

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 18th JULY 2013

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

In attendance: Mrs. Louise Chater (Clerk), District Cllr. Graeme Barrett and four members of the public.

56.13 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

When you were considering papers in front of you please provide them for the members of the public.

57.13 APOLOGIES AND REASONS FOR ABSENCE

District Cllr. Peter Clementson
County Cllr. Pieter Montyn

58.13 COUNTY COUNCILLOR'S REPORT

None.

59.13 DISTRICT COUNCILLORS' REPORT

District Cllr. Barrett reported:

1. Changes to "Dom" applications were due before full council next week. He did not consider it a significant change; the Parish Council continued to have the right to submit objection and in future the Parish Council had the right to discuss the application with the case officer.

Currently "Dom" applications taken to committee due to Parish Council or Harbour Conservancy objections more often than not the PC and Harbour Conservancy sent no representative to bring the case to the committee. Concern was expressed that if the Parish Council had not sent a representative then the objection was given less weight by the Committee.

It was requested that the District Council provide training for

Parish Councils to ensure that the comments submitted were more appropriate.

2. The District Council Annual Report was available online; the District Council had made significant reductions in expenditure and staffing salary without a significant reduction in the service.
3. Revised housing allocation policy for affordable housing. Due to the changes in the policy everyone must reapply to be on the register and must have a local connection, there were currently 5200 households on the housing register and this would reduce significantly with the changes.
4. Community Infrastructure Levy (CIL) would apply for extensions to all buildings and new market housing.
5. Manhood Peninsula Forum three actions - letters to minister with regard to travellers, suitable site for transit site for travellers, Southern Water with regard to the sewage works at Sidlesham.
6. Cllr. Barrett was currently investigating if a Parish Council contributed towards the cost of employing a traffic warden for the parish would the District Council consider share the income from fines with the contributing parish council.
7. Reopening of Chichester Canal to boat traffic - the District Council had requested the post of the representative on the canal society be revisited.

8.15pm District Cllr. Barrett left the meeting.

60.13 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - None.
2. Dispensation requests - None.

61.13 MINUTES

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 23rd May 2013; this was duly completed.

62.13 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

63.13 FINANCE

- a) Bank Balances as at today's date - £50,197.57
- b) Approval of Parish Council payments and authority to sign cheques

Direct Debit			
Anvil Mobile Ltd	20.28	dd	parish council phone - June 2013
Anvil Mobile Ltd	20.28	dd	parish council phone - July 2013
Standing Order			
Mrs. Louise Chater	364.51	so	salary
West Sussex County Council	103.84	so	pension contribution
Cheque Payments		chq no	
Post Office Ltd	170.80	300118	PAYE/ National Insurance
blank cheque	0.00	300119	blank cheque sent to Public Works Loan Board
East Wittering Parish Council	21.00	300120	room hire
Staples Ltd	7.49	300121	stationery
Diane Malley	49.50	300122	payroll services
Mrs Louise Chater	106.38	300123	expenses

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

- c) Financial Report April, May and June 2013 - On a proposal by Chairman, it was RESOLVED to approve the financial reports.
- d) Contactor for cleaning bus shelters - the Clerk reported Andrew Griffith had returned the signed contract and work had commenced.
- e) Booker Lane Flood Alleviation Scheme Contract - approval to sign the letter of agreement. On a proposal by Cllr. Field it was RESOLVED to sign the letter of agreement to enter into the contract with the Environment Agency for the construction of the Bookers Lane Flood Alleviation

Scheme.

- f) Loan for Flood Alleviation Scheme Bookers Lane - approval to submit loan form and signing of direct debit mandate - On a proposal by Cllr. Field, it was RESOLVED to submit the loan application form and sign the direct debit mandate form.
- g) Internal auditor - it was noted the Clerk had received confirmation from Mr. Mark Mulberry, Mulberry & Co that he would carry out the audit for year ended 31 March 2014 and he would issue a letter of engagement in due course.

64.13 LOCAL PLAN CONSULTATION

None.

65.13 ENVIRONMENTAL MATTER

1. Flooding in Parish - no further update.
Flood Prevention Group - The Chairman closed the meeting; Mr. Carey reported the group currently had 11 active members which were spread geographically throughout the parish. The group had been formally constituted and had joined the National Flood Forum (NFF). The group had submitted one bid to Operation Watershed; two further bids were due to be submitted shortly. The meeting reopened.
2. Bookers Lane Flood Alleviation Scheme - Cllr. Martin reported the Environment Agency were due to meet the Highways and West Sussex County as they had received the projected costs, which were considerably higher than expected, negotiations continue.
3. Earnley Diversion Channel - Cllr. Field and Cllr. Martin had been driven the full length of the Medmerry scheme, the scheme was on schedule for the breach. Construction of the concrete footbridge on footpath 54 east of Earnley was progressing. Rather than installing telemetry equipment the Environment Agency proposed to install two webcams at the outfalls to monitor the build up of debris and water levels.
4. Drove Lane Ditches and Culverts - nothing further to report.
5. Pollution in Bookers Lane Rife - The Clerk reported she had received complaints of sewage being discharged into the Bookers Lane Rife by the travellers that permanently lived on Bracklesham Lane. The Environment Agency had visited the site and taken samples and had found no evidence to support

the complaint. Matter closed.

66.13 ANNUAL PARISH MEETING

1. Actions

a) Affordable housing - it was agreed to arrange a meeting with the Rural Housing Enabler to progress the housing needs survey.

CLERK

b) Liaison with Birdham Parish Council with regard to flooding and housing development - It was agreed Cllr. Charter would draft a letter

CC

c) Neighbourhood Planning - The Clerk reported that if the Parish Council had a Neighbourhood Plan in place the council was entitled to 25% to the Community Infrastructure Levy attached to any development within the parish. It was agreed to arrange a meeting the Neighbourhood Planning Officer.

AGENDA

2. Review minutes - it was agreed they were an accurate record of the meeting.

67.13 EMERGENCY PLANNING

Cllr. Field reported the next Peninsula Forum Meeting was scheduled covering resilience planning. It was agreed to review the emergency plan after the Forum meeting.

AGENDA

68.13 REPORT ON EXTERNAL MEETINGS

1. Peninsula Forum: Cllr. Field reported that three topics had been discussed and actions were required:

a) it had been agreed District Cllr. Barrett would draft a letter for all members of the forum to send to the Secretary of Justice, Secretary of State for Communities and Local Government, the Police Commissioner and copy it Andrew Tyrie MP and Nick Herbert MP requesting a debate on aligning the Trespass Laws on Public Land with the Squatters Law, making trespass on public land a criminal offence. It was noted the clerk had carried out this request.

b) Review and advise Chichester District Council if the parish had land that was suitable for the provision of a transit site. It was noted there was no suitable land in the parish.

CLERK

c) Parishes that were served by Sidlesham Water Treatment Works to write to Southern Water stating the case to conduct

a survey of the network and develop an action plan to resolve the water ingress issues. The letter should provide details of incidents in the parish in chronological order going back 2 years.

2. Neighbourhood Management Panel Meeting - Cllr. Simpson reported anti social driving and anti social behaviour continued to be the highest priority for the local panel.

69.13 CLERK'S REPORT AND CORRESPONDENCE

1. Parish Council Vacancy following Cllr. Norris' resignation - The Clerk advised she had advertised the bye-election and no call had been received by Chichester District Council as such the Council were now able to co-opt a member.
2. Notice boards - it was AGREED to purchase hardwood, three bay glazed notice boards, single sided to hold a total of 12 x A4, with toughened glass, with vinyl lettering. It was requested the Clerk investigate applying for a grant to replace all three notice boards, if the grant was unsuccessful the Parish Council would replace the boards on a rolling programme commencing with the board in the centre of Earnley Village. The location of the boards in Somerley and Almodington to be reviewed. Clerk to investigate the need for planning permission in the conservation area and the installation at all three locations.
3. Parish Council newsletter - the Clerk reported she had requested quotes from two printers and would provide each councillor with the newsletters to circulate in due course.

70.13 ITEMS FOR FUTURE AGENDAS

None.

Signed _____ Chairman Earnley Parish Council

Dated _____