

PATCHING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF
PATCHING PARISH COUNCIL
HELD ON TUESDAY 4TH MAY 2021 at 19:00
HELD VIRTUALLY USING ZOOM VIDEO CONFERENCE

Present: Councillors Paul Issacs; Marc Pinnell; Matt Hall; Colin Hutchinson and Richard Prior

In Attendance: Claire Fullman (Clerk); Rick Romero (RFO); West Sussex County Councillor Deborah Urquhart; Arun District Councillor Mike Claydon

South Downs National Park Authority Representatives: Andy George and Heather Lealan and 2 members of the public.

| Minute No <i>Year/Agenda Item/Min No</i> | MINUTE | Action |
|--|---|-----------------|
| 21/01/001 | ELECTION OF CHAIRMAN Cllr. Paul Isaacs was elected as Chairman of the Parish Council for the coming year of 2021/2022. PROPOSED by Cllr. Colin Hutchinson, SECONDED by Cllr. Matt Hall and AGREED by all. | |
| 21/02/002 | SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN Due to ongoing circumstances and the meeting being held virtually, Cllr. Paul Isaacs agreed to sign the Chairman's Declaration of Acceptance of Office at the earliest opportunity. | PI/Clerk |
| 21/03/003 | APOLOGIES FOR ABSENCE Apologies for absence were received from PCSO Ronia Rateiwa. | |
| 21/04/004 | DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS ON AGENDA ITEMS There were no declarations made. | |
| 21/05/005 | APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 FEBRUARY 2021 The minutes of the meeting held on 11 February 2021 were approved. <i>Due to attendees' other commitments, it was agreed to move agenda items to enable participation (as reflected in the minute number): AGENDA ITEM 10 – REPORT FROM ARUN DISTRICT COUNCILLOR AGENDA ITEM 12 – SOUTH DOWNS NATIONAL PARK AUTHORITY</i> | |
| 21/10/006 | REPORT FROM ARUN DISTRICT COUNCILLOR Cllr. Clayden had nothing to report but informed all present that it would be interesting times as Arun District Council (ADC) were moving to a committee structure. | |
| 21/12/007 | SOUTH DOWNS NATIONAL PARK AUTHORITY 1.To receive an update from SDNPA on Patching Pond Andy George, Representative from South Downs National Park | |

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Authority (SDNPA) informed all that Patching Pond matters were first reported around 15 September 2020, initially as clearance work. As this was not breach of planning, there was nothing from a planning enforcement perspective that could be done.

When waste was imported to the site, positive action was taken by the SDNPA in the form of a Temporary Stop Notice to stop the landowner from importing any further waste. This needed to be followed up within 28 days for a Full Stop Notice and Enforcement Notice to remove the waste and this was the process taken.

Members of the public were then reporting that trees were being removed and each time there was a report, the SDNPA had their tree consultants out to assess. A decision was made to apply for a Tree Preservation Order which was confirmed in January 2021.

The SDNPA received further reports of waste/soil/aggregate being imported and a meeting was held with the landowner, SDNPA and the Environment Agency (EA). The EA attended as there was a report of asbestos and cement being dumped in the pond, which raised concerns. Arun District Council Water Engineers have also been involved.

Andy said that the landowner has until 24 July 2021 to comply with the Enforcement Notice and if it is not complied with there would be consideration to take the matter further.

In connection with the Stop Notice, Andy said they are currently in consultation with Legal Services over the next steps to take and that the EA are looking at their relevant powers to see what action they may take.

Andy advised that parishioners should not deliberately go to the site to record activity and should only do so if passing the site during everyday business. He confirmed that at the moment, the SDNPA, have done as much as they can within Planning Legislation.

Andy then invited questions:

Cllr. Isaacs asked if the SDNPA know what the landowner has planned with the site. Andy said that at this stage there has not been any engagement with Planning Officers in a pre-application process. Although the landowner has been advised to do so on a number of occasions and confirmed that the parish and immediate neighbours would be consulted upon receipt of a planning application.

Cllr. Hutchinson asked if the meeting with the landowner was constructive. Andy said it was constructive in that the message was given.

Cllr Hutchinson asked if the concrete on site was conducive to

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landscaping. Heather Lealan said that the landowner was clearly advised that as there is no topsoil it would be impossible for anything to grow, so the waste would need to be removed before landscaping.

Cllr. Hutchinson said that if contaminated ground was being brought on to the site and soaking into the pond, to the water way, affecting fish life and the aquifer, then wasn't it a matter of urgency to deal with. Heather Lealan responded saying that the EA were conducting soil testing to determine contamination and is why the EA are involved as it is their area of expertise.

Cllr. Pinnell asked if the SDNPA could expand more on their judgement that it is not a development related issue. Andy responded saying that there is a development aspect as waste has been imported and has changed the land layout levels as this is engineering works, a planning application would be required. Andy further said that it could be referred to as landscaping but because of the amount of waste imported it is engineering works.

Cllr. Pinnell then referred to Patching Neighbourhood Plan (NHP) and that there is a policy relating to Patching Pond and asked to what extent would the SDNPA consider this in their determination. Heather responded saying that if an application was submitted, the SDNPA would need to take into account policies in the NHP and that at this time there is no planning permission for what has been done and so the site is in breach of planning control. The importation of waste is development itself with engineering works, raising ground levels, importation of waste for which there is no planning permission to do so. If there were to be an application submitted it would need to be in line with the Patching Neighbourhood Plan and the South Downs Local Plan.

It was asked if it were found that the pond, water, aquifer, flow to Black Ditch, eventually to River Arun was contaminated by these works what powers would the EA have to rectify. Andy said that this would be down to the EA to take that action and could not say what powers they would enact and that the SDNPA were only dealing with the breaches of planning. Heather added that the EA have much stronger powers than the SDNPA in terms of prosecuting polluters. It was confirmed that the SDNPA were working closely with the EA.

Cllr. Prior said that it appears that there is also storage of equipment on the site and looks as though it is being used as a storage depot. Andy said that this has not been dismissed.

Cllr. Hutchinson said there was concern that the Landowner would do what they wanted to do and then submit a retrospective planning application and if there was anything that could be done to prevent that from happening. Andy said that it would depend on what the planning application was for and that if that happened it would not mean they would get permission.

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Andy said that frustrations were understood and that a lot of hours has gone into Patching Pond and confirmed that he would keep the parish updated.

2. Any other matters

There were no other matters discussed.

21/06/008 CHAIRMAN'S REPORT

The Chairman's report was received.

In connection with the broadband funding Cllr. Isaacs said he would write to Andrew Griffith MP to inform him of the outcome. He also added that the community were not eligible for the new scheme.

DCMS had contacted about hard-to-reach rural communities getting faster broadband. Cllr. Pinnell is working on creating a response which will be circulated to all members.

Yard Lights – Cllr. Urquhart added that work was done but clearly not enough and that a further response was awaited, for background information, Cllr. Urquhart said the depot had been operating for some time without adequate lighting which raised health and safety concerns.

Cllr. Pinnell said that he had attended a webinar on Dark Skies held by the South Downs National Park Authority and that it could be something that WSCC should be aware of and referenced the Technical Advice Note for good practice and South Downs National Park commitment of being 1 of 20 Dark Skies Reserves globally and if should be something that WSCC should give some accord to with their lighting design. Cllr Urquhart said that the SDNPA did look at it and it was not a planning issue.

21/07/009 CLERK'S REPORT

There was nothing to report.

21/08/010 PUBLIC CONSULTATION

There was one member of public present at the time, no questions were asked.

21/09/011 REPORT FROM WEST SUSSEX COUNTY COUNCILLOR

Due to the period before election, Purdah, Cllr. Urquhart had nothing to report but added, that another factor to the depot lighting issue was that the depot was broken into recently and CCTV equipment has been installed and lighting needs to be a certain strength.

21/10/012 REPORT FROM ARUN DISTRICT COUNCILLOR

It was agreed by all to move this item to enable participation – reference minute number 21/10/006 above.

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21/11/013 REPORT FROM PCSO

PCSO Ronia Rateiwa was unable to attend the meeting, however provided a verbal report that she had recently taken over the area and said that there was low crime with 8 crimes reported since February 2021 and that she had not yet conducted any foot patrols.

Members stated that it would be good to see a presence with foot patrols and queried the number of crimes reported. The Clerk said she would make contact and check if they were specific to Patching only.

Clerk

21/12/014 SOUTH DOWNS NATIONAL PARK AUTHORITY

1. To receive an update from SDNPA on Patching Pond
2. Any other matters

It was agreed by all to move this item to enable participation – reference minute number 21/12/007 above.

21/13/015 PLANNING

1. Case no: SDNP/21/01757/HOUSE

Location: Saddlestones The Street Patching West Sussex BN13 3XF

Proposal: Retrospective application for potting shed/greenhouse, and fruit cage.

Closing Date for Comments: 10th May 2021

PPC Comments: After discussion, the council had no objection.

2. Case no: SDNP/21/01686/HOUS

Location: Green Oak House Coldharbour Lane patching Worthing West Sussex BN13 3XE

Proposal: Garden Shed, installation of air source pump and extension to drive and parking area.

Closing Date for Comments: 10th May 2021

PPC Comments: Patching PC supports this application in principle; our made NHP (Policy PLACES 16) notes that "Domestic installations of energy harvesting and recovery systems will be supported provided they comply with the policies within the Development Plan, particularly PLACES 5 in terms of discrete design and siting".

On this basis, the PC does not object to the application, but requests that suitable consideration is given to appropriate siting, and if appropriate noise reduction measures are taken, in order to ensure compliance with BS-EN 12102-1

The Clerk advised that it would be in the interest of the Parish Council to have a Parish Council account to submit comments to planning applications. Cllr Isaacs said he would look into this.

PI

3. Dark Skies Webinar

Cllr. Pinnell reported that he had attended the webinar. There

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were two a year, one in spring the second in autumn, along with a workshop, 15 June 2021, and is the extent of engagement with parishes. He informed all that the National Park is a designated International Dark Sky Reserve and is one of twenty globally.

A Technical Advice Note had been prepared and a consultation ongoing with NPPF relating to Dark Skies, there is a Planning Policy in the South Downs Local Plan. There were comments on best practice for colour, temperature, luminescence and spill and how they should be incorporated in design.

Cllr. Pinnell said that it was interesting but there were no specific items for the council to act upon.

Cllr. Hutchinson asked if there was a particular bright light, is there any action that is supposed to be taken by SDNPA. Cllr. Pinnell said that there was little comment on enforcement.

21/14/016 CPRE SUSSEX – QUIET LANES

Cllr. Isaacs informed all of communications received from CPRE, as previously circulated to all members, and said that at this stage they were looking for expression of interests. It was agreed for the council to request further information. **PI**

21/15/017 APPOINTMENT OF PARISH COUNCILLORS TO REPRESENT THE COUNCIL ON OTHER ORGANISATIONS

It was agreed that there would be no specific appointments made to other organisations.

21/16/018 FINAL ACCOUNTS AND ANNUAL RETURN 2020/2021

Cllr. Pinnell said that it was previously resolved by the council to have a standing item on the agenda for members to declare they had not defaulted on council tax payments and for councillors to take this into consideration before voting on financial matters. The Clerk informed all, that declarations of pecuniary or non-pecuniary interests on agenda items covered this but would include on future agendas.

1. To receive and approve the final accounts for the financial year ended 31st March 2021.

Rick Romero (RFO) reported that the final accounts had been viewed and checked by internal auditor and that it is a requirement for the council to declare exemption from external audit as dealings are less than £25,000.

The final accounts for the financial year ending 31 March 2021 were approved by all members.

2. To approve the Annual Governance and Accountability Return 2020/2021

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** to approve Section 1 of the Annual Governance

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and Accountability Return 2020/2021.

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** to approve Section 2 of the Annual Governance and Accountability Return 2020/2021.

The RFO, Clerk and Chairman will make arrangements for signing due to the meeting being held virtually. **RFO/Clerk/PI**

21/17/019 FINANCIAL REPORTS

1. Income and Expenditure

There were no questions arising and approved by all.

2. List of payments

There were no questions arising and approved by all.

3. Bank Reconciliation

There were no questions arising and approved by all.

4. Audit

This was covered under minute number 21/16/018.

The RFO added that there are a couple of items where the council can reclaim VAT and that this will be looked into. **RFO**

21/18/020 FINANCIAL REGULATIONS

The Clerk explained the amendments made to the Financial Regulations. Cllr. Isaacs mentioned the heading date, the Clerk confirmed this would be changed to 2021. The RFO, confirmed that the document was completely acceptable.

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** to adopt the new version of the Financial Regulations. **Clerk**

21/19/021 CODE OF CONDUCT, REGISTER OF INTERESTS AND EMAIL ADDRESSES

1. Code of Conduct

The Clerk explained that Arun District Council (ADC) would like all levels of government across the Arun District to be working with the same Code of Conduct.

Cllr. Pinnell said that it was not too different to the existing Code of Conduct and said that his recommendation would be for the council to adopt.

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Pinnell and **AGREED** by **ALL** to adopt the new Code of Conduct. **Clerk**

2. Members Declaration

The Clerk then informed all that as the Council had adopted the new Code of Conduct that all members would need to sign the Members Declaration. The Clerk would arrange to collect from all councillors to send to ADC. **ALL / Clerk**

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3. Register of Interests

The Clerk informed all that ADC are happy to accept email confirmation from all councillors saying that having reviewed their Register of Interests currently published that there are no further changes to be made.

Cllr. Marc Pinnell asked if the email would be publicised as previous Register of Interests submitted have been signed and dated. Clerk to ask ADC. **Clerk**

The Clerk said if members would prefer to complete a new Register of Interest form that can do so. **ALL / Clerk**

4. Email Addresses

The Clerk informed all members of the risks involved with using their own personal email addresses and the potential needs and reasons of having to have access to their email accounts. The Clerk said that if the council did not want to go down the .gov.uk email address route then a separate email account for council business was recommended. The Clerk brought to members attention that Cllr. Hall already has an email address specifically for Parish Council business and strongly recommended that all members consider this.

Assistance from members to other members was offered to enable this.

21/20/022 PUBLICATION SCHEME

Cllr. Isaacs said there was a requirement for the council to have a Publication Scheme which establishes guidelines on what we keep, where kept and how outside parties can obtain hard copies. Cllr. Isaacs confirmed he has drafted a version to be reviewed by the Clerk, to be circulated to all members for adoption at the next meeting. **ALL**

21/21/023 DEFIBRILLATOR

The RFO reported that the defibrillator was now installed and available for use and that videos were circulated to members. He also confirmed that he will maintain and check the device and that the existence of the defibrillator needs to be advertised.

Cllr Isaacs said that he had watched the videos and that they were highly informative. Training for members of the public and venues was discussed, and more information would be sought. **RFO**

The RFO reported that the expiry of the pads was 2023, with the battery life span being 4 years. The battery is 4 years old, and replacement would cost approximately £300.00. Cllr. Isaacs said that the council should start budgeting to cater for expenditure. The RFO had calculated that between £250.00 – 300.00 would cover all, which would include the cost of a new defibrillator when required.

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The RFO then mentioned that this machine would require paediatric pads for use for children and that adult pads could be used on anybody who weighs more than 25kilos.

The RFO expressed thanks to Sally Holmes, Community First Responder, SECAMB, Ann Hurst (for providing a location) and John Best (for installation assistance) for making the defibrillator happen.

After further discussion it was agreed to consider the budget for the defibrillator when setting the precept, that paediatric pads were not required and theft deterrent to be investigated.

RFO/Clerk

Thanks was expressed to Rick for his work.

21/22/024 PADLOCK ON GATE

The RFO reported further on the padlock for the gate. After discussion, Cllr. Isaacs said that if we cannot get the landowners permission to put a padlock on the gate then we were not able to proceed.

21/23/025 PUBLIC NOTICEBOARD

1. To consider the safety and use of the noticeboard.

Covered under minute number 21/06/008.

2. To consider and agree if necessary, any costs involved/quotations received, to enable safe use of the public noticeboard.

Covered under minute number 21/06/008.

21/24/026 MINUTES LOCATION

The Clerk said that signed, hard copy minutes would need to be kept and suggested that the documents were held by Clerk to be passed over with the position when required. This was approved by all.

Clerk

21/25/027 ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA

The RFO said that access to the OneDrive was proving problematic.

The Clerk confirmed that chased UKPN and Freedom Group with regards to the verge reinstatement.

Cllr. Pinnell said that it had previously been resolved that members declare they had cleared personal data and was conscious that data is held from the broadband project which should now be deleted. Cllr. Isaacs said he would arrange.

PI

21/26/028 DATE, TIME AND LOCATION OF NEXT MEETING

1. To agree the date and time of the next meeting for 19th August 2021 at 19:00

The 19 August 2021 was agreed for the next meeting pending the outcome of booking a suitable venue.

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- 2. To consider the provision of the location for the next meeting in accordance with current legislation available**

Cllr. Hutchinson expressed concerns of meeting in the committee room as was small and to look into costs for the main hall. Clerk to look into costs and availability. **Clerk**

Signed
Chairman

Date.....

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