

WEST WITTERING PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE PARISH COUNCIL

Held virtually on Thursday 3rd September 2020

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.

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.

114/20. APOLOGIES FOR ABSENCE – Mr R Lewis.

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None.

115/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None raised.

116/20. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Martin and seconded by Cllr Barrett, the minutes of the meeting held on July 1st were confirmed subject to the acknowledgement in paragraph 108/20 that it was Mr Montyn who proposed the Notice of Motion to the County Council and also the inclusion of the FG Woodger trust as the donor of the funds mentioned in paragraph 111/20.

Matters arising – It was agreed that the Bye Laws would be reviewed by a current Member of the Parish Council. The Clerk was asked to source some standard examples.

117/20 Mr Kump from Saltmarsh House on Ellanore Lane informed the Council of his plans to improve the road surface on Ellanore Lane as most of the major work on his house was now completed. The quotation for the work was quite high and Mr Kump asked if any financial contribution from the Parish Council was possible. Mr Kump was also going to repair the dirt track. A general discussion ensued and it was agreed to place this item on the agenda for the next meeting so that a decision could be made as the request had not been received in time for inclusion on this agenda. The Chairman informed Mr Kump that he was very welcome to attend the next virtual meeting or the Parish Council could communicate their decision to him afterwards.

118/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Mr Montyn reported on a meeting that had been held with the Chief Inspector of Arun and Chichester, Chief Inspector John Carter, where a number of local concerns were raised. The effect of the pandemic on local business had been felt quite hard locally and there was a risk of many job losses, especially in the aviation business, leisure and hospitality. West Sussex County Council (WSCC) are doing a major review of the economic plan in partnership with Districts and Boroughs and this will be on the agenda of the select committee shortly. The WSCC budget has been impacted by £59 million and although grants from government will help there will still be a shortfall of £16 million which will need to come from reserves. There is huge pressure on both Adults and Children's services.

Cllr Hamilton (CDC) reported that the September Members Bulletin had been produced and circulated. All agreed that this was an excellent document and was very comprehensive.

Cllr Taylor (CDC) reported that the Local Plan work continues with the evidence base being reviewed. The pandemic has impacted on this work as for many organisations involved the Local Plan is not a priority for them in the current situation. The HELAA, Housing and economic land availability assessment, is due to be published shortly and officers are also busy working on the various planning consultations. The first of these is the more worrying, Changes to the Planning System and Cllr Taylor has sent a letter, also signed by the CDC leader, to Gillian Keegan setting out the concerns of the Council regarding the new algorithm contained in the planning consultations. The South Downs National Park is included in the algorithm for the purposes of calculating affordability when 70% of the District falls within the national park which is not then included in the planning area and does not have to accommodate the housing. The White Paper however will pass through Parliament and West Sussex MP's will have the opportunity to vote against it as West Sussex is the county most affected by the proposed changes. Cllr Martin congratulated Cllr Taylor on contacting Gillian Keegan on this important matter and Mr Montyn also congratulated Andrew Griffiths MP for securing the opportunity to ask a parliamentary question on this topic.

Cllr Barrett reported that the meeting with Sussex Police went well and that the minutes would be circulated. Two Police and Community Support officers (PCSO's) cover nine parishes between them. It was acknowledged that James Crespi of West Wittering Estates had managed a very difficult situation over the summer very well. The virtual meetings at CDC were going well.

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

Mrs Barnes raised the difficulties experienced by residents during the summer months and would have liked to have seen more evidence of traffic wardens. It would be helpful to know what ability the community have to acquire more wardens in the area as there were some situations in the summer that were dangerous especially at the entrance to Wellsfield. Mr Montyn confirmed that this was raised at the meeting and dangerous parking in itself is not an offence. Cllr Taylor confirmed that, at the height of the summer traffic enforcement were present in the Witterings and the income from fines has increased as evidence of this. Cllr Barrett was in touch with the enforcement team daily and Cllr Hutton offered the pavilion building as a welfare stop for the officers to use the facilities. Cllr Patel reported that there had been some very difficult situations to deal with during the summer and it would be helpful to know which officers can enforce what actions. The Temporary Traffic Regulation order (TTRO) combined with the pre-booking of car parking at the beach car park had improved the queues on the roads to the Witterings. Mr Montyn confirmed that towing away cars from the public highway was illegal and that this was not an option. Continued partnership working was required and Cllr Barrett confirmed that West Sussex County Council do already attend the Parking Forum meetings.

119/20. PLANNING MINUTES

The draft minutes of the Planning Committee held on August 26TH 2020 were noted. On a proposal from Cllr Martin and seconded by Cllr Buckland, the responsibility for the responses to Nalc and Government to the current planning system consultations was formally delegated to the Planning Committee.

120/20. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – the annual invoices will be sent out to allotment holders shortly.
- (b) **Footpaths, open spaces and village green** – The Chairman confirmed that Wottons had taken over the cleaning contract of the public conveniences in August and that there had already been an improvement in the standard of cleaning although it will take some time before it is up to standard. The new washing facilities are excellent and do not need to be

touched. There were some unforeseen issues concerning the electrics and a new fuse board was required and was fitted on the day that the facility was closed. There has also been a tree down behind the toilet building which was quickly removed. Cllr Wright reported that the nettles had grown in what will be the wildflower meadow and Cllr Martin confirmed that this was due to be cleared and seeded shortly.

- (c) **Sportsfield management and Millenium Meadow** – Cllr Hutton confirmed that the playground will be sanitised monthly by Eradipest.
- (d) **Snowhill** – Cllr Martin enquired about the current position regarding the bench on Snowhill which needs to be moved. This will be considered again.
- (e) **Finance** –
 - i) On a proposal by Cllr Barrett and seconded by Cllr Pike, the accounts for payments totalling £28,449.49 were approved and are recorded below as Appendix one.
 - ii) The Budget Monitor for August 2020 was received.
- (f) **Communications and Website** – Cllr Martin confirmed that the actions from the website improvements meeting of the working party had been circulated and asked the Clerk to produce a project plan from the actions. Improvements from the front page were a priority. The Clerk undertook to share an email to website Success that she has prepared on this topic with Cllr Martin.
- (g) **Neighbourhood Plan** – A steering group meeting is currently being arranged and an update will come to the Parish Council following that meeting.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **East Head/CIAG** – Cllr Martin reported that there have been significant changes around the hinge since the storms in August.
- (j) **Manhood Drainage Group** – Nothing to report.
- (k) **Peninsula forum** – Cllr Martin had been in touch with Paul Richards, the clerk for the Chichester District of Local Councils (CdalC) and the Chairman, Mike Beal. There will be a virtual meeting arranged shortly to examine the current government planning consultations.

122/20. CORRESPONDENCE – The Clerk reported that there has also been some correspondence from the West Sussex Association of Parish Councils (WsalC) on their review of Surrey and Sussex Association of Parish Councils (SsalC). More information will be made available as this review develops and no action will be taken without Parishes having had sight of the report which should be available towards the end of this year. The topic will be an item on the WsalC Board meeting due to be held early in 2021.

The Clerk had also heard from the Head of Waste Services at WSCC asking if all Parish Councils were able to proceed with the planned transfer of the management of the mobile waste facility and had responded that WWPC was ready having already increased their precept to cover this eventuality. Most other Councils were also positive, but the larger Councils were reviewing their budget situations due to the impact of covid-19 on their income prediction.

123/20. OPEN FORUM – Cllr Jean Barrett reported on the success of the arrangement for The Landing Café to place two picnic benches on the Village Green during the summer period and asked if this arrangement could be extended for a further period of time. It was resolved to allow the arrangement to

continue until the end of the October half term. A new agreement will be produced and signed. Cllr Barrett will liaise with The Landing.

Cllr Barrett also reported on a concern expressed to her by residents regarding the number of signs the roadside in the Village. West Wittering Estates are arranging a meeting with Mr Montyn and the Parish Council to consider options for dealing with some of the issues that the signs are aiming to help with.

Cllr Martin reported that he had been co-opted onto the Poor Sevens charity as a trustee and has been helping them set up their banking arrangements.

Cllr Buckland suggested that ditches could be used to prevent verge parking were ditches maintained better and not allowed to become overgrown.

There being no further business for discussion the meeting closed at 8.45 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held virtually on Thursday 3rd September 2020, 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

PAYEE	DESCRIPTON	AMOUNT £			
A T Hickman	Health & Safety & maintenance.	100.00			
CDC	Emptying and rental of 1100 litre bin	62.60			
English Gardens	Pavilion Garden.	45.00			
HD Developments	Modify notice board in preparation for SSE and repairs to seat on the village green	187.20			
Home Clean Chichester	Weekly cleaning of the Pavilion July and August	356.00			

JNR	IT support.	199.68			
Mr K Martin	Zoom license.	14.39			
Paine Manwaring	i)Fan heater for office in the Pavilion.	317.83			
	ii)Cable protection and wooden back board for SSE supply to the Village Green.	192.00			
	iii)Renew and relocate 5 Wallgate isolator switches ahead of installation of new Wallgate washing facilities (public conveniences)	685.55			
Parish Council administration	Clerk's salary and expenses.	1,216.14			
SWR Garden Services	i)Village green and play area x2	320.00			
	ii)Clearance of fallen tree behind public conveniences	95.00			
	iii)Cut and clear southern boundary hedge of village green.	300.00			
	iv)Annual trim of bushes on village green. Clearance of all debris.	95.00			
Sam Stewart Contracts	Replace and certify main fuse box in Public Conveniences to comply with current regulations.	1,339.80			
Wallgate	i)Replacing the washing facilities in the Public Conveniences.	20,379.82			
	ii)Wall panel ordered after survey	432.85			
West Sussex Drains LTD	Blocked toilet in the public conveniences.	156.00			

Wicks Farm Holiday Park	i)Mow sports field	196.50			
	ii)Emergency tree clearance footpath to Elms Lane	96.00			
BANK PAYMENTS					
British Telecom	Broadband and landline.	66.47			
Business Stream	Wastewater and water services - public conveniences	810.13			
HMRC	Liabilities.	518.42			
Nest	Parish administration.	112.32			
RAMAR	HR Services.	10.50			
Website Success	Website support.	126.00			
Zoom	Clerk's license(monthly).	14.39			
TOTAL		28,445.59			