

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
at Chidham Village Hall on Thursday 9 January 2020 at 7:00pm**

Present	Cllr P Bolton	Cllr S Bramwell-Smith
	Cllr M Gilby	Cllr R Gowlett
	Cllr P MacDougall (Chair)	Cllr R Perri
	Cllr J Sheppard	Cllr J Towers

In attendance District Councillors A Moss, D Rodgers and P Plant

Members of the public None

Meeting commenced at 19:00hrs

- 105-19 **Apologies for absence**
Apologies for absence had been received from Cllrs C Archer, G Hyde and County Councillor Mike Magill.
- 106-19 **Declaration of interests**
There were no declarations of interest.
- 107-19 **Minutes**
Resolved that the minutes of the meeting held on 5 December 2019 be signed as a true and accurate record.
- 108-19 **Matters Arising from the Minutes**
There were no matters arising.
- 109-19 **Public Open Forum**
No members of the public were present.
- 110-19 **Receive Reports**
- 110-19.1 Parish Council Chair
The Chair gave his report as follows:
- He had attended a meeting on 20 December at WSCC re CHEMROUTE, called by former leader Louise Goldsmith, as a result of the cyclist fatality on the A259. Three short term actions could be carried out - continuous white line denoting the cycle route, moving to 30mph through the entire length of the A259 (Fishbourne and Bosham 20mph) and strict enforcement of speeding and parking. **Action:** Clerk to circulate minutes from that meeting once received from the Chair.
 - A complaint had been received from a resident about the potholes in The Avenue, Hambrook. **Action:** Clerk to contact resident.
 - He had received a phone call from another resident re the allotments at Flatt Road. The Clerk fed back on this during her report at 110-19.4.
 - A meeting of the NPSG had taken place on Monday 6 January which took the resignation of Stephen Johnson as Chair. With no offers to fill this space, Cllr MacDougall had taken over as Chair stating that his role would be a coordinating one. A meeting would be held on Monday 14 January with Jon Herbert of Troy Planning regarding site selection. The following week on 20 January a further meeting would be held to consider the questions to be sent to developers. A sub-committee was considering the policies. The informal meeting with parish councillors would go ahead and would be taken by Cllrs Towers and MacDougall. **Action:** Clerk to confirm date of meeting to all.

Resolved that, in principle, approval be given to the proposal to send a set of questions to prospective developers.

The Chair's report was noted.

110-19.2

District Councillors

The District Councillors' report, which had been circulated, was noted.

Climate change emergency – This had been considered by CDC Cabinet recently. An action plan had been drawn up to cover both reduction in local government carbon emissions as well as whole district emissions with the aim to lose 10% of carbon emissions per year. There was a need for specialist Officer support. £130,000 had been committed and once an Officer was in post the action plan would be reviewed. This would ensure the protection and enhancement of the corridors and the continuation of the post of Wild Life Officer.

Wildlife corridors – The Local Plan Examiner would be asked to approve the wildlife corridors in the district as part of the Local Plan review. Lottery Funding of £1m for 5 years had been applied for with CDC also providing funding and sponsorship.

Charges at CDC refuse tip at Westhampnett – residents would not be charged for refuse delivery other than hardcore. WSCC may be considering other options.

Park and ride in Chichester – This had been considered by CDC in the past however it was not considered feasible for a number of reasons. A parking review was due to take place this year.

Encouraging the build of well insulated houses in return for council tax reduction – Improving house building standards was discussed regularly at CDC. The aim was to include this on the Local Plan however the Government had pulled back on setting higher standards. Property owners may receive lower energy bills but CDC would not benefit in order to lower council tax bills.

Homelessness – District Cllr Moss updated the committee on the recent spate of homeless people having their possessions burned. The CDC team and outreach worker had been working with Stonepillow and other charities and had provided funding to Stonepillow in order that they had enough accommodation for homeless people.

110-19.3

County Councillor

The County Councillor's report, which had been circulated, was noted. **Action:** Clerk to send details re pot holes at The Avenue, Hambrook to Cllr Magill.

110-19.4

Clerk & RFO

The Clerk advised the following:

- Allotments at Flatt Road - There is a S106 agreement between CDC and the developer, Martlet Homes, which states that allotment spaces are to be provided by the developers. However, in April 2017 the developers presented plans showing sewers beneath the site and had queried the suitability of allotment provision. The Clerk had written to CDC Planning to ask whether the S106 agreement could be amended to provide parking spaces instead. **Action:** Clerk to copy Cllr Rodgers in to this email.
- Parking issues at St Wilfrid's Hospice Shop – Following a complaint from a resident regarding poor parking in the area, the Clerk had met with the Area Manager. It appeared that there was insufficient signage for residents' parking at the development to the right of the shop and the one sign in place was too low to be seen adequately. A further sign was required on the wall behind the four residents' parking spaces to deter shoppers. **Action:** Clerk to contact landlord and managing agents for the development to request further signage.

111-19

Committee Minutes and Reports

- 111-19.1 Planning Committee 19 November 2019
Resolved: That the draft minutes of the Planning Committee held on 19 November be noted.
Action: Clerk to add property address to reference number on future minutes to aid understanding.
- 111-19.2 Neighbourhood Plan Steering Group (NPSG)
This had been covered under the Chairman's report at minute 110-19.1. Parish Councillors requested that these minutes be circulated in future to all councillors in future. **Action:** Chair to seek comments from the NPSG regarding the wider circulation of minutes to all councillors.
- 111-19.3 POSAC recommendations
The Chair had discussed with the CDEC Dog Control Officer the process for making Hawthorne Meadow 'dog free'. The dog bin would be re-sited at the bridge over the ditch by the car park in Pynham Meadow. The committee discussed a suggestion that the whole area be 'dog free'. **Action:** Chair to arrange a further POSAC meeting to which all parish councillors will be invited.

CHANE RA had developed a questionnaire to school children asking them what they wanted to see in the area. It was suggested that the Council await the results of the questionnaire before firming up its priorities on the meadows, consulting with adults as well.
Resolved that:
1. The grass cutting contract be awarded to Andrews Grounds Maintenance for a period of three years at an annual cost of £3,840.
 2. A contract be awarded to Andrews Grounds Maintenance for risk inspections at the Broad Road children's play area for a period of three years at an annual cost of £650 subject to the contractor undertaking suitable industry respected playground risk assessment training.
- Action:** Clerk to identify training and notify Andrews Grounds Maintenance.
- 111-19.4 CHEMROUTE update
This topic was covered in the Chair's report at minute 110-19.1.
- 111-19.5 PCSOs
The Clerk confirmed that she had contacted the PCSOs covering the Council area twice and had not received a reply. A further request would be sent for them to attend the next Council meeting. **Action:** Clerk to add item to the next agenda.
- 111-19.6 Ditch Warden's Annual Report
The Ditch Warden's annual written report was considered and noted.
- 111-19.7 Roads and Footways
The original communication from Mr P Ferroni, WSCC Highways Engineer, on 5 December stated that the work to the footway on Chidham Lane would be carried out within 28 days. With regard to laybys in Broad Road, the first one going up from the Main Road had been rectified however the other two still have large pot holes in them.
Resolved that the Clerk write to Mr P Ferroni, WSCC Highways Officer to enquire as to when the work in Chidham Lane and the laybys would be completed; and to report the damaged verge on the Main Road on the LoveWestSussex website again. **Action:** Clerk.
- 111-19.8 Broad Road children's play area review and S106 funding request
Cllr Perri confirmed that the provisional sum for the new equipment from Playdale was

just under £11,000. **Action:** Cllr Perri to get a final figure from Playdale for the new equipment.

Resolved that the provisional sum of £11,000 for playground equipment be agreed and that the S106 funding request be submitted to CDC for approval once a final figure had been negotiated with Playdale.

111-19.9 First Aid Training

A proposal was made that there be no charge to residents for this training. The cost of £100 plus VAT would be covered by the Council.

Resolved that a two-hour St John's Ambulance training course be arranged at a cost of £100 plus VAT to take place in April 2020 with the number of participants and modules to be agreed with the provider.

111-19.10 Old Red Telephone Kiosk

This kiosk was at an angle and discussion took place as to its future purpose – an audio trail about the village, racking for information leaflets. Cllr Gilby had approached Mr J Burnett who had undertaken to clean the kiosk and keep an eye on it. OpenReach could be approached to remove the cable and make it safe.

Resolved that the old red telephone kiosk be retained where it is as an historical village attraction and that it be cleaned up and a future use be considered and brought back for discussion.

111-19.11 Pynham Meadow land acquisition

No further information had been received from the Council's solicitors on this matter.

111-19.12 Car parking spaces for rail users, Broad Road

The Clerk had written to Taylor Wimpey's agent to make a request that the Council takes over these 13 car parking spaces for the use of residents and railway users.

Action: Clerk to contact CDC to enquire as to whether the S106 agreement could be amended.

111-19.13 Social Media

Cllr Towers asked everyone to have a look at the Facebook examples she has circulated and to log onto suggested FB sites. A brief session would be held if this Facebook page is launched so that all were aware of the content.

Action: Cllr Towers to seek feedback from Parish Councils on what benefits they had received using Facebook. **Action:** Clerk to speak to Parish Councils on the requirement for a Social Media Policy and add to the next agenda.

111-19.14 Woodstock Farm – complaint re traffic noise

A group of residents had complained about traffic noise on Chidham Lane from Cobden's Farm lorries in the early hours of the morning. The Chair had had a conversation with Mrs S Cobden who indicated that they only had a small number of vehicles and that the potholes in the road by the school caused the lorries to make the noise. These vehicles transport livestock to market hence the hours operated. She undertook to speak to the lorry drivers to request them to drive with more care and attention. Cllr Gilby had spoken to Mrs S Cobden in 2018 upon receipt of a similar complaint. Cobdens had permission to run their vehicles at these early hours and was reminded that this was a rural area. Cllr Gilby undertook to join Cllr MacDougall if he visited in future.

112-19 **Finance and Governance**

112-19.1 Schedule of Payments

Resolved that the payment of invoices to 31 December 2019 on the Schedule of

Payments be approved (attached to these minutes).

112-19.2 **Noted** the direct debit payment (attached to these minutes).

112-19.3 **Noted** the receipt of credits to the Council's bank account (attached to these minutes).

113-19.4 The matter of the Clerk's pension payments had been circulated by the Chair of the Staffing Committee to all members and had received a favourable response.

Resolved that the basis of the Clerk's pension payments be paid on gross earnings instead of qualifying earnings from January 2020.

113-19 **Meeting Dates**

Future meeting dates were noted as follows:

Planning Committee – Thursday 23 January 2020

Parish Council – 6 February 2020

NPSG – 14 January at 6:00pm and 20 January at 7:00pm

114-19 **Items for the next meeting**

- Social Media
- Proposals for the meadows

115-19 **Any Other Business**

The large payout to Mr N Elvery, former Chief Executive of WSCC, was raised. No further action was suggested although it was suggested that Councillors could raise their concern as individuals.

The Environment Core Group had met the previous evening. A future event on 26 January 2020 was the Winter Waders and Woodland Walk with Sarah Hughes at 10.00am. Leaflets were circulated for the Council's noticeboards.

Meeting closed at 8:50pm.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council
Parish Council Meeting 9 January 2020

8.1 Schedule of Payments

	Name	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	£46.75	19/151	Hall hire December 2019 Parish Council £29.75 Neighbourhood Plan £17.00
2	HMRC	£677.62	475/PM00963717	PAYE Months 8 and 9
3	Glasdon	£2,111.21	3027919	2 x village gateway signs (EMR NHB)
4	Ladywell Accountancy Services	£75.00	CHID001	Operation and RTI filing (1 employee)
5	Climate Project Services	£259.46	335	Services for NPSG (EMR NP)
6	Nutbourne Construction	£180.00		Repairs to bus shelter South side A259 at Chidham Lane
7	Balfour Beatty	£547.92	OU/INV/82885	SID installation, Broad Rd
8	Surrey Hills Solicitors	£210.00	2934	Fees in connection with acquisition of land (EMR CIL)
9	Glasdon	£3,835.42	S1789023	Picnic tables and benches for Broad Rd children's play area (EMR NHB)
10	Andrews Grounds Maintenance	£270.00	CandHPCDEC19	One off cut Hawthorne Meadow and hedge cut in Broad Rd playground
11	Burgate Gardens Landscaping	£250.00	200104	Removal of old benches at playground and fitting of new ones (EMR NHB)
12	C L Horne	£25.00		Redraw CHPC logo as a vector file and export as EPS/JPG/PDF to Clerk.

8.2 To note Direct Debit/Standing Order payments to be paid/ have been paid:

1	SuperTrust	£57.73	13 Dec 2019	Pension (month 8)
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£5.13	9 Dec 2019	Bank interest
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