

Minutes of the Annual Meeting of Chidham & Hambrook Parish Council
In the Chidham Village Hall on Thursday 7th June 2018 at 7pm

Present	Cllr Cliff Archer	Cllr Andy Collins
	Cllr Geoffrey Hyde	Cllr Jacky Sheppard
	Cllr Jane Towers	Cllr Marie Gilby
	Cllr Stephanie Cecil	Cllr Philip MacDougall
	Cllr Rachel Perri	

In attendance District Councillor Jonathan Brown
1 member of the public
Lisa Wilcock, Minutes Clerk

Apologies County Councillor Viral Parikh
District Councillor Penny Plant
Cllr Ina Littlefield

Meeting commenced at 1900hrs

Part I

0017-18 Election of rolling Vice Chairman

It was **agreed** that the role of Vice Chairman would be run on a monthly rolling basis. This role is non-compulsory and would be voted on at the beginning of each public meeting. Cllr Jane Towers was nominated at the last meeting to do the first month. Resolved - Jane to continue in the role until the next meeting.

0018-18 Apologies for Absence

Apologies were received from Cllr Ian Littlefield, District Councillor Penny Plant and County Councillor Viral Parikh in advance of the meeting.

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

0019-18 Declarations of Interests and Granting of Dispensations if any:

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

0020-18 Minutes

Changes to the unadopted minutes were made. Cllr Andy Collins proposed that the Minutes of the 5th May 2018 Parish Council Meeting be accepted as a true and accurate record; Cllr Hyde seconded this, all other Cllrs in favour. **Resolved;** that the Minutes be signed as a true and accurate record.

0020-18(i) Matters Arising from the Minutes

Cllr Andy Collins asked for a copy of the powerpoint presentation from Mr Bennett but nothing had been received yet. *Since the meeting the powerpoint presentation was distributed to the members.*

Cllr Cliff Archer asked that the minutes from the APM 2018 typed up and distributed.

0021-18 Public Open Forum

A member of the public asked that reports were printed and distributed for the benefit of the public in attendance. It was **agreed** that this would be done as it had been done by previous Clerk's.

0022-18 Reports

a) Chairman

The Chairman asked if anyone else would like to attend the Bourne's Forum on 21st June. It was **agreed** that Cllr Cliff Archer and Chairman Cllr Philip MacDougall would represent the Parish Council at the forum. The Chairman noted that on the current Standing Orders Councillors were required to stand when addressing the Council, the Chairman is waiving this Order at meetings. The Chairman would like to keep the meeting to under 2 hours and would remind Councillors of the Standing Orders as the meeting progressed. CHEMROUTE was not on the agenda but the Chairman had put down as a discussion point during the business plan meeting next week, he was still waiting for some responses regarding CHEMROUTE.

b) District Councillor Andy Collins

The District Councillor said that the Chichester District Council meeting on the A27 was tomorrow when the Council will agree on a preferred route for the A27 by pass. There was concern over pollution from cars standing still in traffic and that a bypass was necessary. Chichester District Council were making more electric car charging points available in the Bosham Car Park. The Enterprise Centre in Terminus Road is approximately 30% occupied but there is concern over the size of the carpark should the site become fully occupied.

District Councillor Penny Plant

A report was received and distributed in advance of the meeting. A copy is attached to the minute book. The Chairman asked if there were any questions with regard to the report. Cllr Cliff Archer made an enquiry about air quality being monitored and the Councillor asked what happens to the results, where the air is most polluted and what happens with the information gathered. **Clerk to ask District Councillor Penny Plant for her response.** Cllr Geoffrey Hyde asked about Social Prescribing and what it means. The Chairman said it was where the GP refers someone to a Social Prescribing team who give the patient access to gyms, conversation groups etc. **Chairman to find out more about Social Prescribing and whether the referrers were employed yet and what their role was.**

District Councillor Jonathan Brown

The District Councillor said that the community referring services roles were being interviewed in June with referrals commencing in July, £50,000 had been set aside for this service. The House of Frazer in Chichester was due to be closed down. During the Bourne's Forum there will be discussion over waste water and sewage. It was noted by the Parish Council that WSCC had already approved the Northern Route for the A27 as their preferred option and it was questioned why Chichester District Council were making their own decision days later. District Councillor Andy Collins confirmed that Highways England were expecting a response from CDC and that the debate would be around the congestion from the amount of housing. District Councillor Jonathan Brown added that it was likely that both would agree that the Northern Route was the best option with the Southern route as a back-up.

District Councillor Jonathan Brown left the meeting at 1938hrs.

c) County Councillor

A report was emailed to some Councillors but not the Clerk in advance of the meeting. The report was read out by Cllr Cliff Archer. It was noted that the Strategy for School Improvements Consultation deadline was 25th June. 11th to 17th June was Carers week. The Chairman asked if there were any questions. Cllr Jane Towers said that the School Effectiveness Consultation was very difficult to do and it was impossible to get

your point across. It was **agreed** that Cllr Jane Towers would write a letter from the Parish Council and pass to the **Clerk** for issue.

d) Locum Clerk

A report was received from the Clerk in advance of the meeting. It was **proposed** that the Village Hall roof would be replaced using the quotation from The Roofworx to the value of £13,300 which had been submitted to Shona Turner along with the other 2 quotes. It was **agreed** unanimously that the works would go ahead under budget reference IBP/6621 and that Cllr Jane Towers would manage the project going forward to suit bookings at the Village Hall. **Action Cllr Jane Towers to manage roof installation.**

0023-18 GDPR

A proposed policy has been written and distributed to the Council in advance of the meeting. This is being discussed at the next meeting as the contact details on the policy are likely to change. The Council **agreed** to renew the of ICO registration for this coming year. **Cllr Cliff Archer and Cllr Andy Collins to action payment.** The Council discussed separate emails with disclaimers and the sharepoint system for reports and minutes. This was to be discussed at the meeting in July/August. **Clerk to provide Chairman with quotation from ProcessMatters2 outlining costs for this set up.**

0024-18 Finance and Corporate

a) Financial Statement

A financial summary was received compiled by the Clerk. No questions were asked.

b) Authorisation of Payments

The Clerk had provided a list of payments, which was circulated amongst the Councillors.

The Council **agreed** to authorise the following payments;

Marie Gilby £16.30

Cliff Archer - £12.99

Park Community Enterprises Ltd - £175.00

Climate Project Services Ltd - £1098.00

Chidham and Hambrook Village Hall - £89.25

RS Hall and Co - £240.00

Nutbourne Construction Ltd - £877.20

Action: Cllrs Archer and Collins to arrange payment as noted on the report.

c) Election of Parish Councillor as Additional Authorised Online Banking Signatories – it was **proposed** by Cllr Cliff Archer that both Cllr Philip MacDougall and Cllr Jane Towers would be added to the Parish Council bank account authorised signatories list, this was seconded by **Cllr Jacky Sheppard**. It was **agreed** unanimously that they should be added. **Action Cllr Cliff Archer to progress application forms.**

d) Annual Governance and Accountability Return 2017/18 (Annual Return) - Resolved – That Annual Governance and Accountability Return 2017/18 prepared by Amanda Rodgers, Cllr Cliff Archer and the Locum Clerk, internal audit certificate completed and signed by RS Hall and Co for the year ended 31 March 2018 together with the accompanying Annual Governance Statement, as read out at the meeting and distributed in advance of the meeting, be approved by the Council and signed by the Chairman. (copies attached to minute book).

0025-18 Brief Progress Updates by representatives of Parish Council Task Forces:

a) Business Plan – An informal meeting was set for next Tuesday and a report will be given to the Parish Council following the outcome of the meeting.

- b) **Road & Footway** – Cllr Jane Towers sent a report to the Councillors in advance of the meeting. There was a 8% return on the survey which is not really enough to make a representation of what the Parish requirements are. An email was received from Pene Mather which Cllr Jane Towers distributed in advance of the meeting. It was **agreed** that the information gathered should be slotted into the business plan. It was noted that monies for sustainable transport should be available to the Parish Council via Section 106. **The Clerk to look into the money that may be available.**
- c) **Linda Wilkinson Memorial Bench** – It was **agreed** that Cllr Andy Collins to make arrangement for the bench to be purchased and installed. **Action Cllr Andy Collins.**
- d) **Land acquisition – Wakeford’s Field/Pynham Meadow.** It was discussed that Surrey Hills Solicitors had been dealing with the proposal of acquiring land at Wakeford’s Field/Pynham Meadow on behalf of the Parish Council. Several emails had been copied to the Councillors over the past few weeks. Cllr Hyde said he was in support of the acquisition of Pynham Meadow but (in his opinion) the Council did not at that time have the financial and legal details needed to make a safe binding decision. Cllr Andy Collins said that NHB money had been made available for the maintenance of the land and that he was not aware of any covenants. Cllr Cliff Archer said that there was uncertainty over the ownership of the ditch along one edge of the land. It was **proposed** by the Chairman that the Parish Council should go ahead with the acquisition of the land, seeking confirmation of the costs to acquire the land and enquiring into the future ownership of the ditch; this was seconded by Cllr Rachel Perri. All were in favour except Cllr Geoffrey Hyde who abstained.
Action: Chairman to progress the acquisition of the land, obtaining a quotation of the entire legal costs from Surrey Hills Solicitors and querying the ditch ownership. Chairman to give an update on progress on the transfer of ownership of Wakeford’s Field/Pynham Meadow at the next Parish Council meeting.
- e) **Operation Watershed Projects** – Certificates were approved and should be sent. **Action Cllr Cliff Archer.**

0026-18 Litter – A report from Cllr Marie Gilby was distributed to the Councillors in advance of the meeting. It was noted that litter bins are costly and residents should be supported in adopting an area to clear of litter. It was **agreed** that a litter pick 2 – 3 times a year should be organised. Cllr Jacky Sheppard said that the Big Litter Campaign can help with the advertisement and organisation of the litter pick. It was **agreed** that high visibility vests could be purchased if needed via the Parish Council upon receipt of an agreed quotation. **Action Cllr Marie Gilby to organise litter pick events.**

0027-18 Planning Committee

- a) Minutes from the Planning Committee on 29th May 2018 were distributed to the Councillors.
- b) It was noted that Harbour Way was on the front page of the Chichester Observer. It was noted that other Parish Councils around the harbour should be contacted to flag up planning issues. Noted that a garage in Mansfield Cottages had been reported to the enforcement officer. A planning application had been received for a caravan to be sited at Whyte Cottage which would be addressed at the next planning meeting.
- c) **Standing Orders alteration to facilitate election of a vice chair to the committee.** Cllr Cliff Archer **proposed** that chair should be changed to chairman – no one seconded the proposal. It was **proposed** by Cllr Jane Towers that there should be a vice chair added to the planning committee this was **seconded** by Cllr Cliff Archer, all were in favour. The Parish Council proposed Cllr Ina Littlefield as Vice Chair of the planning committee in her absence, the Councillor was voted as vice chair unanimously. There were 2 vacancies for planning committee members vacant it was **proposed** that Cllr Philip MacDougall and Cllr Stephanie Cecil should fill the vacancies this was **seconded** and agreed unanimously. **Action Clerk to update Standing Orders and Committee Membership.**

0028-18 Any Other Business

Cllr Jane Towers only has meeting dates for the next month. Meeting dates for all Parish Council, committee and working party meetings to be given to Cllr Jane Towers so that meeting rooms can be booked. Noted that the next Finance meeting is 17th July 2018. Noted that applications for the New Homes Bonus had to be completed by 30th July 2018. *Part I of the meeting closed at 2053hrs.*