

**Minutes of the Meeting of Chidham & Hambrook Parish Council
In the Chidham Village Hall on Thursday 12th April 2018 at 7pm**

Present Cllr Cliff Archer (Chairman) Cllr Andy Collins
Cllr Geoffrey Cllr Ina Littlefield
Cllr Jacky Sheppard Cllr Jane Towers
Cllr Rachel Perri (left meeting at 2210) Cllr Marie Gilby
Cllr Stephanie Cecil (arrived 1918, left at meeting at 2103)
Cllr Philip MacDougall

In attendance District Councillor Penny Plant (left meeting at 2043)
County Councillor Viral Parikh (left meeting at 1940)
Zero members of the public
Lisa Wilcock, Minutes Clerk

Part I

246-18 Apologies for Absence

Apologies were received from District Councillor Jonathan Brown.

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

247-18 Declarations of Interests and Granting of Dispensations if any:

- a) There were two declarations of interests as both Cllr Towers and Cllr Sheppard have non pecuniary interests in the item 12 on the agenda, Village Hall.
- b) There were no dispensation requests

248-18 Minutes

Cllr Collins proposed that the Minutes of the 8 March 2018 Parish Council Meeting be accepted as a true and accurate record; Cllr Hyde seconded this, all other Cllrs in favour. **Resolved;** that the Minutes be signed as a true and accurate record.

249-18 Matters Arising from the Minutes

No matters were raised.

250-18 Public Open Forum

No matters were raised.

251-18 Harbour Way – Proposed Diversion of Public Footpath 227

The Chairman invited the Councillors to make comments on the proposed diversion.

Cllr Perri had made contact with Richard Austin, Chichester Harbour AONB Manager, with a further Conservancy meeting planned on 23rd April 2018. A final report is due on the first week in June 2018 where there will be an opportunity for the Parish Council to put its best response forward. There is a public meeting at County Hall at 2.15pm on 12th June 2018 where 3 speakers for and 3 speakers against can register, in advance of the meeting, to speak on the proposal. Cllr Perri will apply to speak on behalf of the Parish Council.

The Chairman raised the issue of a lack of response to a letter from the Parish Council written to BT and Outreach with regard to the proposed new telegraph poles in Chidham Lane (*minute 232-18*). It was agreed that Cllr Perri would make contact with BT and Outreach on behalf of the Parish Council.

252-18 Reports

a) Chairman

The Chairman had nothing to report.

b) District Councillor Collins

Cllr Collins informed the Council that he had attended a meeting of BAB27 on 15th March 2018 with regard to the A27. The consultation process is taking on board all comments and suggestions made to allow the consultant SYSTRA to put together a new proposal for the A27. Councillors were encouraged to attend as many open days and meetings as possible as it does make a difference.

Cllr Collins informed the Council that a grant had been awarded by the District Council for a Social Prescribing scheme which is a means of enabling primary care services to refer patients with social, emotional or practical needs to a range of local, non-clinical services, provided by the voluntary and community sector. This service will be based at GP surgeries.

c) District Councillor Plant

Cllr Plant informed the Council that the District Council would be launching an anti-littering campaign. All district council members and residents were asked to adopt an area local to themselves so that they can easily monitor litter and dog fouling issues. Cllr Plant reported that the recycling in the district was at an all-time record high of 45%, this is for kerbside collections and includes green waste bin collections. The Council were reminded that the next All Parishes Meeting is on 30th April 2018 and 2 representatives were encouraged to attend. The Chairman said that he would be attending and asked interested councillors to contact him. There will be a Velo cycling event on 23rd September 2018 where cyclists will travel from Goodwood to Horsham to help promote West Sussex as an excellent area to cycle in. The next Bournes Community Forum is on 20th June 2018.

d) County Councillor

Cllr Parikh agreed to send a copy of his report to the Clerk for distribution to the Councillors. The Community Initiative Fund is a local community fund which offers grants to local projects. The Christian Youth Enterprise, based at Cobnor, are now using their grant to improve their facilities. The issue of social isolation is a prominent issue within the area and ideas of getting people who are isolated to groups such as reading groups within libraries is one idea being put forward; Cllr Parikh agreed to send details to Cllr Towers. The Council Council has been awarded a Government grant of £1.6M to fix the pot holes in the County.

The Chairman asked if there were any questions. It was reported to the Council that the private company appointed to manage the Community Initiative Funds were to get a set-up fee and 5% of the money awarded. The point discussed was that all monies should be awarded to the project and private companies should not benefit in this way.

The County Councillor was asked if there was any progress of the funding for schools campaign (#worthless) but he was unaware of the campaign.

253-18 Brief Progress Updates by Representatives of Parish Council Task Forces

- a) **Governance;** nothing to report.
- b) **Business Plan;** Cllr MacDougall asked the Parish Council to make decisions on what the key business plan objectives are. The plan is simple to put together with regard to what the Parish owns but the Cllr asked for clear decisions on the key objectives and how they are to be prioritised. Cllr Towers suggested that the council look at the next 15-20 years and work backwards to achieve this. The Chairman suggested that a task force should be put together. Cllr MacDougall added that the business plan should be reviewed every 12 months as some factors change direction during this period. The Chairman suggested that an outline plan should be written for the Parish Council to review. It was **proposed** that Cllr MacDougall should put together a framework with targets which should be emailed around the Councillors for their comment before the next Council meeting. **Action: Cllr MacDougall to report back after this is completed.**
- c) **Road & Footway;** Cllr Towers informed the Council that the next step is the production of a questionnaire which should be sent out to the residents of the Parish to get their involvement. WSCC checked Syklark Gardens and on the day of the inspection it was passed as acceptable. The gully on Chidham Lane near the A259 had been cleared however there are still other outstanding issues within the Parish still marked as open on Love West Sussex website. The Council were informed that the A27 is to be closed for 4 months at night to work on the pot holes from 8pm to 6pm starting at the end of May 2018.
- d) **Repairs to Play Area**
Cllr Collins reported that the climbing net had been damaged and upon further inspection is corroded at the back of the slide. As a short term measure more rope had been used to tie it up. The manufacturer had been contacted and the quotation to place the damaged rope has come in at £866.99 including VAT. The Council were asked to consider this cost. The payment was **proposed** by Cllr Collins and **seconded** by Cllr Hyde. **Action: Clerk to issue payment to subcontractor (see Minute 255-18 (b)).**
- e) **Linda Wilkinson Memorial Bench**
The location of the bench was discussed by the Council and it was agreed that an ideal location would be by the Catchpond, near its north end. The matter of ownership of the land was discussed and it was **proposed** by Cllr Collins that the Parish Council should approach Highways with regard to placing the bench in this area this was **seconded** by Cllr Littlefield. **Action Clerk** to respond to the email from the family to ascertain what is needed from the Parish Council and to ascertain and contact landowner to gain permission to place the bench in the agreed location.

254-18 General Data Protection Regulations (GDPR)

A quotation from ProcessMatters2 was distributed to the Parish Council in advance of the meeting for the replacement of the Clerk's laptop, implementation of Office 365/Sharepoint across whole Parish Council, migration of current data, new policies and training of Councillors. **The Parish Council formally agreed to work towards compliance with GDPR.** It was **proposed** by Cllr Sheppard that other quotes should be obtained before committing to the quotation given this was **seconded** by Cllr MacDougall. **Action Cllr Sheppard to obtain a quotation from a different supplier.**

255-18 Finance and Corporate

a) Financial Statement

No report given.

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;

- WSALC Ltd - £500.51
- ECP (Emsworth Corporate Planning Ltd) - £300.00
- Business Services at CAS Ltd - £504.96
- Irwin Mitchell LLP - £1223.60
- Playdale Playgrounds Ltd - £866.99

Action: Cllrs Archer and Collins

The Council agreed to authorise the following payment by Cheque;

- Chidham & Hambrook Village Hall ~~Management Committee~~ – use of Hall - £76.50

Action: Cllrs Archer & Collins

- b) Online Banking by the Parish Council** – the bank account has had the online signatories, namely Cllrs Archer and Collins, updated and the previous Clerk's name removed from the list. Cllrs Archer and Collins now have all that is required to undertake online banking on behalf of the Parish Council. The cheque signatories are currently Cllrs Archer, Collins and Littlefield; Cllr Towers will be added when the Parish Council has a permanent Clerk.
- c) GroupWSCC Audit of Operation Watershed Projects** – Gary Rustell completed a site survey with Cllr Archer and Robin Yeld, Parish Ditch Warden, of the project works and is pleased with the progress to date. Mr Rustell was satisfied with the financial information provided and the completed projects have been recommended for payment via WSCC. Agreement was reached regarding variations to the ongoing projects.

256-18 Transfer of Hawthorne Meadow to Parish Council

The Chairman informed the Council that it now officially owns Hawthorne Meadow. Cllr Archer also noted that the insurance for the Parish Council now includes the Meadow but a back payment had to be made as the insurance premium payment due date had been missed. Cllr Archer stressed that much work on the Meadow was necessary to bring it into a fit state for use by the public.

Cllr Littlefield asked if the pylons were covered within the insurance. **Action Cllr Archer** to check that the insurance includes pylon cover.

Cllr Collins reported on the future of Hawthorne Meadow and plans for its future use. There is currently a Public Open Spaces Advisory Committee (POSAC) ~~group~~ which more Councillors are invited to attend to talk about what they would like to do such as future use, installation of fencing, contractor, costs, materials etc. Also how to run the land and whether a separate 'association' should be formed to run the land. POSAC is comprised of both Parish Councillors and residents. **Action Cllr Collins** to call a meeting of POSAC in the near future.

257-18 Village Hall Request for Annual Grant from the Parish Council

The Parish Councillors had received a written request in advance of the meeting with regard to an application for an annual grant of £500 for the Village Hall. The report highlighted that it is to support the installation of the internet. A discussion took place over whether the internet was needed at the Village Hall as many people had mobile phones that could access 4G but it was discovered that not all providers covered the area. **Proposed by Cllr Towers** that a £500 annual grant to support the provision of WiFi should be awarded to the Chidham Village Hall Management Committee **seconded by Cllr MacDougall**, one Councillor voted against the motion – the annual grant was **approved**.

Cllr Collins informed the Council that CIL (Community Infrastructure Levy) funding was available to the Parish Council for the purpose of replacing the Village Hall roof but 2 further quotes were needed for the money to be fully approved. It was **proposed** by Cllr Collins that 2 further quotes should be obtained, **seconded by Cllr Perri**, all Councillors were in favour. **Action** Cllr Towers to provide 2 further quotes which should then be submitted to Shona Turner of the CDC by the Clerk.

258-18 CHEMROUTE – Cycleway between Chichester and Emsworth

Cllr MacDougall reported that following one response to a previous letter sent by the Parish Council the Council were given an overview on the current situation with the scheme. It was **agreed** that Cllr MacDougall would continue to represent the Parish Council with regard to the reinvigoration of the CHEMROUTE initiative including correspondence and booking meetings at the Village Hall.

259-18 Planning Committee Report

Cllr Collins as Chairman of the Planning Committee presented his report to the Council in advance of the meeting. A number of applications were considered at the last Planning Committee meeting and a report had been issued to the Parish Council. The report will be published on the website. **Action: Cllr Collins to put report on website.**

Cllr Collins informed the Council that the Local Plan will be made public for consultation in July and will have a significant impact on the Neighbourhood Plan. The Parish Council was advised to wait until the publication of the Local Plan before discussing the Neighbourhood Plan any further.

It was noted that the next Planning Committee meeting will be held on Tuesday 17 April 2018 at 7.00 pm in Chidham Village Hall.

260-18 Meeting Date

The next Parish Council meeting, the Annual Meeting of the Council, will be held on Thursday 3rd May 2018 at 7pm at Chidham Village Hall. The next Annual Parish Meeting will be held on 22nd May 2018. The Council discussed the draft Agenda and flyer tabled by Cllr Archer and will email Cllr Archer with suggested alterations before it is published on 13th May 2018. **Action Cllr Archer to alter the Agenda and flyer before distribution.**

261-18 Any Other Business

Cllr Towers raised the issue of parking by the level crossing as it is forcing traffic, travelling north, to cross to the other side of the carriageway. It was discussed that once the contractors had completed the building works the problem would alleviate and that the matter was not within the Parish Council's domain.

Cllr MacDougall had received an enquiry as to whether the Play Area could be rubber tarmacked as currently it is muddy. It was suggested that this was raised during a POSAC meeting.

Part I of the meeting closed at 10.08.