



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
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**To All Westhampnett Parish Councillors:** Cllr W P Harding (Chairman), Cllr J L Hardstaff (Vice-Chairman), Cllr S Burborough, Cllr P Clingan, Cllr R Fabricius, Cllr S James, Cllr C McLeish.

I hereby give notice that a Meeting of Full Council will be held at The March C of E School, Westhampnett on Monday 12<sup>th</sup> March 2018 at 7pm and you are hereby summoned to attend such meeting.

Members of the Press and Public are entitled to attend the meeting and are encouraged to do so.

Yours sincerely, *Linda Lanham*

Mrs Linda F Lanham, Clerk to the Council

## AGENDA

1	<b>1. OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE:</b> To receive apologies from Members.	<b>WPH</b>
2	<b>DISCLOSURE OF INTERESTS:</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.	
3	<b>MINUTES OF THE LAST MEETING</b> <b>APPENDIX 1</b> To confirm and sign the Minutes of the meeting held on 8th January 2018.	<b>WPH</b>
4	<b>1. MATTERS ARISING:</b> To deal with any matters arising from the Minutes of the last Parish Council meeting. 4.1 Update from the Clerk on Fitness Equipment Signage. 4.2 Update from the Clerk on Telephone Box at Westerton. 4.3 Update from the Clerk on Westerton Bus Shelter Hand Grips, and apron area. 4.4 Update from the Clerk on Volunteers Fish & Chip Supper. 4.5 Update from the Clerk on Provision of Dog Bin on Village Green 4.6 Update from the Clerk on Speed Loops. 4.7 Update from the Clerk on Microphones. 4.8 Update from the Clerk on writing to Sussex Police regarding Drifting around roundabouts in the parish. 4.9 Update on Westhampnett Community Website – Charging Structure for adverts placed by local businesses within the Parish, and those outside of the Parish.	<b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b> <b>LFL</b>
5	<b>REPORTS FROM EXTERNAL BODIES</b> To receive reports / updates from external bodies including District and County Councillors and local organisations. 5.1 Mr Mike Hall – CDC Councillor 5.2 Mr Jeremy Hunt – WSCC Councillor 5.3 Mr Andrew Ball – Rolls Royce 5.4 Any other external bodies	<b>MH</b> <b>JH</b> <b>AB</b>
6	<b>PARKING &amp; SPEEDING</b> 6.1 An Update in Speeding in Stane Street and Madgwick Lane 6.2 Community Speedwatch – details of the scheme 6.3 Experiences of running a Community Speedwatch – Peter Gillespie, Coordinator for the Boxgrove and Halnaker CSW Group responsible for the day to day running and managing of the process. 6.4 Parking on Stane Street, Claypit Lane and elsewhere, plus ideas to promote alternative transport methods.	<b>AIL</b> <b>WPH</b> <b>PG</b> <b>ALL</b>

7	<p><b><u>MEMBERS' REPORTS:</u></b> To receive reports from Members - to include:</p> <p>7.1 Travellers and Bollards report</p> <p>7.2 A27</p> <p>7.3 Madgwick Park Development</p>	<p><b><u>WPH</u></b> <b><u>RF</u></b> <b><u>WPH</u></b></p>
8	<p><b><u>REQUESTS RECEIVED BY PARISH CLERK</u></b></p> <p>8.1 NHB: CDC have advised that 2016 NHB grants awarded cannot be paid to WPC until the Terms and Conditions of each have been accepted and understood by the PC and noted as such in the Minutes. NHB 39/16 – Westerton Bus Stop Seat and NHB 40/16 - Kitchen equipment for the new Hall. There are no Conditions on NHB 39/16, but on NHB 40/16 there is 1 condition: <i>The monies relating to the equipment for the new Village Hall (£1,051.98) will be retained by the Council until condition 2.1.1 is discharged; namely the confirmation of timescale for delivery of the Hall.</i></p> <p><b><u>RESOLUTION:</u></b> That the Parish Council accept and understand the Terms and Conditions of the New Homes Bonus Agreements, listed NHB 39/16 and 40/16.</p> <p>8.2. NHB 2018: CDC have given notice that the 2018 NHB for WPC will be £12,963. This can only be awarded for a potential project, and applications will need to be submitted by the end of July 2018.</p>	<p><b><u>WPH</u></b>  <b><u>LFL</u></b></p>
9	<p><b><u>PLANNING:</u></b> To receive a report by Cllr Hardstaff</p> <p>9.1 WH/18/00015/LBC - Ms Alison Oakley, 8 Westerton Lane Westerton Chichester PO18 0PG. Replacement of fixed double glazed windows with french doors and side windows (East Elevation). The Parish Council made No Comment. Permitted by CDC on 1/3/18.</p> <p>9.2 WH/17/03650/FUL - The Goodwood Estate Company Limited, Land South East Of Woodcote House Claypit Lane Westhampnett West Sussex. Construction of unsurfaced roads for circulation and access to temporary vehicle parking areas for use in association with major events - part retrospective permission.</p>	<p><b><u>JLH</u></b></p>
10	<p><b><u>COMMUNITY HALL &amp; VILLAGE GREEN – BELLWAY:</u></b> To receive an update from Cllr Hardstaff on both the Hall and the Village Green and its Maintenance.</p>	<p><b><u>JLH</u></b></p>
11	<p><b><u>NEIGHBOURHOOD PLAN:</u></b> To receive an update from Cllr Hardstaff.</p>	<p><b><u>JLH</u></b></p>
12	<p><b><u>VELO SOUTH:</u></b> This is a cycling event for 15,000 cyclists to be held on 23rd September 2018, starting and ending at Goodwood Motor Circuit. Brief introduction outlining the event, action taken so far, and discussion of action to be taken in regard to the effect on the Parish.</p>	<p><b><u>WPH</u></b> <b><u>ALL</u></b></p>
13	<p><b><u>GDPR:</u></b> This new Law will come into effect on 25<sup>th</sup> May 2018. Documents have been circulated to the Councillors and the Parish Clerk has been on a brief course. It is clear that there will have to be considerable work to draw up the necessary process documents and make the changes that will be needed in order to comply. Non-compliance can result in large fines. Discussion and agreement is required as to how to proceed with this task.</p>	<p><b><u>WPH</u></b> <b><u>ALL</u></b></p>
14	<p><b><u>SOLAR FARM:</u></b> Follow up on financial and other matters in relation to WSCC actions</p>	
15	<p><b><u>ANNUAL PARISH MEETING:</u></b> Arrangements for Annual Parish Meeting on 16th April 2018, 7.30pm, Parish Social Event.</p>	<p><b><u>ALL</u></b></p>
16	<p><b><u>QUESTIONS BY THE PUBLIC:</u></b> Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council.</p>	
17	<p><b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA:</u></b></p> <p>17.1 Parish Website: It became clear to the Parish Clerk in mid-February that the current host server (Microsoft) is going to close all private websites on its hosting system on 31st March 2018. This would result in no website. As the Parish is required to have a website, a new one has had to be built, with a new host server, in order to ensure there is no break in the availability. Three Quotations were obtained, and the Chairman and Vice-Chairman approved KW Interactive to build it and ensure a clean cut-over prior to 31st March. The domain name will remain the same and the changeover will be seamless for all users. The new design and layout can be adjusted once live. This new website will be much easier to update, and will provide opportunities for features not currently included. Question: Many PC website have photos of their Councillors – would WPC wish to do this?</p> <p>17.2 Meeting dates for 2018: Monday 9th July, Monday 10th September, Monday 12th November, all at 7pm.</p>	<p><b><u>LFL</u></b></p>
18	<p><b><u>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS</u></b></p>	
19	<p><b><u>FINANCIAL MATTERS</u></b> <b><u>APPENDIX 2</u></b></p> <p>19.1 To note receipts and approve payments to end February 2018</p> <p>19.2 To approve Bank Reconciliation to end February 2018</p> <p>19.3 To note spend against budget 2017/2018</p> <p>19.4 To consider Grant to CAB of £100 which is the same amount as last year</p> <p>19.5 Update on new Accounting system</p> <p><b><u>RECOMMENDED</u></b> That the schedule of payments and any variances in the Council's accounts are approved.</p>	<p><b><u>LFL</u></b></p>

20	<p><b><u>EXCLUSION Of THE PUBLIC</u></b></p> <p><b>RESOLVED:</b> That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.</p>	
21	<p><b><u>DEALING WITH LOCAL ISSUES</u></b></p>	<b>ALL</b>
22	<p><b><u>DATE OF ANNUAL PARISH MEETING: 16<sup>th</sup> APRIL 2018 - This is the annual meeting of Electors</u></b></p> <hr/> <p><b><u>DATE OF NEXT PARISH COUNCIL MEETING: 14<sup>TH</sup> MAY 2018 - This is the annual meeting of the Parish Council including election of Chairman and Vice-Chairman</u></b></p> <p><b><u>CLOSE MEETING</u></b></p>	<b>WPH</b>

**END OF AGENDA**