

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
in the Chidham Village Hall on 10<sup>th</sup> October 2017 at 7.00pm**

**Present:** Cllr Cliff Archer (Chairman) Cllr Philip MacDougall  
Cllr Andy Collins Cllr Ina Littlefield  
Cllr Stephanie Cecil Cllr Jacky Sheppard  
Cllr Jane Towers

**In attendance:** Caroline Davison – Clerk to the Council  
Cllr Jonathan Brown (CDC)  
One member of the public.

**120-17 Councillor Linda Wilkinson**

A warm tribute was given to Councillor Linda Wilkinson who passed away on 11<sup>th</sup> September 2017. Her funeral service had taken place on 26<sup>th</sup> September at Chichester Crematorium with over a hundred family members, friends and associates in attendance to pay their respects.

A minute's silence was held in her memory.

**121-17 Apologies for absence**

Apologies for absence were received from Cllrs Geoffrey Hyde, Rachel Perri and Cllr Viral Parikh (WSCC).

**122-17 Declaration of Interests and Granting of Dispensations if any:**

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

**123-17 Minutes**

**Resolved that the** Minutes of the Full Parish Council Meeting held on 7<sup>th</sup> September 2017 be approved as a true and accurate record and signed by the Chairman with the agreed amendments.

**124-17 Casual Vacancy in the Office of Councillor**

It was noted that following the death of Cllr Linda Wilkinson there was a vacancy on the Parish Council for a Parish Councillor. A notice was posted on 28<sup>th</sup> September 2017 to advertise the vacancy. This vacancy would be filled by election if any ten or more local government electors submitted a written request to Chichester District Council's Returning Officer by the 17<sup>th</sup> October 2017. If no by-election was called by 17<sup>th</sup> October then the Parish Council would fill the vacancy by co-option with a closing date of 24<sup>th</sup> November 2017 and would be considered by the Council on 7<sup>th</sup> December 2017.

Anyone who was interested in becoming a Parish Councillor was encourage to send their details and brief reasons why they wished to join the Council to the Parish Clerk by the closing date.

### **125-17 Public Open Forum**

No public representations were made.

### **Reports**

#### **126-17 Chairman's Verbal Report**

The Chairman reported that a meeting was to be arranged with Parish Council Representatives, the Clerk, Chidham Parochial Primary School Head and Chair of Governors in attendance to look in more detail at the response from Chris Dye from WSCC Highways to the suggestions put forward in respect of traffic issues at the school.

All Parish Councillors were reminded to look at the SSALC List of Training Courses and to let the Clerk know if they wished to be booked onto any of the courses.

#### **127-17 District Councillors' Reports**

Councillor Andy Collins reported that the Parish Council had submitted a response to the WSCC Build a Better A27 Survey by the deadline of 15<sup>th</sup> September 2017 and thanked all residents and Parish Councillors who had submitted their personal responses for collation into the singular response from the Parish.

Cllr Collins reported that the local MP Gillian Keegan had been unsuccessful in negotiating an extension to the deadline for applying for funding under Road Investment Strategy 1 (RIS1).

At a recent Chichester District Council Meeting, District Councillors voted to delay and apply for funding under RIS2.

Cllr Jonathan Brown reported that the Southern Gateway Consultation had now finished. The next step was for a proposal to be put forward to Cabinet. It was commented that a similar proposal for redevelopment of the Southern Gateway in 1995 had not been progressed and that new proposal in many ways fell short of the 1995 plans.

It was noted that the SDNPA Consultation on its Local Plan was underway.

#### **128-17 County Councillor Report**

Cllr Viral Parikh (WSCC) had sent his apologies for the Meeting and had not submitted a written report.

#### **129-17 Finance and Corporate**

- i) The Parish Clerk gave a report on the Finance and General Purposes Working Group Meeting held on 26th September 2017. (see Appendix I)
- ii) The list of payments for October was presented to the Parish Council. (See Appendix II) The redacted figure for the Clerk's salary was questioned by Cllr MacDougall. It was explained by the Clerk that the net salary was not included against the name of the Clerk as it was confidential however the gross salary was fixed and was freely available for anyone who wished to access this information. Despite the advice from the Clerk, Cllr MacDougall

put forward a recommendation to include the net salary against the name of the Clerk on the list of payments.

**Resolved that** the net salary be included on the list of payments.

Cllr MacDougall then required that the net salary for September was disclosed by the Clerk.

(Note by the Clerk: Since the Parish Council Meeting the Clerk has further advised the Parish Council in respect of this matter).

iii) The bank reconciliation as at 30<sup>th</sup> September 2017 was noted (see Appendix II).

iv) **Resolved that** Cllr Jane Towers be appointed as the fourth cheque signatory. Cllr Towers to liaise with the Clerk to complete the necessary forms.

### **130-17 Grants Policy**

The Parish Council considered whether to introduce a Grants Policy. There was agreement in principle to the idea of a Grants Policy and it was agreed to progress discussions further at the Finance and General Purposes Working Group Meeting to be held on 28<sup>th</sup> November 2017.

### **Committees and Working Groups**

#### **131-17 Membership**

**Resolved to** defer appointing a new member to the Planning Committee and the Play and Open Spaces Advisory Committee until after co-option of a new Parish Councillor.

#### **132-17 Election of Planning Committee Chairman**

**Resolved that** Councillor Andy Collins be elected as Chairman of the Planning Committee for the rest of the municipal year.

#### **133-17 Staffing Committee**

- i) The Parish Council considered amendments to the Terms of Reference and Constitution of the Staffing Committee at its meeting on 3<sup>rd</sup> October 2017.

**Resolved that** the advised amendments be made to the Terms of Reference and Constitution of the Staffing Committee.

The amended Terms of Reference and Constitution are attached to these minutes (Appendix IV).

- ii) **Resolved that** Cllr Jacky Sheppard be elected as the Chairman of the Staffing Committee.

(Cllr Jonathan Brown CDC left the Meeting and there was a five-minute adjournment).

#### **134-17 Planning Committee**

- a) Cllr Andy Collins reported that the planning application for the change of use for Jutland House from commercial to residential had been considered at the Planning Committee Meeting on 19<sup>th</sup> September 2017. The Meeting had been publicised to all residents of Lion Park and four residents had attended the Meeting with representations for and against the change of use. Sam Stone had attended on behalf of the developers, Taylor Wimpey. The Planning Committee had considered its response but determined that Members wished to undertake a site visit and to defer their final decision until after their next Planning Committee Meeting. The site visit had been carried out on 4<sup>th</sup> October and at this Meeting the Parish Councillors considered:

- Parking & commercial use of unit
- Access and layout of flats
- Requirement for lift
- Classes of use for commercial unit

The final response to this planning application would be further considered at the Planning Committee Meeting on 10<sup>th</sup> October 2017 and submitted to CDC thereafter.

- b) It was noted that the date of the next Planning Meeting was scheduled to be held on Tuesday 10<sup>th</sup> October 2017 in Chidham Village Hall.

### **135-17 Flat Farm Development**

The Parish Council had been asked to consider names for the new road at the Flat Farm development in Broad Road, Hambrook and the six new cottages in the development which face onto Broad Road. Various different options which had been put forward were considered.

- i) **Resolved that** the name of Flat Farm Cottages nos 1 – 6 should be proposed for the six cottages fronting onto Broad Road.
- ii) **Resolved that** the name of Hambrook Place be put forward for the new access road.

It was suggested that perhaps a plaque could be attached to the middle of the six cottages with the year of completion. It was agreed that this option should be pursued with the developer if the design of the cottages was suitable.

### **136-17 Clerk's Report**

The Clerk gave an update report in respect of ongoing projects.

i) **Land Transfer at Hawthorne Meadow**

No further communication had been received from the Parish Council's Solicitors.

ii) **Defibrillators**

Quotations were being obtained from electricians for the installation of the defibrillators and housing units in their three locations across the Parish. It was hoped that these will all be installed by early November 2017.

iii) **Parish Council Noticeboard in Broad Road, Hambrook**

It was reported that the owners of The Nook had replaced the hedge to the rear of this noticeboard. Enquiries were undergoing as to a suitable site for relocation. The relocation for the Parish Council Noticeboard would need to be budgeted to be undertaken during the next financial year.

**iv) Parish Council Noticeboard outside Chidham Village Hall**

The Parish Council Noticeboard outside the Chidham Village Hall was due to be replaced in the next few weeks.

**v) Community Noticeboard**

This noticeboard was scheduled for installation in the next few weeks.

**vi) New Homes Bonus Projects**

The Parish Council were still waiting to hear from CDC whether the four New Homes Bonus Applications for funding submitted at the end of July were successful.

**v) Community Resilience Plan**

Updates to this document are still being progressed by Cllr Jane Towers.

**vi) Bench at Catchpond**

The Clerk had spoken with Cllr Linda Wilkinson's daughter who had made contact about the memorial bench which Linda had wished to have installed. It was agreed that the family would identify a bench which was of the desired style and in the price range which the family could afford. The Parish Council would continue to make enquiries in respect of ownership of the Catchpond to determine whether it could be located there.

## **Meeting Dates**

**137-17** It was noted that the next monthly full Parish Council Meeting would be held at 7.00pm on 2<sup>nd</sup> November 2017 Chidham Village Hall.

**138-17** It was noted that the next Planning Committee Meeting would be held on 10<sup>th</sup> October 2017 at 7.00pm in the Chidham Village Hall.

## **139-17 Exclusion of the Press and Public**

It was resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media was 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 which was transacted.

## **Part II**

### **140-17 New Website for Parish Council**

The Clerk presented a report in respect of the new website for the Parish Council.

**141-17 Staffing Matters**

A report was received from the Staffing Committee held on 3<sup>rd</sup> October 2017 in respect of staffing matters including review of the Clerk's working hours and workload.

Signed: \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_

## **APPENDIX I**

### **Chidham & Hambrook Parish Council**

#### **Full Parish Council Meeting**

**5<sup>th</sup> October 2017**

#### **Report on Finance & General Purposes Working Group Meeting held on 26th September 2017**

Under the CDC Consultation on the Draft Chichester Infrastructure Business Plan the Parish Council had been asked to prioritise its CIL projects as well as commenting on the prioritisation of CDC CIL projects. It was felt that this could not be considered by Members of the Finance & General Purposes Working Group at this Meeting as only there were only three Members present and it was a large body of work to be discussed and planned. Discussions were therefore postponed until a future date.

Members reviewed the CDC list of IBP projects to ensure that all projects had been included on the list. Some of the projects were noted as already having been completed and other projects which had been identified on the Community Facility Audit had not been transferred across. All projects had been approved at the April Parish Council Meeting. It was agreed that the Clerk would ensure that all the correct projects were identified on the CDC list of IBP projects.

The need to appoint a fourth signatory was discussed and a recommendation put forward to Full Council.

The Clerk reported that the current Standing Orders required updating for example in Section 19 Handling Staff Matters clauses need amending to reflect the introduction of a new Staffing Committee. It was agreed that the Clerk would make draft amendments to the Standing Orders to be discussed as an Agenda Item at the next Finance & General Working Group on 28th November 2017 with the final amended version of the Standing Orders then to be agreed by the Full Parish Council at its Meeting on 6th December 2017.

The Parish Emergency Plan or Community Resilience Plan had been put together by Cllr Linda Wilkinson last municipal year but not introduced. There were still alterations and additions to be made to the document before this could happen and it was agreed that Cllr Jane Towers would progress this.

The importance of attendance at Working Groups and Advisory Committees was highlighted with the increased Parish Council Workload.

Members discussed the formation of a Neighbourhood or Parish Steering Group. It was agreed that the Parish Clerk should put together the Terms of Reference and Constitution for this Steering Group for consideration by the Full Parish Council at its November Meeting.

The next Meeting of the Finance & General Purpose Working Group was scheduled for 28th November 2017. At this Meeting the budget virements for the current financial year and the budget for the Financial Year 2018/19 would be looked at together with the updates to Standing Orders. The Chairman would invite Members of the Council not on the Finance & General Purposes Working Group to this Meeting so they can participate in the Meeting if they so wished.

## APPENDIX II

### Chidham & Hambrook Parish Council

#### Full Parish Council Meeting

5<sup>th</sup> October 2017

#### List of Payments for October 2017

Payee	Amount
Caroline Davison – Expenses (Phone £9.50/Home Office Allowance £15.00/Stationery £7.25)	£31.75
Caroline Davison – Salary for August 2017	
Chidham Village Hall – September Hall Hire	£59.50
PKF Littlejohn LLP – External Audit Fee	£480.00
Littlethorpe of Leicester Ltd – Bus Shelter	£10,513.00
B & M Plant Hire – Removal of Bus Shelter/base and installation of new base	£5967.60
B & M Plant Hire – Balance on White Cottage Ditch Works OPW	£1800.00
Playsafety Limited – Annual Inspection	£121.80
Councillor Nick La Hive –(Reimbursement of Chairman Travel Expenses)	£15.64



## **APPENDIX III**

**Chidham & Hambrook Parish Council**

**Full Parish Council Meeting**

**5<sup>th</sup> October 2017**

## **APPENDIX IV**

### **Chidham and Hambrook Parish Council**

#### **Full Parish Council Meeting**

**5<sup>th</sup> October 2017**

Chidham and Hambrook Parish Council

Staffing Committee

Constitution and Terms of Reference

#### Membership:

Four Councillors.

The Chairman of the Council in attendance ex officio without voting rights.

Chairmanship and membership of the Committee will be decided at the Annual Meeting or at a Council meeting.

#### Quorum:

The quorum will be three members.

#### Meetings:

The Committee will meet at least once a year and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business. The Clerk will not automatically attend meetings of the Staffing Committee, except by invitation.

#### Purpose:

The Staffing Committee, in conjunction with the Clerk where appropriate, will be responsible for personnel, employment, remuneration and management of Parish Council employees.

#### Confidentiality:

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

#### Delegated powers:

The Committee shall have delegated powers to act on behalf of the Council to deal with all personnel, employment, and recruitment matters.

To ensure the Council complies with all legislative requirements relating to the employment of staff.

Taking as the basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks the Committee shall:

review annually (in November) the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council

review annually and appraise the performance of the Clerk and to report to the Council when completed

ensure that an effective system of performance management is maintained for the Clerk

advise and make recommendations to the Council about the pension provision of the Clerk

oversee the appointment and recruitment process of Council employees.

recommend the appointment or termination of contract for the Clerk.

review periodically all employment policies and procedures, including the Disciplinary and Grievance Procedures, the Equality Statement and Health and Safety policy for staff

act on discipline and grievance matters in accordance with the relevant procedures.

Adopted: October 5th 2017

Review: April 2018