West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 16 March 2015 in Itchenor Memorial Hall.

Present: Mrs J Boadle, Mr M Chater OBE, Mr G Colbourne, Mr J Hartley
Mr A Spencer (Chairman), Mrs S Taylor, Mr C Watson

In attendance: Mrs C Smith (Clerk), 3 members of public, Mr P Montyn (WSCC/CDC)

The meeting commenced at 7 pm

17/15C Chairman's Welcome

The Chairman welcomed everyone to the meeting.

18/15C Questions/comments from members of the public.

A resident asked for some clarification on the matter of drainage. The Chairman responded that there would be an update under the relevant agenda item.
A resident queried as to why the item mentioned under Minute 16/15C was not on the Agenda. The Chairman responded that an update would be provided under matters arising.

19/15C District and County Councillors reports.

Mr Montyn reported that both the District and County Councils had agreed to keep their respective portion of council tax static. This had been hotly debated in both Councils and for the County Council this was the fourth year in a row that the figure had been frozen. It was important to remember that the Government support grant has reduced so efficiencies need to be made and services were being delivered in a different way.
Mr Montyn confirmed that he would not be standing in the forthcoming elections as a District Councillor although his work as a County Councillor would continue.
The Chairman on behalf of the Council thanked Mr Montyn for his support during his time as District Councillor.

20/15C Apologies for absence.

There were no apologies for absence.

21/15C Declarations of Interest.

There were no declarations of interest.

22/15C Minutes of the Parish Council meeting held on 12 January 2015

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 12 January 2015. The Minutes were **AGREED** and the Chairman duly signed the Minutes as being a true record of that meeting.

23/15C Matters arising from the minutes of 12 January 2015.

Minute 7/15C - Travis Perkins had responded to the Clerk that no further action had been taken regarding the scope of their boundary as shown on the Land Registry plans.

Minute 9/15C – The Parish Council has been in correspondence with the County Council and the proposed cost of the TRO of £10,000 is being disputed. A lot of the cost came down to staff hours in discussions. Mr Montyn confirmed that TRO's are considered additional work. This does sometimes get paid by a developer via Section 106 funding. The Parish Council had noted that residents in Chichester did not pay for

their 20mph speed limits. In the last five years no villages had been responsible for paying for the TRO's in their area. Mr Montyn agreed to investigate.

Minute 16.15C – The Council was advised that appointments to the Harbour Conservancy Advisory Committee were set out in the Conservancy's governing documents.

24/15C Members reports.

24.1 Meetings of Local Government Associations, AiRS/SALC, SERCAF, National/sub regional developments, Manhood issues and Birdham School – Cllr Chater

Cllr Chater's report is attached as an addendum to these Minutes.

24.2 Planning – Cllr Taylor

Cllr Taylor's report is attached as an addendum to these Minutes.

Some discussion on the issues surrounding building materials and vans on the grass verges and common took place.

RESOLVED that the Planning Committee would adopt a policy of requesting that materials should not be stored on the highway verges or Common should planning permission be granted. Vehicles should not park on any verges and where construction is underway the verge should be properly protected.

The Clappers Lane application is due to return to the District Council's Planning Committee on 1st April. The possibility of the local Parish Council asking the Secretary of State to call in the application was highlighted. Mr Montyn commented that although other Parishes had successfully used this avenue their Neighbourhood Plans were far more advanced and this meant that in this instance success was unlikely.

The Clerk reported on the outstanding enforcement issues at Northshore. The business has reportedly been taken over and a planning application to store the moulds may be likely in the next few weeks.

24.3 Ditches/Flooding issues – Cllr Spencer/Cllr Watson

The Chairman reported that the drainage report had now been received. Copyright clearance had been obtained from the author and from other authorities for about two thirds of the documents. The intention is to load all the information onto the Parish Council's website in next couple of weeks. The contents page of the report will provide a link to all the documents.

The Wildlife report detailing examination of significant points in the ditches around the village is expected shortly and will also be included.

The CH2M Hill report which would form the basis of the Manhood surface water management plan has been delayed.

As a result of the work done by Alastair Tyler the Parish Council is now aware of two schemes that didn't get off the ground in the 1990's because of a lack of finances. The Parish Council is following up on these schemes.

Most of the ditch in front of The Oast has been cleared by the local farmer. The remainder of the ditch had been left as this was still subject to enforcement action.

It was noted that Southern Water had for the last five weeks continued pumping out at the sub station adjacent to Trees. The hose from the station appears now to be a permanent fixture and this highlighted the considerable lack of any investment in the area for some time.

The maps provided will now help in the search for where surface water is entering the sewage system. The gully drains in the village had been mapped. Of the 38 drains between the Hard and the entrances to the village 18 were blocked and two outside Travis Perkins had been crushed by the vehicles accessing the yard.

The recent flooding opposite Corner Cottage was cause by a burst pipe and this had now been repaired. It was accepted that the damage might well have been caused by heavy vehicles crossing the edges of the verges in that location.

The Parish Council was reminded that the funding via Operation Watershed was due to end on 31st March. It was agreed that an application for funding to undertake a cctv inspection of the gullies and surface water culverts should be made.
It was noted that Southern Water have undertaken cctv inspection of the sewers in most of village and identified some problems but no remedial work seems to be in progress.

24.4 Trees Assessment update

The Clerk explained the insurance situation regarding the trees that were the responsibility of the Parish Council and the need to have a proper risk assessment for them.
A proposal was made that the Parish Council should seek quotations for a full risk assessment of the trees by a suitably qualified person. **RESOLVED** that the Clerk seek the relevant quotations.
Councillors expressed some concern about who would be liable if any problems occurred. The Clerk clarified that this would be the Parish Council as a corporate body and not Councillors as individuals.

Mr Montyn left the meeting.

25/15C Annual Risk assessments.

The Parish Council Risk Assessments having been updated and circulated to Councillors were reviewed.
The Council was advised of the need to undertake regular inspections of the trees around the Common and the Pond for insurance purposes.

26/15C The appointment of Mark Mulberry as Internal Auditor for 2014/2015.

The Clerk proposed the re-appointment of Mark Mulberry as the Parish Council's Internal Auditor for this year.
RESOLVED that Mark Mulberry be appointed as Internal Auditor for the year ended 31 March 2015.

27/15C Annual Parish Meeting.

An invitation has been issued to the Conservancy to give a presentation and Richard Austen, AONB Manager and Judi Darley, Communities Officer had accepted the invitation. Invitations to be printed and circulated to all residents.

It was noted that the existing Broadband provision had cold spots and that any resident who was suffering from this should contact their broadband provider directly.

28/15C Clerks Report.

Chichester Local Plan hearings

The Inspector has carefully considered all the representations submitted in response to the Council's proposed modifications and will take account of these in writing her report. She is satisfied that she now has all the information needed to write her report and no more hearings are necessary.

Elections 2015

Election packs for the forthcoming elections have been collected and a notice posted on the website. Councillors who had already expressed an interest in standing for the elections had received their packs already. A reminder was issued that people

standing had to personally take in their completed forms to the District Council by 4pm on the 9th April.

Proposed abolition of the South West Sussex IDD
A report from the Environment Agency had been circulated and is on the Parish Council website. Councillors expressed concern about the proposals and that without any statutory authority enforcement would be difficult to manage.

New Local Policing model
On 1st April there will be an open meeting at the Assembly Rooms in Chichester from 6.30pm until 8.00pm with a Panel comprising:
Katy Bourne, Police & Crime Commissioner
Giles York, QPM, Chief Constable
Steve Whitton, Chief Superintendent & Divisional Commander for West Sussex
Diane Shepherd, Chief Executive, Chichester District Council
Gary Shipton, Editor of the West Sussex Gazette will act as facilitator.

This is an excellent opportunity for local councils in the Chichester District to hear the Chief Constable's operational proposals first hand and raise issues of concern with regard to Local Policing; an opportunity will be offered for those attending to have one to one discussions with Panel members should they so wish.

New Councillor session.
Birdham Parish Council is hosting an event for people who are interested in being councillors on 20 March 2015 in Birdham Village Hall.

29/15C Formation of a Complaints Committee.
The Parish Council has received a complaint against the procedures/administration of the Council. In accordance with the Council's published Complaints Policy the Parish Council is requested to consider the formation of a Committee to consider and respond to the complaint. As the complaint centred on administration relating to planning matters it was suggested that the Councillors who did not normally sit on the Planning Committee were best placed to consider the complaint.
RESOLVED that Cllr Chater, Cllr Boadle and Cllr Watson form the Complaints Committee to hear the complaint. The Clerk was asked to set up the meeting first having established a date convenient to the Committee.

30/15C Finance.
30.1 Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £ 6,150.05 be made. See Appendix 1 (March 2015).

It was noted that the Jubilee commemorative plaque was due to be constructed soon and the Parish Council had agreed a donation of £200 towards this in addition to holding a £200 donation from the District Council.

30. 2 Statement of Accounts
The Statement of Accounts up to 28 February 2015 was **APPROVED.**
See appendix 2 (March 2015).

31/15C Items for referral to the Parish Council Meeting on Monday 18 May 2015.
None raised.

There being no further business the Chairman declared the meeting closed at 8.14 pm.

Signed_____ Date_____
Chairman