

**Minutes of the meeting of Chidham and Hambrook Parish Council
at St Wilfrid's Church Hall on Thursday 4 July 2019 at 7:00pm**

Present	Cllr C Archer	Cllr P Bolton
	Cllr S Bramwell Smith	Cllr M Gilby
	Cllr R Gowlett	Cllr G Hyde
	Cllr R Perri	Cllr J Towers (Vice Chair)
	Cllr J Sheppard	

In attendance District Councillor A Moss
District Councillor P Plant
Mr S Johnson, NPSG Chair

Meeting commenced at 19:00hrs

029-19 **Apologies for absence**

The Vice-Chairman welcomed everyone to the meeting, especially the three new councillors Peter Bolton, Sue Bramwell Smith and Roger Gowlett.

Apologies had been received from Cllr P MacDougall, District Councillor D Rodgers and County Councillor V Parikh.

030-19 **Declaration of interests**

There were no declarations of interest.

031-19 **Minutes**

Resolved that the minutes of the meeting held on 6 June 2019 be signed as a true and accurate record.

032-19 **Matters Arising from the Minutes**

024-19.12 – delayed until the next meeting.

021-19.1 - The newsletter had not yet been drafted and circulated to residents. Since then there had been a further communication to residents from Seaward Properties stating inaccuracies. The NPSG had proposed to arrange a meeting with developers on 10 August.

Resolved that between now and the next meeting a newsletter be prepared, in liaison with the NPSG Chair.

024-19.4 Cllr J Sheppard requested to be involved at the next meeting of the Tree Wardens. **Action: Cllr C Archer to liaise with Cllr Sheppard re meeting arrangements.**

033-19 **Public Open Forum**

There were no members of public present at the meeting.

034-19 **Receive Reports**

034-19.1 Parish Council Chair

The Chair's report was noted.

034-19.2 District Councillors

Cllr P Plant responded to various questions raised by Parish Councillors as follows:

- Commingled collections vs separate collections of recycling and rubbish: When recycling is not separated out there is a greater chance of more ending up in landfill as people are not as fastidious. Collecting authorities have a choice in how they want to collect rubbish/recycling. Recycling is sent to the Ford MRF which is set up for commingled.
- Supermarkets produce compostable bags which cannot be put into recycling and can only be broken down if put into industrial composters. **Action: Cllr Plant to look at guidance to residents on this and disposable wipes.**

034-19-3 County Councillor

There was no report.

034-19.4 Clerk & RFO

The Clerk advised that the noticeboard at The Nook, Broad Road, had been removed. Cllr R Gowlett was now in charge of the now joint Parish Council/Community noticeboard outside the children's play area, Broad Road.

035-19 Committee Membership

Resolved that:

1. Cllrs R Gowlett and S Bramwell Smith be appointed to the Planning Committee.
2. Cllr P Bolton be appointed to the Public Open Spaces Advisory Committee (POSAC).
3. Cllr P Bolton be appointed to the Staffing Committee.

036-19 **Committee Minutes and Reports**

036-19.1 Planning Committee 18 June 2019

Resolved that the minutes of the Planning Committee held on 18 June 2019 be noted.

036-19.2 Neighbourhood Plan Steering Group

Mr S Johnson presented his report. The NPSG was working on policies, vision and objectives. AECON would undertake visits to sites on Monday 8 July. The sites were all in the public domain however no decision had yet been made. On 10 August there was due to be a public drop-in event. There was no agreed timeline as there had been a degree of uncertainty about timescales. AECON would undertake technical studies and would not meet with site landowners. The policy on engaging with developers would be considered later on this agenda.

District Councillor Moss advised that CDC needed to publish their Local Plan by this time next year. Further information would be known in Sep/Oct 2019.

Action: Cllr Moss to feed back on confirmed dates following the next CDC

Development Plan meeting. Mr Johnson would then be in a position to produce a statement.

District Councillor P Plant fed back from a Southern Water (SW) conference she had attended. SW had been fined by Ofwat for failures and this fine would be repaid to customers through their bills. There was no mention of which plant(s) were affected. The Environment Agency would be taking criminal action. SW compared unfavourably with their counterparts South East Water and Portsmouth Water in leakage figures, repairing pipes etc. SW were working on a 25% population increase by 2070 and 50% by 2090. Some water companies supply and take away foul water; Southern Water solely removes foul water in our area.

CDC had circulated the Housing Needs Survey questionnaire to residents. Information on the survey had been added to the website and would also be included on the newsletter.

Mr Johnson asked the District Councillors about the latest information on domestic-origin nitrates when considering planning applications in view of the Hampshire situation where applications had been put on hold until the situation was investigated. District Councillor P Plant advised that nitrates were discharged through fertilisers/farming methods into water courses. Nitrates were soluble and Cllr Plant was not aware of a method to extract them. A question was due to be asked at the Cabinet meeting on 9 July. District Councillor A Moss had spent time with the Harbour Conservancy and they were sending him further information. They had informed him that some issues were relevant to the Solent but not to this area.

District Councillor P Plant responded to various questions raised by Parish Councillors on recycling as follows:

- When recycled household waste is collected from residents as co-mingled rather than in other areas where it has to be pre-sorted into kerbside boxes, there is generally a higher rate of contamination and the load might be rejected, therefore all ending up in landfill. Collecting authorities like CDC have a choice in how they want to collect recycling material from residents. CDC finds it easier to collect as co-mingled from residents and take it direct to the Ford MRF, where the automated process is already set up to sort co-mingled materials.
- Supermarkets often sell plastic bags that claim to be 'compostable' but which cannot be put into recycling and only break down if put into industrial composters. Action: Cllr Plant to look at guidance to residents on this and 'disposable' toilet wipes

Mr Johnson had produced a useful document on the Neighbourhood Plan process for the Annual Parish Meeting which set out some guidance and dates and he was requested to make this available for residents. **Action: Mr Johnson to add this document to the website.**

Registers of interests for NPSG members had been discussed by the NPSG and it had been ruled out on data protection grounds. Declarations of Interests (in respect of financial gain) were requested from members at the beginning of each meeting of the NPSG.

Resolved that Registers of Interests would not be required from members of the NPSG.

036-19.3 Public Open Spaces Advisory Committee (POSAC)

A report from Cllr P MacDougall on a recent POSAC meeting had been circulated along with a recent ROSPA report which included a number of recommendations to repair medium risk areas in the children's play area. The deteriorating state of some of the picnic benches had also been noted.

To a query regarding the use of the children's play area it was confirmed that the area is always open to the public even when in use by visiting groups.

Rotting posts on the play equipment could be replaced with posts that had metal shoes.

Resolved that:

1. The report from POSAC be noted.
2. Immediate action be taken to resolve the following medium risk areas in the children's play area:
 - a) The bolt to the multi-play unit be replaced.
 - b) The edges of the safer surface on the multi-play area are curling/shrunk and are a trip hazard.
 - c) The splintered timber components to the multi-play area to be replaced.
 - d) The decay to timber components on the Junior Swing to be replaced.
 - e) The decay to timber components on the Toddler Swing to be replaced
3. An estimate be sourced for repairing the various identified trip hazards.
4. Mr M Penny be requested to regularly monitor the top beam of the Suspended Log Walk & Crossing Chains for stability.

036-19.4 Parish Drainage

The Cot Lane highway drainage works had been completed.

Cllr Archer presented his report which included a diagram of the proposed east-west drainage ditch across Pynham Meadow. The design work for the Pynham Meadow east-west drainage ditch was ongoing. He had requested Mildren Construction to provide a crossing that had a clear width of 4 metres to permit a gang mower to cross and that the crossing had the capability of taking the weight of the gang mower, a goods vehicle or a minibus. A small change had been made to the path where it crosses the ditch in order to give a 90 degree crossing.

Resolved that the report be noted.

036-19.5 Policy on engaging in early discussions on development projects

A revised policy had been circulated which included an amendment in red.

Cllr C Archer proposed a motion 'That the Parish Council will not enter into discussions with developers about developments. A developer who approaches the Parish Council will be referred to the Parish Council published stance on developments in the parish'. On this being put to the vote it was not supported.

Resolved that the policy as amended be agreed.

036-19.6 Litter and Dog Bins

Cllr M Gilby presented her report. The message from CDC was that they would not provide any further dog bins as dog mess can be put into normal rubbish

bins. The message to residents was to take it home with them.

CDC would be carrying out a survey of the bus stops where it was proposed by the Parish Council to put litter bins.

Residents were to be encouraged to take picnic rubbish and dog mess home with them.

Resolved that the report be noted.

036-19.7 Station Car Park

Cllr R Gowlett raised this item querying whether the Parish Council should again pursue the issue of a station car park on the land owned by Taylor Wimpey. Taylor Wimpey had contacted Southern Rail but had received a response that there had been no interest in taking over ownership of this land for a station car park.

Resolved that this not be progressed.

036-19.8 Identity Lanyards

Resolved that identity lanyards be sourced and provided for use by parish councillors and the Clerk.

036-19.9 Her Majesty's Inspector of Fire and Rescue Services' report into West Sussex Fire and Rescue Services found 'inadequate'

Cllr J Towers had proposed the following motion 'Chidham & Hambrook Parish Council express their grave concern at the recent HMICFRS assessment of West Sussex Fire and Rescue Service. This has been rated as requiring improvement in two categories and inadequate in the third, instilling no confidence that the public can feel safe and secure from fire and other risks. There is not a single 'good' rating making it one of the worst in the country. This is so concerning that a Sussex MP has referred the matter to the Secretary of State for Housing, Communities and Local Government.

The Parish Council urge WSCC to revise the cuts made to the Fire Service and urgently review the Integrated Risk Management Plan which is clearly failing residents and communities.'

A report on this with recommendations was being discussed by the WSCC Environment, Communities and Fire Select Committee on 10 July 2019.

On this motion being put to the vote, it was declared carried.

Resolved that the Clerk write to WSCC.

036-19.10 Hard standing south of St Mary's church

Cllr C Archer reported that he had met with a further contractor AJC with regard to the paving of the layby hard standing at St Mary's Church and had been provided with alternative quotes which had been circulated.

Resolved that Job 1 on the quotation be agreed (to repair the pot holes in the layby at the front of the church with type one MOT at the cost of £350).

037-19 **Finance and Governance**

037-19.1 Schedule of Payments

The Clerk advised that the Village Hall invoice had been revised to £42.50 and that she had received a further invoice from Troy Planning bringing the total payable to Troy Planning to £4,185.00.

Resolved that, subject to the above amendments, the payment of invoices to 30 June 2019 on the Schedule of Payments be approved (attached to these minutes).

037-19.2 **Noted** the direct debit payment (attached to these minutes).

037-19.3 **Noted** the receipt of credit payments (attached to these minutes).

037-19.4 **Resolved** that the Clerk be paid for the 25 additional hours worked over the last two months as per her contract.

037-19.5 **Resolved** that a direct debit mandate be signed in respect of data protection insurance to the Information Commissioners' Office (ICO) in the sum of £40 per annum due on 5 August 2019.

037-19.6 **New Homes Bonus (NHB) applications**

Details of the five proposed NHB applications had been circulated. The Clerk gave details of a sixth proposal to purchase two village gateway signs.

Approval in principle was sought to allow the applications to be submitted to CDC by the deadline of 29 July 2019. Further details would be circulated to councillors when received.

Resolved that the six NHB applications be approved.

038-19 **Meeting Dates**

Future meeting dates were noted as follows:
Planning Committee – Thursday 18 July 2019
Finance Committee – Thursday 25 July 2019
Parish Council – Thursday 1 August 2019

039-19 **Items for the next meeting**

Policy for recognising those who do good works around the parish
More information about Southern Water's activities
Neighbourhood Plan public meeting.

040-19 **Any Other Business**

Cllr Gilby had received two packs of wildflower seeds. **Action:** Cllr Gilby to give one pack to Mr Johnson for Maybush Copse and the other pack to Cllr P MacDougall, Chair of POSAC for the meadows.

041-19 **Resolved:**

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.

041-19.1 Staffing Committee Report

Cllr J Sheppard, Chair of the Staffing Committee, gave an oral report on the Clerk's annual appraisal and recommendations to the Parish Council.

Resolved that the following changes be made to the Clerk's Contract of Employment:

1. The Clerk's remuneration be increased to NALC Scale point 23 with effect from 1 July 2019.
2. The Clerk's hours be increased from 16 to 20 hours per week with effect from 1 September 2019.

The Clerk's revised contract would be brought to the next Parish Council for approval.

The Staffing Committee would prepare a policy relating to Appraisals and Performance Management for approval by the Parish Council.

Meeting closed at 20:58pm

Signed by:

Date:

CHAIRMAN

Chidham and Hambrook Parish Council

Parish Council Meeting 4 July 2019

Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	Set up	Set up	£42.50		Parish Council £8.50 NPSG £34
2	Troy Planning	Set up	Set up	£4,185.00	1287 and 1319	Work on 2 nd stage of Neighbourhood Plan
3	WSCC	Set up	Set up	£1,639.09	8001382739	Street lighting maintenance 2018-19
4	ROSPA	60-22-31	70525366	£124.20	42648	Annual inspection of Broad Road play area
5	Surrey Hills Solicitors	Set up	Set up	£120.00	2270	Services in connection with acquisition of Wakeford Field
6	Chichester District Council	60-05-24	26121263	£305.50	100205388	Cost of uncontested election 2 May 2019
7	PCC of Chidham	Set up	Set up	£20.00		Hire of hall for Parish Council 6 June 2019
8	B Jones	Set up	Set up	£550.78		Expenses June 2019
9	HMRC	Set up	Set up	£163.88	475PM0096 3717	PAYE Months 1 and 2
10	Rialtas	16-57-10	56394548	£820.70	26932	Alpha Financial Software and set up
11	Climate Project Services Ltd	Set up	Set up	£371.10	2 invoices (317 and 318)	Provision of support services for: Parish Council £43.44 NPSG £327.66

To note payment which have been made:

2	Supertrust UK			£57.47		Direct debit for Month 2 2019
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To note receipt of the following credits to the Council's bank account:

1	HMRC			£3,123.16	07/06/19	VAT refund 2018-19 (Deposit account)
2	Zurich Municipal			£429.00	07/06/19	Insurance claim re broken laptop (Current account)
3	Groundwork UK			£9,000	10/06/19	Neighbourhood Planning grant funding (Current account)