

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council to be held on Wednesday 24 January 2018 in the Annexe at the rear of Hunston Village Hall.

Present: Mr S Baker (Chairman), Mr D Betts, Mrs J Foster, Mr P Marshall,
Mr C Vinton, Ms A Smith (Co-opted at the meeting)

In attendance: Mrs C Smith (Clerk), Mrs T Tull (CDC)

The meeting commenced at 7.03pm

1/18C Questions/Comments from members of the public.

None.

2/18C Co-option of Councillors.

Ms Abby Smith was introduced to the Parish Council. On a proposal from Cllr Vinton seconded by Cllr Foster it was **RESOLVED** that Ms Abby Smith be co-opted onto Hunston Parish Council. Cllr Smith duly completed her declaration of acceptance of office which was countersigned in accordance with regulations by the Parish Clerk. Cllr Smith was warmly welcomed to the Parish Council and took a seat with the other councillors. Cllrs Smith's register of interests was duly completed.

3/18C District and County Councillor reports.

3.1 Mrs T Tull (District Councillor)

Mrs Tull had been in communication with Jamie Fitzjohn (WSCC) and Highways England regarding the lights at Stockbridge roundabout. The lights and the signs still confuse drivers. The local Police have also expressed support for any action the local authorities want to take with Highways England over this matter.

Mrs Tull also said there was no news on the A27

The Clerk reported that a Consultant had been appointed by the County Council and a further meeting was scheduled for February.

In response to questions about the Southern Gateway the District Council has a large grant from the Ministry of Housing, Communities and Local Government to relocate the bus depot and post office. The provision of this project depends on a contractor being able to take on the whole project.

Mrs Tull noted that Tree Preservation Orders were being considered for the trees between the Canal and Brook Lea.

Cllr Vinton questioned Mrs Tull on the availability of grants for children's playgrounds. The District Council no longer provides specific funds for playgrounds. It does have a general grants policy and the Parish Council could look at applying for funding from this fund. Mrs Tull recommended that the Parish Council contacts David Hyland (CDC Officer) for further information.

3.2 Mr J Fitzjohn (County Councillor)

Mr Fitzjohn had sent his apologies as he was unwell.

4/18C Code of Conduct.

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

None made.

4.2 Written requests for dispensations for disclosable pecuniary interests.
None Received.

5/18C Apologies for absence.

Apologies were received and accepted from Cllr Gregory and Cllr Marshall.

6/18C Minutes of the Parish Council meeting of 25 November 2017.

On a proposal from Cllr Foster, seconded by Cllr Vinton it was **RESOLVED** that the Minutes of the Parish Council meeting held on 25 November 2017 be confirmed as a true and correct record of the meeting and that they be signed by the Chairman.

7/18C Matters arising from the Minutes of 25 November 2017.

The Clerk was reminded about the request to report the fly tipping on the Selsey Tramway near the allotments. Mrs Tull had suggested that Amie Huggett (CDC) was a suitable contact to help.

8/18C Project updates.

8.1 Relocation/addition of bus stops

Some brief background was given. The Clerk has contact Mike Dare (WSCC) to arrange a site visit regarding the possible path between the bus stop on the B2145 (southbound – opposite Oakview) and is awaiting a response. The Clerk had contacted North Mundham Parish Clerk regarding a footpath they had recently had installed from Canal Mead to the main road near the school. The cost of this path, being made from hoggin style materials had been round £10000 for a 220m stretch.

8.2 Refurbishment of the hard-court area

Cllr Vinton explained about the proposed refurbishments to the hardcourt area and children's playground.

The hardcourt area is now in need of major works, there are two options; either re-grass the whole area or seek funding and put in a multi-use games area. Three quotes had been sought and from that a preferred developer chosen to provide a more substantial plan. Subsequently the Parish Council has considered a major revamp of the children's playground as much of the equipment there is well over 15 years old.

It was important to note that funding would be sought for these as separate projects and they will only take place if the funding is awarded.

Cllr Vinton ran through the outline design of the project which without any firm plans or negotiations would cost in the region of £115,000. The outline plans for the children's play area with specific areas for younger and older children would be in the region of £80,000.

Mrs Tull then left the meeting (7.30pm).

The next step would be get the application forms and then organise community engagement on the projects. This would involve producing leaflets and organising exhibitions for the proposals in the village hall. The aim would be to get feedback from the residents on the type of facilities they and their families would like to see. Once this had taken place firmer proposals could be drawn up that would fit with funding obtained. It was agreed to investigate purchasing some display boards for the exhibition which could then also be used for any future consultations or events.

The Parish Council had also previously mentioned providing better access to the playing field and possibly putting in car park across the road.

There will be a number of issues with Highways Officers and the Church Commissioners as landowners that would require investigation, and this is likely to be looked at as a separate project.

It was noted that Mr Fitzjohn (WSCC) had been looking at a zebra crossing outside the village hall. The Clerk was asked to establish with Mr Fitzjohn what action or enquires had been taken to date. It was felt that this initiative should come from the Parish Council with Mr Fitzjohn's support.

It was agreed the Parish Council should work towards holding the first exhibition the weekend in March.

8.3 Children's playground

This had largely already been covered.

The Chairman reported that the person who had been approached to provide some protection to the bottom of the supports on the children's swings had been unable to help due to difficulties sourcing suitable materials.

8.4 Traffic Regulation Order for B2145 (southbound)

The paperwork to apply for a Traffic Regulation Order to reduce the speed limit from 50mph to 40mph from the southern edge of the village 30mph limit to join up with the Sidlesham 40mph limit was ready. The Clerk was just waiting for the resident co-ordinating the community responses to send them over.

9/18C Neighbourhood Plan.

Previously the Parish Council had agreed to set up a working group for progress the Neighbourhood Plan. The Clerk suggested that the working group should comprise of Councillors in the first instance. This would be to give all the new Councillors an understanding of what the Neighbourhood Plan was, how it would impact on the village and what the process would involve.

A question was raised as to whether the District Council engages consultants to prepare the Chichester Local Plan. The Clerk reported that she thought they had Planning Policy Officers within the Council who provided this function. A question was also raised about working alongside neighbouring Parishes. The Clerk reported that North Mundham had decided not to undertake a Neighbourhood Plan. It is not certain whether Sidlesham had agreed to embark on this process.

It was agreed to hold a working party meeting after the Trustee meeting on 7 February 2018.

10/18C Use of the playing field by Hunston Community Club Football Club.

The Chairman explained the background to the use of the playfield by the Hunston Football Club. It had become known that the football club had not paid to use the playing field or changing rooms when it was reported that they were planning to charge other teams to use the facility. Subsequently a charge was raised for the football team to use the playing field for matches and training. The Parish Council held meetings with representatives from the football club and after a couple of years of charging them monthly in arrears for use of the playing field a two-year agreement was drawn up whereby the football club would be able to use the field for matches and training for an annual fee which would be paid twice a year. As part of the agreement the Parish Council would endeavour to have the grass cut every two weeks during the season and would undergo where necessary maintenance on the pitch at the end of each season.

Payments were due on 1 September and 1 February each year. The first payment in September 15 was 2 months late, the next payment due February 16 was not paid until August 16, the payment due September 2016 was not paid until February 17 and the payment due February 17 has not yet been paid. The football club has not written agreement to use the facilities this season but assuming the agreement is continued further payments would have been due on 1 September 17 and 1 February 18.

Although the same contractor has been cutting the field for over five years and representatives of the football club are aware of the difficulties of cutting the field in

prolonged periods of rain each time payment has been sought it has been met with resistance and complaints over the frequency and then the quality of the cuts. The latest communication from the football club included a complaint on the fees being charged when compared to those of another local club who also has the same grass cutting contractor.

The Parish Council was asked to consider what if any action it wished to take.

A proposal was made to take the football club to the small claims court to recover the money owed. The Parish Council was advised against this as it could be a costly exercise for both parties. It was suggested that the football club be asked to pay the outstanding money from the signed two-year agreement by the end of February 2018. Following that a proposal was put forward for a reduced amount be charged for this season but that this should be paid by the end of April 2018. Any further agreement should not be considered until these payments had been received. Non-payment should result in the forfeiture of the ability to use the facilities going forward.

After much debate it was agreed to write to the football club advising them of the Parish Council's decision.

The Parish Clerk was asked to seek advice on the matter before sending the letter.

The Parish Council agreed that the payments that it required by the end of February and end of April were not negotiable. It was also agreed that the Parish Council should prepare a statement for the football club members that would be displayed in the changing rooms to make sure that everyone was aware of the situation.

RESOLVED that the Clerk writes to the football club advising them of the Parish Council's decision regarding payment for the hire of the football pitch on the playing field.

11/18C Parish Council newsletter and communications.

There remained a small number of newsletters that had not been delivered. Councillors volunteered to undertake the outstanding deliveries.

The Chairman reminded Councillors of the need to check emails on a regular basis and to respond in a timely fashion for the Clerk to be able to undertake her work effectively.

The Clerk agreed to send everyone their settings to be able to receive emails on their mobile phones as well as their tablets.

The next newsletter to include the village tea, the precept and hardcourt/children's playground refurbishments.

12/18C Clerk's Report and correspondence.

Centenary Beacons

On Sunday 11 November 2018, the United Kingdom and its friends overseas will mark the day, 100 years previously when the guns fell silent at the end of the Great War. The Queen's Pageant master has announced that there will be a Centenary Beacon lit at Westminster Abbey and is inviting communities across the country to hold their own remembrance ceremonies. Chichester District Council is encouraging parishes to light their own beacons and is making up to £250 available for each parish council to assist with preparations. **RESOLVED** that the Parish Council would join the commemorations and would light the beacon on the playing field on Sunday 11 November 2018.

Royal British Legion – centenary commemorations

A Royal British Legion initiative for the commemorations that will be shown throughout the country is the 'Silent Soldier', a sponsored silhouette which will display a mark of respect to those who fell in the four years of war, leading to the Armistice in November 1918. West Sussex Royal British Legion has invited Parishes to sponsor a 'Silent Soldier', to show support this year. The Silent Soldiers cost £250 to purchase.

RESOLVED that the Parish Council supports this initiative and purchases a Silent

Soldier. Several locations were put forward, both temporary and more permanent.

Spring Clean Day

Each year the Parish Council supports a spring clean day through the village. Last year it was not supported at all. There was some discussion on whether to try and continue this. **RESOLVED** that the Parish Council supports a Spring Clean Day on Saturday 17 March 2018. This event will be publicised in the newsletter.

West Sussex Joint Minerals Plan

West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003). Following public examination hearings in September last year on the submission draft Joint Minerals Local Plan, a number of modifications have been proposed and published to allow representations to be made on their 'soundness' and 'legal compliance', until 15 March 2018. This was **NOTED**

Insurance claim

The Clerk updated Councillors on the ongoing insurance claim, reporting that earlier that day the insurers had advised that they had now denied liability for the Claimant's accident on behalf of Hunston Parish Council.

The Clerk advised of the need to hold a Planning Meeting and the date was set for 9am on Friday 2 February in the annexe.

13/18C Finance.

13.1 Clerk's training programme for 2018/19

The Clerk had circulated a list of training events available throughout the year. Permission was sought to attend events where the content may be of appropriate use. **RESOLVED** that the Clerk be authorised to book any of the training course on the list where there was appropriate content.

13.2 Budget for 2018/19

A review of the budget as presented was undertaken. It was noted that there would need to be some trimming back of costs and after discussion several budgeted items were reduced to zero. The Clerk reminded the Council about the position regarding the requirements for the Parish Council's reserves. It was noted that there would need to be some adjustment to the Budget to consider the potential costs of the General Data Protection Regulations and the increased hours for the new admin assistant. **RESOLVED** that the budget as amended be approved on the understanding that further adjustments may be necessary once outstanding costs were known.

13.3 Precept for 2018/19

Details on how the tax base affects the Parish Council share of the Council Tax bill were discussed. A rise in the Precept was proposed to cover the budgeted expenditure. It was noted that this increase would amount to a weekly equivalent of 43pence per week, a total of £22.29 for the year on a Band D property.

On a proposal from Cllr Betts seconded by Cllr Foster it was **RESOLVED** that the Precept for Hunston Parish Council be set at £56,000 for the next financial year.

13.4 Schedule of Payments and Receipts

RESOLVED that the schedule of payments and receipts totalling £5,610.21 be approved for payment.

13.5 Financial Statement for January 2018

The statement of accounts up to 18 January 2018 was **APPROVED**.

14/18C Items for noting or referral to a future meeting.

Cllr brought up several matters for noting. Flooding in the fields near the roundabout owned by a local resident. The advice was to speak to Highways regarding drainage.

The full extent of the cuts being made by the County and District Councils as he felt the Parish Council should be aware.

The amount of housing developments going on particularly at the back of Bishop Luffa school and towards Fishbourne.

15/18C Staff Matters

The Clerk reported that the Admin Assistant had resigned from her post and her last working day would effectively be Wednesday 28 February 2018. There was discussion on the value to the Clerk of having an assistant and the request to advertise the post, increasing the hours to 6 per week split over two days rather than just the one day.

RESOLVED that the Clerk be authorised to advertise the post at the increased hours in the appropriate places.

Signed _____ Date _____
Chairman