



WISTON PARISH COUNCIL



Clerk: Matthew Thomas, Water Lane Cottage, Water Lane, Wiston, West Sussex.

E-mail: wistonparishclerk@gmail.com

Website: www.wistonvillage.org.uk

Councillors are hereby summoned to attend the

Wiston Parish Council Meeting

6.00pm, Wednesday, 19th November 2025, at the Meeting Place.

When the following business will be considered and transacted:

Agenda

- 25.33 To consider accepting apologies for absence
- 25.34 To record declarations of interest from Members in any item to be discussed
- 25.35 To approve the minutes of the meeting of 17th September 2023 prev. circulated
- 25.36 To adjourn the meeting to allow public participation
- 25.37 To receive reports from County and District Councillors
- 25.38 Meetings attended by Councillors
- 25.39 Highways and Footpaths
- 25.40 Planning matters
- 25.41 Finance
- 25.42 Website and email addresses
- 25.43 Community matters
- 25.44 Information items
- 24.45 Dates of meetings for 2026

Matthew Thomas Clerk

PRESS AND PUBLIC WELCOME TO ATTEND

Please Note: All papers relating to this meeting are available to download from the Parish Council website at: <https://www.wistonvillage.org.uk/parish-council>

Notes

25.33 To consider accepting apologies for absence

As of 10th November no apologies have been received.

25.34 To record declarations of interest from Members in any item to be discussed

25.35 To Approve the Minutes of the 17th September 2025 previously circulated

A draft of the minutes of the meeting is available to view and download on the Parish Council website.

25.36 To adjourn the meeting to allow public participation

25.37 To receive reports from County and District Councillors

Councillors Philip Circus, Joy Dennis, Alana Manton (Horsham District Council) and Paul Marshall (West Sussex County Council) have been invited to attend.

25.38 Meetings attended by Councillors

An opportunity for Members to report back on any Parish Council-related meetings they may have attended since the September 2025 meeting.

25.39 Highways and Footpaths

25.39.1 Road Safety: At its September meeting, the Parish Council agreed to work towards making a formal application to West Sussex County Council to reduce the current 40mph limit to 30mph in Hole St and Water Lane, and to request the County Council consider reducing the Buncton Crossroad limit to 40mph from 60mph.

Subsequently an online Parish survey of local residents to gauge support for the proposal resulted in 43 responses from 141 recipients. This is considered to be a 'good' response rate for a parish council survey, particularly as it was carried out entirely online. Of the 43 responses, 37 people (86%) were in favour of both speed reductions.

Subsequently the Clerk gathered existing traffic data and wrote to the Parish's County representative, Councillor Paul Marshall, to ask for his support for the proposals. This was duly given via email on 20th October (see Appendix 1). The Clerk then wrote to Jim Stobbart, Traffic Management Officer at Sussex Police to ask for his support for the proposals. In his email of 6th November, Mr Stobbart supported the 30mph

proposal through Wiston Village, but did not support the proposed speed reduction of 40mph along the A283 (see Appendix 2).

Now that work towards making a formal application for a TRO has been completed, the next stage is to complete and submit a WSCC TRO application. A final decision can take 9–12 months.

Concurrent with work on reducing the statutory speed limit through Wiston, a parishioner has recommended implementing Community Speedwatch; a video about the concept can be viewed at:

<https://www.communityspeedwatch.org/FRONT-v2-Home.php>

Recommendation: Parish Council to decide whether it wishes to proceed with a formal application for a TRO of 30mph along the entire lengths of Water Lane and Hole Street within Wiston Parish. Councillors to watch the video and to consider whether Community Speedwatch would be appropriate in Wiston.

25.39.2 Hole Street Speed Indicator Device: A local resident has reported that the end of the sunny days of summer has coincided with the Hole Street SID malfunctioning again. It seems that this is due to a lack of light reaching the solar panels.

Recommendation: Parish Council to employ a contractor to move the SID (or its solar panel) to an alternative location with better access to sunlight

25.40 Planning Matters

No new planning matters were drawn to the attention of the Parish Council since its 17th September meeting.

25.41 Finance

25.41.1 Transaction summary since 17th September 2025 meeting:

Balance bfwd	£8,238
Total receipts	£2,434
Total payments	£780
Balance per bank statement 11/11/25	£9,892
Of which reserves	£7,714
Prepared by	M Thomas
Approved by	

25.41.2 Approved payments:

Date	Payee	Amount
30 Sept	HMRC	£53.60
30 Sept	Litter Pick	£59.34
30 Sept	Clerk Salary	£214.33
31 Oct	HMRC	£53.60
31 Oct	Clerk Salary	£214.33
31 Oct	Litter Pick	£59.34
10 Nov	123 Reg	£15.59
11 Nov	SLCC	£110.00
	Running total	£780.13

25.41.3 Unapproved Payment: On 9th May HSBC authorised a payment of £104.99 to Microsoft*microsofmsbill.info which, it transpired, was made without the Parish Council's knowledge or authorisation, using a Visa card which had been cancelled at least two years previously. Subsequent telephone correspondence between the Clerk and the bank appeared to resolve the issue, but the Parish Council then received a letter from HSBC stating that, because the time limit set by Visa for making a claim had expired, the bank could take no further action (Appendix 3a). On 13th October the Clerk wrote to the bank disputing their conclusion (see Appendix 3b). No reply has been forthcoming to date and on 10th November the Clerk raised a formal complaint with HSBC. The clerk will keep the Council updated with progress on this matter.

25.41.4 Latest bank statements for approval: The bank statements from August to October 2025 are available to view and download from the Parish Council website (Appendices 4 and 5).

25.41.5 To receive and discuss the draft budget 2026/27: Appendix 6 shows the expected budget for next financial year, involving a total spend of £6,549. This financial year, income was £4,868 (plus a VAT refund of £321), which is a difference of just over 25%. The Parish Council has been carrying forward substantial reserves for several years, so the shortfall, although large, is no immediate cause for concern. Nevertheless it is recommended that next financial year, the difference between expenditure and income is partly addressed by requesting an increase in the precept of

3.5% to £4,301, in line with inflation. Total income would result in reserves of £6,696 by April 2027, equivalent to just over 12 months of expenditure.

The Financial Regulations of the Parish Council do not include a policy on reserves, but it is recommended that in future years, the precept is incrementally increased to meet expenditure at the point at which reserves equate to approximately 6 months of expenditure.

Recommendation: That the Council agrees the 2026-27 budget and the associated precept increase.

25.42 Website and Email addresses

The National Association of Local Councils has again revised their Practitioners' Guide for the Annual Governance and Accountability Return (AGAR) for 2025/26. Amongst other changes, the guide now states that: *“every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.”* and *“All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites.”*

Currently the Parish Council shares its website with The Meeting Place and uses gmail email addresses. These arrangements are not compliant with the new AGAR guide (for example the WCAG 2.1 AA standard to be accessible to people with visual, hearing, motor, or cognitive impairments) and therefore the Council will need to set up new email addresses and a new website by April 2026.

Recommendation: The council authorises the Clerk to investigate and implement alternative arrangements for the Council's website and email addresses in time for the next meeting.

25.43 Community Matters

25.43.1: Assets of Community Value: Under the Localism Act 2011, the Parish Council nominated several features within the parish as 'Assets of Community Value'. The implications of this are that it gives a community the right to be the first to bid if the owner decides to sell the property. The nomination also triggers a six-month moratorium period, during which the owner cannot sell the property, but it does not force them to sell to the community group. Other implications include a restriction on land registry, which can affect the sale price and time, and it may be a material consideration in planning applications.

The Assets affected are: CA21/02 Wiston Cricket Field, CA21/03 Wiston Recreation Ground, and CA21/04 Wiston Meeting Place, Water Lane, Wiston, BN44 3DW.

On 30th March 2026, the registration of these Assets comes to an end (the fifth anniversary of the decision) and the Parish Council must submit a new nomination form for each one and include details of and evidence of their current use, if it wishes

these registrations to be reconsidered for listing.

Recommendation: The council authorises the Clerk to submit a new nomination form for each of the three features previously identified.

25.43.2: Joint parishes climate action group: The Parish Council has been invited to join the group, which includes representatives of Steyning, Upper Beeding and Bramber Councils. They meet 4 times a year to discuss climate issues, with a Greening Steyning and a Horsham DC Councillor in attendance. All recommendations then go through for consideration by each full Council.

Recommendation: To consider whether the council participate in the group, and if so, to nominate a representative.

25.44 Information Items

Councillors' opportunity to raise matters not already discussed, and to suggest items for inclusion on the next meeting agenda.

25.45 Date of next meeting

Paragraph 5d of the Parish Council Standing Orders states: *'In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.'* During 2025 the Council held ordinary meetings in May, September and November. The proposed meeting dates for 2026 are as follows:

- Wednesday 18th March 2026 (previously agreed)
- Wednesday 6th May (to coincide with the Annual Meeting)
- Wednesday 8th July
- Wednesday 16th September
- Wednesday 18th November

Recommendation: That the Council approves the dates listed above.