

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
Held remotely on Thursday 4 June 2020 at 10:30am**

Present	Cllr C Archer Cllr S Bramwell Smith Cllr G Hyde Cllr R Perri Cllr J Towers	Cllr P Bolton Cllr R Gowlett Cllr P MacDougall Cllr J Sheppard
In attendance	District Councillors D Rodgers, P Plant and County Councillor M Magill	
Members of the public	None	

- 014-20 **Apologies for absence**
No apologies had been received. Cllr R Perri joined the meeting at 10:40am. Cllr M Gilby had tendered her resignation from the Parish Council.
- 015-20 **Declaration of interests**
No declarations of interest were received.
- 016-20 **Minutes**
Resolved the minutes of the meeting held on 7 May 2020, with minute 009-20.6 amended to read “St Mary’s and St Wilfrid’s Churches”, be agreed as a true and accurate record and signed by the Clerk noting this minute number.
- 017-20 **Matters Arising from the Minutes**
County Cllr M Magill advised that there was an agreement in place for Chichester residents to use Bedhampton community waste collection centre.
Action: Cllr Magill undertook to enquire with WSCC as to when the facility for trailers would be open at Westhampnett.
Cllr Gowlett confirmed that he had received information regarding Speed Indicator Devices (SIDs) from the Clerk and County Cllr M Magill.
- 018-20 **Public Open Forum**
There were no members of public present.
- 019-20 **Receive Reports**
- 019-20.1 Parish Council Chair
Cllr P MacDougall advised that Cllr M Gilby had resigned from the Parish Council due to personal reasons. **Action: Clerk to advertise the vacancy and to remove Cllr Gilby’s email address.**
Resolved that the Council write her a letter to thank her for her contribution to the work of the Parish Council.
The Chair read correspondence received from Mr S Jupp regarding the Neighbourhood Plan. **Action: Cllr P MacDougall/Mr S Johnson to write a statement on the current situation to put on the website.**
Cllr Archer had been contacted by a resident re Pallant Homes and had pointed him to the Clerk for further information.
- 019-20.2 District Councillors
District Cllr D Rodgers had requested a meeting of the Parish Council with Andrew Frost regarding the Neighbourhood Plan and gypsy/travellers. The difference between the CDC cycling and walking plan and the WSCC

temporary walking and cycling strategies was raised. County Cllr M Magill and District Cllr P Plant responded with details about the two different schemes.

A recent disturbance in Bosham had required police involvement and District Cllr P Plant gave further details. She also advised that CDC was looking at the gypsy/traveller situation in the county, particularly enforcement issues.

The District Councillors' report was noted.

019-20.3 County Councillor
The County Councillor's report was noted.

019-20.4 Clerk & RFO
The Clerk gave an update on the situation with the acquisition of Pynham Meadow. CDC's planning solicitor had responded to the administrator of the land on a legal matter queried by the landowner.

020-20 **Committee Minutes and Reports**

020-20.1 Planning Committee
Planning application responses had been agreed electronically with members and responses submitted to CDC. All applications and responses were available on the website.
Election of a new Chair of the Planning Committee would need to take place at the next Planning Committee meeting. **Action: Clerk to add to next agenda**

020-20.2 Website Project
The Clerk introduced this agenda item, having circulated a report to all members and notes from a recent informal meeting of the Parish Council and community website member Mr S Johnson which recommended that the Council explore moving to a new platform for an integrated parish council/community website.
Three tenders had been included for consideration. She advised that that all three layouts used events listings however the Birdham example also included a google calendar.
Resolved that the Parish Council accept the tender submitted by consultant D to provide the council's website with a Year 1 cost of £1,845 and Year 2 costs of £250 per annum plus £55 every 2nd year for renewal of the .gov.uk domain name. The upfront Year 1 costs are to be funded from CIL reserves (IBP number not yet allocated by CDC) with ongoing revenue costs included in future budgets.

The structure of the website and the logo/colours/layout would be the subject of a separate meeting between members and the community website team.

020-20.3 Development of the meadows
A meeting of POSAC had taken place remotely on Tuesday 2 June 2020. The notes from this meeting had been circulated.

Resolved that the Parish Council accept the proposal from FuturEcoLogic Ltd to undertake a site appraisal and conceptual consultation design for Hawthorne and Pynham Meadows at a cost not exceeding £2,450 plus travel expenses to be funded from CIL reserves (IBP809).

020-20.4 WSCC Highways Trees Offer and TPO update

Cllr C Archer presented his reports.

The council could add a project in the CDC Infrastructure Business Plan relating to the installation of trees on the highway in order to claim CIL funding for this project. Alternatively 2020 NHB funding could be available.

Resolved that the Council submits an application for NHB funding for these trees by the end of July.

Action: Cllr C Archer to complete the NHB grant application form

An application for a Tree Preservation Order in Chidham, pulled together by CDC's Community Wildlife Officer, had been circulated.

Resolved that the Council submits this TPO application to the CDC Tree Officer.

Action: Clerk to submit application upon receipt of final papers from Cllr C Archer.

020-20.5 WSCC Highways Grass cutting schedule
Cllr J Towers had spoken to WSCC regarding the piece of land at the corner of Chidham Lane and the A259 and she suggested that this be put forward to WSCC to enable the grass cutting schedule to be altered to allow wildflowers in the summer months.

Resolved that an application be put to WSCC that this piece of land becomes a notable verge. **Action: Cllr J Towers to submit this application to WSCC.**

Another area was suggested – a grassed area on the left of Flat Road where it meets Broad Road south of the railway line. **Action: Cllr J Sheppard to find out the ownership of this piece of land and consult with neighbours.**

020-20.6 West Sussex Joint Minerals Local Plan
Cllr C Archer was relinquishing his role in having a watching brief over this issue. The matter would be passed on to the Planning Committee to undertake. **Action: Clerk to add to next Planning Committee agenda**

020-20.7 IT Course
The Clerk gave details of a 12 week IT course for residents of Chichester offered by CDC in conjunction with partners, which had been offered up for franchising. Cllr Hyde had suggested at a previous meeting that the Parish Council may like to offer this course. **Action: Clerk to find out further information from CDC and put this to the next meeting.**

021-20 **Finance and Governance**

021-20.1 **Resolved** that the payment of invoices to 3 June 2020 be approved (attached to these minutes).

021-20.2 Noted the direct debits/standing orders made.

021-20.3 Noted the receipt of credits paid to the Council's bank accounts.

021-20.4 Annual Governance and Accountability Report (AGAR)

Resolved that

1. The internal auditor's report on 2019-20 Accounts be noted.
2. The 2019-20 AGAR, including the Council's 2019-20 Financial Statement and the information on variances, be noted; the Chairman and Clerk be authorised to sign the AGAR and this be sent to the external auditors for review.

3. The dates set for the period of exercise of public rights and publication of the unaudited AGAR for the period Monday 15 June 2020 to Friday 24 July 2020 be authorised for publication on the website.

022-20

Meeting Dates

Staffing Committee – 25 June 2020

Parish Council – 2 July 2020

Neighbourhood Plan Steering Group – 6 July 2020

Planning Committee – 16 July 2020

Finance Committee – 23 July 2020

023-20

Items for the next meeting

Speed Indicator Devices (SIDs) – Cllr David Rodgers had joined the SID group.

Staffing Committee - report for next meeting.

Deadline for reports for Parish Council agenda

IT course franchise

024-20

Any Other Business

- Staffing Committee – members had been requested to contribute to the Clerk's appraisal which would be carried out at the next Staffing Committee meeting on 25 June.
- The village gateway signs were due to be erected next week. The Clerk requested that a photograph be taken of both signs once installed and sent to her.

The meeting closed at 12.20pm.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council – 4 June 2020

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Reference
1	R S Hall & Co.	£240.00	5093	Internal audit 2019-20
2	Rialtas Business Solutions Ltd	£301.50	28032, CN30570	Asset Inventory software plus 1 hr training
3	Rialtas Business Solutions Ltd	£148.80	SM21690	Alpha software support & maintenance 2020-21
4	Andrews Ground Maintenance	£460.00	CHPCMAY20	2 x risk assessments; 2 x playground maintenance; 2 x Hawthorne Meadow pathway maintenance; 1 x Catchpond maintenance

8.2 To note Direct Debit/Standing Order payments made:

1	Supertrust	£98.72	13/05/2020	Pension Month 1 2020
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£6.12	11/05/2020	Interest
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