

**DRAFT**

**PATCHING PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF**  
**PATCHING PARISH COUNCIL**  
**HELD ON 6 FEBRUARY 2020**

**AT CLAPHAM AND PATCHING VILLAGE HALL**

**Attending: Councillors Mr Matt Hall, Mr Marc Pinnell (Chairman), Mr Richard Prior.**

**In Attendance Mr Rick Romero (RFO)**

<b><u>Agenda Item No.</u></b>	<b><u>Subject</u></b>	<b><u>Action</u></b>
1	<b><u>EVACUATION PROCEDURES</u></b> H & S recommendations complied with. 8 people present, 4 Public, 3 Cllrs, 1 RFO. MP counting in emergency	
2	<b><u>APOLOGIES:</u></b> Councillor Colin Hutchinson; Councillor Paul Isaacs ADC Paul Bicknell WSSC Deborah Urquhart	
3	<b><u>ELECTION OF CHAIRMAN</u></b>  MP elected Chairman.	
4	<b><u>DECLARATIONS OF INTERESTS</u></b> No declarations were made  <i>The Meeting was suspended for Public Questions</i>	
	Meeting Suspended	

5	<p><b><u>PUBLIC QUESTIONS</u></b></p> <ul style="list-style-type: none"><li>• Lack of representation from ADC, WSCC, SDNPA - PPC to advertise dates in advance. Survey of other parishes to check whether ADC is attending parish council meetings in the area. Consideration of SDNPA representation at parish level.</li><li>• New PCSO - Beth Towers to attend PPC meetings in the future.</li><li>• heavy flow of water in gullies in road after heavy rain understood to be result of burst water pipe. Concerns regarding condition of gullies at the top of France Lane. CCTV and gully jetting at France Lane been undertaken over last few years. PPC to write to WSCC to seek advice on repairs to drainage and to write to Alex Lock, landowner around issues. Parishioners invited to collect photo evidence of areas of concern.</li></ul>	MP  MP
	Meeting resumed	
6	<p><b><u>MINUTES</u></b></p> <p>14 November 2019 - proposed by RP, seconded by MH, signed by the Chairman as a true and accurate record of the meeting.</p> <p>3 January 2020 - proposed by RP, seconded by MH, signed by the Chairman as a true and accurate record of the meeting.</p>	

7	<p><b><u>MATTERS ARISING from and PROGRESS ON ACTIONS of meeting of 14 November 2019</u></b></p> <p>Actions dependent on Parish Clerk/ PCSO to be carried forward to future meetings.</p> <p>Planning issues with France Lane caravan previously checked and planning being observed.</p> <p>Still no response from SDNPA regarding equestrian development at Myrtle Grove and Michelgrove. RP to follow up with SDNPA.</p> <p>Village Societies - correspondence with CPC, no longer required as both Village Hall Committee and Horticultural Society now appropriately represented. Spring and Summer shows cancelled on the basis of inexperience of new Committee. Extraordinary meeting of Horticultural Society on at 2pm on 21 February, PCC to seek to attend to understand issues and whether support can be added.</p> <p>Road safety page added to website.</p> <p>Power for people - action carried forward</p> <p>Standards in Public Life to be provided with response.</p> <p>Finance actions updated.</p> <p>Litter picking correspondence with McDonalds - awaiting their response to parish litter picking event.</p> <p>A27 slipways closures notified on website.</p> <p><b><u>MATTERS ARISING from and PROGRESS ON ACTIONS of meeting of 3 January 2020</u></b></p> <p>Precept sent to ADC 15 January.</p>	<p>Cllrs</p> <p>MH</p> <p>MP</p>
---	--	----------------------------------

8	<p><b><u>CHAIRMAN'S REPORT &amp; URGENT ITEMS</u></b></p> <ul style="list-style-type: none"> <li>• Parish Clerk - RR asked about joining RFO and Clerk functions - to be undertaken on an initial 6 month trial basis. It was proposed by MP that the Clerk position was offered to RR on an initial 6 month trial basis. The proposal was seconded by RP and agreed. Notify other applicant of the approach taken to combine RFO and Clerk roles.</li> <li>• It was noted that PPC had responded to Schools consultation.</li> <li>• Councillor declarations - Councillors were briefed on obligations regarding arrears of Council Tax payments and resultsnt restrictions on voting rights.</li> <li>• Defibrillator Machines - contributions from other organisations to be considered - with further consideration also given to siting at Church or Village Hall.</li> <li>• Planning - development Fairhaven, Water Lane - PPC previously expressed views.</li> <li>• Planning - Patching Pond - SDNPA advice that it is unlikely to be approved due to being outside of recognised settlement area, landscape character, quality of design and impact on ecology of pond/ woodland, lack of alignment with Neighbourhood Plan.</li> <li>• Planning - Fox Wood Charcoal - variations to prior approval. PPC to respond with an observation that there is no justification for permanent forestry accommodation on such a small area of woodland.</li> <li>• RFO training - RR attended course on precept setting. Finance and VAT course cancelled, awaiting details of replacement course.</li> </ul>	<p>MP</p> <p>MP</p> <p>MP</p> <p>MP</p>
9	<p><b><u>REPORTS:</u></b></p> <p><b><u>Arun District Council</u></b></p> <p>None</p> <p><b><u>West Sussex County Council</u></b></p> <p>None</p>	

10	<p><b><u>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Lloyds online access for PPC - process progressing</li> <li>• Financial Report - no changes</li> <li>• Variations from budget - still on track except for staff budget, should change with appointment of Clerk</li> <li>• Formal approval of expenditure - none since last meeting</li> <li>• Initialling of invoices / signing of cheques - initialled by MP</li> <li>• RFA training - update from RFO</li> <li>• Risk Assessment - now published</li> <li>• Future Precept - notified to ADC.</li> </ul>	
11	<p><b><u>COMMUNITY ACTION</u></b></p> <ul style="list-style-type: none"> <li>• Litter picking/ McDonalds sponsorship</li> <li>• Save Our School Consultation - 25/11/19</li> <li>• Defibrillator</li> <li>• Any other matters arising</li> </ul>	
12	<p><b><u>PLANNING (UNDER SDNPA) AND LICENSING (UNDER ADC)</u></b></p> <p>Covered in Chairman's report</p>	
13	<p><b><u>PARISH CORRESPONDENCE</u></b></p> <p>Covered in Chairman's report</p>	
14	<p><b><u>TRAINING, EMPLOYMENT AND APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Recruitment of Clerk, now resolved</li> <li>• RFO training</li> </ul>	
15	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>None.</p>	
16	<p><b><u>DATES FOR 2019 MEETINGS</u></b></p> <ul style="list-style-type: none"> <li>• Ordinary Meeting - 14 May 2020.</li> </ul>	

Signed as a true and accurate record

Chairman  
Patching Parish Council