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Minutes of the **Hybrid Parish Council Meeting**
Monday 1st July 2024 at 7.00pm

Present:

Cllr Potter Chair Cllr Moore Vice Chair Cllr Barnes Cllr Tynan
Cllr Lovejoy Cllr Howton

Zoom attendee: The Clerk

In attendance: CDC – Cllr Henry Potter
11 Members of the Public

1. Apologies

Apologies: Cllr Bish and Cllr Raikes BPC and Jeremy Hunt WSCC.
Apologies accepted by council.

2. Declarations of interest

There were none

3. Minutes – to agree and sign the minutes of the 3rd June 2023, and the Electors' meeting Minutes of May 13th 2024

The Minutes were unanimously agreed to be a true and accurate record and were signed by the Chair.

4. County Councillor, District Councillor and Chair's report

i. **Cllr Jeremy Hunt WSCC**

Cllr Hunt had sent a brief report:

- a) He had noted the correspondence between Mr Jim McDonald (Traffic calming group) and Highways' team in regard to additional signage for the mini-roundabout in The Street. He thought that the best course of action would be to continue to monitor the situation once the 20mph limit was introduced to see if that helped. He noted Jim's comments about motorists being recorded at 50mph – but he felt that if they were that stupid it would not make any difference. However, he would continue to discuss with Oliver King.
- b) Cllr Hunt had attended a recent highways' meeting where he was told that the jet patcher for potholes was in this area. He had therefore suggested that Redvins be made a priority.

- c) He had received a notice to say that the A285 between Thickets Lane and Eartham Lane would be closed overnight on 4th to 5th July from 8pm to 6am. The official diversion would take people down to the junction with A27, and not through Boxgrove, but there might be an increase in traffic through the village.

ii. **Cllr Henry Potter CDC**

- a) Cllr Potter reported that at the Cabinet Meeting on June 11th, Members had agreed to recommend to full Council the release of £420,000 from reserves to cover the cost of specialist Professional Services to support the Planning Authority in defending Planning appeals. In addition, a further £74,000 had been agreed, again from reserves, to provide funding for legal and expert advice during the years 2024/25. The reason for this was that the Council had received a number of speculative planning Applications for housing, some of which had become subject to Appeals. These appeals were sometimes very costly and time consuming, hence the need for substantial funding.
- b) At the same Meeting, Cabinet had agreed the release of £206,206 towards the cost of replacing the public toilets in Tower Street, Chichester.
Interestingly, the very following day, 12th June, the Planning Committee voted to defer a decision on the demolition of the toilets until the decision had been agreed by Full Council. There has been much aversion by the public to losing these toilets, but there was evidence of subsidence to the foundation of the building so something had to be done. Cllr Potter had fully supported the recommendation to demolish the block, knowing that the money had been set aside for the replacement. There had appeared in the Chichester Observer last week a rather derogatory letter questioning Cllr Potter's support for what was obviously the best option; demolish and renew which had been supported by most of the responders to the future of these very necessary toilets.
- c) The Council had begun a 'Let's Talk' consultation period for members of the public to engage in debate regarding the Climate Emergency Action Plan beginning with an online session on July 1st between 7 and 8.30pm. Face to face meetings had been planned in Petworth at the Leconfield Hall, at the Grange Centre in Midhurst and at the Assembly Rooms in North Street Chichester, on Thursday 25th July from 3.00 pm until 5.00 pm. It was a great opportunity for the public to voice their views on Climate Change. Cllr Potter had understood that refreshments would be provided. Even more detail could be found in the next copy of the Councils 'Initiatives' magazine due to be published shortly.

iii. **Cllr Henry Potter Chair**

- a) Cllr Potter reported that the incidence of the smashing of the windows of the two bus shelters culminated in Police involvement after good photos produced by a resident. Two youths continued to smash the

panes which had been taped with duct tape to make them a bit safer. This had occurred at 5.30 in the morning!!

The two culprits had not been seen in the Village since the Police had become involved.

- b) Cllr Potter had been pleased to see that Southern Water had repaired the damage to a resident's grass frontage quite quickly after the visit of the tanker and over-pumping of the sewer during March and April. According to a bulletin from Ms. Sue Cobb, SW's public relations officer, the cause of the back-up of sewage had been due to a defect identified in the pipework system on the other side of the A 27 close to the Tangmere roundabout, and this was to be rectified this year. Cllr Potter hoped that the village would not suffer this intolerable nuisance again. Cllr Potter added, that throughout the time of inconvenience, Ms. Cobb had been most helpful answering queries from residents, the Parish Council and Cllr Potter personally, unlike other departments of SW.
 - c) Speeding in The Street continued to be a nuisance with a serious accident at the Crouch Cross roundabout and several reports of near misses, which was unacceptable. Cllr Potter was disappointed that dialogue with WSCC Highways concerning this issue had been less than helpful; the imminent prospect of the 20 mph limit is expected to make a difference but even with the current 30 mph limit cars still registered up to 50 mph on the (new) speed indicator. Cllr Potter thanked Mr Jim MacDonald for all his efforts towards traffic calming.
 - d) Cllr reported that once again, sadly, the conservation area rules had been contravened in the Village; a wall was removed without any planning permission. A retrospective Planning Application had been made but the work had already been completed so the village would have to wait and see how the Planning Authority dealt with it.
 - e) Cllr Potter said that permission had been given for the trimming of the Silver birches west of Priory Close and they were now at acceptable levels.
 - f) Cllr Potter said that probably due to the high rainfall in the early part of the year, the hedge fronting the VH Car Park would need attending to before the next scheduled cut.
 - g) Finally, there would be a meeting with the Cricket Club after this evening's meeting to reach an agreement regarding the mowing of the playing field which had become something of an issue.
- End of reports

5. Public Question Time from residents (Standing Orders 3d – 3l)

- The exit of vehicles from the village hall is problematic. Sally at the Hall had asked if signs or some such could be placed at the exit warning drivers of pedestrians using the pavement. It was suggested that a yellow band be put across the pavement to warn pedestrians or put a sign on the columns as the car park is exited. Ready made signs can be bought online very cheaply.
- Sally had also asked whether the Parish Council could host a meeting for younger families and teens to find out what they would like to see in the village

- Viv Simms asked if Cllr Hunt could bring to the attention of WSCC the dangers for wheelchair users trying to cross roads where there has not been any grass cutting of verges.

Action	Cllr Hunt
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- Another member of the public asked that WSCC deal with the blocked drains on the southern end of the roundabout. He sent photos to the clerk who will post on website.

Action	Clerk
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6. Boxgrove Rangers' Report

The smashed glass in the bus stops has been replaced.

7. Crockerhill

Mr Olley thanked Cllr Lovejoy for forwarding the photos of the oil to Cllr Jonathan Brown at CDC. He said the situation with the lorries had got worse again.

However, the issue of the telegraph pole across the old road has been resolved and the pole has been removed.

8. Drinking water fountain – update.

Cllr Potter said that this had been brought up at the Trustee meeting and that they were happy with the idea. A fountain could be attached to the wall and if vandals snapped off the tap it would be easy to replace. It was thought that on the other side of the kitchen wall might work.

The clerk will circulate again the quotes for different fountains for councillors to look at.

Action	Clerk
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9. Boxgrove Neighbourhood Plan Review Update

Mr David Leah reported that the group will be meeting tomorrow and that they would be contesting the housing allocation. Their report will be a combination of the previous two reports based on availability of housing sites, and suitability.

The CDC HELAA says that these sites are available, but the Boxgrove NP wants to let them know that they are not.

Even though there are currently speculative planning applications in Boxgrove (Rohan Stable site), the current made neighbourhood plan does still give a couple of years protection.

Mr Leah will send the report out later this week for PC approval.

The Rohan stables application has not been decided and is not on the CDC July planning committee agenda. It may appear on the August one.

10. Creation of Finance Committee

The clerk explained that Boxgrove PC still has free banking as it was set up some time ago, but that now that bills were paid by BACS and not cheque as previously, the clerk was authorising these payments on her own. In order to have a bank account with double authorisation the council would have to pay. Having a Finance committee is an advised plan for a PC. The councillors on the committee (and the chair cannot be part of that) would need to check through the cashbook twice a year for example, and the bank

account to ensure that no unauthorised payments are leaving the bank account.

It was agreed that Cllrs Howton and Lovejoy would form the committee.

11. Motion to agree a donation of £250 to village hall for Fête costs.

Cllr Potter proposed, and Cllr Lovejoy seconded the motion. It was unanimously **RESOLVED** to donate £250 to the Village Hall.

12. Planning applications to be decided

Planning number	Address	Detail	Comment
BX/24/01136/FUL - Other Dev	Keepers Cottage, Tinwood Lane, Eartham, Chichester, West Sussex, PO18 ONF	Single storey pool house	NO OBJECTION
BX/24/01200/LBC - Other Dev - LBC's Alter/Extend	Anglesey Arms	Remedial repair and fit out internally to provide toilet facilities to existing garage outbuilding.	NO OBJECTION
	Elm Tree Cottage	Removal of wall in a conservation area without permission	This has been reported to enforcement at CDC.

Delegated planning decisions to be noted: There were none.

Mr Leah reminded the meeting that it was likely that the Temple Bar application and the storage application would be likely to come through during the summer recess. The Clerk said that an extraordinary meeting could be called as it would be unlikely that CDC would grant an extension of six weeks as CDC has time scales to abide by.

Cllr Potter to ask at the planning committee meeting if an extension can be granted.

13. Clerk's report

- i. **Correspondence received:** there was none received
- ii. **Payments for consideration:** with the addition of HMRC payment of £33.12 the payments were proposed by Cllr Potter and seconded by Cllr Howton. They were unanimously RESOLVED.
- iii. **Bank Reconciliation:** Circulated

14. Agenda items for the next meeting

15. Date of next meeting – the next meeting will be on Monday September 2nd 2024.

There being no further business to discuss the meeting closed at 8pm

Signed: _____ Date: _____
Henry Potter - Chair

**Boxgrove Parish Council Financial Statement
Meeting July 1st 2024**

Balances on accounts £74,191.58
£74,191.58

Received since last meeting

total **£0.00**

Paid since last meeting

I Whitaker	clerk's salary	£804.46
NEST	pension	£58.66
Royal British Legion	flag	£24.98
rjdixon	pro w	£240.00
JNR IT	annual bill	£1,631.52
		£2,759.62

Payments for consideration

Elan Cité	SID	£2,794.45
I Whitaker	clerk's salary	£804.46
Pat Stanley	grass cutting	£180.00
I Whitaker	Council running costs	£251.96
NEST	pension	£58.66
J McDonald	brackets (sid)	£60.00
		£4,149.53

Bank reconciliation July 1st 2024

Bank accounts as of June 26th 2024

current account		£74,191.58
	total	£74,191.58

opening balance 1st April 2024		£71,244.62
add receipts in the year		£22,068.97
less payments in the year		£19,122.01
	Balance	£74,191.58

less

reserve @ 50% of annual precept of £44066		
	Total	£22,033.00

less ring-fenced funds

neighbourhood plan designated reserve		£2,168.25
neighbourhood plan grant		£661.00
cricket pavilion extension designated reserve		£13,059.83
capital replacement fund		£1,000.00
CIL		£9,814.99
Boulodrome		£5,000.00
Trees		£3,000.00
Resilience		£2,000.00
Contingency		£1,500.00
Car park fund		£1,500.00
	Total	£39,704.07

total available funds	Total	£12,454.51
(less ring fenced and reserve)		

Outstanding Loan for Village Hall		£58,012.37
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