

## WEST WITTERNG PARISH COUNCIL

MINUTES of the Meeting of the Parish Council  
held on Thursday 6<sup>th</sup> September 2018 in the Sports Pavilion,  
Rookwood Road, West Wittering, PO20 8LT

PRESENT: Mr R Hutton (Vice Chairman), Mr W Buckland, Mr H Patel, Mrs J Barrett, Mr Martin and 9 members of the public. Cllr Barrett Cllr Montyn and Cllr Hamilton were also present.

**36. CO OPTION** – On a proposal by Mr Martin seconded by Mr Buckland Members agreed to co-opt Mr D Wright.

**37. APOLOGIES FOR ABSENCE** – Mrs N Pike Mr R Lewis, Mr R Shrubb

**38. DECLARATIONS UNDER THE CODE OF CONDUCT** – Mrs Barrett , Mr Wright, Mr Martin – planning application, Rowans

**39. URGENT ITEMS** – The Chairman opened the meeting to allow Mr Robertson to address the Council as President of the Cricket Club. He referred to the report on resurfacing the Cricket field that had been circulated. A specialist company had quoted for levelling and relaying the whole field and the Cricket Club had secured grant for the project from the Woodger Trust. The Cricket Club was seeking permission for the work to start immediately so that the field would be ready for the Club centenary in 2019. On a proposal by Mrs Barrett seconded by Mr Buckland Members agreed to this project taking place on the Millennium Meadow.

**40. PLANNING** - Noted the decisions of the Council were as follows

List No	Reference	Application details
31/18	WW/18/01837/DOM	Mrs Fiona Nichols 4 Joliffe Road West Wittering Single storey rear extension, roof extension with increased use of loft space as habitable accommodation. Various alterations and additions including associated roof works and new front porch.NO OBJECTION
32/18	NONE	
33/18	WW/18/01750/FUL	Mr And Mrs K Snelling Pebble 31 Marine Drive West Wittering Demolition of existing bungalow and garage. Construction of replacement dwelling and garage. COMMENT re velux windows to be obscured glass to prevent overlooking
	WW/18/01995/FUL	Mr D Baroukh Thessaly Roman Landing West Wittering PO20 8AL Replacement dwelling and associated works (renewal of planning permission WW/15/03586/FUL) NO OBJECTION
34/18	WW/18/02096/DOM	Mr & Mrs Robertson Rowans The Byeway West Wittering PO20 8LJ Variation of condition 2: Application Reference Number: WW/14/01496/DOM to amend plans to show

		minor alterations to the approved veluxs, dormer window and inclusion of PV panels to include drawing number 1132/DPA12 rev01.NO OBJECTION
35/18	WW/18/02149/DOM	Mr & Mrs P Burgin 17 Elmstead Park Road West Wittering Chichester West Sussex Proposed single story side extension (following removal of existing double garage) and alterations. OBJECTION Contrary to policy 50 of VDS boundary wall detrimental to character of estate and loss of space surrounding the dwelling

**41 NDP STEERING GROUP UPDATE** – Members considered the additional scope of work and costs required to conclude the NP. On a proposal by Mr Hutton seconded by Mr Martin the additional cost of £4,427.50 was approved.

**42. CONFIRMATION OF MINUTES AND MATTERS ARISING** – On a proposal by Mr Martin and seconded by Mr Buckland the minutes were approved and signed by the Chairman.

**43. DISTRICT AND COUNTY COUNCIL UPDATE** – Cllr Montyn referred to information circulated from WSCC regarding savings for the forthcoming round of budget cuts for 2019/20. Cllr Barrett referred to his key issues paper and that he had met with Officers to discuss and that these issues were being addressed in the Local Plan review. Cllr Hamilton invited members and the public to the informal District Councillor surgeries at The Old House at Home on the last Thursday of the month. It was agreed to publicise this on the parish web site. She also reported problems with overhanging vegetation at Locksash Close which the Clerk agreed to report to WSCC.

#### **44. CLERKS REPORT**

- a) Allotments – Noted the request for the inside of the hedge to be cut.
- b) Footpaths and Open Spaces – On a proposal by Mrs Barrett seconded by Mr Patel it was agreed to discuss this item in closed session as it concerned legal advice. The Chairman reported on his meeting with Cakeham Manor Estate and CDC regarding repairs to gabions along the Cakeham frontage. He reported that CDC had requested a contribution from the Parish and the landowner. The Parish contribution was £5,500 and on a proposal by Mr Martin seconded by Mr Wright this was agreed. Mr Martin went on to ask Members to consider whether the Chairman and Clerk had acted within standing orders in committing the expenditure as the sum was in excess of the amount allowed in the Councils standing orders. The Clerk confirmed that she had in fact checked the procedure with SSALC before committing the sum to CDC and that the procedure was legal and valid.

Members also consider the process for making pavement byelaws to prevent parking on verges and pavements. It was agreed to look into this. Mr Hutton informed Members that CDC would be treating the Japanese knotweed on the village green at a cost of £45 per visit up to a maximum of 4 visits. Mr Wright was asked to inform Roman Landing Leaseholders that the kissing gate on their land required replacing.

- c) Sportsfield and Millennium Meadow – Mr Hutton reported that he had met with residents to look at the trees on the Sportsfield boundary which needed cutting back. It was agreed to provide a specification and obtain quotes. He also reported that WWE plc had agreed to provide better signing to the beach and Car Park to stop vehicles going into Pound Rd and having to turn round by the Church.

Members noted quotes received for cutting the Millennium meadow hedge as follows;

Quote A - £2292

Quote B - £1745

Quote C - £1650

On a proposal by Mr Wright and seconded by Mr Martin Quote C was approved by the Council.

- d) Snowhill – No items
- e) Finance – On a proposal by Mr Martin and seconded by Mr Wright, Mr S Dobbin was confirmed as Internal Auditor for 2018/19
- f) On a proposal by Mr Buckland and seconded by Mr Hutton accounts listed below and totalling £39173.96 were approved for payment.

Payee	Details	
Good Directions	Plaques for bench	144.00
Wicks Farm	New toilet seat public toilets	68.62
Uniguard Fire Protection	Emergency lighting inspection	112.20
Uniguard Fire Protection	Fire Inspection	174.60
Uniguard Fire Protection	Replace Emergency light	322.80
Playsafe	Repair slide	720.00
Proludic	New play equipment	29,017.20
CDC	Insurance – Conveniences	37.26
Home Clean Chichester	Pavilion	178.00
HMRC	Liabilities	177.11
Mrs J Brown	Clerks salary and expenses	1091.03
B Napper	Clean 4 bus shelters	60.00
SWR Garden Services	Village Green	280.00
CDC	Paladin emptying	59.20
BT	Pavilion services	104.15
Wicks Farm	Mowing	196.50
SSE	Pavilion	314.52
CDC	White goods collection	72.50
Sussex Estate Care	Grounds Mtce	690.00
H Patel	Replacement chq	150.00
SSE	Public conveniences	66.89
CDC	Contribution to gabions	5500.00
<b>TOTAL</b>		<b>£39,323.96</b>

- g) Communication and web site – Members expressed difficulty with some email accounts and servers. Mr Patel agreed to provide a report from his meeting with the web providers.

h) New Clerk Working Party – Mr Martin reported that 3 applicants were interviewed and proposed that Mrs Sue Hawker was recommended to the Council as the new Clerk subject to references. This was seconded by Mr Patel and all agreed. Noted that Mrs Hawker be invited to attend the October meeting of the Council.

i) Parish Assets/Footway Lighting – No items to report

j) Memorial Hall – Mrs Barrett reported that the new kitchen project had started.

k) Twinning – No items to report

l) East Head/CIAG/Flood Mapping/West Manhood Drainage Group – No items

m) Emergency Planning – No items to report

n) Parish Church – Noted plans for the Remembrance Sunday services to mark 100 years since the end of the Great War. On a proposal by Mr Wright seconded by Mr Martin it was agreed to purchase a wreath on behalf of the Parish from the British Legion Poppy Appeal.

o) Peninsula Forum – No items to report

#### **45. CORRESPONDENCE –**

i) CDC All Parishes meeting 8<sup>th</sup> October 2018 – Agreed Mr Hutton and Mr Buckland to attend.

ii) FLOW meeting 8<sup>th</sup> October 2018 – Agreed Mr Martin to attend

iii) Chichester Harbour Management Plan – Noted

**46. OTHER ITEMS FOR DISCUSSION** – Noted that the TRO in Rookwood Rd should be completed by the end of September. Mrs Barrett asked if the Willow tree on the Village green could be cut back again.

**47. OPEN FORUM** – It was agreed to write a letter of introduction to the new Head Teacher at West Wittering School.

**48. PURCHASE OF ADDITIONAL LAND**– Noted that CDC had agreed to proceed with the disposal of land to the Parish Council and that a draft contract including an overage clause would be sent to the Councils solicitor, Regarding the purchase of the land, following discussion, on a proposal by Mr Hutton and seconded by Mr Martin Members agreed to apply for approval to borrow up to £20k noting that the loan if approved would be valid for 1 year should the Council decide to use it.

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

Signed:.....

Chairman

Date: .....

**The next meeting of the Parish Council will be held on THURSDAY 4th October 2018 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 WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE: [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)**

