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Minutes of the Parish Council Meeting
Monday 2nd March 2026 at 7.00pm

Present:

Cllr H Potter Chair, Cllr Moore Vice Chair, Cllr Tynan, Cllr Bish, Cllr Barnes, Cllr Matters, Cllr Howton, Cllr Raikes

In attendance: The Clerk CDC – Cllr Henry Potter
Nine members of the public

1. Apologies

Cllr Lovejoy – work commitments

2. Declarations of interest

There were none.

3. Minutes – to agree and sign the minutes of 9th February 2026 meeting.

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

The following paragraph should be inserted in Item 10i para 2.

“The clerk reported that she had received correspondence from the Cricket Club with regard to the Castle Water account. Both the clerk and Cllr Potter had spent a considerable amount of time trying to sort out the issue. However, it was agreed that this was the responsibility of the Cricket Club as tenants of the pavilion. They should resolve their issue with the water company themselves as it was not in the remit of the Parish Council to do so. Everything had been completed correctly at the time of the handing over of the pavilion after the signing of the lease.”

4. Public Question Time from residents (Standing orders 3d – 3l)

A member of the public asked if there was anything further that could be done about the vans and vehicles parking on the bend in Priors Acre. It was dangerous and caused a sight obstruction for those trying to exit. The horse boxes from the stud also found it extremely difficult to negotiate.

Cllr Potter said that the people who had been mending the bungalow had apparently finished – the container is gone and hopefully the vans would go too. A member of the public had taken photos of the vans and their registration details when they were parked on the bend if needed in future. It was asked if a polite

notice could be printed asking the owners to park in the (free) village hall car park as it was causing an obstruction parking on the bend and was dangerous.

Action

Cllr Potter

Cllr Potter also to research who the owner of the Southgate car park is – as the member of the public who had brought up the subject at the last meeting, said that parking restrictions were not only in the evening but in the daytime as well.

Action

Cllr Potter

It was asked if the Food Waste programme was still scheduled for March as the local BBC had announced that it had been pushed back to August. The Parish Council has had no notification of a delay, and the collections should be starting in March.

5. Cricket Club – ongoing issues for discussion

Cllr Potter said that Castle Water were to send an inspector (without charge) to establish where the problem lay. It was reiterated that this was not a Parish Council problem, but Cllr Potter will meet with the inspector as Cllr Potter lives locally and is more freely available.

Cllr Barnes said that the Cricket Club fixture list had been issued but that there were no home games scheduled this season.

6. County Councillor, District Councillor and Chairman's report

Cllr Jeremy Hunt WSCC

No report.

i. Cllr Henry Potter CDC – circulated prior to meeting.

a) The District Council will meet next on 03/03 at 6 pm after a Cabinet Meeting at 2 pm. Consideration and approval of the council's Treasury Management and Investment Strategy, the Capital Strategy and the Budget Spending Plans for the coming year will be on the agenda.

b) The net Budget requirement of £18,133,500 should be approved and the Band D Council Tax to be increased by £5.74p from £192.06 to £197.80p for the financial year 2026-27

c) Agreement is expected from Members, to support the provision of 15 Social Rented Homes at Birdham. This entails a contribution of £500,000 to be funded by £41,000 from Commuted Sums (derived from other developments) and £459,000 from the Rural Housing Fund, this being a Rural Exception Site specifically for those with a strong connection to the area.

d) Also on the Agenda is the adoption of a revised Housing Enforcement Policy. This revision is a result of the new Renters Act which came into force last year, 2025. This Act has serious implications for Landlords offering far stronger security to tenants, the ending of fixed term tenancies and the provision of far higher housing standards. Cllr Potter sees this as the carrot which will encourage private landlords to sell up and leave the market. Yet another cause of the loss of much needed housing which this Government is so keen to increase.

e) And finally, it is proposed to update the Councils Constitution with regard to the Complaints Policy. For example, a racist complaint will now be regarded as of a discriminatory nature; and there will be the distinction of what is and what is not a Complaint, as well as the three stages of how complaints are dealt with. All details of the amendments can be found in the Full Council Agenda 03/03 which can be found on the Councils website

End of report.

ii. **Cllr Henry Potter Chair's report – circulated prior to meeting**

- a) I attended the online CDC/ All Parishes meeting on 02/02 where the agenda included the latest update on Local Government Reorganisation and Devolution. Progress, as expected is slow to say the least. All of the Authorities in Sussex have submitted their preferred proposals to the Ministry for Communities, Housing and Local Government and a decision on their acceptance should be made in March. I find it hard to comprehend the stupidity of some Members of these authorities. For a start, the government guidance is that any Unitary Authority should serve a population of circa 500,000. This to preserve reasonable proportional representation. So WSCC are proposing three unitaries, W Sussex, E Sussex and Brighton and Hove. This would give W Sussex 960,000 – a population far in excess of the half million guideline. I question whether the MCHLG will approve this. Brighton and Hove, without consulting with all the others are proposing FIVE unitaries which will require Boundary changes and the government made it very clear from the outset that they would not consider any proposal which required Boundary reviews. These are lengthy procedures which will slow the whole Devolution and Local Government Review process down, something the government is very keen to avoid. The proposal for what may become known as the West Sussex Downs and Coastal Authority for Adur, Worthing, Arun and CDC is the most sensible proposal of all. Each of these authorities have substantial areas in the Downs hence the inclusion of 'Downs' in the title. This will serve a population of 460,000 a figure close enough to the guideline. The announcement in March will be interesting particularly regarding the WSCC proposal.
- b) Another topic on the agenda was the soon-to-become law, the Renters Rights Act which is to reinforce tenants' rights regarding eviction notices, the length of a tenancy can no longer be fixed, they can roll over year on year and evictions will be far more difficult to invoke without sound reasons. Needless to say this will require additional staff for the Housing Standards Team to deal with the extra work which is bound to arise. I feel sure it will result in a lot of Landlords selling up exacerbating the housing shortage crisis.
- c) Finally, the third item on the Agenda was the impending roll out of the food waste collection scheme which is being forced upon us by the government. Bins and 'kettles' are to be delivered to each home in time for the collections to begin in March. As 27% of the population of Chichester District are pensioners not noted for waste, I question if the expense and effort involved is worth the while! Two of us at home hardly have two handfuls of actual food waste each week! We shall see.
- d) On the home front we have almost secured the agreement of all involved to plant the trees supplied by CDC under the Plant more Trees initiative. Agreement was reached with Barfoots Farms who are currently contract farming (as opposed to tenant farming) all of the land which isn't planted with vines, with the Green Organisation (the owners of the land) now, with the trees to hand and the Rangers anxious to get them in the ground, I was informed that Mr. Rupert Green who I believe to be the CEO of the Green Organisation, has now decided he needs to look at the scheme.
- e) It was a sad moment for us that after 11 years, Imogen our Clerk has tendered her resignation, her last meeting will be in April . It's a known fact that good clerks are very hard to find, this has frequently been mentioned by Trevor Leggo, the CEO of the Associations of Local Councils. So the search

begins! I have witnessed a number of PC Clerk changes to the Parishes in my CDC Ward and they are seldom easy.

- f) We seem to have been fortunate with the exceptional amount of rain which has fallen since the beginning of the year, no flooding in the usual places. The river Lavant has suddenly risen causing serious incidents of flooded sewers, and flooded roads everywhere yet the bomb craters scattered around the Parish show no signs of filling, at least as I write this, but there is much more forecast. I think this to be enough for this month.

End of Chair’s Report.

7. Crockerhill update

The pub is ready to submit its pre-planning application before the end of this month. When it is available it will be shared with the Parish Council.

Mr Olley said that there was no operator’s licence visible on any part of the building. Clerk to write to Traffic Commissioner again.

Action	Clerk
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8. Boxgrove Neighbourhood Plan update

The clerk had circulated the Planning Policy Consultation of CDC with regard to the Publication of draft Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) for consultation – the Draft Housing Delivery statement which sets out how CDC will boost its supply of housing.

The Council could respond individually or collectively. No response was planned by the Council.

The Modified Neighbourhood plan will be available to view in person at the following locations: the Village shop, the Village Hall and the Anglesey pub (tbc).

9. Planning applications to be decided.

Planning number	Address	Detail	Comment
BX/26/00298/LBC	Anglesey Arms	Single storey front/side extension and associated works. Removal of one tree adjacent to the	Objection: the design and build quality are not in keeping with a listed building, and will look dilapidated extremely quickly. They are increasing the number of patrons but the sanitary facilities are poor and there are no accessible toilets.

Delegated planning decisions to be noted: there were none

10. Clerk’s report

i. Appointment of internal auditor.

It was unanimously AGREED to appoint Smithe and Company auditors for the coming financial year 2026 – 27.

ii. Correspondence received

The clerk will circulate the job description and person specification to the council and forward to WSALC who will start the process of recruitment. If a clerk is not found immediately, a locum clerk could attend.7

Action	Clerk
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iii. Payments for Consideration

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

iv. Bank reconciliation – circulated

11. Boxgrove Rangers Report

The rangers have planted 14 trees around the parish and more trees are to come.

Mr Dipple commented on the fiasco of the litter clean up on the A27. The clerk had written to CDC to ask when the clean up would be, but before that took place NH had cut the verges (and the litter) spreading microplastics all over the place. Mr Dipple was disappointed that CDC and NH were not able to coordinate this simple event better and the result completely defeated the point of the exercise. CDC's response after having expressed the Parish's disappointment was that in an ideal world there wouldn't be litter in the first place – but Mr Dipple pointed out that there was a huge amount of WSCC cones, A-frames and signage all over the sides of the road.

12. Agenda Items for next meeting

To let the clerk know

13. Date of next meeting

The next meeting will be on **Monday April 13th 2026** (Easter bank holiday on April 7th).

Signed: _____
Cllr Henry Potter - Chair

Dated: _____

DRAFT

Boxgrove Parish Council Financial Statement
Meeting March 2nd 2026

Balances on accounts £80,931.59
£80,931.59

Received since last meeting

total **£0.00**

Paid since last meeting

I Whitaker	Salary	£906.50
scribe	sub	66
nest	pension	66.11
Runcton Farm Shop	Christmas tree	79
ProcessMatters2	website	180
ProcessMatters2	np	1100
planning app	boulodrome	379
		£2,776.61

Payments for consideration

I Whitaker	Salary	£906.50
nest	pension	66.11
Scribe	sub	66
S&P tree specialists	felling of elms	1240
		£2,278.61

Bank reconciliation March 2nd 2026

Bank accounts as of February 25th 2026

current account		£80,931.59
	total	£80,931.59

opening balance 1st April 2025		£68,868.91
add receipts in the year		54768.78
less payments in the year		£42,706.10
	Balance	£80,931.59

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		£5,936.00
Trees		£2,760.00
Resilience		£3,000.00
Contingency		£1,500.00
Car park fund		£2,500.00
Fountain		£1,000.00
Traffic calming group		£1,916.55
	Total	£32,672.38

total available funds	Total	£22,939.81
(less ring fenced and reserve)		

Outstanding Loan for Village Hall		£53,858.74
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