

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 27th SEPTEMBER 2012, WHICH COMMENCED IMMEDIATELY FOLLOWING THE PLANNING COMMITTEE MEETING, AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM.

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

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

99.12 PUBLIC QUESTION TIME

No questions.

100.12 APOLOGIES AND REASONS FOR ABSENCE

District Cllr Peter Clementson – prior commitment.

101.12 CODE OF CONDUCT

1. There were no declarations of interest on items included on the agenda
2. Register of Interest – the Clerk confirmed that original documents had been submitted to the Monitoring Officer at Chichester District Council and a summary of the register had been placed on the parish council website.

102.12 MINUTES

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the meeting held on 19th July 2012; this was duly completed.

103.12 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

All matters were covered by the agenda.

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

Nothing further to report.

105.12 DISTRICT COUNCILLORS' REPORT ON MATTERS THAT AFFECT THE PARISH

1. Attendances at the Wittering Youth Centre were increasing and negotiations regarding the future operation of the centre were progressing well.
2. Northern Crescent Car park – the disabled parking bays had been moved to the centre of the car park.
3. Local Planning Housing Numbers Questionnaire – Chichester District Councils consultation had commenced; responses to be submitted by 2nd November 2012.
4. East Wittering Parish Council were investigating the possibility of local parish councils working together to instruct a consultant to advise on realistic housing requirements within the local plan.
5. Wates Development – the application was expected to be presented to the District Council Planning Committee in November. Cllr Martin expressed concern that should the applicant carry out planting to screen the development to north and east this would be contrary to the FAD policy. He was also concerned that as a result of no planting the development would be intruding into the open countryside.

106.12 FLOODING IN THE PARISH

1. Any further updates following on from the meeting held on 2nd July 2012

Meeting Closed.

Robert Carey provided a written report - copy attached.

District Cllr Barrett recommended the Bookers Lane Residents Group register as a charity, to enable pledges to qualify for gift aid status. The Parish Council could apply for a long term loan from the District Council.

County Cllr Montyn stated he was meeting with Stuart Smith and would discuss whether the County Council could increase their grant for the proposed Bookers Lane Relief Channel scheme

Meeting reopened

On a proposal by Cllr. Field, it was AGREED that Cllr Bayley, would contact John Ward at Chichester District Council to discuss the options to raise a maximum of £10,000.00 as a grant towards the drainage work planned in Bookers Lane. **CB**

It was further AGREED that the Clerk would approach the Sussex Association of Local Councils, for a copy of the application package for a possible loan of £5,000 from the Public Works Loan Board, as a grant from the Parish Council towards the cost of implementing the proposed Bookers Lane Relief Channel scheme. **CLERK**

Four members of the public left the meeting.

2. Identification tags and high visibility jackets for Parish Councillors – issued.
3. Identification of buildings flooded – it was reported that Poplars Farm House and Sandalwood, both in Almodington Lane, had flooded.
It was AGREED that the Clerk would collate the list of properties flooded and submit it to West Sussex County Council.
4. Other flooding in the parish – roads, fields etc – it was noted that the garage and garden at Silver Gates had been flooded.
5. Manhood Peninsula Review Stakeholders Meeting – Consultants Black and Veatch had been appointed. It was noted two Earnley residents had been co-opted onto the panel. The project team would meet fortnightly and information would be updated on the Environment Agency website. It was stated that if necessary the breaching of the bank would be delayed.

County Cllr Montyn and three member of the public left the meeting.

107.12 EMERGENCY PLANNING

1. Review of emergency venues for parishioners – Cllr Field to follow up. **CF**
2. Emergency Planning Scenario – The Clerk reported that the District Council Emergency Planning Officer would not be available to carry out the desktop exercise until the end of the year. Cllr Bayley asked District Cllr Barrett to follow this up. **GB**
3. Insurance – completed.

108.12 FINANCE

- a) Bank balance as at 27th September 2012 - £11,945.33
- b) Approval of Parish Council payments and authority to sign cheques

	Total	Cheque No	
West Sussex County Council Pension Fund	64.92	300066	month 6
West Sussex County Council Pension Fund	1.44	300067	amendment for pension contribution
Mr. Doug Goodman	75.00	300068	bus shelter cleaning
Mazars	162.00	300069	audit fee 31 March 2012
Mrs. Louise Chater	29.98	300070	expenses
Bookers Lane Resident Group	100.00	300071	donation
Staples	14.32	300073	stationery

On a proposal by Cllr. Field, it was RESOLVED to make payment and sign the cheques; this was duly completed.

- c) Financial Reports for July and August 2012 – On a proposal by Cllr. Bayley, it was RESOLVED to accept the financial reports for July and August 2012.
- d) Annual Audit 31st March 2012 Section 3 – The external auditor’s certificate and statement were noted.

The auditors requested that, in future years, an explanation of all significant variances in income and expenditure in Section 1 of the Annual Return be provided. The Clerk apologised for this oversight.

- e) Annual Audit 31st March 2012 – closure of audit. The Clerk reported the closure of audit had been advertised on the Parish Council website and the various notice boards and the period of inspection had now closed.
- f) Pension
 1. Standing Order for payment of pension - on a proposal by Cllr. Field it was RESOLVED to sign the letter to authorise payment by standing order.
 2. Amendment of pension payment – on a proposal by Cllr. Bayley, it was RESOLVED to accept the new payment sum.
 3. West Sussex Pension Fund Pooling Arrangement (small scheduled bodies – report attached); the report was noted.
 4. Ill health insurance – It was AGREED to wait for a report from West Sussex County Council before making a decision.
- g) Amendment of salary standing order – on a proposal by Cllr. Bayley, it was RESOLVED to sign the letter of amendment.
- h) Clerk’s networking day (Pulborough 9th November 2012) – on a proposal by Cllr. Simpson, it was RESOLVED that the Clerk attend. **CLERK**
- i) Repeal of S150(5) of the Local Government Act 1972 – on a proposal by Cllr. Bayley, it was RESOLVED to increase the internet banking capabilities of the Unity Bank account. **CLERK**

109.12 EMPLOYMENT POLICIES AND ADVICE NOTES FOR EMPLOYMENT COMMITTEE

- a) Employment Committee- Terms of Reference
- b) Disciplinary Policy
- c) Grievance Policy
- d) Anti-Harassment Policy

On a proposal by Cllr. Field, it was resolved to adopt the above polices and the terms of reference for the employment committee. Following a vote, the result of which was one Cllr. against and four Cllrs. for the adoption of the policies, on the majority the adoption was completed.

110.12 BROADBAND AND MOBILE PHONE COVERAGE IN THE PARISH

Cllr Martin reported that he had commenced work on the questionnaire and had included a request for email addresses to enable the Parish Council to build a database of residents contact details. It was intended to incorporate the questionnaire with the publication of the next parish newsletter.

It was AGREED that a meeting would be held on 1st October 2012 at 7.30pm to plan the autumn parish newsletter **ALL**

111.12 LATE NIGHT PHARMACY EAST WITTERING

On a proposal by Cllr. Field, it was RESOLVED to object to planning application EWB/12/02930/FUL. **CLERK**

112.12 MEDMERRY MANAGED REALIGNMENT SCHEME

Cllr. Martin reported the Environment Agency was considering changing the location of the car park adjacent to Earnley Concourse. They planned to place the spoil from the Medmerry Drainage Channel at the eastern end of the Earnley Manor Close to create a wildlife area.

113.12 ENVIRONMENT REPORT

Cllr. Martin stated there was funding available to plant trees on public land.

114.12 NEIGHBOURHOOD WATCH

Cllr. Simpson reported that work continued to progress.

115.12 ROAD SAFETY IN THE PARISH

Cllr. Bayley stated the large pot holes in Almodington Lane had been reported to West Sussex County Council and had been repaired within three days.

It was AGREED Cllr. Norris report the pot holes in Bookers Lane and Clappers Lane to West Sussex County Council. **BN**

116.12 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

Cllr. Field reported Action in Rural Sussex had produced a paper on preparing an overall neighbourhood plan for the whole peninsula. Clerk to circulate paper. **CLERK**

Cllr. Martin reported he would circulate the minutes from the Peninsula Community Forum meeting. **KM**

Following the article in the Chichester Observer, where Inspector Wills stated he would attend all Parish Council meetings to discuss the issues surrounding travellers, the Clerk reported that she had invited him to this meeting. He had declined the invitation, stating he would attend the various area forums rather than individual parish councils.

117.12 CLERK'S REPORT AND CORRESPONDENCE

1. Cinema night at Bracklesham Barn and meeting dates – as the cinema had caused no disruption to the meeting, on a proposal by Cllr. Bayley, it was RESOLVED to continue to meet on the fourth Thursday of the month.
2. Identity and business cards –with the exception of Cllr. Simpson the Cllrs were provided with their identity cards. It was AGREED business cards would be produced when the new website had gone live.
3. New website – The Clerk had contacted Carol Smith, CS Design, to request a

design meeting.

The meeting closed at 10.10pm

Signed Colin Field Chairman Earnley Parish Council Dated 22nd November 2012