



Cllr Archer requested a definitive list of the membership of the Council's committees agreed at the previous meeting. **Action: Clerk to circulate.**

#### **0037-18 Public Open Forum**

No members of the public attended this meeting.

#### **0038-18 Reports**

##### **a) Chairman**

The Chairman's report had been circulated to all members in advance of the meeting. The Chairman reminded members that all committees needed to elect their Chairmen and Vice-Chairmen at the start of each year.

The meeting with Mr Frost at the District Council on 10 July regarding the Local Plan will be attended by Cllrs Collins and MacDougall.

Wildlife Corridors – highlights the importance of strategic gaps. A document had been provided to members from the District Council's Wildlife Officer. Revisit relevant sections in Neighbourhood Plan. **Agreed** that Wildlife Corridors be put on the agenda for the next meeting.

Payment of Invoices – Following the departure of the Clerk in December 2017 the former Chairman had taken over the work of the Clerk and had found this a very busy time resulting in some delay in paying invoices. The Chairman pointed out that if any time we were criticised for this that the Council needed to be transparent by highlighting the issues experienced.

##### **b) District Councillors**

Reports from Mrs P Plant and Mr J Brown had been circulated to members. Cllr Collins also gave a report. The following comments were received:

- Contributing to the Selsey Bill Big Beach Clean-up: Ms D Beale organises clean-ups on the land at Cobnor.
- Against Litter Campaign – Cllr Gilby had received the information regarding the Adopt an Area campaign. Litter issues had been deferred to the next meeting.
- Novium Museum History of Britain in Lego: Starts 28 July 28.
- Blue Badge enforcement programme: Current level of 40% misuse of the scheme costing millions of pounds. Enforcement days being arranged by Parking Services.
- Retail and Gypsy Traveller Sites: **Action: Cllr Collins will investigate what is intended long term.**
- House of Fraser site: **Action: Cllr Collins to query whether CDC would work up any plans for the re-use of the House of Fraser site for accommodation for young people.**

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

A report from Cllr Viral Parikh had been circulated to members.

#### **0039-18 Data Protection**

The Locum Clerk introduced the draft General Data Protection Regulations (GDPR) Policy. The Chairman reminded members of the Data Subject Access Requests the Council had received in the past. **Agreed** to adopt the policy subject to the removal of duplicate information.

Cllr Hyde raised the issue of members' private information on the Council's website. The new Clerk advised that she would review the information on the website in due course and would request members' approval for displaying private information in line with GDPR regulations.

#### **0040-18 Defibrillators**

The Chairman gave a report on maintenance issues with the three defibrillators in the parish. The handbook advised a daily check whereas the company the units had been purchased from advised a weekly check.

- The Old House at Home: Advised that they had not agreed to check the units.
- Village Hall: The Chairman would be checking the unit on a regular basis.
- Rest home: They were checking the unit.

There had been no guidance to the host sites as to what to do if the green light on the unit was not showing. The unit pads and batteries have a replacement date on them. Zoll is the manufacturer. The Council needed to enter into a maintenance agreement and to advise the host sites of the process if there were problems with the units.

It was **agreed** that the Clerk be requested to investigate a maintenance agreement for the defibrillators. Cllr Hyde agreed to approach The Old House at Home to discuss regular checks.

## **0041-18 Finance and Corporate**

### **a) Annual Governance and Accountability Return 2017-18**

The annual return approved by the Council at its previous meeting was ready to be submitted and the return date was imminent. The new Clerk will approach the individual assisting with the parish council's accounts to allow this return to be passed for submission. [Post meeting note: an extension of 10 days had been negotiated to the original deadline of 10 July 2018]

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

The Clerk had provided a list of payments, which had been circulated to all councillors. The Council **agreed** to authorise the following payments:

- Surrey Hills £165.30
- Climate Project Services Ltd £100.80
- Climate Project Services Ltd £1209.60
- CDC £590.71
- ECP £240.00
- ECP£216.00
- Surrey Hills £778.80
- B&M Plant Hire £360.00
- B&M Plant Hire/Maybush Copse NHB £4710
- B&M Plant Hire/St Wilfrids NHB £3900
- CAS Insurance £1108.85

**Noted payment of £414.14 agreed for repair of swing to be processed at next meeting.**

### **c) Online Banking by the Parish Council**

Cllrs Collins, Archer and Littlefield currently have authority to sign cheques. Cllrs Collins and Archer have access to online banking. The request to add Cllr MacDougall to the list of authorised signatories had been submitted to the bank, along with a request to allow Cllr Towers access to online banking only.

### **d) Clerk's Computer**

A request had been issued to ProcessMatters2 to issue a revised quotation to purchase a Lenovo laptop and have this set up with GDPR compliance.

## **0042-18 NHB Applications**

The NHB indicative amount was £10,685. The total of the four NHB applications totalled £10,922. The Council had underspent on the Village Hall Acoustic Doors by £752.40. [Post meeting note: the Council can bid up to 10% above their allocated sum. We can also ask for a variation on the under-spend of £752.40 on the acoustic doors for the Village Hall.]

It was **agreed** that the following applications be approved and submitted to CDC for NHB funding by the deadline of 30 July 2018:

- Induction loop system for Village Hall: £2,764
- The Dell Interpretation Boards: £570
- St Wilfrid's erection of play area picket fence in grounds of St Wilfrid's Church and Hall: £3,845
- 6 benches and fence £1,680 plus anchor kits £210 plus fencing £1,852 = £3,743 total

It was also **agreed** that the replacement of six picnic benches in play area with a quote of £1,770 be discussed by the Play and Outside Spaces Advisory Committee.

#### **0043-18 Brief Progress Updates by representatives of Parish Council Task Forces:**

##### **a) Business Plan:**

Ms S Turner (Chichester District Council Corporate Information Officer) had responded advising the removal of a number of aspirational items from the Business Plan and putting IBP references against others.

##### **b) Road & Footway**

This item was to be carried to the next meeting.

##### **c) Linda Wilkinson Memorial Bench**

This was now fully installed and an official opening ceremony was queried. **Action: Cllr Collins undertook to pursue this with Linda Wilkinson's daughter.**

##### **d) Land acquisition – Wakeford's Field/Pynham Meadow**

The Chairman had been in contact with the Council's solicitors regarding the purchase of Wakeford's Field/Pynham Meadow. It was not yet known whether the Administrators would be issuing a contract with covenants.

##### **e) Operation Watershed (OW) Projects**

Cllr Archer provided an update on OW projects. A proposal for undertaking further works would be drawn up and details would be provided to the next meeting. A decision would need to be taken on what to do with the VAT element of the White Cottage Ditch Project – whether to use this on a new OW project to be agreed with Mr G Rustell (WSSC Operation Watrshed Projects) or to return it to WSSC.

##### **f) CHEMROUTE**

An update was included in the Chairman's report.

#### **0044-18 Litter**

This item was carried to the following meeting.

#### **0045-18 Planning Committee**

Cllr Collins, as Chairman of the Planning Committee, provided a report in respect of recent planning matters. The minutes of the Planning Committee held on 19 June 2018 were noted. **Action: Cllr Collins to put these on the website.**

#### **0046-18 Meeting dates**

The next meeting of the Council would take place on Thursday 2 August 2018 at 7.00pm.

#### **0047-18 Any Other Business**

Cllr Archer requested that the Neighbourhood Plan be included on the agenda for the next meeting. **Action: The Clerk to add this issue to the next agenda.**

*Part I of the meeting closed at 20.50hrs.*