

outcome which may result in an appeal and further costs.

0094-18

Reports

a) Chairman

The Vice-Chairman deferred benches, noticeboards and bus shelters to the following meeting. The following items were reported:

- Councillor vacancy – There had been some interest from local residents. **Resolved** that an advert be put up on the noticeboards and on the website.
- The re-roofing of the village hall PM had been completed and the Parish Council was thanked for its help.
- BT poles at bottom of Chidham Lane – Cllrs Collins and MacDougall had had a meeting with the WSCC Broadband Team which had also attended by the Manager for BT Openreach. The council's dissatisfaction with the way things were handled was conveyed however they advised that they were not obliged to consult. It was agreed that BT Openreach would respond to the council with the cost of removing the telegraph poles and burying cables in the ground. The council would discuss the way forward following receipt of this.
- Council Gmail accounts - Those councillors who had yet to set up their gmail accounts were reminded of their GDPR responsibilities and encouraged to do this without delay. The Clerk and Mr Parikh (WSCC Councillor) offered their assistance in the setup.

b) District Councillors

Mrs P Plant (District Councillor for Bosham) had circulated a report. The report on the Fittleworth community shop had been included as there were lessons in it for the council. It would fit in with the idea of a module community centre. The timescale for the review of the Local Plan was as follows: district councillors meet end October; Cabinet and Council in November; the draft Local Plan would be published with the Cabinet agenda 6 days before that meeting and would then be out to consultation for 8 weeks from the first week of December. There would be a free pullout section in the next Initiatives magazine explaining the Local Plan review.

Mr J Brown (District Councillor for Southbourne) advised that the district council was launching an online consultation panel which would detail when consultations were to be carried out allowing residents to sign up.

c) County Councillor (Cllr V Parikh)

Mr Parikh advised that a new Cabinet Member for Transport had been appointed – Mr Roger Elkins. Mr Parikh would be speaking to the WSCC Leader Mrs Goldsmith and Mr Elkins regarding the Local Transport Development Plan and bus/community transport provision. He reminded all of the next Community Local Committee (CLC) meeting on 30 October as there was an item on Condition Improvement Funding (CIF) and asked those interested to advise WSCC Democratic Services that they would be attending.

The WSCC proposal to cut Housing Support Funding had resulted in a petition to Council on 19 October and he was requested by members to strongly resist these cuts.

Committee Minutes and Reports**a) Planning Committee**

The minutes of meetings held on 11 September and 2 October had been circulated. Mr Collins advised that the planning application for the Nest which had been considered by the district council Planning Committee on 19 September and it had decided to request a site visit.

b) DRASDAC 17 September 2018

Mr Hyde reported back on this meeting. They had set 3 principles in considering items. 1) Support any opportunity which allows the council to access funding. 2) Maximise benefits to the community. 3) If no funding available then consider whether budget available. It would appear that the Broad road project (at £1,970 plus VAT) would not get Operation Watershed funding. Because it had benefit to the community it could be recommended to the Council if a funding source could be found. Cllr Archer was going to identify who was responsible and whether they could be encouraged to pay. The Pinewood item could get OW funding and it was agreed this would only be pursued as long as there was no financial outlay to the council.

c) Local Transport Improvement Programme

Cllr Towers had circulated a response from WSCC that the council's plan had not scored high enough for the 2019/20 funding and had been pushed back to 2020/21 with delivery in 2021/22 which was disappointing. The Roads and Footpaths Working Group would meet and report back to the next meeting.

Action: Clerk to add to agenda for next meeting.

d) Encroaching Vegetation

At the last meeting Cllr Sheppard had agreed to have a look at the West Sussex website and to enter identified properties. Cllrs Gilby and Sheppard had however decided to postpone this for a couple of weeks. The Clerk had not found a minute relating to the decision to circulate letters from the council to those who were to be requested to cut back vegetation which hindered access on public walkways/roads. **Action: Clerk to add to the agenda for next meeting for an update.**

Mr Brown (District Councillor) advised that the Community Toolshed in Southbourne was having a training day on 17 November and requested the council to advertise this to local residents to encourage volunteers who might offer to cut vegetation for elderly residents. **Action: Clerk to add information on this training day to the website.**

e) "Battles Over" Commemorations of the Centenary of the end of WW1 funding

Mrs P Plant (CDC Councillor) advised that Bosham was hosting an event which had used this funding and invited all to attend. **Action: Clerk to contact Bosham PC Clerk to request information and to put this on the website.**

f) Community Winter Resilience Plan and audit

The Clerk understood that a Community Resilience Plan had been commenced by the council last year. It was decided that as this was a small parish council it would not be progressed. **Action: The Clerk will consider**

the council's risk assessment information.

g) Councillors' personal details on the website

There was a discussion about the merits or otherwise of councillors having their personal addresses, telephone numbers and email addresses on the council's website. It was suggested that perhaps telephone numbers and addresses could be removed with the dedicated gmail account for each councillor remaining. **Action: Clerk to contact the district council's Legal and Democratic Services Manager for advice on GDPR implications and to put this on the agenda for the next meeting for a decision.**

0096-18 **Progress updates from Parish Council Task Forces and Working Groups**

a) Business Plan

In the absence of the Chairman, this item was deferred to the next meeting.

b) Communications

The leaflet drop of the newsletter regarding open spaces in Broad Road had been carried out. It was suggested that a leaflet distributor be used in future.

c) Neighbourhood Plan

Mr Collins reported that it was necessary to get the word out that the council would be reviewing its Neighbourhood Plan and to set up a working group. **Action: Mr Collins to add a note to the website and put an article in the village magazine. (Mr Collins was also doing an article on ward changes from 2019.)**

0097-18 **Finance and Governance**

a) Resolved that the payments for September 2018 be approved (Appendix 1 attached).

[Post meeting note: A payment to Mr R Yeld for £145.00 for cutting both the long meadow grass and the pathways at Hawthorn Meadow, Broad Road, Hambrook in September 2018 was approved by email]

b) Clerk's contract

Resolved that the amendment to clause 5.10 in the Clerk's contract relating to expenses for home working be approved.

c) NHB Applications

The Clerk advised that the 4 NHB applications had been confirmed as having been approved by the district council Grants & Concessions Panel. Once contracts had been signed it would be acceptable for that work to be commenced.

0098-18 **Meeting dates**

- a) Planning Committee – 7:00pm Tuesday 23 October 2018
- b) Parish Council – 7:00pm Thursday 1 November 2018
- c) Finance Committee – 7.00pm Thursday 25 October 2018

0099-18 **Items for the next meeting**

The following items were agreed for the following meeting - BT poles, Road and Footways Working Group report, Encroaching Vegetation, Business Plan, WSCC cuts (the council's response) and councillors' personal details.

0100-18 **Any other business**

- Level crossing cameras are installed at Broad Road and are due to be installed at Blackboy Lane, Fishbourne, Station Road, Bosham, Drift Lane Chidham and Clay Lane Fishbourne.

- Parking outside Kings Lodge on verges when busy: **Action: Clerk to contact Parking Services at the district council.**

- Signs regarding speeding on Broad Road near play area: Cllr Gilby had contacted WSCC following discussion at the last month's meeting. **Action: Clerk to send a letter to WSCC requesting signs.**

- Woodstock Farm and the reported early/late lorry noise on Cot Lane: Cllr Gilby had spoken to Woodstock Farm. This had been a working pig/chicken farm before it was taken over by Cobdens in 1985. They received their operator's licence from the High Court 30 years ago which had no restrictions regarding operating times.

Date of the next POSAC meeting: Cllr Collins had been delaying this on the grounds that it would be useful to have a community meeting once Pynham Meadow was purchased. He received regular letters from residents regarding concerns about the open spaces (access for mower, knee high fencing position etc.). He had referred them to Taylor Wimpey. As it was not known how long the legal negotiations would take on Pynham Meadow he undertook to set a date. **Action: Cllr Collins to set date of next POSAC meeting.**

Part I of the meeting closed at 20.45pm

Appendix 1 - Schedule of Payments

	Name	Sort Code	Account Number	Payment	Reference
1.	A Collins			£10.00	Expenses: Cutting 2 keys for padlocks to Broad Road play area (to be presented)
2.	Park Community Enterprises	53-50-61	59142529	£57.00	Printing of newsletter scam prevention
3.	Moore Stephens	20-67-40	83808459	£508.56	Audit of Parish Council Return 2017-18
4.	The Roofworx	56-00-64	38011697	£3,800	Final payment for replacement roof Village Hall (completion confirmed) CIL (IBP /6621)
5.	Village Hall	20-20-62	53896129	£51.00	Hall hire September 2018
6.	Clerk's expenses	11-02-20	00018942	£11.48	Files and printing paper
7.	ECP	16-28-24	10066454	£216.00	Auto enrolment Oct-Dec 2018
8.	R Yeld			£145.00	Cutting both the long meadow grass and the pathways at Hawthorn Meadow, Broad Road, Hambrook in September 2018