FERNHURST PARISH COUNCIL

Full Council Meeting
Wednesday 18 November 2026
Draft Minutes

Minutes of the **Full Council Meeting of Fernhurst Parish Council** held at the Fernhurst Hub on **Wednesday 18 November 2026** at 7.00pm

Councillors Present: Cllr Peter Bellet, Cllr Heather Bicknell (Chair), Cllr John Buchanan, Cllr Graham Inns, Cllr Margaret Jenkins, Cllr Graeme Williamson

Also in Attendance: District Councillor Brett Burkhart, 1 member of the public and Mrs Elizabeth Ford (Clerk)

191/26 Apologies for Absence
Apologies were received from Cllrs Black, Lloyd, Pearce and Stroud-Matthews. District Councillor Eleanora Newbery also sent apologies.

192/26 Declaration of Interests - None

193/26 To Approve Minutes of the meeting on 21st October 2026

RESOLVED: To approve the minutes of the meeting on 21st October 2026

194/26 Matters Arising from the Minutes - None

195/26 Public Representations
A resident had contacted the Parish Council to request support in obtaining Full Fibre to Premises broadband connections for the Parish. Cllr Burkhart advised that the District Council was working on increasing the fibre broadband connectivity in Chichester and she would request that similar efforts were made for the rural parishes. **ACTION: Cllr Buchanan** to research and **Clerk** to submit a request. It was noted that historically Fernhurst was connected to the Haslemere exchange.

196/26 County Council Commentary – No report to meeting

197/26 District Council Commentary
Cllr Newbery had provided a written report prior to the meeting (see Appendix A). Several Christmas festivities were listed along with waste collection dates over the Christmas period and an update on the Local Government Reorganisation.

Cllr Burkhart left the meeting

198/26 To Consider the following Planning Application:

SDNP/26/03604/HOUS, The Coppice, 5 Park Lane, Fernhurst, GU27 3ED
Proposal: Single storey rear extension.

DECISION: The application was discussed and it was RESOLVED to submit the comment of no objection

199/26 To Finalise arrangements for the Parish Council Christmas Events
The arrangements for the 1st December Christmas Tree lighting and the 13th December Christmas drinks party were discussed. The drinks party would cater for 80 guests. **ACTION: Cllr Buchanan** to purchase 24 bottles of wine for the drinks party.

ACTION: Cllr Bicknell to discuss the Councillors serving the canapes rather than hiring staff with the caterer. **ACTION: Clerk** to submit a Temporary Event Notice for the Christmas Lights event. **ACTION: Clerk** to contact electrician and tree supplier to check arrangements in place. **ACTION: Cllrs Bicknell, Buchanan and Williamson** to meet at 5pm to organise the Christmas Lights refreshments including using two tables from the Village Hall. **ACTION: Cllr Bicknell** to purchase mince pies cups and ingredients for the mulled wine.

200/26 To Consider the Burial Ground Fees for 2027/2028

The burial ground fees had been increased by 20% in both April 2024 and 2025, but not in April 2026. A comparison of the current burial ground fees with the fees for Midhurst Town Council was made and the fees were discussed.

RESOLVED: There would be no increase in burial fees in April 2027

201/26 To Consider Chichester District Council request for views on the Scheme of Members' Allowances available to Parishes

Chichester District Council had requested information in support of carrying out a consideration of Parish Council member allowances by its Independent Remuneration Panel. The provision of allowances was discussed.

RESOLVED: The Parish Council would not pay Councillors a basic allowance or refund expenses for subsistence and travel where this was within the Parish.

202/26 To Consider the proposed 2027/2028 Budget

A revision of the proposed budget for 2027/2028 and a cost analysis for the following three years was discussed.

RESOLVED: that a proposed budget for 2027/2028 with a total expenditure of £114,785 and no increase in precept was put forward to the January Council meeting for decision when the tax base for the Parish would be available.

203/26 To Consider a combined licence with Chichester District Council for the maintenance of Parish Council assets at the Crossfield Green

The Parish Council had carried out various small works at the Crossfield Green under licence to Chichester District Council. Chichester District Council had now proposed to combine these licences into one single licence. The proposal was discussed.

RESOLVED: To authorise the Clerk to sign a combined licence subject to confirmation that the blue noticeboard was not included.

204/26 To Consider repair to the handrail at the Crossfield Green

A repair to the handrail alongside the pathway outside the Fernhurst Hub was discussed.

RESOLVED: To approve a maximum budget of £500 for the repair and if at a higher cost the quote to be considered by a future Council meeting.

205/26 To Consider approval proposed revision to the Burial Ground Regulations

A revised set of Burial Ground Regulations (included as Appendix B) had been circulated to Councillors before the meeting and was discussed.

RESOLVED: To approve the revised Burial Ground Regulations

206/26 To Consider approval updated Freedom of Information Policy
This was deferred**.**

207/26 To Consider approval updated Freedom of Information Publication Scheme
This was deferred.

208/26 To Form a Working Group to Review the Parish Council Emergency Plan

RESOLVED: To Form a Working Group to Review the Parish Council Emergency Plan comprising of Cllr Bicknell (Lead), Cllr Buchanan, Cllr Inns, Cllr Lloyd and a resident.

209/26 To Form a Road Safety Working Group

RESOLVED: To Form a Road Safety Working Group comprising of Cllr Bellet (Lead), Cllr Bicknell, Cllr Black and Cllr Pearce

210/26 To Consider resident request to plant a memorial tree on the Church Road boundary of the burial ground
A resident had offered to pay for a second floribunda crab apple tree (small standard) for it to be planted by the Parish Council on the Church Road boundary of the burial ground in memory of her parents. This was discussed.

RESOLVED: To accept the donation to buy a crab apple tree for planting on the Church Road boundary as a memorial, subject to the donor committing to water the tree until it was established.

Monthly Executive Reports/Committee Matters

211/26 Finance and Administration:
a) To consider the October 2026 Income & Expenditure Report
The October 2026 Income and Expenditure report had been circulated to Councillors prior to the meeting (included as Appendix C). There were no concerns.

b) To approve the October 2026 Bank Reconciliations.
The reconciliations had been circulated to Councillors prior to the meeting with supporting bank statements and were discussed.

RESOLVED: to approve October 2026 Bank Reconciliations

c) To approve the November 2026 payment schedule
An updated November 2026 payment schedule was presented to the meeting (included as Appendix D) and was discussed.

RESOLVED: to approve the November 2026 payment schedule

212/26 Planning Committee

a) Chair's comments
Cllr Buchanan noted the issue of a Chichester District Council guide on the National Scheme of Delegation. **ACTION: Clerk** to circulate to Councillors. **ACTION: Clerk** to request a copy of the Chichester District Council table listing the different responsibilities of the County, District and Parish Councils and to publish on the Parish Council website.

213/26 Property, Highways and Environment Committee

a) Chair update on committee projects & maintenance programmes

Cllr Bellet presented a report on the business of the Committee. The problem of hedges overhanging public footways was discussed. **ACTION: Clerk** to send letters in early February 2027 to those residents who had not cut their hedges back so that they did not obstruct the public footways. Cllr Inns acknowledged the Scouts for their the recent hard work tidying the village.

214/26 Date of next meeting – 13th January 2027

The resident left the meeting

215/26 To resolve that the press and public be excluded from the meeting

RESOLVED: in accordance with the Provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded from the meeting by reason of the confidential nature of the business to be transacted

216/26 To discuss confidential business

The confidential business was discussed.

Cllr Jenkins left the meeting

The meeting ended at 8.40 pm

Chairman Signed: ……..

Date:

Please also see documents:

Appendix A: Update from District Council November 2026
Appendix B: Burial Ground Regulations as Adopted 18 November 2026
Appendix C: September 2026 Income & Expenditure Report
Appendix D: November 2026 Payment Schedule