

**WESTHAM PARISH COUNCIL**  
**DRAFT MINUTES OF THE FULL COUNCIL MEETING OF**

20<sup>th</sup> April 2015  
held at The Amenity Hall, Stone Cross

306 Present: Cllrs K Saxby (Chairman), P Marshall, M Nash, G Garner, B Molog, T Bruce, K Stevens, T Comerford, B Garner, R Perrin, G Parsons and J Blaker.

A Hillman (Clerk) and five members of the public were also in attendance.

307 Apologies for Absence: Apologies for absence were received from K Sutherland and were accepted by those present.

County Councillor Pursglove, District Councillors Clark, Tooley and Dear, and PCSO Wyatt also sent their apologies.

308 Minutes of the Previous Meeting: The Minutes of the Full Council Meeting held on 16<sup>th</sup> March 2015 were read, confirmed as a true and accurate record and signed by the Chairman.

309 Clerk's Report:

All matters' arising were covered elsewhere on the agenda.

310 Disclosures of Interests:

There were no disclosures of interests nor were there any changes to the Register of Interests.

311 Reports on Committee Meetings held:

There have been no committee meetings since the last Full Council Meeting.

312 Reports from Outside Meetings:

Councillor Stevens attended the latest ESALC Meeting. Roger Williams, of Highways at ESCC explained that the County Council now only has funding for its statutory functions but it is planning to offer training for volunteers who would like to take over some of its tasks.

Councillor G Garner said there has been one Street Meeting since the last Full Council Meeting. The meeting was at Church Avenue and ten residents attended because they have experienced parking problems at school drop off and pick up times.

Councillors Comerford and Saxby attended the latest Patients' Panel Meeting. The new blood machine has been a huge success because it is easy to use and has subsequently freed up a lot of nursing time. Despite being rated as 'outstanding' in a recent inspection the surgery follows the national trend and has a shortage of doctors.

313 Report from PCSO Wyatt:

PCSO Wyatt had previously sent her apologies for not being able to attend this meeting.

314 Reports from County/District Councillors:

The District Councillors are understood to have been advised by the District Council that they should not attend council meetings under the rules of purdah.

County Councillor Pursglove sent a written report in which he detailed his work on the Economy, Transport and Environment Committee. A copy of report is available upon request from the Clerk.

315 Questions from Members of the Public:

There were no questions from members of the public on this occasion.

The meeting was re-opened.

316 Stone Cross Royals

The Clerk circulated a new contract for the Stone Cross Royals. The new contract allows the Club to have a storage container in Adur Park as agreed at the March meeting.

Councillors **resolved** to approve the contract which will now be sent to the Club for signing.

318 Separate Pedestrian Entrance to Adur Park:

Westham Parish Council has received two prices to provide a separate entrance to the Park and **resolved** to accept the price of £3610 plus VAT for the works specification reference AH/GG 17/03/2015.

319 Planters at Westham:

The damaged planter has now been removed and is being repaired by Stone Cross Nursery.

Councillor Perrin asked whether the planters are effective at stopping people driving onto the green and suggested posts might be better. He said planters also require much more maintenance.

Councillor Parsons said 'Incredible Edible' are keen to help and would like to keep the planters full. They will also look after them. The contents of the planters would then be edible, decorative and well maintained.

Councillors **resolved** to keep the planters but reposition them slightly. They will then be looked after by Incredible Edibles. The Clerk will liaise with

Incredible Edible and Stone Cross Nursery when the repairs have been carried out.

320 Allotments - update

Councillor G Garner, Saxby and the Clerk carried out a site visits following confusion about the number of vacant plots at the allotments.

Councillors **resolved** to invite all allotment holders to a meeting to clarify the position. In the meantime Councillors agreed plot 8 could be divided and allocated to two new people and the Clerk will write to those using number 11 to see if they will consider sharing their plot.

321 Questions from Parish Councillors:

Councillors G Garner said the new Construction, Design and Management (CDM) Regulations came into effect on 6<sup>th</sup> April 2015. Designers and contractors will be responsible for Health and Safety on all construction projects and works. The CDM Regulations apply to all construction work irrespective of size.

All construction work will require a construction phase plan outlining the management of Health and Safety during the project. The plan will be proportionate to the risks and must be in place before the work starts. Commercial clients (which includes Local Authorities, Charities, Trusts and Landlords) have duties to ensure that designers and contractors have the skills and knowledge to manage Health and Safety in construction. Domestic clients are relieved of client's duties as they are automatically transferred to the contractor. Model plans are available.

All projects and works that exceed 30 days, 500 person days or have more than 20 operatives on site at any one time are notifiable to the Health and Safety Executive.

Councillor G Garner also said the Risk Assessment is up to date and he will return the folder to the Council Offices for audit.

Councillor Saxby reported the potholes in Hankham have now been filled in and Highways called him after for an update.

322 Planning Applications:

The following planning application was considered;

WD2015/0623F – Corner of Dittons Road and St Michael's Close –  
Erection of pair of 3 bedroomed semi-detached houses together with cross over and 4 parking spaces – **Westham Parish Council objects to this application because it has concerns about the access onto the main road. This part of Rattle Road already gets heavily congested and there will be the traffic from the 600 extra houses soon. Three buses also stop here daily and piles of children get off the buses all at the same time.**

WD2015/0581F – Upper Standard Cottage, Rattle Road – Proposed garage to front of existing property – **Westham Parish Council has no objections to this application on any planning grounds.**

WD2015/0448F – 3 Ifield Mill Close – Proposed first floor extension over existing garage - **Westham Parish Council has no objections to this application on any planning grounds.**

WD2015/0772F – Farthings, St John's Drive – Erection of single storey extension at rear and conversion of garage - **Westham Parish Council has no objections to this application on any planning grounds.**

There being no further business, the meeting finished at 7:50pm.