

**Minutes of Part 1 of the Meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on Thursday 8<sup>th</sup> March 2018 at 7pm**

**DRAFT**

**Present:** Cllr Cliff Archer (Chairman) Cllr Andy Collins  
Cllr Geoffrey Hyde Cllr Ina Littlefield  
Cllr Jacky Sheppard Cllr Jane Towers  
Cllr Rachel Perri Cllr Marie Gilby

**In attendance:** District Councillor Penny Plant  
Five members of the public

Fiona Baker, Minutes Clerk

**Part 1**

**225-18 Apologies for Absence**

Apologies were received from Cllr Stephanie Cecil, Cllr Philip MacDougal, as well as District Councillor Jonathan Brown and County Councillor Viral Parikh

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

**226-18 Declarations of Interests and Granting of Dispensations if any:**

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

**227-18 Minutes**

Cllr Collins proposed that the Minutes of the 1 February 2018 Parish Council Meeting be accepted as a true and accurate record; Cllr Sheppard seconded this, all other Cllrs in favour. **Resolved;** that the Minutes be signed as a true and accurate record.

**228-18 Matters Arising from the Minutes**

No matters were raised.

**229-18 New Parish Clerk and Responsible Financial Officer (RFO)**

The Chairman informed the Council that due to an unexpected change in personal circumstances the Parish Clerk had tendered their resignation with immediate effect. Cllr Archer asked that all correspondence be sent direct to him until a new Clerk is appointed. Council agreed that in the interim Cllr Archer would be Acting Clerk and RFO. The recruitment of a new Clerk will be discussed in Part Two of the Agenda.

The Chairman wished the recently resigned Clerk all the best for the future.

**230-18 Public Open Forum**

Due to the number of items to be discussed and considered on the Parish Council Agenda the Chairman informed members of the public that they would only be allowed a limited time to speak on each issue.

A local farmer addressed the Council to raise his concern over the proposed diversion of Public Footpath 227 at Harbour Way, and the potential precedent that would be set if such a proposal were allowed, the path would become less accessible; particularly to those in wheelchairs and much of the view would be hidden by high hedges. In his view there is no justifiable cause or reason to divert the current footpath.

A representative for Harbour Way raised the concerns the residents have over the proposed diversion of Public Footpath 227. The main points were;

- The justification of the proposal is felt to be over stated and exaggerated; privacy and security are not an issue within the area.
- The proposed benefits are fair outweighed by the negatives; the latter include the exclusion of accessibility to wheelchair users and the screening of much of the new route.
- The Marine Coastal Access Bill states that the route must be the most direct to the foreshore; the current footpath provides the most direct access at the moment.
- Health and safety concerns, the new diversion will replace a road roundabout with a hammerhead and create road safety hazard particularly involving large vehicles reversing into pedestrians.
- The cost of maintaining the diversion will be much higher than the current footpath.

A local resident raised their own concerns over the proposed diversion of the new footpath. Including the reduction in the views currently enjoyed from the current footpath and the increased road safety risk from the creation of a hammer head.

The Chairman thanked residents for attending and speaking.

### **231-18 Harbour Way – Proposed Diversion of Public Footpath 227**

The Chairman invited the Councillors to make comments on the proposed diversion.

Cllr Perri made the following comments; the maintenance of the footpath, it is not clear from the plans put forward whether access to the foreshore will be lost, the question of security is unfounded, the removal of wheelchair access is of great concern - there is little wheelchair access in the parish and certainly not enough to warrant any reduction.

Cllr Hyde made the observation that the argument was not germane to any of the reasons stated within the application.

Following further discussion Cllr Collins proposed that the Parish Council object to the diversion, this was seconded by Cllr Hyde, all in favour; **Resolved**; that the Parish Council objects to the diversion of Public Footpath 227. **Action Cllr Perri will draft a formal response to the proposal and circulate amongst members of the Council and the Harbour Conservancy.**

Cllr Littlefield thanked Cllr Perri for all the work she had completed on behalf of the Parish Council; this was supported by all Councillors.

### **232-18 Reports**

#### **a) Chairman**

The Chairman presented a verbal report to the Council.

##### **BT Telegraph Poles**

The installation of the poles was advertised on an inconspicuous board in Chidham Lane near the Catchpond and later in the Chichester Observer (issue 1/3/18) with a contacting address. Cllr Collins has submitted an objection on behalf of the Council and is awaiting a reply.

The Chairman proposed that a second objection is sent from the Parish Council highlighting the environmental concerns raised by Cllr Littlefield including the swans which nest in the Catchpond and the fact that the whole area is an Area of Outstanding Natural Beauty. The proposal was seconded by Cllr Hyde, all in favour; motion carried. **Action The Acting Clerk will draft an objection letter on behalf of Parish Council.**

**Cllr Perri will raise the matter with the Chichester Harbour AONB Manager**

##### **Defibrillators**

The Chairman informed Councillors that the defibrillators at Hambrook Meadows and the Old House at Home are been refitted with heat resistant covers (at no extra charge to the Parish Council) to protect them from any potential sun damage.

#### **b) District Councillor**

Cllr Collins informed the Council that he attended the last meeting of the A27 'working group', the consultants are now firmly on board, there will be a second workshop, work will need to be completed by the end of March so that it can be submitted to Highways England in April. Cllr Collins will keep the Council updated as work progresses.

Cllr Penny Plant informed the Council that Chichester District Council has agreed to increase Council Tax this year.

#### **c) County Councillor**

Cllr Parikh sent apologies that he was unable to attend. Cllr Towers asked if it would be possible to receive a written report if he was unable to attend. The Clerk will contact Cllr Parikh to see if this is something that might be provided if he is unable to attend.

**Action The Clerk to contact Cllr Parikh**

### **233-18 Brief Progress Updates by Representatives of Parish Council Task Forces**

**a) Governance;** the Parish Council noted the work-in progress report provided by Cllr Hyde and the Governance Task Force. The Chairman thanked the Task Force for the work they had undertaken in preparing the report.

**b) Business Plan;** in Cllr MacDougal's absence this was deferred to the next meeting.

**c) Road & Footway;** Cllr Towers has circulated a report amongst Councillors updating on the priorities. Another meeting has been arranged with Chris Dye the Area Highway Manager.

Chris Dye has added the layby in Broad Road to his list, he will also look to get the gutters cleared out on the A259, he also informed Cllr Towers that street cleaning is the responsibility of Chichester District Council. Cllr Towers informed the council that the next step is the production of a questionnaire which can be sent out to the residents of the Parish to get their involvement.

**Action; the Road & Footway Task Force will produce a draft Questionnaire for consideration by the Council**

### **234-18 General Data Protection Regulations (GDPR)**

Cllr Sheppard informed the Councillors that both herself and the Chairman attended the SSALC workshop on the 6<sup>th</sup> February at earlier this year. The main presentation was given by Maureen Chaffe which was very informative and well presented, and covered the main points included within the Act. The Chairman has arranged for Maureen to present an Update Event to the Parish Council on Tuesday 13<sup>th</sup> March at 6pm at the Village Hall. All Councillors are encouraged to attend as it is an important topic which affects everyone, the presentation will last about an hour and a quarter which will be followed by a question and answer session.

**Action Parish Councillors will endeavour to attend the GDPR Update Event**

### **235-18 Finance and Corporate**

#### **a) Financial Statement**

It is anticipated that a formal financial statement will be provided at the next meeting.

The Chairman reported that as of the 24<sup>th</sup> February the balance of the Current Account stood at £23,418.70 and the Deposit Account stood at £121,080.69 (much of this is ring fenced)

#### **b) Authorisation of Payments**

The Chairman had provided a list of payments, which was circulated amongst the Councillors. The Council agreed to authorise the following payments by BACS;

- Enfield Speciality Doors – reference PF15396 - £752.40 (New Homes Bonus)
- ECP (Emsworth Corporate Planning Ltd) (IFS) – Invoice No. SINV681 - £360
- Surrey Hill Solicitors – Invoice 722 – £193.20
- Stock Blinds – Invoice 27286 - £399 (New Homes Bonus)

**Action Cllrs Archer and Collins**

The Council agreed to authorise the following payments by Cheque;

- Chidham & Hambrook Village Hall Management Committee – hire of Hall - £59.50
- Cliff Archer – Duplicate set of Parish Council keys - £32.80 **(this cheque was signed by Cllrs Collins & Littlefield)**
- Fiona Baker – Minutes Clerk – £120.00
- JDS – Invoice 3092 - £147.00

**Action: Cllrs Archer & Collins**

#### **c) Urgent Item – St Wilfrid’s Church**

The Chairman informed the Council that he had been approached by Dave Hyland, CDC and the Parochial Church Council (PCC) to assist in funding the current works been undertaken at

St Wilfrid's Church. There is a shortfall in the current funding available, this is due to costs increasing since the original quotes were received in July 2017, and a proposal has been made to divert the £3900, which the Parish Council received through the New Homes Bonus to fence the play area at St Wilfrid's, to stop up the funding gap. The Parish Council can then apply for further funding this year through the New Homes Bonus to fence the Play Area. Dave Hyland requires the consent of the Parish Council before the proposal can be taken to the Grants and Commissions Panel at Chichester District Council for their approval.

The Chairman emphasised that the proposal would have no financial implications for the Parish Council itself.

The Chairman proposed, Cllr Hyde seconded, all in favour. Resolved the NHB funding from will be used to stop up the funding gap and a new application will be made.

**Action Cllr Archer will inform Dave Hyland and the PCC.**

### **236-18 Finance Committee (formerly Finance & General Purposes Working Group (F&GP))**

#### **a) Meeting Tuesday 16<sup>th</sup> January 2018**

The unadopted minutes of the meeting on Tuesday 16<sup>th</sup> January had been received and circulated amongst the Parish Council. The Parish Council noted the minutes, no further comments were made.

#### **b) Proposed Terms of Reference of Finance Committee**

The Chairman asked that the Finance Committee review the current Financial Regulations, as well as look at what should be in publicised and what should be kept confidential. Cllr Sheppard suggested that this could be addressed at the GDPR workshop. Cllr Hyde suggested this could be tied into the Governance work as this piece of work would align with the overriding Governance and Staffing work being currently undertaken.

As Chairman of the Finance Committee the Chairman will assist in drafting the next agenda.

Until the new terms of reference are agreed the Committee will operate under current Finance & General Purpose Working Group terms of reference.

### **237-18 Transfer of Hawthorne Meadow to Parish Council**

The Chairman informed the Council that the paperwork required for the transfer of Hawthorne Meadow was now ready for the Parish Council to sign. The Chairman would sign as Acting Clerk and Cllr Collins would sign as Vice Chairman. This was proposed by Cllr Towers and seconded by Cllr Littlefield, all in favour, **resolved; Cllrs Archer and Collins signed the document.** Following the signing of the document, Cllr Archer will return it to Irwin Mitchell LLP, Parish Council solicitors who will then submit the document to Land Registry, Land Registry will then update their records and inform Irwin Mitchell when this has been completed (potentially up to four weeks), Irwin Mitchell will in turn inform the Parish Council when the process is complete.

Cllr Collins proposed that a POSAC meeting be called to start thinking about the work to be done once the transfer has been completed.

The Chairman proposed that the Parish Council pay the £1 transfer fee, this was seconded by Cllr Hyde, all in favour, **resolved;** upon receipt of an invoice The Chairman will effect the payment of the £1 fee.

### **238-18 Village Hall Request for Annual Grant from the Parish Council**

Cllr Towers has written to the Parish Council on behalf of the Village Hall Committee requesting an Annual Grant of £500 a year or annually funding of WiFi in the Village Hall by the Parish Council.

The Chairman asked for further detail about the different costs involved so that a decision can be made at the next Parish Council meeting on 12<sup>th</sup> April 2018.

**Action; Cllr Towers will provide financial details of the proposed WiFi funding alternative to inform a Parish Council decision 12<sup>th</sup> April Parish Council meeting.**

### **239-18 CHEMROUTE – Cycleway between Chichester and Emsworth**

No report was received.

**Action** Cllr MacDougal to update at the next meeting of the Parish Council.

### **240-18 Planning Committee Report**

Cllr Collins as Chairman of the Planning Committee presented his report to the Council. A number of applications were considered at the last meeting; the Committee objected to none of the proposal sites apart from that for White Cottage where the decision has been deferred and an extension granted by Chichester District Council due to a substitute plan been submitted which was not made available before the planning meeting.

Cllr Collins informed the Council that he has received a written response from Chichester District Council regarding the amending of the Neighbourhood Plan to cover Windfall sites, he needs to consider the response before a reply is sent. In the meantime if an application comes forward on a windfall site it will have to be viewed on its own merits.

Cllr Gilby asked if she could be added to the circulation list. Cllr Collins will ensure this is done.

**Action Cllr Collins will draft a response and add Cllr Gilby's name to the distribution list**

### **241-18 Meeting Date**

The next Parish Council meeting will be held on Thursday 12<sup>th</sup> April 2018 at 7pm at Chidham Village Hall.

### **242-18 Any Other Business**

Cllr Gilby raised concern over the amount of littering along the A259. Cllr Collins will raise this with the street cleaning team at Chichester District Council and feedback.

**Action Cllr Collins**

Cllr Littlefield enquired when the new tiles were being installed at the Village Hall. Cllr Towers explained that the installer would be coming at the weekend and designs would follow shortly. It is hoped that the project will be completed by May.

**Action Cllr Towers**

### **243-18 Items for Future Meetings**

None raised.

**244-18 Exclusion of Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may 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.

Cllr Hyde proposed the exclusion, this was seconded by Cllr Collins, all in favour; resolved press and public were excluded from the meeting.