West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 09 January 2017 in Itchenor Memorial Hall.

Present: Mr G Colbourne, Mr C Mead-Briggs, Mr A Spencer (Chairman)
Mrs S Taylor, Mrs A Trevelyan, Mr C Watson

In attendance: Mrs C Smith (Clerk), Mrs E Hamilton (CDC), Mr P Montyn (WSCC)
1 Members of public

The meeting commenced at 7pm.

1/17C Chairman's Welcome.
The Chairman welcomed everyone to the first meeting of 2017.

2/17C Questions/comments from members of the public.
A resident questioned the details of the proposed verge. Some years ago the Parish Council and Itchenor Society had looked into this. An offer of help was made.

3/17C District and County Councillor reports.
Mrs Hamilton reported that the Cabinet meeting the following day would be looking at the Vison for Chichester, the Southern Gateway and a skate park for Petworth. The New Homes Bonus is being cut a year earlier than had been expected. Some councils have used the money to prop up their financial position. However, the District Council had used this money to fund projects in the parishes. This funding would now reduce. A Treasury Management Company has been brought in to run a training course for Councillors this week.

Mrs Hamilton was asked about the discussion on rerun of the A27 consultation. She commented that a large number of people had indicated they were not keen on supporting any of the options. There was an informal meeting with Chris Grayling MP and Andrew Tyrie MP at a recent Conservative dinner where Mr Grayling had indicated that he may consider a re-run of the consultation. Any review wouldn't go to the back of queue but would take longer. No timescale has been set.
The Chairman commented that residents deserved notification about the likely implications of a possible re-run of the consultation. There was some debate around the fact that the Portfield roundabout and Oving lights had not been part of the consultation and the reasons for this were explained. Mrs Hamilton advised that the decision by the Secretary of State to close the Oving lights was being reviewed again by the Planning Committee on the 11 January 2017.

Mr Montyn reported that the County Council was currently in the process of setting the budget for the next year and this would be reviewed by the Select Committee shortly and a balanced budget was expected to be announced in February. There had been a last minute concession on funding for schools in the County. Business rates changes come into effect in April 2017.
With regard to the Travellers site the only concern for the County Council was the culvert. The Agent for the Travellers had been written to at the end of November to advise that the Travellers seek advice from Highways engineers to make good the culvert.

4/17C Apologies for absence.
Apologies for absence were received and accepted from Cllr Dunn.

5/17C Declarations of Interest.
None.

6/17C Minutes of the Parish Council meeting held on 14 November 2016
The Chairman called for the approval of the Minutes of the Parish Council meeting held on 14 November 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

7/17C Matters arising from the minutes of 14 November 2016.
Minute 98.1/16C - Northshore Moulds
This was being followed up by the Planning Committee

Minute100/16C - Unauthorised alterations to the Rife
A question was raised as to whether the Environment Agency had been notified about the illegal changes to the flood plain. Jane Reeve (Manhood Wildlife Officer) has informed them and the matter had been passed to the Police.
With regard to the meeting with the Environment Agency it was noted that Cllr Dunn was working on this.

Minute 101/16C – Pond
It was unclear as to whether there had been communication with the neighbours regarding the lowering of the pond. It was noted that all communications from the Parish Council should come via the Clerk.

Minute 98/16C – Trees at Northshore
Cllr Mead-Briggs reported back on the trees felled at Northshore and there was no action to be taken. There had been some discussion in previous years as to whether the Parish Council should review all the trees that it considered important and then requesting TPO's on this. It was agreed to review this in the spring.

8/17C Minutes of the extra Parish Council meeting on 12 December 2016.
The Chairman called for the approval of the Minutes of the Parish Council meeting held on 12 December 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

9/17C Minutes of Planning Committee meetings - 14 November / 28 November 2016.
The Minutes of the Planning Committee meetings held on 14 November and 28 November 2016 were **NOTED**.
Enforcement issues are being followed up.

10/17C Pedestrian verge between the Church and the bend by the Memorial hall.
Letters had been sent in 2016 to small number of nearby properties regarding a proposal for the implementation of a pedestrian verge from St Nicholas Church down to the corner by the Memorial Hall. There had been no response to these letters.
There have been a number of near misses on this bend. With some cutting back of the vegetation a path between 1m – 80cm wide is possible from the church down to the exit for the Black Bungalow.
The Parish Council was asked to consider now approaching Highways about carrying out this work with volunteers. It was agreed that this was a danger spot and although the path would not be ideal it would be better than no path at all. It was surprising too have had no responses from either the Church or Memorial Hall.
It was suggested that the owners of the car park be contacted as it would be better to have the path from the church run inside the hedgeline, this would only leave a small section to run alongside the road.

It was suggested that the Parish Council writes to the County Council to explain the issues and get permission for the work. Mr Montyn advised that the County Council would want to send a Safety Engineer to assess the site before it made any comments.
Cllr Mead-Briggs agreed to facilitate conversation with Church Warden and owner of the car park. Councillors would review the location of the path in early February.

11/17C District Council's 'Red Card Procedure' and agree any action.

The Chairman advised that this item has come about because of an application in The Spinney where a Red Card was requested and not forthcoming. Having read the CDC Red Card procedure there seem to be some ambiguity. When parishes were advised that DOM applications would be considered only by delegated authority to a Planning Officer and would not going to full committee if the Parish Council objected the compromise was to be able to ask for a Red Card. The application in The Spinney was the first Red Card requested by the Parish Council as the whole of the building work was outside the scope of the VDS. However, the Parish Council request was vetoed by the District Councillor. It was agreed that if the Parish Council requested a Red Card then this should be actioned by the District Councillors. It makes no sense if this compromise is not adhered to.
It was suggested that item 7 on the District Council's Red Card Procedure should be rewritten and that the Parish Council should pursue this with Nicola Golding the District Solicitor.
It was noted that the District Council Planning Policy Officers along with the Conservancy Planning Officers had spent considerable time assisting with the development of the VDS and as such the document should have more consideration in planning terms than seems to have been the case.
It was proposed that if the Parish Council put in a request for a District Councillor to Red Card an application then it would like the District Councillor(s) to accede to that request unless there was a compelling reason not to do so.
RESOLVED that the Parish Council would put this to the District Councillors.

12/17C Environment Working party update.

Deferred.
It was noted that Cllr Dunn had written to the daughter of the owner of Stowfell about the lack of work on the ditch. It was suggested that Cllr Dunn may have sent this on behalf of the Drainage Improvement Group.
It was agreed that all future correspondence should be directed through the Clerk to ensure that accurate records are kept.

13/17C Clerks Report.

The Clerk reminded Councillors for the requirement to hold an Annual Parish Meeting for the electors of the parish and suggested that Councillors consider a date and content for the meeting.
It was suggested that Richard Dyer who had given an excellent presentation on shipbuilding in Itchenor to another organisation be asked to be the speaker. It was agreed to set a date for the meeting around his availability.

West Sussex ALC Spring Conference
Thursday 30th March 2017 (0930 registration for a 1000 start, finishing at 1530) at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ
To include updates by Katy Bourne, Sussex Police and Crime Commissioner, West Sussex County Council and Lindsay Frost, Planning consultant.
It was agreed that the Chairman and Cllr Mead-Briggs would check their availability to attend.

14/17C Finance.

14.1 Clerk's training programme for 2017/18

The Clerk had circulated a list of training events available throughout the year. Permission was sought to attend events where the content may be of appropriate use. **RESOLVED** that the Clerk be authorised to book any of the training courses on the list where there was appropriate content.

14.2 Local Government Pension Pooling Agreement

RESOLVED that the Chairman and Vice Chairman be authorised to sign the Pooling Agreement on behalf of the Council.

14.3 2017/18 budget.

The draft budget had previously been circulated to Councillors for review.
The budget had been reviewed by the Chairman and Cllr Colbourne. It was noted that there were healthy reserves. The budget was very close to precept requirement.
It was suggested that if the Parish Council was satisfied with the figures then a small rise in the Precept to help towards the drainage issues should be considered.

In reviewing the adjusted figures the following points were noted.

- Possible relocation of one of the dog bins. Work to be done by volunteers.
- Expenditure on the pond is increased to help with maintenance over the summer.
- Gully clearance to be made a permanent feature to help reduce flooding risks.
- Mapping was undertaken some years ago. It would be useful to have an annual allowance to keep the data up to date.

In addition, a number of projects were suggested to come out of this year's reserves.

- Replacement of the two remaining noticeboards.
- Repairs to the bridge by the pond. It was suggested that the existing handrails be replaced with fencing similar to that by Spinney Lane. It was agreed that this should be checked with Highways and Mr Montyn agreed to look at this on behalf of the Council. It was noted that the rails in place currently would not stop a vehicle going off the bridge. It looks awful and needs something pedestrian friendly and that sits well with the environment.
- Some further tree work is needed around the pond. It was agreed that Cllr Watson would gather some quotes for the Council to consider.
- Now that work on the church roof has been completed the pot holes in the layby require attention. This would be done by a working party and may cost around £300/£500. This work was approved.

RESOLVED that the revised budget for 2017/18 as presented be approved

14.4 Precept for 2017/18

Details on how the tax base impacted on the Precept and ultimately residents Council tax were given. It was proposed that a small rise in the Precept be effected. This would raise the Band D equivalent from £51.98 to £54.58 for the year.
RESOLVED that the Precept for 2017/18 be set at £22160.

14.5 Schedule of Payments and Receipts

On a proposal by the Chairman it was **RESOLVED** that the payments listed in the schedule of payments and receipts totalling £ 1618.15 be made.

It was noted that the Itchenor Memorial Hall was paid twice in November in error.

14.6 Statement of Accounts

The Statement of Accounts up to the 6 January 2017 was **APPROVED.**

It was noted that on liabilities that this should be £500 for elections.

15/17C Items for referral to the Parish Council Meeting on Monday 13 March 2017.
No extra items added.

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

Members of the public, Mr Montyn and Mrs Hamilton left the meeting at 8.00pm

16/17C Legal matters relating to the Common.
Cllr Mead-Briggs explained all the research that had been undertaken with regard to ascertaining the ownership of the Common.

RESOLVED that the Parish Council arranges a further meeting with the solicitor, Ian Davison to obtain advice on how next to proceed.

There being no further business the Chairman declared the meeting closed at 8.30pm

Signed_____Date_____
Chairman