

## PATCHING PARISH COUNCIL

### MINUTES OF THE VIRTUAL ORDINARY MEETING OF PATCHING PARISH COUNCIL HELD ON 11 FEBRUARY 2021 REMOTELY VIA ZOOM VIDEO CONFERENCE

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

Also present: Cllr Deborah Urquhart (WSCC), Ms Claire Fullman (Clerk) Mr Rick Romero (RFO) and one member of public

Agenda Item/Minute No	Subject	Action
1	<p><b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from PCSO Beth Fidling.</p>	
2	<p><b>DECLARATIONS OF INTERESTS</b> There were no declarations made.</p> <p>In accordance with the Local Government Finance Act all councillors declared that they had not defaulted on Council Tax payments for two consecutive months.</p> <p>Councillors also confirmed compliance with the PPC Data Protection Policy and were not aware of any breaches.</p>	
3.	<p><b>DATA PROTECTION</b> All members confirmed:</p> <ol style="list-style-type: none"> <li>1. That they had read and understood PPC's GDPR policies.</li> <li>2. That they hold no personal data in any manner contrary to those policies.</li> <li>3. That they agree to disclose any known, potential or perceived data breaches.</li> </ol>	
	<i>The meeting was suspended for public questions.</i>	
4	<p><b>PUBLIC FORUM</b> There was one member of public present who was present to observe and had an interest in agenda item 10.1 – Community Action – Ultra Fast Broadband. As the interest was in connection with an agenda item the member of public would be invited to speak when the item was covered.</p>	
	<i>The meeting was resumed.</i>	
5	<p><b>MINUTES OF PREVIOUS COUNCIL MEETING</b> It was brought to the attention of the council in minute number 9 – Finance, including Approval of Expenditure and Administration, that the financial year should be recorded as 2021/2022. Amendment was made and the minutes of the meeting held on 12 November 2020 were agreed by all and will be subsequently signed by the Chair.</p>	

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6.	<p><b>MATTERS ARISING from and PROGRESS ON ACTIONS (if not listed elsewhere in the agenda) of the meeting of 12 November 2020</b></p> <ol style="list-style-type: none"> <li>1. <b>7.4 - Ineffectiveness of gulleys by videoing at next opportunity of heavy rain.</b> Cllr. Prior confirmed that he had the opportunity but has not sent to Highways as yet. Cllr. Prior said this would be sent in the next few days when in an acceptable format.</li>   <li>2. <b>10.6 – Noticeboard</b> Cllr. Isaacs said he had re-circulated the copies of the quotes received and that he had contacted Roundstone Joinery, however, they have not yet got back to him and he would attempt to make contact again.</li>   <li>3. Rick Romero reported on the following items:  <b>Data Handling Document.</b>            An updated version has been circulated to all councillors. All amendments proposed have been included in the revised document circulated for councillors to look at. Rick Romero said that it remains for all councillors to agree and he would then change to a final version.   <b>Transfer of records to the cloud based system</b>            This was completed before the end of last year, everything that is needed is on the one drive system, however, there are problems at the moment with access. Rick confirmed that he was able to access but unable to change anything and that the Clerk cannot access. Cllr. Pinnell is aware and the issue is being dealt with.   <b>Data Retention Policies of Suppliers check for compliance</b>            One supplier had been identified that seemed relevant, Rick confirmed he had spoken to the supplier who had refused to supply any data sharing agreement, although the supplier confirmed that they do not have access to any personal data in their dealings with the council. No other suppliers were identified.   <b>7.2 – Planning Issues – Patching Pond</b>            Cllr. Prior said that after the PC had given approval for repair to gulleys. The owner had agreed that he would replace, however, since then the county council have put in 2 brand new gulleys in discharge for the outlay of the pond that heads on down towards Angmering and a satisfactory result was completed.   <b>Options for Clerks Replacement</b>            Introductions were made to all.            Thanks were expressed to Rick Romero for all his work as Clerk.</li> </ol>	<p>RP</p> <p>PI</p> <p>All</p> <p>RR,MP,CF</p>
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7	<p><b>CHAIRMAN'S REPORT AND URGENT ITEMS</b> The Chairman's report was received, with the following comments and updates:</p> <p><b>1. Broadband Funding</b> The member of public present was invited to speak, they explained that their broadband upload and download speeds are low and any improvement would be welcomed. The member of public said they had received notification of the scheme through letterbox flyer.</p> <p>The following comments and updates were provided:</p> <p>Out of 239 households approximately 130 households are required to express an interest.</p> <p>Cllr. Pinnell reported the number of expressions received was approximately 67. More interest is required.</p> <p>Process – Openreach will launch their project and will then contact us to pledge our vouchers, if not enough vouchers are pledged the process will stop.</p> <p>Further communications stated that all applications had to be in by 19 February 2021.</p> <p>Informed that the current scheme would end at end of March but be replaced with something similar but the area would probably not qualify as considered as part of the larger area of Worthing.</p> <p>Openreach have confirmed that they are putting their application in.</p> <p>Other communications about having to sign contracts has been questioned by Cllr. Pinnell direct to Openreach as previous discussions were no contractual.</p> <p>Cllr. Urquhart asked about the average monthly rental costs as it had been mentioned by some parishioners that it is expensive and so haven't signed up for it. The chairman said it would depend on new customer deals and that there are many deals from providers on the market.</p> <p><b>Actions</b> More publication out in the parish about the scheme Publication regularly in Along the Furlong Noticeboards</p> <p><b>2. Planning Issues</b> The chairman's report was received, with the following comments: a) Patching Pond Now has a Tree Preservation Order. It was said that there has been some activity there.</p>	<p>MP</p> <p>MP</p> <p>PPC</p>
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	<p>Cllr. Pinnell said that there had been communication from the Worthing Journal that hasn't been responded to and that we may or may not wish to respond. Subsequent email received – RR – Any breach of planning consent would be reported to the enforcement officer</p> <p><b>b) SDNP/20/05766/FUL</b> Michelgrove Bungalow Replacement bungalow (demolish existing fire damaged dwelling NO OBJECTION</p> <p><b>c) SDNP/20/04656/TCA</b> Robinswood The Street Patching Worthing West Sussex BN13 3XF T1 - Eucalyptus - Remove major northern limb growing into T2 to rebalance the tree. T2 - Golden Leylandii - Fell Tree NO OBJECTION</p> <p><b>d) Angmering Raceway</b> Due to noise coming from the racetrack contact had been made with Environmental Health where it was confirmed that 8 car events allowed in the winter months and 16 in the summer months. Mini bikes and cars are allowed any day with some restrictions. Arun District Council has recommended a noise diary is kept</p> <p><b>e) Rampion 2</b> An invitation to participate in the consultation was received. The chairman and Cllr. Pinnell reviewed the route. The chairman explained that there is a central route with a cushioning that may just touch the parish and it was concluded that it didn't affect the parish and no need to be involved.</p> <p>WSCC Cllr. Urquhart added that the virtual platform for the consultation was good and worth looking at.</p> <p><b>3. Parish and Parish Council Matters</b></p> <p><b>a) Noticeboard Repair / Replacement</b> As per minute no 6.2. The Village Society has agreed £475 funding. The parish council will need to cover VAT, installation costs and signwriting.</p> <p>Cllr Hutchinson mentioned that he knows of a signwriter and would endeavour to make enquiries.</p> <p><b>b) Clerk</b> As per minute number 6.</p> <p><b>c) Mapping software</b> Request from Process Matters for PPC to fund access to Parish Online so can upload planning maps to the PPC website.</p>	<p>CF</p> <p>PI</p> <p>CH</p>
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	<p>Declined as can be obtained through other platforms.</p> <p><b>d) Defibrillator</b> To report under separate agenda item.</p> <p><b>e) Christmas Tree Lights</b> Thanks expressed to Rick Romero, Cllr. Prior and John Best for their efforts in reinventing the lights and thanks expressed to Rob Hogarth for allowing use of his property and electricity to facilitate.</p> <p><b>f) Traffic in France Lane / The Street</b> Cllr. Hall said he had not yet contacted WSCC as yet as there wasn't a consensus on the way forward. Cllr. Hutchinson questioned the power of enforcement.</p> <p>Cllr. Pinnell made reference to the Neighbourhood Plan (NHP) which makes clear statements and the parishes opinion on road signage which should be consider in decision making. To be mindful that road signage could be contrary to the NHP and a consultation may be the means of addressing.</p> <p>Cllr. Hutchinson drew attention to the one way system at the top of Dappers lane in Angmering which is routinely ignored and the priorities at this point had now been changed.</p> <p>Cllr Hall added that natural obstacles are more effective than signs and mentioned the scheme about changing the verges which may help.</p> <p>Cllr. Pinnell mentioned about the Sussex Safer Roads, working with communities, providing training for speed recording.</p> <p>Verge damage as the result of the road works was discussed. Cllr. Urquhart stated that the contractors would need to be contacted and that WSCC have agreed that UK Power Networks should reinstate the verges along the Long Furlong, confirmation has not yet been received, if they refuse, the Highways Inspector will do what they can to reinstate the verges.</p> <p>Cllr. Urquhart added that the verges in Patching were encroaching on the road and would probably not be reinstated. Cllr. Urquhart will forward email from Highways with regards to risk assessments and contacts with UK Power Networks. WSCC will be replacing the road sign.</p> <p>Cllr Pinnell suggested an appropriately worded letter to UK Power Networks.</p> <p><b>Actions</b></p> <p>1. Follow up the SDNP verge scheme.</p>	<p>CF</p> <p>CF</p> <p>CF</p>
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	<p>2. Clerk to contact Community Speedwatch Coordinator to discuss options for the parish</p> <p>3. Cllr Pinnell to draft letter to UK Power Networks</p>	MI
8	<p><b>REPORTS</b></p> <p>West Sussex County Council – Cllr. Deborah Urquhart reported on:</p> <ul style="list-style-type: none"> <li>• New online pothole reporting form on website and said that just over 20,000 had been fixed last year, compared to 16,000 the previous year.</li> <li>• Verges – launching scheme “Wild in our Neighbourhood” and asking communities if interested in adopting a community road verge for re-wilding and wildflowers. Information can be found on Active Communities at West Sussex County Council.</li> <li>• COVID 19 – vaccination roll out, buss pass rules have been relaxed to enable travel to vaccination location.</li> <li>• Budget proposals – 1.99% Council tax – max increase and 3% Adult Social Care precept. Within the budget, additional £12 million in highways for signage, vegetation cut back and white lines. £10million to meet climate change commitments.</li> <li>• Libraries are offering a remote digital support workshops.</li> </ul>	
9	<p><b>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• <b>Formal approval of expenditure</b> Rick Romero reported on the expenditure during this period as follows: Clerk’s salary HMRC payments Christmas Lights</li> </ul> <p>It was reported there were no invoices requiring payment, no expenses claimed and no VAT reclaim.</p> <ul style="list-style-type: none"> <li>• <b>Financial Report</b> Rick Romero said that he had circulated the budget and bank reconciliation to all councillors and reported that the budget is better than predicted due to clerks salary being postponed for a couple of months. Predicted expenditure would be potential costs for a defibrillator cabinet and noticeboard.</li> </ul> <p>Rick Romero reported that the precept was agreed at the meeting held on 20 November 2020, to remain unchanged at £4000.00 and informed all that Arun District Council were advised by email on 27 December 2020, well ahead of the 7 February 2021 deadline. The precept would be expected in two tranches on 9 April 2021 and 10 September 2021. Rick also confirmed that PAYE for the clerk had been completed.</p>	

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10	<p><b>COMMUNITY ACTION</b></p> <ol style="list-style-type: none"> <li>1. <b>Ultra Fast Broadband</b> – Covered under agenda item 7.1</li> <li>2. <b>Noticeboard</b> – Covered under agenda item 7.3a</li> <li>3. <b>Patching Pond</b> – Covered under 7.2a</li> <li>4. <b>Defibrillator</b> Rick Romero said that he had previously circulated a report but had some development where he had been in contact with Sally Holmes, Angmering Community First Responder, as she had been conducting CPR courses at the library. Rick said that he had attended a course to see how they were teaching and was impressed with Sally’s enthusiasm. As the British Heart Foundation were no longer providing funding, Rick discussed with Sally and Sally generously offered a defibrillator at no cost for Patching, with the condition being that PPC purchase a cabinet to mount it in. <p>A discussion was had with regards to cabinet options. A location of the Old Laundry in France Lane had been identified as potential site and an offer had been made with regards to providing electricity. Rick confirmed that there were no planning issues.</p> <p>A suggestion of a glass bar was made to prevent casual interference with the equipment. Rick said that Clapham’s device had an alarm on it and he was happy to coordinate training which would be free and would be happy to monitor/maintain the device.</p> <p>Cllr. Pinnell highlighted that the installation would still be in the conservation area and would like to be reassured of what it would look like and where situated at the Old Laundry.</p> <p>It was <b>PROPOSED</b> by Cllr. Pinnell, <b>SECONDED</b> by Cllr. Prior and <b>AGREED</b> by <b>ALL</b> for the expenditure of up to £1000.00 for provision of a defibrillator and appropriate cabinet of an acceptable design/colour to the parish council.</p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Rick Romero to provide images</li> <li>2. Rick Romero to liaise further with Sally Holmes</li> <li>3. Clerk to liaise with SECAMbs and Rick Romero about cabinet</li> </ol> </li></ol>	
11	<p><b>PLANNING (UNDER SDNPA) AND LICENSING (UNDER ADC)</b></p> <p><b>Applications:</b> covered under agenda item 7.2. Cllr. Pinnell commented that the Worthing Plan was out for consultation. The chair commented that an area of concern would be the potential for building development of 60 houses near Tesco and Titnore Lane.</p> <p><b>Licensing:</b> None</p>	
12	<p><b>EMPLOYMENT AND APPOINTMENTS</b></p> <p>Covered under agenda item 6</p>	
13	<p><b>OTHER ITEMS</b></p> <p>Councillors’ availability:</p>	

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	<p>It was requested if councillors could inform the Clerk of potential unavailability.</p> <ul style="list-style-type: none"> <li>• <b>Unresolved matters</b> - None</li> <li>• <b>Any other business</b> - Rick Romero mentioned a degree of risk where the padlocked gate is located where the contractors are and if someone had an accident and suggested that the parish council have their own padlock. Rick to look into costs and advise at next meeting.</li> </ul>	RR
14	<p><b>DATE FOR NEXT MEETING</b>  Ordinary meeting and Annual General meeting was confirmed to be held on Thursday 13 May 2021 at 19:00hrs.</p>	
	The meeting closed at 20:54	

Signed as a true and accurate record

Chairman  
Patching Parish Council