



## MINUTES OF A PARISH COUNCIL MEETING

held on Monday, 26<sup>th</sup> January, 2022 commencing at 18:00hrs in Southdowns Manor, Trotton  
[see agenda / meeting papers attached to this event on our website]

Present: Carola Brown, Chris Cullen, Dave Dawtrey, Colleen Homan, Kathryn MacKellar, Neil Ryder

Apologies: Anne Stephens, Kate O’Kelly (district & county councillor)

1. **Disclosure of Interests:** None
2. **Public questions:** No members of the public attended the meeting
3. **Reports from district and county councillor**  
KOK’s report had been circulated and is attached as an appendix to these minutes.
4. **Minutes from the council meeting held on 15<sup>th</sup> November 2021 and matters arising.**

Reference	Who	Action	By when
20210113-9c	NR / DD	Provide trees for Chithurst graveyard	WIP
20210310-9c	DD	Repair tel box door-closer and remove windows	WIP
20210712-9b	CH	Inspect “Definitive map” and docs and report back to members See item 8a below	WIP
20210908-8b	AS / AT	Meet to discuss programme of community events in St George’s	WIP
20211115-5b/c	NR	Buy defib batteries and pay bills	DONE
20211115-5d	ALL	Send comments on 2022-23 budget to CC & NR	DONE
20211115-5e	NR	Notify CDC of precept	DONE
20211115-8a	DD/CH	Meet new owner of Goldrings Warrant to discuss permissive footpaths	ASAP
20211115-8b	CH	Submit water sample for testing by Environment Agency See item 8b below	
20211115-8c	NR	Submit signed agreement to Op Watershed	DONE
20211115-9a/c	AS/NR	Meet owners of Aylings to discuss bonfire and First Friday	DONE
20211115-9b	AS	Meet Amanda Townshend (churchwarden) to discuss community events See item 9 below	
20211115-9e	AS / NR	Meet Southdowns Manor re Queen’s jubilee event + NR explore other PC plans	ASAP

5. **Finance see meeting papers**
  - a. The updated budget, bank statements etc had been circulated; the only major change was the income of £37,386.06 from WSCC Operation Watershed for the drainage works by Trotton Bridge, which will be paid back out to the contractor when the work is complete. This will distort the PC accounts for the current and next year but will be easy to explain.
  - b. Payments requiring authorisation: the domain hosting fee was approved. **NR to pay.**
  - c. The revised budget for 2022-23 had been circulated and was approved, subject to changes in the timing of the payments for drainage works (see 5a above) and the VAT on this.
  - d. Insurance: the current 3-year fixed-term agreement would expire in April. It was agreed that **CC / NR** should review the requirements and seek alternative quotes.
6. **Amenity plans: Update on amenity plans**  
The PC had bought two portable infra-red heaters for the new meeting room (converted vestry) in St George’s church and these had been delivered. The PC agreed to pay £25 per meeting for using this room once the heaters are in place.
7. **Planning / environment / highways**
  - a. Fernbank, Terwick Lane planning application: there had been no decision by the planners yet but there had been further responses on the portal, including the applicants response to the PC objections. These were discussed but, as most of them involved water output (see next item) or ownership of the track (not a planning issue), it was decided no further response was necessary at this point. Ownership enquiries continue but have not yet established a final verdict.
  - b. Complaints about water seeping on corner of Terwick Lane: CH discussed with the Environment Agency but they only deal with direct discharges into waterways. It was agreed that **CH would contact** the landowner of the verge to discuss options.

- c. Operation Watershed: the funding for the drainage works at Trotton bridge had finally been received and the contractor expects to start work in April / May. The PC should get advance warning of the roadworks to communicate to residents.
- d. River Rother maintenance: emails had been circulated about reports of raw sewage dumping in the Rother and, separately, from Stedham-with-Iping PC about possible liaison between PCs along the river upstream of Midhurst. NR had asked all riverside landowners in the parish that are on the PC mailing list whether they would like to join a local forum and had already received several positive responses. One resident (Tim Palmer of Wembridge) had also agreed to act as the liaison person between this forum, the PC and the other local PCs on this issue. Members approved this step and **NR agreed** to confirm this with him.

**8. Events:**

- a. First Friday plans: the Three Horseshoes had agreed to host the event in February and March and members agreed that this would be popular - **AS / NR** to confirm with the landlady. Aylings, the Hamilton Arms and any other suggestions would be considered for later events.
- b. Queen's platinum jubilee: CDC had confirmed that £250 grants would be available for sustainable memorials and it was agreed that **NR should ask** the Eco Rother Action group if they had any suggestions. Members believed that Rogate PC were planning to move their popular fete to the jubilee public holiday weekend (2<sup>nd</sup> - 5<sup>th</sup> June) and **NR agreed to liaise with AS** to find out details. As this weekend would include the first Friday, it was suggested that it might be possible to do this as a special jubilee event in the Rogate marquee.

**9. Information for councillors that are considered urgent or to be included on future agenda: None**

**10. Date of next meeting: 9th March 2022 @ 6pm (venue TBD)**

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20211115-8a	DD/CH	Meet new owner of Goldrings Warren to discuss permissive footpaths	ASAP
20211115-9e	AS / NR	Meet Southdowns Manor re Queen's jubilee event + NR explore other PC plans	ASAP
20220126-5b	NR	Pay domain hosting bill	ASAP
20220126-5d	CC/NR	Review insurance arrangements	2/3/2022
20220126-7b	CH	Contact verge landowner re seepage	2/3/2022
20220126-7d	NR	Confirm riverside forum with Tim Palmer	2/3/2022
20220126-8a	AS/NR	Confirm First Friday arrangements with 3 Horseshoes	2/3/2022
20220126-8b	NR	Liaise with Eco Rother Action re jubilee grant projects	2/3/2022
20220126-8b	AS/NR	Liaise with Rogate PC re platinum jubilee plans	2/3/2022

## **Appendix: County and district councillor's reports**

### **County Councillor report WSCC**

Fire and Rescue Service report: For my first WSCC activity of 2022 - I met with Sabrina Hatton-Cohen and her team they are working on their new Community Risk Management Plan 2022 – 2026. It will be published in the Spring.

The plan includes:

- Enhancing their retained (on-call) operating model
- Weekend protection, prevention and response improvements – better cover at weekends seamless 7-day rotas
- Improving protection, prevention and response performance in rural areas – more prevention visits in areas where they know response times are poor
- How WSFRS should deal with false alarms from automatic fire systems - not come out automatically if the premises are low risk – no people
- When they should review their Emergency Response Standards - Simplify
- How WSFRS proposes to undertake a review of their specialist appliance requirements to consider current and future risks to firefighter and public safety

The Fire and Rescue service team have offered parishes a speaker at annual parish events.

### **EV Charging point briefing**

WSCC and Connected Kerb joint webinar for parish councils and community organisations. 27<sup>th</sup> Jan 10-11. Free to register.

### **Highways**

The next round of Community Highway Schemes have been announced there were 48 applications – 25 successful. See the report for details of the successful and unsuccessful schemes.

<https://westsussex.moderngov.co.uk/documents/s29470/190122CommunityHighwaySchemes202021Update.pdf>

The closing date for responses is Friday 21 January 2022. <https://yourvoice.westsussex.gov.uk/crmp>

### **Covid**

I am still giving booster vaccinations at Riverbank – including some sessions as a national booking centre.

Latest data – 996 new cases in Chichester District – 8118 new cases in West Sussex, for the 7 days up to 18<sup>th</sup> Jan. 1488 in hospital in SE region on 23<sup>rd</sup> Jan.

Test and Trace support scheme – extended to 31 March 22 – ( this scheme pays eligible residents £500 to self isolate)

[www.chichester.gov.uk/helpwithfinances](http://www.chichester.gov.uk/helpwithfinances)

### **Motion on 20mph and more flexible speed policy**

I submitted a motion to persuade the Council to have a more flexible speed policy including introducing 20mph where appropriate – this was agreed by Full Council in December – there is going to be a review of the speed policy – I am hoping once agreed it is going to be easier for communities / residents to be able to make changes to the speed limits on their roads where they know best.

20 is plenty campaign group are setting up a West Sussex arm – they report seeing progress across all SE counties – if anyone wants to get involved or read more <https://www.20splenty.org/>

### **Health and Adults Social Care Committee**

HASC met on 21<sup>st</sup> Jan – we scrutinised access to NHS dentistry in West Sussex – there is currently no access to NHS routine care – significant staffing challenges.

### **Vulnerable Support**

West Sussex County Council - the Community Hub. This service is available to those who are struggling to access food, medicine and essential supplies. The team can be contacted on 03302227980 or at [www.westsussex.gov.uk/covid19communityhub](http://www.westsussex.gov.uk/covid19communityhub)

### **District Councillor Report**

#### **Grants**

The Government has informed CDC that they will be allocated £2.8 million to distribute in rates relief to those businesses who did not qualify for Extended Retail Relief, for example factories or offices. Two further schemes have been announced – Omicron Hospitality and Leisure and the third tranche of the Additional Restrictions Grant. The details and application process for all three schemes will be available here:

<https://www.chichester.gov.uk/businessratesannouncements>

#### Energy Bills Concerns: CDC Warm homes reminder

One of the schemes that they have introduced to help keep people warm and well is the Chichester Warm Homes Initiative. This scheme is for residents on low income living in a property with poor energy efficiency. It can contribute towards the installation of an efficient heating system, as well as loft and wall insulation.

<https://arunchichestercab.org.uk/contact-us/energy-2021> or calling 01243 974063.

Low income households: a reminder of the Government's Warm Home Discount could save £140 off their electric bill. Residents should check their eligibility with electricity providers. [www.gov.uk/the-warm-home-discount-scheme](http://www.gov.uk/the-warm-home-discount-scheme)

#### Financial support

A new assessment tool has been launched by Chichester District Council for those who are struggling to pay their council tax bills. Residents whose council tax payments are overdue will receive a text message inviting them to complete a TellJO wellbeing survey. TellJO is a software platform which helps local authorities identify vulnerable people who could be facing financial difficulties, poor health or other social problems. The information they provide can help the council understand what is preventing them from being able to pay and identify ways to help them. From the results, Chichester District Council will be able to see if they need debt or benefit advice. They may be eligible for discounts or relief they did not know about. Completion of the assessment is not mandatory, but it will enable the council to identify if someone has rent arrears, is unhappy with their landlord, or if they are struggling with other costs. In turn, the council can support them. Housing advice and discretionary housing payments are available, and the council is also able to provide additional discretionary council tax support because of Covid-19 to those who qualify. Text messages will start going out at the end of January. Visit [www.chichester.gov.uk/helpwithfinances](http://www.chichester.gov.uk/helpwithfinances) for more information.

My next drop – in Midhurst The Grange – 31<sup>st</sup> Jan – 10.30-12.30