

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING**  
**1 June 2022**

**PRESENT:** Sheena King (SK) Chair  
David Ash (DA)  
Jean Simmonds (JS)  
David Palmer (CDC) DP

Richard Littler (RL)  
Pat Young (PY)  
Bob Mousley (BM)

**MEMBERS OF THE PUBLIC:** Four

<b>AGENDA ITEM</b>	<b>NOTES/COMMENTS</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
<b>1. Apologies</b>	Julian Joy (WSCC)	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
<b>1a. Resignation</b>	<ul style="list-style-type: none"> <li>SK reported that Kate Du Port (KdP) has resigned and read her resignation letter to the Council. KdP has offered to remain involved with working groups, community projects and will continue to post the Agenda in Funtington. All members expressed regret that KdP had resigned, as she had been a much valued member of the Council.</li> <li>SK raised the intention to add to the next agenda a review of the number of Councillors as this had not been scrutinized for a number of years and the current number of 13 is possibly in excess of what is required. She requested that all Councillors come to the meeting prepared to discuss this in full.</li> <li>Any adjustment to the number would need to be proposed and approved by Chichester District Council (CDC).</li> </ul>	<ul style="list-style-type: none"> <li>None</li> <li>Add to Agenda</li> </ul>	N/A  Clerk
<b>2. Declaration of Interest</b>	None declared	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
<b>3. Minutes of 4 May 2022 meeting</b>	<b>Minutes – Proposed, Seconded and AGREED</b>	<ul style="list-style-type: none"> <li>Post on website</li> </ul>	Clerk
<b>4. Action Grid</b>	<p><b>Noticeboard installation</b></p> <ul style="list-style-type: none"> <li>BM reported that the new noticeboard for Down Street had been delivered and once the exact position had been confirmed he would install it over the next two weeks.</li> </ul> <p><b>Horse &amp; Groom Defib</b></p> <ul style="list-style-type: none"> <li>The Clerk updated that she is in discussion with South East Coast Ambulance Service (SECAMB) regarding the possible provision of an external cabinet for the relocated Defibrillator.</li> </ul> <p><b>West Ashling Playground</b></p>	<ul style="list-style-type: none"> <li>Install Noticeboard</li> <li>Follow up with SECAMB</li> </ul>	BM  Clerk

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	<ul style="list-style-type: none"> <li>SK updated that the posters from the three playground companies had now been received. She will contact the school after the half term to arrange a meeting to deliver them with the stickers for the children to vote on their preferred design. This information will be reported back to the Council who will make the final decision based on this consultation and all other factors.</li> </ul> <p><b>Planning Appeals</b></p> <ul style="list-style-type: none"> <li>SK updated that following the last meeting she had contacted Jane Mottershead as the named representative of West Ashling and had been informed that, despite information to the contrary, West Ashling were not intending to employ a Planning Consultant and therefore the proposed meeting between FPC and West Ashling [JS/SK/JM] would not be pursued any further.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with School</li> <li></li> </ul>	SK/Clerk
5. Public Questions	<p><b>Qu. If the village Hall is relocated (as is currently being discussed) will the £23,000 of CiL money be reassigned?</b></p> <p>A. The specific regulations which govern the spending of CiL money will of course be referred to if the final decision is to relocate the hall.</p> <p><b>Qu. Will the changes made in the Standing Orders be reported (Item 12 a)?</b></p> <p>A. As the changes made were only to reflect the changes made by the National Association of Local Councils (NALC) and not specific to FPC they will not all be highlighted publicly.</p> <p><b>Qu. Regarding Crime in West Ashling a green bin had its contents emptied and was stolen from a resident's property today.</b></p> <p>A. The Council is powerless in this situation but is grateful for the report and advised that Chichester District Council (CDC) and the police be contacted.</p>	<ul style="list-style-type: none"> <li>None at this time</li> <li>None</li> <li>None</li> </ul>	N/A N/A N/A
6. Receive Reports			
a) District Councillor Report	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
7. Tree Heather Close – Peter & Angela Hall	<ul style="list-style-type: none"> <li>Following the decision at the last meeting to create a lasting commemoration in memory of Peter Hall and to thank Angela Hall for services to the community, SK had met with two residents to discuss a fitting tribute.</li> <li>One of the residents suggested that as Peter was a ranger and an advocate for the countryside, planting a tree would be most appropriate.</li> <li>It was proposed that a tree be planted to replace the tree on Heather Close which had been damaged in the recent storms.</li> </ul>		

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	<ul style="list-style-type: none"> <li>CDC, Hyde and now WSCC have been contacted to determine ownership of the verge and to ask if the remains of the old tree could be removed to allow FPC to purchase and plant a replacement. This was <b>Agreed</b> and further investigation and permission would be sought and reported back to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Continue communication with WSCC</li> </ul>	SK/Clerk
<b>8. Countryside Working Party</b>			
a) Village Gateways	<ul style="list-style-type: none"> <li>BM stated that following KDP's resignation this project had not progressed but he would report back at the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Report progress</li> </ul>	BM
b) Wildflower Verges	<ul style="list-style-type: none"> <li>JS reported that she had contacted Highways for advice on the best way of making an assessment of verges suitable for the planting wildflowers. WSCC suggested she contacted the charity Plantlife who have invited her and any other members of the Council to an online Nature Verge Network meeting on Thursday 9 June.</li> <li>She stated that this is project would hopefully progress next year.</li> <li>RL reported that although highways had carried out some essential verge trimming at the junction of Southbrook Road and the B2146, the grass cut back was not adequate and the reduced visibility was dangerous to vehicles joining the B2146.</li> </ul>	<ul style="list-style-type: none"> <li>Report on meeting</li> <li>Report to Highways</li> </ul>	JS  Clerk
<b>9. Residents Against Vehicle Excessive Noise (RAVEN)</b>	<ul style="list-style-type: none"> <li>DA updated on the work that RAVEN had carried out to date:               <ul style="list-style-type: none"> <li>At the meeting in May it was requested that suggestions for a suitable location for a pilot scheme within the locality should be put forward and the areas suggested were:                   <ul style="list-style-type: none"> <li>➤ A259 at Bosham</li> <li>➤ Berry Hill</li> <li>➤ A27 at Fishbourne</li> <li>➤ Wisborough Green</li> </ul> </li> </ul> </li> <li>As Wisborough Green was suggested by MP Gillian Keegan as an area with less ambient noise and therefore more chance of success this would most likely be selected.</li> <li>Once the Noise detecting cameras are in place National Highways and the police will analyse the data.</li> <li>RAVEN had stated that PCs are entitled to purchase their own Noise Detecting Equipment. It was <b>Agreed</b> that as this is an extremely expensive venture and FPC would wait for the result of the pilot scheme before investigating this further.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A
<b>10. Village Hall Relocation</b>	<ul style="list-style-type: none"> <li>As a trustee for West Ashling and Funtington District Village Hall JS summarised the current situation regarding the Hall. It had been concluded that it might be too</li> </ul>		

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	<p>expensive to refurbish the hall in its current location and therefore the trustees are now investigating new sites for its relocation.</p> <ul style="list-style-type: none"> <li>• Although the Cricket Club is the current preferred location there are some issues regarding the ownership of the land.</li> <li>• The trustees therefore asked whether the Council would consider the Pony Paddock as a site for the new Village Hall.</li> <li>• After a discussion regarding feasibility and the future impact of losing this open space and PC asset, the PC <b>Abstained</b> from making a decision until further information was available.</li> </ul>	<ul style="list-style-type: none"> <li>• Report decision back to VH Trustees</li> </ul>	<p>JS</p>
<p><b>11. CiL Spending</b></p>	<ul style="list-style-type: none"> <li>• SK summarised that, as the internal audit always raises the issue of large financial reserves held by the Council and as the Council continues to receive CiL money most years, she would like to put forward some suggestions for spending:</li> </ul>		
<p>a) Bus Shelter</p>	<ul style="list-style-type: none"> <li>• As previously discussed the bus shelter on the B2146 opposite Southbrook Road is no longer fit for purpose. The West Sussex County Council (WSSC) Voluntary Community Solutions Team had agreed to carry out the repair works in January 2020 and in October 2021 a New Homes Bonus (NHB) grant was successfully applied for to pay for the materials.</li> <li>• However the Community Solutions team have been continually re-deployed for refugee resettlement work and would be unavailable to assist with the bus shelter for the foreseeable future.</li> <li>• SK therefore proposed that CiL money be used to install a new bespoke bus shelter. This was <b>Agreed</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain quotes</li> </ul>	<p>Clerk/SK</p>
<p>b) Post &amp; Rail - Dell</p>	<ul style="list-style-type: none"> <li>• SK reported that a portion of the low anti-vehicle post and rail fence at the Dell is now extremely unstable and therefore unsafe. She proposed that CiL money be used to carry out the repairs. The Clerk had been in contact with a fencing company who are able to provide a quote prior to the next meeting. This was <b>Agreed</b>.</li> <li>• BM also raised concerns with the safety of the two sets of stairs which lead from the road onto the Dell stating that both the handrails and the actual steps required work. It was <b>Agreed</b> that quotes would also be obtained for these repairs and CiL money assigned.</li> <li>• The two oak posts: it appears that there remains sufficient space for entry between these posts on a quad bike. It was <b>Agreed</b> to investigate possibility of an additional post.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Quotes</li> </ul>	<p>Clerk</p>

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	NB: there must still be enough space between the posts for parents with 'buggies' to access the Dell		
c) Goal Post- Dell	<ul style="list-style-type: none"> <li>It had been reported by a resident that the Goal post on the Dell was no longer fit for purpose and needed replacing.</li> <li>The Clerk had previously circulated information on potential replacements and asked if the Council wanted a similar goal post which could be moved or a larger fixed one. It was <b>Agreed</b> that an 8 foot by 4 foot goal post similar to the existing one be purchased.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase goal post</li> </ul>	Clerk
<b>12. Documents for Approval</b>	<ul style="list-style-type: none"> <li>In line with the internal audit recommendations the following existing documents have been reviewed, updated and circulated to all Councillors for comment and approval:</li> </ul>		
a) Standing Orders	This was <b>Approved</b>	<ul style="list-style-type: none"> <li>Post on website</li> </ul>	Clerk
b) Business Plan	This was <b>Approved</b> <ul style="list-style-type: none"> <li>SK pointed out that as this was a live document it would continue to be reviewed regularly in order to ensure its effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Post on website</li> </ul>	Clerk
<b>13. Update on crime in WA</b>	<ul style="list-style-type: none"> <li>The Clerk updated that following the report of serious crimes in West Ashling at the Annual Parish Assembly (APA) she had contacted the PCSO for Funtington who had listed the crimes reported for the period 09 February 2022 – 09 April 2022:               <ul style="list-style-type: none"> <li>2x Deer being hit.</li> <li>3x RTC (road traffic collisions)</li> <li>4x Tree down</li> <li>2x Suspicious vehicles (this was not a crime but both vehicles were parked up and this was concerning).</li> </ul> </li> <li>Concern was raised by BM that these statistics did not match the reality. SK therefore suggested that those affected come to the Council with details and crime numbers in order that the PC could follow up the exact details with the PCSO. However, she stressed that the expectations of those residents should not be raised, as crime was not within the remit of the PC.</li> </ul>	<ul style="list-style-type: none"> <li>Invite WA Residents</li> </ul>	BM
<b>14. Planning</b>			
a) Applications / Decisions – CDC and SDNP	<b>Notable Applications / Decisions</b> One Application of note: <ul style="list-style-type: none"> <li><b>CDC Application</b>  <b>Case No: FU/22/00999/FUL</b>  <b>Location: Land South Of 5 To 8, Downs Road, Downs Road, West Stoke, Funtington.</b></li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	N/A

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	<p><b>Proposal:</b> Provision of additional car parking spaces for the Design Vintage Cafe at the Kingley Centre, West Stoke.</p> <p>This refers to a proposed car park opposite the Design Vintage café which and includes provision for 33 car parking spaces with lighting: concerns had been raised from adjacent residents. This will be discussed at the Planning Committee Meeting on Monday 06 June 2022.</p>		
b) Planning Appeals	<ul style="list-style-type: none"> <li>The Clerk reported that she is now in contact with Flo Churchill, the West Sussex Association of Local Councils (WSALC) recommended Planning Consultant and is finalising the details of a meeting to be held with Ms Churchill, JS as Chair of Planning, SK as Chair of the Council and BM.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise meeting details</li> </ul>	Clerk
<b>15. Neighbourhood Plan</b>	<ul style="list-style-type: none"> <li>Jon Dowty of Oneill Homer (OH) has now submitted his report on the NP Scoping Session. The report includes advice on the formation of groups and sub committees.</li> <li>The next Steering Group is scheduled for 14 June.</li> <li>BM has been in contact with AECOM for support with the Design Code element and is finalising the details for a meeting intended for 8 June.</li> </ul>	<ul style="list-style-type: none"> <li>Report on SG meeting</li> </ul>	BM
<b>16. Finance</b>			
a) Consider and approve monthly cashbook	<ul style="list-style-type: none"> <li>Cash book presented - already circulated to FPC members.</li> </ul>	<ul style="list-style-type: none"> <li>Make payments</li> </ul>	Clerk

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	<p style="text-align: center;"><b>FUNTINGTON PARISH COUNCIL</b> <b>Financial Statement as at 31 May 2022</b></p> <p><b>Statement Balances as at 31 May 2021</b></p> <table border="1" data-bbox="470 363 829 423"> <tr> <td>Current Account</td> <td style="text-align: right;">£33,986.04</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,698.74</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£90,684.78</b></td> </tr> </table> <p><b>Income Already Received</b></p> <table border="1" data-bbox="470 456 1079 516"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03-May-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td colspan="3"><b>Total Income</b></td> <td style="text-align: right;"><b>£60.00</b></td> </tr> </tbody> </table> <p><b>Payments Already Made</b></p> <table border="1" data-bbox="470 548 1461 591"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: right;"><b>Totals</b></td> <td></td> </tr> </tbody> </table> <p><b>Payments Due 1 May 2022</b></p> <table border="1" data-bbox="470 623 1461 792"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Jun-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£818.90</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£818.90</td> </tr> <tr> <td>01-Jun-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax</td> <td style="text-align: right;">£220.89</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£220.89</td> </tr> <tr> <td>01-Jun-22</td> <td>Countrywide</td> <td>Online</td> <td>WA Play Area</td> <td style="text-align: right;">£108.33</td> <td style="text-align: right;">£21.67</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>01-Jun-22</td> <td>S King REIM</td> <td>Online</td> <td>Plants for Phone Box</td> <td style="text-align: right;">£78.63</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£78.63</td> </tr> <tr> <td>01-Jun-22</td> <td>St Mary's Church</td> <td>Online</td> <td>Hall Hire</td> <td style="text-align: right;">£80.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£80.00</td> </tr> <tr> <td>01-Jun-22</td> <td>Mulberry and Co.</td> <td>Online</td> <td>Internal Audit</td> <td style="text-align: right;">£150.00</td> <td style="text-align: right;">£30.00</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>01-Jun-22</td> <td>BHIB Ltd</td> <td>Online</td> <td>Insurance</td> <td style="text-align: right;">£706.40</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£706.40</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total Payments to be made</b></td> <td style="text-align: right;"><b>£2,214.82</b></td> </tr> </tbody> </table> <p><b>Balances After Payments</b></p> <table border="1" data-bbox="470 816 1320 932"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 31,771.22</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,698.74</td> </tr> <tr> <td>SDNPA CIL Grant allocated to Funtington &amp; District Village Hall</td> <td style="text-align: right;">-£ 23,794.08</td> </tr> <tr> <td>Travellers Planning Applications provision</td> <td style="text-align: right;">-£ 15,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£ 49,675.88</b></td> </tr> </table> <p><b>AGREED</b></p>	Current Account	£33,986.04	Saver Account	£56,698.74	<b>Total</b>	<b>£90,684.78</b>	Date	Details	Account	Amount	03-May-22	Carter	Current	£60.00	<b>Total Income</b>			<b>£60.00</b>	Date	Payee	Method	Details	Net	VAT	Gross	<b>Totals</b>							Date	Payee	Method	Details	Net	VAT	Gross	01-Jun-22	Clerk V Williams	Online	Clerk Salary	£818.90	£0.00	£818.90	01-Jun-22	HMRC V Williams	Online	Clerk Tax	£220.89	£0.00	£220.89	01-Jun-22	Countrywide	Online	WA Play Area	£108.33	£21.67	£130.00	01-Jun-22	S King REIM	Online	Plants for Phone Box	£78.63	£0.00	£78.63	01-Jun-22	St Mary's Church	Online	Hall Hire	£80.00	£0.00	£80.00	01-Jun-22	Mulberry and Co.	Online	Internal Audit	£150.00	£30.00	£180.00	01-Jun-22	BHIB Ltd	Online	Insurance	£706.40	£0.00	£706.40	<b>Total Payments to be made</b>						<b>£2,214.82</b>	Current Account	£ 31,771.22	Saver Account	£ 56,698.74	SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08	Travellers Planning Applications provision	-£ 15,000.00	<b>Total</b>	<b>£ 49,675.88</b>		
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b) End of Year Statement of Accounts	<ul style="list-style-type: none"> <li>The Council <b>AGREED</b> that the accounting statements for year ending 31 March 2022 gave a fair representation of the receipts and payments of the Council. The Chairman <b>Signed Approval</b> on behalf of the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Post on Website</li> </ul>	Clerk																																																																																																									
c) Internal Audit Report	<ul style="list-style-type: none"> <li>The internal audit had been carried out in accordance with the Council's needs and planned coverage. The Clerk reported that she had again worked closely with the auditors, Mulberry and Co and the Audit report had been circulated to all Councillors. The Council passed the Audit with the relevant pages of the Annual Governance and Accountability Return (AGAR) completed.</li> <li>She would be working with Mulberry and Co in the Autumn to improve the asset register.</li> </ul>	<ul style="list-style-type: none"> <li>Post on Website</li> </ul>	Clerk																																																																																																									

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d) Annual Governance and Accountability Return	<ul style="list-style-type: none"> <li>• In preparation for the external audit the clerk presented the completed AGAR paperwork for approval and signatures. <b>AGREED</b> and <b>SIGNED</b>.</li> <li>• The <b>Notice of Conclusion of The Annual Audit</b> and <b>Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return</b> would be displayed on the noticeboard and website.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit AGAR</li> <li>• Post on website and noticeboards</li> </ul>	<p>Clerk</p> <p>Clerk</p>
e) Insurance Renewal	<ul style="list-style-type: none"> <li>• The Clerk reported that, having applied for quotes for the insurance renewal, she was informed that the insurance markets are experiencing challenging and uncertain times with a hardening market resulting in higher insurance premiums, less competition and potentially stricter underwriting criteria. This has resulted in considerably higher quotes.</li> <li>• Quotes received:               <ul style="list-style-type: none"> <li>○ Existing insurer - Community Action Suffolk Underwritten by <b>Ansvar</b> <ul style="list-style-type: none"> <li>➤ £1,005.82</li> <li>➤ £959.25 (3-year Long Term Undertaking (LTU))</li> </ul> </li> <li>○ <b>BHIB Limited</b> <ul style="list-style-type: none"> <li>➤ £750.84</li> <li>➤ £706.40 (3-year LTU)</li> </ul> </li> </ul> </li> <li>• The Council <b>Agreed</b> to award BHIB the 3-year LTU.</li> </ul>	<ul style="list-style-type: none"> <li>• Renew Insurance</li> </ul>	<p>Clerk</p>
<b>17. Parish Notices</b>	<ul style="list-style-type: none"> <li>• The front opening door of the Funtington noticeboard has been damaged and the alloy surround has been bent to a point where it cannot be fixed.</li> <li>• SK has confirmed with the West Stoke Village Hall Secretary that the noticeboard on the hall is owned by the PC. It is in need of repair / replacement.</li> <li>• The first results from the 2021 Census will be released on 28 June 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Add to Agenda</li> <li>• Add to Agenda</li> <li>• None</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>N/A</p>
<b>18. Date of next meeting</b>	<ul style="list-style-type: none"> <li>• Wednesday 06 July 2022 Time 6:00 pm – St Mary’s Funtington</li> </ul>	<ul style="list-style-type: none"> <li>• Post agenda on website and noticeboards</li> </ul>	<p>Clerk</p>
Meeting Closed	Meeting closed at 19.15	None	N/A

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>