

**Minutes of the meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on Thursday 6 September 2018 at 7:00pm**

**Present**  
Cllr C Archer  
Cllr G Hyde  
Cllr P MacDougall (Chairman)  
Cllr M Gilby  
Cllr R Perri  
Cllr J Sheppard

**In attendance**  
Bambi Jones, Clerk and RFO  
Mr J Brown – Chichester District Councillor for Southbourne  
Mrs P Plant – Chichester District Councillor for Bosham  
Two members of the public

**Part I**

- 0072-18     **Apologies for Absence**  
Apologies had been received from Cllrs A Collins, I Littlefield, J Towers and from Mr V Parikh (WSCC Councillor).
- 0073-18     **Declarations of Interest and Granting of Dispensations:**  
No declarations of interest or dispensation requests were received.
- 0074-18     **Minutes**  
**Resolved** that the Part I minutes of the meeting held on 2 August 2018 be signed as a true and accurate record.
- 0075-18     **Matters arising from the minutes**  
There were no matters arising.
- 0076-18     **Public Open Forum**  
Two members of public attended the meeting to observe. They wished to raise their concerns about the increase in traffic in Broad Road, the increase in farm transporters using this road and the violation of traffic laws with cars speeding down this road and past the children's play area. Cllr Gilby undertook to take this back to the Roads & Footpaths Working Group for appropriate action to be considered, including possible traffic calming measures, the re-positioning of the 30mph speed signs, the use of SID devices (contact Southbourne PC) and the installation of a 'SLOW - CHILDREN' sign near the play area.
- The two members of public advised that they would be very happy to work with the police and Parish Council to monitor traffic if required.
- 0077-18     **Reports**  
a) **Chairman**  
The Chairman noted with sadness the resignation of Cllr Stephanie Cecil and wished her all the best for the future.
- The Chairman had received a letter from Openreach acknowledging the objection which he had submitted. The Harbour Conservancy was also concerned about the poles. Our intermediary at BT had been requested to confirm to the Council the reason why this was not channelled underground.

**Action: Clerk to contact Mr P Hughes at Harbour Conservancy to encourage him to put in an objection.**

**b) District Councillors**

Mr J Brown (District Councillor for Southbourne) had circulated a note prior to the meeting. It was suggested that a representative from the Social Prescribing Project be invited to talk to the Parish Council perhaps at its next Annual Meeting. **Action: Mr Brown to send the Chairman contact details.**

Mrs P Plant (District Councillor for Bosham) advised that the dilapidated road signs which Cllr Towers had mentioned at a previous meeting had been taken down and repainted. **Action: Mrs Plant to send information regarding Air Quality initiatives and responsibilities to the Clerk.**

**c) County Councillor (Cllr V Parikh)**

There was no report.

0078-18

**Planning Committee**

As neither the Chairman nor the Vice-Chairman was present, the committee **noted** the minutes of the meetings held on 31 July 2018 and 21 August 2018.

0079-18

**Finance Committee**

Cllr G Hyde, Vice Chairman of the Finance Committee, gave an update on the meeting held on 4 September 2018. The administration of the Operation Watershed project was considered to be patchy however it was recommended that the Parish Council approve the quotation of £580 plus VAT to B&M Plant Hire for ditch clearance at A259N/Broad Road. The Terms of Reference of the Finance Committee had been considered adequate but would require a review as part of a wider review of the Financial Regulations.

**Resolved** that the Finance Committee Terms of Reference be approved.

0080-18

**Finance and Corporate**

a) **Resolved** that the payments for August 2018 be approved (Appendix 1 of these minutes).

b) Cllr Archer circulated an update on the Operation Watershed projects which was noted. **Resolved** that the quotation for work to clear the ditch at the A259N/Broad Road junction be approved.

**Action: Clerk to add S106 update to next agenda.**

0081-18

**Neighbourhood Plan**

Cllr MacDougall advised that it was essential that the Parish Council's Neighbourhood Plan be revised in the light of the proposed housing numbers identified for the parish in the Local Plan.

**Resolved** that a review of the Neighbourhood Plan be carried out taking into account future housing numbers and that any working groups which may be required are established.

0082-18

**Local Transport Improvement Programme**

Deferred to the following meeting. **Action: Clerk to add this to the next agenda.**

0083-18

### **Encroaching Vegetation**

Cllr Gilby had carried out a survey of Chidham as far as the north side of the A259 regarding the encroaching vegetation in the parish and had identified 11 properties with hedges which required to be trimmed. The approach on these matters was to access the WSCC Love West Sussex website and enter the details. WSCC would then write to residents to inform them that if the vegetation was not cut back within a period of time that the work would be carried out and the owner billed. It was reported that residents had found this website difficult to use. It had also been overwhelmed with the reporting of potholes in the past. The Parish Council had resolved some time back to prepare a generic letter which could be sent to residents to advise them of the need to cut back encroaching vegetation. This letter had not yet been drafted. Some members were not at ease with the Council taking on this matter which already had a means of being resolved through WSCC.

The Council could not reverse its decision within six months of it being made and suggested it be added to the next agenda for discussion and a way forward. Cllr Sheppard undertook to access the Love West Sussex website and to input the identified properties.

**Action: Clerk to add this to the next agenda and check date of original decision. Cllr Sheppard to input information.**

0084-18

### **Task Forces/Working Group updates**

- a) Business Plan – A revised Business Plan had been circulated. It was agreed that this be deferred to the next meeting to allow committee Chairmen to add introductions.

**Action: Committee Chairmen to email the Chairman with their introductions to the draft revised Business Plan. Clerk to add this to the next agenda.**

- b) Communications – It had been agreed to prepare 2 newsletters to residents per year - one at this time and another one shortly before the Annual Parish Meeting, which should be despatched after the elections in early May. Some rewording of the current proposed leaflet was suggested but this vote was not carried.

**Resolved** that the proposed leaflet be approved and that the quote from Park Community Enterprises of £54.06 for printing 950 A4 black and white copies be accepted.

**Action: Clerk to check that the date of Scamming meeting (16 October 2018) has been booked at the Village Hall.**

- c) Governance Committee - no progress had been made.

0085-18

### **Letter from Mr J Pitts to Mrs G Keegan re travellers**

It was agreed that this item should be taken in Part 1 business. Cllr Gilby had raised this as an issue the Parish Council may wish to support. There was concern about the tone and wording of the letter and the issues it raised around equality matters. Members did not feel they could support this issue.

0086-18

**Meeting Dates**

The dates of forthcoming meetings were acknowledged.

0087-18

**Items for the next meeting**

- Councillors personal details on the website

0088-18

**Any other business**

A matter was reported regarding antisocial behaviour and speeding in Priors Leaze Lane around the new development Brook Gardens. The PCSO had been contacted however it was not clear what action had been taken. It was suggested that the Parish Council's concerns be conveyed to the residents who had raised this matter.

**Action: Clerk to contact the Communities team at the District Council to ensure this matter was being dealt with.**

A replacement member was sought on the Maybush Copse Management Committee due to the resignation of Cllr Cecil. Cllr MacDougall undertook to take her place.

*Part I of the meeting closed at 20.23pm*

## Appendix 1 - Schedule of Payments

Name	Sort Code	Account Number	Payment	Reference
Surrey Hills Solicitors	30-90-09	40505760	£303.60	Invoice 1269 - Land Acquisition (CIL)
ECP	16-28-24	10066454	£216.00	Invoice ECP7 July 18 – Auto enrolment quarterly processing fee
Suigeneris	60-06-06	48142867	£1,433.30	Proforma invoice – stair treads at Village Hall (NHB). VAT invoice to follow.
The Roofworx	56-00-64	38011697	£9500.00	Invoice – Roofing at the Village Hall (CIL)
Chidham and Hambrook Village Hall	20-20-62	53896129	£68.00	Invoice – Hall hire August
R Yeld	09-01-34	25533689	£160.00	Invoice – Cutting grass at Hawthorn Meadow
HMRC	CHQ		£240.91	475PM00963717 (Overdue amounts for payment periods 2016/17 and 2017/18)
HMRC	BACS		<del>£391.10</del> £165.47	PAYE/NI Month 5 (Reduced as duplicated payment to HMRC month 4)
B Jones additional hours	Advise ECP			9 hours @ £15
B Jones expenses	BACS		£5.02	Paper clips/1 <sup>st</sup> class stamps
B Jones travel expenses	BACS		£16.20	Meeting with P MacDougall Chichester (36 miles @ 45p pm)
D Bulbeck	CHQ		£100.00	Cutting ditches/hedges Calloways Lane, Chidham