

OVING PARISH COUNCIL

Minutes of Oving Parish Council Full meeting held on Thursday, 18th January 2024. This meeting was held at Jubilee Hall, High Street, Oving, PO20 2DQ.

Present: Cllr. R. Hague - chair, Cllr. S. Quigley, Cllr. D. Marston, Cllr. A. Smith, Cllr. K. Akerman (remotely), Cllr. B. Hunt (Cllr. Hunt joined the meeting at 6.49pm), Cllr. M. Riddell, District Cllr. C. Hastain (remotely), County Cllr. S. Oakley (County Cllr. Oakley joined the meeting at 6.49pm) and Miss R. Palmer – clerk.

1	Apologies for absence.	Action
	The meeting started at 6.45pm. Apologies were received from Cllr. J. Matcham and District Cllr. D. Betts. 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, three minutes per person).	
	A member of the public had written in to request that the Parish Council chase WSCC Highways to reinstate the slow signs in Marsh Lane following the resurfacing work. The clerk was asked to contact WSCC Highways. The clerk was asked to add the state of the tarmac at the T-junction of the new road into Oving and Drayton Lane.	Clerk Clerk
4	Approval of minutes (available at www.ovingcommunity.org.uk) and review of actions:	
	<ul style="list-style-type: none"> a) Full Meeting of the Parish Council held on 19th October 2023. Proposed by Cllr. Smith and seconded by Cllr. Quigley the minutes of the Full Parish Council Meeting held on 19th October 2023 were unanimously approved as a true copy and signed by the chairman. All actions were reviewed and agreed. b) Finance Meeting held on 26th October 2023. Proposed by Cllr. Marston and seconded by Cllr. Quigley the minutes of the Full Parish Council Meeting held on 26th October 2023 were unanimously approved as a true copy and signed by the chairman. All actions were reviewed and agreed. c) Full Meeting of the Parish Council held on 16th November 2023. Proposed by Cllr. Smith and seconded by Cllr. Hunt the minutes of the Full Parish Council Meeting held on 16th November 2023 were unanimously approved as a true copy and signed by the chairman. All actions were reviewed and agreed. d) Extra Meeting of the Parish Council held on 14th December 2023. Proposed by Cllr. Marston and seconded by Cllr. Smith the minutes of the Extra Meeting of the Parish Council held on 14th December 2023 were unanimously approved as a true copy and signed by the chairman. All actions were reviewed and agreed. 	
5	Matters arising from the minutes as stated at item 4.	
	The clerk was asked to chase a response from Environmental Health and the Environmental Agency regarding an assessment and cleaning of the duck pond in Marsh Lane. The clerk was asked to establish the legalities of offering Jubilee Hall a fixed annual payment.	Clerk Clerk
6	To review outstanding actions from previous minutes and agree any further action required.	
	The outstanding actions from previous minutes were reviewed. No further actions were identified other than those already in progress.	
7	To receive reports from County Cllr. S. Oakley and District Cllr's. D. Betts and C. Hastain.	
	District Cllr. Hastain read a report from District Cllr. Betts. District Cllr. Hastain agreed to update the Parish Council regarding two questions raised by Cllr. Quigley. <ul style="list-style-type: none"> • The timing and cost for the improvements to the Bognor Road roundabout, and the Chichester to Bognor Regis corridor. • When new parking pay stations would replace those not working in the car park on the Avenue de Chartres. County Cllr. Oakley reported to the Parish Council.	CH CH

	Cllr. Hague agreed to add changes to parking restrictions in Chichester City and Westhampnett to the next Chair's ODN report.	RH
8	To appoint a representative to the Aldingbourne Rife group.	
	Proposed by Cllr. Marston and seconded by Cllr. Hunt it was unanimously agreed for the clerk to ask Aldingbourne Rife group if a representative from Oving Parish Council could join the group.	Clerk
9	To agree the programme for the Away Day on 7th March 2024.	
	Cllr. Quigley presented a draft programme for the Away Day on 7 th March 2024.	
10	To consider the status of the permissive path design and to agree any actions/costs associated with that design.	
	County Cllr. Oakley suggested that the Parish Council consider a feasibility and road safety audit by WSCC. Proposed by Cllr. Marston and seconded by Cllr. Riddell it was unanimously agreed to proceed with the permissive path project.	
11	To consider moving the Annual Assembly timing and to change the start time of the Annual Meeting of the Parish Council to 6.45pm	
	Proposed by Cllr. Marston and seconded by Cllr. Riddell it was unanimously agreed to hold the Annual Parish Assembly in April (date tbc) and to change the start time of the Annual Meeting of the Parish Council to 6.45pm	
12	To receive updates, consider and agree actions regarding the following projects:	
	<p>a) Highways – Cllr. Smith. Cllr. Smith read through his report previously circulated to Councillors.</p> <p>b) Shopwyke – Cllr. Matcham, Cllr. Akerman and Cllr. Hunt. Nothing to report.</p> <p>c) Community garden – Cllr. Marston. Nothing to report.</p> <p>d) Recreation ground/pump track – Cllr. Marston. Nothing to report.</p> <p>e) Neighbourhood Plan – Cllr. Quigley. Cllr. Quigley advised that the Neighbourhood Plan is now progressing.</p> <p>f) Communication inc website – Cllr. McPhail. Nothing to report.</p> <p>g) Jubilee Hall – Cllr. Marston. Cllr Marston advised that, following a meeting on 17th January 2024, through 2023/2024:</p> <ul style="list-style-type: none"> • Finances had improved. • The structure and appearance of the hall had been greatly improved. • 2024/2025 expected lower expenses and higher income. • The hall committee had chased a decision on the possibility of an annual grant, batteries for the solar panels and EV parking spaces. <p>h) Almshouse Trust – Cllr. Smith. This item was deferred to a future meeting.</p> <p>i) Youth Club – Cllr. Hunt. This item was deferred to a future meeting.</p>	Clerk/RH
13	Finance:	
	<p>a) To approve the schedule of payments, total tba, and receipts up to 12th January 2024. Proposed by Cllr. Smith and seconded by Cllr. Hunt it was unanimously agreed to approve the schedule of payments.</p> <p>b) To note the bank balances on 31st December 2023. The bank balance on 31st December 2023 were noted.</p> <p>c) To note the budget control statement on 31st December 2023. This item was deferred to a future meeting.</p> <p>d) To agree the reconciliation of balances on 31st December 2023. This item was deferred to a future meeting.</p>	

	<p>e) To note the VAT refund for 4Q 2023. VAT to 4Q 2023 was noted. The clerk advised that she would put in a VAT 126 claim for a refund of £17,982.31.</p> <p>f) To note the 2023 NALC increase to the clerk's salary. The 2023 NALC increase to the clerk's salary was noted.</p> <p>g) This item was deferred to a future meeting.</p> <p>h) To consider a request from Jubilee Hall for a grant to redecorate the interior of the hall. Proposed by Cllr. Quigley and seconded by Cllr. Hunt it was unanimously agreed to grant Jubilee Hall £2175.00 to redecorate the interior of the hall.</p> <p>i) To consider a donation request from Sage House. Proposed by Cllr. Marston and seconded by Cllr. Hunt it was unanimously agreed to donate £100 to Sage House.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14	Urgent items for reporting and including on a future agenda.	
	The clerk was asked to collate information regarding the process to proceed with installing speed notification signs around the Parish.	Clerk
15	Next Meetings:	
	<p>The next Full Council meeting will be held at Jubilee Hall and virtually on zoom, on Thursday 18th January 2024 starting at 6.45pm.</p> <p>The next Planning Committee meeting will be held at Jubilee Hall and virtually on zoom, on Thursday 25th January 2024 starting at 6.45pm</p>	

The meeting closed at 9.28 pm.

Signed:

Date:

Chairman