

Funtington Parish Council

Minutes of the meeting of Funtington Parish Council held on Wednesday 4 September 2019 at The Funtington and District Village Hall, Southbrook Road, West Ashling. The meeting commenced at 6.30pm.

Present: David Ash (Chair), David Harwood (Vice- Chair), Sheena King, Bob Money, Jessica Holmes, Barbara Roskell, Basil Messenger, Jane Mottershead, Andy Trotter, Patricia Young, Nick Dunnett, Suzanne Courtney-Bulbeck, Richard Littler and Louise Goldsmith

Residents: 21

Clerk: Pippa Jacobs

Open Forum

A resident informed us that the meeting on 2nd September to discuss the pig farm in the community went well and was well attended. Cllr Ash advised we would add this matter to future Agendas, and Cllr King asked if information could be sent to her to add to our website.

A resident asked if there was any update on the planning application Bermuda, Southbrook Road SDNP/19/000523/CND. Cllr Mottershead advised we are still waiting for information from the Inspector.

1) **Apologies for absence**
CDC Cllr David Palmer.

2) **Declarations of Interest by Councillors in matters on the Agenda**
None

3) **Minutes of the Meeting of 3 July 2019**
The minutes were unanimously agreed to be a true and accurate record and were duly signed by the Chair.

4) **Report by County and District Councillors**
Cllr Goldsmith advised that WSCC Highways have written to the landowner whose hedge is overhanging the pavement by Edith Cottages Mill Road to cut it back, however if this isn't done Highways can cut it back and then claim the money back from the owner.
Westhampnett tip is back up and running, except for soil, plasterboard or asbestos at the moment.
Sabrina Cohen-Hatton is the new Chief Fire Officer for West Sussex Fire and Rescue. Sabrina has nearly two decades of experience and recently served as Interim Deputy Chief Fire Officer for Surrey Fire & Rescue.
Cllr Dunnett asked if WSCC are able to tell us who owns certain land in our parish. Unfortunately they can't due to the data protection regulations, however we might be able to get the information from Land Registry.

5) **Other Matters**

a) In The matter of The Dell

Prior to the meeting a letter from 1973 from the Commons Commissioner was forward to councillors, stating that the Parish Council are the owners of The Dell. Cllr Mottershead advised she has further documents regarding The Dell, that both her and Cllr Young had obtained from the Records Office. Cllr Ash requested time to read these documents before discussing further.

b) Update on tree pruning in The Dell

Mike Read (tree surgeon) met Henry Whitby CDC tree officer onsite last week and none of the trees concerned have TPOs and he will update us when he can now start.

c) Governance Documents

Proposal Forms and Standing Order/Financial Regulation summary were previously emailed to all councillors. Cllr King advised these proposal forms would enable the clerk to keep accurate records of proposals and quotes obtained, and the idea of writing a summary is to highlight the necessary points from these documents, as both are long to read through. Cllr King asked if any comments about these documents could be sent to her asap.

d) Wildlife Corridors update

Clerk met with Sarah Hughes CDC Wildlife Officer and 2 other resident last month to look at the impact of all the new houses in Southbourne, Hambrook, Bosham and Fishbourne and how this is affecting the wildlife and hedgerows in the parish. It was agreed to invite Sarah Hughes to talk at a future meeting about the work currently being doing and what needs to be done. ***Clerk to add Hedgerow Survey to website for residents to download and complete.***

e) Low wooden fence on east side of The Dell

A resident reported that 4 of the wooden poles (12 in total) surrounding the east side of The Dell are now badly rotten. ***Cllr Young advised she would do a specification, Cllr Trotter offered to do the work.***

f) New Goal Post The Dell

Cllr Dunnett would like to replace the broken plastic goal post that has now been removed from The Dell. Plastic is better as aluminium/steel ones can fall over and hurt children. ***Cllr Holmes to investigate prices of a good quality plastic one.***

g) Removal of the Gym Equipment

Cllr Dunnett proposed that he and Cllr Messenger should remove the northern most machine and store it in the Pavilion. This would prove that it could be done in a cost effective way and reduce the overall cost of eventual removal of all machines. An important element would be to see if the bolts could be punched into the concrete or cut off flush.

Cllr Ash quoted from the recent parish survey that 55% of residents are in favour of the equipment. Clerk read out part of the Big Lottery Fund contract "1.9 keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements". "3.1 the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant." Cllr Trotter advised that he would like to work with the BLF in the possibility of moving the equipment or painting over the orange paint with dark green. BLF had said that if we break our contract with them any future or pending applications for further grants may not be allowed. Cllr Mottershead questioned Cllr Trotter on this statement, as she said that she did not feel that a decision made by the Parish Council could affect other Grant Applications from the Parish.

h) Quotes for WA playground

The playground maintenance tenders were circulated prior to the meeting.

Greenserve Maintenance - £2,150 ex vat

SJP Gardening - £1,080 no vat

Countrywide Grounds Maintenance - £1,375 ex vat

All agreed to use SJP Gardening. ***Clerk to contact Greenserve and cancel their next cut and current contract.***

i) Neighbourhood Watch

Cllr Hardwood is registered as our Neighbourhood Watch practitioner, and has registered the parish as a neighbourhood watch area. There are posters on all noticeboards, and Cllr Harwood will do a leaflet drop. Cllr Harwood advised it will cost £21.90 for 10 neighbourhood watch signs to go up round the parish. ***Cllr Harwood to order.***

j) Progress report – Parish Survey

Cllr King advised that Draft 7 of The Parish Survey has been completed, and the following works needs to be done:

September 6th Draft Report V7 emailed to council members for comments

September 20th Deadline for receipt of members' comments

September 23rd wk comm PC Members meeting to discuss:-

- Report Conclusions
- Possible Future Projects
- Local Plan for Residents' Discussion
- Agree Public Dissemination and costs

October 2nd PC Meeting Report Agenda Item involving Public Participation

k) Safety notices and inspection for Gym Equipment

Our Insurance company have said our gym equipment requires a safety inspection check each year. Clerk has spoken to ROSPA (who yearly inspect the West Ashling playground) about doing a safety check. It will cost £232 +vat as a one off inspection, however if we tie it in with the WA Playground inspection it will only cost £72 +vat. Cllr Ash proposed to get it done asap and then coordinate the next one with WA playground in June 2020, Cllr Mottershead second it. ***Clerk to arrange.***

l) Bus Shelter Southbrook Road

Cllr Mottershead advised this bus shelter (donated by Lady Portal) is very overgrown with weeds and grass, and will ask SJP Gardening to quote to do clear this once a year as part of his maintenance contract. Cllr Harwood has strimmed some of the grass to be able to get inside it for a proper look, and there are also lots of wooden board missing or rotten. ***Cllr Mottershead agreed to write a specification for the repairs to the bus shelter and to send out to three builders for quotes.***

m) Review meeting start time

Cllr Ash advised the meeting time was brought forward to 6pm, and at the time there was no objection from councillors or residents at the time. We have since received several objections as difficult for residents who work to get here for 6pm. Cllr Ash advised moving the Open Forum to the end of the meeting so residents who cant make 6pm start can still contribute, and we will review the start time in a further 2-3 months.

n) VAS post East Ashling

This post was damaged possibly by a car and it was agreed that we would claim under our insurance to pay for this to be replaced. However after putting in a claim to Zurich they have requested a crime report number. We didn't have one and after speaking to the police we can't back date it. It will cost £244 to have this post replaced, which is a £144 more than we would have to spend if claimed under insurance (as there is £100 excess). ***Clerk to contact MSF Ltd to replace and check calibration of VAS asap.***

6) Correspondence

a) Church letter, due to recent grant payment

Copies of the letter and article to parish magazine were forward to councillors prior to the meeting. The Church Council are disappointed that last years council had included £800 payment to be made to the Funtington Parochial Church Council and they only received £150. Cllr Harwood advised that the precept was written last November by a different council and when the new finance group met and proposed their grant payments these were agreed by the council. Cllr Money advised we should have discussed this with the church beforehand, however this is a gift/donation and cannot be relied on it as a regular payment. It was agreed to pay an extra £600, proposed by Cllr Money, second by Cllr Dunnett.

b) Dying Horse Chestnut Tree West Ashling

There is a dying Horse Chestnut Tree in Downs Street, which WSCC want to take down but needs access on private land. **Clerk to contact owner.**

7) Finance and approval of Final Accounts

Clerk presented the latest financial statement as at 31 August 2019 (the cash book was circulated prior to the meeting). The statement balances are as follows:

Income received in July & August 2019:

03-Jul-19	A.P. Carter	Current	£50.00
05-Aug-19	A.P. Carter	Current	£50.00

Uncashed cheques

Greenserve	101610	Cut grass WA Playground	£75.00	£15.00	£90.00
Ashling Cricket Club	101617	Grant	£150.00		£150.00

The council unanimously approved the following payments for September 2019

Payments made 1 Aug 2019

	To	Cheque No	Purpose	Net	VAT	Invoice
01-Aug-19	Clerk	101621	Clerk	£543.60		£543.60
01-Aug-19	HMRC	101622	HMRC	£88.20		£88.20
01-Aug-19	Clerk	101623	Clerk	£58.69		£58.69
01-Aug-19	Greenserve	101624	Cut grass WA Playground	£75.00	£15.00	£90.00
01-Aug-19	Clarke Installation	101625	Installation of SID post	£325.00		£325.00
01-Aug-19	ROSPA Play Safety	101626	Playground Inspection W Ashling	£75.50	£15.10	£90.60
01-Aug-19	Clerk (monthly fee already paid to Survey Monkey)	101627	Online Parish Questionnaire	£29.17	£5.83	£35.00
01-Aug-19	SJP Gardening	101628	Grass cutting tidy up W Ashling	Cheque cancelled as amended PAYEE		
28-Aug-19	Simon Priestly (SJP Gardening)	101629	Grass cutting tidy up W Ashling	£250.00		£250.00

Payments Due 1 Sept 2019

01-Sep-19	Clerk	101630	Clerk	£543.60		£543.60
01-Sep-19	HMRC	101631	HMRC	£88.20		£88.20
01-Sep-19	Clerk	101632	Clerk	£48.06		£48.06
01-Sep-19	Westcotec	101633	Mini SID & Bluetooth Data Collection	£2,975.00	£595.00	£3,570.00
01-Sep-19	Clerk (monthly fee already paid to Survey Monkey)	101634	Online Parish Questionnaire	£29.17	£5.83	£35.00
01-Sep-19	David Harwood	101635	W/A Noticeboard Keys	£8.00		£8.00
01-Sep-19	Wel Medical	101636	Replacement Defib Pad E/Ashling	£36.90	£7.38	£44.28
01-Sep-19	Funtington Parochial Churches	101637	Additional grant payment	£600.00		£600.00

Total

£4,937.14

Balances After Payments

Current Account	£3,175.01
Saver Account	£56,590.91
CIL Grant allocated to Funtington & District Village Hall	-£23,794.08

Total

£35,971.84

8) Planning Applications and Decisions

Cllr Motterhead updated the council on planning applications and decisions.

9) **Working Group Reports**

a) Finance and General Purpose

Funtington and District Village Hall annual grant for £1000 to paid next month.

b) Highways

Prior to the meeting Cllr Money emailed a copy of his missing Bollards report. Cllr Goldsmith reminded everyone that WSCC will not be installing any new or missing Bollards. There were concerns raised that some existing bollards are so widely placed that cars are able to park in between them, and a resident hasn't been able to access their property. Cllr Money will look into replacement numbers, types and costs, before going forward.

Issue were raised about moving the SID in Mill Road, Cllr Harwood advised that the police and WSCC highways have to advise where they can go. Cllr Harwood said now we have 2 SIDS it will enable us to cover areas more often, and will to have some useful data in the next few months.

c) Website

Cllr King advised that Barry is working with councillors who still unable to access their Funtington PC email addresses.

10) **Date of next meeting 2th October 2019 at The Funtington and District Village Hall. Please note meetings commence at the earlier time of 6pm.**

11) Meeting closed at 7.40pm.