

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on 4<sup>th</sup> January 2018 at 7.00pm.**

**Present:** Cllr Cliff Archer (Chairman)  
Cllr Rachel Perri  
Cllr Geoffrey Hyde  
Cllr Jacky Sheppard

Cllr Andy Collins  
Cllr Jane Towers  
Cllr Ina Littlefield

**In attendance:** District Cllr Penny Plant (left at 8:19pm)  
County Cllr (Bourne Division) Viral Parikh (left at 7:49pm)  
And one member of the public

Rachel Foister, minutes clerk

### **Part I**

**187-18 Apologies for absence:** Received from Cllr Philip MacDougal, Cllr Stephanie Cecil and District Cllr Jonathan Brown.

The Chairman ran through the fire safety and evacuation procedure to follow in case of an emergency and thanked the minutes clerk for clerking the meeting at relatively short notice.

#### **188-18 Declaration of Interests and Granting of Dispensations if any:**

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

#### **189-18 Minutes**

The Minutes for the meeting held on 7<sup>th</sup> December 2017 were approved as a true and accurate record and signed by the Chairman.

#### **190-18 Matters Arising from the Minutes**

Cllr Towers recommended that a Parish Council website team be appointed to work with the village website team to develop and improve the Parish Council pages on the site. Cllrs Towers and Sheppard volunteered for this role.

**Action Cllr Towers**

#### **191-18 Co option of New Parish Councillor**

Co-option of the remaining candidate from an original field of two will be delayed until the February meeting when that person will be able to attend.

The Chairman explained that the Parish Council was following the laid-down process for the co-option of a parish councillor, but the process was taking longer than anticipated. He undertook to contact the remaining candidate to explain the range of work and committee structure of the Parish Council.

**Action Cllr Archer**

## **192-18 Public Open Forum**

The Chairman approved that item 13 on the agenda be brought forward in order to respond to a question from the floor.

New Homes Bonus arrangements: A copy of the relevant Parish Council Meeting minute agreeing to the terms and conditions of the New Homes Bonus will be sent to Chichester District Council. Copies of these conditions have already been disseminated to the bodies involved for approval. Payment will be received once this minute is received.

### **Action Cllr Archer**

In response to a further enquiry from the floor, the Chairman agreed, in the absence of a Parish Clerk, to inform contractors when they could commence work.

### **Action Cllr Archer**

## **193-18 Reports**

### **a) Chairman's verbal report**

Payment of an invoice to Ian Davison of Surrey Hills Solicitors, the Parish Council solicitors, has been delayed until February due to the change in Parish Clerk. The company have been informed. The screen of the Parish Council's laptop is showing signs of distress; the Chairman will investigate whether the fault lies within the screen or within the laptop itself. The laptop guarantee has expired.

### **Action Cllr Archer**

### **b) District Councillors' reports**

New Homes. Cllr Andy Collins (CDC) highlighted a misleading article in a recent newspaper which appeared to suggest that 114 additional homes in the Parish were requested.

WW1 Beacons of Light. Cllr Plant confirmed that grants for a beacon for the commemoration of the end of the First World War on the 11<sup>th</sup> November 2018 were only available to Parish Councils, but could involve other local groups. Cllr Collins expressed an interest in this project and will report to the next Parish Council meeting.

### **Action Cllr Collins**

Rough Sleeper Outreach Worker. Numbers of rough sleepers in Chichester had not increased, but the District Council was keen to address the problem and would be funding the employment of a full-time person with monies from the Housing Fund.

Plastics recycling. Cllr Plant confirmed that plastics in West Sussex were currently recycled in the UK, but the recent refusal from China to recycle UK plastics will be of national significance.

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

A27. Cllr Parikh reported on developments. Currently two companies are bidding to act as consultants for the project: providing decisions on contractors and route before year end. In response to a query from the floor Cllr Parikh confirmed that he would find out if the availability of further government funds for bypasses would be affecting the project.

### **Action CCllr Parikh**

Cllr Parikh apologised to councillors for his recent lack of attendance citing personal reasons.

Social Mobility: Cllr Parikh, responding to an enquiry from Cllr Towers, will keep the Parish Council informed of activities by WSCC to improve social mobility in the area, which is currently found to be very low.

### **Action CCllr Parikh**

## **194-18 Finance and Corporate:**

### **a) Financial Statement**

The Chairman reported that the balance in the current account stood at £16,082.19  
Cllr Shepherd requested that any residual monies from the New Homes Bonus blackout blinds project be used to purchase extra blinds. Cllrs voted unanimously to approve this proposal.

### **b) Bank Account for Community Infrastructure Levy (CIL)**

The Chairman noted that this account for financing of projects undertaken using CIL, as resolved at the December Parish Council meeting, had not yet been set up.

### **c) Authorisation of Payments**

The council agreed to make the following payments imminently:

HR Services Partnership, invoice 8131 - £252.00

R Newnham-Smith, invoice CA/26/10/2017/100080 - £130.00

Dr JA Shepherd (reimbursement for payment to HR Services Partnership, invoice 006) - £390

A payment of £1500 owed to HMRC had been approved and paid by Cllrs Archer and Collins on behalf of the Parish Council using delegated powers according to the Standing Orders of the Parish Council, in order to avoid interest charges from HMRC. Cllr Archer sought retrospective ratification from the Council for this payment. Approved unanimously.

## **195-18 A Resolution to alter the Terms of Reference of the Drainage & Sea Defence Advisory Committee (DRASDAC) and Public Open Space Advisory Committee (POSAC) of the Parish Council.**

**Resolution:** To delete the first line of paragraph 10 of the DRASDAC terms of reference that reads *'The Clerk & RFO will attend all meeting of the DRASDAC and take formal minutes'* and also to delete the first line of paragraph 8 of the POSAC terms of reference that currently reads *'The Clerk & RFO will attend all meetings of the POSAC and take formal minutes'*. In both cases the deleted line to be replaced with the following *'the clerk to attend meetings of POSAC/DRASDAC only if requested by the chair of the committee with the chair of the committee or a nominee taking responsibility for taking and issuing formal minutes'*.

All voted in favour

## **196-18 Change to Standing Order 19c**

The Staffing Committee proposed that the Standing order be changed to read:

*'The Chairman of the Staffing Committee or in his/her absence, the Vice Chairman of the Staffing Committee, shall upon a resolution conduct a performance and annual appraisal of the work of the Clerk, together with one other Council member. The reviews and appraisal shall be reported in writing and is subject to approval by resolution of the Council'*

All voted in favour

## **197-18 Planning Committee Meetings**

The Chairman of the planning committee, Cllr Andy Collins, presented his report. The last meeting had been held on the 12<sup>th</sup> December. The meeting to be held on the 9<sup>th</sup> January has been cancelled. Two applications (so far received) will be considered at the 23<sup>rd</sup> January meeting.

In response to enquiries from Councillors it was confirmed that no further applications for oil extraction had been received and nor any application through WSCC for diversion of footpaths as part of the Harbour Way project.

## **198-18 Forthcoming Meetings**

Dates for forthcoming meetings have been circulated to Parish Councillors.

**199-18 Any Other Business**

It was noted that an update on the New Homes Bonus Applications had already been presented earlier in the meeting.

There were no other items

**200-18 Items for Future Meetings**

No items were put forward

**201-18 Exclusion of Press and Public**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were 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.

The meeting ended at 21:56

Signed: ..... (Chairman) Date: .....