

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 9th January 2020, 7pm, in the Sports Pavilion,
Rookwood Road, West Wittering, P020 8LT

**PRESENT: MR BOB HUTTON (CHAIRMAN), MRS J BARRETT (VICE CHAIRMAN),
MR K MARTIN, MRS N PIKE, MR B BUCKLAND, MRS B WRIGHT, MR HEMAL PATEL,
MR RAY LEWIS**

**MRS E HAMILTON (CDC), MRS S TAYLOR(CDC) AND MR P MONTYN (WSCC) WERE
ALSO PRESENT PLUS 8 MEMBERS OF THE PUBLIC.**

**74/20. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE
CODE OF CONDUCT** Cllr G Barrett gave his apologies. There were no
declarations of interest under the Code of Conduct.

**75/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED
BY THE CHAIRMAN TO BE OF AN URGENT NATURE) –** None raised.

76/20 CONFIRMATION OF MINUTES AND MATTERS ARISING –Cllr Martin requested that
minute 71/19 k should read ‘the group had visited the site and observed the considerable amount of
change. It was agreed to closely monitor the shoreline’. Under matters arising, Councillors asked
when the advert would be placed for the vacancy for a Parish Councillor. The Clerk confirmed that
this would be done shortly. There was some concern that the time for West Wittering from the PCSO
who attended the last meeting would be limited. Cllr G Barrett has raised this with Roy Briscoe who
will raise it with the senior officer in the area. On a proposal by Cllr Wright and seconded by Cllr
Buckland the draft minutes for the meeting held on December 5th 2019 were approved.

77/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Mr Montyn reported
that all salt bins in the County had been filled. Operation Watershed funding was still
available, and applications were welcomed. Mr Montyn also reminded the Parish Council that
the deal arranged by the County Council for access to Parish Online was about to end but that
other offers were being proposed. The Clerk confirmed that this was being progressed and
that the Parish Council had confirmed its requirements.

Cllr Hamilton informed the meeting that grants were available towards VE day celebrations
and that the bank holiday in May falls on Friday May 8th to facilitate celebrations. At the
recent Cabinet meeting the following topics were discussed:- Heritage Lottery Funding is
being sought for a wildlife corridor between the South Downs National Park and the coast.
Parking charges have increased in the small car parks at Baffins Lane and Little London
where a minimum of £2.00 per hour will be charged. This is to deter the queuing that can
cause problems at busy times. One hour free, where it is available, will be maintained and
others will increase by the rate of inflation. The Cabinet approved the first phase of the
Climate Change Agenda plan and agreed to the appointment of a Climate Change officer.
Business grants are available for small capital projects, website improvements and
apprenticeships. More information is available at businesssupport@chichester.gov.uk.

Cllr Taylor reported that the response to the Local Plan Review had also been discussed at
Cabinet and was available on the Chichester District Council (CDC) website along with the
Sustainability Appraisal. An appraisal was done against each site to see if development was
possible. As a result, some sites in the north of the district will not be developed as strategic

sites. Cllr Taylor explained why Councils are required to consider extra housing numbers from the South Downs National Park under the Duty to Co-operate. Without consideration of the SDNP housing numbers, the Local Plan would not be passed by the Planning Inspectorate.

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

- 78/20** The draft Neighbourhood Plan had been circulated for final comments from Councillors before pre submission public consultation takes place. Councillors raised the issue of larger houses being built with two houses often replacing one, when it was smaller bungalows that were required for some residents as detailed in the Housing Needs Survey. It was agreed that these points would be included in the appropriate policies. On a proposal by Cllr Pike and seconded by Cllr Buckland, the Parish Council resolved to continue to the public consultation stage on the Neighbourhood Plan under Regulation 14 of the Neighbourhood Planning regulations. Dates for public consultation events were agreed as follows: -

Monday February 24th 2pm-4pm at The Pavilion, Rookwood Road

Tuesday March 3rd 10am-12pm at The Pavilion, Rookwood Road

Saturday 7th March 10am-12pm at Witterings Medical Centre, Cakeham Road.

79/20. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – The Chairman of the Allotment Association and the Clerk are working on a spreadsheet to maintain up to date records of Allotment holders.
- (b) **Footpaths, open spaces and village green** –On a proposal by Cllr Martin and seconded by Cllr Patel it was agreed to deal with an item including legal issues in closed session at the end of the meeting.

Councillors considered options for growing a Christmas Tree on the Village Green rather than buying one each year. Some concerns regarding height and maintenance were raised but it was agreed to look further into options.

- (c) **Sportsfield management and Millenium Meadow** Work has begun on the Cricket Club roof extension. The large goal posts on the sports field have been removed for health and safety reasons.
- (d) **Snowhill** – There has been a request for a memorial bench at Snowhill. It was agreed to refer to the Memorial Bench Policy and suggest a plaque be placed on an existing bench.
- (e) **Finance** –
 - i) On a proposal by Cllr Martin and seconded by Cllr Wright payments to the value of £5720.45 were approved (see below).
 - ii)The Budget Monitor for December was received.
 - iii) Cllr Martin outlined the recommendations for the precept to be requested from CDC. The Finance Working party recommended that: -

Provision is made for 6 months of the Parish Council's probable contribution to the Mobile Waste Recycling service in the Witterings. Assuming the lower end of the proposed contribution, half a year will require provision for £4,500.

There is a need to replace the hand wash facilities in the public toilets. These may cost up to £5,000 each. It is recommended that one of the three in each of the male and female conveniences is replaced this year and that a second in each follows a year later. The third wash station will be panelled up. It is recommended that the cost of up to £10,000 for 2020/21 is taken out of reserves in order to limit the precept increase in one year.

Allowance for inflation is set at 2%. Including the provision for the Mobile Waste facility, this brings the Precept Funding Requirement to £110,376. The Tax Base for 2020/21 is £1,780 giving a Precept for West Wittering of £62.01. That is an increase over last year of 5.9% or £3.50 per annum for a Band D property. On a proposal by Cllr Wright and seconded by Cllr Patel it was resolved to request a precept of £110.376 from Chichester District Council.

- (f) **Communications and Website** – Cllr Martin thanked Councillors for their contribution to the Newsletter. A discussion took place on the opportunity to publicise the consultation on the Neighbourhood Plan within the Newsletter and this was agreed. Quotations for the printing and distribution were being sought. The date for Website training for the Clerk and Councillors was confirmed as January 24th at 10 am in the Pavilion.
- (g) **Neighbourhood Plan** – Please see 78/20 above
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **East Head/CIAG** – No items to report
- (j) **Manhood Drainage Group** – A ditch that had flooded in Piggery Hall Lane during recent floods has been reported to Jim Robertson.
- (k) **Peninsula forum** – Cllr Martin had offered the Pavilion as the venue for the next Peninsula Forum meeting which would take place on 2nd March 2020 and he requested that the Clerk let the Peninsula members know.

80/20. CORRESPONDENCE – The Clerk had previously circulated a thank you letter from Mr Stanley for the repair made to the memorial stone for Malcolm Davis. The Clerk asked for nominations from Councillors to attend the CDC All Parishes Meeting to be held on Monday 10th February. It was agreed that Cllr Hutton and Cllr Buckland would attend on this occasion.

81/20. Open Forum – Cllr Pike thanked Cllrs Graeme and Jean Barrett for the use of their electricity for the carol Service on the Green at Christmas and asked if work was progressing on installing a supply of electricity to the Village Green. The Chairman confirmed that quotations were currently being progressed. Cllr Pike also reported that £600.00 had been raised at the event and it had been very successful.

Cllr Buckland expressed concern about the level of policing in the area. Cllr Buckland also reported that the meeting previously cancelled with Gillian Keegan MP was taking place on Friday January 10th 2020 and he would be attending. Cllr Buckland provided a plan of Salterns Way detailing the holes in the path having walked it earlier in the week. The Clerk agreed to forward this to Dr Austin at the Chichester Harbour Conservancy.

Cllr Hutton reported that a second quotation for a Hearing Loop for the meeting room at the Pavilion had been received. It was agreed that two quotations would be sufficient as this was a specialist area and it was resolved to continue with the more specialist company.

Mr Steve Colwell raised several issues of concern regarding the village which the Clerk noted for action.

82/20 The Chairman updated the Parish Council on the parking situation at the Village Green.

PAYMENTS FOR APPROVAL – 9th January 2020

PAYEE	DESCRIPTION	AMOUNT £
A T Hickman	H&S and maintenance	100.00
Castle Water	Water Services - Allotments	14.50
English Gardens	Pavilion garden	45.00
Eradipest	Quarterly pest control	360.00
Kestrel	Aeration works	960.00
Memorial Stone Centre	To re-lay the memorial gravestone for Malcolm Davies	150.00
Paine Manwaring	Repairs to sockets and lights at the Pavilion.	450.62
	Install enclosure for electrics on the village green notice board	597.37
Parish Council administration	Clerk's salary and expenses.	1232.28
SWR Garden Services	Strim, trim and clear 4 footpaths	660.00
DIRECT DEBITS		
British Gas	Sports pavilion	245.75
British Telecom	Broadband and landline.	65.87
Business stream	Water services	35.39
HMRC	Liabilities.	528.98
National Playing Fields	Membership	25.00

NEST	Parish administration	113.19
Ramar	HR Services.	10.50
Website Success	Website support.	126.00
TOTAL		5720.45

There being no further business for discussion the meeting closed at 9.50 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday 6th February 2020, 7pm, in the West Wittering Sports Pavilion, Rookwood Rd, West Wittering.

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