

## **EARNLEY PARISH COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL, HELD ON THE 24<sup>th</sup> MAY 2012, WHICH COMMENCED IMMEDIATELY AFTER THE ANNUAL PARISH ASSEMBLY MEETING**

**PRESENT:** Cllrs Bob Norris, Chris Bayley, Sandy Simpson and Colin Field

**In attendance:** Louise Chater (Clerk) and four members of the public

#### **48.12 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

On a proposal by Cllr Field, it was RESOLVED to elect Chris Bayley as Chairman for the Parish Council year 2012/13. The Declaration of Acceptance of Office was duly completed.

The Chairman made a presentation of a tankard to Cllr Norris with sincere thanks from Councillors and Clerk for his service as Chairman to the Council.

The Chairman announced that it was with much sadness he had received notice of Cllr Karn's resignation, to take place with immediate effect.

#### **49.12 ELECTION OF VICE CHAIRMAN**

On a proposal by Cllr Simpson, it was RESOLVED to elect Colin Field as Vice Chairman for the Parish Council year 2012/13.

#### **50.12 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

No questions were asked.

#### **51.12 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr Peter Clementson – District Council Meeting  
District Cllr Graeme Barrett – District Council Meeting  
County Cllr Pieter Montyn – prior commitment  
Ava Kirby – illness

#### **52.12 COUNTY COUNCILLOR'S REPORT**

County Cllr Montyn had advised the Clerk that the work taking place in Bookers Lane was not related to the problems with the sewage station in East Wittering. There were a significant number of tankers removing sewage from various pumping stations in the area due to a broken sewage pipe. Southern Water had advised that the pipe had been repaired but was currently unable to take the load required and as such tankers would remove the waste for the foreseeable future.

#### **53.12 DISTRICT COUNCILLORS' REPORT**

It was noted that District Cllr Barrett had produced a written report which had been circulated by email.

#### **54.12 CODE OF CONDUCT**

There were no declarations of interest on items included on the agenda

#### **55.12 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**

- a) National Association of Local Councils
- b) Sussex Association of Local Councils
- c) Chichester District Association of Local Councils
- d) Campaign to Protect Rural England

On a proposal by Cllr Field, it was RESOLVED to maintain membership of the above bodies.

#### **55.12 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

- I. Peninsula Community Forum – Cllr Norris
- II. Neighbourhood Watch – Cllr Simpson
- III. Neighbourhood Management Panel – Cllr Bayley and Cllr Simpson
- IV. SALC/Action in Rural Sussex – Cllr Norris
- V. Chichester District Association of Local Councils – Cllr Field
- VI. Manhood Parishes Road Safety Group – it was noted that this group had dissolved.
- VII. South Chichester County Local Committee – Cllr Bayley and Cllr Norris
- VIII. Chichester District Annual Meeting of the Parishes – Cllr Field
- IX. Medmerry Stakeholders Group (MSTAG) – Cllr Field and Cllr Norris
- X. Almodington Residents Association – it was agreed that Mr Karn would update the Parish Council on any information from The Almodington Association with regard to the Madestein Planning Inquiry

Following the resignation of Cllr Karn it was considered appropriate that the Councillors continued in the duties allocated the previous year. Following the co-option of a new member the Council would review the duties and allocate as appropriate.

**AGENDA**

#### **56.12 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**

- I. Environmental Issues – Cllr Norris
- II. Policing and Vandalism – Cllr Simpson
- III. Highways and Road Safety – Cllr Bayley
- IV. Footpaths, Rights of Way and Verges – Cllr Norris
- V. Chichester District Council Strategic Plans, Housing and Planning – Cllr Field
- VI. Affordable Housing – Cllr Norris
- VII. Flooding issues – to be assigned
- VIII. Finance and Budget (including checks of the Parish Council Finances) – Cllr Bayley

- IX. Pond Warden – Cllr Norris
- X. Emergency Planning – Cllr Field
- XI. Waste Management – to be assigned

Following the resignation of Cllr Karn it was considered appropriate that the Councillors continued in the duties allocated the previous year, with the exception of Chichester District Council Strategic Plans, Housing and Planning which Cllr Field agreed to take responsibility for. Following the co-option of a new member the Council would review the duties and allocate as appropriate.

**AGENDA**

**57.12 APPOINTMENT OF MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**

- 1. Employment Committee – it was RESOLVED that all members of the Parish Council sit on the Employment Committee. **ALL**
- 2. Code of Conduct Committee – it was RESOLVED that all members of the Parish Council sit on the Code of Conduct Committee. **ALL**

**58.12 CONFIRMATION OF USE OF ADOPTED POLICIES**

- 1. Standing Orders – adopted 14<sup>th</sup> July 2010
- 2. Financial Regulations – adopted on 25<sup>th</sup> March 2009
- 3. Health & Safety Policy – adopted on 25<sup>th</sup> March 2009
- 4. Equal Opportunities Policy – adopted on 25<sup>th</sup> March 2009
- 5. Complaints Procedure – adopted on 25<sup>th</sup> March 2009
- 6. Code of Conduct – adopted 8<sup>th</sup> May 2007
- 7. Freedom of Information Act Publication Scheme and Schedule of Charges – adopted 28<sup>th</sup> January 2009
- 8. Media Relations Protocol – adopted 14<sup>th</sup> July 2010
- 9. Community Engagement Strategy adopted 22<sup>nd</sup> March 2012

On a proposal by Cllr Field, it was RESOLVED to continue to use the above adopted policies without amendment.

**59.12 MINUTES**

On a proposal by Cllr Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 22<sup>nd</sup> March 2012; this was duly completed.

**60.12 MATTERS ARISING FROM THE MINUTES**

All matters were covered by the agenda.

**61.12 PLANNING**

- 1. Applications considered since the last meeting

E/12/00832/FUL  
 Ms Sandy Oxley  
 Marsh Farm Cottage Drove Lane Earnley

Construction of agricultural barn.

No Objection subject to condition limiting the use to agricultural purposes only and the external cladding to be agreed with the local planning authority.

2. Applications to be considered at the meeting

E/12/01610/LBC

Mr T Kinross

Poplars Farmhouse Batchmere Road Almodington Earnley

Alterations to outbuilding to facilitate use as ancillary accommodation including roof lights, windows, staircase and internal partitioning.

It was noted that the application was for a separate barn to be turned into holiday accommodation. Concern was expressed that a change of use application had not been received.

Meeting closed

Mr Karn advised that the applicant was entirely within his rights to separate the application for change of use from Listed Building Consent, which was an application merely for physical changes to the building; permission for change of use was a separate issue.

Meeting reopened

3. Update on Decisions made by Chichester District Council

E/12/00832/FUL

Ms Sandy Oxley

Marsh Farm Cottage Drove Lane Earnley

Construction of agricultural barn.

**PENDING CONSIDERATION**

E/12/00733/DOM

Mr/Mrs Andrew Fitzgerald

Apple Trees 119 Almodington Lane Almodington

2 no. glazed dormers in place of existing velux's and new swimming pool domestic usage.

**PERMIT**

E/11/05373/FUL

Mr G Morgan

Greenacres Almodington Lane Almodington Earnley

Partial rebuild of existing building, extension and alterations. (Retention of building for office/storage with alterations to fenestration.)

**PERMIT**

E/11/05394/FUL

Mr Richard Valler

Marsh Farm Barn Drove Lane Earnley  
Engineering works to ditches at Marsh Farm Barn, construction of a new vehicle access and track and retention of a hardstand.

**PENDING CONSIDERATION**

E/11/04604/FUL

Mr J Clay

Redhouse Farm Bookers Lane Earnley

Erection of replacement agricultural barn and the installation of 204 solar photovoltaic panels on the southerly roof slope

**PERMIT**

E/11/03619/EXT

Mr Frederick Easton

Game Lodge Batchmere Road Almodington Earnley

Extension of planning permission E/07/03500/FUL - One for one replacement of existing dwelling.

**PENDING DECISION**

E/11/03255/FUL

LGM Developments

LGM Developments Greenacres Almodington Lane Almodington

Removal of timber framed building and 2 no. steel containers replace with a brick and tiled building.

**PENDING CONSIDERATION**

4. Appeals, licence applications and enforcement matters

**E/11/08480/CONCOM** – Land at Somerley Farm House, Almodington Lane, Almodington

Enforcement Notice issued 18<sup>th</sup> April 2012, Ref E21, Date notice takes effect 30<sup>th</sup> May 2012, time for compliance six months.

Conditions of notice demolish timber dwelling house and remove all resulting debris from the land. It was noted the Clerk had set a calendar reminder to follow up this case in December 2012.

**CLERK**

**E/09/00494/CONSH** - Game Lodge Batchmere Road Almodington Earnley

E/18 Erection of building without planning permission

E/19 Without planning permission change of use of the land and stable buildings to use for leisure/clubhouse purposes

Enforcement notices not complied with - proceeding to prosecution.

**Appeal Ref: app/L3815/A/2160759/NWF**

SI/10/04990/FUL

Madestein UK Ltd

Easton Farm, Easton Lane, Sidlesham, Chichester,

Glasshouse, office building and associated works

Appeal adjourned until 20<sup>th</sup> June 2012.

**Appeal Ref: app/L3815/C/12/2169349**

E/10/00501/CONSRV – Land south of Sparrow Cottage Bell Lane Earnley  
 Without planning permission, change of use of the land to the storage of boats,  
 motor vehicles, a trailer and a metal tank.  
 Appeal start date: 21 February 2012

5. Planning future arrangements and organisation

On a proposal by the Cllr Norris it was resolved set up a planning committee consisting of all members of the council.

It was agreed that the planning committee would meet on the fourth Thursday of each month, apart from August. The plans would be available for inspection from 6.45pm and the meeting would commence at 7.00pm. It was agreed that the months when the full council meeting took place that meeting would commence at 7.30pm, or as soon as the planning committee meeting had finished.

It was agreed that the Clerk would provide draft terms of reference.

**CLERK**

6. Planning correspondence

Chichester District Association of Local Councils: Planning in the Chichester District (letter addressed to Trevor Leggo) – Parish Council’s comments to be submitted by 31 May 2012.

It was agreed that the Council endorsed the points made in the letter, however, concern was expressed that the letter did not instruct Trevor Leggo to take any specific action.

**CLERK**

7. Affordable Housing – The Way Forward

It was agreed the Clerk would produce an article for the Parish newsletter, explaining what affordable housing was and requesting parishioners’ views on the matter.

**CLERK**

**62.12 FINANCE**

a) Bank Balances from latest bank statements – as at 24<sup>th</sup> May 2012 the bank balance stood at £9253.67

b) Approval of Parish Council payments and authority to sign cheques

	Total	Cheque No	
West Sussex County Council Pension Fund	62.49	300046	month 2
Mrs Louise Chater	71.05	300047	mileage allowance and postage
North Mundham Parish Council	53.94	300048	shared expenditure - Clerk's training
SALC	128.71	300050	NALC/SLCC Subs

East Wittering & Bracklesham Parish Council	55.08	300051	maintenance and energy provision for street light on Bookers Lane
Staples	4.99	300052	paper
West Sussex County Council Pension Fund	62.49	300053	month 3
Post Office Ltd	110.80	300054	PAYE - 1st quarter

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

- c) Financial Report March and April 2012 – On a proposal by Chairman, it was RESOLVED to accept and sign the financial reports for March and April 2012; this was duly completed.
- d) Website – options, costs and resolution on way forward – it was agreed to review this at the July meeting.
- e) Appointment of Responsible Financial Officer – On a proposal by Chairman, it was RESOLVED that Mrs Louise Chater continued as the Responsible Financial Officer for year ended 31 March 2013.
- f) Appointment of Internal Auditor for financial year 2012/13 – On a proposal by Chairman, it was RESOLVED to appoint Mrs Joyce Griffith, as Internal Auditor for the financial year 2012/13.
- g) Confirmation of Clerk’s Salary Scale and Hours of work – it was confirmed that the Clerk was contracted to work 7 hours per week on scale point 18. It was noted that the agreement to hold monthly meetings might have an effect on the Clerk’s hours, and it was agreed that the Clerk would monitor her hours and provide a report in six months.
- h) Financial Risk Assessment and Insurance Review - on a proposal by Cllr Field, it was RESOLVED to accept the Risk Assessment Register for 2012/13. On a further proposal by Cllr Field, it was RESOLVED to accept the quote from Came and Company (cheque made payable to Broker Network Ltd) and make payment in the sum of £265.00 (cheque no 300055) to provide insurance cover from 1<sup>st</sup> June 2012. It was RESOLVED to adopt the three year contract which would expire 31 May 2015. This would protect the premium cost at £265.00 per year for the period of the contract, unless a claim was made.
- i) Power of Well Being/Power of General Competence – the Clerk advised that the Power of Well Being had been rescinded and the Clerk had submitted her CiLCA module for the Power of General Competence. Until the Parish Council complied with the requirements for the Power of General Competence they were required to revert back to the use of S137.
- j) Section 137 Allowance – the Clerk reported that the S137 limit for the year ending 31 March 2013 was set at £6.80. With 411 registered electors the amount available to allocate was £2794.80
- k) Assets Register – The Clerk advised following discussion with Cllr Bayley the items disposed of in 2008 had been removed from the register and the insurance value of the notice boards had been reviewed. It was noted that this did not effect the premium as the Parish Council were on the lowest premium available. On a proposal by Cllr Simpson it was RESOLVED to accept the Assets Register as at 24<sup>th</sup> May 2012.
- l) Annual Return – Section 1 Statement of Accounts – On a proposal by Cllr

**AGENDA**

**CLERK**

**CLERK**

Field, it was RESOLVED to accept the statement of accounts as an accurate record and these were duly signed by the Chairman and the Clerk. The Clerk advised that she had restated the assets value as the Clerk had previously used the insurance value and not the original purchase/value.

- m) Annual Return – Section 2 Annual Governance Statement – On a proposal by Cllr Field, it was RESOLVED to accept the annual governance statement and this was duly signed by the Chairman and the Clerk
- n) End of Year Accounts – On a proposal by Cllr Simpson, it was RESOLVED to accept the end of year accounts and these were duly signed by the Chairman and the Clerk.
- o) Internal Audit Year Ended 31 March 2012 – report from internal auditor and clerk’s response – It was noted that the internal auditor had completed Section 4 annual internal audit report and had raised no areas of concern.
- p) Annual Standing Order Payment List – On a proposal by Cllr Field, it was RESOLVED to sign the Standing Order payment schedule for Mrs Louise Chater in the sum of £242.77 per month, this was duly completed.
- q) PAYE end of year – It was noted the clerk had completed the year end procedure and no payments were outstanding.
- r) Pension end of year – It was noted the Clerk had completed the year end procedure and no payments were outstanding.
- s) Letter to amend payment of clerk’s salary by standing order following tax code change - on a proposal by Cllr Norris, it was RESOLVED to sign the letter of amendment, and this was duly completed.
- t) Data Registration – it was noted that the date for re-registration with the Information Commissioner was 4<sup>th</sup> December 2012.
- u) Review of Council and/or employees membership to other bodies - SLCC/Institute Membership - On a proposal by Cllr Bayley, it was RESOLVED to maintain membership of the above body.

#### **63.12 DIAMOND JUBILEE**

Cllr Field advised that he was very pleased with the standard of the mugs and the response from the parishioners. It was noted that there were five mugs outstanding for collection, the Clerk would contact the families and arrange for delivery.

**CLERK**

It was noted that there were four remaining mugs and these were presented to those members of the Council who reside in the parish.

#### **64.12 WEST SUSSEX COUNTY COUNCIL COMMUNITY ACTION PLANS**

Cllr Field advised that he had raised the matter at CDALC, to no effect; matter closed.

#### **65.12 MEDMERRY MANAGED REALIGNMENT SCHEME**

It was noted that work had commenced on the drainage ditch adjacent to Earnley Manor Close.

#### **66.12 ENVIRONMENT REPORT**



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

**67.12 NEIGHBOURHOOD WATCH**

Cllr Simpson reported that the first co-ordinators meeting had taken place and it was considered an outstanding success with approximately 40 people in attendance. Workshops were organised and the feedback was being collated by Yvonne Fenter.

It had been agreed to hold three or four co-ordinators meetings per year and the project was now moving forward. The Chairman thanked Cllr Simpson for her work supporting Yvonne Fenter.

The Clerk requested an article for the newsletter consisting of no more than 250 words by 15<sup>th</sup> June. SS

**68.12 SOUTH CHICHESTER COUNTY LOCAL COMMITTEE**

Cllr Bayley stated that the main agenda item had been the progression of the 20’s Plenty project. The consultation process for the residents of the affected roads would commence shortly.

It was noted that three petitions had been submitted with regard to road safety.

**69.12 ROAD SAFETY IN THE PARISH**

Cllr Bayley advised he had spoken to Dan Sanders with regard to the use of CASPER and had had been assured that work was progressing on this.

**70.12 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

1. Newsletter – it was agreed to include an invitation to each household to receive newsletters electronically, and to advertise the Parish Councillor vacancy. The Clerk requested Cllr Norris to provide a summary of his annual report ,by 15<sup>th</sup> June 2012. BN/CLERK
2. Matters discussed at CDALC - Cllr Field reported that the Affordable Housing funding from central government had been reduced; the District Council had produced parish profiles which were available on the District Council website; it was reported that there were only four areas in the county that had been assigned Article 4 Conservation Status, including Itchenor.
3. AIRS were currently carrying out an audit of home based businesses that relied on broadband for business growth. The consensus of the meeting was that they could see the sense in the audit, but were unsure how the Parish Council were able to obtain and provide this information.
4. The Chairman reported that he had attended the All Parishes Meeting with Chichester District Council which had provided an update on the National Planning Policy Framework and a presentation on Neighbourhood Plans; a

review of Community Forums, which in future would be assigned finance to enable them to provide grants to local projects. Each Forum would be chaired by a District Councillor, who would be appointed annually. The Forum boundaries were being reviewed, and the new arrangements would be in place for a trial period of a year..

5. Resignation of Michael Karn - the Clerk advised that she was required to advertise the vacancy, noting that should ten electors write requesting a by-election, the District Council were required to institute a by-election. If no such request was received within 14 days, the District Council would write to the Clerk advising the Parish to move to co-option. Once notification was received the Clerk would advertise the vacancy, stating that the position was available for co-option. **CLERK**

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

1. The Clerk apologised for the delay in circulating the minutes of the meeting held on 22<sup>nd</sup> March 2012 and assured the meeting that this would not happen again. It was agreed in future the Clerk would circulate the minutes and upload them to the website as soon as they had been reviewed by the Chairman and Vice Chairman. **CLERK**
2. The Clerk advised that she had attended the Faster Development, Higher Aims Stronger Communities Conference. The Parish Council was required to have the Councillors Register of Interest included on the Parish Council website, and the Clerk would ensure provision was made for this when the site was revamped/constructed. The Parish Council was required to adopt a Grievance Procedure, which would protect the Council if a complaint was made against them to an employment tribunal. The Parish Council should also consider adopting a Dignity at Work procedure which would provide additional protection. It was requested the Clerk produce draft policies for both areas, for consideration. **CLERK/AGENDA**  
**CLERK/AGENDA**

#### *Correspondence previously circulated:*

1. *Legal Topic Note (LTN80) – Members' conduct and the registration and disclosure of their interests (England)*
2. *National Planning Policy Framework*
3. *Taste West Sussex – Spring/summer 2012*
4. *West Sussex Public Rights of Way Service*
5. *Countryside Voice – Spring 2012*
6. *Annual Update to Employers in the West Sussex Local Government Pension Scheme*
7. *Came & Company – spring newsletter*
8. *Portsmouth Water – Working with us as the drought continues*

9. VAAC
10. CPRE – a little rough guide around the hedges
11. CPRE – members handbook
12. E/12/00733/DOM – permission notice
13. NALC – Legal Briefing Note L15-08 – Good Practice for selection of candidates being co-opted to a local council
14. WSCC – Community Flood Prevention
15. WSCC – Flooding in your parish what can you do to help
16. Communities.gov.uk – new reforms will stop town hall corruption and culture of malicious complaints
17. Audit Commission – consultation on appointment of internal auditor
18. Community Led Planning Toolkit for engaging parishes, towns and communities
19. The Local Rag
20. Clerk and Councils Direct
21. E/11/05373/FUL – Greenacres permission notice

## **72.12 CALENDAR OF MEETINGS OF EARNLEY PARISH COUNCIL**

It was agreed to hold a Planning Committee Meeting on 28<sup>th</sup> June and full Council meeting on 19<sup>th</sup> July. The Clerk advised that Bracklesham Barn were holding a cinema evening on the last Thursday of every month, and it was noted that if this event adversely affected the running of the parish council meeting then the third Thursday was an alternative option. The calendar of meetings would be reviewed after the first meeting which coincided with the cinema presentation.

Meeting closed 9.23pm

Signed Chris Bayley Chairman to Earnley Parish Council Dated 19<sup>th</sup> July 2012