

**Draft Minutes of the meeting of Chidham & Hambrook Parish Council
at Chidham Village Hall on Thursday 12 September 2019 at 7:00pm**

Present Cllr S Bramwell-Smith Cllr P Bolton
 Cllr M Gilby Cllr R Gowlett
 Cllr G Hyde Cllr P MacDougall (Chair)
 Cllr R Perri

In attendance District Councillors A Moss and P Plant

Members of the public Mrs S James and a representative from Neame Sutton

Meeting commenced at 19:00hrs

061-19 **Apologies for absence**

Apologies had been received from Cllrs C Archer, J Sheppard and J Towers. District Councillor D Rodgers had also given his apologies.

062-19 **Declaration of interests**

There were no declarations of interest.

063-19 **Minutes**

The minutes of the meeting held on 1 August 2019 and the minutes of the extraordinary meeting held on 29 August 2019 were considered and the following correction made.

Minute 048-19.6 of Parish Council minutes of 1 August 2019 should read 'and the footway refurbished'.

Resolved that the minutes of the meeting held on 1 August 2019 and the minutes of the extraordinary meeting held on 29 August 2019 be signed as a true and accurate record subject to the above amendment.

064-19 **Matters Arising from the Minutes**

None

065-19 **Public Open Forum**

Mrs S James advised that she regularly litter picks down to Cobnor and along Steels Lane and that there had been rubbish thrown into the Catchpond. It was suggested that the Council get in touch with Cobnor to ask them to remind their visitors not to litter the area. The Chair advised that this was probably tied in with the recent vandalism experienced to Council property.

Mrs James was also concerned at the negative news stories regarding housing numbers and the negative publicity in the newsletter which casts a negative view of the area. She suggested that this be toned down as it overshadowed the positive attitude and the good news stories locally and would be a deterrent for those looking to live and work in the parish.

066-19 **Receive Reports**

067-19.1 Parish Council Chair

Inspection of exterior assets – these were inspected in August and found to be fine. However, this week two acts of vandalism were noted to the bus shelter at Barleycorn North and the right-hand side glass pane in the Village Hall noticeboard.

Informal meeting with some of The Meadows Community Group residents next week to discuss issues.

CHEMROUTE – The Clerk has requested an update from Mrs L Goldsmith.

The Barleycorn pub flags – CDC Enforcement has requested that 3 flags and structures be removed and that the one remaining flag is reduced in height. Issues with flags in Southbourne should be directed to that parish.

Maybush Copse pond - Since the Council agreed to CIL funding there has been concern by local residents in respect of mosquitos.

Pynham Meadow ditch – Cllr C Archer has reported that Quantuma has had a cost estimate from Mildren Construction which they have forwarded to the secured creditor for consideration. Once they've had the sign off for this and have a date for the works to commence, they will inform him.

Resolved: That the Chair's report was noted.

067-19.2 District Councillors

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

Cllr P Plant confirmed that coffee cups can go in recycling however any type of wipes and food bags need to go in the main rubbish. CDC had recently undertaken a fly tipping campaign. She reminded all that the property owner need to take responsibility for their rubbish by using a carrier licensed to the Environment Agency. CDC was undertaking a Parks and Open Spaces review, considering the role of S106 funding and the responsibility for future maintenance of these spaces in the future e.g. CDC if the Council installs a football pitch or community group.

Cllr A Moss reported on the Local Plan delay which was primarily because CDC had been asked to undertake additional analysis and reviews. He considered that it would be sensible for the Council to meet with CDC in due course re the Neighbourhood Plan. The Local Plan completion was still planned for Spring 2020. CDC was listening with regard to the work being done by the local pressure groups. The nitrates issue was now being considered along with climate change issues.

CDC had not challenged the housing numbers with Government. There was evidence of other district councils receiving a positive response.

067-19.3 County Councillor

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

067-19.4 Clerk & RFO

The Clerk advised that six applications for New Homes Bonus funding had been

submitted to CDC and these would be considered at the Grants & Concessions Panel on 18 September 2019.

068-19 **Committee Minutes and Reports**

068-19.1 Planning Committee 15 August 2019

Resolved that the minutes of the Planning Committee held on 15 August 2019 be noted.

068-19.2 Finance Committee 29 August 2019

Resolved:

1. That the Financial Regulations be approved.
2. That the minutes of the Finance Committee held on 29 August 2019 be noted.

068-19.3 Neighbourhood Plan Steering Group (NPSG)

Resolved: that the report from the NPSG be noted.

068-19.4 Parochial Church Council (PCC) of Chidham – extension to graveyard

A letter from the PCC of Chidham was considered stating the reason for the withdrawal of the planning application for the extension graveyard and giving a breakdown of possible future costs to reinstate this application.

The Council set aside £14,250 Community Infrastructure Levy funding for this project in 2017 having considered a projection of costs. There were concerns at the extent of the possible future costs which may be necessary following the Hydrological Risk Assessment (HRA).

As it has been two years since this project plan was revisited it was suggested that the PCC of Chidham reconsiders its projected costs for the project once the HRA has been undertaken and let the Parish Council have a detailed plan and timetable for further consideration.

Following a full discussion, the Council:

Resolved: That the Clerk write to the PCC of Chidham requesting that a detailed plan be submitted to the Council for consideration once the HRA has been undertaken to include a timetable and full projected costs.

068-19.5 Recognition Scheme

The draft Recognition Scheme included with the agenda was considered.

No monetary award would be made. An event, if held should be tied to the Annual Parish Council meeting or Annual Parish Meeting to avoid additional fees.

Amendments were suggested to the Scheme as follows:

- A formal letter of thanks be issued by the Clerk
- Addition of 'At the discretion of the Parish Council an event may be held'
- Approval be obtained by the nominator from the nominee and confirmed on the form

Resolved: That the Recognition Scheme be approved subject to the above

amendments.

This topic will be added to the next Parish Council agenda to establish the operation of the scheme.

068-19.6 Website Accessibility Regulations 2018

The Clerk explained the requirements of the regulations and some options for the future development of a) the existing site or b) a new website.

Resolved:

1. That the Clerk meet with Mr S Johnson to go through the compliance checklist to understand what could be done with the present website to ensure it is compliant by September 2020.
2. An accessibility statement be displayed on the current website by 23 September stating the Parish Council's intention with regard to ensuring that the Parish Council has a website which is enabled and accessible to local people

068-19.7 Litter and Dog Bins

Cllr M Gilby gave an oral report and circulated a map and quote for re-siting of litter bins. She had met Lisa Jones, CDC Street Lead, on site to consider the location of the bins.

A total of £171.16 plus VAT had been quoted to a) move dog bin from Broad Road/Priors Leaze Lane to Hawthorne Gardens and provide a ground anchor system and post b) add dog waste sticker to the litter bin at junction Broad Road/Priors Leaze Lane c) move litter bin from inside Broad Rd play area to end of footpath near the Parish Council noticeboard and prepare a concrete base.

A timetable for this work was given as end of October 2019.

Resolved: That the CDC quote in the sum of £171.16 plus VAT be approved for the re-siting of the bins.

Possible areas for posters to be placed include the following:

- the entrance to Cutmill Creek
- on the white bridge on post along footpath
- outside church
- just past Chidmere / Calloways Lane

068-19.8 Public Meeting 30 September 2019

Cllr P MacDougall informed the Council of the proposals for this meeting which would become clearer following the Neighbourhood Plan consultation event on 14 September. It was suggested that he invite the MP and the CDC portfolio holder for planning Cllr Susan Taylor.

In the one respect the Parish Council needed to be involved in challenging the housing numbers but in the other respect once the Neighbourhood Plan goes to a referendum, we need residents to vote in favour of the 500 houses. There was a need to keep local people fully informed of all progress.

There was favour for slow development over a number of years which may result in policy changes before the full housing number is implemented.

068-19.9 WSCC Electric Vehicle Charging Strategy Consultation

The current WSCC consultation was noted.

Resolved: That the Parish Council include the following in the developing Neighbourhood Plan:

- a) Electric vehicle car parking charging spaces in all new developments
- b) Additional electric vehicle charging points in all houses.

069-19 **Finance and Governance**

069-19.1 Schedule of Payments

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

069-19.2 **Noted** the direct debit payment (attached to these minutes).

069-19.3 **Noted** the receipt of credit payments (attached to these minutes).

069-19.4 **Grant application from Save Our Harbour Villages**

A grant application from Save Our Harbour Villages was considered. There were not sufficient criteria included in the application as to what this grant covered and concern that further requests may be forthcoming.

It was agreed that the CHPC Grants Policy be included in the next agenda

Resolved:

1. That the grant application from Save Our Harbour Villages in the sum of £75.00 be agreed.
2. That the CHPC Grants Policy be included on the next Parish Council agenda for review.

069-19.5 **Grant application from 4Sight**

A grant application from 4Sight was considered. It was not clear whether this would benefit Chidham and Hambrook 'members' and further clarification was requested. Alternatively, a representative from 4Sight could be invited to attend a future meeting to give details of benefits to local residents.

Resolved:

1. That the Clerk write to 4Sight asking for clarification on whether the funds would be ring fenced to Chidham and Hambrook 'members' of 4Sight.
2. That the topic be added to the next agenda for clarification on this point.

070-19 **Meeting Dates**

Future meeting dates were noted as follows:

Planning Committee – Thursday 19 September 2019

Parish Council – Thursday 10 October 2019

071-19 **Items for the next meeting**

Items raised at this meeting – Recognition Scheme operation, CHPC Grants

Policy, 4Sight grant application

Electric vehicles

072-19 **Any Other Business**

It was considered the CDC had action irregularly in feeding back interim results from the Housing Needs Survey directly to the pressure group instead of directly to the Parish Council. The Clerk will contact CDC to request the final results and Cllr P Plant will reinforce the Council's view.

Meeting closed at 20:50pm

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council

Chidham & Hambrook Parish Council

Parish Council Meeting 12 September 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 | | | Hall hire July 2019 Parish Council £29.75 Neighbourhood Plan £34.00 |
| 2 | Troy Hayes Planning Ltd | Set up | Set up | £240.00 | 1379 | Work to Neighbourhood Plan |
| 3 | J Boles Carpenter | 09-01-36 | 08760889 | £350.00 | | Urgent health & safety repair work to playground Broad Rd |
| 4 | D Bulbeck | Set up | Set up | £216.00 | 27 | Cutting back ditches o/s Broad Rd play area and Calloways Lane |
| 5 | Park Community Enterprises | Set up | Set up | £114.00 | SI-33594 | 950 copies newsletter and Neighbourhood Plan leaflets |
| 6 | Chidham & Hambrook Village Hall | Set up | Set up | £76.50 | 19/99 | Hall hire CHPC£59.50 NP £17.00 |
| 7 | R Yeld | Set up | Set up | £25.00 | | Strimming Broad Rd o/s play area |

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

| | | | | | |
|---|------------|----------------|---------|--|---------------------------------|
| 1 | ICO | 5 August 2019 | £35.00 | | Cllrs data protection insurance |
| 2 | SuperTrust | 13 August 2019 | £91.17 | | Pension (month 4) |
| 3 | HMRC | 14 August 2019 | £207.13 | | PAYE shortfall 2019-20 |
| 4 | HMRC | 19 August 2019 | £172.99 | | PAYE shortfall 2018-19 |
| 5 | HMRC | 19 August 2019 | £383.02 | | PAYE (month 4) |

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

| | | | | | |
|---|-------------|---------------|-------|--|----------|
| 1 | Lloyds Bank | 9 August 2019 | £5.68 | | Interest |
|---|-------------|---------------|-------|--|----------|