

To: All Members of the Parish Council

I hereby give notice that a Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 16<sup>th</sup> July 2024 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 11<sup>th</sup> July 2024

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

## AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 18<sup>th</sup> June 2024 **(1)**
4. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
5. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
6. Policy documents: To review and adopt the following:
  - a. [Data Protection](#)
  - b. [Data Breach Policy](#)
  - c. [IT, Communications & Monitoring Policy](#) (amendments in yellow to be reviewed)
  - d. [Privacy Statement – General](#)
  - e. [Privacy Statement – Staff](#)
  - f. [Subject Access Request Procedure](#)
  - g. [Subject Access Request website wording](#)
7. Report on on-going matters:
  - a. Neighbourhood Plan/Chichester Local Plan – update (PD) **(3)**
  - b. Public Toilets – to report recent repairs, agree expenditure for electrical safety test and agree electricity provider, terms and direct debit payment (Clerk) **(3)**
  - c. Pavilion – to receive and consider WG Sports response regarding improvements, to consider a dilapidation survey and agree any expenditure and next steps (PD) **(15)**

- d. Pavilion Lease – update (Clerk) **(3)**
- e. Friday Evening Parking – to consider traffic management suggestions submitted by WG Sports and agree if any further action is required (PD) **(5)**
- f. West road planters – to consider quotations and agree contractor & expenditure (Clerk) **(3)**
- g. Songhurst Meadow – grass cutting and dog fouling – feedback from additional cutting and to agree next steps and expenditure (Clerk) **(3)**
- h. Clerk's Update: **(5)**
  - School Road Watershed application
  - Yellow zig-zag lines outside the school
  - Playground – repair update
  - Speed Indicator Device – new location confirmed
  - Reminder: Questions & Answers with Andrew Griffith MP Thursday 18<sup>th</sup> July
  - August newsletter
  - August Fete – to confirm receipt of event documents and help required
  - Other matters to report since the publication of the agenda

8. New Items for Discussion:

- a. Request to use the Green – to consider the request from WGS for RunWisborough on Sunday 8<sup>th</sup> June 2025 (Clerk) **(1)**
- b. Neighbourhood Plan Monitoring Report – to review the [draft report](#) and agree submission to CDC (Clerk) **(3)**
- c. Ukrainian Flag – to note recent Facebook comments and telephone call and agree if the flag should be replaced (Clerk) **(3)**
- d. Councillor Emails – to approve expenditure to improve security protection (Clerk) **(2)**
- e. Drinking Water Supply – to consider Southern Water proposal in Hampshire and consider if a response should be submitted (Clerk) **(3)**

9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**

10. Planning **(10)**:

- a. New Applications:

Application No.	Application Details
WR/24/00856/LBC - Case Officer: Miruna Turland	Mr Christopher Wigley Zoar Chapel Petworth Road Wisborough Green West Sussex Renewal and replacement of 2 no. windows on rear (south) elevation. O.S. Grid Ref. 504771/125854 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SBOKJT-ERI7200">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SBOKJT-ERI7200</a>

WR/24/01214/DOC	Remmus, c/o ECE Planning Land at Stable Field, Kirdford Road Discharge of Condition 3 (CEMP) and 10 (footpath details) of planning permission WR/22/00618/FUL. To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=SECV5UERJ3Y00&amp;activeTab=summary">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=SECV5UERJ3Y00&amp;activeTab=summary</a>
WR/24/01329/DOC	Remmus, c/o ECE Planning Land at Stable Field, Kirdford Road Discharge of Condition 4 (site wide surface water drainage scheme) of planning permission WR/22/00618/FUL. To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=SEVB1OERJAL00&amp;activeTab=summary">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=SEVB1OERJAL00&amp;activeTab=summary</a>

- b. Enforcement: to report any possible planning breaches or CDC update
11. Finance **(5)**:
    - a. Bank Reconciliation - to confirm month end reconciliation for June (HT)
    - b. Accounts for Payment - to receive details and agree payment
    - c. Monthly Financial Statement – to receive the year to date compared to budget statement
  12. Other Reports **(5)**:
    - a. The Green
      - Cricket Nets – pulling back into boxes after use – follow up by HT
      - Any other matters to report (Clerk)
    - b. Chichester District Association of Local Councils Meeting – 27<sup>th</sup> June 2024 (PD/SW)
    - c. Meeting with PCSO Nathan Ford on 11<sup>th</sup> July 2024 (SW/Clerk)
    - d. Health & Safety - any concerns to report (All)
  13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)
  14. Date of Next Meeting:
    - Planning Committee
      - Tuesday 30<sup>th</sup> July 2024 at 8.00 pm (only if required)
      - Tuesday 20<sup>th</sup> August 2024 at 8.00 pm (only if required)
      - Tuesday 3<sup>rd</sup> September 2024 at 8.00 pm (only if required)
    - Parish Council Meeting - Tuesday 17<sup>th</sup> September 2024 at 7.45 pm