

PATCHING PARISH COUNCIL

To all Members of the Council

You are hereby summoned to attend an ordinary meeting of the Parish Council, to be held at, Patching and Clapham Village Hall on Thursday 06 February 2020 at 7.30 pm.

Marc Pinnell
Chairman

AGENDA

1. EVACUATION PROCEDURES

2. APOLOGIES

- Cllr Hutchinson
- Cllr Isaacs

3. ELECTION OF CHAIRMAN

4. DECLARATION OF INTERESTS

The Meeting will now be suspended.

5. PUBLIC QUESTIONS

The Meeting will now be resumed.

6. MINUTES: confirm the Minutes of the Ordinary Council Meeting held on 14th November 2019 and Extraordinary Meeting held on 3rd January 2020

7. MATTERS ARISING from and PROGRESS ON ACTIONS (if not listed elsewhere in the Agenda) of Meeting of 14th November 2019

8. CHAIRMAN'S REPORT & URGENT ITEMS

9. REPORTS:

Arun District Council (ADC) – Ward Councillor

West Sussex County Council (WSSC) – Division Councillor

10. FINANCE, INCLUDING APPROVAL OF EXPENDITURE & ADMINISTRATION

- Lloyds online access for PPC
- Financial report
- Variations from budget
- Formal approval of expenditure
- Initialling of invoices / signing of cheques

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- RFA Training – update from RFO
- Risk Assessment – update from RFO
- Future precept

11. COMMUNITY ACTION

- Litter picking / McDonalds sponsorship
- Save our School Consultation – 25/11/19
- Defibrillator
- **Any Other Matters Arising**

12. PLANNING (UNDER SDNPA) & LICENSING (UNDER ADC)

Applications received: as stated in Chairman's Report

Licensing: Nil

13. PARISH CORRESPONDENCE

Various emails reference other items discussed elsewhere. Notable items stated in Chairman's Report.

14. TRAINING, EMPLOYMENT & APPOINTMENTS

- Recruitment of Clerk

15. DATES OF NEXT MEETING

- Ordinary Meeting – May 2020 date to be confirmed

CHAIRMAN'S REPORT February 2020

Parish council vacancies – Parish Clerk

Thanks are due to Councillor Isaacs who has had extensive correspondence with three candidates for the post with the intention of shortlisting for interview. Since then, two of the three candidates have withdrawn their interest. Additionally then, discussion has been had with Patching Parish Council RFO regarding a joint RFO/Parish Clerk position. It is felt that this would be an efficient and proportionate approach to covering both posts. Councillors will be canvassed for their views and discussion with RFO continue.

Website updates

The following updates / additions were made Parish Council website during the period:

Documents added:

- Notice of January meeting
- Approved minutes of meeting of August 19
- Draft minutes of November meeting
- Parish Council Risk Assessment
- Notice of A27 slip way closures

Noted correspondence:

Village school - Clapham Parish Council has advised of its having written to Nick Herbert in regard to the proposed rural schools' reorganisation and its impact on the Clapham and Patching C of E Primary School. CPC shared their correspondence and a flyer that they have distributed. Patching Parish Council completed and submitted a consultation response in support of retaining the Village School:

'Patching Parish Council is concerned at the possible closure of the Clapham and Patching Village School as one of 5 schools declared as 'vulnerable' by the proposed reorganisation.

Patching and Clapham are small villages with (already) relatively elderly populations. A prime factor in attracting families with school age children to the area is the availability of a good local school. Whilst it is recognised that C&P school is rated as requiring improvement, it is undeniable that its closure would be a blow to the local community and to any hopes of encouraging younger people to live locally, thus leading to a slow but inevitable increase of the average age of the villages. This lack of age diversity will detract further from the attractiveness of the area which will eventually become a ghetto for the elderly. This is not a desirable outcome and has other knock on effects for the community.

It is recognised that the school may not have the critical mass to be viable as a standalone entity. However, the consultation proposes a range of feasible alternatives, each of which would be far preferable to closure. Patching Parish Council fully supports those options which result in the continued operation of the school in its present location.

We look forward to a positive and constructive response.'

Councillor declarations - The Council was advised about an issue raised at a recent SALC training session. Parish Councils should be briefing Councillors about the implications of Section 106 of the Local Government Finance Act 1992. This part of the Act covers what happens if a councillor is in arrears of Council Tax of over two months and it introduces a restriction on voting rights. The onus is on the Councillor to identify if they are in arrears that fall within the criteria that then prevents them from voting and must

make a declaration accordingly. Arun District Council do expect their Revenues Team to be providing Parish Clerks with personal information of this nature unless a Parish has received a Freedom of Information Act 2000 request. In these circumstances the Parish Council is advised to consider if this were information to be held, such as the simple question "is any councillor in arrears of Council Tax", or if it asked for detailed information it might refer the requester to Arun District Council as the billing authority. It is noted that personal information about a Councillor being in arrears of Council Tax is potentially disclosable information under the Freedom of Information Act 2000. Councillors are directed to the template letter within the meeting pack "TemplateParishCllrLetter-AdviceonDeclaratons" regarding their obligations.

Precept - An Extraordinary Parish Council Meeting was held 3 January 2020 to consider setting of annual precept. In this respect:

- precept must be set by full council (FR 1.12)
- precept must be set by end of January (FR 3.3)
- ADC require the precept to be set 'at the earliest possible time , but in any event not later than 7th February 2020.'
- At the PPC meeting of 14 November 2019 it was minuted 'Future Precept - baseline precept to be considered. Final precept to be set on basis of position regarding Clerk. Precept to be deferred to be decided by February – will require precept approval meeting.'

Basic calculations informing the Council's precept considerations are:

- Current balance: £6122.35 (as at beginning January 2020)
- With no Clerk employed during the coming financial years a precept of about £2500 pa would maintain the status quo...anything less and PPC would eventually overdraw (2029ish with all else unchanged).
- With a clerk employed from 2020/21 financial year a precept of £4500 would maintain the status quo. The prediction shows that a precept of £4000 would have PPC overdraw in 2029
- It remains the Parish Council's intention to employ a Clerk.

On this basis the Parish Council concluded that its requirement for the period 2020/2021 remains the same as that for last year i.e. £4000.00 in total.

A record of the Extraordinary Parish Council Meeting included in the meeting pack.

Litter picking – various correspondence between Councillor Isaacs on behalf of PPC and representatives of McDonalds UK regarding the state of litter within the Parish. We await response in regard to our suggestion that McDonalds UK make a financial contribution to a parish litter picking event in lieu of their addressing the issue directly.

Defibrillator – Councillors are invited to consider a proposal to fund or support placing a defibrillator within the parish. Clapham Parish Council has done same providing a defibrillator at The Junction.

Clapham's scheme is partially funded by the British Heart Foundation and their, (CPC's), financial commitment is to raise £600 towards the cost. They also have to meet the cost of sourcing and mounting a suitable cabinet in which to house the device.

An extract from the British Heart Foundation website: Eligibility Criteria

- The defibrillator must be freely accessible to the public 24/7 and be placed externally in an unlocked and un-coded cabinet.
- There must be a clear need for the device (e.g. a location with high footfall or in a rural area).

- There must be a commitment to train the local community in CPR using the Call Push Rescue training kit provided.
- There must be a clear need for funding in order to purchase a defibrillator (private businesses will not be eligible for the package)

Consultations:

None noted

Notable planning applications notified, or decision made during the period 16 August to 8 November 2019 and status of those notified prior

SDNP/19/02605/FUL - Fairhaven Water Lane Angmering West Sussex BN16 4ER
Proposal: Replacement of a mobile home with a dwelling house for an agricultural worker. (Retrospective). (NB: this relates to advice received from SDNPA "on the 10th April 2019, a temporary stop notice was served on a piece of land known as The Ranch. It was formally used as a site for a travelling show person, however, in October 2018 it was bought by another person, who decided to build a large structure on site without planning permission. As stated, a temporary stop notice was served to stop any further work and part of the process is to then follow this up with a full stop notice and an enforcement notice."

Appeals have now been received by SDNPA against both the decision to refuse a retrospective planning application and the issuing of an enforcement in relation to the unconsented development. SDNP/19/00078/REF remains in progress.

SDNP/19/00424/OPDEV - The Ranch, Water Lane, Angmering, West Sussex, BN16 4ER, Notice of appeal; erection of the tyre wall for the use as an acoustic barrier is operational development and within designated countryside. By virtue of its location, scale, nature and extent, it constitutes an unsustainable and unjustified form of development, which does not conserve or enhance the National Park landscape. **All representations must be received by 26th February 2020.**

SDNP/19/03610/PRE – Patching Pond Arundel Road Clapham West Sussex. 7 floating holiday lets on Patching Pond with associated parking and new vehicular access off Arundel Road. **Objection made in accordance with policy established in the Patching Neighbourhood Plan. SDNPA has provided advice a copy of which is included in the meeting pack.**

SDNP/19/01904/FUL - Variations to implemented prior approval A/39/11/AG for forestry building to incorporate equipment and machinery storage to ground level with permanent forestry workers accommodation and office above. | Fox Wood Charcoal Fox Rough Selden Lane Patching West Sussex BN13 3UL. **PPC has to date not responded to the application consultation.**

RFO Training

RFO Rick Romero has sourced details of RFO training, specifically 'Year End Finance and VAT' and 'Budget Planning and Precept Setting' courses. Funding for attendance has been approved by the Council and Rick is thanked for attending these events in his personal time. RFO shall provide an update under the agenda.

Crime & Policing

Correspondence has been had with Beth Towers the Police Community Support Officer who has advised that she will attend PPC meetings going forwards.