



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham
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Minutes of the Westhampnett Parish Council Meeting held at 7pm on Thursday 1st August 2019 at the March C of E School, Westhampnett

Present:

Parish Councillors: Cllr W P Harding (Chairman), Cllr H Horne (Vice-Chairman), Cllr J Freeman, Cllr C McLeish and Cllr R Morgan.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham.

Mrs J Hardstaff and 22 members of the public also attended.

<u>Minute No</u>	<u>Item</u>	<u>Action</u>
161/19	<u>OPEN THE MEETING & TAKE APOLOGIES FOR ABSENCE</u> The Chairman opened the meeting. Apologies received from Cllr S James, Mrs A Bridle (resident), Mr E McLeish (resident), WSCC Cllr J Hunt, CDC Cllr H Potter and Ms C. Williams.	
162/19	<u>DISCLOSURE OF INTERESTS</u> None.	
163/19	<u>CONFIRM MINUTES OF THE LAST MEETING</u> held on 8 th July 2019 The Parish Clerk apologised for not having prepared the Minutes in time for this meeting, they will be available at the next meeting on 9 th September 2019.	<u>LFL</u>
164/19	<u>MATTERS ARISING</u> None.	
165/19	<u>NHB 2019 APPLICATION:</u> The Parish Clerk explained that the NHB application form had been submitted well in time, and she wished to thank the Councillors for obtaining all the quotes which was a marathon job. The decision is to be made by CDC on 18 th September and the Parish Council will be advised shortly after that. Should the application be successful, the funds would be sent the Parish Council during early October. Until a decision is advised, no order can be placed for any of the items included as these would then no longer be eligible.	
166/19	<u>COMMUNITY HALL</u> <ol style="list-style-type: none"><u>Update on build progress</u> – Mrs J Hardstaff confirmed that the build was progressing well.<u>Confirmation of latest completion / handover date</u> -- Mrs J Hardstaff advised that the date for the building handover to the Parish Council is as originally, 16th August. She said that at that point Practical Completion would be achieved and the Parish Council insurance should begin.<u>Installation of Security system</u> – The Parish Clerk advised that there had been 3 onsite meetings with prospective suppliers, and she now had 3 quotes from CIA Ltd, A1 Ltd and AES Ltd, which were all companies that had been recommended. The costs for each were: CIA - £1943, A1 - £1880 and AES - £1185. She advised that A1 had sent her some detailed information belonging to someone else, and the Councillors decided this company should be disregarded. The quotes, having been previously circulated to the Councillors, were discussed. Cllr Freeman suggested that the entrance should be via a keypad rather than keys, and the Parish Clerk was asked to look into this with whichever supplier is accepted. It was suggested that fobs for the alarm panel would be useful, although there would have be a small deposit taken from hirers. It was also noted that the front and back entrance doors need to have suited keys and so Mrs Hardstaff will ask Reillys to ensure this is done. The Councillors then voted. Cllr Horne proposed that the quote from AES be accepted, and this was seconded by Cllr Morgan. All voted in favour.<u>Report on Finances</u> – The Parish Clerk explained that for the last 3 financial years the Parish precept had included a sum of money, now totalling £29,540.92, which had been put aside to cover the interest on a PWLB loan in case it was needed in order to complete the build of the Hall. This sum is not now needed for that purpose, but is needed to pay for the actual build, and she requested that the Councillors consider this proposal. Cllr McLeish proposed that this is accepted, and Cllr Freeman seconded, and all voted in favour. The Parish Clerk will now move the money from the Barclays current account into the NS&I Community Hall account.	<u>LFL</u> <u>LFL</u> <u>JLH</u> <u>LFL</u> <u>LFL</u>

166/19 Cont.	<p>5. <u>Proposals for Opening: a. for use</u> – Cllr Horne wondered if the Hall could have a phased opening from September? He was advised that this could not be done that early as many important items would not be available, or procedures/policies completed in that time scale. It should be possible by late October.</p> <p><u>b. official</u> – The Official Opening date is confirmed as 30th November with the ceremony being done by Susan, Dowager Duchess of Richmond. The Parish Councillors were delighted that she is able to perform this task. The event will also include the switching on of the Christmas Tree lights. The Chairman suggested that a guest list should be started, which he would send to the Parish Clerk. Press and a Photographer are to be booked. It was also noted that a general Open Day would be a good idea. National Village Halls week is to be held on 20-26th January 2020, with a national Open Day on Saturday 25th January. The Parish Clerk will make enquiries about this event.</p> <p>6. <u>Lettings policy</u> – Cllr Horne confirmed the letting policy would give priority to Westhampnett residents. He noted the Hall would be a new location for some classes that currently also run in other parts of Chichester area. There needs to be a Diary visible to all, and bookings would start by being manual by him, and then online when this can be developed via a website. The Parish Clerk was asked to contact Sara Watkins in regard to a website. He will be preparing a document on lettings and charges.</p> <p>7. <u>Charges</u> – Cllr Horne confirmed that it is possible that for party bookings, there would need to be a deposit of £250 in case of damage. This is to cover the insurance excess, and would be returnable if not required.</p> <p>8. <u>Timings</u> – Cllr Horne confirmed that the operational hours are 0800-2200, with hourly slots, at £20 per hour. The method of opening the entrance door and turning off the alarm are to be resolved.</p> <p>9. <u>Bookings</u> – Cllr Horne said there was a great interest but nothing firm until a start date is known.</p> <p>10. <u>Management of the Hall</u> – <u>a. Before opening</u> – Many procedures are needed, and Mr David Thomas, a resident, said he would be happy to help with this. Cllr Horne would go to Boxgrove to see Pat to get some assistance from her, and he will speak to AirS as well. Mr Don Milton, a resident, suggested speaking to Ann Myers at Bosham Hall. <u>b. After opening</u> – to be resolved.</p> <p>11. <u>Fire Risk Assessment / Person</u> - The Parish Clerk had obtained quotations from 3 companies for the Fire Risk Assessment being Safe IS at £195 plus VAT, PTS Compliance Ltd at £249 plus VAT and Source Fire Risk Management Ltd at £300 plus VAT. Safe IS asked for the furnishing to be in place before they come, and the other 2 said they can do the assessment without furnishings. However the Councillors decided that it was important to assess the Hall with its furnishings. Cllr McLeish proposed Safe IS, and Cllr Freeman seconded, and all voted in favour. Also, the Parish Clerk has a quote from CIA for installing and commissioning the Fire Extinguishers that are needed, this to be emailed to all Councillors. It needs to be done as part of the build so that it can be VAT free.</p> <p>12. <u>Caretaker</u> – Cllr Horne advised that to start with this will be covered by a Volunteer, and then someone will need to be employed once the role can be defined.</p> <p>13. <u>Cleaner</u> – Cllr Horne advised that to start with this will be covered by a Volunteer, and then someone will need to be employed once the role can be defined.</p> <p>14. <u>Proposals / progress for Hall official opening event?</u> – see 5.b above.</p> <p>15. <u>Any other items</u> – <u>Insurance</u> - The Parish Clerk had obtained the quotation from Came & Co in regard to the Insurance for the Community Hall building and contents. The annual premium would be £1,580.32 inclusive of Insurance Premium Tax (IPT). A £250 excess would apply to any claims, except subsidence where a £1,000 excess would apply. The pro-rata cost until 1st June 2020 renewal would be £1,177.66. The acceptance of this was proposed by the Chairman, and seconded by Cllr McLeish. It was also noted that a Pay Terminal/card reader would be needed for payments, and this is to be actioned when the Barclays Bank Account is opened.</p>	<p><u>WPH</u> <u>HH</u></p> <p><u>LFL</u></p> <p><u>LFL</u> <u>HH</u></p> <p><u>HH</u></p> <p><u>HH</u></p> <p><u>LFL</u></p> <p><u>LFL</u></p> <p><u>HH</u></p> <p><u>HH</u></p> <p><u>LFL</u></p> <p><u>LFL</u></p>
167/19	<p><u>CORRESPONDENCE, INCLUDING NOTICES & LEAFLETS</u></p> <p>It was confirmed that the Newsletter had been delivered to all homes prior to the Open Gardens Day on 21st July, which raised £900 for St Wilfrid's Hospice.</p>	
168/19	<p><u>DEALING WITH LOCAL ISSUES</u></p> <p>1. <u>Madgwick Park dust and noise</u> Cllr Harding explained that Madgwick Lane is being left in a mess, with dust everywhere, and noise from the site including from dumper trucks racing up and down. There is a disregard for privacy, and no-one is in the Management / Sales Suites to complain to about this, only the contractors on site. Mr David Thomas, also a resident of Madgwick Lane, said they have been working on a Sunday; the noise is loud, with generators being left on all night. He has emailed Planning at CDC, but the process takes too long. It was suggested that the Parish Clerk should send a letter to the CEO, and the Parish Clerk, so she asked for dates/examples of this to put in the letter.</p> <p>2. Mr Andy Bailey, a resident of Roman Walk, asked how it is that <u>Rolls Royce can operate extra shifts</u> which ended at around 1.30am on 26th July and 4-30pm on 27th July. These hours caused noise outside his house in the middle of the night. The Councillors said they had no knowledge of these extra shifts, but it would be looked into.</p> <p>3. Mr David Thomas advised that a <u>very large drone</u>, of 10' by 6', crashed into the field by his house off Madgwick Lane during the FOS. It was operated by Airspeeder.com and this had been reported by Mr Thomas to the CAA and Goodwood. <i>NB; The Parish Clerk later found that it seems to be under investigation by The Air Accident Investigation Branch (AAIB) which has said it has sent a team to West Sussex to investigate an accident involving an Unmanned Aerial Vehicle or Drone.</i></p> <p>4. Mrs Jean Hardstaff complained that the <u>overflying of aircraft at Westerton</u> is worse than ever. Goodwood had promised that when the N to S runway was up and running, the aircraft would stop going over Westerton. However, there have been big planes directly over the houses north of Westerton Lane, and over Westerton Lane itself. The Chairman said that these were reported, platitudes are given out and nothing is done. He asked that Mr Mark Gibb, Goodwood Aerodrome, be asked to attend the next PC Meeting.</p>	<p><u>LFL</u></p> <p><u>WPH/</u> <u>LFL</u></p> <p><u>LFL</u></p>

169/19	<p><u>QUESTIONS BY THE PUBLIC</u></p> <ol style="list-style-type: none"> 1. Mr Cameron McLeish asked what was happening in regard to the Maudlin Mill. The Parish Clerk will send him details of the application. 2. A resident asked if there was any news in regard to the Community Pub land next to the Village Green? The Chairman said he thought the pub was unlikely as the land wasn't suitable for it, however Bellway could be asked if there are any takers. 3. Mrs Maggie Walsh asked when the next Hall committee meeting was to take place, and Cllr Horne said he would circulate a date. 	<p><u>LFL</u></p> <p><u>LFL</u></p> <p><u>HH</u></p>
170/19	<p><u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 9TH SEPTEMBER 2019</u></p> <p>Noted.</p>	<p><u>LFL</u></p>
171/19	<p><u>CLOSE MEETING</u></p> <p>The meeting closed at 8.52pm.</p>	

Signed.....

Date.....

Chairman of Meeting