



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: **Beccy Anderson**

Westhampnett Community Hall

Hadrian Drive

Westhampnett

PO18 0FP

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## To Westhampnett Parish Councillors:

Cllr W Holden, Cllr D Plummer, Cllr S Burborough, Cllr T Ashcroft, Cllr S James, Cllr O'Meara, Cllr C McLeish and Cllr N Jackson

I hereby give notice that a **Full Council Meeting** of the Parish Council will be held at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP on **Monday 8<sup>TH</sup> September 2025 at 7pm** and you are hereby summoned to attend such meeting.

Beccy Anderson, Clerk to the Council

3<sup>rd</sup> September 2025

## AGENDA

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1 | <b><u>OPEN MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b><u>Chair</u></b>                        |
| 2 | <b><u>DISCLOSURE OF INTERESTS:</u></b> To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.                                                                                                                                                                                                                                                                                                                                                                                        | <b><u>ALL</u></b>                          |
| 3 | <b><u>PUBLIC QUESTION TIME</u></b> (5 minutes) - <i>prior notice of any question to the Parish Clerk please</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
| 4 | <b><u>REPORTS FROM EXTERNAL BODIES:</u></b> including District Councillor (Henry Potter) and County Councillor (Jeremy Hunt) and local organisations; reports to be submitted by email to the Parish Clerk for circulation to Councillors prior to the meeting. Questions to be taken at the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| 5 | <b><u>CONFIRM MINUTES OF THE:-</u></b><br>(i)Parish Council Meeting of 14th July 2025 & Extraordinary Meeting of 4 <sup>th</sup> September 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b><u>ALL</u></b>                          |
| 6 | <b><u>CHAIR'S ANNOUNCEMENTS</u></b> –The Chair to note the resignation of Cllr T Ashcroft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b><u>Chair</u></b>                        |
| 7 | <b><u>PLANNING</u></b><br>(i)Councillors to confirm approval of contracting Steve Tilbury, as Planning Consultant to provide advice and a report to comment to CDC on the below planning application<br>(ii)Councillors to discuss:-<br><b>Application: WH/25/01662/OUT Address: Land At Maudlin Farm</b> , Dairy Lane, Maudlin, Westhampnett, Chichester, West Sussex, PO18 - Large Scale Maj Dev – Dwellings<br>Outline planning application (with all matters reserved except for access) for the construction of up to 265 no. residential dwellings (including affordable housing and self/custom build plots), specialist accommodation for older persons, a new vehicular access from Old Arundel Road, open space, play areas and associated infrastructure. | <b><u>Cllr SB</u></b><br><b><u>ALL</u></b> |
| 8 | <b><u>PAYMENT APPROVAL</u></b> Councillors to approve:-<br>(i) August & September 2025 online payments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b><u>ALL</u></b>                          |

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 9  | <b>BANK RECONCILIATIONS</b> Councillors to approve<br>(i)Bank Reconciliations for July & August 2025                                                                                                                                                                                                                                                                                                                                                                        | <u>ALL</u>                                   |
| 10 | <b>2024/2025 EXTERNAL AUDITOR REPORT</b><br>(i)Councillors approve the 2024/2025 External Audit Report                                                                                                                                                                                                                                                                                                                                                                      | <u>Clerk</u><br><u>ALL</u>                   |
| 11 | <b>INSURANCE PREMIUM FOR 2025/2026</b><br>(i)Councillors to note the renewal of the Parish Council insurance policy with Hiscox Insurance Company Limited, via A J Gallagher & Co. Insurance Brokers, at the premium of £4,660.47 (fixed for 3 years)                                                                                                                                                                                                                       | <u>ALL</u>                                   |
| 12 | <b>POLICIES</b><br>Councillors to approve all Parish Council Policies – link below<br><a href="#">GOVERNANCE AND FINANCE - Westhampnett Parish Council - Westhampnett Parish Council, Westhampnett, Chichester</a>                                                                                                                                                                                                                                                          | <u>ALL</u>                                   |
| 13 | <b>MADGWICK PARK ALLOTMENTS</b><br>(i)Councillors to confirm agreement of acceptance of the conditions of the plots for handover.<br>(ii)Councillors to note the final LA search should be received by the solicitors on 8 <sup>th</sup> September 2025.<br>(iii)Councillors to agree the method execution of the Land Transfer for the Council; either by seal or signatures<br>(iv)Councillor to note the next steps (after PC has taken ownership of the allotment site) | <u>ALL</u>                                   |
| 14 | <b>COMMUNITY HALL</b><br>(i) Cllr Ashcroft will report update on general matters.<br>(ii)Community Hall Development – The Clerk to give an update.<br>(iii) Community Hall Café – Cllr Ashcroft to give an update<br>(iv)Christmas event – Cllr Ashcroft to give an update of any plans so far.                                                                                                                                                                             | <u>Cllr TA</u><br><u>Clerk</u><br><u>ALL</u> |
| 15 | <b>PLAYGROUNDS / WESTHAMPNETT GREEN</b><br>(i)Councillors to note the dates of the playground improvements.<br>(ii)Councillors to note the notice board installation at Westhampnett village green.                                                                                                                                                                                                                                                                         | <u>Cllr TS</u><br><u>ALL</u>                 |
| 16 | <b>SPEED INDICATOR DEVICES (SIDs)</b><br>(i)Councillors to be updated in regard to the receipt of WSCC Highways115 Licence to install the SIDs.                                                                                                                                                                                                                                                                                                                             | <u>ALL</u>                                   |
| 17 | <b>ROLLS ROYCE DEVELOPMENT WORKS</b><br>(i)Councillors to be updated regarding the development works/noise complaints.                                                                                                                                                                                                                                                                                                                                                      | <u>Cllr JoM</u><br><u>ALL</u>                |
| 18 | <b>ITEMS FOR NOTING OR REFERRAL TO A FUTURE MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>ALL</u>                                   |
| 19 | <b>DATE OF NEXT MEETING:</b> Monday 13 <sup>th</sup> October 2025, 7pm                                                                                                                                                                                                                                                                                                                                                                                                      | <u>Chair</u>                                 |
| 20 | <b>CLOSE MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>Chair</u>                                 |

### ITEM 8 AUGUST 2025 PAYMENTS

| <b>AUGUST 2025 PAYMENTS</b> |                      |                                           |                  |
|-----------------------------|----------------------|-------------------------------------------|------------------|
| <b>Date</b>                 | <b>PAYEE</b>         | <b>DESCRIPTION</b>                        | <b>AMOUNT</b>    |
| 06/08/2025                  | R M Huntingford      | Grass cutting July 2025                   | 390.00           |
| 06/08/2025                  | Christopher Maher    | Hall Mgr hours July 2025                  | 728.00           |
| 06/08/2025                  | Green Clean (UK) Ltd | Cleaning 26 July 2025 - 25 August2025     | 222.00           |
| 06/08/2025                  | Maggie Walsh         | Fish & Chips supper                       | 59.22            |
| 06/08/2025                  | Hopscoth             | Comm Hall website work to google calendar | 55.00            |
| 06/08/2025                  | Richard Skillern     | Hall Mgr hours July 2025                  | 166.40           |
| 14/08/2025                  | NJS Partnerships Ltd | 2nd instalment Glass partition works      | 8,306.22         |
| 14/08/2025                  | NJS Partnerships Ltd | PCSA Fees                                 | 9,213.90         |
| 14/08/2025                  | NJS Partnerships Ltd | Installation of notice board              | 300.00           |
|                             |                      | <b>TOTAL</b>                              | <b>19,440.74</b> |

**ITEM 8 SEPTEMBER 2025 PAYMENTS**

| <b>9th SEPTEMBER 2025 PAYMENTS</b> |                                |                                                     |                  |
|------------------------------------|--------------------------------|-----------------------------------------------------|------------------|
| <b>Date</b>                        | <b>PAYEE</b>                   | <b>DESCRIPTION</b>                                  | <b>AMOUNT</b>    |
| 09/09/2025                         | Sovereign Design Play Systems  | Westhampnett playground swing repair                | 450.23           |
| 09/09/2025                         | WSCC                           | Clerks' salary & Oncosts June 2025                  | 3,539.17         |
| 09/09/2025                         | WSCC                           | Clerks' salary & Oncosts July 2025                  | 3,539.17         |
| 09/09/2025                         | WSCC                           | Clerks' salary & Oncosts August 2025                | 3,539.17         |
| 09/09/2025                         | Mark Short                     | Comm Hall window cleaning August 25                 | 70.00            |
| 09/09/2025                         | National Allotment Society     | 25/26 Subscription                                  | 84.00            |
| 09/09/2025                         | Securitas Technology           | Fire Extinguishers Maintenance                      | 49.66            |
| 09/09/2025                         | GreenThumb                     | Westhampnett VG grass treatment                     | 872.50           |
| 09/09/2025                         | Horsham Engraving              | Brass plaque for 9 Westerton                        | 216.00           |
| 09/09/2025                         | Mark McLeish                   | Reimbursement Volunteers Fuel                       | 27.21            |
| 09/09/2025                         | Tracy Ashcroft                 | Reimbursement Hall Mgr leaving gift/card            | 17.00            |
| 09/09/2025                         | David Plummer                  | Reimbursement plants & compost for village planters | 98.33            |
| 09/09/2025                         | RM Huntingford                 | Grass cutting & fence repair                        | 380.00           |
| 09/09/2025                         | GreenClean                     | Community Hall cleaning 26/08 to 25/09/25           | 222.00           |
| 09/09/2025                         | Safe IS                        | Community Hall Fire risk assessment                 | 318.06           |
| 09/09/2025                         | Arthur J Gallagher Brokers Ltd | 25/26 Parish Council insurance premium              | 4,660.47         |
| 09/09/2025                         | Savills                        | Westerton Playing Field rent 01/09/25 to 31/08/25   | 100.00           |
| 09/09/2025                         | Scribe                         | Scribe Accts September 25                           | 61.20            |
| 09/09/2025                         | R Skillern                     | Hall Mgr hours August 25                            | 768.00           |
| 09/09/2025                         | R Skillern                     | Reimbursement first aid materials                   | 8.82             |
|                                    |                                | <b>TOTAL</b>                                        | <b>19,020.99</b> |