

## **EARNLEY PARISH COUNCIL**

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 22<sup>nd</sup> NOVEMBER 2012, AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

**PRESENT:** Cllrs. Colin Field, Sandy Simpson, Keith Martin and Bob Norris.

**In attendance:** Louise Chater (Clerk), District Cllr. Graeme Barrett, County Cllr. Pieter Montyn PCSO Bainbridge and four members of the public.

### **118.12 PUBLIC QUESTION TIME**

PCSO Bainbridge reported:

1. There had been an increase in burglary in Birdham and West Wittering
2. Raising awareness with the elderly residents with regard to cold calling.
3. Farm contractors had been contacted with regard to the mud on highway.

7.40pm PCSO Bainbridge left the meeting.

### **119.12 ELECTION OF CHAIRMAN FOR MEETING**

On a proposal by Cllr. Martin, it was RESOLVED Cllr. Field would be Chairman for this meeting the matter would be reviewed at a following meeting.

### **120.12 RESIGNATION OF COUNCILLOR**

Cllr Field, expressed the shock and the sadness of the council members at Chris Bayley's resignation due to personal reasons. It was noted that the Clerk had prepared the advert for by-election and had produced a flyer to be delivered to all residents.

### **121.12 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr Peter Clementson – Chichester District Council duties.

### **122.12 DECLARATION OF INTERESTS**

None

### **123.12 CODE OF CONDUCT and STANDING ORDERS**

1. Adoption of code of Conduct – On a proposal by Cllr. Norris, it was RESOLVED to adopt the code of conduct.
2. Authority to Grant Dispensation – On a proposal by Cllr. Simpson, it was RESOLVED that the Parish Council delegates the power to grant dispensation to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis was set out under section 33(2).
3. Procedure for applying for Dispensation – under normal circumstances all councillors should complete a dispensation form and submit it to Clerk minimum of 48 hours before the meeting. There would, however, be the opportunity at the meeting if it becomes clear a member had an

interest in a matter during the meeting.

4. Update on Standing Orders – it was noted NALC/SALC working on a new version.

#### **124.12 MINUTES**

On a proposal by Cllr. Norris, it was RESOLVED to agree and sign the minutes of the meeting held on 27<sup>th</sup> September 2012, this was duly completed.

#### **125.12 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

108.12 (h) Clerk's networking day 9<sup>th</sup> November 2012 – The Clerk stated she would produce a report in due course. **CLERK**

#### **126.12 COUNTY COUNCILLOR'S REPORT ON MATTERS THAT AFFECT THE PARISH**

County Cllr Montyn reported:

1. The Highways Agency were due to commence work on the A27 flood alleviation scheme shortly.
2. Sewage pumping station in East Wittering continued to encounter problems. Tankers were regularly required to remove the waste. Southern Water had confirmed work was due commence in 2013 to replace a section of pipe.

#### **127.12 DISTRICT COUNCILLORS' REPORT ON MATTERS THAT AFFECT THE PARISH**

Cllr Barrett had provided a written report which had been circulated.

#### **128.12 FLOODING IN THE PARISH**

1. Identification of flooding – The Clerk reported that the data collated had been submitted to WSCC and Black & Veatch.
2. Manhood Peninsula Review Stakeholders Meeting – Cllr. Martin stated that Black & Veatch were continuing the investigation very professionally. Information had been gathered and was being reviewed. The next meeting was due to be held 17<sup>th</sup> December.
3. Bookers Lane Residents Group update – Mr. Carey, reported that funding was in place. The Environment Agency had completed the land survey and the site layout had been marked out. Meetings with landowners had taken place. Work was due to commence January and to be completed in February. The Chairman thanked Mr Carey and the other residents for the work carried out.

#### **129.12 EMERGENCY PLANNING**

1. Review of emergency venues for parishioners – Cllr. Field, reported he had consulted with the Clerk of East Wittering and awaited confirmation. It was agreed to request from Birdham Parish Council/Birdham Village Hall Management Committee the use of the hall as an emergency venue. It was considered appropriate to designate Earnley Church as a gathering point. **CLERK**
2. Emergency Planning Scenario - Clerk to follow up request for a date in 2013. **CLERK**

3. Sussex Resilience Event – Cllr. Field considered the current emergency plan sufficient.

8.29pm District Cllr Barrett and County Cllr Montyn left the meeting.

### 130.12 FINANCE

- a) Bank balance as at 22<sup>nd</sup> November 2012 £10,710.85  
 b) Approval of Parish Council payments and authority to sign cheques

East Wittering & Bracklesham Parish Council	108.50	300075	Room hire at Bracklesham Barn
Staples	26.74	300076	stationery
Mrs Louise Chater	92.14	300077	expenses
The Information Commissioner	35.00	300078	Data Protection
Mr. Colin Field	38.37	300079	mileage claim - Sussex Reliance Conference 25th October 2012
Getmapping Plc	12.00	300080	subscription
West Sussex County Council Pension Fund	64.92	s/o	month 8
Mrs. Louise Chater	240.58	s/o	salary

On a proposal by Cllr. Norris, it was resolved to make payment including one additional payment for Getmapping Plc. as listed above.

- c) Financial Report for September and October 2012 – approved by the Chairman
- d) Internet Banking Application Form for bank account – On a proposal by the Chairman, it was RESOLVED Cllrs. Simpson, Field and Martin sign the internet banking application form to facilitate the use of the View, Submit and Authorise payments facility. The Clerk would have the power to View and Submit items for payment. Two signatories would be required to authorise payments.
- e) Removal/Change of Signatures for bank account – On a proposal by Cllr. Norris, it was RESOLVED to remove Chris Bayley and Michael Karn from the signatory list and Cllr. Martin be added. It was noted as a result of these changes there would be four signatories on the account. Any two signatories by must sign the cheques/instructions.
- f) Council Tax Referendum – The Clerk reported that currently the advice was that the Government were not proposing to instigate the cap on Parish Council's. However, further information was awaited on the council tax setting procedure.
- g) 1<sup>st</sup> Draft Budget – Community Warden suggested contribution £760.00 it was noted this was £1.84 per elector. It was agreed in principle that the Parish Council would contribute for a minimum of three years the amount to be agreed.

It was agreed to increase the training budget to £600.00

The Chairman requested that all councillors took the time to review the budget before the next meeting and email other councillors with any suggestions prior to the meeting to enable them to have given the matter consideration before the meeting.

- h) Deed for Bookers Lane Flood Alleviation Works – it was noted there would be two deeds first for the sum of £35,000 to cover the money raised by the residents and the second in the sum of £5,000 pledged by

**ALL**

the Parish Council. On a proposal by Cllr. Martin it was RESOLVED to accept the Deed for monies raised by the residents, the deed would not be signed until the monies had been paid into the parish council account. The second deed would be signed upon the availability of the sum pledged by the Parish Council.

- i) Loan for flood relief work in Bookers Lane (report attached)– on a proposal by Cllr Norris, it was RESOLVED to apply for a loan through the public works loan board. Following discussion it was RESOLVED to borrow £5,000 for a term of 10 years. The loan application form was approved by the Chairman and would be signed upon production of the draft minutes where upon it would be submitted to the Sussex Association of Local Councils.

9.00pm three members of the public left.

#### **131.12 MEDMERRY MANAGED REALIGNMENT SCHEME**

1. Draft Management Plan Response – the response to the draft management plan had been submitted by the Medmerry Stakeholders Action Group (MSTAG)
2. Bookers Lane condition of verge – the conditions had improved. It was noted that PCSO had contacted the alleged offenders.

#### **132.12 ENVIRONMENT REPORT**

Cllr Martin reported the footpaths were inspected by WSCC and the repair work was due to take place in December.

#### **133.12 NEIGHBOURHOOD WATCH**

1. Future of Community Wardens – matter covered in budget discussion
2. PCSO Bainbridge was carrying out work on a newsletter for neighbourhood watch co-ordinators.

#### **134.12 REPORTS ON EXTERNAL MEETINGS AND ITEMS FOR FUTURE AGENDA'S**

1. Green Links Around Medmerry (GLAM) Cllr Norris stated he would circulate the minutes of the meeting. **BN**
2. All parishes meeting 26<sup>th</sup> November 2012, following the resignation of Mr Bayley it was agreed the Clerk would attend along with Cllr. Field. **CLERK**

#### **135.12 CLERK'S REPORT AND CORRESPONDENCE**

1. Parish Council Newsletter and questionnaire – The newsletter had been printed and was ready for distribution. It was noted Chris Bayley had agreed to assist with distributing the newsletter.
2. Love West Sussex – the Clerk advised that West Sussex County Council had produced a smart phone app designed to assist with reporting potholes etc.
3. New website – The reported the first meeting with the website designer had taken place.

Circulation File

1. Graeme Barrett's monthly report
2. Black & Veatch newsletter 3
3. Clerk and Councils Direct – November 2012
4. Countryside Voice – Winter 2012
5. Black & Veatch newsletter 2
6. Sussex Wildlife Trust – friends of marine conservation zones
7. WSPF – preparation for 2013 valuation (pension update following meeting)
8. Witterings medical centre
9. Black & Veatch newsletter 1
10. Came & Company Parish Matters
11. Copy of email sent by Parish Clerk to residents on flooding in the parish
12. NALC Briefing CE01-12 standing orders for local councils – 2<sup>nd</sup> Edition
13. Sussex & Surrey county Associations of Local Councils – Autumn Newsletter 2012

Meeting closed at 9.15pm

Signed K. Martin Chairman Earnley Parish Council

Dated 20<sup>th</sup> December 2012