



FERNHURST PARISH COUNCIL

Full Council Meeting Wednesday 19 March 2025 Minutes

Minutes of the Meeting of Fernhurst Parish Council held at the Hub on Wednesday 19 March 2025 at 7.00pm

Councillors Present: Mr B Black (Chair), Mr P Bellet, Mr J Buchanan, Mr C Honeyman Brown, Mrs M Jenkins, Mr C Lloyd, Mr G Williamson.

In Attendance: Chichester District Councillor B Burkhart, and Mrs E Ford (Clerk).

033/25 APOLOGIES FOR ABSENCE

Apologies were received from Mrs H Bicknell and Mrs S Heath-Clough.

034/25 DECLARATION OF INTERESTS: None

035/25 PUBLIC REPRESENTATIONS: None

036/25 PREVIOUS MINUTES

The minutes of the meeting on **19 February 2025** were presented for approval.

Resolved: To approve the minutes of the meeting on 19 February 2025.

037/25 MATTERS ARISING FROM THE MINUTES: None

038/25 UPDATE ON CASUAL VACANCY

Chichester District Council had confirmed that no election had been requested to fill the casual vacancy and so the Parish Council was free to co-opt a new Councillor at a future meeting.

Action: Clerk and Councillors to publicise vacancy.

039/25 COUNTY COUNCIL COMMENTARY – No report to meeting

040/25 DISTRICT COUNCIL COMMENTARY

Cllr Burkhart had provided a written report which had been circulated to Councillors and was available on the Parish Council noticeboards. The report was discussed and key items were:

- planned local government reorganisation;
- changed recycling requirements for businesses;
- increase in Council Tax for 2025/2026;
- Chichester District Council grant of £70K for a Pump Track at Petworth.

Arrangements for the Annual Parish Meeting were also discussed.

Cllr Burkhart left the meeting.

041/25 TO CONSIDER GRANT APPLICATION FOR £260 FROM 4SIGHT VISION SUPPORT

An application to the Council for a grant of £260 from the charity 4Sight Vision Support was discussed.

Resolved: To approve a grant of £260 to 4Sight Vision Support

042/25 REVIEW OF COUNCIL POLICIES & REGULATIONS

The Clerk had provided proposed revisions of the following policies to Councillors prior to the meeting and these were discussed: Asset List; Burial Ground Regulations; Burial Ground Fees; Grant Policy; Grant Application Form.

Resolved: to adopt the revised Asset List with the changes to the ground machinery and playground equipment listings detailed by the Clerk at the meeting.

A more detailed listing including a check of insurance cover and other additional information would be held on file to support asset management. As the new structure of the asset list changed the basis of the calculation of the asset value, the 2023/2024 asset value would be re-stated on the 2024/2025 annual return.

Resolved: to adopt the Burial Ground Regulations with the changes requested by Councillors at the meeting.

Resolved: to adopt the Burial Ground Fees with the agreed 20% increase rounded up to the next £5.

Resolved; to adopt the revised Grant Policy.

Resolved: to adopt the revised Grant Application Form.

043/25 TO CONSIDER CONTRACTOR FOR THE CLEANING OF THE PUBLIC TOILETS

The Parish Council public toilets at the Crossfield car park were currently cleaned by the company Wetton Cleaning Services Ltd. The contractor had requested an annual increase in charges from 1st April which equated to an increase of 5.3%. The Clerk had obtained a quote from a second contractor. This quoted a monthly cost of approximately twice that charged by Wetton Cleaning Services Ltd, but information was not available to compare the works included by both contractors in the daily clean and monthly deep clean. The contractors and costs were discussed.

Resolved: to approve the requested annual cost increase of £488.10 exc. VAT per annum from 1st April 2025 by Wettons Cleaning Services Ltd for the cleaning of the public toilets.

Action: Council to carry out a review of the opening and cleaning requirements for the toilets and then the **Clerk** to obtain further quotes for consideration at a future meeting.

044/25 TO CONSIDER WEB HOSTING PROVIDER FOR THE PARISH COUNCIL WEBSITE

The Parish Council operated a website using an org.uk domain. A proposal for reverting to the previous Council website using a .gov.uk domain was discussed.

Resolved: to instruct Parish Online to re-activate the <https://fernhurst-pc.gov.uk/> website and transfer documents and information from the live .org.uk website and host the .gov.uk website going forward for a one-off transfer cost of £100 and an annual cost of £570 exc VAT per year for website, email and domain service plus domain rental.

045/25 TO CONSIDER PURCHASE OF A NEW STRIMMER FOR THE CEMETERY MAINTENANCE

Resolved: to purchase a Stihl petrol strimmer for a maximum budget of £750.

046/25 TO CONSIDER GOVERNMENT CONSULTATION ON ESTABLISHING A MAYORAL COMBINED COUNTY AUTHORITY ACROSS EAST SUSSEX, WEST SUSSEX AND BRIGHTON AND HOVE

The consultation was discussed and it was decided that the Council would not submit a response.

047/25 MONTHLY EXECUTIVE REPORTS/COMMITTEE MATTERS

A) Finance and Administration;

- Bank Reconciliations approval.

Resolved: to approve the February 2025 bank reconciliation

- To approve the March payment schedule

Resolved: to approve the March 2025 payment schedule

Mr Black, as Chair of the Finance and Administration Committee, requested that all Councillors attended the Finance Committee meeting on 30th April at which the 2024/2025 accounts would be reviewed on detail.

B) Planning Committee

A Council response to the public consultation on the Revised SDNPA Local Plan had been submitted on Monday 17th March.

C) Property, Highways and Environment Committee

An initial body of work had been carried out on the trees at Van Common and the cemetery.

Action: Mr Buchanan to carry out the outstanding inspections of the walnut tree in the cemetery and an ash tree at Van Common as requested in the September 2024 tree survey. Mr Bellet reported that Fernhurst Primary School had put in a request to reduce the speed limit past the school on the A286 to West Sussex County Council as part of a wider initiative to improve road safety outside the school. The request was still pending decision. **Action: Clerk** to confirm process for community funded road safety improvements in West Sussex. The Clerk had submitted a request to Lynchmere Parish Council to make a joint application to reduce the Vann Road speed limit below the current national limit to 40mph.

048/25 UPDATES ON LOCAL ISSUES

It was agreed that there would be no routine agenda item for "Updates on Local Issues" going forward.

Date of next meeting – 16 April 2025

The meeting ended at 8.52pm

Chairman Signed:

Date: