

**Draft Minutes of the meeting of Chidham & Hambrook Parish Council
at Chidham Village Hall on Thursday 10 October 2019 at 7:00pm**

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

In attendance District Councillors A Moss and P Plant

Members of the public Mr A Collins and a representative of Neame Sutton

Meeting commenced at 19:00hrs

073-19 **Apologies for absence**

Apologies had been received from Cllr P Bolton, NPSG Chair Mr S Johnson and from District Cllr D Rodgers.

074-19 **Declaration of interests**

There were no declarations of interest.

075-19 **Minutes**

Resolved that the minutes of the meeting held on 12 September 2019 be signed as a true and accurate record subject to the above amendment.

076-19 **Matters Arising from the Minutes**

Minute 067-19.1 last para re Pynham Meadow ditch - Cllr Archer reported that the administrator had emailed the secured creditor who was awaiting a further quote to ensure the cost of this work was competitive with the previous quote. A reply from the secured creditor was awaited.

Minute 068-19.6 Website Accessibility Regulations - An update was provided by the Clerk on proposals to meet the regulations. The Clerk would meet with Mr S Johnson and possibly a consultant to understand the scope of the development work. A statement had been placed on the website stating the Council's intention with regard this future development.

077-19 **Public Open Forum**

Mr A Collins suggested that the Council might arrange for St John's Ambulance to hold free training sessions for local residents to learn how to do CPR which would increase local knowledge of emergency health care alongside the three defibrillators in the parish should assistance be required by members of the public. **Action: Clerk to arrange.**

078-19 **Receive Reports**

078-19.1 Parish Council Chair

The Chair gave his report as follows:

- Positive responses had been received from residents following the recent meeting on 30 September. He read out a letter from a resident.
- Suggested that a further newsletter be put out to residents possibly after the meeting with CDC on 24 October, but certainly before Christmas. WSCC elections were to be held on 21 November and the newsletter could be pulled together before that, with a space for the result to go in.
- Actions from that meeting had resulted in an email going to all CDC Councillors. Responses had been received from Cllr K Hughes and from the Leader Cllr E Lintill who was meeting with the MP on 16 October.
- Email contact details had been taken from roughly 42 residents/interested parties.
- He had removed a poster from a bus shelter in line with the Council's policy not to have posters in bus shelters.
- Development of the meadows and removal of part of the hedge between the two meadows for the Southern Water easement. The easement passes diagonally across Hawthorne Meadow from the hedge indicated by concrete posts. **Action: Clerk to contact Mr H Whitby, CDC Tree Officer, to ask for guidance as to the process of applying for approval to remove part of the hedge.**

The Chair's report was noted.

078-19.2 District Councillors

A report had been circulated from the three Harbour Villages district councillors.

District Cllr A Moss advised that he had had a number of letters and emails from residents about the housing numbers. He suggested the Council may like to send copies of letters and emails we receive/write as that would be useful to him.

There was concern about the times of district council meetings, which would continue to be held during the day. Cllr Moss advised that this would be reviewed at the end of the current administration.

There was also concern regarding the parking situation outside the Chidham Lane school. Following discussion, it was agreed that once a WSCC Councillor had been appointed the Council meet with the school, WSCC and other relevant parties to try and establish a way forward on this. Cllr Towers to lead on this.

078-19.3 County Councillor

In the absence of an elected representative from WSCC, District Councillors undertook to respond to any WSCC queries.

078-19.4 Clerk & RFO

The Clerk reported that the external auditor had signed off the 2018-19 accounts and that there had been no issues. It was received back on 30th September - the last day for them to respond. The Annual Governance and Accountability Report had been displayed on the website along with the external auditor's report.

The Clerk had attended a recent SLCC Clerks meeting with new Sussex Police Chief Inspector Jonathan Carter who had provided a useful update on various matters.

079-19 **Committee Minutes and Reports**

079-19.1 Planning Committee 19 September 2019

Minute 049-19 The Chair had nothing to report.

Two copy letters from residents to CDC were handed to the Clerk before the meeting regarding the Thistledown House planning application. District Cllr P Plant had been contacted by the owners of the old Post Office with a query regarding the drainage ditch. **Action: Clerk to look into this planning application and respond to Planning Committee members.**

Resolved: That the minutes of the Planning Committee held on 19 September 2019 be noted.

079-19.2 Neighbourhood Plan Steering Group (NPSG)

The Chair confirmed that the AECOM Site Options report had been received and would be discussed at the next NPSG mtg. There were references in the document to Chidham and Hambrook and Nutbourne East Parish which should be amended to the parish of Chidham and Hambrook. Similarly, Southbourne and Hermitage should be amended to the parish of Southbourne.

Resolved: That the report from the NPSG be noted.

079-19.3 Housing Needs Survey

The Housing Needs Survey had thrown up some very interesting information which could potentially affect the Neighbourhood Plan e.g. balance between affordable/not affordable, 1-3 bed houses are needed (not 4-5 bed houses), those who cannot buy on the open market even with the Help to Buy scheme and who are not on the Housing Register.

Resolved: That the findings of the Housing Needs Survey be accepted and that the Clerk responds to CDC.

079-19.4 Play and Open Spaces Advisory Committee (POSAC)

The Chair had circulated the notes of the recent POSAC meeting held on 10 October 2019. Minor repairs to the play area were to be carried out immediately including the bolt on the netting at the back of the slide which needed to be repaired and was currently taped off. A review of the play area was to be undertaken to identify what new equipment would be required. The broken elephant rocker was on Cllr R Gowlett's drive and a new spring was required.

A discussion took place on the development of the two meadows - provision of an outside gym and possible re-siting of the children's play area. The Clerk reminded the committee of the £44,000 in S106 monies which was available to be spent on open space equipment. It was suggested that Pynham Meadow would have an area in the middle for ball games and planning permission would need to be sought for siting any equipment. POSAC was requested to come up with some definite proposals, working with The Meadows Community Group.

The Clerk had circulated three quotes for the grass cutting contract which

included the meadows, play area and the memorial bench area on Catchpond.

Resolved: That the Council negotiate with Contractor A as to future works for the grass cutting contract.

It was suggested that an informal Parish Council meeting be held to discuss the development of the open spaces at which the Tree Wardens' proposal would be discussed. Following this a subsequent meeting would be held at which residents would be able to have an input into the future of the open spaces.

Action: Clerk to circulate a few alternative dates.

079-19.5 Environment Working Group

Cllr Towers had circulated the notes of the two meetings held on 26 August and 9 October. This was a small group of very enthusiastic people. She encouraged all to attend the moth identification event on Saturday 12 October.

079-19.6 Trees in the Parish

Cllr Archer presented his report. He had placed an article on the Council's website and in the village magazine November edition. He had contacted a number of organisations/residents around the district asking them each to commit to planting a tree and had received encouraging responses, including one from Chidham School. The School will plant a holly hedge to screen its Forest School area. Applications for trees were being taken which would be delivered in March 2020 by the Woodland Trust. Applications for trees were being taken which would be delivered in March 2020. If an organised planting event was being considered they recommended the last week of November or March.

The Council was not in favour of supporting recommendation 2 on Cllr Archer's report regarding setting up a subscription to the Woodland Trust.

A discussion took place on the recent planning application for raising the crown of the Hawthorn hedgerow at Land North of Good View, Priors Leaze Lane by 6 metres which had been closed as CDC had ascertained that the hedgerow was not included in the Tree Preservation Order.

Resolved:

1. That the Council strongly supports the Woodland Trust's initiative 'The Big Climate Fightback' and encourages residents and organisations to take part.
2. That the tree wardens be requested to obtain a list of TPOs in the parish.

079-19.7 Recognition Scheme

Deferred to the following meeting.

079-19.8 CHPC Grants Policy review

Level 1 applications to be circulated to the Finance Committee for electronic approval. Level 2 applications to be considered by the Council.

Resolved: That the Council's Grants Policy be approved.

079-19.9 Adopt a kiosk

It was stated that the red telephone box which was already in Council ownership and sited outside the Old Post Office in Chidham Lane was in a bad state of

repair and should possibly be moved to a more suitable location in the centre of the village where it could be put to a useful purpose. The Council would need to own the land. Some suggestions were made as to its future siting which would depend upon whether it was in a fit state to be transported. The telephone equipment inside the box had not been removed. **Action: Clerk to liaise with her contacts for advice on moving a telephone box.**

The Clerk had added this telephone box to the Asset Register but a value would need to be determined. **Action: Clerk**

It was not considered necessary to retain the newer telephone box, located opposite The Barleycorn, which this scheme covered.

Resolved:

1. That the Clerk write to CDC to advise that the newer red telephone box would not be required and that it could be removed.
2. That the older red telephone box be relocated, if that was possible, to a suitable site in the parish (to be identified).

079-19-10 Climate Action Fund

This fund had been recommended to the Chair by Mr R Weavis. The Clerk advised that on reading the information about this fund her view was that it was at a much higher level and not something a parish council could pursue on its own. District Cllr P Plant undertook to investigate further.

080-19 **Finance and Governance**

080-19.1 Schedule of Payments

Resolved that the payment of invoices to 30 September 2019 on the Schedule of Payments be approved (attached to these minutes) with the addition of a further payment to HMRC of £338.81 for PAYE month 6.

080-19.2 **Noted** the direct debit payment (attached to these minutes).

080-19.3 **Noted** the receipt of credits to the Council's bank account (attached to these minutes).

080-19.4 Grant application from 4Sight

A grant application from 4Sight had been considered at the last meeting. 4Sight had confirmed that they would restrict funds to support residents in Chidham and Hambrook area only and that they would be able to attend a future meeting to report on outcomes.

Resolved: That the grant application from 4Sight in the sum of £100.00 be agreed.

080-19.5 New Homes Bonus Funding

It was noted that £15,807.43 had been agreed by Chichester District Council for the delivery of 6 projects in the parish. The conditions of the agreement were considered.

Resolved: that the conditions of the agreement be agreed and the Clerk sign the agreement and return this to Chichester District Council.

081-19 **Meeting Dates**

Future meeting dates were noted as follows:

Planning Committee – Thursday 17 October 2019 – Cllr J Towers gave apologies.

Finance Committee – As two councillors gave apologies it was agreed that this meeting be rescheduled. **Action: Clerk to circulate an alternative date.**

Parish Council – Thursday 7 November 2019

081-19 **Items for the next meeting**

Nothing was raised.

082-19 **Any Other Business**

CDC had advised that the litter bins would be installed by the end of October.

It was suggested that the Council hold drop in sessions for local residents to raise issues. Discussion to be held with the district councillor to coordinate surgeries. **Action: Chair**

The bus shelters along Broad Road were dirty. A local volunteer cleans the Barleycorn bus shelter.

Bright acid yellow flags had been erected outside Castles Nursery. The Clerk was requested to establish whether advertising consent had been obtained from CDC. **Action: Clerk.**

Meeting closed at 21:00pm

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council

Chidham & Hambrook Parish Council

Parish Council Meeting 10 October 2019

8.1 Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	Set up	Set up	£110.50	19/108	Hall hire September 2019 Parish Council £42.50 Neighbourhood Plan £68.00
2	Climate Project Services Ltd	Set up	Set up	£328.78	327	Services L Wilcock NP clerking services £224.48 NP mileage £49.50
3	Moore (was Moore Stephens)	Set up	Set up	£480.00	220902	Fee for external audit of 2018-19 accounts
4	Parhams	Set up	Set up	£274.91	PB/3747	Replacement glass to bus shelter and noticeboard
5	HMRC	Set up	Setup	£229.87 £338.81		475PM009637172005 PAYE Month 5 475PM00963772006 PAYE Month 6
6	Troy Hayes Planning	Set up	Set up	£330.00 £660.00	1420 1459	Work to NP stage 2
7	B Jones	Set up	Set up	£33.75		Expenses September 2019
8	4Sight	40-52-40	00029420	£100.00		CHPC Grant

8.2 To note Direct Debit/Standing Order payments which have been made:

1	SuperTrust	13 September 2019	£38.29		Pension (month 5)
2					

8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	9 September 2019	£5.68		Bank interest
2	CDC	13 September 2019	£23,575.00		Precept (2 nd stage)