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

Draft Minutes of the Oving full Parish Council meeting held on Thursday 15th of October 2026 at the Jubilee Hall, Oving

Present Cllr D. Marston, Cllr M. Riddell, Cllr A. Smith, Cllr M. McPhail and Cllr J. Matcham

Also in attendance – Steve Trott, (Clerk & RFO), there were no members of the public present.

The meeting started at 18.45

1. Apologies – Cllr Paul Harding, the council accepted Cllr Harding's apologies. Not present - Cllr B. Hunt.
2. Declarations of interest – There were none made.
3. September's meeting minutes. Following a discussion on a procedural matter the minutes were agreed as a true record of the previous meeting. Leading to this agreement, Cllr Matcham insisted upon a recorded vote on the matter, with Cllrs Marston, Riddell, Hunt and McPhail voting for the approval of the minutes and Cllr Matcham voting against. An agreement was reached regarding the procedures of future dispensations.
4. County and District councillor's reports, none were received and no district or county councillors were present.
5. Public questions – No members of the public were present
6. Traffic / Highways update – Cllr Smith gave his report, as appendix i attached, (the report had previously been circulated). Cllr Hunt also gave details on an invitation to him extended by WSCC Highways to visit themselves for demonstration day.
7. Community survey – Ongoing, the survey is to remain open until the end of October.
8. Remembrance wreath – Discussed, clerk to explore a service where a wreath could be laid on behalf of the parish council, costs were discussed, clerk advised circa £ 75.00 would be a sensible allowance.
9. CCDT visit to the PC - Following a discussion it was agreed to invite CCDT to the March PC meeting for a short presentation. (Cllr Matcham who has been involved with the CCDT is away until March).
10. Representative to GACC – The PC resolved that Cllr Harding was to act as the PC's representative to GACC.

11. Communications – Cllr B Hunt was absent so no discussion took place.
12. School bus update – Cllr B Hunt was absent so no discussion took place.

    12 a) Policies – There was some confusion over the extent and existence of the policies brought forward by the previous clerk. Further work to be done by the Clerk & Cllr McPhail. Clerk to forward copies of all of the policies he proposes to bring to the council. The council deferred the 4 policies put forward until the November meeting.

13. Asset tagging – The PC agreed upon a combination of plastic stickers and aluminium tags to be affixed to PC assets. Clerk to circulate the Asset register for further discussion at the November meeting.
14. Engagement with RMC's and EMC's – A discussion took place, the council deferred the matter due to the complex legal ramifications and the time that would be necessary and the costs that would be incurred.
15. Update on 500 BSIP working group – Cllr's Matcham and Hunt updated the council on the work to date, 9 bus stops are being considered for expenditure and others are being considered. A 'wish list' is to be readied by the end of October, Cllr Matcham to submit the same.
16. Payments for approval, although exact amounts were unknown, the clerk's contractual salary, NI, and pension contributions along with the bookkeepers contract invoice amount were approved for payment.
17. Financial matters – The bank statements and financial statements were agreed and signed as a true record. The clerk raised an item that under the PC's financial orders a member of the council who is not a bank signatory should look at the financial and bank statements at least every quarter and sign them as a true record, it was agreed that Cllrs would take turns carrying this out on a monthly basis, Cllr Matcham signed on this occasion.
18. The Barclays bank access form for the clerk was signed and witnessed by Cllr Marston and Riddell.
19. The LGPS and accompanying GDPR forms relating to the clerk were signed by Cllr Marston and Cllr Riddell.
20. Clerk's matters – The clerk spoke of the upcoming budget meeting on the 22nd October, and the 'One Drive training session to be given by Cllr McPhail. The new planning application laws, and that the PWLB had been repaid early making a saving of several thousands of pounds. The clerk expressed his thanks to the PC bookkeeper, Cathy for her help in this matter. The possibility of involvement in the Sussex 1550 celebrations, an enquiry regarding the possible known resting place of a WWII Polish paratrooper and another letter from a resident regarding the PC's financial assistance given to the Jubilee Hall. The subject of grit bins was discussed along with the status of land belonging to Hyde homes previously used for allotments. The Community Watch had made a grant application for financial assistance with their Christmas dinner, although this was received too late to be an agenda item, the clerk requested that it was discussed in order to give the Community Watch an early reply, the council agreed to a grant of £ 400.00 which is to be ratified at the November meeting.

Planning matters – An application had been received regarding an Oak Tree at Walnut Tree Cottage in Oving while Permits had been given by CDC for conservatory works at 138 Highfield Lane, Oving and the construction of a care home at Longacres Way.

21. Date of next meeting 19th of November 2026

The meeting finished at 21.00

Signed ..... Cllr D. Marston 19th November 2026

Appendix i, Traffic / Highways report ;

Hi All, please see the following for Thursday's meeting.

1 :- HGV's in Oving, at this date 11th October 2 have been reported to me, sadly I was not in the village to ask questions, but a resident did ask and at least one was for the Pepper farm. I have sent JRP Distributions an email to discuss this issue but as of yet still no reply. Going forward, I will wait till I have positive evidence and approach them again.

I would like to see if Tangmere PC would mind me trying to get the advertising signs moved away from the site it is in as it is obstructing the City Fields sign on the brick wall at its entrance. This was bought up by Andy Stewart as some HGV's miss the entrance and continue on to Oving village and Church Lane.

2 :- High Street Oving, road surface crumbling on edges of 2 repaired sections against old road surface 60 mtrs east of Madam Green Farm entrance. I have reported this, ref No, 948904 (WSCC)

3 :- Missing 40mph speed repeater sign along B 2144 Drayton Lane. I have reported this, ref No, 948903 (WSCC)

4 :- High Street and Gribble Lane road signs are rotten and one is not secured well also both are faded. I have reported this, ref No, 5929 4772 7729 5668 (CDC)

That's all for now folks.

Kind regards,

Alan.