OVING PARISH COUNCIL

Minutes of the Meeting held on Thursday 19 March 2026 at Jubilee Hall, Oving Commencing at 6.45 pm

Present Cllrs D Marston, [Chair], A Smith, J Matcham and B Hunt,

In attendance: Tracy Predeth (Clerk/RFO)

Dist Cllr D Betts

2 members of public

1. Apologies for Absence

Apologies were received from Cllr M Riddell.

Resolved: That the apologies be accepted.

Cty Cllr S Oakley also gave apologies.

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2. Declarations of Interest

No declarations of interest were made.

3. Requests for Dispensation

No requests were received.

4. Public Participation Session

A resident of Church Lane addressed the Council raising significant concerns regarding activity at a local site (Oasis / adjacent commercial units). Issues raised included:

- Alleged anti-social behaviour including late-night disturbance and vehicle activity
- Concerns regarding planning compliance and change of use
- Reports of noise nuisance and commercial activity outside permitted hours
- Allegations of unauthorised structures and residential occupation
- Ongoing engagement with Planning Enforcement and Environmental Health

Members noted that the matter had already been reported to:

- Planning Enforcement
- Environmental Health
- Sussex Police

Members acknowledged the seriousness of the concerns and the impact on residents. It was confirmed that further evidence-based reporting (including dates, times, photos and logs) would support enforcement action.

Resolved:

- That the Parish Council notes the concerns raised
- That the Council supports residents in reporting matters to the appropriate authorities
- That the Council will continue to liaise with District Council officers and local representatives

Action: Clerk to liaise with relevant authorities and provide updates to Council.
That the Council notes that the Oving Community Warden, Jimmy Upton, is also engaged on this matter.

5. Approval of Minutes (15 January 2026)

The minutes were reviewed.

Resolved: That the minutes of the meeting held on 15 January 2026 be approved and signed by the Chairman.

6. Community Highways Scheme

Cllr Smith presented a proposal to progress a Community Highways Scheme relating to speed reductions within Oving village, following discussions with WSCC Highways.

Members noted:

- Previous informal agreement to support the scheme
- The need for formal minuted approval to progress the application
- Wider context of speeding concerns within the parish

Resolved:

- That the Council formally supports the submission of a Community Highways Scheme application
- That Cllr Smith be authorised to progress the application with WSCC Highways

Action: Cllr Smith to submit application via the Clerk and report progress.

Additional highways matters were raised including bus shelters associated with the Stagecoach 500 bus service and ongoing liaison with WSCC.
Members also requested that the Council formally acknowledges the ongoing help and support provided by WSCC Cllr Oakley in progressing highways matters.

Action: Clerk to include Highways as a standing agenda item.

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7. Financial Matters

a) Accounting System Update
The Clerk reported that the Council has transitioned to the Scribe accounting system, with a bookkeeper engaged for 3 hours per week. This provides real-time financial monitoring and improved audit compliance.

Members welcomed the improved transparency and controls.

Members noted the schedule of payments to date.

Resolved: That the update be noted.

b) Budget Monitoring
Members reviewed the budget monitoring report and noted that this represents a live position aligned to bank reconciliation.

It was agreed that reports will be circulated in advance of meetings to allow proper review.

Cllr Marston approved and signed the bank reconciliations to date.

Resolved: That the budget position be noted.

Action: Clerk to circulate financial reports monthly in advance of meetings.

c) Internal Audit
Members noted that the internal audit is scheduled for 11 May 2026.

The Clerk advised that work is ongoing to ensure compliance with transparency requirements, including website updates and publication of financial information.

Resolved: That the internal audit date be noted.

8. Co-option

A proposal was presented to co-opt Mr Harding to the Council.

During discussion, Members noted:

- The need for clarity from the Monitoring Officer
- The importance of ensuring due process and evidence-based decision making
- Previous related discussions and policy considerations

It was agreed that further advice should be sought before proceeding.

Resolved: That the item be deferred pending advice from the Monitoring Officer.

Action: Clerk to seek formal advice and report back.

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9. Grant Request – Jubilee Hall

Members discussed the grant request and suggested that this is taken from Solar farm money and CIL.

Resolved: That the Council notes in principle that the grant funding would be sourced from Solar Farm funds, subject to confirmation that Oving Jubilee Hall accepts responsibility for repayment of the outstanding Public Works Loan (PW502192). That the item be deferred pending confirmation of funding arrangements and loan responsibility.

10. Policies

The Clerk presented the following policies for adoption:

- Financial Risk Assessment
- Data Map
- IT & Data Management Policy
- Retention Policy

Members noted these form part of the Council's governance framework and audit compliance (including Assertion 10).

Resolved: That the above policies be adopted.

Action: Clerk to publish policies on the website.

11. School Bus Transport

Cllr Hunt put forward a proposal for the Council to assist with school bus transport to the Chichester Free School. Members agreed in principle but required more information.

Resolved: Deferred pending further detail.

12. Motions from Cllr Matcham

Members considered a number of motions relating to communications, governance, CIL and future planning.

12.1 **Proposal of a Formal Editorial Agreement concerning use of the ODN for Parish Council Communications**
Discussed.
Resolved: To defer further agreement until Cllr Hunt has prepared a working version of the Council's Communication Strategy.

12.2 **Nomination of Community Notice Board Keyholders - for Approval**
Members noted that Mr Harding had been nominated as keyholder.

12.3 **General Web Site Management - Update of Progress and Actions Required**

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Resolved: That the Council adopts a .gov.uk domain name for web and email provision and that the domain be ovingwestsussex-pc.gov.uk.

12.4 **Provision of Dedicated Telephone Numbers for Council Staff & Councillors**
Discussed.
Resolved: That the motion be rejected.

12.5 **Pushback of CIL Commitment Deadlines**
Discussed.
Resolved: That the Clerk is to determine expiry dates for all CIL receipts and investigate with Chichester District Council whether expiry periods can be extended.

12.6 **Parish Communication Strategy**
Resolved: That Cllr Hunt be given time to prepare and present a working Communications Strategy.

12.7 – 12.9
Oving Parish Devolution - Exploring Our Future Together

Succession Planning for the Oving Jubilee Hall Management Trust

Outstanding Terms of Reference and Policies

Given the volume and complexity of the items, Members agreed that further work and advice was required before formal consideration.

Resolved: That these items be fully deferred.

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13. Recreation Field

Cllr Marston informed Council that a football team had enquired about the use of the Pitch at the Recreation Field. They visited the site but have not progressed any further. The Clerk will make contact with them. Members noted a potential issue regarding access to car parking and toilet facilities should teams be travelling from outside of the village to use the recreation field.

14. Recruitment of Parish Clerk/RFO

Members discussed the recruitment process and the importance of ensuring continuity and appropriate governance arrangements. Members received and agreed the Clerks advert and that it will be advertised for 4 weeks with SLCC and HALC.

Resolved: That the recruitment process be progressed.

Action: Clerk to circulate draft advert and job description.

15. Date of Next Meeting

The date of the next meeting is scheduled for 16 April 2026.

The meeting closed at 9.20 pm.

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