

WEST WITTERING PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE PARISH COUNCIL

Held on Thursday 1st October 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.

124/20. APOLOGIES FOR ABSENCE – None received

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None.

125/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None raised.

126/20. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Martin and seconded by Cllr Barrett, the minutes of the meeting held on September 3rd, 2020 were approved with all in agreement.

Matters arising – The Chairman confirmed that the F.G. Woodger Trust have kindly offered to fund the overspend in full that was caused by the extra electrical works required when upgrading the washing facilities at the Public Conveniences. The Chairman agreed to write to the Trust thanking them once the formal notification has been received.

127/20 – The Chairman welcomed the recently appointed new Councillors to their first Parish Council meeting and proposed the formal adoption of Steve Debecker and Lesley Handford into the role of Parish Councillor with West Wittering Parish Council. On a proposal by Cllr Hutton and seconded by Cllr Martin this was agreed by all. The Chairman welcomed the new Councillors to the Parish Council.

128/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Pieter Montyn has had several meetings recently with the Police, West Wittering Estates and the Parish Council on the topic of parking in the village. All concerned felt that the current fixed penalty fine was not a deterrent to parking illegally and questions have been asked about this being increased. Mr Montyn had circulated previously a national consultation on this topic and had sought advice from the WSCC Highways department who had helpfully circulated the consultation, including their response, which was to suggest an increase in line with the London charge. Cllr Barrett agreed to circulate the information to other Parish Councils.

Cllr Taylor confirmed that the Chichester District Council (CDC) Housing and Economic Land Availability Assessment (HELAA) was about to be published and had been sent to all District Councillors. The Church Road site was deemed no longer deliverable due to the impact of climate change. This does not however prevent a developer from submitting a planning application. Cllr Taylor also reported that CDC had completed their responses to the consultation on Changes to the Planning System and this has been circulated. She felt that robust responses had been given and was aware that others had responded in a similar way. Cllr Taylor also attended a webinar on the White Paper, Planning For The

Future, where a question had been asked about the research that had been done by Government in preparation for the publication of the White Paper, Planning For the Future. It was felt that planning expertise had been limited in the process but economists had been involved.

Cllr Hamilton confirmed that the HELAA would be published shortly and expressed her gratitude to CDC officers for emailing the District Council Councillors prior to this evening's meeting.

Cllr Barrett reported that he had circulated the Members Bulletin and that he would circulate the HELAA to Parish Councillors as soon as possible. Cllr Barrett also reported his concern about illegal parking on the cycle path on Cakeham Road. This has been reported to the Police.

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

129/20. PLANNING MINUTES

The draft minutes of the Planning Committee held on September 22nd 2020 were noted.

130/20. Ellanore lane – Two options for the repair of Ellanore Lane had been circulated and it was resolved that the first option which did not involve a contribution from the Parish Council would be progressed. The Parish Council were concerned that any damage made by the building of the developments at the end of the lane were made good. There has been a lot of concern that all aspects of the changes carried out during the building works are returned to their original state. The Clerk reported that West Sussex County Council footpaths officer has been contacted, is aware of the planned work and will be involved going forwards. Cllr Pike confirmed that there are statutory duties covering all of this type of damage as a result of building developments. The pothole in Pound Road at the entrance to Ellanore Lane is also particularly concerning. Photographs will be taken when the work on Ellanore lane is completed so that evidence is held for future reference.

REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – The Clerk reported that she and Cllr Pike had attended a virtual Ssalc training course on allotments that had been very useful. The Clerk will circulate the slides from the event. The opportunities to increase the number of allotments elsewhere in the village was discussed. The financial sustainability of the allotments and how they are managed was covered. This will be examined in more detail.
- (b) **Footpaths, open spaces and village green** – The County Council footpath officers are about to commence their annual review of the footpaths in the parish.
- (c) **Sportsfield management and Millenium Meadow** – The Chairman reported that the work on the Oak trees in the Millennium meadow had been completed. A gutter has been damaged on the Pavilion from a football and will be repaired.
- (d) **Snowhill** – The Chairman reported that the bench on Snowhill had been examined by our contractor and it is too heavy to move due to being set in concrete and to move it would cause it to break. The option therefore of trimming the gorse bush around the bench was considered and it was resolved that the gorse would be trimmed to provide a view of the harbour. Cllr Martin confirmed that there was still a space for a new bench if required and the current bench was being well used despite the gorse bush. The area that has become overgrown was also discussed and this will be investigated further.

(e) **Finance –**

- i) On a proposal by Cllr Patel and seconded by Cllr Wright, the accounts for payments totalling £8046.18 were approved and are recorded below as Appendix one.
- ii) The Budget Monitor for September 2020 was received.
- iii) The report from the Internal Auditor was received.

(f) **Communications and Website –** The zoom meeting with Website Success on website improvements was confirmed as October 13th at 10am.

(g) **Neighbourhood Plan –** The Chairman reported that due to the Regulation 14 consultation being cut short by the lockdown in March, it was necessary to repeat the consultation but online only. The opportunity will also be taken to update the plan following comments already made in the original consultation from statutory bodies and individuals. No time will be lost as the referendum, which would have been the next stage, cannot take place by law until May 2021 because of Covid-19 restrictions. The other change suggested is the removal of the development sites so that the timescale is no longer linked to the CDC Local Plan timetable. Policies on development would replace these and be used when considering planning applications. One important piece of feedback was received from CDC and concerned the need for more evidence to sit behind any policies or requirements of the plan and a Housing Needs Survey is being compiled to go to every household and online to seek the views of residents on important topics such as the type of housing required in the village. Cllr Pike asked Cllr Taylor to thank the CDC officers for their helpful and detailed response to the consultation documents. Cllr Martin requested that the Village Design Statement should not be forgotten and should be a focus for current work as it was an excellent and useful document. Cllr Pike confirmed that the policies have been updated. The question of where best the VDS sits was discussed as it was intended to be a part of the Neighbourhood Plan but Cllr Pike and Cllr Taylor confirmed that the VDS is of material consideration in its own right and therefore carries more weight if it is a stand alone document at the moment.

(h) **Parish Assets/Footway lighting –** No items to report.

(i) **East Head/CIAG –** Cllr Martin reported that a meeting of ECHIAG is due to take place on October 7th.

(j) **Manhood Drainage Group –** Nothing to report.

(k) **Peninsula forum –** Cllr Martin reported on the West Sussex Association of Local Councils independent value for money review of the Surrey and Sussex Association of Councils which was currently being undertaken. Cllr martin gave a summary of the background to current plans for this review. A report on this review is due to be published later in the year. It was agreed that the Parish Council would wait to see the report before commenting further.

131/20. CORRESPONDENCE – The Clerk reported that, on the 4th September 2020 a resignation letter was received from Cllr Ray Lewis. All Councillors expressed sadness to hear this and expressed their best wishes and gratitude for the excellent contribution and work carried out by Cllr Lewes over the years. Cllr Martin proposed that the Parish Council should write formally to Mr Lewes thanking him for his invaluable input into the work of the Parish Council and in particular taking on the leadership of the Neighbourhood Plan. This was agreed by all.

The Chairman of the Wells Farm Residents Association, Mrs Ralf, has written to the Parish Council very concerned about the proliferation of Airbnb properties with very little control over how the buildings are used. Cllr Pike confirmed that this was being looked at as part of the Neighbourhood Plan and we should contact Residents Associations and gather evidence on the impact of lettings in the village.

The Clerk reported on the investigations taking place into the various options for improving the technical issue sometimes experienced by Councillors and the Clerk when having a virtual meeting. Cllr Martin felt that the current system seemed to be working quite well but could perhaps be improved by using personal headsets. Cllr Patel confirmed that this should work well.

The Clerk reported that a date has been set for another virtual meeting with the communications officer from the Police and Crime Commissioners office and the email will be circulated.

Mr Warren Taylor introduced the project at the school to increase funding to help with the loss of direct teaching and learning time during lockdown and the impact on the children's education in the village. Although £8,000 had been received from Government to help, more funds were required to employ more teaching staff to work on the gap created in educational outcomes. A notice explaining the situation and asking for donations has been produced by the school and it was agreed by all to display this letter on the WWPC Website.

132/20. OPEN FORUM –

Cllr Barrett commented that the perspex screens in some notice boards have become very misty and they need to be replaced. Cllr Barrett also volunteered to write an update for residents that do not have access to technology on recent Parish Council activities. Cllr Martin suggested that this could form the basis of the next newsletter and all agreed.

Cllr Debecker suggested that the letter from the school could also be included in the newsletter.

Cllr Buckland apologised for being very busy during last month and will be more available for Parish Council work going forwards.

There being no further business for discussion the meeting closed at 9.02 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held virtually on Thursday 5th November 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 October 2020

PAYEE	DESCRIPTION	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
Arbtechnic	15% reduction to cricket field Oak trees and waste removal	576.00
CDC	Emptying and rental of 1100 litre bin	62.60
Color Worx	Replacement blind in the pavilion meeting room	220.00
English Gardens	Pavilion Garden	45.00
Eradipest	Pest control, paid quarterly	378.00
Home Clean Chichester	Weekly cleaning of the Pavilion	178.00
Mr Bob Hutton	Mortice key purchase	11.45
JNR Computer support	IT support	199.68
MJ Rose Plumbing and Heating Ltd	Supply and fit stop cock To the public toilets	69.60
Mr K Martin	Zoom license	14.39
Parish Council administration	Clerk's salary and expenses	1,361.94
Ssalc	Allotment management webinar – 2 places	72.00
SSE	Electricity supply to Public Conveniences	99.07
"	Street lighting	386.94
SWR Garden Services	Pavilion hedge	160.00
"	Village Green and Play area x2	320.00
Sussex Estate Care Ltd	Marine Drive Triangle contracted grounds maintenance July and August	270.00

"	Cycle path contracted grounds maintenance	300.00
"	Marine Drive open space contracted grounds maintenance	174.00
Uni-guard	Annual fire extinguisher service	63.60
"	Annual fire alarm and emergency lighting service	108.00
Viking	Printer ink x2, paper, files, pens and stamps	431.30
BANK PAYMENTS		
British Telecom	Broadband and landline.	66.47
HMRC	Liabilities.	518.42
Nest	Parish administration.	112.32
PWLB	Bi-annual loan repayment	1586.61
Parish Council mobile phone	Vodafone	9.90
RAMAR	HR Services.	10.50
Website Success	Website support.	126.00
Zoom	Clerk's license(monthly).	14.39
TOTAL		8,046.18