

## OVING PARISH COUNCIL

### Minutes of meeting held on Thursday, 11<sup>th</sup> April 2019 in Oving Jubilee Hall.

**Present:** Chairman Cllr. S. Schuyleman, Cllr. L Smith, Cllr. M. Wright, Cllr. A. Wilkinson, Cllr. S. Quigley, Miss R Palmer (Clerk), County Cllr. S. Oakley and District Cllr. C. Page.

1 Apologies for absence.	Action
The meeting started at 6.45pm. Apologies were received from Cllr. R. Hague, Cllr. D. Marston and Mr P. Kopecek. All apologies were accepted.	
2 Declarations of Interest under the Code of Conduct.	
There were none.	
3 Issues raised by members of the public for discussion with Council Members (up to 15 minutes).	
There were none.	
4 Report from District Councillor and County Councillor (if required).	
<p>District Cllr. Page (CP) advised that due to boundary changes the ward now consisted of Tangmere, Oving, North Mundham and Hunston. There are now two Councillor positions to cover the ward and four candidates for the election on 2<sup>nd</sup> May 2019. CP advised that the delayed BABA27 meeting scheduled for end of January is still waiting for a new date to be announced. It seems likely that we may have lost getting funding for improvements to the A27 from RIS2 and would have to wait a further 5 years.</p> <p>County Cllr. Oakley (SO) advised that if the Local Plan is implemented on time, this will require a review of road infrastructure which in turn would necessitate the re-opening of the A27 debate.</p> <p>SO advised that the recent fire at the Westhampnett recycling facility was now out. SO advised that there had been significant damage to the facility as the fire was left to burn itself out rather than using water due to the risk of contamination to the lakes and potentially other water courses. SO confirmed that Woodhorn were assisting with green waste recycling and that this would mean them working on Sunday and Bank Holidays until the facility is fully functioning again. SO confirmed that the cause is not expected to be arson.</p>	
5 Urgent items for reporting and including on a future agenda.	
There were none.	
6 Approval of minutes (available at <a href="http://www.ovingcommunity.org.uk">www.ovingcommunity.org.uk</a> ) and review of actions:	
<p>Parish Council meeting held on 21<sup>st</sup> March 2019.</p> <p>The minutes of the Parish Council meeting held on 21<sup>st</sup> March 2019 were unanimously approved as a true copy and signed by the Chairman. All actions were reviewed and agreed.</p>	
7 To select two new notice boards for Highfield Lane and Shopwyke Lakes and agree funding.	
The Clerk was asked to obtain three quotes for two 'off the shelf' notice boards. It was agreed that there should be one A1 sized noticeboard for Highfield Lane and one A1/A2 sized notice board for Shopwhyke Lakes. Cllr. S. Quigley was also asked to obtain a quote for bespoke notice boards for both locations from a local carpenter he has used in the past.	Clerk SQ
8 To select projects for funding through the 2019 NHB grant.	
A number of suggestions were discussed and it was unanimously agreed to also invite residents to suggest projects at the AGM to be held on 16 <sup>th</sup> May 2019.	
9 To select signage to deter dog fouling at the recreation ground and agree funding.	
Proposed by Cllr. Wright and seconded by Cllr. Squigley, the Clerk was asked to purchase three 'No Fouling' signs' and two 'No Fouling Children's Play Area' signs for the recreation ground.	Clerk
10 To note any 2019 CIL allocation and select projects.	
Since the publication of the agenda for this meeting, it was understood that there was no CIL allocation for the Parish this year, so this item was not discussed.	

<b>11 To note the changes to the salaries of the community wardens and agree actions.</b>	
<p>Cllr. Smith (LS) advised that the Community Wardens salaries had been significantly reduced, commencing April 2020, following a recent re-evaluation of salaries by Hays Specialist Recruitment Limited. LS reported that the Wardens had unsuccessfully appealed against the decision. Proposed by Cllr. Wright and seconded by Cllr. Wilkinson, the Clerk was asked to write to Diane Shepherd to seek a reversal of these cuts.</p> <p>In answer to a request from Cllr. Quigley, Cllr. Schuyleman advised that the wardens would be asked to prepare a brief report for Cllr. Smith to present bi-monthly at Parish Council meetings.</p>	<p>Clerk</p> <p>LS</p>
<b>12 Reports and recommendations from working parties and other organisations:</b>	
<p>a) Website Working Group – Cllr. M. Wright. Cllr. Wright advised that the Clerk and Cllr. Wright were due to meet to finalise the website prior to presentation to the Cllr’s w/c 22.4.19.</p> <p>b) GDPR to include whether to pay for Data Protection support from GDPR-info for a further year. Proposed by Cllr. Smith and seconded by Cllr. Wilkinson it was agreed to pay GDPR-info £350 plus VAT to be the DPO for Oving Parish Council for 2019/2020. The Clerk was asked to inform GDPR-info.</p> <p>c) Parish Plan action Bus stops – Cllr. R Hague/Cllr. A. Wilkinson. Cllr. Wilkinson advised that WSCC had been due to complete a risk assessment of the proposed move on 11.4.19. Cllr. Wilkinson asked the Clerk to establish the current status of the move.</p> <p>d) Parish Plan action Traffic Calming and to agree funding for Parish gates and signage – Cllr. S Schuyleman and Mr P. Kopecek. In the absence of Mr Kopecek, Cllr. Schuyleman presented two additional installation quotes as previously requested by the Parish Council. Proposed by Cllr. Quigley and seconded by Cllr. Smith it was unanimously agreed to appoint Balfour Beatty to install gates for the Parish. Due to the extreme range of quotes to supply the gates the Clerk was asked to speak to Balfour Beatty, Glasdon, JACS and Vinyl Fencing Limited to obtain further information to enable a decision to be made at an extraordinary meeting to be held asap. It was also agreed that two further quotes for the supply of HGV signs would be required. This supplier would also need to be agreed at the extraordinary meeting although Balfour Beatty would install them at the same time as the gates.</p>	<p>Clerk/ MW</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk PK</p>
<b>13 Noting of correspondence received since 16<sup>th</sup> March 2019.</b>	
The correspondence received since 16 <sup>th</sup> March 2019 was reviewed and noted. The Clerk was asked to add outgoing communication to the correspondence log.	Clerk
<b>14 Finance:</b>	
<p>a) To note the bank balances at 31<sup>st</sup> March 2019. The balances in both accounts were noted.</p> <p>b) To consider the reconciliation of balances statement at 31<sup>st</sup> March 2019. The reconciliation of balances statement at 31<sup>st</sup> March 2019 was considered and noted.</p> <p>c) To consider the budget control statement at 31<sup>st</sup> March 2019. The budget control statement at 31<sup>st</sup> March 2019 was considered and noted.</p> <p>d) To approve the schedule of payments totalling £1925.11 The schedule of payments was totalling £1925.11 was unanimously approved and cheques were signed.</p>	
<b>15 Next Meetings:</b>	
The next OPC Full Council meeting will be held on <b>Thursday 16<sup>th</sup> May 2019</b> starting at 7pm. This will consist of the Annual Parish Meeting and the Parish Council AGM. Planning Committee meeting will be held on <b>Thursday 25<sup>th</sup> April 2019</b> starting at 6.45pm.	

The meeting closed at 9.40pm.

**Signed:**  
**Chairman**

**Date:**