

## **EARNLEY PARISH COUNCIL**

### **MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 26<sup>th</sup> SEPTEMBER 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 one member of the public.

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

None.

#### **72.13 COOPTION OF PARISH COUNCILLOR**

On a proposal by Cllr. Field, it was RESOLVED to co-opt Mr Robert Carey on to the Council. He completed the Acceptance of Office and continued the rest of the meeting as a co-opted member.

#### **73.13 APOLOGIES AND REASONS FOR ABSENCE**

County Cllr. Pieter Montyn - illness

District Cllr Peter Clementson - prior commitment

#### **74.13 COUNTY COUNCILLOR'S REPORT**

No report.

#### **75.13 DISTRICT COUNCILLORS' REPORT**

- DOM application changes were ratified by the District Council.
- Amendment to Policy 52 Chichester District Council to revoke the District Council's support for the opening of Chichester canal was unsuccessful.
- Senior Management Team had been reduced to one Chief Executive, two Directors and seven Assistant Directors one which would be the Financial Director.
- Resilience Meeting - he considered this a worthwhile event and he would review the emergency plan. It was noted Birdham Parish Council were considering joining the emergency plan group.

#### **76.13 CODE OF CONDUCT**

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

**77.13 MINUTES**

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the meeting held on 18<sup>th</sup> July 2013; this was duly completed.

**78.13 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

None.

**79.13 FINANCE**

a) Bank Balances as at today's date - £54,376.42

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

<b>Direct Debit</b>			
Anvil Mobile Ltd	21.56	dd	parish council phone - August 2013
Anvil Mobile Ltd	19.22	dd	parish council phone - September 2013
<b>Standing Order</b>			
Mrs Louise Chater	364.51	so	salary
West Sussex County Council	103.84		pension contribution
<b>Cheque Payments</b>		chq no	
Staples UK	85.50	300124	printer cartridges and paper
SALC	9.00	300125	Good Councillors Guide
SALC	60.00	300126	Training - Keith Martin
cheque destroyed		300127	
Mrs. Carol Smith	356.66	300128	website and hosting fee
PKF Littlejohn LLP	360.00	300129	Audit fees year ended 31 March 2013
East Wittering & Bracklesham Parish Council	63.00	300130	room hire
Mrs. Louise Chater	91.74	300131	newsletter, postage and mileage
Post Office Ltd	105.20	300132	PAYE

On a proposal by Cllr. Field, it was agreed to make payment and sign the cheques including the additional payment to the Post Office Ltd as listed above.

- c) Financial Report July and August 2013 - On a proposal by Cllr. Field, it was RESOLVED to accept and sign the financial reports for July and August 2013; this was duly completed.
- d) Booker Lane Flood Alleviation Scheme Contract - Cllr. Martin, reported the Environment Agency and West Sussex County Council had negotiated a way forward. The County Council would be carrying out the highways work. The Parish Council would be providing the funds (including the money raised by residents) for the highways work the total donation required in the sum £45,000. Any outstanding sum raised by residents would be returned to Bookers Lane Residents Association.
- e) Loan for Flood Alleviation Scheme Bookers Lane - on a proposal by Cllr Field, it was agreed that the Clerk should now submit the application and write to Mr S Smith at West Sussex Highway and to Nick Grey at the Environment Agency to obtain details of the proposed agreement under which Earnley PC is to transfer the £45,000 to West Sussex Highways rather than to the Environment Agency.
- f) Audit year ended 31 March 2013 - Section 3 External auditor certificate and opinion - no comments made.
- g) Audit year ended 31 March 2013 - Notice of Closure completed.
- h) Clerk's Networking Day - 8<sup>th</sup> November Crowbrough - On a proposal by Cllr. Simpson, it was RESOLVED the Clerk would attend.
- i) Chairmanship Briefing Session - 24<sup>th</sup> September 2013 - The Chairman reported it was a useful course.
- j) Parish Clerk Revised Salary Scale back dated to 1<sup>st</sup> April 2013 - On a proposal by Cllr. Simpson, it was RESOLVED the clerks salary scales would be amended to comply with the NJC agreement.

**80.13 LOCAL PLAN CONSULTATION** - Further consultation on draft local plan key policies.

The Clerk confirmed that all comments had been submitted and registered on the consultation website.

**81.13 ENVIRONMENTAL MATTER**

1. Flooding in Parish - concern was expressed with regard the severe cuts in Environment Agency maintenance budget. Cllr. Carey to write to Andrew Tyrie MP and Nick Herbert MP to raise awareness of this matter.
2. Flood Group - Cllr Carey reported he had held a meeting with the Environment Agency to reduce the flood risk in

Almodington; currently investigating the possibility of carrying out repair work on a 2km stretch of the Grange Rife this work was expected to cost in the region £70,000. The Environment Agency had indicated they would provide funding in the region of £20,000. The expression of interest form had been submitted to operation Watershed West Sussex County Council

Bell Lane adjacent to Sparrow Cottage investigations were being carried out to install a water holding pond.

3. Bookers Lane Flood Alleviation Scheme - work commenced this morning.
4. Earnley Diversion Channel - no further report.
5. Drove Lane Ditches and Culverts - Cllr. Martin, reported he had a commitment from the Environment Agency to replace two culverts in Drove Lane.
6. Pollution in Bookers Lane Rife - matter closed.

#### **82.13 NEIGHBOURHOOD PLANNING**

On a proposal by Cllr. Field, it was RESOLVED to form a working party consisting of Cllrs. Carey, Charter, and Martin to draft a questionnaire for circulation to all properties.

#### **83.13 AFFORDABLE HOUSING**

Cllr. Simpson reported following the meeting with the Rural Housing Enabler it was considered important to move this matter forward.

It was agreed the Councillors would deliver the questionnaires and in addition to be collected by councillors or returned to councillors' property. Chichester District Council would analyse the questionnaires and produce a report for the council.

On a proposal by Cllr. Field, it was RESOLVED to submit the draft questions to Chichester District Council for approval. It was agreed that Cllr. Simpson with the Clerk, would draft the covering letter.

**CLERK/  
SS**

#### **84.13 EMERGENCY PLANNING**

Cllr. Field reported he had attended a resilience planning meeting:

1. The emergency services were shrinking and residents would be required to become more self reliant.
2. The main focus was on flooding issues
3. Chichester District Council had not replaced the emergency planning officer. Responsibility remained with the District Council, however, in practice the County Council were leading on

this.

4. Resilience planning would run in conjunction with the emergency plan.
5. Chichester District Council was proposing to hold a stock of sandbags.
6. Consideration being given to Parish Councils holding a stock of emergency road closed signs for use in emergency situations.

It was agreed that all Councillors to read the Community Resilience Plan document.

**ALL/  
AGENDA**

9.05pm one member of public left the meeting.

### **85.13 REPORT ON EXTERNAL MEETINGS**

MSTAG - Cllr. Martin reported the breach of the Medmerry site had taken place. The official opening was scheduled to take place on 4<sup>th</sup> November 2013 - Cllrs. Field and Martin to attend.

**CF/KM**

3<sup>rd</sup> Generation Flood Mapping - Cllr. Carey reported maps could be used when determining planning applications, the map would show sites that should be built on and sites that should not be built on. It would cost £15,000.00 to produce the plan. The Parish Council might be approached for funding. Cllr. Carey to forward a summary of the meeting to all councillors.

**RC**

9.15pm District Cllr. Barrett left the meeting.

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

1. Notice boards - nothing further to report
2. Liaison with Birdham Parish Council with regard to Flooding and housing development- the Clerk reported letter had been sent but no further correspondence had been received.
3. Peninsula Forum Actions:
  - a. Travellers Transit Site - completed.
  - b. Letter to Secretary of Justice and Secretary of State for Communities and Local Government - it was noted a response had been received from the Police Commissioner and Andrew Tyrie MP was following the matter up on behalf of the council.

**87.13 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed at 9.30pm

Signed \_\_\_\_\_ Chairman to Earnley Parish Council

Dated \_\_\_\_\_