



# WISTON PARISH COUNCIL

Clerk: Matthew Thomas, Water Lane Cottage, Water Lane, Wiston, West Sussex, BN44 3DW

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**Parish Council Meeting**  
**10<sup>th</sup> May 2023, 6.00pm, at The Meeting Place,**  
**Water Lane, Wiston.**

## *Draft Minutes*

**Present:** Cllr Garner, Cllr Goring, Cllr Leppard, Cllr Nash  
**In attendance:** None  
**Clerk:** Matthew Thomas  
**Members of the public:** None

- 23.1 **To swear in new councillors.** All councillors were duly sworn in and submitted completed and signed Declaration of Acceptance of Office forms and Register of Interest forms to the Clerk.
- 23.2 **Election of Chairman.** Councillor Sid Garner was unanimously re-elected.
- 23.3 **Election of Vice Chairman.** Councillor John Goring was unanimously re-elected.
- 23.4 **To consider accepting apologies for absence.** No apologies had been received.
- 23.5 **To record declarations of interest from Members in any item to be discussed.** No declarations were made for this meeting.
- 23.6 **To approve the Minutes of the meeting of 15th March 2023, circulated by email.** Agreed as a true record and duly signed by the Chairman.
- 23.7 **To adjourn the meeting to allow public participation.** None for this meeting.
- 23.8 **To receive reports from County and District Councillors.** None for this meeting.
- 23.9 **Highways and Footpaths.**  
Proposal to create new permissive bridleway link between Wiston and Steyning utilising part of footpath 2704\_1: Concerns were raised about the surface of the existing track becoming



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disturbed by bikes and horses. However it was understood that in making the proposal, County Highways are prepared to shoulder the responsibility for maintaining the surface of the path. **ACTION: Clerk to write to Ami Dye Senior Rights of Way Officer at WSCC, supporting the application.**

**23.10 Planning Matters**

SDNP/23/01460/FUL: Bushovel Hall (Wiston Village Hall). Conversion, alteration and extension of former village hall (Use Class F2) to create a single dwelling for holiday let use. Concerns were raised regarding the safety of access to the A283. After discussion it was agreed that the Council has no objection, subject to an adequate improvement of vehicular access. **ACTION: Clerk to convey the view of the Council to Horsham District Council.**

**23.11 Design Statement**

After discussion it was agreed that there Chair should call a sub-committee to progress the Design Statement. **ACTION: Chair to arrange.**

**23.12 Finance**

The following figures were approved:

Balance per AGAR bfwd	£11,175
Total receipts	£2,078
Total payments	£432
Balance per bank statement	£12,821
Prepared by	M Thomas
Approved by	S Garner

Approved payments since 15th March 2023:

Date	Payee	Amount
2/4/23	HSBC - bank changes	£5.00
4/4/23	HMRC - PAYE	£46.20
1/5/23	HMRC - PAYE	£46.20
1/5/23	Clerk	£184.98
1/5/23	M Thomas - leaving present for L. Woodage	£100.00
2/5/23	Litter Warden	£49.69
	TOTAL	£432.07



- 23.13 Annual Governance and Accountability Return (AGAR)**
- 23.13.1** The Certificate of Exemption was approved and signed by the Chairman and the Clerk.
- 23.13.2** The Annual Governance Statement was approved and signed by the Chairman and the Clerk.
- 23.13.3** The Accounting Statements were approved and signed by the Chairman and the Clerk.
- 23.14 Review and adopt Standing Orders for 2023**  
Approved and adopted.
- 23.15 Review and adopt Financial Regulations and Risk Assessment for 2023**  
Approved and adopted.
- 23.16 Community matters.** None reported since the March meeting
- 23.17 Correspondence.** None received.
- 23.18 Information Items**
- 23.18.1** The pedestrian path on Water Lane from Yew Tree Cottage south to the All Saints bus stop has not been cleared of encroaching vegetation and an NHS worker is having difficulty getting to the bus stop each day. **ACTION: Clerk to write to WSCC Highways, requesting clearance of the path.**
- 23.18.2** The area of road opposite Butcher's Farmhouse has several hazardous potholes which need urgent repair. **ACTION: Clerk to write to WSCC Highways**
- 23.18.3** Littering of the pull-in opposite the entrance to All Saints Church was raised but it was agreed that the issue was in fact less severe since the waste bin had been deliberately removed.
- 23.19 Meeting dates for the year ahead**
- 23.19.1** Clarification was requested about the number of meetings to be held each year. Paragraph 5d of the Standing Orders states: *'In addition to the annual meeting of the Council,*



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at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.'

**23.19.2** It was agreed to hold the next full council meeting at **6pm on Wednesday 2nd August.**

The meeting closed at: 19.00

Signed:..... *S. C. Gamm* ..... Date: *2:8:2023*  
Chairman.