

WEST WITTERING PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE PARISH COUNCIL

Held on Thursday 5th November 2020 at 7pm.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MR B BUCKLAND, MR K MARTIN, MRS B WRIGHT, MRS JEAN BARRETT (VICE-CHAIRMAN), MRS N PIKE, MR H PATEL, MRS L HANDFORD, MR S DEBEGER.

CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MRS S TAYLOR, MRS E HAMILTON, MR G BARRETT.

WEST SUSSEX COUNTY COUNCIL (WSCC) COUNCILLOR PRESENT: MR P MONTYN.

133/20. APOLOGIES FOR ABSENCE – None received

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None.

134/20. On a proposal by Cllr Martin and seconded by Cllr Pike it was agreed to take item 11 into private session of the Parish Council meeting.

135/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – The Chairman reported that a planning application had been received for the development of 78 homes on the land east of Church Road. The Terms of Reference for the Planning Committee states that any applications for more than three dwellings must be determined by the full Council however the deadline for consultation on this application does not fall within the timeframe for our next full parish Council meeting. The Chairman requested that the response to this application therefore be delegated to the Planning Committee of the Parish Council. On a proposal by Cllr Pike and seconded by Cllr Martin with all in agreement this was resolved.

136/20. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Wright and seconded by Cllr Pike, the minutes of the meeting held on October 1st, 2020 were approved with all in agreement.

137/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Mr Pieter Montyn had circulated to the Clerk information about the opening hours and operations of the Waste Sites and also that the agreement to continue to provide the mobile waste site in West Wittering was due to be circulated to each of the Parish Councils contributing to this service. Mr Montyn also reported that the proposal to remove the temporary cycle lanes in Chichester has been called in and will be discussed at the Environment and Communities Scrutiny Committee next week and as a member of the Scrutiny Committee Mr Montyn will be present. Mr Montyn had also requested the latest unemployment figures for West Sussex and they have increased from 1600 to 27000 between the end of March and the end of August this year and this is very worrying. Mr Montyn also confirmed that Arundel had been offered the grey route for the A27 which was the longest and most costly of the options. Whilst this was welcomed by the leader of West Sussex County Council (WSCC) and the Arundel Member of Parliament, Mr Montyn will be asking the leader of WSCC to urge the Chichester Member of Parliament

to apply the same level of vigour as her neighbouring MP to ensure that the necessary Westminster Cabinet support is also given to the need for Highways England to reinstate a transparent consultation on all options available thereby honouring her election promise.

Cllr Taylor reported that she had attended a meeting on the previous day with the Chief Executive and Senior Managers of Chichester District Council (CDC) and that the authority has a duty to look after the vulnerable and rough sleepers. Refuse collection is also at risk during this pandemic as all members of a crew could be isolating at once should one member of staff have COVID-19 symptoms. Priority will always be given to household waste and other officers will be seconded to the team if required. Another priority is the work on the Local Plan will continue with an objective of reaching Regulation 19 as soon as possible. The HELAA and HEDNA have both been published recently; it was noted that the land west and east of Church Road was no longer included in the HELAA due to risk of flooding.

Cllr Hamilton confirmed that the Park and Ride would not be operating during December in Chichester this year, but the multi-story car park would be open free of charge.

Cllr Barrett confirmed that the Members Bulletin had been circulated. Small grants have been confirmed for many local organisations including East Wittering and Bracklesham Parish Council as a contribution towards their reduction in income due to the pandemic and lockdown restrictions. The village hall at St Anne's Church has also benefited from this grant scheme. Cllr Barrett had also been concerned about the illegal parking on the corner by West Cottages where construction traffic was obstructing the cycle path and footway on a daily basis. The Police have been informed and there has been correspondence with Junnell Homes but this remains to be a major Health and Safety risk.

The Chairman opened the meeting for Councillors and members of the public to question their County and District Councillors.

138/20. PLANNING MINUTES

The draft minutes of the Planning Committee held on October 28th 2020 were noted.

139/20. WSALC Survey

Cllr Martin introduced the survey from the West Sussex Association of Council (WSALC) on the services offered by the Surrey and Sussex Association of Local Councils (Ssalc). It was agreed that the Clerk would input the relevant information and circulate it for Councillors and then submit it once completed.

140/20 Sand Dunes

Councillors were very concerned about the work being done on the beach and sand dunes adjacent to The Strand. The black plastic fencing, although temporary, is an environmental hazard. At high tide it is impossible to walk along that area. The Public Rights of Way team are aware and have granted temporary permission to close the footpath. The need for other permissions for this work will be investigated.

REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – Nothing to report
- (b) **Footpaths, open spaces and village green** – Nothing to report

- (c) **Sportsfield management and Millenium Meadow** –Cllr Barrett enquired about the process for booking a Tennis Court. Cllr Buckland confirmed that this was now done online via an App.
- (d) **Snowhill** – Further investigation into the land at Snowhill has highlighted that some of it ~~may be~~ is within the AONB and SSSI. This will have implications for how the land is used as the Natural England list of harms is extensive. It was decided that advice would be sought from the Chichester Harbour Conservancy (CHC) in order to determine a suitable solution. Cllr Martin will pursue this with CHC.
- (e) **Finance** –
- i) On a proposal by Cllr Pike and seconded by Cllr Barrett, the accounts for payments totalling £13462.17 were approved and are recorded below as Appendix one.
 - ii) The Budget Monitor for October 2020 was received.
 - iii) The report from the External Auditor was received. The Parish Council has received a clean audit report.
- (f) **Communications and Website** – The Clerk confirmed that work was about to start on the improvements to the website that had been previously identified by Members. The Clerk also confirmed that the transfer to the new platform was at no cost to the Parish Council. Cllr Martin ~~conformed~~ advised that this would be developed in parallel and would not go live until we were content with the change. Cllr Barrett reported that she was about to start work on the next Parish Council newsletter and requested that any items for inclusion be forwarded to her.
- (g) **Neighbourhood Plan** – Cllr Nicolette Pike was confirmed as Chair of the Neighbourhood Plan Steering Group and she encouraged Councillors to be involved in the next important stage of the process.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **East Head/CIAG** – Cllr Martin reported on the meeting of ECHIAG which took place on October 7th via zoom. Most members of the group had visited the area before the meeting and there was concern about the dramatic changes following the big storms during the summer. Most of the hinge area is developing as predicted with shingle banks appearing between G23 and G24. The ~~end of the~~ car park ~~will~~ may need to be closed at that end next summer ~~as the coastline moves back~~. There is also concern about ~~the sea defences at~~ each end of the group's area of focus with G19 breaking down. ~~If repairs are carried out it would appear that and work is likely to be carried out here as~~ Natural England are supportive. There is also concern at the national Trust end where there is some weakness, and a potential breakthrough may occur. These are being watched carefully.
- (j) **Manhood Drainage Group** – Nothing to report.
- (k) **Peninsula forum, MPP and CDALC** – Cllr Martin reported that he had attended the meeting of the Chichester District Association of Local Councils (CDALC) on October 2nd. The Chairman of CDALC explained about the Value for Money review work being carried out by the West Sussex Association of Local Councils (WSALC) as mentioned in 139/20. A draft constitution for CDALC had also been discussed and will be circulated by the Clerk.

141/20. CORRESPONDENCE – The Clerk reported on the Visit Chichester initiative aimed at businesses in the area. It was agreed that Cllr Patel would lead on this project for the Parish Council.

The Clerk reported that a request had been received to park a takeaway van in the car park of the Cricket Club to allow a local chef to serve pre booked customers takeaway food. It was agreed that the permissions for this needed investigation and more information was required. Subsequent to the meeting the request to use the Cricket Club was withdrawn.

142/20. OPEN FORUM – Cllr Patel confirmed that he would organise for the Christmas Tree to be delivered as usual this year.

Cllr Barrett asked for clarification regarding the use of Bed and Breakfast facilities and Airbnb facilities in the village during the current pandemic restrictions and it was confirmed that people could not stay overnight away from home nor could people stay at second homes or caravans.

143/20 The meeting moved to private session and approved an increase in the Clerk's salary of 2.75% with retrospective payment to April 2020 in line with National Conditions of Service approved by the National Association of Local Councils (NALC). The Clerk's hours have also been increased to 25 hours a week and will be reviewed again in April 2021.

There being no further business for discussion the meeting closed at 9.15 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held virtually on Thursday 3rd December 2020, at 7pm.

THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE COUNCIL AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDA AND MORE INFORMATION ABOUT WEST WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE:

www.westwitteringparishcouncil.gov.uk

Appendix 1 - Payments for approval November 2020

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00

Action in rural Sussex	Remainder of previous hours for two Airc officers	3736.80
"	Half of hours required for next phase, redraft of plan, reg 14 online consultation, review responses, housing survey liaison with CDC and Aecom. Finalise plan.	3337.50
Arbtechnic	Trimming the inside of the Allotment hedge.	516.00
CDC	Emptying and rental of 1100 litre bin.	62.60
Castle Water	Water supply to allotments	9.35
Eradipest	Sanitising of Play area (monthly).	144.00
English Gardens	Pavilion Garden.	45.00
Mr Bob Hutton	Remembrance wreath.	25.00
"	Keys cut for new Councillors.	26.50
JNR	IT support.	199.68
Mr K Martin	Zoom license.	14.39
Moore	External audit fee.	480.00
Parish Council administration	Clerk's salary and expenses.	1434.34
SLCC	Clerk's annual membership	180.00
Ssalc	Introduction to planning webinar.	36.00
"	Being an effective councillor training	36.00
SSE	Electricity supply to public conveniences	48.87
SWR Garden Services	Cut hawthorn tree and brambles on Village	

	Green, clear and dispose of debris. Clear gateway to the Pavilion car park.	180.00
"	Village Green and Play area x2.	320.00
soundservices	Sound system for virtual meetings	474.60
Sussex Estate Care Ltd	Marine Drive Triangle contracted grounds maintenance September and October.	216.00
"	Cycle path contracted grounds maintenance October.	300.00
Wicks Farm Holiday Park	Ditch work outside Millenium Meadows.	336.00
"	Mowing of sportsfield	196.50
	Cut hedge along the footpath from Malthouse cottages to Pavilion and blow path.	66.00
BANK PAYMENTS		
British Telecom	Broadband and landline.	67.07
HMRC	Liabilities.	600.86
Nest	Parish administration.	112.32
RAMAR	HR Services.	10.50
Vodafone ltd	Parish mobile	9.90
Website Success	Website support.	126.00
Zoom	Clerk's license(monthly).	14.39
TOTAL		13462.17

