OVING PARISH COUNCIL

Serving the settlements of Colworth, Drayton, Merston,
Oving & Shopwyke in the district of Chichester, West Sussex

Parish Clerk & RFO: Steve Trott, Oving Jubilee Hall, High Street, Oving, West Sussex, PO20 2DQ
Tel: 07767 301299 **Email:** clerk@ovingwestsussex-pc.gov.uk

Minutes of the full Parish Council meeting held on the 7th of September at Jubilee Hall, Oving

Present; Cllrs D. Marston, (Chair), Cllr B. Hunt, Cllr J. Matcham, Cllr P. Harding, Cllr A. Smith and Cllr M. McPhail.

In attendance Steve Trott, (Clerk & RFO) and 7 members of the public, (MoP's)

The meeting started at 6.45 pm

1. Apologies; Cllr M. Riddell, the council accepted her apology for absence.
2. Declaration of interest relating to agenda items – Cllrs Marston and McPhail declared an interest in item 13 as they are trustees of Jubilee Hall.
3. The minutes of the full PC meeting held on the 23rd of July were agreed as a true record and signed by the chair.
4. Neighbourhood plan – Stephen Quigley updated the council on the status of the neighbourhood plan. The plan is currently with the government inspector who has requested more information on consultees which Stephen is preparing a response for.
5. WSCC Cllr Matt Hedge arrived at about 7.30 and, (although out of this numbered sequence), gave a verbal report on the state of LGR, WSCC preparation next year for drought and wildfires, Highways expenditure, Goodwood aviation meeting, works being carried out in Chichester city centre, and an upcoming meeting regarding HGV's in Oving. A brief discussion followed regarding the problem of HGV's in Oving including possible signage.
6. Public questions and speaking section;
   a) The New Fields Management group spoke on the group's behalf requesting the PC's support for their application to WSCC Highways for a 20 mph speed limit on the estate, (item no 7 on this agenda), a short debate followed including 'sleeping policemen' and signage. The chair thanked Mr McDonald for his presentation.
   b) A resident spoke regarding his family's retrospective planning application for High Kettle Barn. (item 8 of this agenda).

DRAFT

c) A resident spoke re the accessibility of planning applications, particularly in neighbouring or nearby parishes. The clerk explained the process to view these on the CDC website. Di also spoke regarding Asian Hornets which have been identified in North Bersted.

4 MoP's left the meeting.

7. New Fields application for a 20 mph speed limit - A short discussion was held and it was agreed in principle to support the New Fields management groups application.
8. Planning application O/26/01787/DOM, a brief discussion was held and the council resolved to support the application.
9. Request by Chichester Community Development Trust, (CCDC), to present to the PC. A discussion was held, it was agreed that Cllr Ben Hunt was to become the PC's CCDC representative, taking over from Cllr J Matcham, (Item 19 of this agenda), The council resolved to invite CCDC to a council meeting, terms to be discussed at the October meeting.
10. Community consultation findings, it was resolved to continue with the survey until the end of October and discuss the findings at the November meeting.
11. School bus, the matter was deferred until the October meeting.
12. Grant application and Grant Policy. The policies proposed by the clerk were resolved to be adopted, both documents are to be added to the PC website with the grant application as an on line form. Other policies previously adopted by the PC recently are not shown on the website nor could be found on the PC laptop. Clerk to investigate with previous locum clerk. Both documents are attached as appendices 1 & 2 to these minutes
13. Grant applications - It was resolved that the council would award ;

    a) £ 2,000.00 to the burial ground, (£ 1,000.00 retrospectively from last year)

    b) £ 1,000.00 to Jubilee hall for their 25th anniversary celebrations in 2027

    c) £ 200.00 to Chichester district foodbank
14. PWLB early repayment. A brief discussion was held, the clerk reported the quoted amount of £ 12,466.00 early repayment figure against the outstanding amount of £ 14,263.96. It was resolved to make early repayment although the actual repayment figure might change as repayment amounts are calculated twice a day dependent upon interest rates. Clerk to secure repayment quote and arrange repayment.
15. Financial statement and bank statements were agreed as a true record,
16. The payments for approval were agreed.
17. Review of possible legal advice looking into possible S. 106 breaches relating to Shopwyke Lakes developments. Item deferred until the October meeting
18. Communications strategy, Cllr Hunt to report at the October meeting.
19. Included within item 9.

DRAFT

20. The possible opening of a CCLA account, a brief discussion was held and it was resolved not to open a CCLA account and remain with Barclays.
21. Playing field access – Cllr Marston and clerk to report at October's meeting
22. Highways – A brief discussion was held regarding the problems with HGV's most of which had previously been raised with WSCC Matt Hodge previously. Cllr Smith referred to the list of items previously circulated as appendix 3.
23. One Drive training session – Council agreed that it would be a good idea, Clerk to propose a date, possibly 1 hour needed.
24. 2027 / 28 budget / precept meeting – Clerk to propose a date.
25. Clerks matters and correspondence ;
    i. Clerk referred to a list if motions that there was not room for at this meeting and would be included in the October meeting if there is room.
    ii. Clerk referred to the community wardens report and the assistance given by Cllr McPhail with the website.
    iii. Clerk proposed and the council agreed to share the clerk's membership cost of the SLCC with Boxgrove PC
    iv. Correspondence received from a Mop regarding expenditure and process around the village Hall, clerk preparing a response.
    v. Correspondence received from a MoP regarding development at Shopwyke, Council identified this as 'A8', clerk to write to correspondent.
    vi. Meeting dates to be the 3rd Thursday of each month, (resolved by the council), Clerk to circulate dates, advise the Jubilee Hall and place on the website.
    vii. Clerk to dispose of old and out of date documents stored in the Jubilee Hall office, in line with the PC's document disposal policy. Clerk invited Cllrs to attend.
    viii. Clerk raised the possibility of PC drop-in sessions, council approved and the clerk to suggest dates.
    ix. Clerk pointed out that the PC did not have a crest, or logo. Cllrs to suggest and agree upon the same.
    x. Clerk raised the point that there should be a second signatory to the banking reconciliations and financial statements in line with the PC's financial regulations. Cllr Harding offered to do the same and the council agreed.
26. Clerks contract of employment - After a brief discussion with Cllr Marston and McPhail, the clerk and Cllr Marston signed the contract, a copy was left with both parties
27. The date of the next meeting was agreed as October the 15th at 6.45 pm.

The meeting was closed at 21.15.

DRAFT

Signed Cllr D. Marston ..... 15th October 2026

Appendix 1. Grant Application form

OVING PARISH COUNCIL Grant Application form

Date ;

Name of Organisation and website (if applicable) ;

Person responsible for application ;

Position in organisation ;

Address ;

Tel No ;

Purpose of organisation ;

Is the organisation a registered charity ? Y / N (please circle one). If yes, please give registered charity number ;

Purpose of grant requested ;

Amount of grant applied for ;

If the cost of the project is more than the grant, what will the total cost of the project be ?

Have you applied for a grant for the same project from another organisation ? If so, what organisation and for how much ?

Have you made a grant application to Oving Parish Council previously ?

If yes, please give details ;

Who will benefit from the project and how many parish residents will directly benefit from the grants purpose ?

Bank account details, (account number, name and sort code)

Policy & Declaration I declare that to the best of my knowledge and belief the information given on this application and in any supporting information is true and correct. I understand that Oving PC may ask for additional information at any stage of this process. I have read and agree to the Oving PC grant application policy.

Name

Signature

DRAFT

Date

Appendix 2 Grant Policy

Oving Parish Council Grants Policy September 2026

Introduction to Policy

1. A grant is any payment or gift made by the Parish Council to an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose that will benefit the Parish or residents of the Parish.

2. The law requires that grants made under Section 137 of the Local Government Act 1972 must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure". It is also a requirement that where a grant of more than £2000 is made using Section 137 then the Council is required to demand that the recipient provides, as a condition of the grant, an account of how the grant has been used. Similar considerations will apply when considering applications for other grants such as those made under the General Power of Competence.

3. This policy will be reviewed annually Purpose

4. The Parish Council may award grants, at it's absolute discretion, to voluntary or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

• providing a service

• enhancing the quality of life

• improving recreation or sports facilities

• improving the environment

• promoting the Parish of Oving in a positive way.

Eligibility 5.

The Parish Council will not award grants to:

• private individuals

• commercial organisations

• purposes for which there is a statutory duty upon other local or central government departments to fund or provide

DRAFT

• regional or national organisations unless their activities provide an identifiable benefit to local residents

• political parties

• religious organisations: unless for a purpose which does not discriminate on grounds of belief.

6. This list is not exclusive, and may be added to at the council's discretion.

Application Procedure 7.

Only one application for a grant will be considered from any organisation in any one financial year.

8. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.

9. Grant applicants must submit a completed application form. This must be supported by a copy of their last year-end accounts showing the organisation's income, expenditure and level of balances. Organisations that do not prepare annual accounts must supply copies of bank statements covering the six months preceding the application. The requirement to produce accounts will be waived for national or regional organisations which publish their accounts. The Council may award grants to organisations of its own choosing which have not submitted a formal application.

10. Grants cannot be awarded after the relevant project or event has been completed Other Considerations

11. Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

12. All grants awarded will be subject to regular reporting to Oving Parish Council to demonstrate progress and the achievement of a community benefit. Grant Budget

13. At the Parish Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council in accordance with the application procedure, and which it envisages may be granted. Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting.

14. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the

DRAFT

extent to which funding has been sought or secured from other sources or fund- raising activities.

15. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

16. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

17. Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

18. A grant award must only be used for the purpose in the application. If the organisation is unable to use the money, or a part of it, for the purpose stated, then all monies, or the unspent part of such monies, must be returned to the parish council. The Parish Council may require proof of expenditure.

19. Where equipment is funded or gifted to an organisation, the Parish Council will require that it be insured and maintained at the expense of the user.

Appendix 3 Highways report (item 22 of the agenda / minutes)

Hi All,

Please see the following for Thursday's meeting.

1 :- Signs at Church Lane, High Street and Woodhorn Lane North repaired.

2 :- Finger post at Bridal way , still awaiting repair.

3 :- Tangmere Pepper farm notified of at least 6 HGV's in Church Lane trying to get to City Fields since our last meeting that I have been informed of.

Good communication with Pepper Farm manager and transport manager. They are willing to support us financially for signs if we cannot get them through CDC, WSCC or Highways. To be honest I generally believe they are concerned. I now have contact numbers for any emergencies that occur. I have contacted JRP Distributions, as advised by above, to make them aware of the situation and have offered to meet them for discussion over this. I will also seek other companies in that area for their comments. Our WSCC Matt Hedge had a meeting with Highways over this issue, and I await his report on the 24th.

4 :- A few other minor reports on my list still to action and I will hopefully have that posted late Wednesday 23rd.

DRAFT

That's all for now Folks.

Regards, Alan.

DRAFT