

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 20 July 2016 in the Annexe at the rear of Hunston Village Hall.

Present: Mr S Baker (Chairman), Mr K Furlong, Mrs S Gregory

In attendance: Mrs C Smith (Clerk), Mrs M Evans (WSCC)

The meeting commenced at 7.30pm.

73/16C Questions/Comments from members of the public.

None.

74/16C District and County Councillor reports.

74.1 Mrs T Tull (District Councillor)

Mrs Tull was unable to attend the meeting and had sent her apologies.

74.2 Mrs M Evans (County Councillor)

Mrs Evans highlighted the A27 Improvements exhibitions and encouraged everyone to attend.

Mrs Evans reported that a local resident had been in discussions with Highways and had submitted a request for a Traffic Regulation order (TRO).

75/16C Co-option of a Councillor.

No-one had come forward.

76/16C Code of Conduct.

76.1 Declarations of interest

None

76.2 Requests for dispensations for disclosable pecuniary interests.

None.

77/16C Apologies for absence.

Apologies for absence were received and accepted from Cllr Solliss.

78/16C Minutes of the Parish Council meeting of 29 June 2106.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 29 June 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

79/16C Matters Arising from the Minutes of 29 June 2016.

None.

80/16C Appointment of a clerical assistant to work 3-4 hours a week.

A proposal had been put forward that the Parish Council considers the appointment of a clerical assistant to help with the day to day administration for the Parish Council and the Village Hall. It was suggested in the first instance that the person taken on would work between 3 and 4 hours a week from the Annexe. This would result in an extra member of staff working one morning or afternoon a week.

There was discussion on how an assistant would help with the workload and provide better support to the Parish Council. It was recognised that funding the post would have to come out of the Parish Council reserves for the remainder of this year.

RESOLVED that the Parish Council creates a new role of Administration Assistant to support the Clerk in providing administration services to the Council. It was agreed

that the role would be advertised on the Parish Council website, Facebook page, parish notice boards and in the Chichester Observer.

81/16C A27 Improvement Scheme consultation.

This consultation runs until 22 September 2016. The Clerk had attended the parishes briefing earlier in the week and had acquired a number of copies of the documentation that could be made available to residents.

Councillors had broad discussions on the options that had been presented. It was agreed that it was hugely important to raise the awareness of the consultation to residents. This would be done via the newsletter, facebook, notices on the noticeboards and on the website.

82/16C New Homes Bonus.

It was noted that the deadline for applications for New Homes Bonus funding closes on 29 July 2016. Suggested projects included the replacement of the roof light or a disabled toilet/wet room.

Despite the rather tight deadline it was agreed to try and take the roof light project forward as other funding may be available for the provision of a disabled toilet/wet room.

83/16C Neighbourhood Plan.

The Clerk had spoken to the Planning Consultant who had agreed to come and speak to the Parish Council and Neighbourhood Plan Group. A date will be agreed once Mr Homer has had a chance to review the progress to date.

84/16C Maintenance Issues

84.1 Schedule of works for the grass cutting contractors

The Clerk advised the Council that there had been now review of the grass cutting/maintenance contract for a number of years and that to ensure best value for money a review was required. A draft specification had been drawn up as a starting point for discussions.

There was discussion on the work required within the playing field, the Foxbridge Drive car park and the newly acquired land off Outram Way. A suggestion was put forward regarding the removal of the hedging at the car park which may possibly create space for additional parking to be provided. To keep the surrounds of the car park as grass would reduce the issues currently experienced in the area and this would be easier and less costly to maintain.

In light of the discussions it was agreed that the Clerk would update the proposed specification for approval at the September meeting.

84.2 Schedule of work for the land by Outram Way and car park.

This was discussed in the context of being included in the proposed grass cutting/maintenance specification to go out to tender

84.3 Playground repairs

The Clerk and Chairman had undertaken an inspection and identified the problems. It was suggested that the two entrance gates be replaced and the wobbly fencing be repaired. It was noted that the supports for the infant swings had rotted badly and probably should be replaced in the near future and that 3 benches should be removed. In addition, it was proposed that a couple of paving slabs be put under the first entrance gate to reduce the wear and tear on the ground.

The Clerk had been in contact with the Contractor who put in the latest equipment to see about getting the necessary replacements and repairs carried out. It was agreed

to proceed with this and to ask the contractor to put in the approved paving slabs and to remove the two rotting benches.

There was a further suggestion to consider the replacement and refurbishment of other equipment in the playground. This is deferred to 2017.

85/16C Bus stop by Green Lane and speed limits.

Communications between the Clerk and a resident who had been pursuing a TRO to reduce the speed limit on the southern edge of the village and provision of an additional bus stop had been previously circulated.

It was agreed that the Parish Council should assist this process but that it would seek an extension of the TRO to the current 40mph limit in Sidlesham. Cllr Furlong was authorised to speak to the resident and find a way forward to extend the length of the TRO that had been applied for.

86/16C Village tea party.

The Chairman highlighted the need for Councillors to be involved so that the whole event was not left to the Clerk to organise. It was agreed to approach both the WI and Lunch club for support. The Clerk was asked to create a list of all the jobs that needed doing to make the event happen and circulate this to Councillors. An offer was made to provide cakes and scones and to help serve attendees.

Posters would go up shortly and there will be an article in the forthcoming newsletter. Entry to the event would be by ticket which would be available from the Parish office and Kirklands Newsagents. Tickets would be free but are required so that there is an idea of how many to cater for.

87/16C Clerk's Report.

Dog Bins.

Chichester District Council have advised that no further dog bins are allowed, however new litter bins with relevant signs stating that bagged dog waste could be deposited are available. Three of these have been ordered and it is hoped they would be installed the week commencing 1 August 2016. The Clerk was asked to request additional stickers that could go onto the existing litter bins.

Newsletter

Content of the newsletter was agreed and this would go out shortly.

Highways issues

The Chairman had been in touch with Highways about the possibility of putting in crosshatching on the North Mundham roundabout and a response is awaited.

88/16C Finance.

88.1 Schedule of Payments and Receipts

RESOLVED that the payments listed in the Schedule of Payments and Receipts totalling £2839.87 be made. (see appendix 1 – July 2016)

88.2 Financial Statement for July 2016

The statement of accounts up to 20 July 2016 was **APPROVED** and Cllr Furlong duly signed off the bank statement and bank reconciliation.

89/16C Items for noting or referral to a future meeting.

No additional items raised.

There being no further business the Chairman declared the Meeting closed at 9.15pm

Signed _____ Date _____
Chairman