

## EARNLEY PARISH COUNCIL

MINUTES OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 28<sup>th</sup> NOVEMBER 2013

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

**In attendance:** Mrs. Louise Chater (Clerk), District Cllr. Peter Clementson, District Cllr. Graeme Barrett, Jane Reeve Water Vole Project Officer Manhood Wildlife and Heritage Group and five members of the public.

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

None.

### **89.13 APOLOGIES AND REASONS FOR ABSENCE**

None.

### **90.13 COUNTY COUNCILLOR'S REPORT**

None.

### **91.13 DISTRICT COUNCILLORS' REPORT**

District Cllr. Barrett reported:

1. Youth Club - he had requested a meeting to progress this matter.
2. Local Plan - Full Council had approved the local plan and the pre-submission consultation ends on 6<sup>th</sup> January 2013
3. Car parking charges - the one hour free parking in the car park in Northern Crescent would no longer be available from 1<sup>st</sup> April 2014
4. Cost Savings - the number of chief officers had been reduced again.
5. Manhood Peninsula Form - agenda items: results of census and housing register. Actions from previous meeting: report due from Southern Water who would be invited to the next forum.
6. Travellers - there is a proposal that part of the Drayton site to be changed to transit site
7. Emergency Planning - to be reissued shortly and would include vulnerable residents.

District Cllr. Clementson reported:

Travellers - Drayton depot would provide accommodation for nine transit pitches, this would be run by West Sussex County Council and be financially supported by all the District Councils in the County.

District Cllrs. Barrett and Clementson left the meeting

## 92.13 CODE OF CONDUCT

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

## 93.13 MINUTES

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the meeting held on 26<sup>th</sup> September 2013, this was duly completed

## 94.13 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

## 95.13 FINANCE

a) Bank Balances as at today's date - £57200.46

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

<b>Direct Debit</b>			
Anvil Mobile Ltd	21.56	dd	parish council phone - October 2013
Anvil Mobile Ltd	19.22	dd	parish council phone - November 2013
<b>Standing Order</b>			
Mrs. Louise Chater	364.51	so	salary
West Sussex County Council	103.84	so	pension contribution
<b>Cheque Payments</b>			
SSE contracting Ltd	66.47	300134	street lighting
East Wittering and Bracklesham Parish Council	21.00	300135	room hire

SSALC Ltd	17.50	300136	Training - Robert Carey
Staples	7.20	300137	paper
North Mundham Parish Council	89.99	300138	shared expenses
SSALC Ltd	12.00	300139	Training - Keith Martin
Information Commissioner	35.00	300140	data protection registration
Mrs. Louise Chater	67.01	300141	expenses
Get Mapping Plc	12.00	300142	Parish Online - subscription

On a proposal by Cllr. Charter, it was resolved to make payment and sign cheques including the additional payment for Get Mapping PLC as listed.

- c) Financial Report - On a proposal by Cllr. Field, it was RESOLVED to accept the financial statements for September and October 2013.

One member of the public left the meeting.

- d) Booker Lane Flood Alleviation Scheme Contract - The Clerk confirmed that she had chased Stuart Smith however, had received no response.

- e) Loan for Flood Alleviation Scheme Bookers Lane - the loan had been drawn down. In the sum of £5000.00 minus the £25.00 administration fee. The loan repayments were due on 28<sup>th</sup> April and 28<sup>th</sup> October in the sum of £284.24 the final payment would be made on 28<sup>th</sup> April 2023.

- f) 1<sup>st</sup> Budget Review:

Pension - it was noted the current pension contribution is to the sum of 18.1%. The Actuary had announced the new contribution rates which would commence from 1<sup>st</sup> April 2014.

31 March 2015	19.3%
31 March 2016	20.5%
31 March 2017	21.7%

Ill Health Insurance - On a proposal by Cllr. Charter it was agreed to obtain a quote for ill health insurance.

Speeding Stickers - it was agreed that it was not viable to purchase dustbins speed sign stickers.

Notice boards - it was considered appropriate to refurbish the current notice boards and to build a reserve fund for the eventual replacement.

CPRE - it was agreed to maintain membership of this organisation.

Election Expenses - it was agreed to build a reserve for the cost future of elections.

It was agreed all councillors would review the budget prior to it being set at the next meeting.

- g) Precept - On a proposal by Cllr. Charter it was RESOLVED to set the precept on 23<sup>rd</sup> January 2013.
- h) Practitioners Conference 28<sup>th</sup> February - 1<sup>st</sup> March 2014 - Bursary Application - On a proposal by the Chairman, it was RESOLVED to submit the application.

Two members of the public left the meeting.

- i) Change of Bank Signatories - On a proposal by Cllr. Charter, it was RESOLVED to remove Robert Norris from the signatories. All councillors be signatories on the account, however, only two signatories were required to make payment. The Clerk was able to view and submit internet payments and all councillors were able to view and authorise internet payments. It was RESOLVED to nominate East Wittering Post Office to accept cash payments. The Clerk read the resolution on Page 4 of the change of signatory mandate.
- j) Cheques Legislative Reform Order (The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2013) - it was noted this was currently laid before parliament.

## **96.13 LOCAL PLAN CONSULTATION.**

Cllr. Carey raised concern with regard to surface water flooding. It was agreed that Cllr. Carey would draft wording on the flooding issue for the Clerk to submit.

**RC/  
CLERK**

## **97.13 ENVIRONMENTAL MATTERS**

1. Flooding in Parish - Flood Risk Assessment for catchment flooding of the Earnley Rife. The quote for this project had been received in the sum of £20,000. The Parish Council might be requested to provide matched funding for this project. During the recent heavy rainfall no reports of properties being flooded were received from the parish of Earnley, it was considered that this was due to improved drainage because of the work carried out by riparian owners and the partially completed flood alleviation scheme,
2. Flood Group - had submitted two applications to Operation Watershed on behalf of Earnley Parish and two further bids on behalf of the parish of Birdham.

3. Bookers Lane Flood Alleviation Scheme - the scheme would be completed by the summer 2014, however a contingency plan was in place if water continued to build in the partially constructed scheme.
4. Drove Lane Ditches and Culverts - due to the current water levels and vole activity the work had been postponed until the summer.

#### **98.13 NEIGHBOURHOOD PLANNING or COMMUNITY LED PLANNING**

Cllr. Carey reported that the working party considered a Neighbourhood Plan could not be justified due to the small amount of building expected in the parish. However, it was considered important that the Parish Council become more proactive in obtaining parishioners views. Therefore the work carried out by the working party on the questionnaire would remain relevant. Cllr. Carey-Charter CC to copy to all members.

Cllr. Martin reported an alternative to a Neighbourhood Plan was a Community Led Plan, however, this plan would not be a material consideration when the District Council were considering planning applications. However, it was considered that this might be the best approach to bring residents together and to provide the Parish Council with the aims and objectives for the future.

It was agreed the Clerk obtain a quote from Action in Rural Sussex for their assistance to give independent guidance on the difference between a Community Led Plan and Neighbourhood Plans. CLERK

#### **99.13 AFFORDABLE HOUSING**

On a proposal by Cllr. Simpson it was RESOLVED to submit the covering letter to Chichester District Council for production.

It was agreed that the questionnaires would be returned to the nearest councillors' address or if the resident was unable they would telephone the councillor for collection.

The Clerk would collect and submit the complete questionnaire to Chichester District Council who would complete the analysis and provide a report for the Parish Council which would be include in the next parish council newsletter.

### **100.13 EMERGENCY PLANNING and COMMUNITY RESILIENCE**

It was noted the emergency plan now contained a list of the local retirement, nursing homes and care providers. To cover local residents who lived independently that might be of higher risk it was considered appropriate that the emergency services liaise with the local medical centre. Matter closed.

Winter maintenance - it was noted that the County Council had offered to provide a salt bin for the parish, however, there was not an appropriate location for the installation of a salt bin as there were no footpaths to clear. The County Council had confirmed that the 150 bus route did not fulfil the criteria to be eligible for salting or snow clearance. The Clerk confirmed that she had not been able to locate a local farmer who was prepared to complete snow clearance. It was noted that East Wittering Parish Council had been provided with a salt spreader and it might be appropriate to approach the council for the following winter to enquire if their contractor would carry out salt spreading in this parish.

### **101.13 STANDING ORDERS - REVIEW**

On a proposal by Cllr. Charter it was RESOLVED to form a working party to review the standing orders. The working party consisted of all members of the council.

Two members of the public left the meeting.

### **102.13 FREEDOM OF INFORMATION**

Cllr. Charter reminded all Councillors that they must use their Parish Council email addresses when corresponding as a parish councillor and to ensure that they had a folder in their mail box that was dedicated to the parish council.

### **103.13 REVIEW OF COUNCILLORS' ROLES**

#### **a) ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

I. Peninsula Community Forum - Cllrs. Martin and Field.

II. Neighbourhood Watch/Neighbourhood Management Panel - Cllr. Simpson.

- III. SALC/Action in Rural Sussex - representation as required.
- IV. Chichester District Association of Local Council - Cllr. Field.
- VI. South Chichester County Local Committee - Cllr. Charter.
- VII. Chichester District Meeting of the Parishes - Cllrs. Field and Martin.
- VIII. Medmerry Stakeholders Group - Cllrs. Field and Martin.

**b) ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**

- I. Environmental Issues (including Pond Warden) - Cllr. Charter
- II. Policing and Vandalism - Cllr. Simpson.
- III. Highways and Road Safety - Cllr. Charter.
- IV. Footpaths, Rights of Way and Verges - Cllr. Martin.
- V. Chichester District Council Strategic Plans, Housing and Planning - working group as required.
- VI. Flooding issues - Cllr. Carey.
- VII. Finance and Budget (including checks of the Parish Council Finances) - Cllr Martin.
- VIII. Emergency Planning - Cllr. Field.

**c) TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES**

- 1. Employment Committee and review of terms of reference - it was RESOLVED that Cllrs. Simpson, Charter and Martin of the Parish Council sit on the Employment Committee.
- 2. Code of Conduct Committee and review of terms of reference - it was RESOLVED that all members of the Parish Council sit on the Code of Conduct Committee.
- 3. Planning Committee and review of terms of reference - it was RESOLVED that all members of the Parish Council sit on the Planning Committee.

**101.13 REPORT ON EXTERNAL MEETINGS**

- 1. Cllr. Field reported - All Parishes Meeting
  - a) Long discussion on traveller's sites and the issues of travellers in the county.
  - b) Update on budget and finance.
  - c) Community Infrastructure Levy - 25% to the parish if it had a Neighbourhood Plan in place or 15% for parish if no plan in place. It was noted that this levy did not only apply large scale development. It also applied to single new builds and to extensions.

2. Cllr. Martin reported - MSTAG
  - a) The official opening of the Medmerry Realignment Scheme had taken place.
  - b) Work on the footpaths had been postponed due to the weather.
  - c) RSPB warden commences in January and would be based in Pagham.
3. Cllr. Simpson reported - Neighbourhood Management Panel
  - a) East Wittering and West Wittering Panels had been merged.
  - b) Priorities remain anti social driving and anti social behaviour.

**102.13 CLERK'S REPORT AND CORRESPONDENCE**

1. Notice boards - it was agreed to accept Andrew Griffith quote to repair the notice board in Clappers Lane. In addition to provide a quote to install cork board in the two other notice boards.
2. Clerk's Networking Day - a written report circulated.
3. Meeting Calendar up to and including Annual General Meeting

Planning/Full Council	23 <sup>rd</sup> January 2014
Planning	27 <sup>th</sup> February 2014
Planning/Full Council	27 <sup>th</sup> March 2014
Planning	24 <sup>th</sup> April 2014
Planning/Annual General Meeting	22 <sup>nd</sup> May 2014

Agenda - Annual Parish Meeting, date and content of the meeting.

**AGENDA**

**103.13 ITEMS FOR FUTURE AGENDAS**

None.

The meeting closed at 10pm

Signed \_\_\_\_\_ Chairman to Earning Parish Council

Dated \_\_\_\_\_