

## HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 19 February 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 Evans (WSSC – until 7.40pm),  
PCSO McQuillan, PCSO Broad (both until 7.35pm)

The meeting commenced at 7.32pm

### **17/14C Questions/Comments from members of the public.**

PCSO McQuillan introduced his colleague PCSO Broad who works in the Selsey area. Hunston has been very quiet, the only issue arising relates to the Foxbridge car park. The complaints received were not considered to be Police issues. Regular patrols are undertaken as and when possible. It was noted that the Police were currently shorthanded and will undertake speeding checks as soon as possible.

The abandoned car in the car park was highlighted and it was noted that the District Council was taking steps to have it removed.

### **18/14C Co-option of Councillors.**

It was noted that there remain two vacancies on the Parish Council. The Chairman advised that one resident had expressed an interest in joining the Parish Council and it was hoped that he may be in a position to attend the March meeting.

### **19/14C District and County Councillor reports.**

#### **19.1 Mrs T Tull (District Councillor)**

Mrs Tull sent her apologies as she had recently had an operation on her Knee.

#### **19.2 Mrs M Evans (County Councillor)**

The County Council set its budget on 14 February. £30million will be spent on resurfacing unclassified roads, this includes residential roads.

At a meeting with Tracey Webb the outstanding issues for Hunston were discussed. These include; the footpath between the playing field and Church Lane, resurfacing outside the village shop and the provision of a pelican crossing outside the village hall.

### **20/14C Code of Conduct**

#### **20.1 Declarations of interest.**

The Chairman and Cllr Baker declared an interest in Agenda Item 14 (Village Hall) as members of the Village Hall Management Committee.

Cllr Baker also declared an interest in Agenda Item 13 (Transfer of Land) as a Director of Foxley Meadows.

#### **20.2 Requests for dispensations for disclosable pecuniary interests.**

None.

### **21/14C Apologies for absence.**

There were no apologies for absence.

### **22/14C The Minutes of the Parish Council meeting of 15 January 2014.**

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 15 January 2014. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

## **23/14C Matters Arising from the Minutes of 15 January 2014.**

### **23.1 Neighbourhood Plan Steering Group**

The Clerk reported that the Steering Group had met twice since being set up and was making some progress. The Steering Group has identified areas to be looked into and that the staging of consultation questionnaires would begin shortly. An application for funding from Locality was being progressed.

### **24/14C Chairman's report.**

The Chairman reported that after some investigations the village war memorial was actually the lych gate at the Church. The memorial was originally unveiled and dedicated 26 June 1920. It was noted that if the Parish Council was considering some refurbishment of the memorial it would be necessary to speak to the Vicar first. The Chairman would continue looking into this issue.

The Chairman also highlighted information in the recent SALC newsletter regarding the filming and recording of council meetings. It was agreed to discuss this at March meeting.

### **25/14C Drainage Workshop.**

Cllr Solliss reported on the recent workshop run by the Manhood Wildlife and Heritage group which focused on good practices for maintaining ditches and ponds particularly for the benefit of water voles and other wildlife. Water voles like water but not stagnant ditches and do not like being flooded out. The banks of stream outside the Spotted Cow is reported as having water voles as does the stream by the playing field. The enemies of good drainage are narrow culverts and concrete. Water voles don't like culverts. Maintenance done by hand appears to be more beneficial than the use of machinery. Ponds are useful as they allow water storage which helps to even out water flow. Cllr Solliss is due to meet with Jane Reeves to review the state of the ditches around Church Lane and a report will be forthcoming at the next meeting. There was some discussion on undertaking some work on the Pond in Church Lane and the Clerk was requested to approach Strutt and Parker on this. It was noted that the Rivers Trust organises working parties for the clearance of ditches and this will be looked at as an option.

### **26/14C Parish Council Policies and Procedures.**

The Clerk had provided to Councillors a draft statement on how best to review the Parish Council policies and procedures. The Clerk advised that NALC was due to revise the model Financial Regulations by the end of February and these would be presented to the Council for amendment at the March Meeting. It was agreed that there was a need to look at a rolling program of reviews and this would be discussed at the May meeting.

### **27/14C Access to the Playing Field.**

It had previously been reported that the concrete path/steps to the playing field needed looking at. The Clerk provided photographs of the area taken within the last week. After some discussion about the current state of the crossing it was agreed that the Clerk would try and find out who owns the bridge and who was therefore responsible for its upkeep.

### **28/14C Parish Council priorities.**

#### **1.1 Provision of cycle routes.**

Cllr Solliss had provided recommendations for the proposed cycle routes. Maps of the two routes had previously been circulated to Councillors. For the route going from the canal bend to the A27 this is already a public footpath (190) and it was suggested that

the Parish Council seeks co-operation from WSCC and looks for grant assistance to lay a proper footpath that can be used by cyclists and have this added to the cycle network. For the proposed route to the playing field, some parts are already public footpath, other areas will need negotiations with local land owners as well as co-operation from WSCC.

The Chairman commented that the section of the proposed route that came round the end of Southover Way was prone to flooding and there would need to be some work on the ditches to ensure that this could be rectified.

It was noted that the current opening at the bottom of Southover Way onto the existing footpath may cross over residents' gardens. There are no possible access points through Foxbridge Drive and access would therefore have to be agreed through the new development.

The proposed cycle route through to the A27 was more complex as the existing footpath ran through an area already marked out for gravel extraction. It was agreed to shelve this proposal until more was known about the timescale for any gravel extraction.

## 1.2 Village Fete/Big Lunch

The Clerk reported that she had contacted Play Innovation who have agreed that they would be able to bring some demo games down for the day. For a demo/day workshops the costs of running the day come to about £1000, this includes the delivery and set up of the portable games and also the fee to have their ambassador Olympian GB handball captain Bobby White to run the day. In addition to this help will be needed from the Community to organise aspects of the day and run stalls etc.

The date of the 'Big Lunch' was clarified as being Sunday 27 July 2014.

Given the short amount of time available it was agreed to limit the activities to; a cake stall, a book stall, a raffle, a tombola, a Pimms/Beer tent, field games and the Street Snooker demo.

The Chairman agreed to run the book stall and to speak to the Women's Institute about organising a cake stall. The Clerk was requested to contact Bruce and Charli Wilkins to see if they would host the field games.

## **29/14C Transfer of land.**

The Council was reminded that there had been some discussion about the siting of the dog bin just inside the alley that leads from the main road through to Outram Way. A proposal is put forward now to approach Foxley Meadows and request a formal transfer of the land to the Parish Council. Part of the reason for doing this would be to ensure rights of access from the Foxbridge Drive car park to the main road for residents using it. There will be some additional cost to the Parish Council in the form of maintenance but this is not expected to be significant.

**RESOLVED** that the Clerk be requested to write to Foxley Meadows Ltd with a proposal for the transfer of the land to the Parish Council.

## **30/14C Village Hall.**

The Parish Council was reminded that following a routine Environmental Health inspection the Village Hall Management Committee (VHMC) has been forced to close the kitchen and to completely replace all of the equipment and units. The VHMC had planned to do this once the S106 contribution from the new development off of Foxbridge Drive was available. The requirement to replace the kitchen has now been brought forward and originally the S106 monies were not likely to be forthcoming in time. The VHMC was now looking to the Parish Council for a grant to enable the works to be carried out as soon as possible. The VHMC has obtained a number of quotes for new units and flooring and allowing for electrical and plumbing costs plus a small contingency the total cost is likely to be in the region of £7,000.00. The Clerk reported

that the Section 106 funds were now available to use to fund the new kitchen. It was agreed that the Parish Council would commission the work.

### **31/14C Clerk's Report.**

#### Referendum Principles

The Government has not determined principles for local precepting authorities in 2014 to 2015, but it is putting on notice that it will be prepared if necessary to apply the referendum thresholds to larger town and parish councils from 2015 to 2016 onwards to provide protection for local taxpayers and extend the principle of direct democracy. Interesting to note that there was some consideration (at government level) that the threshold should be set on Band D rates originally where this exceeded £70 but this was then raised to £160. This would ultimately affect only 32 Councils.

#### Cheque Signing

There has been much lobbying for the repeal of s.150 (5) of the Local Government Act 1972 that requires all cheques or other payable orders to be signed by two councillors. A draft Legislative Reform Order (LRO) which repeals s.150 (5) has been approved by Parliament although the Minister has not yet signed the order. There remain a few matters to complete before this happens. Once the LRO is in force, every council that wishes to take advantage of it must formally put in place effective systems and arrangements compliant with the proper practices before it seeks to abandon the two signature rule. This effectively means adopting new Financial Regulations, and internal procedures compliant with the guidance. Although this technically clears the way for the use of online banking the Parish Council should still have bank payments authorised by two Councillors to show clear accountability.

#### Campaigning Groups – Parish Councils Interests/Members Interests

SALC has put together some advice on membership of campaigning groups which was noted.

#### Electronic Planning Consultations

Last year CDC decided to cease circulating paper copies of planning applications and to rely on electronic consultation with parishes. It was their intention to go live with this initiative on 1 April 2014 following training sessions to be held in February.

Unfortunately, following a recent upgrade to the Planning IT system (Public Access) which was in part driven by the new pdf measuring tool that was to be provided, it has been established that the functionality of the new measuring tool is severely limited as there is now no ability to set a scale on a plan to enable measurements to be taken by the user. As this is a significant drawback to parishes being able to properly assess applications electronically CDC has decided that it would be inappropriate to proceed until the previous functionality of the measuring tool is available. CDC has decided to delay implementation of the initiative until June.

#### CDC – Meeting with the Parishes

The next meeting between members of Chichester District Council and representatives of Parish Councils will be on Thursday 1 May 2014. All Parishes are invited to send up to two representatives to the meeting. It was agreed that the Chairman and Cllr New would attend.

#### South West Sussex Internal Drainage District

In October 2012 Councils were advised by the Environment Agency that it was proposing changes to the management of the Internal Drainage Districts. Information relating to the current proposal were previously circulated to Councillors. There were concerns raised about the option of handing over responsibility without having enforcement plans in place. It was felt that the County Council would not have the resources to do this effectively.

**32/14C Staff Matters.**

The Parish Council had previously agreed enrolment of the Clerk into the Local Government Pension Scheme. It was noted that this had to be subject to a formal resolution.

**RESOLVED** that Hunston Parish Council, as a precepting authority, would apply to join the Local Government Pension Scheme as a Designating Body Employer.

**RESOLVED** to enrol and make employer contributions into the Local Government Pension Scheme (managed by West Sussex County Council), in respect of the Parish Clerk, with effect from 1st April 2014

**33/14C Finance.**

33.1 The Schedule of Payments and Receipts

**RESOLVED** that the payments listed in the schedule of payments and receipts totalling £2844.11 be made. See appendix 1 (February 2014).

33.2 The Financial Statement for February 2014

The Statement of Accounts up to 31 January 2014 was **APPROVED**.

See appendix 2 (February 2014)

**34/14C Items for noting or referral to a future meeting.**

Parking where St Leodegars Way meets Orchardside.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman