

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham Village Hall on 2nd November 2017 at 7.00pm**

Present:

Cllr Cliff Archer (Chairman)	Cllr Geoff Hyde
Cllr Andy Collins	Cllr Philip MacDougall
Cllr Ina Littlefield	Cllr Stephanie Cecil
Cllr Jacky Sheppard	Cllr Jane Towers
Cllr Rachel Perri	

In attendance:

- Robin Davison – Locum Clerk to the Council
- Cllr Jonathan Brown (CDC)
- Cllr Penny Plant (CDC)
- Cllr Viral Parikh (WSSC)
- Six members of the public.

142-17 Apologies for absence

None

143-17 Declaration of Interests and Granting of Dispensations if any:

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

144-17 Minutes

Resolved that the Minutes of the Full Parish Council Meeting held on 5th October 2017 be approved as a true and accurate record and signed by the Chairman with the agreed amendments.

145-17 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 28th 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 17th October 2017.

No by-election had been called by 17th October so the Parish Council could fill the vacancy by co-option. The closing date for applications was 24th November 2017 and they would be considered by the Council on 7th 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.

146 -17 Public Open Forum

The Chairman had forwarded to Councillors five written representations from the public regarding the consultation on the diversion of the footpath at Harbour Way, Chidham. Three residents made a number of comments at the meeting on the proposed diversion including the following:

- Most residents of Harbour Way objected to the proposed diversion
- There were concerns regarding security for walkers because of the high hedges along the diversion and for the residents whose properties would be overlooked

- There were health and safety concerns with the proposed diversion because of a blind corner due to cyclists who it was considered would continue to use the path despite it being a footpath
- The high hedges were unattractive and the route was significantly longer
- Harbour Way was a private drive way not a road and there were no benefits to the majority of residents if part of it was closed off; the applicant was not in discussion with the Management Company to buy the part of the road that was marked for closure
- There would be an unnecessary cost to the public purse to maintain the additional length of footpath
- The County Council had a statutory duty to conserve and enhance footpaths. The proposal would result in neither being achieved.

A member of the public asked what was being done about the footpath and ditch alongside the play area at Broad Road as it was very untidy. The Chairman of the Play and Open Spaces Committee agreed that the Committee would consider the action required to improve the area at a future meeting.

147-17 Consultation on Diversion of Footpath in Harbour Way, Chidham

With the agreement of the Council, the Chairman brought forward this item due to the public interest.

It was noted that West Sussex County Council's (WSCC) Public Rights of Way (PRoW) Officer was of the opinion that proposed diversion was reasonable. Members agreed with the public that there were safety concerns created by the diversion past the high hedges. It was considered that the diversion was solely in the interests of the applicant and was of no benefit to the general public.

Councillors reiterated each of the comments against the proposal listed in Minute 146 -17 Public Open Forum above. In addition, two further concerns were expressed:

- First, hedges would, in addition to generating security concerns, spoil the openness and outlook of the walk.
- Second, Grey Thatch was less impacted than the other houses in Harbour Way in respect of security and privacy, so the argument put forward on these grounds was not felt to be of merit.

It was reported that some walkers walked along the top of the bagwork shore protection immediately to the south of the east end of the existing footpath partly because the low part of the foreshore was muddy, to the possible detriment of the bagwork.

Resolved that

(i) The Parish Council strongly objects for all of the reasons described above to the proposed diversion of the footpath at Harbour Way and challenges the applicant's reasons for the diversion.

(ii) The County Council considers an alternative proposal, as follows:

The route of the current footpath remains unchanged but the footpath is widened, the surface of the path is brought up to the requisite standard and the old escallonia hedge on the south side is replaced with a new hedge of a height to the applicant's satisfaction to protect his privacy and security. The seawall going south from the steps C to D in the Consultation Document Map is developed, with the footpath before the steps to the foreshore turning right offering wheelchair accessibility leading to a path along the top of the existing seawall to the same width as the pathway between B and C. This proposal would

provide ample space for wheelchair users to enjoy the Harbour views, whilst allowing other members of the public to pass freely. This proposal would also secure the line of mature trees to the north of the footpath.

Reports

148 -17 Chairman's Verbal Report

The Chairman was pleased to report progress with the three defibrillators that were being installed in various locations in the Parish. The cabinets had been put in place and connected to the electricity supply but he was awaiting a response from SECAMB about registration of the defibrillators. This was necessary as each one would require an access code to be given to unlock the cabinets when someone called 999. Once confirmation that the access codes were on SECAMB's database had been received the defibrillators could be placed in the cabinets. Cabinet covers had also been ordered to protect the units from sunlight.

A protocol would need to be devised to ensure the defibrillators and cabinets were checked regularly and the Chairman would discuss this with three establishments concerned and the Parish Clerk.

149-17 District Councillors' Reports

Cllr Collins commented that there was nothing new to report on the A27 but if there was to be an application for a project to be included as part of RIS 2 there was only six months in which to complete the work.

The District Council was undertaking an anti-litter campaign. There would be zero tolerance to littering with fines of up to £2500 for anyone caught dropping any litter as it was costing the Council up to £1m per year to clear it up.

Cllr Plant reported that the Council was also revitalising its recycling activities and encouraging residents to sign up for the green bins for garden waste.

The Council would be commenting on the WSC Road Space Audit.

The District Council's Cabinet was considering a new structure of parking charges for the Council's car parks.

The Southern Gateway proposals were gaining momentum and would have a significant impact on the SE quadrant of the City.

There was no news regarding the housing numbers following the examination of the Local Plan.

Cllr Brown reported that at the South Chichester County Local Committee it had been noted that a working group had been set up to develop proposals for the A27

Southbourne Parish Council had received the consultant's report on the drainage ditches in Nutbourne.

Cllr Brown commented that if anyone was interested in establishing an environment group in the Parish, members of the Southbourne Environment Group would be pleased to help.

150-17 County Councillor Report

Cllr Pirakh reported that improving the environment was a key issue for WSCC. It was looking at how it could remove plastics from the waste stream and recycling was an important part of this work.

If anyone was interested in the "What If" community resilience project they could e-mail Cllr Parikh.

It was hoped that Operation Watershed funding would be made available next financial year.

Declaring an interest as a pharmacist, Cllr Parikh encouraged everyone to get an influenza vaccination to reduce the incidence of 'flu this winter.

Finance and Corporate

151-17 Publication of Net Salary

i) The Council accepted the advice of the Clerk regarding the resolution made at the Parish Council on 5th October 2017 to publish the Clerk's net monthly salary (minute 129-17) that such information was personal data which should not be published.

Resolved that all payments relating to salary/expenses/employer's NI and Tax contributions/HMRC payments be included on the list of payments under the heading "Payroll, Employee and HMRC Costs".

152-17

ii) The Council received the list of payments for November 2017 (Appendix II)

Resolved that the list of payments for November 2017 be approved.

iii) The Council was pleased to note that CIL for the sum of £22,688.20 had been received.

153-17 New Homes Bonus 2017

The Clerk reported that the Parish Council had been successful in three of its four New Homes Bonus Funding Applications for 2017:

- a) New stair covering for internal stairway and sound proof door for upper hall at Chidham Village Hall.
- b) Picket fencing and gates to create enclosed children's outdoor play area at St Wilfrid's Church Hall.
- c) Camera trap, improvements to wheelchair access path and extension to fencing at Maybush Copse.

Unfortunately, the New Homes Bonus Funding Application for an outside storytelling area at Chidham Parochial Primary School was not supported by Chichester District Council as it considered that the project did not evidence sufficient widespread community involvement or benefit.

Upon receipt of the signed contract the funds would be released to the Parish Council and projects can be progressed. It is noted that for New Homes Bonus Funding funds for all three projects are held in the Parish Council account and payments made to contractors and suppliers direct from the Parish Council.

Resolved that Chidham and Hambrook Parish Council agrees to the terms and conditions of the New Homes Bonus Funding agreement with Chichester District Council (CDC) and that the Parish Clerk sign the agreement and return it to CDC.

154-17 S106 Public Art Project

The Council noted that at a meeting on Monday 16th October 2017 CDC had indicated its support for the S106 Public Arts Project for three tile murals for the northern wall of the Chidham Village Hall subject to all necessary planning consents and permissions being obtained. The full S106 Public Arts funds would be allocated for this project direct to the Village Hall Management Committee (VHMC). CDC would liaise direct with the VHMC to progress this project.

Cllr Towers, as a representative of the Village Hall Management Committee, reported that a planning application had been submitted to CDC and undertook to ensure that the Parish Council would see the design of the proposed murals before installation. Cllr Towers advised that the VHMC would be paying half the cost up front so that the work could be carried out on the murals.

155-17 Planning Committee

- a) Cllr Collins reported that four members of the Committee had been present on Tuesday 31st October when the following applications had been considered:
- Old Telephone Exchange, Chidham Lane – application for a holiday let. It was noted the parking problems had been resolved
 - Hamstead Farm Cottage, Drift Lane
 - Highclear, Cot Lane – the Committee had commented on the number of proposed roof lights and the dark skies policy for the Harbour AONB.

Cllr Collins also reported that the Council had been approached by a couple of developers regarding potential sites in the parish. Members agreed that no responses would be given and the Council would respond to any planning application(s) received.

- b) It was noted that the date of the next Planning Meeting was scheduled to be held on Tuesday 21st November 2017 in Chidham Village Hall.

156-17 Bus Shelter Plaque

The Council considered appropriate wording for a plaque on the back wall of the new bus shelter on Main Road.

Resolved that the wording for a brass plaque be as follows:

This bus shelter was provided by
Chidham & Hambrook Parish Council
October 2017

Members were pleased to note there had been a number of complimentary comments about the new shelter. It was however noted that litter was already collecting in it and that the seats were dirty. The Chairman of POSAC advised that the Committee would look into the provision of a litter bin adjacent to the shelter and the maintenance of all Council assets.

157-17 Community Resilience Plan

There was nothing to report.

158-17 Chidham and Hambrook Parish Council Standing Orders

Any necessary amendments to the Standing Orders would be discussed at the Finance and General Purposes Working Group Meeting to be held on Tuesday 28th November 2017. Proposed amendments to Standing Orders would then be considered at the Full Parish Council Meeting on Thursday 7th December 2017.

159-17 Clerk's Working Hours

Members noted that in accordance with the resolution made on 13th June 2017 (minute 016-17 refers), the Clerk's working hours were temporarily increased to 30 hours per week for six months and that with effect from 1st December 2017 they would revert to the contracted 20 hours per week.

160-17 Clerk's Report

The Clerk reported progress on the following projects:

Land Transfer at Hawthorne Meadows

The Parish Council was still waiting to receive the amended contract from Taylor Wimpey's solicitors. The Clerk had chased Taylor Wimpey at the beginning of this current week.

Parish Council Noticeboards

The new Parish Council Noticeboard outside the Village Hall had been installed. The Council expressed its appreciation to Mike Penny and his wife for allowing this and the new community noticeboard to be stored in their garage.

This was the first of the three Parish Council Noticeboards to be replaced. The next Parish Council noticeboard to be replaced would be the one located in Broad Road, Hambrook at the beginning of the next financial year 2108/19. It would also be relocated at the same time and research was still being undertaken as to the best location for this to be moved to.

Community Noticeboard

The new community noticeboard had been installed outside the play area in Broad Road, Hambrook. It was a lockable and a notice had been put inside the noticeboard telling people whom to contact if they wish to display a notice or advertisement.

Bench at the Catchpond

The Late Cllr Linda Wilkinson's daughter had chosen a suitable memorial bench for her mum. Once the Parish Council had determined the ownership of the Catchpond it could be

determined whether it would be possible to locate the memorial bench there, which was Linda's wish, or whether it would need to be sited elsewhere in the Parish.

Flat Farm Development

Hoarding had been installed outside the Flat Farm site. There had been objections by some residents to the hoarding, however it was confirmed that the hoarding was in compliance with regulations and necessary to adhere to health and safety guidance. A letter had been distributed to all local residents informing them that demolition of the existing buildings was due to start at the beginning of November. Councillors reported that demolition had, in fact, started.

New Parish Website

Members of the Parish Council and the Clerk would be meeting next Monday with the new Community website administrator and designer. A number of parish council websites have been identified as examples of the style of website that the Parish Council might want to use as a starting point for how it wanted to develop its own website to meet both the statutory requirements and the needs of the Parish Council.

Meeting Dates

161-17 It was noted that the next monthly full Parish Council Meeting would be held at 7.00pm on 7th December 2017 Chidham Village Hall.

162-17 It was noted that there would be a meeting of the Finance and General Purposes Working Group on 28th November 2017 at 7.00pm in the Chidham Village Hall. The Chairman had extended an invitation to all Parish Councillors who might wish to attend.

163-17 Exclusion of the Press and Public

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

164-17 Payroll Bureau

The Council agreed to the appointment of a payroll bureau.

165-17 S106 Leisure and Recreation Facilities

The Clerk reported on the funding available and the Council gave initial consideration to the options available to ensure that the monies were used by the deadlines.

Signed: _____ (Chairman)

Date: _____

APPENDIX I

Chidham & Hambrook Parish Council

Full Parish Council Meeting

5th 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

5th October 2017

List of Payments for October 2017

Payee
Amount

Caroline Davison – Expenses
£31.75

(Phone £9.50/Home Office Allowance £15.00/Stationery £7.25)

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

APPENDIX IV

Chidham and Hambrook Parish Council

Full Parish Council Meeting

5th 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