

3rd DRAFT PATCHING PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF
PATCHING PARISH COUNCIL**

**HELD ON 13TH AUGUST 2020
by VIDEOCONFERENCE**

**Attending: Councillors Mr Paul Isaacs (Chairman), Mr Marc Pinnell,
Mr Richard Prior, Mr Colin Hutchinson, Mr Matt Hall**

Also present: Cllr Deborah Urquhart (WSCC), Mr Rick Romero (Clerk/RFO)

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Action</u>
1	<u>APOLOGIES:</u> Cllr Mike Clayden (ADC), PCSO Beth Fidling	
2	<u>DECLARATIONS OF INTERESTS</u> In accordance with the Local Government Finance Act all councillors declared that they had not defaulted on Council Tax payments for two consecutive months	
	<i>The meeting was suspended for public questions</i>	
3	<u>PUBLIC FORUM</u> <i>There were no questions as no parishioners had attended and no questions had been submitted to the council.</i>	
	<i>The meeting was resumed</i>	
4	<u>MINUTES OF PREVIOUS COUNCIL MEETING</u> The format of the minutes for the AGM and Ordinary Meetings of 14 May 2020 was queried and it was agreed that this would be revised. The content of the Minutes of the AGM and Ordinary Meetings on 14 May 2020 were approved, (proposed RP and seconded MH)	RR, PI
5	<u>MATTERS ARISING from meetings of 14 May 2020</u> PI referred to the Chairman's report regarding these matters	
7	<u>CHAIRMAN'S REPORT AND URGENT ITEMS</u> 1 Website updates 2 IT issues 3 Notable Correspondence	

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	<p><u>Item b (Action in Rural Sussex)</u> MP commented that despite several attempts it had not been possible to get a response. It was agreed to close the matter.</p> <p><u>Item f (Covid Community Champions)</u> The council are not aware of any nominations.</p> <p>4 <i>Actions Status</i></p> <p><u>Item a (Flooding)</u> RP commented that there had not been much change despite his detailed report. Arun Inspector had suggested a need to observe after a period of heavy rainfall. It has been noted that water flow actually misses the gulleys due to the fall of the road surface. It was felt that lack of maintenance over a long period had contributed to the present situation and that the southern end of France Lane was worst affected. It was thought that modifications would be expensive.</p> <p>Attention was drawn to flooding just south of Dulaney Lodge and the need for that surface water to be able to drain into the ditches. It was proposed that this matter might be addressed directly by the community and DU commented that Highways might be in favour. PPC would need to submit a proposal. RP offered to prepare a method statement and risk assessment. MP suggested that Alex Lock might be approached in this respect and agreed to contact him.</p> <p><u>Item f (Finger posts)</u> RR updated that only one post had been reported to the clerk by a parishioner and that had now been passed to PROW with four others that had been observed personally. A further post at the top of Patching Hill was about to be reported.</p> <p>5 <i>Planning and Licensing</i></p> <p><u>Item a(i) Green Oak House Road width.</u> It was suggested that no action be taken until the verge has been reinstated by the occupant of Green Oak House but then Highways might be approached to investigate both the road surface on the south side (at the eastern end of Coldharbour Lane) and the position of the white line.</p> <p><u>Item g Patching Pond.</u> Despite reassurances from SDNPA concerns were expressed regarding the works underway at Patching Pond. DU had been advised by the Director of Planning at SDNPA that there are currently no breaches of planning consent. Nevertheless it was felt that it would be prudent to continue to monitor work in progress at this site. PI proposed that, notwithstanding the reassurances received, further contact with AG of SDNPA should advise of PPC's concerns regarding the extent of the works; the similarity of the works to the pre-planning application that had been</p>	<p>RP MP</p> <p>RR</p>
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	<p>refused and ongoing concerns regarding retrospective planning permission.</p> <p>MP was disappointed that SDNPA were not proactive in the application of the NHP and that it had been necessary to remind both SDNPA and ADC of the requirements and constraints. It was suggested that it might be advisable to maintain a record of specific issues in this respect. The NHP identifies the conservation area and items of specific interest and value such as the flint walls around the village. It was agreed to draft a communication to AG.</p> <p>6 <i>Strategic Planning</i></p> <p><u>Item b A24 Feasibility Study.</u> DU asked to be kept informed of any suggestions and recommendations</p>	<p>PI</p> <p>CH</p>
8	<p><u>REPORTS</u></p> <p>Arun District Council – Confidential briefings have been received weekly. There was no further report specific to this meeting.</p> <p>West Sussex County Council - DU reported on:</p> <ul style="list-style-type: none"> • A259 works • Water shortage issue across the county • County Council ‘Keep West Sussex Safe’ campaign (regarding Covid 19 etc.) • Ash dieback • ‘Free TV Licence’ scams 	
9	<p><u>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Formal approval of expenditure – attention drawn to Account Summary for August 2020 • Financial Report – balance approx £6200 • Expected payments for year – attention drawn to unexpected cost of ICO registration (£35.00) • Expense Claims – claim submitted by Clerk/RFO and approved (proposed PI and seconded CH) • CIL monies – a reminder that £52.61 received must be used within the time constraints. It was suggested that it might be put towards repair/maintenance of the notice board. • Presentation of clerks ‘Analysis of Hours worked’ <p>MP reminded the council that councillors might be able to assist with some tasks that the clerk undertakes, in order to be cost-effective with the use of the precept. CH observed that the clerk’s presence was necessary</p>	

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	<p>and useful to avoid excess workload for the councillors and that the precept was not excessive.</p>	
<p>10</p>	<p><u>COMMUNITY ACTION</u></p> <ol style="list-style-type: none"> 1. Defibrillator – MH and MP had researched this and found that: <ul style="list-style-type: none"> ○ Village Hall and Noticeboard location options were less viable. ○ Church and ‘World’s End’ options were more viable both technically and for access. <p>RR commented that previous research had not revealed the option to rent the equipment. MP advised that this remained to be assessed financially.</p> 2. Road markings at west end of Coldharbour Lane – already discussed in the Chairman’s report 3. PROW fingerposts – already discussed in the Chairman’s report 4. Flooding at south end of France Lane - already discussed in the Chairman’s report 5. HELAA land update and community led housing – PI offered to communicate with SDNPA for more detail regarding HELAA 6. Items suggested by parishioners <ul style="list-style-type: none"> ○ New ‘Don’t Park Here’ sign for noticeboard – it has been observed that there are often cars parked at or near the junction of The Street and Coldharbour Lane in contravention of the recommendations of the highway code and thus obliging vehicles to be on the wrong side of the road at the junction. Chairman to draft a notice for distribution to parishioners living near the junction. ○ State of the noticeboard – it was suggested to approach the Village Society to seek volunteers for repair/replacement/funding of the noticeboard. RR referred to quotations having been sought from various local joiners and compared these with online pricing and materials. Several local people have already offered their services to assist with installation/signwriting etc. at little or no cost. MH reminded the council that the World’s End had 	<p>PI</p> <p>PI</p>

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	<p>offered, historically, to assist with a local project. Chairman to draft a letter to those concerned.</p> <ul style="list-style-type: none"> ○ Dog waste disposal bin – it is not recommended to put dog waste into an ordinary bin as it classified as 'hazardous waste' No response so far from ADC regarding provision of a bin. It was suggested that placing dog waste into a plastic bag and leaving it nearby is [undesirable] common practice. The use of a stick to 'Stick and Flick' (as notices at Whiteway's) was recommended. MH offered to design a notice/poster and MP could assist with printing and laminating. ○ Mr Ian Showell - this gentleman has not been seen for some time and the council are concerned for his welfare. It was proposed that our PCSO might be able to assist with this matter and CH offered to contact her. 	<p>PI</p> <p>MH/MP</p> <p>CH</p>
<p>11</p>	<p><u>PLANNING (SDNP) AND LICENSING (ADC)</u></p> <p>Applications: covered as Chairman's Report</p> <p>Licensing: covered as Chairman's Report</p>	
<p>12</p>	<p><u>DATA PROTECTION ISSUES</u></p> <ul style="list-style-type: none"> • Data Protection Policy – new document approved for use and publication on website • ICO Registration – Registration is now current and ongoing at £35 p.a. • Disposal of old parish documentation – RR stated that most documentation is now electronic and hardcopy is rare. Intention to circulate NALC guidelines for data retention periods for council to consider prior to next meeting. • The Way Forward – it was discussed that: <ul style="list-style-type: none"> ○ Microsoft 365 incorporating Teams etc. is desirable but unjustifiably expensive ○ PI expressed thanks on behalf of PPC to MP for having hosted data storage, however an alternative (e.g. free OneDrive account) to data repository currently hosted by JBA Group should be investigated. Any such facility should have 	<p>RR</p>

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	<p>adequate (e.g. >5GB) storage. MP accepts this but considered that If JBA were to continue hosting then this should be acknowledged in a Data Management Document (yet to be prepared).</p> <ul style="list-style-type: none">○ CH commented that the current policy of distributing and considering emails prior to meetings is conducive to more effective management and is also low cost.○ MH commented that the current method of videoconferencing using Zoom worked adequately well for PPC but there have been no parishioners in attendance.○ MP had distributed a list of points for consideration regarding a data management system. It was agreed that this should be compiled into a simple document (A4 sheet perhaps) to record PPC's data handling process. It was suggested that a 6 or 12 month audit to confirm compliance be instigated.○ There seems to be little benefit in adopting gov.uk email addresses but specific addresses to separate council communications from personal ones should be considered.	
13	<p><u>OTHER ITEMS</u></p> <ul style="list-style-type: none">• PI asked the council to consider the possibility of more frequent meetings or 'sub-meetings' between the normal scheduled quarterly arrangement as a lot of issues can arise during that period.• CH reiterated that the distribution of emails prior to meetings had been helpful in this respect.• MH considered that there is a need to discuss events between meetings and concurred with CH	
15	<p><u>DATE FOR NEXT (PRECEPT) MEETING</u></p> <p>Thursday 12 November 2020</p>	

Signed as a true and accurate record

Chairman
Patching Parish Council