

BURPHAM & WEPHAM
VILLAGE COMMITTEE AND PARISH MEETING

held Tuesday 4th December 2018 at 7.30 pm in the Village Hall

Attending

Paul Challen (Chairman) PC
Val Belton (Treasurer)
Julie Tester (VH Management)
Jackie Penticost (Secretary) JP

Trevor Cooper
Ticky Tuppen
Bob Baynes
Celia Woodruff (Church)

- 1 Apologies: Ed French, Kevin Foster
- 2 Minutes of last meeting

Two amendments were made: a change to note that Heather Birch had not attended the last meeting, and a change to the wording of the Treasurer's report, to say that 37K had been banked as of 19th October. The minutes were annotated and signed as a true record by Paul Challen.

- 3 Village Hall

Repairs

- Peter Werner has agreed to do minor repairs and identify large repairs and report to Julie Tester, who will continue to manage inspections and other management aspects of the hall. Peter Werner is to speak to Ron Chapple about maintenance
- It was proposed that the Gent's toilets be re-floored at the same time as the shower, as this is an effective use of the flooring. The quote is £864 incl VAT) If we wished to do the ladies' toilets as well as the corridor, it would be an extra £998 (Greenfields). Val Belton indicated that it might be economical to do the kitchen as well, as all of the flooring was over 20 years old.
- There were some comments about the process for making financial decisions. P Challen (Chair) proposed that any expenditure over £1,000 should require 3 comparable quotes and this was agreed

- Trevor Cooper (TC) suggested that we could make a list of repairs and possible costs in order to do forward planning and this was agreed to be discussed at a future meeting.
- Jackie Penticost said that the flooring had to meet non-slip standards so R9 or R10.
- The Chair approved the go-ahead for the Gents' toilet and shower in the new year for the initial quote

Bookings

- We have 6 weddings and 2 parties booked for 2019
- JP asked that dates for hall bookings and weddings for 2019 (without personal details) be supplied so they could be added to the website as per previous minutes

Minor additions

- Firebox: JP is to give a set of fireboxes links to Val and Julie Tester to choose a suitable box.
- CCTV: JP Confirmed that no grants for CCTV are currently available in the UK. No further action at present, as Kevin Foster did not attend

Playground update: finances

- £45,595.03 was in the Playground fund as at the time of the meeting. There is an estimated further £4120 to be obtained from Gift Aid.
- Another villager had asked about contributing, and Val was asked to discuss with him the possibility of a picnic bench or an item that did not require further planning permission
- We are in a position, financially, to put in an order to Wicksteed for the equipment as per their second estimate. TC asked if this included any contingency and JP confirmed that it did, for the archaeology inspection.

- The dates would be around 25th March 2019 for the excavation phase of the project. We have raised the question with Wicksteed of the timing of the fencing installation, so we can plan it with the fencing contractor.
- Val confirmed that Zurich had asked for an extra £287 annual premium to cover the playground area for public liability. This will only come into force when Arun District Council formally remove their insurance cover, and they have not yet written to us on the subject.
- Val to contact Zurich with the existing Wicksteed estimate to obtain accidental damage cover for equipment replacement or repair and any re-installation costs, including surface.
- It was agreed that we should perform an inspection regime that is compliant with the insurance company's requirements, which we think is monthly (to be confirmed) , with an overall annual RoSpa inspection. Anything more than that would be for our own purposes of diligence and not as required for public liability. (Note: we do need to have contact phone numbers publicly displayed on signs in case of accident or malicious damage)
- We discussed how to inform the village that the appeal had ended and funding was complete. PC is to deliver Christmas cards with an insert around the village. JP will update the website once Val has informed relevant villagers.

Playground Planning Permission

- The Chair thanked Trevor Cooper for his diligence and hard work on submitting the extensive and detailed submission for planning and scheduled Monument consent.
- Trevor Cooper submitted a report (attached). Planning application has been submitted and current estimates for a decision are 17th January, although this may slide as SDNPA are said to be behind. Scheduled Monument Consent has been received. Wicksteed have been informed.
- Paul Challen is to speak to Mark Roberts (the named archaeologist for the watching brief when the playground is installed) about the need to produce a WSI (a Written Scheme of Investigation) a some weeks prior to the excavations, as Historic England need to approve it a week before it starts.
- Trevor will then get in touch with Mark as to how to progress this, as much of it is contained in Mark's mitigation report

- After discussion of the possible planning risks, the Chairman and Trustees agreed to place a firm order for the playground equipment, with a covering letter to Wicksteed noting that the build for equipment other than the Spinney, which has the longest lead time, should not take place until confirmed.

Website Status:

- 'Official website@. Has a few visitors each day. As an agreed trail, Processmatters2 added a news and events section, which is proving not to be useful and is to be removed.
- 'Commercial website' Currently 350 visitors per month. Content added and redesigned with new logo.

Governance:

- JP asked that all contracts be in one place. The only extant contract other than leases is processmatters2. TC to supply a copy to be placed on a shared drive.
- CIO (Charitable Incorporated organization) . VB thought that Voluntary Action in Arundel and Chichester might offer free advice and if so we should ask someone to present. VB to contact them.
- JP raised the question of how best to allocate tasks, since committee members were often busy or absent, and may not be best placed to carry out task. It was proposed that if there was a specific project to be done, that we call on a wider village membership and ask qualified volunteers if possible to carry out tasks
- JP also asked for deputies to be allocated to each task, so that tasks could be completed in good time and not allowed to drift without a set timescale. She said that we are all busy volunteers, so timing is often difficult.

Planning:

- Ed French submitted a report (attached). At the suggestion of the committee, TC undertook to explore and then, if appropriate, speak to Kevin about a 'Parish Vision', which many smaller parishes are creating, which focuses on values, facilities and services, rather than formal planning controls etc . Bob Baynes

commented that the basics, namely roads, hedges and footpaths, needed to be tackled before we aspired to other items.

- Trevor Cooper asked if Phil Michel and/or Steve Lawrence could be invited to attend next meeting as they are seeking moral support for work to be done at Shuttles pond. This was agreed. VB said there was a specific fund set up, and that there was £29 left in it.
- JP said she did not want to get into a situation where the Village Committee or Parish Meeting was receiving public blame, as mentioned in recent surveys, for a project which had been started by villagers who had now left the village without a handover. The pond had never been our responsibility. As the land was owned by the Duke, and tenanted by the Fields, she would be looking for some clarity as what the project's goal was and in particular the limits of BVHaRG or Parish Meeting involvement
- Roads: JP has submitted a request to West Sussex to look at the road edging up Peppering lane past the Vicarage, where the potholes are more than 18 inches deep in places. JP has also reported several potholes
- Bins: JP submitted a letter of complaint about the state of the bin collections to ADC, and has also requested a replacement bin.

Treasurers' report

- Investments have gone down by £1922.71 since the last meeting
- Total income YTD (approx. 7 months) is £8082.61, significantly below the whole year figure for 2017/2018 of £19803.02. The budget figure is £13100. This is because we had fewer hall wedding bookings, and no fete. (Note that the PM precept is not included in the above income figures.)
- However, there is still a small excess of income over expenditure.
- We have c£16K of allocatable reserves (because we have 35K in a Sinking Fund), and the Parish Meeting Account stands at £3286.95
- JP raised the question of a suitable use of Stephanie Atterton's legacy. This was deferred until next meeting to allow time to consult with her family (VB)

- VB raised the Inspire Leisure funding opportunity, and it was decided that, due to the short deadline, we were unlikely to be able to obtain quotes in order to apply. But it was mentioned that the ramp outside the back door was too steep for wheelchair users, and needed a re-design with a platform halfway. Other improvements are to be identified, with an emphasis on compliance, health and Safety and disabled access.
- TC proposed that we get an architect to look at those areas on an informal basis, and suggest possible ways forward. PC to identify a suitable architect.

Social:

- Thanks to Kevin Foster for organizing Race Night, and to Ian Van Stratum for the Curry Night, Miranda Snow for cards, and Steve Penticost for calendars, and to all who contributed in so many ways to the playground fund-raising.
- The Christmas Fayre on 8th December is an experiment. 50% of proceeds go to the BVHaRG and 50% to the PCC Fabric fund. In discussion, Celia confirmed that the Fabric Fund is a designated fund of the Parochial Church Council, intended for use for maintenance, repairs and improvements to the church. The Friends of Burpham Church currently limit their support to a maximum of one half of the any maintenance or repair costs.
- A real tree is to be delivered to the Hall, but an artificial one is also available as a donation.
- Steve Penticost to be asked to loan his big pan for mulled wine.
- HB asked if we could do a Film night as a trial in the New Year, and undertook to obtain costs and identify suitable films
- Shuffleboard will take place on 3rd February
- HB was allocated a budget of £500 towards early booking of attractions for the fete on 1st June.
- There was a brief discussion about daytime activities for the elderly, and some enthusiasm for the idea, to be discussed further at a future meeting.
- TC explained that he is intending to organise occasional talks on the history of Burpham and its area, and related topics. The first one is booked for Friday

evening, 15 February in the VH.. A number of suggestions were made for future speakers.

Church

- Concert takings were £2700 for the Church/Friends of Burpham Church
- Stephanie Atterton left a legacy for maintenance and tidying of the churchyard
- A number of 'special services' were attracting more attendees
- Wedding bookings for 2019 are up

Date of Next meeting: February 5th at 7:30 in the Village hall