

WEST WITTERING PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE PARISH COUNCIL

Held on Thursday January 7th, 2021 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 AND FIVE MEMBERS OF THE PUBLIC.

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

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

154/20. APOLOGIES FOR ABSENCE – Cllr S Taylor (CDC).

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

155/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) –

The Chairman was very pleased to introduce and welcome Sergeant Amy McAlees from Sussex Police. Sergeant McAlees explained that she was covering the South Chichester area of which the Manhood Peninsula was a large part. She began working in Chichester at the end of 2019 having spent the previous 10 years in Worthing. Sgt McAlees confirmed that she was aware of the issues that had arisen in West Wittering during the previous year and acknowledged that the visibility of pcso's in particular needed to improve. The difficulty is that the Police respond to the demand of calls and reports coming in and re distribute resources accordingly. It is very important that residents report issues when they happen so that a response can hopefully be made. Sgt McAlees acknowledged that it had been a very difficult year. It is intended to increase the pcso presence for the area to 1.5 and planning for coping with the Summer has already begun. A multi-agency approach is key to this and all can play their part in keeping the village safe. Councillors welcomed Sgt McAlees and her understanding of the key issues and also offered help and support with visibility such as the use of The Pavilion for surgeries with residents. Subsequent to the meeting joint surgeries are being arranged between the Police and the Community Warden with details to be confirmed.

156/20. CONFIRMATION OF MINUTES AND MATTERS ARISING - On a proposal by Cllr Pike and seconded by Cllr Wright the draft minutes of the meeting held on December 3rd, 2020 were approved as a true and fair record with all in agreement.

157/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Mr Montyn expressed understanding for the concerns surrounding the COVID-19 vaccination process and was aware that many people were asking questions about the process. Although not a West Sussex County Council (WSCC) responsibility, the Council was involved in a multi-agency approach and with the declaration of a Major Incident all agencies are working together. The Cabinet Member for Adults and Health, Mrs Amanda Jupp, has forwarded some communications that have been forwarded to Councillors by the Clerk but at the moment the position is changing rapidly. Mr Montyn confirmed that the County Council budget was progressing and would be considered at Performance and Finance Select Committee at its next meeting and would be confirmed at the February County Council. A Council tax increase of 4.99% is being recommended. Grants from central Government have been very welcome and helpful.

The Charman invited Mr Jim Robertson to speak on the vaccination programme. Mr Robertson explained that he had recently volunteered to help the NHS with the vaccination programme and had become a Vaccination Champion. Mr Robertson confirmed that West Wittering residents over eighty will be asked to attend the Selsey centre for their vaccination. Some residents over eighty that have had hospital appointments at St Richards have also been vaccinated during their visit. Groups of GP surgeries (Primary Care Networks) are working together on this. Sites have been chosen because they have space for social distancing, large enough car parks and room to allow people to wait for the required fifteen minutes after the appointment.

Cllr Hamilton confirmed that most of West Wittering residents would attend the Selsey Centre for their vaccinations when invited to do so. Tangmere would also open at about the same time. This has been achieved through a group of surgeries working together in a Primary Care Network (PCN) as Mr Robertson outlined.

Cllr Barrett reported that he had been inundated with complaints about sewage issues. The Overview and Scrutiny Committee at CDC have invited Ofwat to attend to discuss these serious matters in depth. There will also be a meeting between Southern Water, the CDC Chief Executive Mrs Diane Shepherd, the MP and two cabinet members from the District Council and one from the County Council.

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

Mr Warren Taylor expressed concern about the length of time it had taken for the vaccine to be available in West Sussex and questioned whose responsibility this was. Mr Montyn explained that all Councils were working in partnership with Health and the Clinical Commissioning Group to make this happen and that vaccinations will begin very soon. The Cabinet Member from Adults and Health had recently updated all Councillors on the progress being made. Cllr Barrett (CDC) confirmed that the CDC Chief Executive, Mrs Diane Shepherd has met, with her Cabinet Members, the leader of the CCG to also discuss progress. Communications will be circulated on the outcomes of these meetings which will take place regularly.

158/20. PLANNING MINUTES

The draft minutes of the Planning Committee held on December 16th, 2020 were noted.

159/20. Covid-19 update

The Chairman confirmed that Selsey had been chosen because of its size, which will allow for social distancing, a fast throughput of people and space for the fifteen-minute wait afterwards plus ample parking spaces. In this area the primary care network (PCN) is a group of eight practices working together and each will provide staff on a rota basis. Residents will be invited for their vaccine appointment, but it is acknowledged that travelling to Selsey may be an issue for some residents. The Chairman had spoken with the Manhood, Mobility Volunteer Service (MMVS) who were willing to co-ordinate transport for anyone who did not have friends or neighbours that could take them to their appointment at Selsey. If anyone was willing to be a volunteer driver than they should contact MMVS and the details will be posted on the West Wittering Parish Website. Cllr Patel also offered to advertise this in Sayas shop.

160/20. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – Payments for rents were being received both by bank transfer and cheque.
- (b) **Footpaths, open spaces and village green** – The Cycle path has been frozen this week.

- (c) **Sportsfield management and Millenium Meadow** – The playground continues to be sanitised regularly.
- (d) **Snowhill** – Cllr Martin reported on his conversation with Chichester Harbour Conservancy (CHC) and they have kindly offered to tidy up the area on Snowhill that is in need of maintenance. Cllr Martin will contact the Clerk with a note confirming the requirements which can then be sent to CHC on behalf of the Parish Council. Cllr Martin was also concerned about the amount of litter appearing around the village and suggested that the Parish Council re-visit employing litter pickers. Further to previous discussions on cyclists using the footpath, Cllr Wright offered to check the sign at the hinge end of the footpath as the wording is very clear on the rules concerning its use.
- (e) **Finance** –
- i) On a proposal by Cllr Martin and seconded by Cllr Wright, the accounts for payments totalling £9163.62 were approved and are recorded below as Appendix one.
 - ii) The Budget Monitor for December 2020 was received.
 - iii) Cllr Martin as Chairman of the Finance Working Party presented the draft budget for 2021/2. He explained the thinking behind a small increase in Council tax in order to cover the remainder of the shared costs of funding the Mobile Household waste recycling service with other local Parishes. The recommended precept therefore to be requested from Chichester District Council is £115.850 which results in an increase of £3.00 a month on a band D property. The Finance Working Party recommended this budget to the Council and this was **APPROVED** by the Parish Council with all in favour.
- Cllr Martin recorded his thanks to Mr Stuart Dobbin who continues to provide invaluable support to both the Clerk and the Parish Council on financial matters and this was supported by all Councillors.
- (f) **Communications and Website** – Cllr Martin shared the new pages of the website which are currently being worked on by Website Success. It was agreed that these were an improvement but there was still much work to be done. The Clerk agreed to share the link to the new pages.
- (g) **Neighbourhood Plan** - Cllr Pike reported that so far 30% of the residents of the village had responded to the Housing Needs Survey which was a very positive response. There had been problems delivering some of the envelopes, but this was then rectified. The Council thanked Cllr Wright for hand delivering these to the households that had not received one. The date for completion of the survey has been extended until January 22nd, 2021.
- (h) **Parish Assets/Footway lighting** – Nothing to report.
- (i) **East Head/CIAG** – The next meeting of EHCIAG will be held on January 27th, 2021. There have been dramatic changes to the area.
- (j) **Manhood Drainage Group** – Nothing to report.
- (k) **Peninsula forum, MPP and CDALC** – Nothing to report.

161/20. CORRESPONDENCE – The Clerk confirmed that the next CDC All Parishes meeting would take place on February 8th, 2021 and two Councillors from the Parish Council could attend. It was agreed that Cllr Martin and Cllr Pike would represent the Parish Council at this event.

The Clerk informed the Council that a resident had kindly donated £500.00 towards the upkeep of all memorial seats.

The Clerk had received a communication from CDC on a new Local Government Association Code of Conduct which, when adopted by CDC, would also need to be adopted by the Parish Council.

162/20. OPEN FORUM – Cllr Handford as Chair of Governors for West Wittering Parochial Church School, thanked the Parish Council for their generous S137 donation towards IT for school children during this difficult time. It is very much appreciated.

Cllr Martin asked about the process for recording the decision made in the private sessions of the Parish Council. The Clerk confirmed that, having taken advice, a report will be written and circulated to Councillors beforehand and the minute will refer to the decisions made from that report.

Cllr Barrett reported that builders' vehicles were again parking on the verge outside West Cottages. It was agreed that the Chairman would write a letter asking for this to stop as damage was being done to the verge.

There being no further business for discussion the meeting closed at 9.07 pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held virtually on Thursday 4th February 2021, 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 January 2021

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
Action in rural Sussex	50% of Housing Needs Survey work.	1719.00
Amazon	Battery for spare office laptop	25.99
Bizcard	Printing of newsletter, survey and envelopes	955.00
Mrs J Brown	Work on Neighbourhood Plan April - December	127.50
CDC	Emptying and rental of 1100 litre bin	62.60
English Gardens	Pavilion Garden	45.00
Eradipest	Quarterly pest control	378.00
Eradipest	Playground and urban gym sanitised and cleaned	144.00
Home Clean Chichester	Weekly cleaning of Pavilion - December	178.00
JNR	IT support.	199.68
Mr K Martin	Zoom license.	14.39
Parish Council administration	Clerk's salary and expenses.	1522.43
Ssalc	Being an effective Councillor Webinar	36.00
SSE	Street lighting	394.80
SWR Garden Services	Village Green and Play area + clear leaves	200.00
Website Success	Updates to the WWPC website	1008.00
Website Success	Changes to website resulting from accessibility regulations	924.00

BANK PAYMENTS		
British gas	Gas supply to Pavilion	24.99
British Telecom	Broadband and landline.	66.47
HMRC	Liabilities.	725.65
Nest	Parish administration.	161.23
RAMAR	HR Services.	10.50
Website Success	Website support.	126.00
Zoom	Clerk's license(monthly).	14.39
TOTAL		9163.62