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Minutes of the Hybrid **Parish Council Meeting**
Monday 1st December 2025 at 7.00pm

Present:

Cllr J Moore - Vice Chair (Chair of this meeting), Cllr Tynan, Cllr Bish, Cllr Matters, Cllr Barnes

In attendance: Cllr Hunt WSCC, 9 Members of the Public

Zoom: The Clerk, Cllr Henry Potter, Ms Kerry Simmons – Smith Simmons

1. Apologies

Cllr M Howton (Holiday) Cllr Raikes (unwell)

2. Declarations of interest

There were none

3. Minutes – to agree and sign the minutes of 3rd November 2025

The Minutes of 3rd November 2025 were proposed by Cllr Barnes, seconded by Cllr Tynan and unanimously agreed to be a true and accurate record. They will be signed at the next meeting.

4. Public question time from members of the public (Standing Orders 3d – 3l)

Ms Simmons asked if there would be an update from the Boxgrove Neighbourhood Plan team. The clerk said that the report was not a general report but concerned one site. Ms Simmons she would just listen as they are working on a number of sites across the district with pre-applications and are currently undertaking consultations and monitoring for possible proposals.

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

i. Cllr Jeremy Hunt WSCC

Cllr Hunt had sent the following report.

- a) With regard to **the overgrown trees at the bottom of the Street** I reported these to our highways. The tree team has inspected the location and has raised job 50065430 for these works, please see spec below. This also covers the eastern side, worth getting it all done while the road is closed. This will be subject to the usual caveats of weather conditions, permits being obtained, etc.

Details

Job Type
Tree | General Tree Maintenance (TREE)

Site
THE STREET, BOXGROVE, WEST SUSSEX (T200427)

Asset
Mixed broadleaves [1000001] (02014622)
Rear of 'Lesay'.

Description
Crown lift to 6m over road up to 1m back from kerb line to prevent encroachment into road. Prune away from street signs and lights to give up to 2m clearance. (ARB - Internal Tree Defect)

Location
From junction with A27 to Woodland Grove on both sides of road

Contract
Lot 1: Arboriculture (1V06)

Hazard Type
Tree Work

Area
BOXGROVE

Contract Area
West Sussex | Trees

Priority
TR: 06 Medium | 6 Months

Price Factor
Tree Contract Base Rates

Cost Code
Lot 1: Treeworks (HR-70104)

Traffic Management
RoadClosure

District
Chichester District

Estimated Start
-

Estimated Completion
12 May 2026 10:04

Actual Start
-

Target Completion
12 May 2026 10:04

Actual Completion
-

Map

Current Status

Status
Job Raised (C100)

- a) Secondly, Graham Dipple raised the issue of **flooding in The Street**, adjacent to No 94. He kindly sent me some more recent photos which I have forwarded to highways, Unfortunately, Trevor, who covers this work is currently on holiday so I will chase him up on his return.
- c) Thirdly, with regard to the question of whether our planners would consider setting up a liaison committee to oversee the restoration work of **Boxgrove quarry**. The response was as follows: *The planning permission at the former Boxgrove Quarry requires that the works are completed by 1 March 2026 (the end of the planting season), after which the site would go into aftercare. The applicant is required to inform us of when these works are complete, however there is no requirement for a liaison group in the permission.*

Community liaison groups are usually reserved for busy mineral or waste sites that are to remain active for an extended period (years), rather than relatively minor works such as at the former Boxgrove Quarry (less than five months from expected completion). As a liaison group is not required by the planning permission, it would be up to the operator to agree to one, and if they did agree, costs would be incurred upon WSCC to resource such a group. It would therefore not be proportionate to try and arrange a group for this site.

We will monitor progress of the works at the site, and I will contact the agent/operator for the site to ask if they would be willing to provide an update of when they intend to undertake the works, which can then be shared with the local community.

If the works are not completed on time, the County Council will give consideration to undertaking enforcement action.

On the basis that this work is due to be completed by 1st March, I have subsequently asked our officer to ascertain the current position without delay. His response was: *Thank you for your email. I can confirm that we will be monitoring progress on the restoration work, namely seeking compliance with the conditions attached to the recently granted planning permission. I will contact you once I receive an update from the operator of the site, however I do not think it will be in time for your PC meeting on Monday. I will contact you as soon as we have heard, so that local communities can be updated.*

- d) **A285/New Road Junction** – *I am still awaiting details around the proposed junction improvements, but I understand that they will be carried out at the same time that highways carry out the s106 improvements to the junction of Stane Street and the A285. As soon as I have more details, I will update you.*

May I wish you all a very Happy Christmas and a healthy New Year.

End of report

ii. **Cllr Henry Potter CDC**

No report

iii. **Cllr Henry Potter Chair's report**

- a) Cllr Potter reported on his recent experience, 11 days in Northampton General Hospital recovering from a fractured hip. Thanks to digitalisation he was able to keep in touch with everyone and through social media kept everyone up to date with progress. He was very grateful for the hundreds of good wishes from so many residents. He reported that he would be back in Sussex before Monday's meeting at a specialist muscular skeletal therapy hub in Bognor Hospital .
- b) Cllr Potter was happy to say that the maintenance of the Playing Field was back on an even keel and that Cllr Potter wished to send the council's best wishes to a member of the Cricket Club and his family, during his hospitalisation at this time. The Council hoped he has a successful recovery.
- c) Cllr Potter was sickened to hear from a resident that THE STREET sign had been taken from its site on the wall by the 'bulge'! What was in the mind of perpetrators of these futile acts of vandalism. It had been reported to CDC Contract Services and action was underway. Thanks to the resident.
- d) Cllr Potter had had a call from Mr. Keith Goacher on Saturday preparing to cut the Village Hall Car Park hedge on Monday morning. He collected the barrier key from home. Needless to say, Cllr Potter hadn't seen it but he was confident that it would have been done to the usual high standards.
- e) There has been dialogue between the Chair of the Boxgrove Neighbourhood Plan, Mr. David Leah, WSCC Jeremy Hunt and Cllr Potter regarding the restoration of the Boxgrove Quarry and re-forming the Liaison Committee so that the conditions attached to the original permission were properly implemented. As this planting of trees and reseeding to grassland was due to be completed by March '26, just 4 months hence, Cllr Potter doubted

that this would be fulfilled. He said that CDC's Enforcement Procedures really needed an overdue overhaul.

- f) The wreath provided by CDC to the Parish Council had been laid at the Armistice Memorial in the parish Church on Remembrance Sunday, which was a moving Service, complemented by the shower of Poppies so carefully crafted by so many members of the community arranged by devotees led by Cllr Jane Barnes, with the help from Mr. Graham Dipple carrying out the precarious installation. The shower was originally installed for the 80th VJ celebration held earlier in September. Cllr Potter thanked all involved.
- g) Next, Cllr Potter said that he must turn to the siting of the Christmas Tree. He will order it for collection early next week and a local resident has already offered to help but it will need a couple of other willing hands to erect it.
- h) Finally, the Parish Council will agree and adopt the Budget for the Parish on Monday, for the coming year, '26/27. It was a fair budget, and the increase in the precept was very modest. Allowance was being proposed for any impacts on Parish Council's due to the Local Government Reform Bill going through Parliament now.

Cllr Potter thanked vice – chair Cllr. Julian Moore for chairing the meeting.
Cllr. Henry Potter.
Chair of the Council.

6. Crockerhill – update

The dilapidated coach is still in situ although it was supposed to have been removed two months ago and is getting in an even worse state.

A court case had apparently taken place between Sept 9th and Oct 1st looking at whether the operators were “disreputable”. Further information has not been forthcoming. This could be as a result of the complaint by the Parish Council to the Highway Commissioner about their operator's licence. T&C Coaches still have an operator's licence.

Clerk to research further.

| Action | Clerk |
|--------|-------|
|--------|-------|

7. Cricket Club increased maintenance fee – to discuss and resolve.

Cllr Moore proposed and Cllr Tynan seconded the increase to £1000 per annum for the maintenance of the Recreation Ground. Unanimously **RESOLVED**.

8. Motion to approve the updated hours and remuneration for the clerk.

The motion to increase the hours to 13 per week and to move to Local Government pay scale SCP 31 was proposed by Cllr Barnes, seconded by Cllr Bish and unanimously **RESOLVED**.

9. Christmas tree – purchase

Cllr Potter has ordered the tree and a resident has volunteered to put it up. Some other helping hands would be appreciated. Please contact Cllr Potter.

10. Precept: Final adjustments and motion to approve the precept for 2026/2027.

Cllr Moore proposed and Cllr Bish seconded the setting of the precept at £61545, an increase of 5.44% over last year. Unanimously **RESOLVED**.

11. Boxgrove Neighbourhood Plan Update.

Report to : Boxgrove Parish Council

Title of Report : Boxgrove Neighbourhood Plan update

Purpose of Report : To inform and recommend actions

Date of Report : November 29th 2025

Background

The Boxgrove Neighbourhood Plan (BXNP) has been stalled waiting for amendments to the strategic environmental assessment (SEA) and habitats regulation assessment (HRA). These two documents have now been provided and subject to 2 small amendments are now ready to be submitted to CDC alongside the final plan.

Residential development of land west of Oakford Park (The Folly)

A planning application for nine units has been submitted to CDC in line with the requirements of Policy H6 of the BXNP. Chichester Council is taking the line that the site should be used for a much larger number of houses than the number proposed. The owner of the land is adamant that he will not allow a more intensive development on this site. CDC are also concerned because the neighbourhood plan Policy EH12 requires a 50-metre buffer between sites used by roosting bats and any new development. The developer believes this is unjustified. However, the policy is very clear that such development should be resisted unless adequate mitigation can be provided. The NP team believes that such mitigation has been provided.

Going forward

There are three options:

1. Remove the paragraph relating to a 30-metre buffer
2. Modify the wording to 'an appropriate buffer'.
3. Remove the policy as it duplicates CDC policy NE6

BXNP Recommendation

Option 2 should be agreed and the wording amended. This would keep the policy intention intact without the need to amend the SEA and HRA documents.

End of report.

Cllr Barnes proposed and Cllr Moore seconded the motion to modify the wording to "an appropriate buffer". This was unanimously **AGREED**.

12. Planning applications to be decided

None

| Planning number | Address | Detail | Comment |
|-----------------|---------|--------|---------|
|-----------------|---------|--------|---------|

Delegated planning decisions to be noted:

| Planning number | Address | Detail | Closing Date |
|-----------------|---------|--------|--------------|
|-----------------|---------|--------|--------------|

None

13. Boxgrove Rangers Report

The rangers have been busy with leaf clearance. The hedge at the Village Hall has been cut. The speaker on the bus stop at "the bulge" has been replaced.

Cllr Hunt said that Cllr Lovejoy had brought up the issue that when walking down towards the bus stop the indicator sign of the bus stop is obscured by the right-hand lamp post and can't be seen. To be further investigated before any action taken.

14. Update on noticeboard next to shop

Deferred.

15. Tree project – update

The application for 25 trees had been submitted. The tree officer is on maternity leave and the interim replacement officer will look at the application and then make a site visit. The trees are proposed for the recreation ground (to replace dead elms once felled in February) and along the common to provide shade.

The trees ordered for the moment are: 15 fruit trees : 3 Sunburst cherry; 2 comice pear; 2 conference pear; 2 June Crewdson; 2 Knobbly russet; 2 Forge; 2 Victoria plums.

10 trees: 2 elder/2 rowan/2 wild service tree/2 pedunculate oak/2 walnut

The clerk to request one tree guard and one support for each tree.

Action

Clerk

(Cllr Hunt left the meeting at 7.47pm)

16. Clerk's report

i. Correspondence received

- The government has confirmed that it will consider a three – year provisional local government finance agreement – something that NALC has been lobbying for, for a long time. The government confirmed that Parish Councils will not be submitted to referendum principles (i.e. limited in their percentage increases for the precept) – another win for NALC. Parish councils have been exempt since 2012.
- The clerk suggested that the resilience plan team should start considering a second resilience plan for the community in time of war. The current plan deals primarily with effects of climate change and the needs would be different in time of war. There is a lot of information on the European council website.

ii. Clerk's leave: the clerk will be on leave from 22nd December until the day of the meeting January 5th. The agenda will be issued before she leaves – any items to the clerk before 18th December.

iii. Payments for Consideration

Cllr Moore proposed and Cllr Matters seconded the payments for consideration. These were unanimously **RESOLVED**.

iv. Bank reconciliation – circulated.

17. Councillor reports

Cllr Moore had attended the Chichester District Association of Local Councils meeting with Trevor Leggo.

Matters discussed were the long-term problems with water quality (pollution) in Chichester Harbour; the huge frustration with CDC's planning department, which appears to have "gone rogue" with decisions and is bulldozing its way through local representation; the importance of local councils looking closely at community assets as a way to assure public amenities (libraries etc); devolution which appears to be as messy as ever with lots of information about dates for change but very poor on detail on how it will be delivered and how much it will cost. There will be a lot of people looking for other jobs and Parish Councils will likely get a lot of applications from displaced District and County Councillors.

Katy Bourne (Conservative), Ben Dempsey (Lib Dem) and Rachel Millward (Green) have declared their interest in standing for the Mayoral election.

18. Agenda Items for next meeting – to send to the clerk before 18th December 2025.

19. Date of next meeting

The next meeting will be on Monday 5th January 2026.

The Parish Council wishes all residents a very Merry Christmas and Happy New Year!

Signed: _____ Dated: _____
Cllr Henry Potter - Chair

Boxgrove Parish Council Financial Statement Meeting December 1st 2025

| | |
|----------------------|-------------------|
| Balances on accounts | £89,051.38 |
| | £89,051.38 |

Received since last meeting

| | |
|-------|--------------|
| total | £0.00 |
|-------|--------------|

Paid since last meeting

| | | |
|------------|------------------|------------------|
| Moore | External audit | £378.00 |
| I Whitaker | Salary | £906.50 |
| Nest | pension | 66.09 |
| RJ Dixon | grass cutting | 240 |
| Scribe | accounts package | 66 |
| | | £1,656.59 |

Payments for consideration

| | | |
|-----------------|---------------------|------------------|
| I Whitaker | Salary | £906.50 |
| Nest | pension | 66.09 |
| Mrs O'Hare | flowers for planter | 21.95 |
| scribe | sub | 66 |
| Beechdown Trees | consultancy | 660 |
| K Goacher | Hedge cutting | 450 |
| | | £2,170.54 |

Bank reconciliation December 1st 2025

Bank accounts as of November 25th 2025

| | |
|-----------------|------------|
| current account | £89,051.38 |
| total | £89,051.38 |

| | |
|--------------------------------|------------|
| opening balance 1st April 2025 | £68,868.91 |
| add receipts in the year | 54732.80 |
| less payments in the year | £34,550.33 |
| Balance | £89,051.38 |

less

| | |
|---|------------|
| reserve @ 50% of annual precept of £50639 | |
| Total | £25,319.40 |

less ring-fenced funds

| | |
|---|------------|
| neighbourhood plan grant | £0.00 |
| cricket pavilion extension designated reserve | £13,059.83 |
| capital replacement fund | £1,000.00 |
| Boulodrome | £7,100.00 |
| Trees | £4,000.00 |
| Resilience | £3,000.00 |
| Contingency | £1,500.00 |
| Car park fund | £2,500.00 |
| Fountain | £1,336.00 |
| Traffic calming group | £2,000.00 |
| Total | £35,495.83 |

| | | |
|--------------------------------|-------|------------|
| total available funds | Total | £28,236.15 |
| (less ring fenced and reserve) | | |

| | |
|-----------------------------------|------------|
| Outstanding Loan for Village Hall | £53,858.74 |
|-----------------------------------|------------|

| Expenditure/Admin | 25 - 26 | YTD | projected | 2026-27 |
|--------------------------------|----------------|-----------------|-----------------|-----------------|
| Clerks Salary | 12466 | 9558.00 | 12435 | 14642 |
| Pension/hmrc | | 0.00 | | 1884 |
| Payroll costs | 125 | 0.00 | 125 | 125 |
| telephone/internet | 500 | 458.91 | 500 | 850 |
| heat/light | 200 | 135.00 | 200 | 205 |
| Stationery | 330 | 320.68 | 330 | 400 |
| Accountancy programme | 1139 | 974.00 | 1139 | 660 |
| Audit Fees | 780 | 595.00 | 780 | 780 |
| Insurance | 972 | 907.83 | 972 | 980 |
| Members allowances/Expenses | 250 | 0.00 | 250 | 250 |
| Training | 400 | 80.00 | 400 | 1000 |
| data protection/MS365 | 2620.8 | 47.00 | 2620.8 | 2920 |
| Website | 240 | 540.00 | 720 | 720 |
| Neighbourhood Plan | 1000 | 2312.00 | 1000 | 2500 |
| Noticeboards | 120 | 0.00 | 120 | 130 |
| Elections | 0 | 0.00 | 0 | 400 |
| PWLB | 6787 | 6786.38 | 6787 | 6787 |
| WSALC/LCU/NALC/SLCC/ | 700 | 644.12 | 700 | 832 |
| Resilience | 1000 | 0.00 | 1000 | 1000 |
| Planning consultancy fund | 1000 | 0.00 | 1000 | 1000 |
| Newsletter | 0 | 190.00 | 285 | 500 |
| TOTAL | 30629.8 | 23358.92 | 31363.80 | 38565.00 |
| S137 expenditure | | | | |
| S137 expenditure | 1650 | 999.99 | 1650 | 1650 |
| Churchyard Grant | 800 | 700.00 | 800 | 800 |
| Community fund | 0 | 0.00 | 0 | 300 |
| TOTAL | 2450 | 1699.99 | 2450 | 2,750.00 |
| Grounds and Maintenance | | | | |
| PROW maintenance | 3300 | 2295.00 | 3300 | 3630 |
| Car park maintenance | 3000 | 0.00 | 3000 | 3000 |
| recreation ground maintenance | 2850 | 950.00 | 2850 | 3000 |
| Play area | 1000 | 260.00 | 260 | 1800 |
| Dog and litter bin emptying | 2100 | 2042.56 | 2100 | 2300 |
| Capital expenditure | 4000 | 0.00 | 4000 | 3000 |
| traffic calming | 2000 | 0.00 | 2000 | 2000 |

| | | | | |
|--------------------------|-------|---------|----------|----------|
| contingency | 1000 | 0.00 | 1000 | 1500 |
| Trees | 1000 | 0.00 | 1300 | 1500 |
| Bus shelters/Maintenance | 1700 | 476.93 | 1700 | 2000 |
| Rangers | 0 | 0.00 | 0 | 500 |
| Cricket Club | 0 | 5478.00 | 0 | 0 |
| TOTAL | 21950 | 5547.56 | 21510.00 | 20230.00 |

| | | | | |
|-------------|----------|----------|----------|----------|
| GRAND TOTAL | 55029.80 | 30606.47 | 55323.80 | 61545.00 |
|-------------|----------|----------|----------|----------|

| | 2025-26 | 2026-27 |
|---------------------|---------|---------|
| precept | 58659 | 61545 |
| tax base | 487.2 | 484.8 |
| band d | 120.40 | 126.95 |
| % increase/decrease | 21.20% | 5.44% |
| per week | £2.00 | £2.44 |