



Imogen Whitaker - Clerk & RFO to the Council

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Minutes of the **Hybrid Annual Parish Council Meeting**
Monday 15th May 2023 at 7.00pm

Present:

Cllr H Potter Chairman Cllr Bish Cllr Raikes Cllr Moore Cllr Barnes

Zoom attendee: The Clerk Kerry Simmons

In attendance: CDC – Cllr Henry Potter, WSCC: Cllr Jeremy Hunt
Members of the Public

1. To elect the Chair of the Council until the date of the next Annual Meeting of the Council in 2024, and to accept the Chair's Declaration of Acceptance of Office

Cllr Potter was proposed by Cllr Bish, seconded by Cllr Barnes and unanimously **ELECTED** Chairman of the council. Cllr Potter signed the Declaration of Office.

2. To elect the Vice-Chair of the Council until the date of the next Annual Meeting of the Council in 2024, and to accept the Vice-Chair's Declaration of Acceptance of Office

Cllr Moore was proposed by Cllr Potter and seconded by Cllr Bish and unanimously **ELECTED** Vice-Chairman of the Council.

3. Apologies

Cllr Tynan

4. Declarations of Interest – Cllr Potter declared an interest in two planning applications: BX/23/00784/PA3R Eartham Quarry and BX/23/00672/PIP Land west of Oakford Park.

5. Minutes – to agree and sign the minutes of April 3rd 2023 meeting

The Minutes were proposed by Cllr Raikes and seconded by Cllr Potter. They were unanimously **AGREED** to be a true and accurate record and were duly signed by the Chairman.

6. Co-option of Councillor – cancelled. The Chairman moved the discussion of planning applications to this agenda item:

Planning number	Address	Detail	Comment
BX/23/00889/DOM	Priory Corner, Church Lane, Boxgrove, Chichester, West Sussex, PO18 0ED	Demolition of existing rear bay and construction of a single storey extension.	NO OBJECTION
BX/23/00784/PA3R - Prior Approvals	Eartham Quarry, Eartham, West Sussex,	Notification for Prior Approval for a Proposed Change of Use of existing agricultural building and associated	No objection on condition that vehicle movement is only from the south and not the north.

		land to Class B8 (storage or distribution).	
BX/23/00672/PIP	Land South West Of Oakford Park Halmaker Chichester West Sussex	Residential development of a minimum of 5 no. and a maximum of 9 no. dwellings.	OBJECTION (comment posted on 5 th May 23)
BX/23/00740/DOM	The Folly Tinwood Lane	Conversion and extension to existing outbuilding to form annex and pool house garden room. Erection of detached garden store	NO OBJECTION
BX/23/00904/TPA	Elm Cottage, The Street, Boxgrove, Chichester, West Sussex, PO18 ODX	Crown reduce by 2m (all round) on 1 no. Sycamore tree (T1) subject to 02/00110/TPO	LEAVE TO DISCRETION OF TREE OFFICER
BX/23/00904/TPA	Nore House, The Street Boxgrove	Crown reduce by 2m (all round) on 1 no. Sycamore tree (T1) subject to BX/02/00110/TPO	LEAVE TO DISCRETION OF TREE OFFICER

Designated decisions to be noted

Planning number	Address	Detail	Closing Date
BX/23/00021/TPA	1 Abbotts Close Boxgrove West Sussex PO18 OEL	Reduce heights by 5m on 3 no. Beech trees within Group, G1 subject to BX/99/00109/TPO.	PERMIT

7. County Councillor, District Councillor and Chairman's Annual reports

i. Cllr Jeremy Hunt WSCC Annual Report

Update on Childrens' Services

"You may remember that back in 2019 our Children's services received an inadequate report from Ofsted. Since then, we have invested millions of pounds in an extensive improvement programme and I am pleased to say that, following Ofsted's latest inspection ([Ofsted's latest inspection](#) click on this link for the full report), the service was given an overall rating of 'requires improvement', with 'good' judgements for children in care and leadership and management. The judgements on children needing help and protection, and children leaving care, are that they 'require improvement to be good'. Ofsted Inspectors have praised West Sussex County Council for its 'relentless approach to improving practice' in Children's Services. Some of the key findings from the report were:

- Most children coming into care make good progress
- The voice of children and young people is strong and well-considered in decision-making
- Early Help support is making a positive difference to children's lives
- Staff benefit from a wide range of support, and training and development opportunities; and feel valued
- The implementation of the new Family Safeguarding practice model has been carefully considered with clear plans for the next steps
- Partnership working is improving, although there is more to do
- Leaders have been determined to shift the organisational culture and put children first
- The advice and support provided to care leavers aged 21 and over requires improvement
- Placement choice for children who are looked after requires improvement

The full report can be found at on the following link:

<https://files.ofsted.gov.uk/v1/file/50216276>

Highways Update

As you will be aware, following the weather events we have experienced over the last year, we are now tackling a large number of issues on the network. We continue to see exceptionally high numbers of customer reports, in March this was just under 8,000 enquires; this is double what we would normally expect at this time of the year and this trend continues. In January the number of enquiries exceeded 11,000. The impact on the Highways teams has been significant. The teams are incredibly busy, and the volume of work is unrelenting, including the significant incidents at the A29, Midhurst and Wiston, which have also added pressure to the workload. For example, we currently have two teams working full time on all the small side roads around Midhurst, which are being used as 'unofficial' diversion routes and therefore experiencing much higher volumes of traffic - and heavier vehicles - than normal. I would like to assure you we are doing all we can to manage the workload across the county; officers are working over-time and we have successfully recruited new staff, but they need support and training to become fully operational. Our contractors' gangs are also working twilight shifts and Saturdays to manage the increased number of jobs. We are also looking to increase the number of gangs further but as I am sure you will appreciate; this is common to the entire south-east and nationally, so sourcing additional gangs is very difficult. Our 3 Jet Patchers are now in operation so this will help.

In order to enable the Highway Teams to effectively deal with the volume of safety issues being reported, we will be pausing non-statutory activities for a period of 4 weeks as we did in January. We will extend our response times to customers on general enquiries from 10-20 days. We appreciate your support and understanding at this very busy time.

Just to clarify, the proposed temporary measures are:

- Extend SLA for customer responses – up to 20 days
- Pause non-essential licensing activities (e.g., residential Vehicle Crossovers, Standard Forms of Consent for activities like licensing banners or planters).
- Pause responses to general enquiries, including Community Highway Schemes
- Add pop ups to the webpages to advise members of the public of paused activities
- Amend the wording on the corporate complaints' acknowledgment

Midhurst Road Closure update

As referenced above, the closure of the A286 in the centre of Midhurst unfortunately remains closed to through traffic due to the recent fire at the Angel Hotel.

Obviously, this closure has not only had a huge impact on traffic flows, but it has also had a huge impact on local businesses. Similar to the position around the closure of the A29 at Pulborough - which is now open with single lane working - the situation is complicated in that both these incidents involve property owners and their insurance companies. Added to these complications is that the building is Grade 1 listed and therefore the remaining facade of the building cannot simply be knocked down. It therefore has to be shored up before it is safe to re-open the road. So, although this is not directly our responsibility - and in the interests of the travelling public and the businesses in the town - the SDNP, CDC and WSCC are working together to try and re-open the road as soon as possible. However, this is likely to take around seven weeks to complete the work before the road can re-open. CDC are co-ordinating press updates, and the latest release can be found at: <https://www.chichester.gov.uk/article/37699/Midhurst-fire-update-from-South-Downs-National-Park-Authority-5-May>.

Local Issues

Halnaker Windmill.

Discussions are still ongoing as to the next steps to take in regard to the windmill. This follows an extensive report from the Millwrighting and conservation officer for Kent County Council and a subject excerpt from the Society for Protection of Ancient Buildings. We have subsequently obtained costings based on the four options set out in the report and we are currently evaluating those options. As I'm sure you realise, and although we take our responsibility to maintain the windmill very seriously, this is not really part of our core business. Consideration of what steps to take next therefore have to fit in with both available officer capacity, and of course identifying the necessary funding. Whatever we do next, our long-term aim is likely to be seeking out a more suitable organisation to take over ownership of the windmill. Of course, unlike ourselves, these organisations will also have the benefit of having access to various forms of grant funding, which will help support the ongoing cost of maintenance. Please rest assured, I do appreciate what this iconic windmill means to everyone in West Sussex - as well as many beyond - and particularly to the residents of Boxgrove and Halnaker. I can assure you that I will continue to press for as speedy a resolution as possible.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest."

<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

**Jeremy Hunt – West Sussex County Council Member for Chichester North
c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ
E-mail: Jeremy.hunt@westsussex.gov.uk Tel: 0330222419536**

ii. Cllr Henry Potter CDC Annual report

- a) Cllr Potter reported that the past year had seen the Council resuming face to face meetings, though cautiously, as everyone had begun to emerge from the Cv19 pandemic of the previous eighteen months. Several members of staff had continued to work from home, and some still did intermittently, and this had not exposed any failings, so no harm was seen in this. Government relief funding which had been distributed to help businesses and people facing hardship had come to an end as things had got back to normal.
- b) The Planning Officers had continued their extensive work reviewing the District Local Plan which had gone out for Public Consultation, and which had since been ratified by Full Council and was soon to be sent to the Planning Inspectorate for examination. It was hoped that this examination would take place before the end of the year.
- c) There had been no further progress in respect of the Southern Gateway Project other than that the preferred partner, Henry Boot, had withdrawn because of the uncertainties surrounding the future of the Law Courts, a major element in the Project.
- d) The Council had agreed to progress a Compulsory Purchase Order to secure all of the land comprising the Strategic Development to the west of Tangmere, but it would be some time before this moved forward.
- e) The disastrous fire at the Angel Hotel in Midhurst had had a serious impact on businesses in the town, mainly because of the indecision for the future and the Main Street being closed for such a long time. Even when a decision could be reached, the rebuilding process would cause many, many months of disruption in the town. The District Council had been very quick to offer, from its reserves, £200,000 to help the businesses which had suffered as a consequence of the fire.
- f) Progress in extending the Centurion Way beyond West Dean Tunnel continued to be slow, although a lot of work had been done up to and beyond the Singleton Bridge towards Cucumber Farm. The route around (or through) the tunnel remained a stumbling block to the joining up of the gap through the disused Railway Station but as always, a lack of funding wasn't helping either.
- g) Cllr Potter reported that since the election it was "All Change at Chichester District Council"

CDC Councillor report for the past month

h) Cllr Potter said that there was very little to report for this month, the Purdah period prior to the Local Elections having curtailed much Council Business. Who would have predicted the outcome of the District Council Election? From a fairly balanced Council CDC now had a leadership with a majority of 25. The Selsey Local Alliance had gained two more members on the peninsula, the Green Party had held their two seats whilst the Conservative Members had been reduced to five; four of the old guard and one new member at Fernhurst. The Liberal Democrats now have a majority of twenty five seats. Cllr Potter said that there were interesting times ahead for what was virtually a completely new Council. The membership of the various Committees would not be agreed until Wednesday's Full Council, but with only five members, the Conservatives would not be very well represented.

- i) There had been a lot of ‘chat’ on social media Community sites regarding the behaviour of dogs in Public Places. The Council had opened a public consultation on the ‘Public Space Protection Order (PSPO) for the control of Dogs (2023)’ the recommendation was to extend the Order for a further 3 years but any comments or opinions expressed to the consultation would be considered before the order was made. This was the opportunity for the aggrieved to seek for amendments to the order.
- j) It had been noted in early April that Diane Shepherd had completed 40 years service with CDC. She had been the Chief Executive for a number of years. There was no doubt she does a sterling job, particularly during the Cv19 Pandemic of the past 30 months and she had been commended. Similarly, one of CDC’s Planning Officers, Derek Price, had also completed 40 years unbroken service with the Council. Derek deals with SDNPA Planning applications on behalf of the Park Authority.

8. Crockerhill: update

This had been covered in the Electors’ Meeting

9. Election of Councillors to the following outside bodies:

- i. **SDNP Board- Councillor representative** – Cllr Potter explained that the SNDP’s duty was to conserve the beauty and environment of the National Park. They did this through a 25 member board who held 4 meetings a year. Two other groups – Policies and Ressourcing and Planning, had about 12 members each and met about 6 times a year to monitor performance and management, proposals and aspirations. Cllr Bish was nominated by Cllr Potter and seconded by Cllr Barnes. Clerk to send nomination form.
- ii. **Chichester District Association of Local Councils** - Cllr Henry Potter was proposed by Cllr Bish and seconded by Cllr Barnes
- iii. **West Sussex Association of Local Councils** – Cllr Julian Moore was proposed by Cllr Potter and seconded by Cllr Bish
- iv. **Goodwood Aerodrome/Goodwood Motor Racing committees** -Mr Paul Addison (tbc)
- v. **Boxgrove Village Hall Trustee** – Cllr Jane Barnes was proposed by Cllr Potter and seconded by Cllr Moore.

10.Election of Councillors/public to the following working groups/committees

- i. **Planning Committee Chair** – Cllr Bish
- ii. **Boxgrove Rangers** – Cllr Potter volunteered.
- iii. **Boxgrove Conservation Area Chair** – Mr David Leah
- iv. **Boxgrove Neighbourhood Plan Review** – Mr David Leah

All of the above were proposed by Cllr Potter and seconded by Cllr Bish.

10.Clerk’s report

- i. **To approve Annual Governance Statement** - approval of the statement was proposed by Cllr Potter, seconded by Cllr Barnes and unanimously **APPROVED**. Cllr Potter signed the Statement.
- ii. **To approve Internal Auditor’s report** – proposed by Cllr Potter seconded by Cllr Barnes and unanimously **APPROVED**.
- iii. **To approve the Annual Return for 2022 - 2023** - proposed by Cllr Potter, seconded by Cllr Moore and unanimously **APPROVED**. Cllr Potter signed the statement.
- iv. **To approve appointment of Internal Auditor for 2023 – 20234.**

R S Hall an Co was proposed by Cllr Potter, seconded by Cllr Moore and unanimously **APPROVED**.

- v. **To approve Council Standing Orders, Council Financial Regulations, Council Asset Register, Scheme of Delegation, Council Risk Assessment, TOR for Boxgrove Rangers/Conservation Committee.** The clerk also added the **Document Retention Schedule**.

Proposed by Cllr Potter, seconded by Cllr Raikes and unanimously **APPROVED**.

- vi. **To approve the payments for consideration.** The payments for consideration were proposed by Cllr Potter, seconded by Cllr Bish and unanimously **RESOLVED**.
- vii. **To approve the use of the recreation ground for Arabesque School and a private wedding in September.** This was agreed by the council although the issue of one day insurance for inflatables is now a problem to be further researched by the Clerk.

Action

Clerk

- viii. **Bank reconciliation** – circulated

12. Agenda items for the next meeting:

13. Date of the next meeting

The next meeting will be on 5th June 2023

**Boxgrove Parish Council
Meeting May 15th 2023**

Balances on accounts		83899.93
		83899.93

Received since last meeting

precept		20128
Birdham PC		35.97
	total	20163.97

Paid since last meeting

I whitaker	clerk's salary	804.46
hmrc	contributions	33.12
r s hall and co	payroll fees	120
Mrs P O'Hare	flowers for planter	11.96
Arun DC	printing for NP	34.75
ProcessMatters2	website support	90
zoom	annual sub	119.9

westways	coffee machine	648
I whitaker	council running costs	235.94
		2098.13

Payments for consideration

I whitaker	clerk's salary	804.46
nest	pension	58.66
wsalc	subs	350.75
rjdixon	grass cutting	225
parish on line	mapping system	45
	website maintenance 22-	
	23	150
g koffeman	Internal auditor	300
rs hall and co	loan repayment	3393.19
public works loan board	vat payment	23.98
zoom sub	coffee machine	648
westways		5999.04

DRAFT

Bank reconciliation May 15th 2023

Bank accounts as of May 11th 2023

current account		83899.93
	total	83899.93
opening balance 1st April 2023		65834.09
add receipts in the year		20163.97
less payments in the year		2098.13
	Balance	83899.93
less		
reserve @ 50% of annual precept of £40256		20128
	Total	20128
less ring-fenced funds		
neighbourhood plan designated reserve		2843.85
cricket pavilion extension designated reserve		13059.83
traffic calming designated reserve		7004.73
capital replacement fund		1000
CIL		27135.22
Trees		2000
Resilience		1000
Major maintenance fund		1000
	Total	55043.63
total available funds (less ring fenced and reserve)	Total	8728.3