

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 19th JULY 2012,
WHICH COMMENCED AT 7.30PM, AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

PRESENT: Cllrs Chris Bayley (Chairman), Colin Field (Vice Chairman), Sandy Simpson and Bob Norris

In attendance: Louise Chater (Clerk), County Cllr Pieter Montyn, District Cllr Conner, District Cllr Peter Clementson and six members of the public.

77.12 PUBLIC QUESTION TIME

Mrs Wilkes reported that the ditch adjacent to her property was blocked and she was not aware who owned the land. The Chairman agreed to visit the site **CB**

Mrs Kirby reported that she had contacted Operation Crackdown to report a speeding vehicle that was driving along Almodington Lane at approximately 7.15am each morning and had been disappointed with the response from the organisation. Cllr Simpson said she would report this matter at the next Neighbourhood Panel meeting **SS**

78.12 APOLOGIES AND REASONS FOR ABSENCE

District Cllr Barrett – holiday.

79.12 CODE OF CONDUCT

1. There were no declarations of interest made on items included on the agenda
2. Register of Interest – the Clerk requested Cllrs Norris and Field complete and return their Register of Interest documents as soon as practicable.
3. Code of Conduct Committee – On a proposal by Cllr Field, it was **RESOLVED** to adopt the terms of reference for the Code of Conduct Committee.

80.12 MINUTES

Cllr Norris requested the minutes of the extra-ordinary meeting held on 16th May 2012 be amended: '46.12 Highway flooding is a serious problem' was amended to read 'highway flooding was a serious problem', '46.12 The Manhood Peninsula is home to the only wild population of Water Voles' was amended to read 'The Manhood Peninsula was home to the only wild population of Water Voles' and '46.12 extensive flooding and so this had the effect of giving a false reading for area' was amended to read 'extensive flooding and so this had the effect of giving a false reading for the area'.

Cllr Norris requested the minutes of the Annual General Meeting held on 24th May 2012 be amended; 57.12 'appointment' amended to read 'appointment' and 66.12(c) 'noting' amended to read 'nothing'.

The Chairman requested the minutes of the extra-ordinary meeting held on 2nd July 2012 be amended: the list of attendees named County Cllr Pieter Montyn

twice therefore the second inclusion was deleted; 76.12 'breaching' was amended to read 'breaching'.

Following the amendments on a proposal by the Chairman, it was RESOLVED to agree and sign the minutes; this was duly completed.

81.12 INTERVIEW AND CO-OPTION OF PARISH COUNCILLOR AND SIGNING OF DECLARATION OF ACCEPTANCE

The Clerk advised that she had received one application to become a co-opted member of Earnley Parish Council, from Mr. Keith Martin

Due to the confidential nature of the matter the Chairman closed the meeting.

Keith Martin was interviewed in closed session.

The applicant and members of the public returned to the room.

On a proposal by Cllr Simpson, it was RESOLVED to co-opt Keith Martin on to the Parish Council. Keith Martin completed the Declaration of Acceptance of Office and the Form of Undertaking and from this point continued as a co-opted member of the Council.

Mr. Martin was formally welcomed to the Council.

82.12 MATTERS ARISING FROM THE MINUTES OF THE AGM HELD ON 24th MAY 2012, NOT ALREADY ON THE AGENDA

All matters were covered by the Agenda.

83.12 FLOODING IN THE PARISH

1. Any further updates since the meeting held on 2nd July 2012 – no further updates had been received.
2. Any further update from other organisations – it was noted that the Environment Agency had published the Terms of Reference for the review of recent flooding on the Manhood.
The Clerk advised that the Flood Forum had offered to send the trailer to the Parish on 9th or 10th August and had requested suggested venues to host the trailer. It was suggested the Butterfly Farm might grant permission. **CLERK**
3. Identification tags and high visibility jackets for Parish Councillors – It was agreed the Clerk would produce identification badges with photographs. Cllr Bayley provided fluorescent jackets to each councillor. **CLERK**
4. Identification of buildings flooded – it was agreed the Clerk would contact the members of the public who attended the extra-ordinary meeting on 2nd July 2012 for specific details of affected properties. **CLERK**
5. Other flooding in the parish – roads, fields etc – it was agreed the Clerk would contact the members of the public who attended the extra-ordinary meeting on 2nd July 2012 for details. **CLERK**

The Chairman closed the meeting

Mr Robert Carey, Acting Chairman of the Bookers Lane Residents Group advised that meetings had been held with the Environment Agency to discuss improvements to the drainage system in the area. The Environment Agency had advised the scheme would cost in the region of £300,000 and the Environment Agency had requested local funding to the sum of £150,000. Mr Carey requested advice on funding schemes and ideas or advice on an alternative scheme. It was suggested the group contact the Woodger Trust, who had assisted with funding the flood alleviation scheme in West Wittering, and that the group also contact the Environment Agency contractor for an independent quote.

Meeting reopened.

AGENDA

On a proposal by Cllr Field, it was agreed to make a donation of £100.00 towards the cost of hiring meeting facilities for the Bookers Lane Residents Group, to be made available when the group's financial arrangements are in place.

Cllr Martin advised that prior to becoming a Parish Councillor he had contacted the Environment Agency expressing concern that the ditches owned by the Environment Agency surrounding the Medmerry Realignment Scheme were not being maintained by the Agency. It was agreed that the Clerk would write and request a work schedule for the ditches in their ownership surrounding the scheme.

CLERK

County Cllr Montyn left the meeting.

84.12 EMERGENCY PLAN

Cllr Bayley advised District Cllr John Conner, Cabinet Member for the Environment, that the Parish Council had requested a desk top scenario exercise to test the local Emergency Plan. This had been delayed due to the Olympic torch relay visiting the area. District Cllr Conner apologised for the delay, and noted that Central Government had dictated that the Emergency Planning Officer gave priority to the planning required for the torch relay.

1. Activating the Emergency Plan - District Cllr Conner stated that it was the responsibility of the Parish Council to request the District Council to activate the plan. The Parish Council advised that they had not previously been made aware that this was the course of action. The Parish Council had assumed that when members of the public contacted the District or County Council this would lead to the activation of the plan by CDC, who would then contact the plan coordinators for the area affected. It was noted that the District Council had a co-ordination role and was also responsible for the opening of emergency accommodation.
2. The events of the 11th June - District Cllr Conner stated that it had not been necessary to activate the plan because appropriate measures were being taken.
3. Liaison between parishioners and the Parish Council – concern was expressed that no residents had contacted the Clerk or any of the Parish Councillors during the severe flooding and therefore the Parish Council were not aware that residents were experiencing undue problems. If a

similar emergency situation occurred in future and the Parish Council were not made aware of the situation, it was possible the emergency plan would not be activated. **CLERK**

4. Health and Safety implications for Parish Councillors when responding to an emergency - District Cllr Conner said the Parish Council should advise its insurers that the Parish Council has an Emergency Plan and notify the insurers whenever the plan has been activated. Parish Councillors should not put themselves, or anybody else, in danger by attempting humanitarian action. District Cllr Conner advised that the Parish Councillors main role was to observe, report and request assistance from the District Council. Cllr Field asked if the District Council holds a list of who is responsible for Parish Council emergency plans. District Cllr Conner stated that he would investigate this matter.
5. Review of emergency venues for parishioners – It was noted that the current emergency plan listed Earnley Concourse and Sussex Beach as emergency accommodation venues. Sussex Beach suffered from extensive flooding during the recent event and Earnley Concourse has now closed. It was considered appropriate that the Parish Council approach adjoining Parish Councils to request assistance in providing emergency accommodation. Concern was expressed regarding how residents would access this accommodation if required. District Cllr Conner advised that the District Council would assist with moving people to emergency accommodation. **JC**
CF
6. The way forward – it was agreed to once again request a live Emergency Plan scenario exercise

CLERK

Four members of the public left the meeting.

85.12 COUNTY COUNCILLOR'S REPORT ON MATTERS THAT AFFECT THE PARISH

Nothing to report.

86.12 DISTRICT COUNCILLORS' REPORT ON MATTERS THAT AFFECT THE PARISH

1. Localisation of Council Tax Support – Cllr Clementson stated a meeting had been arranged for 23rd August 2012 at Chichester District Council. Cllr Field advised he would attend. **CF**

87.12 ELECTION OF PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES

1. Peninsula Community Forum – Cllrs Norris and Martin
2. Neighbourhood Watch – Cllr Simpson
3. Neighbourhood Management Panel – Cllrs Simpson and Bayley
4. Chichester District Association of Local Councils – Cllrs Field and Bayley
5. South Chichester County Local Committee – Cllr Norris and another representative
6. Chichester District Bi-Annual Meeting of the Parishes – Cllrs Field and Bayley
7. Medmerry Stakeholders Group (MSTAG) – Cllrs Field and Martin

88.12 APPOINTMENT OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

1. Environmental Issues – Cllr Norris
2. Policing and Vandalism – Cllr Simpson

3. Highways and Road Safety – Cllr Bayley
4. Footpaths, Rights of Way and Verges – Cllr Martin
5. Chichester District Council Strategic Plans, Housing and Planning – Cllr Field
6. Affordable Housing – Cllr Simpson
7. Flooding Issues – the whole council
8. Finance and Budget – Cllr Bayley
9. Tree and Pond Warden – Cllr Martin
10. Emergency Planning – Cllr Field

89.12 FINANCE

- a) Bank balance as at 19th July 2012 the bank balance stood at £7946.79
- b) Approval of Parish Council payments and authority to sign cheques

	Total	Chq No	
Doug Goodman	75.00	300056	bus shelter clearance
St Peters Church	12.50	300058	room hire for extra-ordinary meeting
West Sussex County Council Pension Fund	62.49	300059	month 4
Mrs. Louise Chater	37.74	300060	mileage allowance and postage
Bizcard UK	150.00	300061	summer newsletters 200 copies
Staples	9.98	300062	paper
West Sussex County Council Pension Fund	62.49	300063	month 5
Post Office Ltd	110.80	300064	PAYE - 2nd Quarter
Staples	93.22	300065	printer cartridges, paper, envelopes and folder

The Clerk advised there was one additional payment to Staples as listed above. On a proposal by Cllr Field, it was RESOLVED to make payment and sign the cheques; this was duly completed.

- c) Financial Report May 2012 and June 2012 – On a proposal by Cllr Bayley, it was resolved to agree and sign the financial statements for May and June 2012; this was duly completed.
- d) Website – The Clerk reminded Councillors that the current website provider had provided a quote in the sum of £1530.00 (excluding VAT) and CS Design had provided a quote in the sum of £250.00. Both companies annual hosting fee was in the sum of £150.00. On a proposal by Cllr Field, it was resolved to instruct CS Design to construct a new website with earnleypc.org as the preferred domain name.

90.12 EMPLOYMENT POLICIES AND ADVICE NOTES FOR EMPLOYMENT COMMITTEE

- a) Disciplinary Policy
- b) Grievance Policy
- c) Dignity at Work, Bullying and Harassment Policy
- d) Employment Committee- Terms of Reference
- e) Suspension During Employment
- f) Protocol for Hearings by the Staff Disciplinary and Grievance Committee

The Clerk had produced draft documents for the members consideration, Cllr Martin advised that he would be able to provide assistance with this and it was agreed the Clerk and Cllr Martin would liaise with regard to this matter. **KM/CLERK**

91.12 MEDMERRY MANAGED REALIGNMENT SCHEME

Cllr Field reported that the agenda for the recent meeting had been disregarded due the flooding experienced in the area, and the meeting had received presentations from representatives of West Sussex County Council and the Environment Agency. It was noted that the RSPB were carrying out 13 guided walks around the realignment works and there was also an exhibition at Sidlesham Information Centre of the archaeological artefacts that had been found during the work on the scheme.

92.12 ENVIRONMENT REPORT

- a) Public Rights of Way – Cllr Norris reported he had walked the routes and no work was required.
- b) Hayden’s and Morgan’s Pond – nothing further to report
- c) Earnley Wildlife and Bio Diversity Group – nothing further to report

93.12 NEIGHBOURHOOD WATCH

Cllr Simpson stated that the work continued on the Co-ordinator representation project.

94.14 SOUTH CHICHESTER COUNTY LOCAL COMMITTEE

Nothing to report. It was agreed to remove this item from the agenda. In future Councillors would be advised when meeting minutes were available to read on the West Sussex County Council website

95.12 CHICHESTER DISTRICT ASSOCIATION OF LOCAL COUNCILS (CDALC)

Cllr Field reported that a draft letter relating to local housing developments had been reviewed and amended to request action by Trevor Leggo (SALC) to progress the matter to NALC and perhaps, therefore, to the attention of central government. It was agreed to circulate the minutes to all councillors. **CLERK**

96.12 ROAD SAFETY IN THE PARISH

Nothing further to report. Cllr Field advised that Sidlesham Traffic Action Group (STAG) had reformed following the demise of Manhood Road Safety Group.

97.12 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

- 1. Circulation envelopes – it was requested that the circulation envelope no longer have a comment sheet for each article but have one comment sheet per envelope for matters that Cllrs considered should be raised at the next meeting. **CLERK/ALL**
- 2. The Chairman reported that West Sussex County Council had placed a

Public Notice in the Chichester Observer advertising the temporary road closure of Clappers Lane. The particular stretch of road was actually Bookers Lane. It was noted that a second advert would be amended to read 'also known locally as Bookers Lane'; the Traffic Regulation Order was valid for 18 months.

3. Cllr Norris expressed concern with regard to the road surface between Earnley Manor Close and Clappers Lane, where there was a significant erosion of the road surface adjacent to the verge and one large pothole. It was agreed that the Clerk would report the matter to West Sussex County Council.

CLERK

98.12 CLERK'S REPORT AND CORRESPONDENCE

1. Power of General Competence – the Clerk advised that she had successfully completed the Power of General Competence CiLCA module. However, following the resignation of Michael Karn the Parish Council currently did not comply with the election requirements to enable adoption of the Power.
2. Diamond Jubilee – the Clerk advised that all the mugs had now been distributed.
3. Summer Newsletter – the Clerk advised that the first edition of the newsletter had been circulated to all properties in Parish. Cllr Bayley reported that he had received positive feedback from members of the public.

Circulation

1. West Sussex County Council responsibilities as lead local flood authority
2. Clerk & Councils Direct – July 2012
3. Life Centre – grant request
4. Unity Bank update
5. Chichester Observer press cuttings

Meeting closed at 10.10pm

Signed _____ Chairman to Earnley Parish Council Dated 27th September 2012