

# PATCHING PARISH COUNCIL

MINUTES OF THE  
PATCHING PARISH COUNCIL MEETING  
HELD ON THURSDAY 12<sup>th</sup> MAY 2022 at 19:00  
HELD IN THE MAIN HALL AT CLAPHAM AND PATCHING VILLAGE HALL

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

**In Attendance:** Claire Fullman (Clerk); Rick Romero (RFO); Cllr Deborah Urquhart (WSCC); Karen Coleman.

| <b>Minute No</b><br><i>Year/Agenda<br/>Item/Min No</i> | <b>MINUTE</b>   | <b>Action</b> |
|--|---|---------------|
| <b>22/01/020</b>                                       | <b>ELECTION OF CHAIRMAN</b><br>Cllr. Pinnell put himself forward for Acting Chairman. All members agreed.   |               |
| <b>22/02/021</b>                                       | <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN</b><br>Cllr. Pinnell signed the declaration of acceptance as an Acting Chairman   |               |
| <b>22/03/022</b>                                       | <b>ELECTION OF VICE CHAIRMAN</b><br>It was agreed to wait until the council had settled before considering if to elect a vice chairman.   |               |
| <b>22/04/023</b>                                       | <b>APOLOGIES OF ABSENCE</b><br>There were no apologies of absence received. Thanks were expressed to Paul Isaacs for his contribution to the council over the years.  |               |
| <b>22/05/024</b>                                       | <b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA</b><br><b>Councillors are also required to confirm they are not in arrears with council tax.</b><br>There were no declarations made.   |               |
| <b>22/06/025</b>                                       | <b>DATA PROTECTION</b><br>All councillors confirmed the following:<br>1. That they have read and understood PPC's GDPR policies<br>2. That they do not hold any personal data in any manner contrary to those policies.<br>3. That they agree to disclose any known, potential, or perceived data breaches. |               |
| <b>22/07/026</b>                                       | <b>APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 FEBRUARY 2022</b><br>The minutes of the meeting held on 24 February 2022 were approved as an accurate record and subsequently signed.   |               |

## **PATCHING PARISH COUNCIL**

### **22/08/027 CO-OPTION TO CASUAL VACANCY ON PATCHING PARISH COUNCIL**

Cllr. Colin Hutchinson handed his resignation to the acting chairman and took a seat as a member of the public; thanks were expressed to Colin for his contribution to the council.

There were two expressions received for the casual vacancy following Paul Isaacs resignation. The Clerk gave an overview of the process and explained that if there were two expressions of interest for the current casual vacancy a majority vote would be needed to co-opt one to the council. As Colin Hutchinson had handed his resignation to the council, this would need to go through the process of Arun District Council being notified and the council having to await 14 working days before being able to co-opt to the council to fill the vacancy.

Cllr. Pinnell welcomed Karen Coleman to the council meeting and thanked both Rick Romero and Karen Coleman for their expressions of interest in the current vacancy.

Both candidates were then invited to speak and introduce themselves to the council.

Cllr. Prior asked if the council could co-opt all candidates, if more than one, who may express an interest for the vacancy created by Colin Hutchinson's resignation. The Clerk said that the council can only co-opt the number of candidates as per the number of casual vacancies advertised and that the number of councillors the council have is as per the constitution of the council, of which was confirmed by the elections department at Arun District Council as being five members of Patching Parish Council.

After further discussion, Cllr. Pinnell opened the vote to the casual vacancy as created by Paul Isaacs' resignation.

Those in favour of co-opting Karen Coleman were a show of three hands and was therefore carried as the majority vote.

Thanks were expressed to Rick Romero for expressing an interest in the casual vacancy.

Cllr. Karen Coleman was then invited to take her seat with the council and Cllr. Pinnell gave a brief overview of the council.

### **22/09/028 PUBLIC FORUM**

Colin Hutchinson said that the council meetings can become well attended with parishioners.

### **22/10/029 REPORT FROM WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was present and asked if the council receive the electronic bulletins from West Sussex County Council (WSSC). The clerk confirmed that the council does receive. Cllr. Urquhart said that there is a monthly

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one about the environment and climate change, the new one will include a link to the relevant web page.

In terms of issues within the village, Cllr. Urquhart reported that with regards to the man in the van, outside The Fox. WSCC managed to get a court order to have the vehicle removed, when WSCC were able to serve the notice, the person had disappeared and the vehicle then became an abandoned vehicle, which was then in the district council's remit. Arun District Council then had to obtain a court order. When the district council were in a position to serve the order. The owner was present and said that the vehicle was not abandoned. It was noted that the vehicle has now gone.

WSCC had also made contact with the owner of the bus that was parked in the layby, the bus was eventually moved to the rear of The World's End.

Cllr. Urquhart said that there had been lots of complaints about the goats. The reports had started with regards to the goat's wellbeing and then to the goats escaping. Both Highways and the Police were called out. Highways had said that it was a police matter. The Highways inspector had contacted the owner, with the owner being reminded of their responsibility that should there be an accident caused by the goats being loose that the owner would be personally liable.

Cllr. Prior said that keeping goats requires a licence. Cllr. Urquhart said that the Highways Inspector is monitoring the situation and will continue to remind the owner of their responsibilities.

Cllr. Urquhart said that there were some speed checks along the Long Furlong, with one just passed the Village Hall and a further two near Findon.

Cllr. Urquhart said that the levelling up bill was the previous day and when WSCC receive the notes she would be happy to pass on.

Cllr. Urquhart then invited any questions.

**22/11/030 REPORT FROM DISTRICT COUNCILLOR**

There was no report.

**22/12/031 REPORT FROM PCSO**

There was no report.

**22/13/032 CORRESPONDENCE**

The Clerk said that there had been correspondence received in relation to The Fox pub. Cllr. Pinnell said that the parishioner had been very proactive in liaising with the relevant authorities and that the only thing parish council might consider is the request to publicise to other parishioners the need to report noise pollution.

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Cllr. Prior had a view that they had gone ahead without planning consent and moved the tent to a different position and started having events before the allotted time, which may be from April to September.

Cllr. Pinnell said that as all the relevant authorities were involved that all the parish council could do was to invite parishioners to report to Environmental Health. Cllr. Prior mentioned that it was on the boundary of Angmering.

Cllr. Hall said that it may be the letting parishioners know what the process was, but if they were not affected by the noise, they may not come forward.

It was concluded that the parish council could informally speak with parishioners advising them to report to Environmental Health, it was noted that Andrew George from the SDNPA was already engaged.

### **22/14/033 APPOINTMENT OF PARISH COUNCILLORS TO REPRESENT THE COUNCIL ON OTHER ORGANISATIONS**

Cllr. Pinnell said that on occasions these had been attended when felt it was appropriate or necessary and as such the council will continue to monitor the meeting agendas and attend as appropriate.

### **22/15/034 PLANNING / SDNPA**

#### **1. Case Number: SDNP/22/02121/HOUS**

**Location:** Selden Farm, Selden Farmhouse Selden Lane Patching West Sussex BN13 3UL.

**Proposal:** Proposed two storey rear extension to the existing dwelling with associated, internal alterations and new dormer window to first floor.

The Clerk informed that planning decisions should be made in a public forum due to transparency. Cllr. Pinnell said that time frames to submit a comment. The council had decided an approach to a planning application based initially on the council's own statement around how to deal with planning applications subsequently on the council's Neighborhood Plan, then record and made transparent at a public meeting and if that needs to be documented on the council's standing order for planning applications could be a way forward.

Further discussions were had, and it was agreed it may be an item for a long-standing chairman to look at.

Cllr. Pinnell asked for members of the council to contact him with any responses for the above planning application.

Cllr. Pinnell reminded all that the Neighbourhood Plan has two policies relating to extensions.

#### **2. There were no other matters to consider.**

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### 22/16/035 THE QUEENS PLATINUM JUBILEE

1. Cllr. Richard Prior had previously circulated reports  
Cllr. Prior said that a key thing to deal with was wet weather, if the weather is fine the event can accommodate a lot more people. The whole event starts at 12pm on Thursday 2<sup>nd</sup> June 2022 with a nominal fee of £5 per adult, includes a BBQ and trimmings, a beer tent, lots of games and in the afternoon, there is a tea dance in the hall with a pianist, the hall will need to be cleared quickly afterwards.

In the evening there will be a bonfire in the field at the forge starting at 9:30pm, bring your own food and drink.

Cllr. Pinnell asked about the council's liabilities. Cllr. Prior said that previously the council had agreed to fund up to £500.00 for the event and at the moment the full £500.00 may not be required.

Cllr. Pinnell asked if there was any surplus remaining from the budget if there was something permanent that could be done to commemorate. Rick Romero, RFO, asked how the money was being collected as he had been asked if parishioners could pay directly through bank transfer. Rick said he would need to know who had paid and have any relevant invoices.

Cllr. Pinnell thanked Cllr. Prior for the comprehensive notes and reports.

2. There were no other matters to consider.  
It was noted that more people could attend the bonfire and that this part of the event was free.

### 22/17/036 REVIEW OF ACTIONS UNDERTAKEN 2021/2022

A review of actions as summarised was reported on. In connection with an action for the replacement of damaged road signs Cllr. Urquhart said Highways were aware of it. The Clerk said that a report was made to the Highways Department with a response being received that the Highways Inspector has photographed the areas where the signs once were and that the query has been passed to the Traffic Team.

With regards to the flood lights at WSCC Depot. Cllr. Urquhart said that this had been investigated and that the lights were required due to Health and Safety.

Further to the enquiry with regards to dog bins, the Clerk said that this had been sent to Arun District Council Cleansing Department and a response had not been received.

**Action: Clerk to chase.**

Further to the actions about speed limits, it was noted that Clapham

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Parish Council had been approached. Cllr. Urquhart said that anyone can go online to request a TRO. After discussion, it was agreed to resume this action when a new chairman was in place.

### **22/18/037 STANDING ORDERS**

The Clerk gave an overview of the Standing Orders. After brief discussion. Cllr. Pinnell said that as the Standing Orders were NALC's Standing Orders that the Council should adopt without amendment. It was **PROPOSED** by Cllr. Hall, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** to adopt the Standing Orders.

### **22/19/038 FINANCIAL REGULATIONS**

It was **PROPOSED** by Cllr. Hall, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** to adopt the Financial Regulations

### **22/20/039 PARISH COUNCIL INSURANCE**

Rick Romero reported that the insurance was unchanged from previous insurance cover. Cllr. Prior mentioned about cover for the Platinum Jubilee Bonfire. The Clerk said that a risk assessment would be needed for the bonfire. Cllr. Prior confirmed that a risk assessment was in hand.  
**Action: Rick Romero to check the policy will cover the bonfire event.**

### **22/21/040 BANK ACCOUNT**

It was confirmed that the current signatories were Paul Isaacs, Cllr. Marc Pinnell and Rick Romero.

It was agreed that the new signatories would be Cllr. Marc Pinnell, Rick Romero and Cllr. Karen Coleman.

### **22/22/041 FINANCIAL REPORTS**

All financial reports were previously circulated and received by all members. Cllr. Pinnell asked about training.

**Action: Clerk to investigate training opportunities**

### **22/23/042 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/2022 CERTIFICATE OF EXEMPTION**

The Annual Return 2021/2022 Certificate of Exemption was received and approved by all and subsequently signed by Cllr. Pinnell and Rick Romero.

### **22/24/043 ANNUAL INTERNAL AUDIT REPORT 2021/2022**

The Annual Internal Audit was received and approved by all.

### **22/25/044 ANNUAL GOVERNANCE RETURN 2021/2022**

The Annual Governance Statement was received and approved by all and subsequently signed by the Chairman and Clerk.

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### **22/26/045 ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA**

With regards to the budget and precept, Rick Romero said that the parish council have nearly £10,000 in the bank and the precept is £4,000.00. The recommended precept was for the Clerk's salary being 4 hours per week, however the council pay for 3 hours per week. Rick added that the reason for the balance is the parish council are not spending what was originally budgeted for. Cllr. Pinnell added that the balance would not go far if services, for example, a professional planner to support the parish council if needed.

After further discussion it was agreed that this would be a debate for when the council had settled to full complement, along with a longer serving chairman.

On another matter, following the recent administration, the Clerk mentioned that she would draw up a co-option policy to assist the council should there be a need in the future.

### **22/27/046 SCHEDULE OF FORTHCOMING MEETINGS AND DATE, TIME AND LOCATION OF NEXT MEETING**

The schedule of meetings was received. Time and date of the next meeting being Thursday 11<sup>th</sup> August 2022 at the Clapham and Patching Village Hall. It was also agreed that the time and date of the meeting in November would be Thursday 11 November 2022 in the Clapham and Patching Village Hall.

**Action: Clerk to book the main hall at Clapham and Patching Village Hall.**

The meeting closed at 9:05pm

Signed.....

Dated.....