail in the New Year.  <b>Church Path/Gateways/SID Installation</b> – Church Path is finished, although the compacting of the surface is being questioned, PW to meet with Landworks to discuss. The Willow House is ready to be planted. There was a discussion about the pile of rotting grass cuttings in the corner of the field. This will be looked at when the specification for the grass cutting contract is finalised. The Gateways will be completed on the 30<sup>th</sup> November (now moved to 1<sup>st</sup> December). The signs are to be ordered shortly. 30 mile hour signs will be added to the SID posts on the 1<sup>st</sup> December.</p>	
<p><b>Agenda Item 10 – Finance</b>  Balance in Current Account (15/11/21) - £12,771.36  Balance in Savings Account (15/11/21 – £7,502.58  VAT to date - £1,777.19 (not claimed)  Money Received - £2,000 of donations towards the traffic calming project.  Payment for Consideration – Keith Goacher – Glebe Field Hedges £240.00 – agreed. Special Projects  Church Path – Grant received from IGas -£2500. Actual cost £2,975 + VAT. Parish Council to contribute £475.00  Gateways &amp; SID – Total amount remaining from Grants &amp; Donations - £2,384.93. Total still to pay out to Wilbur - £4,229 + VAT. Plus signs - £331.36. Parish Council contribution £1,175.43.  <b>Total Parish Council Contribution for both projects £1,650.43 (not including VAT)</b></p>	

<p>GZ raised the amount in the savings account. It is recommended that 50% of the precept should be kept in this account, although it is understood that this is advisory and not compulsory. It was noted that currently there is not 50% of precept in the Savings Account. This will be discussed in the finance meeting. GZ suggested that given that the Parish Council own the Village Hall there is an argument that we could charge the Village Hall Management Committee a small amount of rent as this is standard practice. This led on to JM giving an update on the Village Hall. JM is looking into the Village Hall Charity set up. There is a real opportunity to re-vitalise the Village Hall with the recruitment of additional people to join the committee. An advert will be placed in the Valley Diary to recruit new members. The website is being updated as the booking system is not user friendly. Photos of any events held in the VH would be most helpful. There was a discussion on the Covid grants received by the Village Hall and what they can be used for.</p>	
<p><b>Agenda Item 11 – Planning</b> Reports have been circulated, posted on the notice boards and website.</p>	
<p><b>Meeting Closed – 20.45</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b> Signed: DEBORAH HARWOOD Name &amp; Position: CHAIRMAN Date: 19<sup>th</sup> January 2022</p>	