



	<p>be reduced to 30mph. Cllr Magill advised that the criteria for this application would possibly not be met and that he was speaking to the Cabinet Member about a number of highways issues including this one.</p>
007-20.4	<p>Clerk &amp; RFO No update was received.</p>
008-20	<p><b>Council membership, representation on outside bodies and meeting dates</b></p> <p>Cllr J Towers is a member and should be added to the Public Open Spaces Advisory Committee.</p> <p><b>Resolved</b> that Cllr S Bramwell Smith will join the Public Open Spaces Advisory Committee and Cllr J Sheppard will join the Environment Working Group.</p> <p><b>Resolved</b> that the membership on advisory committees and working groups and representation on outside bodies for 2020-2021 be agreed with above amendments.</p> <p><b>Resolved</b> that the 2020-2021 meeting calendar be agreed subject to the indication that the Staffing Committee in June would be held remotely.</p>
009-20	<p><b>Committee Minutes and Reports</b></p>
009-20.1	<p>Planning Committee The Planning Committee scheduled for 19 March 2020 had been cancelled. Planning application responses had been agreed electronically and submitted to CDC. These responses were available on the Council's website.</p>
009-20.2	<p>Neighbourhood Plan Steering Group An informal meeting had been held on 14 April 2020. The group now had 13 members. AECOM had been instructed to begin the process of preparing the Design Code.</p>
009-20.3	<p>Finance Committee The draft minutes of the meeting held on 30 April 2020 were considered.</p> <p>Referring to minute 008-20.1 Cllr Towers stated that the Covid-19 Community Group policy and arrangements had been agreed and set up. However, the Clerk had subsequently determined that it was not legally possible for the Council to administer this group in the way envisaged. The policy and arrangements were subsequently amended. The group did not have banking arrangements. The website committee had offered a hardship fund of £200 which had not been taken up as it had not been needed.</p> <p><b>Resolved:</b> That the revised Asset Register be approved. <b>Resolved:</b> That the Alpha Asset Inventory add-on be purchased at a cost of £266.50 for the first year and £119 per annum thereafter for support and maintenance together with 2 hours training at £70. <b>Resolved:</b> That the insurance policy be renewed at the cost of £875.53 plus £50 annual administration charge. <b>Resolved:</b> That the Financial Regulations be approved.</p>
009-20.4	<p>Drainage and Sea Defence Cllr Archer's update on the acquisition of Pynham Meadow and the Parish Ditch Warden activities was noted.</p>
009-20.5	<p>Tree Councillor Cllr Archer had nothing further to report at present.</p>
009-20.6	<p>Covid-19 Community Volunteer Group Cllr Towers provided an update on the community volunteer group. A postcard had</p>

	<p>been delivered through letterboxes with named volunteers and contact details. 25 Residents had volunteered to help and support people by doing regular shopping and prescription pickups. A number of very vulnerable people had been identified in the area. The Clerk forwards contacts she receives to a WhatsApp group of volunteers.</p> <p>There were several other community groups in the parish such as the FINCH committee and St Wilfrid's Church offering services.</p> <p>The Council wished to record its gratitude to Cllrs Towers, Gowlett, Bramwell Smith and MacDougall for stepping up to this challenge. Thanks was also given to the website committee for offering money for a hardship fund.</p> <p>District Cllr A Moss also expressed thanks from the district council Communities team as they could refer anyone coming through their route to this group.</p>
009-20.7	<p>Parish Council Website Project</p> <p>The Clerk had sought quotes for developing a new website and a proposal for this website project had been circulated with the agenda.</p> <p>It was proposed to defer this item for more discussion and to invite members of the website committee.</p> <p><b>Action:</b> Clerk to set up a Zoom meeting on Monday 18 May at 10:30am.</p> <p>The Clerk suggested that a member champion should be elected to promote this project. <b>Action:</b> to be decided.</p>
009-20.8	<p>Review of Policies</p> <p>A number of policies, last reviewed in 2017, had been revised and were considered. NALC model examples had been used where appropriate.</p> <p>Amendments were agreed as follows:</p> <ul style="list-style-type: none"> <li>- Clerk's details to be amended on Freedom of Information Policy</li> <li>- Health and Safety Policy – amend POSAC to Public Open Spaces Advisory Committee</li> </ul> <p><b>Resolved:</b> That the following policies be approved subject to the above amendments</p> <ul style="list-style-type: none"> <li>- Equality and Diversity Policy, Data Protection Policy, Health and Safety Policy, Media and Communications Policy, Freedom of Information Policy, Volunteering Policy and Complaints Procedure.</li> </ul>
009-20.9	<p>Speed Indicator Devices (SID) Group</p> <p>Cllr Gowlett advised that the fitting of the SIDs on the poles needed to be carried out by a member of this group. It was not electrical work as the SID has a battery. Southbourne Parish Council had passed details to him of a gentleman who had fitted their SIDs. Cllr Gowlett also had a local volunteer wishing to assist with this group. Cllr Magill offered to put Cllr Gowlett in touch with a Bosham councillor regarding their SID team process.</p> <p><b>Action:</b> Clerk to send the Volunteer Policy to Cllr Gowlett for signature by any volunteers. A risk assessment would also need to be carried out in line with the insurance policy requirements.</p>
009-20.10	<p>Development of the meadows</p> <p>The Clerk had circulated an update on progress with the landscape designers approached to quote on this project. It was suggested that the Community Wildlife Officer at the District Council be involved with future design. The drawings which form part of the planning permission also needed to be considered as it may be possible to apply for a variation of the design.</p> <p><b>Action:</b> Cllr Plant to put the Parks team at the District Council in touch with POSAC.</p>

	<p>The community also needed to be involved in the future design of the meadows.</p> <p><b>Action:</b> Clerk to request further quotes for the design as suggested.</p> <p><b>Action:</b> POSAC to meet to consider this project further.</p>
010-20	<b>Finance and Governance</b>
010-20.1	<b>Resolved:</b> That the payment of invoices to 30 April 2020 be approved (attached to these minutes).
010-20.2	No direct debit or standing order payments had been made.
010-20.3	Noted the receipt of credits to the Council's bank account (attached to these minutes).
010-20.4	Following electronic agreement of payments to be made, the list of these payments was ratified.
011-20	<p><b>Meeting Dates</b></p> <p>Neighbourhood Plan Steering Group – 1 June</p> <p>Parish Council – 4 June 2020</p> <p>Staffing Committee – 25 June 2020</p>
012-20	<p><b>Items for the next meeting</b></p> <ul style="list-style-type: none"> <li>- Website project</li> <li>- IT course <b>Action:</b> Cllr Hyde to send details of this to the Clerk.</li> <li>- WSCC Highways cutting schedule (Cllr J Towers re possible reduction in cutting in certain areas)</li> <li>- Trees (Cllr C Archer) – update. <b>Action:</b> Cllr Archer to circulate an update on progress.</li> </ul>
013-20	<p><b>Any Other Business</b></p> <p>The following items were raised:</p> <p>The playground looks very good after the installation of new seats and benches and the grass cutting having been carried out. The area around the bench at the pond on Steels Lane also looks good.</p> <p>The triangular piece of grass at the top of Chidham Lane had looked great with buttercups and daisies until WSCC Highways cutting. It was suggested that the WSCC Highways grass cutting schedule be considered at the next meeting to establish whether certain areas could be cut at certain times only to encourage natural wildflowers.</p> <p>The VE day grant of £250 was discussed however it was agreed that it was too late to establish a project now.</p>

The meeting closed at 7:32pm.

Signed by:

Date:

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CHAIRMAN