



Draft minutes of the Boxgrove Parish Council annual meeting held at 7pm on the 11th of May at Boxgrove Village Hall

Present Cllrs Potter, Moore, Bish, Lovejoy, Matters, Tynan, Barnes, Raikes, & Howton.

In attendance – S. Trott, (Clerk), CDC Cllr Potter & 10 members of the public, (MoP)

1. **Election of the chair of the council until next annual meeting (May 2027)** – Cllr Potter was elected by the council and signed acceptance of office statement.
2. **Election of vice chair of the council until next annual meeting (May 2027)** – Cllr Moore was elected by the council and signed acceptance of office statement.
3. **Apologies** – none, note that WSCC Jeremy Hunt did not attend as having been not re elected on Thursday 7th May.
4. **Declarations of interest** – None
5. **Minutes** – The minutes of the April PC meeting were signed with an amendment to item 6 regarding the % precept increase from 2024/25 to 2025/26.
6. **Appointment of new Clerk / RFO** – Stephen Trott was confirmed as the new Clerk / RFO, he and the chair signed his contract of employment which had been circulated amongst the council previously.
7. **District Councillors report** ;

The District Councillors' report explains that new national planning regulations require all Local Planning Authorities to start a *new* Local Plan, despite the current one being only having adopted last year.

Chichester District Council must publish a Notice of Intent regarding planning by 30 June 2026, supported by an extra £550,000 from reserves, which is expected to be approved by the Cabinet and Full Council in May. This is being driven by central government concerns over unmet housing targets and is happening amid uncertainty over future local government reorganisation.

Cabinet is also recommending up to £325,000 from commuted sums and the Affordable Housing Grant Fund to buy four properties for use as temporary accommodation, aiming to reduce reliance on expensive B&B or hotel placements, including for some Afghan resettlement families.

Full Council is expected to approve the release of £600,000 from reserves to fund extensive city centre improvements by West Sussex County Council, including safer paving, new planting, new seating and signage. While widely supported, there is concern about the duration and disruption of the works.

In conclusion, the council is committing substantial sums from its reserves to future projects, reflecting uncertainty about how those reserves will be treated once local government reorganisation takes place.

County Councillor Report – None

Chairman's report ;

The Chairman formally welcomes Steve Trott as the new Clerk, confirming a smooth handover from Imogen Whitaker and that he is fully established in the role.

Jack Lovejoy is welcomed as the new WSCC Councillor for the North Ward. The County Council is now hung, which may affect forthcoming local government reorganisation.

The modified Neighbourhood Plan has been published for consultation, and an Examiner has been appointed. Thanks are extended to the NP Team for progress to this stage.

The Temple Bar Logistics Hub/Warehousing application is due for committee decision on 13 May, with officer recommendation to refuse due to policy conflict and severe traffic impacts. The Chairman has declared an interest, will not attend, but has submitted objections highlighting cumulative traffic pressures linked to nearby developments.

Completion of the Stane Street / A285 junction realignment is welcomed, and attention is now focused on the promised improvements at New Road / A285.

Encouraging progress is reported on efforts to secure average speed cameras on the A285, supported by the local MP and Police & Crime Commissioner. Thanks are given to local residents for their significant work.

The Bouldrome proposal was discussed by Village Hall Trustees, who believe the planning application conflicts with earlier plans and would severely impact hall use. The Trustees' Chair will address the Council at the Electors' Meeting prior to the AGM.

The Goodwood Motor Circuit Consultative Committee will meet on 13 May; councillors are invited to raise any local concerns for representation.

8. **Crockerhill update** – No changes, Clerk to write to both Andrew Griffiths MP and Katy Bourne PCC both regarding untaxed and uninsured cars on public roads and a lack of a licence to carry out such works on the property.

Action – Clerk

9. **State of Tangmere Footbridge** - Cllr Lovejoy stated that previous correspondence to National Highways confirmed that they would only remove graffiti if it was offensive. Paint is also flaking leaving rust exposed, and possible harm. No further action at this stage.
10. **Rangers report** - Graham Dipple queried what he was to do with 12 fruit trees he has stored in his garden. Chair to visit next day to decide with the resident's association where to locate. 4 others to be planted between Tinwood lane and the nearby ash trees. Graham Dipple asked the council to write to Southern Water regarding a quantity of traffic cones that had been left after some works had been carried out. (subsequently he wrote to the clerk saying that the Rangers would keep them for their own use) - No action needed.

Action - Cllr Potter & Graham Dipple

11. **Traffic calming** – Meetings have been arranged with the PCC, Katy Bourne, and separately with Andrew Griffiths MP regarding traffic calming measures that could be carried out the A285. Clerk suggested arranging meetings with other local speedwatch groups, suggestion welcomed, clerk to arrange.

Action – Clerk

Cllr Lovejoy left the meeting at 7.35 pm

12. **Proposal to form a planning committee** – The subject was discussed and clerk explained some pros and cons. One MoP asked if it was possible for themselves to be part of the committee. Clerk had previously prepared a terms of reference document for such a committee which was discussed. Decision taken to defer until next PC meeting in June, clerk to amend the ToR and explore whether a MoP can be part of a committee.

Action - Clerk

13. **Newsletter working group** – Discussed but as Cllr Lovejoy, the proposer, had left and it was therefore decided to defer until the next PC meeting.

14. Request for Grace Church group to use the recreation ground for a function on the 23rd of May. Agreed by council, clerk to write to Grace Church.

Action – Clerk

15. Election to lead representation to outside bodies ;

CDALC – Cllrs Potter & Moore were elected

WSALC – Cllr Moore was elected

Goodwood aerodrome / Motor racing committee – Paul Anderson was elected

Village Hall trustees – Cllrs Potter & Barnes were elected

16. Election to lead working groups

- i. Planning – Postponed until June meeting, see item 12 above.
- ii. Rangers – Graham Dipple
- iii. Boxgrove Conservation – Tony Tyman
- iv. Neighbourhood Plan – David Leah

17. Clerk's report ;

- i. Internal auditors report was approved
- ii. Annual Governance statement was approved and signed by the chair
- iii. Annual return for 2025 / 26 approved and signed by the chair
- iv. Approval and re adoption of standing orders, financial regulations, asset register, scheme of delegation, risk assessment, IT Policy, data protection policy, AI policy, Civility and respect policy, ToR for Rangers and conservation group. All approved and re adopted.
- v. Payments for consideration – approved see appendix 1.
- vi. Bank reconciliation & Financial statement – approved see appendix 2.
- vii. The CDALC annual meeting including the WSALC annual meeting on the 19th of May was discussed, cllrs were encouraged to attend.

The clerk asked the council if Cllr Lovejoy could attend a CDC planning committee

Meeting on the 13th of May on behalf of the PC regarding the development at Temple Bar – Approved

The clerk advised the council that he would be bringing forward policies on SAR, Vexatious behaviour and complaints procedures for their attention and approval before the June meeting.

18. Application for a £ 250.00 grant to the Tylers trust – Discussed and approved.

Action – Clerk

19. Agenda Items for next meeting – Including but not exclusive to ;

- The Bouledrome
- Planning committee
- Newsletter working group
- National plan update

20. Date of next meeting

The next meeting is on Monday 1st June at 7pm at the Village Hall

There being no further business the meeting was closed by the chair at 20.20

Signed H Potter – Chair

Dated

Appendix 1 – Payments for consideration May 26

S Trott / HMRC / Nest Working in April x 12 Hours £ 259.80 Gross

Nest PC pension contribution x 3 % of ditto £ £ 7.80

Janet Dixon Path clearance £ 264.00

SALC Subscription £ 370.33

Process Matters N. P. , DPO x 1 year & maintain website Jan – March £ 910.00

Scribe Subscription £ 66.00

South Downs Ecology Biodiversity nett gain – Bouledrome £ 420.00

Parish online Subscription £ 45.00

S Trott / HMRC / Nest May Salary £ 1219.62 Gross

Nest PC pension contribution x 3 % of ditto £ 36.59

S Trott expenses, stamps, computer mouse & ‘Pocket’ AI recorder £ 134.45

Appendix 2 Bank reconciliation & financial statement

Bank reconciliation May 11th 2026

Bank accounts as of April 30th 2026

current account	£95,802.56
total	£95,802.56

opening balance 1st April 2025	£78,267.98
add receipts in the year	30808.48
less payments in the year	£13,273.90
Balance	£95,802.56

less

reserve @ 50% of annual precept of £61545	
Total	£30,772.50

less ring-fenced funds

neighbourhood plan	£1,000.00
cricket pavilion extension designated reserve	£13,059.83
capital replacement fund	£1,000.00
Boulodrome	£5,436.00
Trees	£3,760.00
Resilience	£4,000.00
Contingency	£1,500.00

Car park fund		£5,500.00
Fountain		£1,000.00
Traffic calming group		£3,916.00
Planning consultancy fund		£1,000.00
Rangers		£500.00
Bus stop		£1,700.00
	Total	£43,371.83

total available funds	Total	£21,658.23
(less ring fenced and reserve)		

Outstanding Loan for Village Hall		£49,510.99
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**Boxgrove Parish Council Financial Statement
Meeting May 11th 2026**

Balances on accounts		£0.00
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Received since last meeting

total	£0.00
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Paid since last meeting

I Whitaker	clerk salary	£906.50
nest	pension	£66.11
HMRC	contributions	£237.27
arun district council	printing newsletter	£95.00
Graham Dipple	fertiliser trees	£24.48
RJ Dixon	grass cutting	£240.00
Zoom	zoom annual cost	£167.88

PWLB	loan repayment	£3,393.19
CDC	litter and dog bins	£2,551.51
Orchard IT	annual IT Councillor	£3,070.56
Orchard IT	laptop Clerk's	£611.83
Orchard IT	laptop	£331.80
DCH	boulodrome council running costs 6 mths	£500.00
I Whitaker		£511.77
BVH	grant for fayre S137	£500.00
		£13,207.
		90