

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 6th December 2018 in the Sports Pavilion,
Rookwood Road, West Wittering, PO20 8LT

PRESENT: Mr D Wright, Mr R Lewis, Mrs N Pike, Mr B Buckland, Mr K Martin, Mrs J Barrett
Mr Barrett was also present plus five members of the public.

72. ELECTION OF CHAIRMAN (FOR THIS MEETING)

In the absence of the Chairman and Vice Chairman, the Clerk requested nominations for a Chairman for this meeting. Mr Wright proposed Mr B Buckland which was seconded by Mr R Lewis and agreed by the Council.

73. APOLOGIES FOR ABSENCE – Mr R Shrubb, Mr B Hutton, Mr H Patel,

74. DECLARATIONS UNDER THE CODE OF CONDUCT – Mr Wright, personal, planning application. Saltmarsh House. URGENT ITEMS – None raised

76. WW/18/01686 – THE OLD NURSERY SUBSTITUTE PLANS - Members considered the substitute plans for this application and representation from members of the public. Following debate, on a proposal by Mr Martin and seconded by Mrs Pike, it was agreed to maintain the Council's objection as before and Mr Barrett agreed to red card the application if necessary.

77. PLANNING - Noted the decisions of the Council were as follows:

List No	Reference	Application details
44/18	WW/18/02708/DOM	Mr George Chapman Dolphins Rookwood Lane West Wittering Proposed steps down through garden to a 1.5 metre long tunnel beneath public footpath rising through to another set of steps to the foreshore garden. OBJECTION Habitat regulations engaged and no assessment provided, European amendments also relevant.
	WW/18/02723/TPA	Mr Richard Goldsmith 14 Locksash Close West Wittering PO20 8QP Crown reduce by 25-30% on 1 no. Oak tree (T1) subject to WW/98/01142/TPO. DETERMINED
	WW/18/02782/TCA	Mrs Christine Newton Myrtle Cottage 16 Rookwood Road West Wittering Notification of intention to fell 1 no. Silver Birch tree. DETERMINED
45/18	WW/18/01824/DOM	Mr Tobias Codlin Villa Maria 35 Church Road East Wittering PO20 8PS Single storey front and rear extension with various alterations and additions. WITHDRAWN
	WW/18/02850/FUL	Junnell Homes Ltd 1 And 2 West Cottages Cakeham Road West Wittering Chichester Demolition of existing pair of semi-detached houses and replacement with 2no. detached houses. COMMENT No direct light from Velux windows.
46/18	WW/18/02824/DOM	Mr R Walters Farthings Pound Road West Wittering PO20 8AJ Demolition of existing garage and multiple

List No	Reference	Application details
		single storey extensions to rear of cottage. Construction of 2 storey rear extension. Replacement plant and new storage facilities for the existing swimming pool.NO OBJECTION
	WW/18/02890/LBC	Mrs S Trayler South Cottage Rookwood Lane West Wittering Chichester. Alterations and single storey rear extension for mobility bedroom. NO OBJECTION
47/18	NONE	
48/18	WW/18/02835/DOM	Dr & Mrs Leigh 4 Sunningdale Gardens West Wittering PO20 8HJ Conservatory extension to rear east elevation of dwelling.NO OBJECTION
	WW/18/02889/FUL	Mr Eric Kump Saltmarsh House Ellanore Lane West Wittering PO20 8AN Replacement Dwelling. COMMENT all previous conditions to be included and enforced.
	WW/18/03091/DOM	Mrs Lisa Tudor Saltings Roman Landing West Wittering PO20 8AS Single storey rear extensions, rear/side balcony, associated alterations. OBJECTION Balcony unneighbourly and loss of amenity.

78. ELI'S LODGE UPDATE

Mr Martin reported that Eli's Lodge planning application had been refused by the planning officer under a delegated decision however it was noted that the applicant would be invited to re submit.

79. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Mr Martin and seconded by Mrs Pike, the minutes were approved and signed by the Chairman.

80. DISTRICT AND COUNTY COUNCIL UPDATE –. Cllr Barrett reported that the Chichester District Local Plan for 2016-2034 was discussed at the Peninsula Forum on Monday December 3rd. Although it was a successful evening, there was little time to discuss questions and Mr Mike Allgrove has agreed to answer any written questions that Councillors may have. There is a need to focus on house numbers and associated infrastructure needs including the sewerage system which is currently working to capacity. A presentation was also given on the planning of school places for the peninsula. The capacity of the health services locally was also an issue if the population were to increase. The Local Plan consultation begins on December 13th and Councillors agreed to have a working party meeting as soon as possible in order to respond from the Parish Council and Councillor Barrett will also attend. Mr Lewis updated the Council on the progress with the Neighbourhood Plan. A scoping report has been submitted to Chichester District Council and comments will be received back from them shortly for our review. Letters have been sent to landowners with potential areas for housing sites and consultation will take place with residents of West Wittering in February. It is hoped to have a completed draft of the Neighbourhood Plan by the end of March and submission of the final plan by the summer of 2019 although the project plan has some dependencies that are outside the control of this Council,

81. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – No items to report.
- (b) **Footpaths and Open Spaces** – The Clerk reported an update on the purchase of land involving legal advice. On a proposal by Mr Martin, seconded by Mrs Pike Members agreed to deal with this item in closed session. The Clerk reported that the Summerfield Road Tree Planting Project would now be planting a reduced number of trees on the request of West Sussex county Council. The trees have been ordered from the same supplier used by the Harbour Conservancy and the Harbour Conservancy volunteers will also look after the trees once planted. Concern was raised about the future sustainability of the arrangement and it was suggested that a more formal group be constituted to ensure the future care and management of the trees and their fruit. The Clerk reported that a quote has been received for the inspection of trees in the Parish. The inspection would highlight those trees in need of immediate attention, those in need of attention in the next twelve months and those that will need attention in the next three years. The inspection report will then allow the Parish Council to budget for future tree works. On a proposal from Mr Lewis, seconded by Mrs Pike the quote was approved.,
- (c) **Sports Field and Millennium Meadow** – The Clerk reported that the neighbours to the sports field are requesting that the boundary is cleared of undergrowth and ivy. Mr Buckland agree to provide a specification. The Clerk referred to the report circulated by Mr Hutton regarding the use of the spare changing room by the Woodger Trust. . Mr Lewis raised the issue of insurance and Mr Buckland raised the issue of fire regulations. The Clerk confirmed that the All Risk policy would cover this change and the fire risk will be raised with the Trust and investigated. On a proposal from Mr Martin and seconded by Mrs Pike the arrangement was approved.
- (d) **Snowhill** – Mr Buckland raised the issue of large potholes on the track across Snowhill and will write a specification for a quotation for the work.
- (e) **Finance** – The Clerk has researched the situation regarding the potential charges being made by Barclays bank and are investigating the setting up of a new savings account in order to avoid this eventuality. Barclays are still a good option for keeping the Community Account as they allow for dual authorisation and not all banks do this. A final proposal will be brought to a future meeting

Members approved S137 grants for 2018/19. Mr Lewis asked if all applicants had met the requirements for receiving a grant. The Clerk confirmed that they had and reminded the Members that the projects must benefit one or more residents of the Parish. Mr Martin proposed that other organisations should be encouraged to apply as not all of the grant monies have been spent and also proposed a 1% increase in line with inflation. On a proposal from Mr Martin and seconded by Mr Wright the Council agreed the following grants using its powers under S137 of the Local Government Act 1972 on the basis. that any organisation awarded a grant provided either services to a significant proportion of the electorate or a project benefiting a significant proportion of the Parish as follows:-

West Wittering Parish Council	Contribution to maintenance	£1010.00
Homestart	Contribution to Family Support	£210.00
First Responders	Contribution towards service costs	£210.00
Twinning Association	Contribution towards cost of visits	£210.00

Witterings community Minibus	Contribution towards costs of service	£210.00
Citizens Advice Bureau	Contribution towards Advice service	£315.00
MMVS	Contribution to cost of running minibus	£210.00

- (f) A quotation for an internal auditor for the Parish Council, required by the Accounts and Audit Regulations 2015, was discussed. No other quotations had been received. On a proposal by Mr Wright and seconded by Mr Lewis Mr Brown's quotation was approved.
- (g) On a proposal by Mr Martin and seconded by Mrs Pike accounts listed below and totalling £6,573.65 were approved for payment:

Payee	Details	Amount £
Mr S Ruff	Mowing and hedge	670.00
SSE	Pavilion	360.15
SSE	Conveniences	181.62
Castle Water	Allotments	3.00
CDC	Paladin hire	59.20
Home Clean Chichester	Pavilion cleaning Oct 2018	178.00
Wicks Farm	Mow Sports field	196.50
Viking	Ink	59.35
Paine Manwaring	Hand dryers	784.61
Mr C Tranchant	Pavilion garden Oct 2018	45.00
Mrs S Hawker	Clerks salary and mileage	1188.24
Mrs J Brown	Clerks salary and mileage, expenses	1256.02
HMRC	Liabilities	726.96
Allotment Association	Subscriptions	280.00
Sussex Estate Care	Allotment hedge	540.00
Mr C Tranchant	Pavilion Garden	45.00
TOTAL		6,573.65

- (h) **Communication and website** – The Clerk reported on recent discussions with members and other Parish Council clerks and will be contacting an IT company that supports Parish Councils in order to ensure that the Parish is making the best use of its technology and also if there are any gaps in provision. This is particularly important as the previous support for the Council was no longer available. Proposals would be presented to the next meeting. Further Mr Martin suggested that he and the new clerk meet with the website hosts to discuss delivery against specification.
- (i) **Parish Assets/Footway Lighting** – No items to report
- (j) **Memorial Hall** – Mrs Barrett reported that the memorial hall was to hold an open kitchen morning to display the improvements carried out as a result of receiving the New Homes Bonus and thanked the Parish Council for their support which was well received.
- (k) **Twinning** – No items to report
- (l) **East Head/CIAG/Flood Mapping/West Manhood Drainage Group** – Mr Martin reported that the erosion from the storms was distressing but that the experts were content with the current new line. Members were concerned that East Head could become an island and Mr Martin confirmed that this would be avoided with the work

being carried out and that the experts were not currently alarmed. If there were to be a breach behind the groyne more work would be needed which would involve more fund raising. All of the appropriate organisations are involved.

- (m) **Emergency Planning** – Mr Lewis asked the Clerk to contact the Clerk at East Wittering Parish Council to arrange for members to have an electronic copy of the emergency plan..
- (n) **Parish Church** – The Church will be organising Christmas carols on the Green on December 21st at 6pm with refreshments available at Inglenook. The details will go up on the parish website,
- (o) **Peninsula Forum** – As previously mentioned this event as well attended. Mr Martin thanked the Clerks for arranging the refreshments which went smoothly.

82. CORRESPONDENCE –

- (a) **Letter re Chaucer Drive** – The Clerk highlighted a letter from a resident regarding parking on green spaces in Chaucer Drive. Councillors sympathised and suggested that a letter be sent to the developer to see what, if anything, can be done. Mr Martin asked if a letter received via the website regarding beach traffic had been dealt with and the Clerk confirmed that it had been passed onto the West Wittering Estates.

83. OTHER ITEMS FOR DISCUSSION – None.

84. OPEN FORUM –Cllr Barrett informed the meeting that Gillian Keegan, the MP for Chichester since 2017, will be speaking at the Memorial Hall on January 11th 2019. The details will be put on the Parish website. Mr Barrett enquired about progress on byelaws to prevent parking on green verges. The Clerk will investigate and report back.

Mr Martin reported that there was a lot of discontent with the new parking arrangements in Rookwood Road. In some cases it has resulted in dangerous parking affecting the line of sight. Mrs Pike commented that any parking restriction moves the problem elsewhere. .

85. PURCHASE OF ADDITIONAL LAND – The Clerk reported that the transfer document had been signed and the Council was awaiting confirmation of exchange of contracts. The Council has noted a quote to fence this land of £784.00. On a proposal by Mr Lewis and seconded by Mrs Barrett this was approved.

86. CLERK’S CONDITION OF SERVICE –

On a proposal by Mrs Pike seconded by Mr Martin the Clerk’s pension, travel and study arrangements were confirmed.

There being no further business for discussion the meeting closed at 9.40pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on THURSDAY 10th January 2019 in the West Wittering Sports Pavilion, Rookwood Rd.

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

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SITE: www.westwitteringparishcouncil.gov.uk**