



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

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Minutes of the Westhampnett Full Parish Council Meeting held at 7pm on Monday 14th October 2024 at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr T Ashcroft, Cllr S Burborough, Cllr O'Meara, Cllr C McLeish.
 And Cllr D Plummer (Vice Chair).

The meeting was Clerked by Louise Shaw, Locum Parish Clerk

8 members of the public attended & Cllr J Hunt (WSCC)

Minute No.	Item
1	<u>OPEN MEETING & TAKE APOLOGIES FOR ABSENCE</u> Cllr Holden opened meeting at 7pm. Apologies from Cllrs S Hannafin and S James.
2	<u>DISCLOSURE OF INTERESTS</u> Cllr S Burborough – as an employee of Rolls Royce
3	<u>CO-OPTION OF A NEW COUNCILLOR</u> The Chair introduced the applicant to the meeting and asked them to speak. The Chair invited the council to vote. It was UNANIMOUSLY agreed that Neil Jackson was accepted onto the council. Cllr Jackson signed the declaration of interest in front of the Locum Clerk and Chair. Cllr Jackson was invited to join the council members at the table.
4	<u>PUBLIC QUESTION TIME</u> One MOP raised a query about the Blue Plaque discussed at the council meeting on the 9 th September (item 19). They stated that there needed to be more thought given to the location of its erection. The Chair confirmed that it will be fully discussed at the next meeting and will be placed on the agenda. Another MOP raised a query about bus shelters which was mentioned in Cllr Potter's report issued ahead of the meeting. Cllr Hunt clarified the comments made within the report. The same MOP wished to raise a comment about Item 8 which would be discussed later in the meeting.
5	<u>REPORTS FROM EXTERNAL BODIES:</u> Rolls Royce Motor Cars. The Chair reported. <ul style="list-style-type: none"> • Neighbourhood Evening Meetings are being arranged, provisionally booked for 13th and 21st November 2024. Residents will receive invitations via the post. • One MOP raised a query about the renovation of the noticeboards. It was clarified that the noticeboards would be out of action until they are fully renovated. • One MOP raised concerns over the footpath surface. They informed the council that users are unable to push pushchairs on the path and there needs to be gates installed to keep dogs and children safe. • The council responded that the MOP should report to WSCC PROW. • Another MOP mentioned about the bridlepath which was flooded last week. Report from CDC Cllr Henry Potter – report attached below Report from WSCC Cllr Jermy Hunt report attached below. <ul style="list-style-type: none"> • One MOP applauded WSCC on not raising the parking charges. One MOP joined the meeting at 19.14pm

6	<p><u>CONFIRM MINUTES</u> Councillors confirmed and approved (i) Full Parish Meeting 9th September 2024 – proposed by Cllr TA, seconded by Cllr DP</p>
7	<p><u>CHAIRS ANNOUNCEMENTS</u> Cllr Holden informed the meeting that the new website is now up and running. It was noted the Clerk needed to add information regarding 'Walks' and 'Bus Stops'. Cllr SB mentioned that the website is not mobile friendly and will need to be addressed and raised a query about the new email addresses. The Chair informed the meeting that the Clerk will be actioning these points. Action: The Clerk</p>
8	<p><u>ROLLS ROYCE NEW ENTRANCE WORKS ADJACENT TO MAUDLIN VILLAGE GATES/SIGNS</u> The Chair informed the meeting there had been a meeting with Rolls Royce. A point from the meeting was that the Maudlin' sign on Stane Street would need to be moved. The Chair mentioned that this should have been raised at the beginning of the planning process. The matter is ongoing and the council will respond to WSCC accordingly. Cllr Hunt offered his assistance on the matter. Action: The Council Cllr Hunt and a MOP left the meeting at 19.45pm</p>
9	<p><u>PAYMENT APPROVAL</u> Councillors approved October 2024 Cheque payments which are listed at the end of the minutes. One MOP asked about the funding for Grass cutting. Cllr DP answered the question and stated that the money is taken from the savings and moved to the general funds to pay for the grass cutting. A MOP thanked the council for the grant for the St Peter's Church. The Chair motioned to propose accepting the payments. Proposed by Cllr JoM, seconded by Cllr SJ.</p>
10	<p><u>BANK RECONCILIATIONS</u> Councillors approved (proposed by Cllr JoM, seconded by Cllr CmL) Payments listed at the end of the minutes. (i) Barclays Bank Reconciliation for August 2024 (ii) Barclays Bank Reconciliation for September 2024</p>
11	<p><u>2024/2025 INTERIM AUDIT REPORT</u> The Chair presented the report to the council. The council noted the comments and stated that all actions should be complete by the time of the End of Year Audit. The chair motioned to propose to accept the report. Proposed by Cllr DP & seconded by Cllr TA.</p>
12	<p><u>2024/2025 Qtr 2 BUDGET MONITORING REPORT</u> The Chair presented the report and stated that the council are waiting the VAT reclaim and noted that there are legal fees to come for the allotment and further payments from Roll Royce to still to come in. The Council noted that they are well within budget and raised no concerns. The chair motioned to propose to accept the report. Proposed by Cllr SB & seconded by CmL.</p>
13	<p><u>2023/2024 EXTERNAL AUDITOR REPORT & CERTIFICATE</u> The Chair presented the report. It was noted the comment about the Asset Register and the need to update it. The chair motioned to propose to accept the report. Proposed by Cllr DP & seconded by Cllr JoM.</p>
14	<p><u>COMMUNITY HALL</u> Cllr T Ashcroft reported: - (ii) Lloyds Bank Acct Balance £71,965.99 @ 14/10/24 with 14 private hires and 9 regular hires for September/October 2024. Cllr TA is looking into a Battery system for the solar panels. Quotes are coming in at circa £8k, to confirm for the next full council meeting. (iii) Community Café will start on a Tuesday afternoon between 2pm – 4.30pm from 3rd December. The Church approached the Cllr TA and asked if the Church could use the hall for a Christmas event. The event will take place on the 30th November. There will also be a Quiz on the Friday 15th November. (iv) Christmas Tree – Cllr TA asked for any companies where a tree could be purchased. The Community Hall is looking for a 7ft tree and a location within the parish. The hope is that the tree will be in place before the 30th November. (v) Greenclean won the contract for cleaning the Community Hall. Cllr TA mentioned that they have already done one deep clean and will continue every two weeks. (vi) Community Hall Development Plans – the Parish Council is waiting for the last quote to come in before council can discuss and finalise. One MOP asked whether the residents of the hotel still used the hall. Cllr TA confirmed that they were not currently using the Hall but would make contact to enquire as to any future use. Action: Cllr TA</p>
15	<p><u>TRO WESTERTON LANE</u> The chair updated the meeting that the last meeting had been postponed but due to go ahead on 15th October 2024. The Chair will provide an update via email and at the next meeting.</p>

16	ALLOTMENTS Cllr DP updated the meeting that the PC is now waiting for a response from Andrew Frost (CDC Planning) re an outstanding planning issue. Further updates are hoped for the next meeting.
17	PLANNING This item has been deferred to the next meeting due to the fact that no planning applications were listed on the agenda for discussion. The Clerk reminded the council that planning applications should be listed on the agenda to allow residents three clear days to exercise their public right to discuss any issues arising from the applications. Planning applications should not be responded too by any councillor and or outside of a public committee meeting. All planning applications should be responded through the Clerk as they are the Proper Officer to carry out the council's work. Council is recommended to change it practice on this.
18	SPEED INDICATOR DEVICES Cllr DP stated the Parish Council is still waiting for WSCC Highways to confirm locations. Further updates are hoped for the next meeting.
19	DATE OF NEXT FULL PARISH COUNCIL MEETING: Monday 11 th November 2024, 7pm
20	CLOSE MEETING The Chair closed the meeting at 20.25pm.

Signed

Date

Report from CDC Cllr Henry Potter October 2024

Recent meetings of the Council have focused on a rather old 'chestnut' the Southern Gateway Project, which was first considered back in 2017. It is an ambitious project and there are many constraints in progressing this development. Initially it involved re-locating the Bus Station and the Garage / workshop, inclusion of the Basin Road Car Park, the Post Office sorting Depot, the Police Station Playing field off Kingsham Road, the Boys High School Site and The Law Courts. Only the first two sites are owned by CDC, the others are owned by the County Constabulary, WSCC And HM Justices. These independent Authorities have since withdrawn from the original scheme and propose do their own thing! And an appointed Developer, Henry Boot Ltd chose to leave the project when The Ministry of Justice re-opened the Law Courts. This has led to the whole project being reconstituted only involving the CDC owned land. Currently the bus garage is likely to relocate to a CDC owned site in Terminus Road and since a public consultation, Stagecoach proposes to introduce bus pick up and drop off stops relocated to kerbsides in the Avenue de Chartres and South Street. There has been great concern regarding the loss of the current Terminal, but one must remember the time when there was no Bus Station as such. Most Southdown Services terminated in West Street where many of the Stagecoach services still do.

However, the proposal to forge ahead with this reduce overall scheme was approved by full Council on 1st October. Also included in the scheme is the possibility of relocating the Council Offices from East Pallant to somewhere in this new scheme and to dispose of the current, since the Covid epidemic, underused Offices and the EP Car Park! Losing the car parking facility to my mind is a ridiculous idea when in the same breath we want to encourage more businesses and visitors into the City.

At the same meeting it was also decided to implement a Regeneration Programme for the City Centre. This is to improve the experience for residents and visitors alike with greater encouragement for businesses and valued entertainment to come to Chichester, improvements to the Street Scene are also envisaged. Certain sums of money to fund these ambitions have been allocated from the Councils reserves.

On a local note, a few days ago whilst driving into Chichester from Strettington I was almost confronted by, not a huge truck, but it was a 6 wheeled HGV, turning out of the RRMC construction site and it had to drive onto the south (my) side of Stane Street to make the turn to go east. I saw this as being most unsatisfactory. Imagine a 13+ metre long articulated HGV doing the same! However, I attended Sue Nel's 'Brew with Sue' coffee morning on 3rd of this month and on the way. I stopped and spoke with the roadworks project manager and he informed me that the truck driver was at fault. He should have engaged with a 'banksman/marshal who would have directed him to use "the wrong side of the egress" in order to make a left turn safely. There is a banksman on duty at this location all the while there are traffic movements. I understand from the meeting with Sue that concerns regarding the newly laid footpaths have been addressed so her position as a Public Liaison Officer is valued and the meetings, I'm sure will be appreciated. I'm sorry that there appears to be no progress in resolving the ridiculous situation of the management of the sports facilities which are a condition of the Madgwick Park Development but I must congratulate those who are trying to seek a resolution to this issue, it isn't easy.

Henry Potter, CDC Member for the Goodwood Ward

Report from Jemery Hunt West Sussex member October 2024

Finance. I am currently working through our budget proposals for 2025/26 and our Medium-Term Financial Strategy through to 2029/30. Budgets continue to be under extreme pressure, mainly through the continuing pressures, both from demand and complexity, in social services, in both Children's and Adults. I just want to reference an additional challenge to budget planning this year, and that is the new government we have in Westminster. To date we have had no indication from them as to their plans for LA funding. I wrote to the Chancellor at the end of July, setting out our funding challenges. I also suggested that we needed to have some idea of Government funding proposals as a matter of urgency. I pointed out that, as we are currently preparing our 25/26 budget, we needed to make decisions now on how we are going to fill our budget gap. This is difficult to do if we have no idea of what level of funding, we are likely to receive. With the budget not being presented until 30th October - and the Local Government Finance Settlement not due until December - it puts us in a very difficult position. My worry is that, as Local Government funding isn't ring fenced, this funding could remain unchanged - or worse still - cut back. In the face of ever spiraling costs, it is essential that the government either fundamentally change how many of these services are provided or ensure that we are properly funded in order to continue to provide them for our residents. We are not alone in this position, as a majority of LA's are facing similar - or worse - financial pressures. I appreciate that it will be challenging for the new government to tackle these pressures in time for 2025/26, so my worry is that they could well look to simply increase the CT referendum limit. We wait to see if that's true, but I did point out to the Chancellor that continued CT increases were not the way forward. I haven't yet had any response to my letter, so we will have to wait and see how they propose to address the estimated shortfall in local government funding of around £6bn over the next two years.

Positive Ageing Month: free events at our libraries. Selected libraries across West Sussex will host free events and health checks to raise awareness for Positive Ageing throughout October. You can listen in to talks on ageing, book a wellbeing assessment, attend a drop-in, speak with local organisations, and of course pick up plenty of books on ageing well. For details of Positive Ageing and other events in all libraries, click on the link below or go our [Library What's On pages](#). and click on the 'ageing well' tag.

[Positive Ageing Month](#)

Our plan to reduce emissions and increase climate resilience. We've set out the first phase of a six-year plan to become carbon neutral and climate resilient by 2030. A Climate Action and Adaptation Plan for 2024 to 2027 has been published which identifies 20 priority actions to be taken across the council and in partnership with key stakeholders in the county. The actions are broken down into six pathways focusing on issues such as buildings and energy, transport, and nature and environment.

[Read the plan](#)

Best start in life for our children. Our new 'Right from the Start: Early Years and Childcare Strategy' sets out our vision and priorities for supporting children in West Sussex. The four-year strategy aims to improve the wellbeing of young children, reduce inequalities and support positive choices for families. This strategy will be embedded across all our services supporting young children, to help every child in West Sussex achieve their full potential. Ensuring we work together with families and other services to implement the strategy and shape what happens next is a high priority for us. Please look out for opportunities to get involved through our upcoming communications.

[Read the strategy](#)

On-street parking charges. West Sussex County Council has decided to freeze on-street parking charges across the County at current levels, in order to help residents and visitors to the county. Councillor Joy Dennis, West Sussex County Council Cabinet Member for Highways and Transport, [announced the decision today](#) following the annual review of charges, which could otherwise have meant increases from 1 October 2024. Councillor Dennis said: "I hope this decision will be welcome news. It aims to help both West Sussex residents, businesses, and visitors to the county in what continues to be a financially challenging time. We hope that this will help people who would otherwise struggle to meet increased on-street parking fees and, in turn, support town centre businesses, in line with our Council Plan priority of

supporting a sustainable and prosperous economy across the county. West Sussex Fire & Rescue Service has delivered its highest number of Safe and Well Visits in a single quarter.

The West Sussex Fire & Rescue Service delivers a record number of Safe and Well visits. The service's Prevention Team and operational fire crews delivered a record-breaking 1,152 Safe and Well Visits to vulnerable residents between 1 April and 30 June 2024. This data was presented to West Sussex County Council's Fire and Rescue Scrutiny Committee who reviewed the fire and rescue service's quarter one performance at their meeting last week (26 September). Data also revealed that 28 of the service's 30 core measures were on target – an improvement from the previous quarter which saw 26 core measures on target. A [performance report](#) showed sustained good performance in many areas. One particular success was the improvements made around safeguarding referrals; 100% of referrals were within 24 hours of discovery – a target which was red in the previous quarter. Since the committee last met, a project to review the Retained (on-call) Duty System was launched as part of the commitments set out in the service's [Community Risk Management Plan](#). The project intends to improve the current processes in place for the running of the retained function, aiming to create a system that works for a modern fire and rescue service. It is hoped that this will address the issue of retained firefighter availability, an issue that affects services across the nation. Deputy Chief Fire Officer, Matt Cook, added: "This report is a culmination of the hard work my colleagues deliver every day, and it is great to see their work reflected by the improvements in our targets." As the days grow shorter, Recycling Centres across West Sussex will switch to autumn and winter opening hours from Tuesday 1 October 2024 through to Monday 31 March 2025.

Recycling Centres switch to Winter opening hours from 1st October. Just a reminder that our re-cycling centres will be open from 9am to 4pm, however, some centres will close for an additional day during the winter period. Please find below details of some local centres. These will be open on the following days:

- Bognor Regis - Monday to Wednesday, Saturday to Sunday
- **Chichester - Monday, Wednesday to Sunday (Closed Tuesdays)**
- Littlehampton - Monday, Thursday to Sunday
- Midhurst - Monday, Thursday to Sunday

All centres will be **closed on Christmas Day, Boxing Day and New Year's Day**. Finally, just as a reminder, before visiting any West Sussex re-cycling Centre, residents must book a timed slot online using the [Book to Recycle system](#) or by phone on 01243 642106. Bookings can be made up to 14 days in advance or even on the same day if there is availability.

Local Issues:

Westerton - As I previously referenced, I have reported both the state of the road and the gullies through the village to our highways team. I have expressed the urgency of this work. I understand that both CCTV work and gully cleansing work have been ordered, but due to a large backlog across the County, I have been given no dates. I have chased this again recently and if I have any update before Monday night, I will let the PC know. Similarly, I am still waiting for our highways engineers to inspect the road through the village, including Richmond Road.

TRO Application for a Speed limit reduction through Westerton. The speed data has been collected and I understand that the application is currently awaiting moderation. Again, I have asked if there is any update for the meeting, and if there is I will let you know. The Chairman is being kept updated.

Waste Site/ Highway - I reported your concerns over the state of the pavement and roads by the HGV exit of the site but have yet to receive a response. I will bring a verbal update if I get a response.

WSCC Residents Newsletter. Lastly, just a reminder from my last parish update, that every month we issue a Residents Newsletter, which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. To subscribe just go to: <https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

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ITEM 9 OCTOBER 2024 PAYMENTS

OCTOBER 2024 PAYMENTS					
Chq Date	Payee	Detail	Cheque No	Amount £	Sub-Total
04/10/24	GreenThumb	VG Grass treatment Sept 2024	101991	831.00	
04/10/24	Chris Maher	September 2024 Hours	101992	684.00	
04/10/24	Tracy Ashcroft	Reimburse bench plaque repair	101993	10.00	
04/10/24	Mark Short	Comm Hall window cleaning Sept 2024	101994	70.00	
04/10/24	Moore	Ext Audit Fees for Y/R 2023/2024	101995	504.00	
04/10/24	A J Gallagher Ins Broker	Insurance Premium 2024/20245	101996	4,525.10	
04/10/24	Scottish Power	VG Electricity 12/06 to 10/09/24	101997	174.48	
04/10/24	St Peter's Church	Grant	101998	1,000.00	
04/10/24	Mulberry LA Services Ltd	2024/2025 Interim Audit	102000	294.60	
04/10/24	D M Chainsaws	Brushcutter, pruner, hedge trimmer	102001	1,574.20	
04/10/24	L Huntingford	Grass Cutting 05/09/24 & 19/09/2024	102002	390.00	
		TOTAL		10,057.38	

ITEM 10 August & September 2024 Bank Reconciliations

WPC Current Account Bank Reconciliation @ 31st August 2024

Bank Balance @ 1st August 2024	98,558.51
Add income	2,449.12
Less payments	58,722.01
Less: Unpresented cheques	2,674.00
Net bank balance @ 31st August 2024	39,611.62

CASH BOOK

Opening balance @ 01/08/2024	98,280./95
Add receipts for August 2024	2,449.12
Less payments for August 2024	61,118.45

Balance carried forward	39,611.62
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WPC Current Account Bank Reconciliation @ 30th September 2024

Bank Balance @ 1st September 2024	42,285.62
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Add income	37,241.35
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Less payments	5,237.90
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Less: Unpresented cheques	3,739.83
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Net bank balance @ 30th September 2024	70,549.24
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CASH BOOK

Opening balance @ 01/09/2024	39,611.62
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Add receipts for September 2024	37,241.35
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Less September for September 2024	6,303.73
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Balance carried forward	70,549.24
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