

## Oving Parish Council

*Annual Meeting of Oving Parish Council  
held on Monday 23<sup>rd</sup> May 2005  
in the Oving Jubilee Hall*

PRESENT: Mr. C.C. Wood (Chairman), Dr. P.M. Quinnell (Vice-Chairman),  
Mr. R. Hague, Mrs. V. Migliorini, Mr. J. Richardson, Mr. G. Spiers

Mr. K. Parker (Retiring Clerk), Mr. R. Parsons (New Clerk)  
Cllr. A. Smith (WSCC), Cllr. S Quigley (CDC)  
Mr. A. Blanks, Mr. D. Treagus (residents)

- 1 APOLOGIES  
Mrs. S. Bradstock-Smith, Mr. C. Humphrey
- 2 DECLARATION OF INTERESTS  
There were none.
- 3 ELECTION OF CHAIRMAN  
The new Clerk took the chair for this item.  
Proposed Dr. Quinnell, Seconded Mr. Hague, that Mr. Wood be Chairman for the coming year. **Unanimously approved.** Mr. Wood said that this would be his last year as Chairman.
- 4 DECLARATION OF ACCEPTANCE OF OFFICE  
Mr. Wood signed the Declaration of Acceptance of the Office of Chairman and chaired the rest of the meeting.
- 5 ELECTION OF VICE-CHAIRMAN  
Proposed Mr. Wood, Seconded Mr. Hague, that Dr. Quinnell be Vice-Chairman for the coming year. **Unanimously approved**
- 6 APPOINTMENTS OF REPRESENTATIVES AND COMMITTEE MEMBERS  
Planning Committee (3)  
Chairman, Mrs. Bradstock-Smith, Mr. Humphrey  
Community Action Group Committee (2)  
Mr. Richardson, Mrs. Migliorini  
Minerals & Waste Working Party (3)  
Chairman, Mr. Humphrey, Mr. Richardson  
Oving Jubilee Hall Management Committee Representative (1)  
Mr. Humphrey  
Peninsula Forum (1)  
Mr. R. Hague  
March School Governors (0)  
Owing to a change in the law, minor authorities are no longer entitled to nominate representatives to school governorships. Mr. Bradstock-Smith remains a governor of this school by invitation.  
Oving Almshouses Trust (1)  
Mr. R. Hague
- 7 MINUTES OF MEETING 16<sup>TH</sup> MARCH 2005  
Item 10 was amended to read "Vice-Chairman", not "Chairman". The minutes having previously been circulated were then approved and signed.

- 8 MATTERS ARISING  
Appointment of Clerk  
The Chairman confirmed that the new Clerk had signed the Contract of Employment.  
Local Bus Services  
A new Request Stop sign had been placed.  
A Code for the Future  
Dr. Quinnell reported that the consultation document on the Code consists of 46 pages containing many questions for consideration. Ten general principles are examined in detail and all members are able to view this on the Standards Board website. The document was explained in some detail but is very complex. After discussion, **Dr. Quinnell was authorised to respond.**  
Date of 2006 Annual Meeting  
**The Clerk was instructed to book the hall for Wednesday 17<sup>th</sup> May 2006.**
- 9 MATTERS ARISING IF ANY FROM THE ANNUAL PARISH MEETING  
Traffic Calming  
The Chairman reported that after the meeting, he received a suggestion that the Council investigate a 'Speed Commitment Campaign' with West Sussex County Council. This may help local people stick to their own speed limits. **Chairman to pursue.**  
Bus Shelter at Shopwhyke  
It was thought that an Adshel shelter may be appropriate at this location. **Clerk to pursue.**  
Dial-a Ride Initiative  
Mr. Quigley offered to investigate the concerns raised about resistance to the use of this service.  
Parking in Shopwhyke Road  
The Chairman offered to raise this and other Highways issues from the meeting with West Sussex County Council.  
Missing Bus Stop in Oving High Street  
It was thought that the Community Wardens had said they would pursue this. **Clerk to investigate and pursue if necessary.**
- 10 VACANCY FOR PARISH COUNCILLOR  
Mr. Blanks had decided not to pursue membership. All were urged to pursue the filling of the vacancy. The matter would be raised at OCAG by its chairman. Mr. Quigley offered to insert a few lines in the North Mundham Newsletter since this also goes to Merston residents.
- 11 COMMUNITY WARDENS & PCSO'S REPORTS  
This had been covered in detail at the earlier Annual Parish Meeting.
- 12 HIGHFIELD RECREATION GROUND  
New lease  
The Chairman had spoken to the Council's Solicitor that day and been assured that the lease was in the post and ready for signing. The Church Commissioners' fees are not yet known but we had agreed to pay them. **It was agreed that the Chairman and Clerk would check the lease for the issues previously raised and then sign it if appropriate.**  
Minutes of meetings of C.A.G. Committee 11<sup>th</sup> April 2005 and 9<sup>th</sup> May 2005  
These minutes were approved and were signed by the Committee Chairman, Mr. Richardson.  
C.A.G. Chairman's report  
Mr. Richardson said that he needed extra help in view of his other commitments. The group needs a practical vice-chairman for tasks such as the erection of the youth shelter. Three suppliers of play equipment have been approached and funding applications will

follow completion of the lease. The fete had been very successful. This was a joint venture with the Friends of St. Andrew's Church. **The Clerk was authorised to pay 50% of net receipts to the Friends of St. Andrew's Church.** The group will consult with residents closest to the proposed location for the youth shelter. The Clerk will then need to get approval for the location from Cluttons and the Council's Insurers.

#### Risk Assessment and Insurance

A revised Risk Assessment for the site had been prepared by the Clerk. Mr. Robert Johnson had been appointed as groundsman on a 4 week trial, to include tasks arising from the Risk Assessment. A revised premium for the Council's Insurance had been received of £558.96. This compared favourably with the original premium of £613.24 and **it was agreed to renew.**

#### Access Road: Bollards

An estimate for the cost of the work of £200 had been given by Minerva and **it was agreed to proceed with the installation.** It was suggested that the bollard should be located further up the access track but concern was raised about the location of electricity cables and consent would be needed to place the bollard on Martlet Homes' land. **Clerk to raise with Martlet Homes.**

#### Fencing

The lack of fencing between the field and neighbouring agricultural land was noted.

#### Dog Waste Bin

The need for a dog waste bin on the site was raised. Oving Dog Training Group were reported to be willing to fund the purchase cost of £317.72. The annual cost to the Council of emptying would be £200.36. CAG support the proposal. Once installed, the Council would also need to insure it. **It was agreed to accept the offer from the Dog Training Group and the Clerk was authorised to pursue.**

### 13 FINANCE

#### Accounts for Year Ended 31<sup>st</sup> March 2005

These had been previously circulated and were noted.

#### Annual return to External Auditor

These had been previously circulated and were approved subject to Internal Audit. Following this, the return to be brought to the next meeting for final approval prior to External Audit.

#### Schedule of Payments

The schedule distributed with the agenda was noted.

#### Jubilee Hall: Public Works Loan Board financial statement

This was approved subject to Internal Audit.

#### Insurance

The annual premium had been approved under minute 12 above.

#### Acceptance of Quotations for Grass Cutting: Burial Ground and Recreation Ground

These had previously been agreed under Chairman's actions. The small increases on 2004 rates were noted. Mr. Quigley asked if the Council was willing to continue paying £100 per year towards St. Giles' churchyard. It was noted that the sum is in the current budget and payment had been approved last year.

### 14 PLANNING

#### New Planning process

The Chairman reported on a new procedure to improve transparency of the process. The Committee record their comments which are now posted on the website and also sent to the Clerk. Formal reply had not yet been received from the District Council's solicitor.

#### Schedule of District and County Planning Applications & Decisions

A letter had been received from a resident concerning the application at Littlemead School. (ref:05/01117/FUL). This contained an objection to the proposal. The Committee had found some of the points well made and reiterated them in the Council's representation. On balance however, they had given a qualified approval to

the application. **The Clerk to reply, including a copy of the Council's representation.** The schedule distributed with the agenda was noted and the enforcement notice at Decoy farmhouse (ref:03/00173/CONMHC) was highlighted. Consultation on a new application had just been received from West Sussex County Council for a steel framed storage building to store hazardous waste at Drayton depot.

15 OIVING YOUTH CLUB

This had been covered at the earlier Annual Parish Meeting.

16 WEST SUSSEX MINERALS DEVELOPMENT PLAN DOCUMENT:

The Chairman reported on a meeting held on Monday 16<sup>th</sup> May 2005. The current plan covers to 2006 and includes a land bank to 2013. New Planning processes require the period to 2016 to be covered and the meeting represented the start of the process. Covering up to 2016 was not expected to have any impact on Oving. However, if there needs to be a land bank to 2023, this may include Oving.

*Mr. Quigley left the meeting.*

17 CORRESPONDENCE & PUBLICATIONS

The schedule distributed with the agenda was noted. Very recent correspondence included consultation on a proposal to divert public footpath 274. After discussion, the Council had **no objection** to the proposal. Publicity on the Trafalgar bicentenary celebrations was discussed and the opportunity for a fund raising event would be raised with CAG. The Gribble may also be considering an event. Tender documents for the sale of a modular building, furniture and IT equipment by Chichester District Council had been received but it was decided not to pursue. Martlet Homes have advertised a vacant allotment in the parish.

**NEXT MEETING**

**Wednesday 20<sup>th</sup> July 2005 commencing at 7.00 pm**

Future Meetings

Wednesday 21<sup>st</sup> September, 23<sup>rd</sup> November 2005, 11<sup>th</sup> January 2006,  
15<sup>th</sup> March, 17<sup>th</sup> May 2006.