



Annual Report

The Parish Council Year from May 2021 to April 2022

Looking back over the year, I am reminded of what is often alleged to be a Chinese curse, though there is no evidence they ever said, “May you live in interesting times.” We have certainly seen a wide range of conditions, starting the year in lock-down and only able to meet ‘virtually’ to facing a very abrupt return to ‘normal’ working when central government ended the concession which allowed us to meet on-line. We are very grateful to our clerk who quickly mastered the technology to allow us to conduct business on-line, and which has left the legacy of being able to make our meetings available for the public to watch live without having to be in the same room.

I think we had all hoped to see more progress towards an adopted Neighbourhood Plan, but we seemed to be thwarted by the difficulties the District Council have encountered in developing their Local Plan. I am pleased to say that, following some recent advice from our consultants, I think we are close to the stage where we can get things moving again.

No annual report would be complete without mentioning planning, and the past year has brought a number of proposals from developers to which the Parish Council has raised objections. The lack of a Local Plan has meant that developers have been tempted to come forward with speculative proposals which, if they were all permitted, would mean a radical change to the character of the parish, and this has kept our parish council’s planning committee quite busy trying to keep on top of the situation.

Despite the lockdown we continued to receive complaints about potholes, flooding, pollution incidents and other incidents which people think are the Parish Council’s responsibility to put right. While we are able to alert the relevant authorities, it is sometimes frustrating to be asked ‘When are they going to something about it?’ when it is really just as much the public’s responsibility to report it. I was reminded of this when the Parish Council was below strength and we were struggling to recruit new members. While we are now back to our full complement, we are a group of unpaid volunteers and we need to try to secure a steady stream of potential recruits for the future. So if anyone is interested in finding out what being a parish councillor entails, the Clerk or I would be happy to talk to you.

Tim Russell Chairman

Your Parish Council

North Mundham Parish Council, 1 Charlmead, East Wittering, Chichester, West Sussex, PO20 8DN

T: 01243 203050 E: clerk@northmundham.org W: www.northmundham.org



Tim Russell (Chairman)

T: 781052

E: t.russell@northmundham.org



Keith Phillips (Vice Chairman)

T: 07980668612

E: k.philips@northmundham.org



Frances Neave

T: 782391

E: f.neave@northmundham.org



Paul Chivers

T: 789990

E: p.chivers@northmundham.org



Hugo Wall

T: 278542

E: h.wall@northmundham.org



Annie Maclean

T: 265804

E: a.maclean@northmundham.org



Rob Callaway-Lewis

T: 07880713159

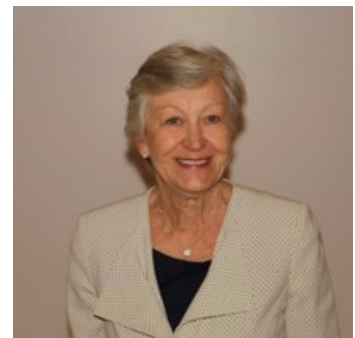
E: r.callaway-lewis@northmundham.org



Oliver Langmead

T: 07753430317

E: o.langmead@northmundham.org



Gill Nott

T: 07770920108

E: g.nott@northmundham.org



Louise Chater (Parish Clerk)

T: 203050

E: clerk@northmundham.org

COULD YOU SEE YOURSELF AS PART OF THIS TEAM?

The next parish council elections are due to be held in May 2023. Why don't you come along to the parish council meetings and find out what is going on? We are a friendly bunch.

The High and Low Moments from the Year

- Resignation of Cllr. Stephens and Keulemans due to work pressure
- Co-option of two new Councillors—Welcome to Oliver and Gill
- Negotiations with Developer to make provision for a safer route from Hunston to North Mundham
- Frustration that CDC Local Plan is delayed which has resulted in the progress on the Neighbourhood Plan being significantly delayed
- Illegal incursion on to the playing field
- Frustration at the lack of progress on the shared use path from Marsh Lane to Runcton Farm Shop and disappointment at being advised that the S106 Funding had been reallocated to different projects
- Renovation of Telephone Box in Church Road and opening of Swop Shop
- Objection to planning application at The Land adjacent to The Spinney, Lagness Road, for nine dwellings, which the District Council Planning Officers had recommend permitting, however, the District Council Planning Committee and the Planning Inspector at the appeal supported the Parish Council's objection on the grounds of perceived or actual coalescence between North Mundham and Runcton
- Successful grant applications to Chichester District Council
- Reduction of speed limit on B2166 from 60mph to 40mph application progressed for consideration for the future works programme
- Preparations for Platinum Jubilee events commence

The Parish Council Year at a Glance

The Parish Council is the first tier of Government providing a local voice, on local issues and protecting the parish for us and future generations.

- ◆ In law, a council is a single corporate body & the decisions it takes are the responsibility of the council as a whole
- ◆ Standing Orders, Financial Regulations and policy documents for governance

Councillors

- ◆ 9 unpaid Councillors
- ◆ The Chairman and Vice Chairman are elected each May
- ◆ Members are elected every 4 years, the next election is May 2023

Parish Council Clerk

- ◆ Only Council employee—12 hours per week
- ◆ Undertakes Council's instructions
- ◆ Offers advice in relation to law & policy
- ◆ Provides information for effective decisions
- ◆ Responsible for financial records

Precept

- ◆ Collected by CDC through the Council Tax
- ◆ £38,386.57 for financial year ended 31st March 2022
- ◆ Allows the Parish Council to undertake its functions and maintain its property

Meetings

- ◆ Following the lifting of Covid restrictions Face to Face meetings resumed in July
- ◆ Full Council meets in May, July, September, November, January & March, commences @7.30
- ◆ Planning Committee meets each month (excluding August), commences @ 7pm
- ◆ All meetings are held at North Mundham Village Hall, normally on the first Tuesday in the month
- ◆ All meets can be observed online, link included in the Agenda
- ◆ Public welcome to attend & raise matters. Public section included in all agendas

Property/Assets, Owned, Maintained and Insured

Village Hall

- ◆ Built on land leased from the Playing Field Trust, lease expires 2057
- ◆ A Committee of the Parish Council runs the hall
- ◆ The Committee is required to cover the annual running costs of the hall
- ◆ Carbon Reduction project continues

Other Assets

- ◆ Two telephone Boxes
- ◆ Four bus shelters
- ◆ Seven traditional finger posts
- ◆ One bench
- ◆ Office Equipment
- ◆ Three noticeboards
- ◆ One war memorial and one silent soldier
- ◆ One beacon

Other Roles & Responsibilities

Planning

- ◆ Chichester District Council is the Planning Authority and makes the decision
- ◆ The Planning Committee comments on applications
- ◆ Reviewed 38 applications in the Parish and five in adjacent parishes. The Committee objected to 13 applications and made comments on a further six applications
- ◆ Made representation at CDC Planning Committee
- ◆ Referred a number of issues to CDC Enforcement Team

Committee/Working Parties

- ◆ **Planning:** met 12 times
- ◆ **Village Hall:** met three times
- ◆ **Employment:** met three times
- ◆ **Code of Conduct:** no meeting required
- ◆ **Complaints:** no meeting required
- ◆ **Working Parties:** Village Hall met six times to ensure the smooth running of the hall, Budget working party met twice for detailed discussion and review of the budget prior to it being set by the Parish Council

Neighbourhood Plan

- ◆ Preparation of the first draft of the plan, however, work suspended due to the issues associated with CDC Local Plan
- ◆ Reduced membership of steering group due to ill health, work pressure and moving out of parish

Training

- ◆ Clerk attended 16 training courses and nine briefing sessions
- ◆ The Chairman attended briefing sessions
- ◆ Two councillors attended training sessions

Communication

- ◆ 16 digital newsletters issued if you don't receive a copy sign up here: <http://eepurl.com/glUHSj>
- ◆ Chairman's briefing in Connect magazine and Mundham Monthly on-line newsletter
- ◆ Website & Facebook page maintained

Risk Assessments

- ◆ Undertaken annually for Parish Council management and property
- ◆ Regular inspection of property and assets repairs undertaken

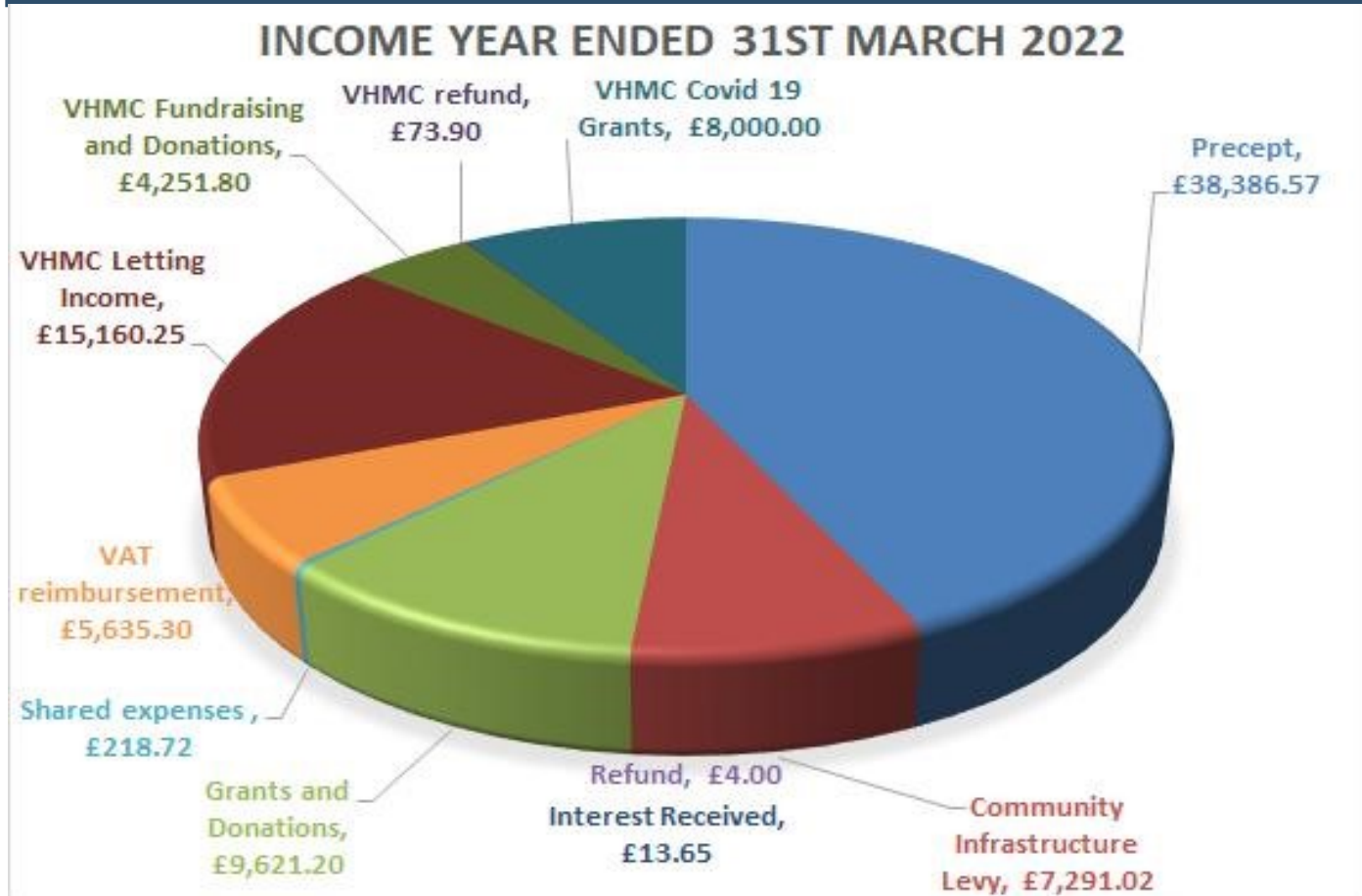
Support to Local Organisations

- ◆ Donations to outside charities which benefit village residents
- ◆ Donations to village groups
- ◆ Obtained grants for improvements to the play equipment and the playing field

Representation

Attended meetings with CDC, WSCC, Local Council Associations, and other parishes

Finance—Income for year ended 31st March 2022



Total Income: The total income was £88,756.41. The precept was £38,386.57

Donations: The Parish Council received £4,789.00 in grants and donations toward the security measures for the playing field car park. Grants and Donations in the sum of £3,480.00 was received towards the village hall garden improvement project. £771.80 towards the cost of installing additional hand dryers was also received .

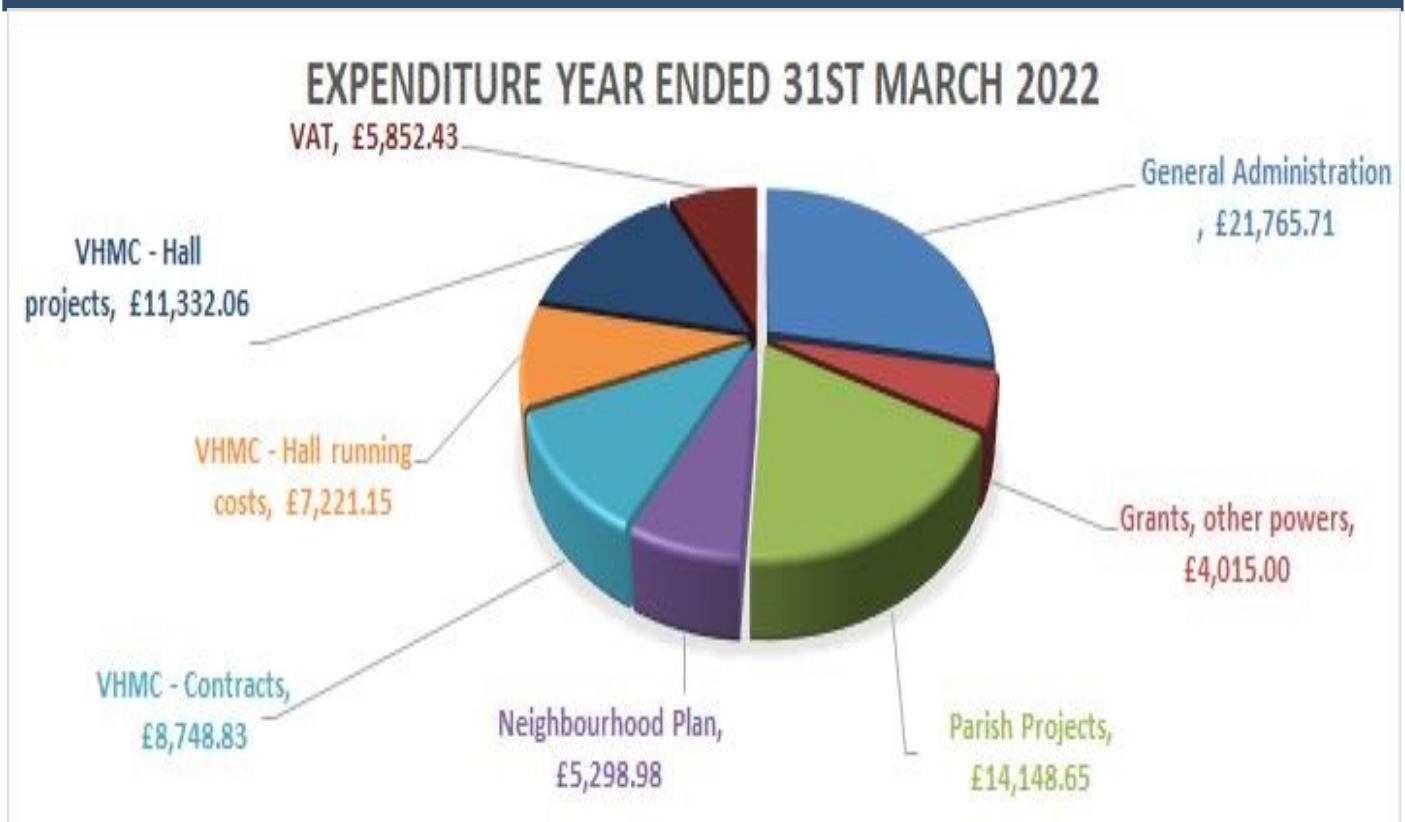
Community Infrastructure Levy (CIL): CIL is collected by CDC from developers and passed to the parish council, and can only be spent on projects identified on CDC's infrastructure business plan. CIL funding has to be spent within five years of receipt , £7,291.02 has been ringfenced in the reserves.

Grant Funding: The Parish Council received New Home Bonus funding £3,832.20 and this was allocated to the provision of new balance bars in the playing field and three picnic benches. £1,000.00 from Chichester District Council towards the improved security measures for the playing field car park. The Village Hall received £8,000. 00 in grant funding to cover loss of income during the closures of the hall due to the covid-19 restrictions.

Shared Expenditure: The Parish Clerk also works for Earnley Parish Council and this is expenditure that is shared between both councils and invoiced to Earnley Parish Council.

Reserve Funds: The Parish Council bank accounts holds £93,613.48 and the Village Hall bank account holds £29,127.96 in its reserves. This is to ensure the parish council has funding for both long term and short term projects as well as ensuring that funding is available for unexpected expenditure.

Finance—Expenditure year ended 31st March 2022



Administration: The total annual cost for the parish council, which includes the Clerk's salary and all other expenses that allow the council to function, is £21,675.71. The Village Hall running costs £7,221.15

Contracts: The Parish Council engages a caretaker look after the Village Hall and this contract totalled £8,748.83

Neighbourhood Planning: The Parish Council had applied for grant funding in the previous financial year and as this was unspent £5,275.00 was returned to the grant provider. £28.78 was paid to maintain the dedicated email address for this project.

Projects: The Parish Council undertook several projects to improve the Parish, these included improving the security for the playing field to reduce the risk of illegal incursions on the playing field, and providing a balance bar in the play park and three new picnic benches. At the Village Hall the major project was to improve the garden to enable it to be used all year, and to provide an electric hand dryer in the disabled toilets, upgrade of the alarm system and the continued carbon reduction programme—lighting replaced with LED lighting

Grants: The Parish Council provided a grant to the Playing Field Trust to enable the renovation of the play and skateboard equipment, this work will be carried out when the weather has improved. A grant was also given to the Tennis Club to help with the installation of the court lighting. Further grants were given to Chichester & Arun District Citizen Advice, West Sussex Mind and Age UK West Sussex, Brighton & Hove & Manhood Wildlife & Heritage Trust.

VAT: The Parish Council is able to reclaim some VAT, and a VAT claim was submitted at the end of the financial year but £1,952.98 was outside the VAT claim requirements.

Report from Annual Meeting of Electors held on 8th March 2022

[This is an edited version of the minutes of the meeting]

Cllr. Tim Russell, Chairman of the Council, reported that the Parish Council's precept bill is approximately £35,000.00 per year; a sizeable proportion of this covers the administration of the Council including the Parish Clerk's salary. The Parish Council received an unqualified audit for the year ended 31st March 2021. The Chairman thanked the Clerk and the Parish Councillors for all their work over the past year.

The lack of a five-year housing supply and the delays in the District Council's Local Plan have resulted in a number of speculative planning applications being submitted by developers, and if all these applications were permitted it would double the size of the parish. The Parish Council Planning Committee has considered thirty-eight planning applications within the parish and five in adjacent parishes. The Committee has raised objection to thirteen applications and commented on a further six applications. The Parish Council has a right to comment or raise an objection on any application. The Planning Committee has to look at the application from the viewpoint of the parish as a whole, and therefore this may not reflect the views of the resident living next to the site. Therefore, it is particularly important that residents submit their own comments in relation to planning applications. Residents are welcome to attend the Parish Council Planning Committee meeting or observe it online.

This time last year the Parish Council thought the Parish's Neighbourhood Plan was making good progress. However, the issues surrounding the Local Plan including the review of the number of dwellings that the Parish is required to provide have meant that the Neighbourhood Plan Steering Group had paused the work on the plan. In addition to this, a significant number of the members of the Steering Group have left the group, due to work commitments, health issues or moving out of the parish. Therefore, we need volunteers to join the Steering Group to enable this project to move forward.

The Parish Council is responsible for the Village Hall, and the Chairman of the Parish Council thanked the committee and their work during exceedingly challenging times over the past two years. The Parish Council maintains the bus shelters, the black and white traditional finger posts, and the telephone boxes one of which is being run as a swop shop which is maintained by a volunteer. The Parish Council is currently investigating the way forward with the telephone box adjacent to the Walnut Tree Pub in Runcton, including the possibility of removing and disposing of it.

The Parish Council is not responsible for the playing field, however in the past year the Parish Council has obtained grants to install the outdoor gym, three new picnic benches, and to enhance the security measures to the car park entrance. There is a new piece of play equipment due to be installed, and the Parish Council is also funding the repainting of the skate park and play equipment. The Parish Council is also not responsible for hedgerows, drains, verges, and potholes; however, the Parish Council will try and encourage action. There is the perpetual issue of getting landowners to cut back their hedgerows; some of the landowners with ditches on their boundaries in the parish do cut back their hedgerows but then leave the waste generated in the ditch, which reduces the flow or washes down the ditch and blocks the culverts.

There have recently been pollution events in the stream at Brookside. Please report this to the Environment Agency as soon as you see it, as no action can take place to either investigate or build evidence for prosecution if they do not receive reports in sufficient time. We would appreciate being advised as well, after you have reported the issue to the relevant authority.

Litter is a problem everywhere and the parish council will coordinate a litter pick in due course. On a wider basis the Manhood Wildlife and Heritage Group with the support of the Parish Council and residents have worked to revive the Canal and Camic Pond, and volunteers continue to provide ongoing maintenance work at both these sites. There are tasks for all abilities, please speak to me after the meeting if you would like to volunteer to help with this.