

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on Thursday 1<sup>st</sup> February 2018 at 7pm**

**UNADOPTED**

**Present:** Cllr Cliff Archer (Chairman) Cllr Andy Collins  
Cllr Stephanie Cecil Cllr Geoffrey Hyde  
Cllr Ina Littlefield Cllr Philip MacDougal  
Cllr Jacky Sheppard Cllr Jane Towers  
Cllr Rachel Perri

**In attendance:** District Councillor Jonathan Brown (left at 9.10pm)  
District Councillor Penny Plant (left at 9.10pm)  
County Councillor Viral Parikh (left at 8pm)  
Three members of the public

Fiona Baker, Minutes Clerk

**Part 1**

**207-18 Apologies for absence:** none received

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

**208-18 Declaration of Interests and Granting of Dispensations if any:**

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

**209-18 Minutes**

District Cllr Jonathan Brown raised that under minute 193-18(c) ... will keep the Parish Council **informed** of activities by CDC ..." Should be changed to '...will keep the Parish Council informed of activities by WSCC...'

No other amendments were raised.

Cllr Collins proposed that the Minutes be accepted as a true and accurate record; Cllr Littlefield seconded this, all other Cllrs in favour. **Resolved** that the Minutes with the noted amendment be signed as a true and accurate record.

**Action: Chairman as Acting Clerk**

**210-18 Matters Arising from the Minutes**

Cllr Towers informed the Council that the Parish Council website had been updated and organised in line with the model publication. All minutes from January 2017 are now available to view on the site, along with other required documents. Cllr Towers can upload as required and encouraged all Cllrs to take a look at the website.

The Chairman thanked Cllr Towers and Cllr Sheppard for the work undertaken in getting the Council's website fit for purpose.

### **211-18 Appointment of New Parish Clerk and Responsible Financial Officer (RFO)**

Cllr Sheppard informed the Council that following the recent recruitment process, Mrs Fiona Baker had been offered and accepted the role of Parish Clerk for Chidham & Hambrook Parish Council. References and checks still need to be undertaken but a provisional start date of Monday 26<sup>th</sup> February 2018 has been agreed.

**Action: Cllr Sheppard**

### **212-18 Co-option of New Parish Councillor**

Two letters of application by Mrs Marie Gilby had been distributed to all Councillors ahead of the meeting. The Chairman explained the process for the co-option of a Councillor to the Council and introduced Marie Gilby.

Following a short address from Marie Gilby the Chairman proposed that the Council co-opt Marie as a new councillor. All councillors in favour. **Resolved** Marie Gilby be co-opted into the role of Parish Councillor for Chidham & Hambrook Parish Council.

Cllr Gilby signed the Acceptance of Office and was given a Register of Interest to complete and return to the Chairman. The Chairman congratulated Marie Gilby on becoming a Parish Councillor, and as a point of note asked that each Councillor check that their Register of Interests is correct and update if necessary.

**Action: All Parish Councillors**

### **213-18 Public Open Forum**

The Chairman invited members of the public to raise any questions about items on the agenda or otherwise. A resident of Harbour Way enquired about the proposed Public Footpath diversion in Harbour Way; the Chairman confirmed that this would be addressed in the Chairman's report.

No other questions were raised.

### **214-18 Reports**

#### **a) Chairman's Verbal Report**

##### **Public Footpath 227 – Proposed Diversion**

The proposed diversion of Public Footpath 227 – 'Harbour Way', the Chairman informed the Council that WSCC had not received the agreed response from the Parish Council in respect of the proposed diversion, even though the Clerk had been instructed to send one. A response has now been sent and the Public Rights of Way (PROW) Officer at WSCC has confirmed that they have it. The proposed diversion will not be considered at the February meeting of the PROW Committee, but carried forward to the next (sometime in June 2018)

**Action: To speak at June 2018 PROW Committee Meeting: Cllr Rachel Perri (if available) and CCllr Viral Parikh.**

##### **Public Footpath 224 – Diversion**

The Diversion comes into effect today. PF 224 joins the West Chidham Tidebank at its north end.

**Pynham Meadow (Mildren Homes) – Acquisition by Parish Council**

The Chairman has pursued this regularly with Ian Davison of Surrey Hills Solicitors, who in turn has been in touch with the Administrator, Kerry Cadet, and the District Council’s legal team.

**Hawthorne Meadow (Taylor Wimpey) – Acquisition by Parish Council**

The Chairman has pursued this frequently with Sam Stone of Taylor Wimpey, who has been progressing this with their solicitors.

**b) District Councillors**

Cllr Andy Collins informed the Parish Council that there is a meeting about the A27 on Wednesday 7<sup>th</sup> February. The consultants Systra will be there to give a presentation on their progress and answer any questions. A proposal has to be agreed by April to ensure funding. Cllr Collins will feed back at the next meeting.

Cllr Penny Plant informed the Council of two schemes which the District Council have developed. The first is known as the Enterprise Gateway on Terminus Road, which comprises 82 units. To encourage small business a very flexible approach to renting is been taken, with units available to hire on a month-by-month basis. The second development is known as 21 Terminus and comprises six units, which can be let on a more permanent basis. Cllr Plant brought two grants available from the District Council to the attention of the Parish Council, the Small Capital Grants fund and a grant which has been developed to help shops in the District - a fund of £170,000 has been put aside which retailers can apply to for training, shop improvements etc.

Cllr Brown informed the Council that the District Council have been working to ensure that they are compliant and will be compliant when the new General Data Protection Regulations (GDPR) come into force this year. There is also a briefing for Cllrs on the District Development Plan.

Cllr Archer explained that he had heard from shops in Crane Street that the District Council were putting pressure on them by increasing significantly their rents so that the property could be used for housing. He asked whether Cllr Plant was aware of this report and to advise on what was happening. Cllr Plant confirmed that the District Council do own some property in Crane Street, but is unaware of the situation described. Cllr Plant will do a little investigating and feed back.

**Action: Cllr Plant**

Cllr Brown informed the Council that the District Council has employed an Outreach worker to work with the homeless and help link them with services. Cllr Brown will let the Council know whom to contact for further information and how – and when the Outreach worker had actually been appointed.

**Action: Cllr Brown**

**c) County Councillor (Bourne Division)**

Cllr Parikh brought the following to the Council's attention

- Harbour Way Public Footpath proposed diversion will not be presented to the February Committee but will be heard at the following meeting.
- Cllr Parikh will be attending the A27 meeting on 7<sup>th</sup> February
- Viridor is not sending any plastic to China anymore, it is now been sent to a plant in Rochester.
- Following the recent news story about Capita, the Leader of WSCC would like to reassure everyone that no members of staff are affected. The Leader and Chief Executive will be meeting with Capita.

*Cllr Parikh asked if Item 9c could be moved forward so that he may comment before leaving. The Chairman agreed to this request*

**215-18 Brief Verbal Progress Update by Representatives of Parish Council Task Forces:**

**c) Road and Footway;** Cllr Towers had prepared a written update which was shared with the Council. Cllr Towers had met with Chris Dye the Area Highway Manager and visited Broad Road, the footways on the south side of the A259 and that in Chidham Lane down past the School; due to time constraints no other sites were visited. Chris Dye suggested the following actions;

- The Parish Council determine what their priorities for improvements in respect of roads, footways and parking.
- Engage with the Community to establish their priorities.
- Encourage reporting via Love West Sussex
- Build up a bank of evidence of concerns from residents
- Arrange a meeting with Parish Council Representatives, County Councillor and Chris Dye to discuss the best way forward.

The Chairman thanked Cllr Towers for the update and work undertaken so far, then confirmed the membership of the Road and Footway Taskforce as: Cllr Towers (Chairwoman), Cllr Littlefield, Cllr Collins, Cllr Archer and Cllr Gilby.

**Action: Cllr Towers will arrange a meeting of the Taskforce.**

WSCC Cllr Parikh asked that he be copied into all highway reports so that he can see what is being reported and keep a track of progress been made.

*[Cllr Parikh left the meeting at 8pm]*

**Actions: Cllr Towers**

- a) **Governance;** Cllr Hyde has made a start, will confer with Cllrs Sheppard and Towers and will feed back further at the next meeting.

**Action: Cllr Hyde**

- b) **Business Plan;** Cllr MacDougal confirmed this as work in progress.

## **216-18 Finance and Corporate**

- a) **Financial Statement:** The Chairman reported that the balance of the Current Account stood at £24,950.76. £10,810 has been received from the District Council under the New Homes Bonus scheme; the Chairman will action the New Homes Bonus as previously instructed.

**Action: Cllr Archer**

No transactions have been made in the Deposit Account.

The Chairman and Cllr Collins are still awaiting their banking cards for Online Banking, despite their representations to Lloyds Bank.

The Chairman reported that Cllr Towers will become an authorised signatory in due course.

- b) **Bank Account for the Community Infrastructure Levy**

The Council were asked to note that the separate bank account for financing of projects undertaken using the Community Infrastructure Levy (CIL), has not yet been set up. The Permanent Clerk, when in post, will be asked to implement this action.

**Action: Permanent Clerk and Chairman**

- c) **Authorisation of Payments:** The Chairman had provided a list of payments, which was circulated amongst the Councillors. The Council agreed to authorise the following payments by BACS;

- **SSALC** – invoice 11643 - £115.20
- **ECP (Emsworth Corporate Planning Ltd)** – invoice Jan 18 - £312.00
- **Rachel Foister** – minutes clerk - £96.93
- **Surrey Hills Solicitors** – Invoice 574 & 641 - £331.20
- **HR Services** – Invoice 8219 & 8272 - £473.98 \* As a point of note the Chairman confirmed that he has terminated the contract with HR Services.

**Action: Cllrs Archer and Collins**

The Council agreed to authorise the following payments by Cheque;

- **Chidham & Hambrook Village Hall Management Committee** – Hire of Hall - £97.75
- **The PCC of Chidham** – hire of St Wilfrids Church and Hall - £30.00
- **Mrs F E Baker** – Minutes Clerk – £105.00

**Action: Cllrs Archer and Collins**

- d) **Internal Audit – Update**

The Chairman reported that Independent Financial Solutions would undertake an Internal Financial Audit covering the period from 1<sup>st</sup> April

2017 to 31<sup>st</sup> December 2017 inclusive. The audit will start on Thursday 8<sup>th</sup> February.

**Action: Cllr Archer**

#### **217-18 Finance and General Purposes Working (F&GP Working Group)**

a) **Meeting Tuesday 16<sup>th</sup> January 2018.** The Chairman informed the Council that the draft minutes had been received but had not been circulated.

b) **Proposed Changes in Name and Purpose of Working Group.** The Chairman recommended that the new name of the Finance Committee be adopted with immediate effect. Cllr Hyde proposed the recommendation, Cllr Sheppard seconded, all in favour. **Resolved that the name *Finance Committee* be adopted.** The Clerk and RFO and the Chairman will propose revised wording of the Terms of Reference for consideration at the 1<sup>st</sup> March 2018 Parish Council.

**Action: Clerk & RFO and Chairman**

#### **218-18 Revised Programme of Meetings**

A list of the revised dates had been circulated amongst Councillors prior to the meeting. The Council noted the new dates.

#### **219-18 Planning Committee Meetings**

a) Cllr Collins as Chairman of the Planning Committee presented his report to the Council. Three applications were considered at the last meeting; Ronic House (SAAB Garage) – Parish Council object  
Chaswood Nursery – decision deferred, extension granted by CDC on comment

**Action: Cllr Collins to arrange a Site Meeting.**

Cockleberry Cottage – No Objection

There were no planning appeals or decisions to update on.

Following an in depth discussion about concerns both the Council and residents have regarding Windfall sites within the Parish, the Chairman proposed that Cllr Collins seek guidance from CDC on whether the Neighbourhood Plan LP1 can be amended so that Windfall Sites can only be considered if they are located within a Settlement Area.

**Action Cllr Collins**

b) The next Planning Committee Meeting will be held on 13<sup>th</sup> February 2018 at 7pm at Chidham Village Hall.

#### **220-18 Meeting Dates**

The next Parish Council meeting will be held at 7.00pm on 1<sup>st</sup> March 2018 in Chidham Village Hall.

**221-18 Any Other Business**

Cllr Littlefield reported that some action was required to improve the conditions of FP 258, west of the Broad Road developments. Cllr Collins confirmed that a POSAC meeting would be called once the Council had taken ownership of the Taylor Wimpey site.

Cllr Collins reported the Residents Association were happy to work with the Parish Council in marking the Centenary since the end of World War One. He will also contact the Vicar about the proposal that church bells nation-wide be rung at a specified time on the Centenary.

**Action: Cllr Collins**

Cllr MacDougal asked if the Chairman had access to any correspondence and replies in reference to the CHEM Route, which had been sent by the Clerk during February/March 2017. The Chairman was not aware but will look, also agreed that the CHEM Route should be added as an agenda item at the March meeting.

Cllr Towers made the Council aware that a new Ballet fitness class would be held in the Village Hall on Tuesday evenings.

**222-18 Items for Future Meetings**

Agreed that the CHEM Route be included as an agenda item at the next Parish Council Meeting.

**Action Cllr Archer**

**223-18 Exclusion of Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be 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 to be transacted.

**Part II**

**224-18 Confidential Business**

The Chairman proposed that Mrs Fiona Baker be appointed as Minute Clerk for the meetings to be held on Tuesday 13<sup>th</sup> February and Thursday 1<sup>st</sup> March. Cllr Towers seconded, all councillors in agreement. **Resolved** Fiona Baker to act as Minute Clerk.

**Action: Fiona Baker**

The Chairman declared the meeting closed at 9.22pm

Signed .....

Dated.....