

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 15 January 2014 in Hunston Village Hall.

Present: Mr S Baker, Ms L Kenney (Chairman), Mr L New, Mr R Pagram
Mr S Solliss

In attendance: Mrs C Smith (Clerk), Mrs M Whitehead (WSSC)

The meeting commenced at 7.32pm

1/14C Questions/Comments from members of the public.

There were no members of the public present.

2/14C Co-option of Councillors.

It was noted that there remain two vacancies on the Parish Council.

3/14C District and County Councillor reports.

3.1 Mrs T Tull (District Councillor)

Mrs Tull had sent her apologies as she had to attend another meeting.

3.2 Mrs M Whitehead (County Councillor)

The full budget is being presented to the County Council for approval on 14 February. There have been a lot of objections over the location of the proposed Gypsy/Traveller site at Westhampnett.

Mrs Whitehead announced that she would be getting married on Monday 20 January and would become Mrs Evans. The Parish Council offered their congratulations on this news.

Details of the Sussex Police Community Fund were provided.

4/14C Code of Conduct

4.1 Declarations of interest from Councillors on items on the agenda.

The Chairman and Cllr Baker declared an interest in Agenda Item 13 (Village Hall) as members of the Village Hall Management Committee.

Cllr Baker also declared an interest in Agenda Item 14 (Clerks Report) as a Director of Foxley Meadows.

4.2 Requests for dispensations for disclosable pecuniary interests.

None

5/14C Apologies for absence.

There were no apologies for absence.

6/14C Minutes of the Parish Council meeting of 4 December 2013.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 4 December 2013. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

7/14C Matters Arising from the Minutes of 4 December 2013.

7.1 Neighbourhood Plan Steering Group

The Clerk reported that so far seven People had responded to the request to join the Neighbourhood Plan Steering Group. The first meeting would be held on 23 January 2014 and Tom Bell (CDC – Neighbourhood Planning Officer) would be in attendance to explain the process. It was noted that Peter Gillespie, Foxbridge Drive had also expressed an interest in being involved and Cllr Baker had invited him to the meeting.

The Chairman declared that she had been appointed Vice-Chairman of the Board and Finance Director of the West Sussex Association of Local Councils. This will inevitably mean a little increase in workload and for that reason, although happy to attend the initial meeting of the Neighbourhood Planning Group, she would take a step back from getting actively involved in the day to day work of the group.

Cllrs Baker, Cllr Pagram and Cllr New all agreed to attend the meeting.

7.2 Road/speeding issues

The Clerk reported that she had chased Tracey Webb for updates on the proposals for an advisory cycle route and the moving of the bus stops near Lakeside Barn. There has been a change in personnel within the team and the new Traffic Engineer would be looking at the proposals shortly. A request was also sent to the PCSO for some Police speed checks to be undertaken in the village.

8/14C **Chairman's report.**

In June Sussex and Surrey Association of Local Councils have a stand at the South of England show and they are looking for three councils, one from West Sussex, one from East Sussex and one from Surrey, for each of the three days i.e. 9 parishes in total. Ideally it should be a progressive Parish Council who can showcase what they are doing for their local community. After some discussion it was agreed that the Parish Council did not have enough to showcase at this time.

The Chairman advised she would no longer be representing WSALC on the Rural West Sussex Partnership as it is no longer particularly rural in its aims, nor does it represent any of the parishes south of the A27. Most of the future action will be concentrated on urban areas and funding by the Coast to Capital LEP for urban projects and it no longer has much relevance for parishes. The Chairman would concentrate in future on the Parish Council, CDALC, WSALC, Chichester in Partnership and, of course, the Village Hall Management Committee.

This year sees the start of the four year centennial period for WWI. There is great emphasis being placed on commemoration at a local level as well as nationally. The Chairman was unsure how many villagers are actually aware of where our War Memorial is. There is money available from the War Memorial Trust to have the memorial refurbished if the Parish Council thinks it needs to be done. Many names commemorated there are of families who still live in the village today, for both World Wars. Hunston has been lucky that it has not had any losses in recent conflicts, but it was still important to keep the War Memorial in good order.

There has been much emphasis placed on the concept of a Community Resilience Plan. This is something to be looked at if we want to be seen as a progressive Council. It was agreed that the Chairman, Cllr Pagram and Cllr Baker would review this matter.

Although there has been no formal announcement there is now a superfast fibre optic broadband to the cabinet servicing the village. Residents must go through their service provider to take up the options. It was agreed to put information onto the website.

There has been a marked improvement in drainage throughout the village. There is still a problem by the substation roundabout. Southern Water has been advised but it was suggested that the gullies should be inspected and if necessary cleared. It was noted that Cllr Solliss had reported the potholes by the sub-station and these should be repaired by the end of February.

The Chairman announced that she had been selected as one of West Sussex's eight NALC nominees to attend a Garden Party on 10th June. Councillors congratulated her on this news.

9/14C **Parish Council's current banking arrangements.**

The Clerk reminded Councillors of the uncertainties surrounding the Co-operative Bank,

highlighting the fact that it was withdrawing services for Principal Authorities. Although this may not directly affect the Parish Council the Clerk recommended that in view of the secure online access offered by Unity Bank that it makes the switch.

RESOLVED that the Parish Council switches accounts effective 1 April 2014.

10/14C Parish Council priorities for 2014.

The Clerk reminded the Parish Council it needed to give some thought to where its priorities should be focused over the coming year.

Traffic in terms of both speed and volume was the main priority. Councillors discussed the merits of having safe cycle routes and it was agreed to further investigate the possibilities.

It was noted that Langmeads were providing some funding for Hunston Copse as a wildlife designation area. It was suggested that the Parish Council looks at having the copse designated as an ancient woodland and taking steps to raise the profile of the area.

It was noted that the footbridge over A27 was still on the County Council's list of projects.

The Chairman volunteered to take the lead on the Community Resilience Plan and looking at the War Memorial. There was a short discussion on whether the existing memorial should be refurbished or whether there should be a new one to mark the centenary of World War 1. It was agreed that there should be a consultation with residents on this matter.

Other issues raised included provision of a sports pavilion on the field, refurbishment of the hardcourt area and the Village Fete/Big Lunch.

It was agreed that the Village Fete/Big Lunch should take place on Saturday 27 July from midday. The Clerk was asked to establish whether the Street Snooker people would be able to bring their equipment down for a demonstration on that day.

11/14C Precept and Budget for 2014/15

Revised papers for the budget had previously been circulated. As requested the Clerk had advised that the RPI for November was 2%. Applying this to the current band D rate gives a new rate of £81.76 (up from £80.18). This with the current Tax Base would provide a Precept of £31452.60. In addition there is an additional grant due from CDC of £4930.98. There will also likely be some expenditure on the Neighbourhood Plan.

RESOLVED that the Budget for 2014/15 as presented be approved.

RESOLVED that the Precept for 2014/15 be set at £31450

12/14C Parish Council Risk Assessments.

The Clerk confirmed that she had reviewed the Parish Council risk assessments. Copies of the risk assessments had previously been circulated to Councillors for comment. The Clerk advised that all the changes had been underlined in the actions column. It was noted that there were no areas of concern as a result of the recent review. It was agreed that the Clerk and Cllr Baker would undertake the review of future risk assessments.

RESOLVED that the Clerk and Chairman be authorised to sign off the annual risk assessments.

13/14C Village Hall.

Cllr Baker reminded the Council that Environmental Health had undertaken an inspection and had picked up a number of issues. The kitchen had to be closed for cooking. The Chairman had with the assistance of Mrs Whitehead obtained funding for a new cooker and hood. The Management Committee was currently working on quotes for new flooring and new units although there was not enough money in reserves to

undertake all the work. The hall was also not taking any bookings until the end of February, where there was a requirement for catering. Cllr Baker reported that there had been a lot of issues that had materialised in last year or so. The Village Hall Management Committee was committed to building up a fund to keep on top of future repairs. However, it was currently trying to catch up with providing facilities to the required standard.

14/14C Clerk's Report.

Dog Bins

Unfortunately the dog bin installed by the open area between the main road and the Foxbridge Drive Car Park has been placed just off the main verge and is on the Management Company's land. The Management Company has written to the Parish Council advising them that this is being considered by the Directors. Cllr Baker provided some history behind the ownership of the land and suggested that the Management Company would probably ask for the bin to be moved. A short discussion on the ownership of the land followed and whether the Parish Council should consider taking over the land. It was agreed to review this.

Training

A number of training events were highlighted. **RESOLVED** that the following training sessions were approved.

- 25 February 2014, Planning Training – The Chairman
- 4 March 2014, Clerks Networking – The Clerk
- 12 June 2014, New Councillor Training – Cllr Sollis
- 25 June 2014, Chairman's Networking – The Chairman

The Clerk also requested permission to attend the Annual Practitioners Conference at the end of February. As West Itchenor Parish Council had applied to NALC for a bursary the cost of this was reduced to £60. **RESOLVED** that the Clerk's attendance at the Practitioners Conference be authorised.

CDC Housing sites

Government guidance requires CDC to assess the potential for housing and economic development in the area. The latest versions of the Strategic Housing Land Availability Assessment and Employment Land Review were published in 2013. Both documents form part of the background evidence to support the Chichester Local Plan.

The District Council is now undertaking a further update of the Strategic Housing Land Availability Assessment and also wish to refresh information on employment and land availability to input to work on a Site Allocations Development Plan Document. This includes updating and obtaining data that is currently held about potential sites and ensuring we have details of all possible opportunities for housing (including the potential for Gypsy, Travellers and Travelling Showpeople sites) or employment development within our area, over the next 15 – 20 years. Information is requested about any site(s) any landowner may wish to be considered, as part of this update.

Drainage workshop

The Manhood Wildlife and Heritage Group are running a workshop on Saturday 8th February from 10.00am – 1.00pm on Ditch Assessment at Sidlesham Church Hall, Church farm Lane, Sidlesham. Pete King of the Rivers Trust will be giving a presentation on how to assess ditches and waterways for their biodiversity potential, specifically for water voles, and how this can be measured. This will be followed by a practical session looking at a ditch in Church Farm Lane where participants can ask questions in the field and get experience.

Ditches and waterways are a large linked habitat on the Manhood Peninsula and their care and upkeep is not just of benefit to wildlife but increasingly to people as more frequent flooding events take place. Well maintained ditches, ponds and rifes allow water to flow away to the sea, prevent flooding and provide a stable and important home to many species, including the fast declining water vole. By carrying out ditch assessment work, problem areas can be identified and so can be targeted for future maintenance and improvement. This workshop will be useful to riparian landowners and managers, parish councillors and wildlife enthusiasts.

A27 resurfacing

The work will take place overnight from Monday 27 January until Thursday 20 February, weather permitting. It will be carried out between 8pm and 6am each night. In order to carry out the work there will be full carriageway closures of the A27 Chichester Bypass with road users being diverted through Chichester. Road users will be diverted via Fishbourne Roundabout, onto the A259, A286 and A285 before joining the A27 at Portfield Roundabout.

Newsletter

The Clerk provided an update on the newsletter. After a short discussion it was agreed that the Parish Council would try and target shorter but more frequent newsletters.

15/14C Finance.

15.1 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £2979.33 be made. See appendix 1 (January 2014).

15.2 Financial Statement for January 2014

The Statement of Accounts up to 31 December 2013 was **APPROVED**.
See appendix 2 (December 2013)

16/14C Items for noting or referral to a future meeting.

To look at the Parish Council document review procedures, the concrete area that provides access to the playing field.

There being no further business the Chairman declared the meeting closed at 9.25pm

Signed _____ Date _____
Chairman