

Minutes of the Meeting of Chidham & Hambrook Parish Council
In the Chidham Village Hall on 7th December 2017 at 7.00pm.

Present: Cllr Cliff Archer (Chairman)
Cllr Rachel Perri
Cllr Geoffrey Hyde
Cllr Philip MacDougall
Cllr Jacky Sheppard

Cllr Andy Collins
Cllr Jane Towers
Cllr Stephanie Cecil
Cllr Ina Littlefield

In attendance: District Cllr Penny Plant
Adrian Moss

District Cllr Jonathan Brown

171-17 Apologies for absence: none received.

The Chairman announced that the Clerk to the Council, Caroline Davison had tendered her resignation to the Council today this had been accepted by the Chairman, Cliff Archer.

The Chairman ran through the fire safety and evacuation procedure to follow in case of an emergency.

172-17 Declaration of Interests and Granting of Dispensations if any:

- a) There were no declarations of interests
- b) There were no dispensation requests.

173-17 Minutes

i) Correction to the Minutes for the Full Parish Council meeting on 2nd November 2017: **Item 155.17 Public Art Project**, should read - Cllr Towers advised that the VHMC would, on receipt of the grant, be paying 50% of the cost in advance to begin the commissioning process.

Resolved that the Minutes of the Full Parish Council held on 2nd November 2017 be approved as a true and accurate record, with the above amendment, and signed by the Chairman.

ii) **Resolved** that the Minutes for the Extraordinary Meeting held on 7th November 2017 be approved as a true and accurate record and signed by the Chairman.

174-17 Co-option of New Parish Councillor

Resolved that the co-option of the new Parish Councillor be deferred to the Full Parish Council Meeting on 4th January 2018.

175-17 Public Open Forum

Adrian Moss, in respect of Markwells Wood, addressed the council to take note that the developers are making an application for a new site to be developed any time soon, with probably only 3-4 weeks being allowed for responses. He asked

the Council to be on the alert and to respond appropriately and said that the application, if granted would give permission for drilling to occur and that could lead to the acidification of ground water with disastrous results for the health of the water supply in the area.

Reports

176-17 Chairman's Verbal report

Cllr Cliff Archer reported on three matters:

Parish Council Defibrillators:

The three defibrillators had been installed in their cabinets and the Ambulance Service has their access codes.

The Village Hall Management Committee will check the defibrillator at the Hall monthly and report to the Parish Council.

ACTION: Village Hall Committee

A Councillor was needed to do likewise for the defibrillator at The Old House at Home pub. Cllr Geoffrey Hyde volunteered for this task.

ACTION: Geoffrey Hyde

Cllr Archer will ask the manager of Hambrook Meadows Care Home whether she will undertake the required monthly check of the defibrillator at the Home.

Cllr Archer undertook to install the recently arrived sunscreen defibrillator cabinet lids

ACTIONS: Cliff Archer

Parish Council Online Banking

Cllrs Cliff Archer and Andy Collins visited Lloyds Bank with the former Clerk and each applied for registration for online banking for the Parish Council.

Cllrs Archer and Collins each have a card reader and are awaiting a card.

The Parish Council had agreed that Cllr Jane Towers would be added to the list of cheque signatories but this had not yet been done. When this has been done, there will be four cheque signatories, including Cllr Ina Littlefield who is already on the list.

Cllr Archer commented that it would be useful to have another Parish Councillor registered for online banking, making three registrants in total.

ACTION: Cliff Archer

Chidham Parochial Primary School was voted Best School in a recent poll undertaken by the Chichester Observer. The Chairman would write to the School expressing congratulations on behalf of the Parish Council.

ACTION: Cliff Archer

177-17 District Councillors' reports

Cllr Andy Collins (CDC) reported on the BABA27 meeting on 1st December 2017. Gillian Keegan and Louise Goldsmith presented an update on activity since the last meeting and working with Highways England on this approach to resolving the A27 issue.

Ash Pal and Nick Burrell gave feedback themes and Governance for appointing a consultant and how the engagement process should work. This was followed with an important document check 'Outline Consultancy Brief' to agree to put this out for Consultants to tender for the work. The document covered the issues and points raised during the various BABA27 workshops.

Development Plan and Infrastructure Panel.

This was a meeting of the Development and Infrastructure Panel which looked at the sites promoted through the Local Plan Review Issues and Options Consultation June 2017. Although this is a restricted document this information was deemed acceptable for Cllr Collins to report to the PC at its full meeting.

There are two sites in this area that have been put forward by developers for inclusion in the land allocation during the review of the Local Plan. The first is Land east of Broad Road, Hambrook (we know as the Sunley Estates site originally 120 homes) and the second Land at Harris Scrapyard and Oaks Farm (Metis Homes). It should be noted that these are only **potential** site allocations at this stage and there will have to be a review of the Neighbourhood Plan if these sites are to go ahead.

Cllr Penny Plant (CDC) reported that CDC has approved the Southern Gateway Master plan. Although this project might not start for a few years, it is an exciting plan to develop a 30-acre area from the Courts to the canal basin, including the approach to the railway station and to relocate the bus station. To advise residents to check on the WSCC website by their own post-code, for their temporary different recycling & black bin collection days over the Christmas and New Year holidays.

In an answer to a question Cllr Plant explained how the % average recycling figures are calculated by WSCC for each District: by dividing the total weight of dry recycled material in the burgundy + green bins by the total weight of burgundy + green + black bins. This is an objectively obtained figure and cannot be 'massaged' for political advantage.

Cllr Jonathan Brown (CDC) reported that the Southern Gateway approval means that we miss the opportunity to address the issue of the railway line in Chichester and the logic of the master plan is to drive traffic out of Chichester and so presumably onto the already congested A27.

- Re: the Inspector's decision to favour the developer Breach Ave. appeal in Southbourne, CDC have sent a Letter Before Action indicating that they will challenge the decision in the courts. Encouragingly, the High Court recently (Nov. 2017) quashed an Inspector's finding against a parish neighbourhood plan in Aldingbourne - and we believe Southbourne's case is stronger.

Cllr Brown summarised the Inspector's decision as being because of the Southbourne Plan not having a policy covering development outside of the Settlement Policy Area and so falling back upon the District's Local Plan which he ruled did not have a 5 year housing supply.

In answer to Cllr MacDougall, Cllr Brown said that Southbourne had never had any indication that their plan was deficient in any way so it is very important that the Secretary of State calls in this decision to uphold the integrity of Neighbourhood Plans more generally.

- Although the increase in usage of green bins was flattering the Council's recycling rate (by increasing the proportion of our waste being recycled even if the net amount of non-recycled waste stayed the same) it was not the only factor

in the rate improving. Penny added that the opposite was also happening: that as people bought and so threw away fewer newspapers the weight of recycled waste was decreasing which made the recycling rate appear worse.

178-17 County Councillor's Report

The non-attendance of **Cllr Viral Parikh (WSCC)** was commented on with concern. Neither an apology for absence nor a written report had been received. It was noted that he had attended the June, August and November meetings. **ACTION Cliff Archer:** It was agreed that the Chairman would write to Cllr Viral Parikh and request a written report if he were unable to attend future meetings. The Chairman will also send a copy of the unapproved minutes of this meeting to him.

POST-MEETING NOTE: The Chairman discovered after the Meeting that County Cllr Parikh had emailed a late apology for absence.

179-17 Finance and Corporate

a) Finance and General Purposes Working Group Meeting

i) Financial Statement: The financial statement to 28th November 2017 was noted.

ii) Budget Virements: it was noted that the virement budget presented to the Finance and General Purposes working group at its meeting on 28th November 2017 needed to be corrected. The version in Appendix V received by email for this Parish Council meeting on December 7th 2017 included the required corrections and adjustments. **Resolved** to approve the budget virements for the current financial year as in Appendix V.

iii) Budget 2018/19 Resolved to accept the proposed budget statement for 2018/19. It was noted that approving the budget did not indicate a commitment to spend; the option to vire monies, should it be needed under another heading, was available. The raised precept was 0.5 % above the recommended 3%. It was felt this would have a minimal impact on council taxes and was about right for a parish of this size. The Parish Council accepted that, as usual, it needed to keep a careful eye on future precepts.

iv) Bank Account for Community Infrastructure Levy: Resolved to set up a separate bank account for financing projects undertaken using CIL monies.

ACTION: Parish Clerk

v) Parish Council Website: Discussions held on 6th November 2017 with Clare Mansell, Web Master and Stephen Johnson, Web Administrator confirmed that the proposed new Village website will meet all the security, design, access and ownership issues. The website will be accessed directly from our website address, we would be in sole control of its contents. The costs are extremely low, £10.00 per annum for the Parish Council domain name. **Resolved** to accept the

offer from the Community Website to create a new website for Chidham & Hambrook Parish Council.

ACTION: Cliff Archer

vi) Policies

Resolved that the Parish Council accept the new policies in respect of Freedom of Information and Data Protection Regulation.

vii) Publication Scheme

Resolved that the Parish Council approve the new Publication Scheme for Chidham & Hambrook Parish Council see (Appendix XI) attachment in email message dated 07.12.2017.

b) Payments

Chairman reported that the payees listed in the December payments schedule could not be paid as there was no chequebook available for the Meeting and the on-line banking arrangements had not been finalised. The Chairman recollected that there were also two additional outstanding payments not included on the schedule. The invoices for the outstanding payments were not available to the meeting.

Post meeting note: i) these invoices have now been obtained. ii) Also received after the meeting were two different payment requests for a single payment for Lloyds Bank. Clarification is to be sought as to which one requires the authorised signatures.

ACTION: Cliff Archer

180-17 S106 Public Art Project: Cllr Towers reported that the Planning permission for the tiled decoration of the arches is registered as valid and will appear on the weekly list shortly.

One slight complication is that the process is taking such a long time. Sebastian of Tiles of Stow phoned this week expressing some concern over the length of time since the original quotations, which was in May. He said that it may be difficult to stick to the original quote as many of their materials are imported and costs have risen in the intervening months. Also the specialist tiler he has recommended is getting very booked up for next year and the longer the process lasts the more difficult it will be for them to fit the project into the appropriate time scale.

In the light of this conversation Tim Towers has written to Shona Turner CDC to ask if she can give us some idea of the timing of the process once planning permission is granted, assuming it is. This would enable him to get back to the manufacturers with at least some idea of when we could initiate the commission. They could then let us know what disparity there might be between the original quote and for the manufacture of the tiles and the likely cost in the New Year.

Once the process is initiated it will be important to proceed quickly in order for it to deliver. The Village Hall Committee had a quote from Nutbourne Construction of £900 + VAT to replace the stone sills.

Cllr Tower's report was accepted. The planning application will be on the planning list for the next meeting on December 12th 2017.

181-17 Planning Committee Meeting: Cllr Andy Collins, Chairman of the Planning Committee reported that three applications had been received for the meeting on 21st November 2017. These were straightforward. There were no appeals. There were no CDC planning decisions. Notice has been received of possible developments in the parish No applications had been received. The meeting minutes will be approved at next meeting on 12th December 2017. The Council Chairman confirmed that the response to the Harbour Way Public Footpath proposed diversion had been delivered within the deadline.

182-17 Report from the Clerk: there was no report from the Clerk.

183-17 Meeting dates:

The April 2018 Parish Council meeting will take place on 12th April at 7pm.

The next Parish Council meeting is on 4th January 2018 at 7pm.

The scheduled meeting dates for the next 6-month period of committees and working groups in 2018 are available (Appendix XIII). It was noted that Cllr Archer is not a member of POSAC.

It was Resolved that

- i) Meetings of committees and working group will only take place if required.
- ii) The clerk does not need to attend all meetings. The clerk's attendance is at the invitation of the chairman of a committee or working group, except for Full Parish Council meetings, Planning Committee meetings and Finance & General Purposes Working Group meetings.

The meeting noted that items for the agenda for future meetings should be received by the Friday that is two weeks before the scheduled meeting on the first Thursday of each month. A schedule of dates is attached. It may be necessary to delay items in certain circumstances, particularly if inclusion would make a particular agenda too long.

184-17 Exclusion of Press and Public

Resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. The Chairman proposed that the Press and public be excluded from the Part II meeting.

185-17 Pension Provider: This item was deferred sine die.

186-17 Staffing Matters: Cllr Sheppard reported that at the meeting of the Staffing Committee on 27th November 2017 it was unanimously resolved that Cllr Sheppard would contact HR Services Partnership the next day to agree the course of action with regard to the employment of the Clerk. Due process was then followed that resulted in the Chairman of the Parish Council receiving the Clerk's formal resignation on the afternoon of Wednesday 6th December 2017. The Chairman duly accepted the resignation on behalf of the Parish Council. It was Resolved that only the fact of the Clerk's resignation would be made public.

ACTION: Jacky Sheppard

It was resolved that Cllrs Archer and Sheppard undertake all necessary actions arising out of the resignation of the clerk, these could include:

- Retrieval of all property owned by the Parish Council
- Retrieval of all documentation owned by the Parish Council
- Payment for storage, if required

ACTION: Cllrs Archer and Sheppard

There being no further business the meeting ended at approx. 10pm.

Signed: Chairman

Date:

END