

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
at Chidham Village Hall on Thursday 5 March 2020 at 7:00pm**

Present

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

In attendance District Councillors D Rodgers and P Plant

Members of the public Cllrs T Bangert and L Hicks, Southbourne Parish Council
PCSO Baylee Reed
2 members of Chidham Primary School PTFA
4 members of the public

Meeting commenced at 19:00hrs

127-19 **Apologies for absence**
Apologies for absence had been received from Cllrs P Bolton, M Gilby and District Cllr A Moss.

128-19 **Declaration of interests**
There were no declarations of interest.

129-19 **Minutes**
The following amendments were agreed:
- Add to start – Vice-Chair Cllr Towers took the Chair in Cllr MacDougall’s absence.
- 120-19 2nd Line should read ‘his property ~~down~~ up to the farm track’
- 122-19.11 Minute should refer to Acting Chair.

Resolved that the minutes of the meeting held on 6 February 2020 be signed as a true and accurate record, subject to the above amendments.

130-19 **Matters Arising from the Minutes**
122-19.4 – No further information had been received from Steele Raymond.
122-19.8 – District Cllr Moss to be requested to respond on this matter.
126-19 – The HRA had been carried out to the piece of land proposed for a graveyard and the report had been received by the PCC.
The playground cargo netting had been repaired.

131-19 **Public Open Forum**
A member of the public asked about the resubmission of the Flat Farm planning application. He was advised that comments should be re-made on the new application.
Two members of the Chidham Primary School’s PTFA spoke about their plans for the VE75 celebrations with two events planned on public holiday Friday 8 May 2020, one in the afternoon and one in the evening. The WI was supportive of the proposed afternoon event. The grant of £250 had been approved by CDC. There was concern at the charging proposals and the PTFA were encouraged to rethink this to make it more affordable for families.

132-19 **Receive Reports**

132-19.1 Parish Council Chair
CDC’s All Parishes meeting - The Chair had attended and had spoken to the Police Commander regarding Neighbourhood Policing Groups. He was disappointed at the lack of opportunity afforded to parish councillors to speak whilst district councillors were

favoured.

Defibrillators – The Old House at Home has undertaken to follow a clearly defined procedure. If the pub is not prepared to follow the guidance then removal of the defibrillator should be considered.

Coronavirus – there was no emergency plan at present.

The Chair's report was noted.

132-19.2

District Councillors

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

District Cllr Rodgers gave an update on the move to extending the date for the Local Plan. District Cllr Plant gave various updates on the fire at Westhampnett and Chemroute.

A parish councillor was concerned at the lack of democracy afforded to minority groups at the CDC Council meeting held on 3 March 2020 describing it as 'an affront to democracy'. District Cllr Plant undertook to take this up with members and colleagues at CDC.

132-19.3

County Councillor

The County Cllr's report, which had been circulated, was noted.

County Cllr Magill is meeting the WSCC Leader regarding some concerns and issues. He would also be speaking to Cllr L Goldsmith re 'resilient roads'.

132-19.4

Clerk & RFO

The Speed Indicator Devices (SIDs) were now ready to be installed. It was suggested the Council consider employing someone to do this.

The orders for the playground equipment had now been submitted. **Action: Clerk to advise Cllr Perri when delivery takes place.**

133-19

Committee Minutes and Reports

133-19.1

Planning Committee

The Planning Committee scheduled for 20 February 2020 had been cancelled. Planning application responses had been agreed electronically and submitted to CDC.

The entry level site application had been submitted and the Council would need to put in robust response. Entry level housing from April 2019 was counted within the housing figures. Cllr Gowlett would attend the CDC Planning Committee as the parish representative on the two planning applications for Pond Farm. An extension to 20 March 2020 had been requested in order to respond to the Flat Farm application. [Post meeting note: this date had been agreed by the CDC Planning Officer.]

133-19.2

Neighbourhood Plan Steering Group

Four sub-groups had been formed to consider Transport, Housing, Communication and Environment issues. Further group members would be sought for the Steering Group.

The draft minutes of the meetings held on 10 February and 2 March 2020 were noted.

133-19.3

Public Open Spaces Advisory Committee (POSAC) recommendations

A suitable position for the placement of the spoil was discussed. The contractor had advised that this should be 6-7 metres from where the ditch was being dug. The start date on site would depend upon the legal progress, the availability of the contractor and the wetness of the soil.

Cllr MacDougall had taken delivery of the red dog waste bin.

Resolved:

That the Council agree to retain the spoil removed from Pynham Meadow in the process of the ditch installation to be used in future landscaping proposals.

Action: Cllr MacDougall to circulate a note to POSAC members to agree an area.

- 133-19.4 Environment Group
The notes circulated with the agenda were noted.
- 133-19.5 Roads and Footways
Security features such as zigzags, bollards and railings were urgently required outside the school however it had been advised to Cllr Towers by WSCC that a TRO was required and that only two per year were allowed. County Cllr Magill agreed to raise this with the WSCC Cabinet Member for Education.

The large tree on the corner of Chidham Lane had now been felled which would give the opportunity to widen the road.
- 122-19.6 CHEMROUTE
It was suggested that the resolution in the agenda be amended as follows In this time there have been a number of serious incidents, **including one recent fatality**, involving cycle users...' On this being put to the vote, it was accepted.
Resolved:
That the following resolution be made in support of the CHEM cycle route:
'Chidham & Hambrook Parish Council notes the ambition for the CHEM Cycle route has been ongoing for the last 10 years. In this time there have been a number of serious incidents, including one recent fatality, involving cycle users on this road, mainly at junctions. Over that time a Climate Change Emergency has been declared, air pollution is increasing and it is an accepted fact that encouraging more cycle users onto the road is one positive action to mitigate these two very serious issues. To enable this to happen there must be a provision of safe cycle route that links into the Chichester City Centre and beyond. Chidham & Hambrook Parish Council therefore strongly supports the provision of the CHEM route and commits to lobby and campaign to ensure this vital route becomes a priority for CDC, WSCC and Highways England and a reality for all cycle users.'
- 133-19.7 Social media
Resolved:
That the Council sets up a Facebook page and that a review is carried out after six months.
Action: Cllr J Towers to set up the Facebook page and circulate the information to all members.
- 133-19.8 Code of Conduct
The Council's Code of Conduct was last reviewed in 2015. A revised Code of Conduct had been circulated for comment.
Resolved:
That the revised Code of Conduct be approved.
- 133-19.9 Scheme of Delegation
The Scheme of Delegation, which sets out the Council's agreed duties delegated to the Council's Proper Officer or Clerk, had been circulated for comment.

It was suggested that this document be considered by the Finance Committee at its next meeting to allow more in depth discussion.
- 133-19.10 Parish Councillor drop-in surgeries
It had been agreed to hold quarterly surgeries as an experiment for a year. District Cllr

D Rodgers and County Cllr M Magill were both happy to be involved.

Cllr Lynn Hicks from Southbourne Parish Council spoke on how this operated in Southbourne. She advised that the Parish Council had done a lot of advertising on their website, in the village magazine, they had erected a banner near the church and put notices in all bus stops.

It was agreed that the first meeting should take place on Saturday 13 June 2020 from 10:00-12:00. A rota of councillors would be drawn up to cover each meeting. The Annual Parish Meeting would be used to promote it. The meeting would be alternated between the Village Hall and St Wilfrid's.

- 133-19.11 VE75
This had been discussed at minute 131-19.
- 134-19 **Finance and Governance**
- 134-19.1 Schedule of Payments
Resolved that the payment of invoices to 29 February 2020 on the Schedule of Payments be approved (attached to these minutes).
- 134-19.2 **Noted** the direct debit payment (attached to these minutes).
- 134-19.3 **Noted** the receipt of credits to the Council's bank account (attached to these minutes).
- 135-19 **Meeting Dates**
Future meeting dates were noted as follows:
Environment Core Group – Wednesday 11 March 2020
Planning Committee – Thursday 19 March 2020
Parish Council – Thursday 2 April 2020
- 136-19 **Items for the next meeting**
- IT course (Cllr G Hyde)
- 137-19 **Any Other Business**
Cllr Archer reminded all of the deadline by next week to let him have sites for trees suggested by WSCC Highways.
Cllr Archer advised that the WSCC video cliff about Operation Watershed featuring him and the Ditch Warden was on WSCC website.
Cllr Towers advised that she had been notified that GDPR would be compromised by the move of Google to the USA on 31 March 2020 following Brexit. **Action: Clerk to investigate.**
Cllr Hyde spoke about the good work that Operation Watershed and the Ditch Warden had achieved as there were no impassable flooded areas within the parish. He proposed a vote of thanks be passed on to the Council's Ditch Warden.
Resolved:
That a suitable email be sent to the Ditch Warden thanking him for his contribution to keeping the area clear of flooding.

Meeting closed at 8:50pm.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council

Parish Council Meeting 5 March 2020

8.1 Schedule of Payments

	Name	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	£63.75	20/20	Hall hire February 2020 Parish Council £29.75 Neighbourhood Plan £34.00 (EMR NP)
2	Surrey Hills Solicitors	£310.00	3172	Services re acquisition of land (EMR CIL)
3	RSK Environment Ltd	£1,380.00	S102100344	Hydrological Risk Assessment – St Mary's Church graveyard extension (EMR CIL)
4	Andrews Grounds Maintenance	£50.00	CandHPCFeb20	2 x playground inspections Feb 20

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

1	SuperTrust	£98.72	13 Feb 2020	Pension (month 11)
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£5.87	10 Jan 2020	Bank interest
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