

# Chidham & Hambrook Parish Council

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**Clerk to the Council: Caroline P Davison**

## MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend the Meeting of Chidham & Hambrook Parish Council to be held at **7.00 pm on Thursday 2<sup>nd</sup> November 2017** in the Chidham Village Hall.

*Caroline P Davison*

Caroline P Davison - Clerk to the Council

## AGENDA

1. **Apologies for absence.**

2. **Declaration of interests.**

a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.

b) To consider any Dispensation Requests received by the Clerk not previously considered.

3. **Minutes**

To approve and sign the Minutes for the Full Parish Council Meeting held on 5<sup>th</sup> October 2017.

4. **Casual Vacancy in the Office of Councillor**

It is noted that following the death of Councillor Linda Wilkinson there is one vacancy on Chidham and Hambrook Parish Council. As there was no call for by-election by 17<sup>th</sup> October 2017 the Parish Council is able to fill the vacancy by co-option. All interested individuals should write to the Clerk to the Council with full details about themselves by no later than Friday 24<sup>th</sup> November 2017 so that they can be considered for co-option at the next Full Parish Council Meeting on Thursday 7<sup>th</sup> December 2017 at 7.00pm in Chidham Village Hall.

5. **Public Open Forum**

6. **Reports** - to receive relevant reports (5 mins each report including Q&A) from the:

a) Chairman (verbal report)

b) District Councillors

c) County Councillor

7. **Finance and Corporate:**

- i) To note a change to the resolution made at the Parish Council Meeting on 5<sup>th</sup> October 2017 to publish the Clerk's net monthly salary payment against her name on the list of payments (see Appendix I) arising from advice received from SSALC and SLCC.

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

- ii) To authorise payments for October 2017 (see Appendix II)
- iii) To note that a further sum of £22,688.20 in CIL monies is due to be received by the Parish Council on or after Friday 27<sup>th</sup> October 2017.

8. **New Homes Bonus 2017**

To note that the Parish Council was 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.

**Recommended that** the New Homes Bonus Project Funding Contract from CDC be signed by the Parish Clerk and returned to CDC.

Upon receipt of this signed contract the funds will 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.

9. **S106 Public Art Project**

To note that at a meeting on Monday 16<sup>th</sup> October 2017 CDC 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. CDC will liaise direct with the Village Hall Management Committee to progress this project.

10. **Planning Committee Meeting**

- a) To receive a report from the Chairman of the Planning Committee
- b) To note that Planning Committee Meetings are scheduled to be held on Tuesday 31<sup>st</sup> October 2017 and Tuesday 21<sup>st</sup> November 2017 both commencing at 7.00pm in Chidham Village Hall.

11. **Consultation on Diversion of Footpath in Harbour Way, Chidham**

To consider the Parish Council response to the consultation on the diversion of footpath at Grey Thatch, Harbour Way (see Appendix III).

12. **Bus Shelter**

To agree the wording for the plaque to be affixed to the new Bus Shelter along the A259.

13. **Community Resilience Plan**

To receive a report from Cllr Jane Towers in respect of updates to the Community Resilience Plan.

14. **Chidham and Hambrook Parish Council Standing Orders**

To note that any necessary amendments to the Standing Orders will be discussed as an Agenda Item at the Finance and General Purposes Working Group Meeting to be held on Tuesday 28<sup>th</sup> November 2017. The amended Standing Orders will then be considered at the Full Parish Council Meeting on Thursday 7<sup>th</sup> December 2017.

15. **Clerk's Working Hours**

At the Full Parish Council Meeting on 13<sup>th</sup> June 2017 the Clerk's working hours were temporarily increased to 30 hours per week for a six-month period – minute reference 016-17.

To note that the Clerk's working hours revert to the contracted 20 hrs per week with effect from 1<sup>st</sup> December 2017.

16. **Clerk's Report**

To include an update on progress with ongoing projects:

- i) Land Transfer at Hawthorne Meadows
- ii) Parish Council Noticeboard in Broad Road, Hambrook
- iii) Parish Council Noticeboard outside Chidham Village Hall
- iv) Community Noticeboard
- v) Bench at Catchpond
- vi) Hoarding outside Flat Farm Development
- vii) New Parish Website

17. **Meeting Dates**

- a) The next full Parish Council Meeting will be held at 7.00pm on 7<sup>th</sup> December 2017 in the Chidham Village Hall.
- b) There will be a Finance and General Purposes Working Group Meeting on Tuesday 28<sup>th</sup> November 2017 at 7.00pm in Chidham Village Hall. The Chairman has extended an invitation to all Parish Councillors who might wish to attend.

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**

19. **Payroll Bureau**

To receive a report from the Clerk on the proposed appointment of a payroll bureau for the administration of staff pay and pensions.

20. **S106 Leisure and Recreation Facilities**

To receive a report from the Clerk.

**Filming of Parish Council meetings and use of social media:**

During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting

**THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS  
AND ARE MOST WELCOME**

