



West Itchenor Parish Council

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Minutes of a meeting of West Itchenor Parish Council held on Monday 8 July 2024 at Itchenor Memorial Hall commencing at 7.30pm.

Present: Mr R Dyer, Mr C Mead-Briggs, Mr A Spencer (Chairman), Mr C Watson

In attendance: Mrs C Smith (Clerk)

59/24C Chairman's Welcome

The Chairman welcomed everyone to the meeting.

60/24C Co-option of a Councillor

Cllr Mead-Briggs proposed Mr Peter Taylor a councillor. It was **RESOLVED** that Mr Taylor be co-opted onto West Itchenor Parish Council. As Cllr Taylor was unable to attend the meeting it was agreed that his Declaration of Acceptance of Office be countersign by Cllr Mead-Briggs.

61/24C Public session.

Nothing raised.

62/24C District and County Councillor reports on matters affecting the Parish.

No District or County Councillors were present.
Comments from Mr Chilton (CDC) were relayed.

63/24C Apologies for absence.

Apologies for absence were received and accepted from Cllr Hall, Cllr Keep and Cllr Taylor.

64/24C Declarations of Interest.

Declarations of interest on any items on the agenda.

None.

Dispensation requests made to the Parish Clerk

None.

65/24C Minutes

On a proposal from Cllr Spencer, it was **RESOLVED** that the Minutes of the Parish Council meeting held on 11 May 2024 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

66/24C Actions update.

An update on actions agreed at the last meeting was given.
Cllr Spencer and Cllr Watson would look at putting in stakes on the Common to prevent parking.

67/24C Planning Committee meetings

The [Minutes of previous Planning Committee meetings](#) were **NOTED**.
A brief summary of recent planning applications was given.

68/24C Community Infrastructure Levy

It was reported that £2161.60 of the available CIL money had been spent which left £186991.09.

It was noted that the Parish Council had agreed to use CIL funds to replace the bench by the Pond and replace the Information Board. A review of potential benches was undertaken and it was agreed to look at some recycled material options.

Cllr Spencer agreed to contact the Conservancy to ask about replacing the information board.

69/24C The Common.

It was noted that the planning application for the entrance to Travis Perkins has still not been validated. Clerk to chase.

Greenleas, it was reported that the design and access statement was not compliant with what's happened. It looked as though there was a permanent widening of the driveway. It was agreed to send a letter to the Agent highlighting that the Design and Access Statement clearly states they were not altering driveway, pointing out that this had been carried out and asking if a retrospective planning application would be submitted. Reiteration of previous comments regarding the trees and the verge would also be made.

It was reported that there had been planting of a hedge outside Oakside. Reviewing the boundary of the Common, from Sea Fever, to the Christmas tree it was clear that the hedge had encroached onto the Common. It was agreed to write to the new occupants asking them to move the hedge back to their correct boundary line.

70/24C Environment Working Group.

The pond has an increasing growth of soft vegetation but it is not impeding the water flow. The water level is generally falling as expected with some rises following heavy shower bursts. At next month's meeting we will see the constraints lifted by the 'Wildlife and Countryside Act' and consideration should be given to the removal of this vegetation and some small trees, (on the south side). This could be done by a contractor or by a working party.

There has understandably been an increase in the number of posts, tree stumps and other objects, placed along the verges in an attempt to stop damage from vehicles. Perhaps, residents should be aware that, if there was an accident/incident causing injury, then the resident would be liable.

The lone oak tree planted on the common needs more watering than the other 2 but all are surviving. The watering collars available from the supplier of the trees have not been forthcoming despite two requests. This would be a great advantage for the lone tree.

It was agreed that Cllr Watson would contact Tim Keen to take out the brambles out behind the oak trees.

71/24C External meetings

Minutes of CDALC meeting had been circulated
The MPP meeting had been postponed due to the General Election and the next SWiSH meeting was the following week.

72/24C The sea wall.

Information has come in relating to the efforts of West Wittering Parish Council and the raising of the wall around Snowhill.
Information about repairs in Nutbourne were also highlighted.

73/24C Policy Adoption and Review.

The Financial Regulations were presented for consideration. The Clerk highlighted the areas where the Parish Council needed to make a decision.
On a proposal from Cllr Watson it was **RESOLVED** that the new Financial Regulations be adopted with the recommendations discussed.

74/24C Speeding issues

A brief update was given on the speeding issues including the requirements to use portable speed cameras. It was agreed to take up the offer from the County Council to review where any portable speed signs could be placed.

It was also agreed to undertake further speedwatch sessions and to give potential dates to the Clerk to register the activity.

75/24C Clerks Report.

The Clerk had received a request from a resident in Lavant asking about the flower beds. It was agreed to forward his contact details to Cllr Spencer to respond.

An email has been received from the PCSO for local Clerks asking if we want 1-2-1 on local issues. The issues highlighted included burglaries and speeding.

The Clerk requested to move the September meeting forward a week to 2 September 2024. This was agreed. The Clerk's annual leave dates were noted.

76/24C Finance.

Schedule of Payments and Receipts

On a proposal from Cllr Watson, it was **RESOLVED** that the schedule of payments totalling £7,788.11 be authorised for payment.

Bank reconciliation

On a proposal from Cllr Spencer, it was **RESOLVED** to approve the bank reconciliation.

Budget monitoring statement

On a proposal from Cllr Spencer, it was **RESOLVED** to approve the budget monitoring statement.

Quarterly inspection of the accounts

Cllr Watson confirmed that he had undertaken a quarterly inspection of the accounts and that all was in order.

77/24C Items for the next Parish Council meeting.

No additional items raised.

There being no further business declared the Chairman closed the meeting at 8.56pm.

Signed: _____
Chairman

Date: _____