

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 19 September in the Annexe at the rear of Hunston Village Hall.

Present: Mr S Baker, Mrs J Foster (Chair), Mrs S Gregory, Miss A Smith

In attendance: Mrs C Smith (Clerk) Mr J Fitzjohn (WSSC)

The meeting commenced at 7.03pm

93/18C Questions/Comments from members of the public.
None.

94/18C District and County Councillor reports.

94.1 Mrs T Tull (District Councillor)
Apologies had been received from Mrs Tull

94.2 Mr J Fitzjohn (County Councillor)

Mr Fitzjohn suggested the Parish Council let him know about any issues it had for him and if there were none he could update on County Council activities, albeit that some of them may not directly impact on the village.

Mr Fitzjohn was asked about progress for the footpath/cycleway from the village to the Free School. It had been noted that there were significant numbers of pupils coming to the school from the south and no provision for them to walk or cycle to school. Mr Fitzjohn confirmed that he had been involved in meetings regarding a proposed new Selsey to Chichester cycle route that would come via Hunston, around the back of the free school up to the A27. Mrs Fitzjohn had walked the main road from the North Mundham roundabout to the school and unfortunately there was insufficient space to put shared path on the main Hunston Road. WSSC argued that not enough children were coming from the south but this now being looked at.

Mr Fitzjohn reported that Highways forgot about the bus layby and school lights during planning process which is why the process took longer than it should have. The Parish Council did a traffic survey for a week and half, the morning traffic appears to be flowing but at collection time, the traffic has been horrendous with queues everywhere. There was some discussion with Mr Fitzjohn regarding the afternoon traffic and he was advised that the Parish Council would monitor the traffic conditions when the weather was wet.

Cllr Smith arrived at 7.23pm

It was reported that the street lights near the school appeared to be permanently on. The Parish Council had contacted SSE but had received no response. Mr Fitzjohn agreed to speak to the County Council highways team to review. The Parish Council also reported the inconsistency and impracticality of the speed limits along the road

Mr Fitzjohn reported on a meeting with the Chief Inspector of Sussex Police. It was noted that all parishes would be visited by PCSO's once a year to engage with the local community and update parishes on any issues. It was noted that the Police were hopeful that residents would pass on local intelligence to the Police.

Mr Fitzjohn also commented on the County Council budgetary process. The County Council does have money but it is reviewing where it spends this, trying to focus more on its statutory obligations, making these more efficient and cutting down on the 'nice to do' activities.

95/18C Code of Conduct.

93.1 Declarations of interest.

None.

93.2 Written requests for dispensations for disclosable pecuniary interests.

None.

94/18C Apologies for absence.

Apologies for absence were received and accepted from Cllr Betts and Cllr Vinton.

95/18C Minutes of the Parish Council meeting of 25 July 2018.

On a proposal from Cllr Baker, seconded by Cllr Smith it was **RESOLVED** that the Minutes of the Parish Council meeting held on 25 July 2018 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

96/18C Matters arising from the Minutes of 25 July 2018.

Traffic Monitoring at Chichester Free School

A useful discussion had taken place with the County Councillor and the Parish Council had agreed to send a report on the traffic monitoring to Mr Fitzjohn. It was noted that the temporary speed limits by the school were actually 20 not 30mph

Hunston Vintage Fete

The Fete went very well. The organising group had met and things to improve were noted; a better PA system and the church need younger people to help with games. It was reported that the church made around £600 and the Parish Council around £220. It was agreed to carry on next year and the date was set for Sunday 8 September. A great deal of positive feedback had been received.

Hunston Football Club

An update on a recent meeting with Football Club representatives was given. It was noted that the Village Hall would deal with issues relating to the changing rooms and it was agreed that the Clerk would ask the contractors to cut the grass fortnightly between March and October. Given the amount of time that the Clerk had spent this year dealing with the Football Club's emails it was agreed that in future these would simply be acknowledged and passed to the Council. It was reported that the showers had been deep cleaned in August.

97/18C Chichester District Council's Housing & Economic Land Availability Assessment.

The Chairman reported on a meeting with North Mundham Parish Council and the District Council where representatives had been advised of the housing allocation for the two parishes. It was noted that both parishes were starting the process of producing a Neighbourhood Plan. The Parish Council agreed that it would focus on one key issue, that being housing. The District Council's publication of the HELAA assessment had identified areas where the District Council had thought housing development might be appropriate.

Mr Fitzjohn reported on developments on A27 that are still not clear. He also talked about housing allocations in Arun District. Highways England when assessing infrastructure needs don't take into account future allocations, only existing provision. Mr Fitzjohn suggested that the Parish Council should be looking at what it can do to get the minimum allocation possible. He expressed a need for parishes to come together as a group to say no to any further allocation until the A27 issue had been resolved.. It was agreed that the Chairman would raise the issue of the A27 at the next Peninsula forum meeting.

Mr Fitzjohn also suggested the Parish Council speak to Geoff Hand, Chairman of Fishbourne Parish Council as their Neighbourhood Plan was being used as case study for University degrees on how to produce a Neighbourhood Plan.

98/18C Project updates

98.1 Refurbishment of the hard-court area and Children's playground

The Contractor had agreed a date of 22 October to undertake the remedial work on the playground including the installation of a new basket swing. The contractor will also remove and dispose of the old benches behind hardcourt.

98.2 Pedestrian Crossing and footpath

Cllr Vinton had at the Village Fete spoken to people about the pedestrian crossing, encouraging them to complete the questionnaire. The idea had been very well received by everyone and the resident whose land would be affected by the crossing had been supportive of the proposal.

Cllr Betts Arrived at 8.20pm

98.3 Neighbourhood Plan

As there had already been some discussion on this it was agreed that a working party be set up to progress the idea and a date was set for late October.

99/18C Parish Council meetings.

A report on the frequency of Parish Council meetings had already been circulated. The Parish Council was asked to give consideration going forward to holding Parish Council meetings on a bi-monthly basis. That is, January, March, May, July, September and November. Trustee meetings could be held in February, July & October. Planning meetings would continue to be held as and when they are required. In addition, the Parish Council would have working parties to look at projects in detail and to bring forward recommendations to the Council for approval. A draft Working Party terms of reference was also circulated.

On a proposal from Cllr Gregory, seconded by Cllr Betts it was **RESOLVED** that the Parish Council would hold Parish Council meetings bimonthly. In addition, the Working Party terms of reference were adopted.

100/18C Policy Adoption and/or review.

It was noted that the Parish Council planned to review its Aims and Objectives, this was deferred to a working party meeting.

A Health & Safety Policy, Lone Working Policy and Grievance Policy were presented for consideration. There followed some discussion on the practical aspects of the Lone Worker Policy. It was agreed to set up a Council WhatsApp group for the sole purpose of giving the staff a means of advising the Council when they might be working in the annexe and on which occasions they would be on their own. It was also suggested that

the Clerk looks at lone worker apps that might be available. It was agreed that the Clerk and Admin Assistant would look at the options and provide written guidance to support the Lone Worker Policy

On a proposal from Cllr Smith, seconded by Cllr Baker the Health & Safety Policy, Lone Working Policy and Grievance Policy were adopted.

2019 Parish Council elections.

The Parish Council was reminded that elections would take place in May 2019 for the next term of office. It was known that there were current Parish Councillors who were likely not to stand again next year and therefore it would be prudent to hold some open sessions for residents to find out more about the role and responsibilities of being a Parish Councillor.

It was suggested that some dates in November be circulated.

101/18C Centenary celebrations for World War 1

The Vicar has approached the Parish Council to ask about plans to commemorate the centenary celebrations for the end of World War 1. The Church will be holding a service at 10.50 on Sunday 11 November when wreaths would be laid.

It was suggested that an event around the lighting of the Beacon be arranged. The Chairman had also been approached by the Free School who would like to be involved in celebrations. Pupils have been researching the First World war and found that there were six Hunston men who died in the war. It was agreed to hold an event around the beacon lighting. It was suggested that the Vicar could be asked to lead a 'drum head service', the Free School cadets would play the 'Last Post' and the names of those who had died in World War 1 would be read out. After the event on the field residents would be invited back to the hall for refreshments.

The Clerk updated on the Silent Soldier and was asked to chase up delivery.

102/18C Clerk's Report.

Fixing and Linking Our Wetlands - FLOW Project

The Manhood Wildlife and Heritage Group FLOW project that is surveying all ditches, ponds and rifes, is now turning its attentions towards Hunston. We are looking for opportunities to improve the wetland system so that flood risk is reduced and habitat quality improved. Jane Reeve the Project Manager is looking to hold an information event for the village in the hope of attracting volunteers. The volunteers would be trained to carry out ditch surveys and data mapping. This project aims are to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.

Pond work

Jane Reeve has also been in touch as she wants to carry out some further improvement work on the pond in Church Lane. Jane will be working with volunteers on Wed, 5th Dec 18, Fri, 7th Dec 2018 and Sat 8th Dec 2018. Volunteers from the village would be very welcome.

All Parishes meeting

The next All Parishes Meeting will be on the evening of Monday 8 October 2018 at East Pallant House, Chichester at 7pm. Parishes are invited to send up to two representatives. It was agreed that Cllr Betts and Cllr Baker would attend.

Manhood Peninsula Forum

The next Peninsula Forum meeting takes place at The Selsey Centre at 7pm on Monday 24 September 2018. It was agreed that Cllr Betts and Cllr Baker would attend.

Community Resilience Conference

A community resilience conference is being held on Thursday 4 October from 9.15am to 4pm at Horsham Capitol Theatre. The conference, hosted by West Sussex County Council on behalf of the Sussex Resilience Forum (SRF), is for anyone engaged with community resilience as a whole including Executive Officers, Emergency Planning Officers and members of the voluntary sector. It will particularly look at the topics from the SRF's What If - You can make a difference programme - youth, community resilience, small and medium enterprises and health and wellbeing. The conference includes Q&A sessions with the presenters and to share in networking opportunities with practitioners and other delegates.

West Sussex ALC – AGM

The WSALC AGM and conference takes place on Thursday 4 October at Lodge Hill Centre, Pulborough. The AGM starts at 9.45am and is followed from 10.30am by the conference. The Clerk was requested to send the Council's apologies.

103/18C Finance.

103.1 Schedule of Payments and Receipts

Reporting on the Schedule of Payments the Clerk advised that a payment for waste collection had been made by the Parish Council in error and this was to be refunded from the Village Hall accounts. It was also noted that payment for the Data protection officer had been made twice and one of these payments was also being refunded. On a proposal by Cllr Foster, seconded by Cllr Gregory it was **RESOLVED** that the payments totalling £ be approved for payment.

103.2 Financial Statement for September 2018

The Financial Statement for September was approved and Cllr Baker duly signed off the bank statement and bank reconciliation.
A review of budget headings was agreed for the next meeting.

104/18C **Items for noting or referral to a future meeting.**

Newsletter, to include crime issues, unsung heroes, centenary plans and the village fete. Other items could include a report on the football club, dog fouling and the playground swing.

There being no further business the Chairman declared the Meeting closed at 9.20pm.

Signed _____ Date _____