



**Minutes** of the **Meeting of Fernhurst Parish Council** held at the Hub on **Wednesday 21 May 2025** at 7.00pm

**Councillors Present:** Mr P Bellet, Mrs H Bicknell (Chair), Mr B Black, Mr J Buchanan, Mr C Honeyman Brown, Mr G Inns, Mr C Lloyd, Mrs Heath-Clough.

**In Attendance:** Chichester District Councillor E Newbery, Mrs Leina Mancuso (Assistant Clerk, Lynchmere PC), Mrs Thornton and Miss Allen (Fernhurst Primary School), Mrs E Ford (Clerk).

**062/25 ELECTION OF CHAIR OF COUNCIL FOR 2025/2026**

**Resolved:** to elect Mrs Bicknell as Chair of Council for 2025/2026

**063/25 DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED BY CHAIR**

Mrs Bicknell signed the declaration of acceptance of office as Chair of Council for 2025/2026.

**064/25 ELECTION OF VICE-CHAIR OF COUNCIL FOR 2025/2026**

**Resolved:** to elect Mr Black as Vice-Chair of Council for 2025/2026

**065/25 APOLOGIES FOR ABSENCE**

Apologies had been received from Mrs Jenkins.

**066/25 DECLARATION OF INTERESTS:** None

**067/25 PUBLIC REPRESENTATIONS**

Mrs Leina Mancuso reported a serious road traffic accident in early May on the A286 near the junction with Chilcrofts Road and asked the Parish Council to look at additional road safety measures on the A286 between Haslemere and Fernhurst village. **Action:** Clerk to include road safety on the A286 on the agenda of the next Property, Highways and Environment Committee meeting. **Action:** Clerk to contact County Councillor Tom Richardson for advice and forward information to Councillors and Mrs Mancuso.

Mrs Thornton and Miss Allen advised on the recent changes to the leadership team at Fernhurst Primary School. Mrs Thornton reported that the school had submitted an application for a reduction in speed limit to 20 mph from outside the school to the village crossroads. She had been advised that no response would be received for 12 months and any change would take at least two years to implement.

**068/25 PREVIOUS MINUTES**

The minutes of the meeting on **16 April 2025** were presented for approval.

**Resolved:** to approve the minutes of the meeting on **16 April 2025**.

**069/25 MATTERS ARISING FROM THE MINUTES - None**

**070/25 COUNTY COUNCIL COMMENTARY – No report to meeting**

**071/25 DISTRICT COUNCIL COMMENTARY**

Cllr Newbery had provided an update from Chichester District Council for May 2025 for the Fernhurst Ward prior to the meeting (provided as a separate document with the minutes). It was noted that the current local government re-organisation meant there was a potential future opportunity for community asset transfer from the County and District Councils to the Parish Council.

**072/25 UPDATE ON CASUAL VACANCY**

No applications had been received for the casual vacancy. **Action:** Clerk to place advert in the Fernhurst News magazine. **Action:** Clerk to send advert for the casual vacancy to the primary school for circulation to parents and the pre-school.

**073/25 FINANCE & ADMINISTRATION COMMITTEE**

The Finance & Administration Committee would have the following membership:

Mrs Bicknell, Mr Black, Mr Buchanan, Mr Honeyman Brown, Mr Inns, Mrs Jenkins, Mr Lloyd, Mr Williamson.

**074/25 PROPERTY, HIGHWAYS & ENVIRONMENT COMMITTEE**

The Property, Highways & Environment Committee would have the following membership:

Mr Bellet, Mrs Bicknell, Mr Black, Mr Buchanan, Mr Inns, Mrs Jenkins, Mr Lloyd, Mr Williamson.

**075/25 PLANNING COMMITTEE**

The Planning Committee would have the following membership:

Mr Bellet, Mrs Bicknell, Mr Buchanan, Mr Honeyman Brown, Mr Inns, Mr Lloyd, Mr Williamson.

**076/25 CHAIR AND VICE CHAIR OF COMMITTEES**

**Resolved: to appoint Mr Honeyman Brown as Chair of the Finance and Administration Committee**

**Resolved: to appoint Mr Black as Vice Chair of the Finance and Administration Committee**

Appointment of the Chair and Vice Chair of the Property, Highways & Environment Committee was deferred.

**Resolved: to appoint Mr Buchanan as Chair of the Planning Committee**

**Resolved: to appoint Mr Williamson as Vice Chair of the Planning Committee**

**077/25 REPRESENTATIVES TO OUTSIDE BODIES/COMMITTEES**

The Parish Council representatives to outside bodies/committees would be as follows:

Recreation Ground Trust – Mrs Bicknell

Primary School – Mr Honeyman Brown

Parochial Church Council – Mrs Heath-Clough

Village Hall – no representative, reports to be requested

Chichester District Association of Local Councils – Clerk & Mrs Bicknell

**078/25 COUNCIL LEADS**

The Council Leads would be as follows:

Arrangements for the Christmas Lights – Mr Buchanan, Mr Lloyd and the Clerk  
Tree Warden – Mr Buchanan  
Care of Van Common (not trees) – Mr Bellet  
Council Playground – Mrs Bicknell  
Parish in Bloom – Mr Lloyd  
Youth - Mr Inns  
Environment – Mr Inns  
Road Safety – Mr Bellet

**Action:** Clerk and Mr Buchanan to detail installation of Xmas tree at Crossfields for inclusion in the licence application to Chichester District Council.

**079/25 TO CONSIDER QUOTES FOR RENEWAL OF PARISH COUNCIL INSURANCE POLICY**

Quotes had been obtained from three companies for renewal of the Parish Council policy from 10<sup>th</sup> June 2025 and these were discussed.

**RESOLVED: to instruct Clear Insurance Management Ltd to insure the Council with Ecclesiastical Insurance Office plc for a premium payable this year of £1,014.40.**

**Action:** Clerk to copy new policy documents to Councillors.

**080/25 TO AGREE MEETING SCHEDULE FOR 2025/2026**

A proposed meeting schedule was discussed and a revised schedule from June 2025 to May 2026 was agreed with the provision that it's effectiveness would be reviewed after six months (schedule included as Appendix A, which is provided as a separate document). **Action:** Clerk to issue new schedule to Councillors.

**081/25 REVIEW OF COUNCIL GOVERNANCE DOCUMENTS, POLICIES, COMMITTEE TERMS OF REFERENCE, ASSETS, S137 SPEND & SUBSCRIPTIONS**

A master governance, policy and other key document list had been circulated to Councillors prior to the meeting. The annual review of documents would be a key item of business for the July meeting of the Finance and Administration Committee. Adoption of any revised or new policies would then take place at a future Council meeting. **Action:** Clerk to provide draft Health and Safety Policy for consideration at the June Council meeting. **Action:** Clerk to provide a draft LGPS Discretions Policy for consideration at the July Council meeting.

**082/25 MONTHLY EXECUTIVE REPORTS/COMMITTEE MATTERS**

**A) Finance and Administration;**

- Bank Reconciliations approval.

**Resolved: that the transaction and balances on the April Income and Expenditure Report matched the April bank statements.**

Approval of the bank reconciliation was deferred. See Appendix B for the April Income and Expenditure Report (provided as a separate document).

- To approve the May payment schedule (see Appendix C, which is provided as a separate document)

**Resolved: to approve the May 2025 payment schedule**

- To approve transfer of £25K from Current account to Notice Deposit Account

**Resolved: To approve transfer of £25K from Current account to Notice Deposit Account**

**B) Planning Committee**

The last Planning Committee meeting had taken place on 30<sup>th</sup> April.

**C) Property, Highways and Environment Committee**

Mr Bellet presented a summary report to the meeting.

**War memorial:** Three specialist stone masons had been requested to provide quotes on repairing the war memorial. The tree surgeon had been requested to revise the quote for tree works at the cemetery as only the Cotoneaster was to be removed. **Action:** The Clerk to contact the Parochial Church Council to discuss the church path to the memorial.

**Grit Bins:** the remaining salt bags had been used to fill the bins. **Action:** Clerk to apply to WSCC to fill the grit bins before Winter 2025 and to check whether a mid-winter re-fill was carried out.

**Playground:** The Village Ranger was carrying out some repairs to gates and fences at playground. The appointed playground contractors would be carrying out repairs on Thursday 22<sup>nd</sup> May except for the replacement of the two springers and had been asked to fit various missing bolt caps (additional work to the quote approved). The RoSPA annual playground inspection would be carried out in June and would be an accompanied inspection at an additional cost of £50.

**Public Toilets:**

Monitoring of the toilet cleaning was ongoing. The replacement of consumables was being carried out to a better standard but, although a basic level of cleaning was being carried out, it was considered that the contractual specification for the daily clean was not being complied with. **Action:** Clerk to discuss with cleaning contractor.

**Road safety:**

Lynchmere Parish Council had agreed to join with the Council in an application for a reduced speed limit on Vann Road - the details would be discussed at next Property, Highways & Environment Committee.

**Cemetery: Action:** Clerk to request quotes for the autumn cut of hedges. A resident had asked for an additional bench in the cemetery. This would be on the agenda of the June Council meeting. Mr Bellet was checking the arrangements for the maintenance of the war graves in the cemetery.

**Van Common:**

Tree works were on hold until after the end of September and the Clerk had reported the eroding Vann Road-side bank to the County Council. **Action:** Clerk to contact Operation Watershed regarding the bank and culvert.

**Date of next meeting – 18 June 2025**

The meeting ended at 8.57pm

**Chairman Signed:** .....

**Date:**