



## MINUTES OF A PARISH COUNCIL MEETING

held on Tuesday, 3<sup>rd</sup> December, 2024 in Borden Wood Hall, commencing at 18:00 hrs

Present: Chris Cullen, Dominic Ferguson, Kathryn MacKellar, Max Maharajh, Neil Ryder, Anne Stephens plus Kate & Tim O'Kelly (WSCC and DC), V Carter, B Cooper, A & R Whittle

1. Apologies: Dave Dawtrey
2. Disclosure of Interests: None
3. Public input: The chairman invited members of the public to speak in relevant parts of the meeting
4. Reports from district and county councillors: copies attached to minutes on website.  
Referring to KO'K's piece on drainage and riparian-related flooding, NR asked how he could identify which roadside drains / gullies / culverts were the responsibility of the CC or of the owners. KO'K advised him to contact WSCC Highways directly.
5. Parish council membership: CC advised members that he wishes to retire as soon as they can recruit a replacement. It was agreed that NR should draft a public notice calling for volunteers.
6. Previous minutes: items arising were all on the agenda and the minutes from 25<sup>th</sup> September were approved.
7. Finance:
  - a. Current position: NR had circulated a budget update and bank statements. He pointed out that there was still £6,231 owed to WSCC Operation Watershed from their earlier grant to cover VAT for drainage work but that WSCC had suggested this be retained for future projects (see para 9 below – infrastructure). NR also pointed out there was also still £806.56 of Community Infrastructure Levy which would be lost if it was not spent by 31<sup>st</sup> March. It was agreed that this should be used towards buying grit bins (see para 11 below – community support). Finally, there was ~£2,000 of unspent “amenity project” money in the budget; it was agreed that this should be paid over to the new charity to be set up for community projects (see para 9).
  - b. Preliminary budget and precept proposal: the draft budget circulated with the meeting papers was approved, subject to changes by 31<sup>st</sup> March. Members agreed to retain the precept for 2024-5 at £4,000.
  - c. Bank account: Members discussed the difficulties experienced with changing the signatories on the NatWest bank accounts, the closure of NatWest's branches in Midhurst and Petersfield, and the difficulties with paying cash into the accounts. It was agreed that the PC should transfer its accounts to Unity Trust Bank, which specialises in trade unions, parish councils and small organisations. Members agreed:
    - Its bank signatories should be MM, NR and KM who would comprise the finance committee
    - These three should replace the signatories for the NatWest account and the new Unity Account
    - NR should transfer the money from NatWest to Unity and close the NatWest account
    - The new mandate(s) should continue to allow single signatures for payments of less than £1,000 if they are within the agreed budget; otherwise, two signatures should be required
    - All three signatories should have internet banking authority and the use of a suitable payment card

### Priority action team updates:

8. Action team 1: Local environment
  - a. Harting traffic scheme: members did not wish to respond to the consultation
  - b. Action plan update: MM agreed to email his members to NR and to arrange a meeting early in the New Year. He had received suggestions about speed restrictions on Terwick / Dumpford Lane: members felt there was little chance of this being accepted due to the low level of traffic most of the time (an application would require evidence from traffic monitoring over several weeks) but that informal signs might be equally or more effective. MM agreed to discuss this with local residents and use it to recruit members for his team.
  - c. Flooding on Chithurst Lane: Members discussed the recent flooding on Chithurst Lane, believed to be caused by the clearance of the land attached to 1&2 Nursery Cottages. NR agreed to visit the site and talk to the residents to see if he could encourage any mitigating remedies.
  - d. Chithurst extension graveyard: NR summarised his efforts to find out who should be responsible for maintaining this area. An agreement by the PC in the last century to do this appeared to have depended on the belief that the extension had been officially closed for burials but this had been called into doubt and now seemed to rest on the Rector finding out when the extension was consecrated.
  - e. Briar Lane: DF reported that the repairs had been done very well and the lane is now open again.

9. Action team 2: Community facilities / infrastructure
- Walkway project: Following his meeting with 3 WSCC departments NR had just received an email suggesting that the project, as proposed, was unlikely to be accepted as a Community Highways Scheme. The team would meet in January to discuss breaking the project into parts that could be proposed to the different WSCC departments, and to press for a new bus stop sign at Old Rectory Lane.
  - Lost / disputed paths: The January meeting would attempt to press for further progress on this project.
  - Community hall / facilities: DF reported that the trustees for the Borden Village Hall had been changed but he believed the new members would still be keen to discuss some form of agreement for this to be used as our primary community centre. He and NR would try to meet the new trustees.
  - Charity proposal: NR reported that the management committee of R&T News had declined to be part of a new local community charity. Members agreed to set up a working party of 2 or 3 PC members and 2-4 others to approach START Community Trust to see if they would like to be involved, and to agree a detailed proposal for the PC to consider in January.
10. Action team 3: Community events & activities
- Review of bonfire: Feedback confirmed that the bonfire had been a great success and that most felt the "Hop field" as a venue had significant advantages. However, there had been highly critical feedback from some horse-owners. Members agreed that these should be taken seriously but that this was a popular community event and DD had twice before reduced the noise element of the fireworks to mitigate the problem for horses. There were doubts as to whether some owners had followed guidelines from the British Horse Society and others but members agreed that a meeting should be sought to try to find a compromise.
  - Trotton Fete: The Parker family had expressed their willingness to be approached if necessary but were happy for the fete to use the Old Rectory as a venue when possible.
  - First Fridays: the team would meet in the NY to plan events following the January Southdowns Manor party.
11. Action team 4: Community support
- Midhurst Community Forum: DF would attend the next Forum meeting in January and report back.
  - PC winter / emergency plan: DF and NR had drafted a new Winter Plan and agreed the details with WSCC. The plan was agreed with minor amendments. Members agreed in principle to buy 5 or 6 new grit bins as proposed but to check the locations with WSCC before delivery.
12. Action team 5: Housing and planning
- New housing: NR reported that the SDNPA Local Plan review will lead to a consultation on a new housing site opposite Rogate village hall, and that Hyde Housing has sought pre-planning advice for some new houses at the entrance to the Parsonage estate in Rogate. He also agreed to press START Community Trust over the lack of progress with the proposal for a housing site adjacent to Aylings Garden Centre.
  - Planning update: A new survey by CPRE Sussex suggested that PCs should scrutinise planning applications more carefully regarding provisions for sewage treatment and potential flooding.
  - Tree applications: Members had no objections to the 4 current applications listed on the agenda.
  - Enforcement actions: The PC's complaints against Crocker Hill Stables were being investigated
  - Planning application: Members had looked at SDNP/24/04787/HOUS and had no objections.
13. Action team 6: sustainability & biodiversity [KM / VC]
- Action plan update: ERA proposed to apply for a WSCC Waste Prevention Community Grant to buy compost bins for residents. NR agreed to discuss a survey of residents to identify recipients.
  - River monitoring: Members agreed that they would be willing to support an ERA plan to buy Fluidion monitoring equipment if a formal proposal was made.
14. Date of next meeting:  
22<sup>nd</sup> January 2025 (regular PC meeting)

#### Follow-up actions

Reference	Who	Action	By when
20240925-7e & f	MM	Discuss with team 1: popular paths, new conservation areas, identifying landowners	ASAP
20241203-5	NR	Draft notice to call for volunteers for PC membership	ASAP
20241203-7c	NR	Complete transfer of bank accounts	ASAP
20241203-8	ALL	All team leaders arrange team meetings before January PC meeting	ASAP
20241203-9c	DF / NR	Meet Borden Village Hall trustees	ASAP
20241203-9d	NR	Convene working party for charity setup	ASAP
20241203-10a	DD	Arrange meeting with horse-owners	ASAP
20241203-11b	NR	Apply to WSCC Highways for grit bin positions and order bins	ASAP
20241203-13	NR	Liaise with VC re compost bins and river monitoring	

## CDC Report for Trotton PC 3<sup>rd</sup> December 2024.

### **Winter Fuel Payments update**

CDC have continued to encourage residents who are eligible to sign up to Pension Credit as this will enable them to claim the Winter Fuel Allowance. They estimate that around 1300 people in the district are eligible who are currently not claiming. There are also a number of residents who are just above the threshold and the Supporting you team are able to facilitate them receiving help through the winter with discretionary payments from the Household Support Fund. This week at the Council Meeting a further year of its Council Tax Reduction Scheme was agreed for 2025/26.

### **CDC app**

The app allows you to view your waste and recycling dates (and remind you to put the bin out) and provides recycling advice. It also enables the council to let you know if the crews have any issues on the roads, or if severe weather is preventing them from reaching you. You can report issues such as street cleaning and fly tipping, or request a new bin. You can also view local food hygiene ratings for restaurants and cafes and find your nearest facilities, such as recycling centres, car parks and public toilets.

### **Recycling**

There is now a free collection service to recycle your coffee pods This and kerbside collection of textiles and small electrical items are now available to 75% of the district and they are planning to roll this out across the whole area soon.

### **Christmas events**

Midhurst are holding their light switch on event on Friday 6 December, with their event running from 5pm until 8pm; including live music, fairground rides and late-night shopping. While Petworth's Christmas Cracker event takes place on Saturday 7 December from 11am until 7pm with a variety of stalls and musical entertainment throughout the day.

### **Events**

There are a number of events planned over the next few weeks in Chichester:

#### **Arts and crafts activities**

Saturday 7 and Sunday 8 December, 10am-3pm  
Culture Spark's 'Get Creative' returns with a series of creative workshops

#### **La Diva at Christmas - Carol Concert, The Guildhall**

Monday 9 December, 6.30pm.  
La Diva is a nationally successful show choir from Bishop Luffa secondary school in Chichester.

#### **Christmas storytelling, The Guildhall**

Tuesday 10 December 10.30am-11.30am  
Interactive Christmas stories session for toddlers and pre-schoolers

#### **Festive Jazz Cafe, The Guildhall**

Wednesday 11 December, 7.30pm.  
With Mike Carey's Big House Jazz Band and actors and poets

#### **Family pantomime, The Guildhall**

13 – 15 December  
Delivered by seasoned panto professionals, enjoy a one-hour magical experience full of all the traditional pantomime ingredients(!)  
Approximate 45-minute performance followed by a 15-minute meet and greet with the cast.

#### **Silent Discos, The Guildhall**

Thursday 15 December.

There will be a family-friendly Christmas-themed disco from 6pm until 7.30pm. Following this, from 8.30pm until 10pm there will be an 80s themed silent disco for adults, linking in with The Novium Museum's 'I Grew Up 80s' exhibition. More about events and activities in Chichester city at <https://chichesterbid.co.uk/christmas-in-chichester-2024/>

### **Scam Awareness**

The Chichester District remains one of the areas with the highest amounts of money lost through scams in the country. Although figures have improved, between July and September of this year there were over 120 reports of scams in the Chichester area alone. Rich Moorey, one of the Community wardens at CDC is offering to run Scam Awareness courses. Rich's events cover several different, but prominent types of scams and fraud. These include courier fraud, where a person is contacted by a criminal claiming to be either from their bank or police and claiming their bank card is needed relating to a criminal case, and a person is on the way to collect. Rich also covers other types of financial and investment scams; romance fraud on dating apps and social media; fraudulent correspondence, letters, and emails; and rogue traders. According to a study by 'Which?' residents of Sussex made the most reports of dating scams, which involve duping people looking for love into transferring money to a fake romantic connection.

To request or attend a community event people should email: [CommunityWardens@chichester.gov.uk](mailto:CommunityWardens@chichester.gov.uk)

See Rich's top tips on: [www.chichester.gov.uk/fight-against-fraud](http://www.chichester.gov.uk/fight-against-fraud)

## **County Report Trotton Parish Council 3<sup>rd</sup> Dec 2024**

### **Highways**

#### **Velocity pothole jetpatcher**

It's three years since the new Velocity truck-based equipment was introduced and they now have three vehicles. The velocity road patching system is deployed proactively to treat larger areas of carriageways and some of the bigger potholes.

Jetpatchers will be covering rural areas from December 2024 to April 2025

Watch the velocity jetpatcher in action on the video: <https://www.youtube.com/watch?v=BbAnHKDV87c>

### **Full Council**

Full Council – 2 motions were debated on Winter Fuel Payments and on the A27 funding being withdrawn. Strong steer from Full Council that the status quo regarding the congestion on A27 unsustainable more lobbying required.

### **Climate Change / environment**

The [Quarter 2 Carbon Performance Report for 2024/25 \(PDF, 276KB\)](#), which covers activity within the scope of the County Council's 2030 net zero commitment, is now available.

### **Drainage**

WSCC has 156,000 drainage assets including gullies, manholes and soakaways which are cleared in a four-year program. The fastest speed highways are cleared every 6 months and the less used rural networks every year to four years. When gullies are checked they are cleared jet cleaned and tested to make sure that they are working.

Their data - 6,200 drains and gullies cleared in 2023, only 40 sites have had to be revisited.

For more details of the WSCC plan see: <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/winter-service/>

WSCC have produced a short survey for Town and Parish Councils to complete over the next couple of weeks. The survey is designed to help them gain insight into the actions the parishes are already taking and the processes you have in place to address riparian-related flooding.

<https://yourvoice.westsussex.gov.uk/riparian-survey>.

### **Bus fares update**

The single bus fare cap in England will be raised from the £2.00 that has been in place for two years, due to expire at the end of December 2024. Fares will go up to £3.00 from Jan 2025, to help with an ongoing cost of living crisis. 3.4 million people in England use buses, particularly in rural communities where there is heavy reliance on buses.

The new £3 cap, covering most bus journeys in England, will run until the end of 2025.

The Confederation of Passenger Transport said that raising the cap from £2 has avoided travellers facing a 'cliff edge' at the end of this year. But it also said: 'An increase to £3 will still present challenges for many passengers, particularly those who rely on buses as their primary means of affordable travel.'