

**Draft minutes of the meeting of Chidham and Hambrook Parish Council  
held remotely on Thursday 2 July 2020 at 10:30am**

<b>Present</b>	Cllr C Archer Cllr S Bramwell Smith Cllr P MacDougall (Chair) Cllr J Sheppard	Cllr P Bolton Cllr R Gowlett Cllr R Perri Cllr J Towers (Vice-Chair)
<b>In attendance</b>	District Councillors D Rodgers, P Plant and A Moss. County Councillor M Magill	
<b>Members of the public</b>	Mrs S James, Mr H Bates	

## **AGENDA**

- 025-20     **Apologies for absence**  
Apologies had been received from Cllr G Hyde.  
  
It was agreed that agenda item 6 Cooption of Parish Councillor, would be moved to the end of the agenda to be come new agenda number 12a.
- 026-20     **Declaration of interests**  
  
The following declarations of interest were received:  
Cllr C Archer declared a prejudicial interest in respect of agenda item 8.6 as he is a member of the Church Council.  
Cllr J Towers declared a prejudicial interest in respect of agenda item 8.8 as she is on the Village Hall Management Committee.  
Cllr J Sheppard declared a prejudicial interest in respect of agenda item 8.8 as she is Secretary of the Village Hall Management Committee.
- 027-20     **Minutes**  
**Resolved** that the minutes of the Parish Council meeting held on 4 June 2020 be agreed as an accurate record and signed by the Clerk noting this minute number.
- 028-20     **Matters Arising from the Minutes (if not on the agenda for discussion)**  
The following issues were raised:
- Minute 01720 – Cllr Archer requested a follow up on the Westhampnett site facility for trainers in the County Cllr’s report later on this agenda.
  - Minute 020-20.5 Cllr Towers had contacted WSCC regarding the notable verges but had not had a response.
  - Minute 020-20.4 Cllr Archer advised that a Provisional Tree Preservation Order had been issued on 4 trees in Cot Lane. A consultation period of 6 weeks would now follow and if there was no challenge it would become a firm TPO.
  - Minute 020-20.5 Cllr Sheppard had not progressed the Highways trees issue as she was not happy to door knock. **Action: Cllr Gowlett would pass details of the land owner to Cllr Sheppard.**
- 029-20     **Public Open Forum**  
  
Mrs S James posed a number of questions as follows:
- *Questioned the time of meetings as morning meetings were difficult for local working people to attend and suggested recordings were made available.* The timing of Parish Council meetings had been altered to accommodate certain

members during the Covid-19 lockdown. The timing had been agreed by members in advance of each meeting.

- *Concerned at access by residents to the AONB and at traffic volumes, dog fouling and littering along with increased footfall. Should the Parish Council be discussing solutions for controlling this in the future, perhaps introducing charging at the car park?* **Action: Chair to add this to the next Play and Open Spaces (POSAC) agenda for discussion.**
- *Could we be developing a business development protocol for the area by harnessing working people and carrying out flooding, clearing pathways etc.* **Action: Chair to respond to Mrs James.**
- *The changes brought about by Covid-19 (homeworking, ordering online, use of open spaces) needed to be fed into the Local Plan. A meeting was due to be held with the MP on Friday and a question similar to this would be raised.* **Action: Cllr Towers to raise this with the NPSG.**
- Mrs James passed her congratulations to Cllr Archer and the Ditch Warden regarding the recently published WSCC video.

## 030-20 **Receive Reports**

### 030-20.1 Parish Council Chair

Cllr MacDougall advised that a CDC Annual Parish Meeting was being held on Thursday 15 October 2020 which could be by Zoom or held in the north of the district. If the latter was the case, he would not be able to attend and requested another member volunteer to attend in this case. **Action: Members to send possible agenda items for this meeting to the Clerk.**

### 030-20.2 District Councillors

District Cllr A Moss advised that the CDC Members' Bulletin had not yet been published; he would circulate a full report in due course. Residents had raised with him the holiday camp in Broad Road; substitute plans were awaited. He would talk to residents/CDC Planning Officer regarding this.

All three district councillors had attended the CDC Overview & Scrutiny Committee and the Corporate Governance & Audit Committee which had considered finances and the CDC recovery plan. Concerns had been raised re antisocial behaviour particular in Bosham/Dell Quay and work was ongoing to protect residents. District Cllr P Plant had dealt with an incident in Bosham which had highlighted how CDC could help residents with issues such as ASB and litter. Police were involved as well as various CDC teams.

It was suggested that perhaps the format of this item in future should be a report back of what each District Councillor is working on personally which has an effect on the parish. **Action: District Cllrs to discuss format of feedback for future meetings.**

Cllr Plant advised that CDC had undergone a huge effort to develop a Covid-19 response in liaison with WSCC. Should the area be locked down in future due to a surge in Covid-19 cases, CDC would reinstate the original Covid-19 response.

**Action: Cllr Moss to share details of the recovery plan with members.**

### 030-20.3 County Councillor

County Cllr M Magill advised that he had heard nothing about the use of trailers at the Westhampnett tip but that he would respond in due course on this.

Library services would not be re-opening but offering a select, click and collect service. He would be attending Bournes Forum the following day. Consultation on the Chemroute feasibility study would take place later this year with a view to 2022-23 construction. WSCC was talking with Highways England to ensure the two schemes were merged.

An old motor home parked up in a verge at the bottom of Broad Road required to be removed as it affects visibility for drivers in Broad Road. It had been vandalised and

had a sticker on it. **Action: County Cllr M Magill will speak to the WSCC Highways team and CDC to understand what can be done.**

030-20.4 Clerk & RFO

The Clerk had circulated an update on current projects. This was noted.

031-20 **Committee Minutes and Reports**

031-20.1 Planning Committee

It was noted that planning application responses had been agreed electronically and submitted to CDC. These lists and responses were available on the website.

031-20.2 Neighbourhood Plan Steering Group

**Resolved** that the response to the Draft Interim Policy Statement for Housing would be finalised electronically. **Action: Clerk to submit response to the CDC consultation portal by deadline of 10 July 2020.**

The residents' consultation leaflet, which had previously been agreed by the NPSG, would be printed and circulated to residents.

031.20.3 Play and Open Spaces Advisory Committee

Members of the committee had met informally with the consultant. Two consultation events were planned with the public, one on Saturday 11 July in the meadows and the other on Tuesday 14 July outside the Post Office in Broad Road. The meetings could not be moved back due to time constraints for the consultant in preparing the final report.

The consultant would have a proposed layout of meadows to share with residents as a discussion point. Advertising these events would be carried out on the website, Facebook page, Hambrook Community Facebook page and by emailing out to the members of The Meadows Community Group and Environment Group.

Cllr Sheppard had met with Andrews Grounds Maintenance regarding the frequency of cut at the verge/ditch on Broad Road. WSCC had advised that their cutting schedule would be increased from 6 weeks to 11 weeks. No changes would be made to Andrews' schedule this year (he would continue the 6 weekly cut in the summer months) however it would be a matter for future discussion.

031-20.4 Playground re-opening

Government guidance is that playgrounds can re-open from 4 July.

**Resolved** that the Broad Road children's playground be closed until after the scheduled upgrade in late July. **Action: Clerk to provide a poster for Cllr Gowlett to put up at the playground.**

031-20.5 Speed Indicator Devices (Cllr R Gowlett)

The progress report on this project was noted. The Clerk had received the applications from the 2 volunteers who had agreed to support this project. Cllr Bolton had also volunteered to take part on this group and would be requested to sign an application form. **Action: Cllr Gowlett**

**Resolved** that:

1. This project be approved.
2. The Risk Assessment be endorsed.
3. Expenditure be approved for the purchase of equipment and PPE to carry out this work to be covered from the General Open Spaces Repairs & Maintenance budget.

Once the equipment was received and the final volunteer application form received, this project could proceed.

031-20.6 Extension to Graveyard

Mr H Bates, responsible for fabric at the PCC of Chidham, attended the meeting. His progress report and revised estimate of costs for this project since 2017 was noted. An increase of £5,808.80 was being sought to cover the estimated increase in costs to be drawn from the Council's CIL funds, raising the total project cost from £14,220 to £20,028.80.

**Resolved** that CIL funding for the total project cost of £20,028.80 (an increase of £5,808.80) be approved.

- 031-20.7 Cycle/pedestrian path from Broad Road to Chidham Lane  
An update on this matter had been circulated by Cllr Towers which was noted.
- 031-20.8 New Homes Bonus (NHB) funding 2020  
The Council had received an allocation of NHB funding of £12,591.82 for 2020. At its previous meeting in June the Council had agreed that an application for NHB funding be sought for planting trees on highways land around the parish. Cllr Archer had established that he could site 10 trees in the parish at the cost of £150 each; therefore total cost of £1,500. Trees for the meadows project would need to be considered separately and the tree wardens should be involved. The Village Hall quotes in relation to the stage refurbishment had been circulated to all along with the project proposal.
- Resolved** that the following applications be submitted to access New Homes Bonus (NHB) funding:
1. £1,500 in respect of the trees project on WSCC highways land.
  2. £11,092.82 in respect of the Village Hall stage refurbishment project.
- Action: Mr S Tanner and Cllr C Archer to finalise the application forms by third week July 2020.**
- 031-20.9 VJ Day 75  
CDC had advised that grants were available for suitable projects to commemorate VJ Day 75. It was now no longer possible to pursue the original event planned for VE Day 75. As no further project had been suggested or worked up in advance of this meeting, it was agreed that no grant would be sought.
- 031-20.10 Deadline for reports for Parish Council agenda  
Cllr Archer had requested this item be raised. His concern was that reports were being circulated too close to the meeting date to allow enough time to read them. In the past the deadline for circulating reports by email had been midnight Tuesday (before a Thursday Parish Council meeting) with hard copies brought to the meeting for any further papers. The district councillors were constrained by the publication date of their Members' Bulletin from which much of the information in their report was taken. Other members did not consider that the late publication of reports to be an issue, however the Clerk should remind those writing reports of the need to circulate papers in good time.
- 032-20 **Finance and Governance**
- 032-20.1 **Resolved** that the payment of invoices to 30 June 2020 be approved for payment.
- 032-20.2 Noted the direct debit/standing orders made.
- 032-20.3 Noted the receipt of credits paid.
- 032-20.4 **Resolved** that the payments made electronically be approved.
- 033-20 **Meeting Dates**  
Neighbourhood Plan Steering Group – 6 July 2020  
Planning Committee – 16 July 2020  
Finance Committee – 13 August 2020 (moved from 23 July 2020)

Parish Council – 6 August 2020

034-20

**Items for the next meeting**

- Broad Road playground – re-opening and ROSPA report
- Staffing report
- Public Rights of Way (PROW) footpaths

035-20

**Any Other Business**

- Council's new logos – one with CHPC strapline and one without will be used as appropriate.
- The use of Locality funding for the Neighbourhood Plan consultation leaflets - this needs to be included on the Locality Grant application form.

036-20

**Cooption of Parish Councillor**

Two expressions of interest had been received and circulated to members. The two applicants, Mrs A Johnson and Mr B Garrett, were invited to give their presentations to the Council and to take questions from members.

037-20

**Exclusion of Press and Public**

**Resolved** that, with regard to agenda items (renumbered) 12a and 14, the public and representatives of the press be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972, namely Paragraph 1 (Information relating to an individual) and Paragraph 8 (Information which is subject to any obligation of confidentiality) because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

038-20

**Cooption of Parish Councillor**

Members held a private discussion and a secret ballot. The result of the ballot was held until the return of the Council to public business.

039-20

**Staffing Committee**

The Chair of the Staffing Committee gave an oral update on the meeting held on 25 June 2020. The discussions could not be completed and an extraordinary meeting had been scheduled for Wednesday 8 July 2020. The Staffing Committee would report fully to the next Council meeting on 6 August 2020.

040-20

**Resolved** that the public and representatives of the press be reintroduced to the meeting to hear the result of agenda item (renumbered) 12a Cooption of Parish Councillor.

041-20

The Clerk declared that a valid election had been held and that Mr Bruce Garrett had received the majority vote and had been duly coopted to the Parish Council.

The meeting closed at 12.47pm.

Signed by:

Date:

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CHAIRMAN

## Chidham & Hambrook Parish Council – 2 July 2020

### Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Reference
1	HMRC	£980.35	Q1 2020	475/PM009637172103
2	ROSPA Play Safety	£124.20	49079	Annual inspection of play area
3	Archaeology services	£1,484.28	PCC/CHID/ STMary's2020	Archaeological field work at extension graveyard (EMR CIL)
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8.2 To note Direct Debit/Standing Order payments made:

1	Supertrust	£98.72	15/06/2020	Pension Month 2 2020
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£5.67	09/06/2020	Interest May 2020
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8.4 To ratify payments made (agreed via email):

1	FuturEcoLogic	£1,102.50	1011	Consultant fee for meadows development
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