

Pallant Homes which has been delivered to households in the Parish. Mrs Tanner was unable to attend this meeting and had asked that this matter be raised for discussion.

The second was an email from Mr Andrew Kerry-Bedell stating his concerns at the reported feedback from the Pallant Homes public exhibition meetings and postal surveys which was not likely to have generated the 95% statistical significance (which is CDC's housing survey minimum target of 20% response from the 1070 houses in the parish). He stated that a full parish housing survey would be undertaken by the Neighbourhood Plan Steering Group in September 2019.

The Chairman had been contacted by several members of the parish who wished a public response to the Pallant Homes communication. The statements were considered inaccurate and designed to mislead and it was not clear that they had talked to WSCC about school provision or to business about provision of commercial enterprises. It was suggested that a further newsletter be put out to residents responding to some of the claims in the Pallant Homes communication and that Troy Planning and Mr Johnson be involved. Mr Johnson suggested that this newsletter could be widened to include progress on the Neighbourhood Plan. The Chair was keen to keep the newsletter succinct and newsy.

Cllr Towers suggested a similar response to that made by Southbourne Parish Council to Seaward Properties.

The Parish Council would be considering an item later in this agenda regarding a policy for dealing with developers on planning matters.

Resolved that a Parish Council newsletter responding to the Pallant Homes communication be drafted and delivered to all residents. **Action:** Chair to draft this communication and put out to Parish Councillors for comment.

022-19.2 **Cooption of Parish Councillors**

Expressions of interest had been received at the recent APM from residents wishing to become Parish Councillors. They had been invited to this meeting to give a presentation to the committee.

Mr P Bolton, Mrs S Bramwell Smith and Mr R Gowlett addressed the committee, giving details of their background, families and their reasons for wishing to become Parish Councillors.

The meeting then made a resolution to go into private business to discuss the candidates and all members of the public left the room. On returning to the room a vote was held.

Resolved that Mr P Bolton, Mrs S Bramwell Smith and Mr R Gowlett be coopted as members of the Parish Council. **Action:** The Clerk to liaise with these members with regard to the various documents required to be returned.

It was agreed that the three co-opted councillors would, for the current meeting, participate in discussion but not vote on resolutions.

023-19 **Receive Reports**

023-19.1 Parish Council Chair

The Chair raised three matters as follows:

- An invitation had been sent out to newly elected district councillors from the Harbour Villages parish councils to invite them to a presentation on 17 June 2019 at 6:00pm in the Village Hall. This was to inform them of the findings regarding the number of houses required to be built across the district. Newly coopted parish councillors were also invited to attend.
- Public Open Spaces Advisory Group meeting – this would be scheduled in June and dates to be recirculated.
- Pynham Meadow. An update on drainage would be heard at a later agenda item.

023-19.2 District Councillors

The Chair welcomed district councillors Mr A Moss, Mrs P Plant and Mr D Rogers. The district councillors confirmed that Mr Rodgers was the 'lead district councillor' for this parish. Mr Rodgers had attended a CDC Planning Committee and had spoken on the Flat Farm application regarding a lighting retrospective planning application having made a visit to the site.

Mr Moss and Mrs Plant explained the district council's delegated decision process.

Mrs Plant gave details on rubbish and environmental matters. She had passed information to Cllr Gilby regarding dog and litter bins and gave details of a new trial on bin sensors which advise CDC when they are full and need emptying negating the requirement for whole area bin emptying.

Mr Moss gave details of the role of the Vice Chairman of the District Council which was a non-political role supporting the Chairman.

023-19.3 County Councillor

Mr Parikh updated the Council on various WSCC initiatives such as the Safe Drive Stay Alive speed watch scheme, Your Sussex Energy with fixed price deals, the WS Crowd Funding platform and Climate Change pledges.

He had spoken to the WSCC Cabinet Member responsible for highways about speed reduction on the A259.

023-19.4 Clerk & RFO

There was nothing to report.

024-19 **Committee Minutes and Reports**

024-19.1 Planning Committee 23 May 2019

The unadopted minutes of the Planning Committee held on 23 May 2019 were noted.

024-19.2 Neighbourhood Plan Steering Group (NPSG)

Mr Johnson, Chair of the NPSG, gave an update. Funding from Locality had now been approved and would be received next week. Funding for Technical Support would now be sought. The consultant had advised the Parish Council not to liaise with developers at the present time until after site assessment as part of the review.

Mr Johnson advised that he would be happy to put the Powerpoint slides from

his presentation at the Annual Parish Meeting on the village website.

024-19.3 Parish Drainage

Cllr C Archer gave an update on the drainage projects in the parish. The Cot Lane highway drainage project was due to start on Monday 17 June 2019. Cllr Archer expressed anger at the delay in the completion of the drainage ditch across Pynham Meadow and had spoken to a Director at Mildren Construction seeking urgency on this matter. The Director had promised to expedite the ditch, but Cllr Archer would keep up the pressure on him.

The Chair was embarrassed at the delay with transfer of this piece of land to the Parish Council and the Council's solicitors had also been asked to seek confirmation of timescales.

024-19.4 Parish Tree Wardens

Cllr C Archer introduced the three proposed tree wardens to the Council.

Members requested to know what their role would be on tree preservation orders (TPOs). The landowner's permission was not required in order to put in place a TPO. There may already be TPOs on trees in the parish which may be on the district council register, available on the CDC website under My Maps. Historically we approached farmers and other landowners to encourage them to plant trees and hedgerows.

It was considered essential that an annual plan of work come to the Parish Council for approval in order that work be managed and to aid transparency.

An amendment was suggested to the Terms of Reference at paragraph 7 to include additional wording as follows 'on behalf of the Parish Council including advising on TPOs'.

Resolved that:

1. The Terms of Reference for Tree Wardens, Tree Warden Councillors the Parish Council be approved subject to the addition of the above amendment.
2. Three Tree Wardens (Mr M Bulpett, Mr R Hayles and Mr C Timlin) be appointed with their appointment taking effect from the date of their agreeing in writing to work in accordance with the Terms of Reference and its Volunteering Policy to be reviewed annually at the annual meeting of the Parish Council.

024-19.5 Policy on engaging in early discussions on development projects

This policy had been developed from two model policies (Southbourne and Earnley Parish Councils) which had been put to a recent Planning Committee to consider.

It was suggested that a paragraph be added between 1 and 2 relating to the developer providing information in writing about the development affecting the parish prior to any meeting with them (as Earnley's example).

The Chair was concerned that there may be a contradiction with approving this policy and the fact that the parish does not consult with developers of land being considered as part of the Neighbourhood Plan.

One member was concerned that we had been advised incorrectly by the Neighbourhood Plan consultant as the Government and the District Council

were telling developers to discuss matters with the local community.

The NPSG reports to the Parish Council and is therefore bound by the policies of the Council and this needs to be taken into account.

Cllr Archer expressed his opposition to early engagement with developers and agreed to a request by the Chair that he put forward for the next meeting agenda a proposal to this effect.

Resolved that the draft policy be noted and reconsidered before being brought back to the next meeting of the Parish Council for approval.

Action: Clerk to send policy to Mr Johnson for comment and add to next meeting agenda. Cllr Archer to provide a proposal as above to be added to the next meeting agenda. Cllr Hyde to reconsider the policy and add his comments.

024-19.6 Broad Road speeding

Residents were asked their views about speeding at the recent APM. Some expressed interest in becoming volunteers for Sussex Police (SP) training in manning speed surveys. SP dictate the location of the survey. A survey on the A259 would be useful but Broad Road would be more pertinent at present. Costs were involved in this training but it would not be considerable.

New Homes Bonus (NHB) funding could be sought for a static Speed Indicator Device (SID) in Broad Road.

Resolved that NHB funding be sought for a SID in Broad Road.

024-19.7 Litter and Dog Bins

Cllr Gilby gave an update on litter and dog bins in the parish area. It would be useful to have small mounted litter bins at the Drift Lane and Chidham Lane bus stops. She had spoken to CDC about this and was awaiting a response.

She had received complaints via a District Councillor from two residents in the parish saying that the nearest dog bin was near the Priors Leaze junction and that perhaps it should be moved closer to Hawthorne Meadow. There were incidents of dog waste on the Cobnor amenity footpath and the footpath from Cot Lane through to Nutbourne. Cllr Gilby suggested that signs could be made for this area.

Action: Cllr Gilby to investigate costs of signs and bring this matter back to the Council for consideration.

024-19.8 Noticeboard at The Nook, Broad Road

This matter had been raised at the last meeting It was suggested that the community noticeboard at the children's play area could be the new Parish Council noticeboard north of the parish instead of replacing the noticeboard at The Nook.

Resolved that the old noticeboard be removed and destroyed and that the current community noticeboard become the Parish Council noticeboard.

Action: Clerk to identify someone to remove the old noticeboard

[Post meeting note: Newly coopted Parish Councillor R Gowlett will take responsibility for posting notices to this noticeboard.]

024-19.9 Soft Sand Review of the West Sussex Joint Minerals Local Plan

Nothing to report.

024-19.10 Chichester District Association of Local Councils representative

Resolved that the agendas for this meeting be circulated to all parish councillors to decide who was best placed to attend meetings.

024-19.11 Grass cutting around the Parish

The Chair had received an email from Mrs L Tanner regarding cutting back vegetation at the Catch Pond area in order that residents would be able to access Linda Wilkinson's bench. The Clerk advised that the WSCC grass cutting schedule indicated that the grass was last cut on 29 May and the next cut would take place on 23 July. A message had been left on the Love West Sussex website requesting that the Parish Council take over the grass cutting at this site in order that the bench was accessible throughout the year.

The Chair was holding a Public Open Space Advisory Committee (POSAC) meeting soon and hoped to have a policy on grass cutting at the two meadows as well.

The Landscape Management Plan, part of the S106 agreement, lays down how the open space at Pynham Meadow will be maintained.

Action: Clerk to circulate the S106 Recreation Management Plan information to POSAC members.

The children's play area grass maintenance work will be completed by the end of the week.

024-19.12 Recognising those who do good work around the Parish

The Chair suggested that there were a fair number of people around the area who did good work for the parish and should be recognised by some sort of award. Members were not keen on a monetary award, but alternative suggestions were that the person should be named on the website, recognised in a newsletter or at a Parish Council meeting and/or presented with a certificate. The parameters for selection needed to be clear.

Action: Clerk to circulate some suggestions on the way forward and put on the agenda for the next meeting.

024-19.13 Report and matters arising from the Annual Parish Meeting (APM)

The APM had been well attended. Sarah Hughes, CDC Wildlife Officer, was happy to assist with hedgerows surveys and training and would like assistance on an A27 water vole survey.

025-19 **Finance and Governance**

025-19.1 Schedule of Payments

Two further invoices had been circulated for approval – a revised invoice from Chidham Village Hall totalling £76.75 and an invoice from Park Community Enterprises Ltd for £56.40.

Resolved that the payment of invoices to 31 May 2019 on the Schedule of Payments be approved (attached to these minutes).

025-19.2 Internal auditor's report

The Clerk gave some background to the audit of the 2018-2019 accounts and the content of the internal auditor's report.

Resolved: That the report from internal auditors R S Hall & Co. be noted.

025-19.3 Annual Governance and Accountability Statement

Resolved that:

1. The Annual Governance and Accountability Return 2018-19 which includes the Annual Internal Audit Report 2018-19, the Annual Governance Statement (Section 1), Accounting Statements 2018-19 (Section 2), Financial Statement as at 31 March 2019 and the list of variances be signed by the Clerk and Chair and sent to the External Auditors for review.
2. The dates set for the period of exercise of public rights and publication of unaudited Annual Governance and Accountability Return be agreed and publicised (Monday 10 June to Friday 19 July 2019) by notice in the area and on the website.

025-19.4 CIL monitoring report

Resolved: that the CIL monitoring report be noted and submitted to Chichester District Council.

025-19.5 Authorised bank signatories/online users

The Clerk had contacted Lloyds Bank. Cllr J Towers had completed a Lloyds Bank application form to change the powers of the Clerk to allow her to create online bank payments. Two signatories were required to this application form if the Parish Council were to agree.

Resolved: That the Clerk be given access to the Parish Council's bank accounts to allow her to create payments for authorisation by a second councillor.

[Post meeting note: Cllrs Towers and MacDougall signed the application form and it was submitted to Lloyds Bank.]

025-19.6 The receipt of a payment from Zurich Municipal in the sum of £429.00 in respect of an insurance claim for the Clerk's broken laptop was noted.

026-19 **Meeting Dates**

Future meeting dates were noted as follows:
Planning Committee – Tuesday 18 June 2019 (Village Hall upstairs)
Parish Council – Thursday 4 July 2019
Policy on engaging in early discussions on development projects

027-19 **Items for the next meeting**

Attendance at NPSG and registers of interest for NPSG members
Report from Staffing Committee
Litter and Dog Bins

028-19 **Any Other Business**

It was agreed to consider an urgent item as unfortunately this had not been added to the agenda as requested. A Housing Needs Survey needed to be commissioned from CDC as it could inform the Neighbourhood Plan and would cost at most £500.

Resolved that as the costs were insignificant the Council proceed with commissioning a Housing Needs Survey from CDC.

Cllr Gilby had received wildflower seeds with enough to cover a 20 square meter area.

Planning Committee training – The Clerk had contacted Mr T Whitty, Planning Applications Manager CDC but had yet to receive a response.

Cllr Gilby advised that she had received the distribution list for newsletter circulation from former councillor Andy Collins. It was decided not to deliver newsletters to holiday homes where residents were not present for much of the year. **Action:** Cllr Gilby to circulate the list to all.

Thanks were given to the newly coopted members and apologies to all for the extended beginning to this meeting due to the cooption process. Future meetings would normally end at 9:00pm.

Cllr Sheppard requested all councillors to respond to her on the Clerk's appraisal form. **Action:** Cllr Sheppard to circulate this to all councillors by email.

Meeting closed at 21:09pm

Signed by:

Date:

CHAIRMAN

Chidham and Hambrook Parish Council

Parish Council Meeting 6 June 2019

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	£76.75	19/64	Parish Council £59.75 Neighbourhood Plan £17.00
2	R S Hall & Co.	40-17-16	01770853	£240.00	4576	Services in relation to internal audit May 2019
3	Came & Co.	30-80-12	13267268	£784.47	36047045	Insurance 1 Jun 2019 to 31 May 2020
4	HMRC	Set up	Set up	£173.05	475/M00963 717 Month 11	PAYE 2018-19 Month 11
5	HMRC	Set up	Set up	£29.52	475/M00963 717 Month 1	PAYE 2019-20 Month 1
6	B Jones	Set up	Set up	£73.02		Expenses May 2019 £64.97 Chairman's discretionary fund £8.05 expenses
7	Park Community Enterprises Ltd	Set up	Set up	£56.40	SI-33436	NP leaflet and newsletters