

## EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL  
HELD ON THURSDAY 26<sup>th</sup> MARCH 2015 COMMENCING at 7.15pm

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

**In attendance:** Mrs. Louise Chater (Clerk), District Cllr. Graeme Barrett, District Cllr. Peter Clementson, County Cllr. Pieter Montyn and three members of the public.

### 16.15 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

### 17.15 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Charter - holiday.

### 18.15 COUNTY COUNCILLOR'S REPORT

County Cllr. Pieter Montyn stated that he was now half way through this term of election and as such he was no longer the portfolio holder for Highways.

### 19.15 DISTRICT COUNCILLORS' REPORT

District Cllr. Barrett stated:

Local Plan - notification had been received from the Planning Inspector that she was likely to have made her decision by the end of April.

Youth Club - there continued to be issues with the lease.

Southern Water - had agreed to complete a survey in West Wittering which had concluded that there was no debris; however there they had found silt in the pipework and a further survey was due to be conducted in April. The profile and diameter of the pipework was similar to other areas of his ward including Beech Avenue. He expressed concern that the permitted application for 50 properties and the current application for 110 properties would be connected to this pipework via a pump from the site when the waste water hit a low drop point the flow would slow down and this could result in the sewage backing up and lifting manhole covers.

Flood Zones - He had also been monitoring an application which had required sequential testing as part of the property was not within the flood zone. It was noted that Bracklesham Barn had moved from Flood Zone 3 to Flood Zone 1. The Environment Agency had stated that they were re-running the modelling for the whole country.

District Cllr. Clementson stated:

Local Plan - Andrew Frost had confirmed that the Planning Inspector had all the information required and he was expecting the report within a few weeks.

Glass houses in Almodington - he had been contacted by a resident expressing concern with regard to proposed glass house construction. He

had spoken to officer who had confirmed that conversations continue between the District Council and landowners. However any development would be contained within the HDA.

20.00pm District Cllrs Barrett and Clementson and County Cllr. Montyn left the meeting.

## 20.15 CODE OF CONDUCT

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

## 21.15 MINUTES

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the meetings held on 22<sup>nd</sup> January 2015; this was duly completed.

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

None.

## 23.15 FINANCE

- a) Bank Balances from latest bank statements - as at 25<sup>th</sup> March 2015 £ 8,822.14
- b) Approval of Parish Council payments and authority to sign cheques

<b>Direct Debit</b>			
Anvil Mobile Ltd	9.22	dd	parish council phone - December 2014
Anvil Mobile Ltd	10.45	dd	parish council phone - January 2015
Anvil Mobile Ltd	12.31	dd	parish council phone - February 2015
<b>Standing Order</b>			
Mrs Louise Chater	362.45	so	salary - January 2015
Mrs Louise Chater	362.25	so	Salary - February 2015
West Sussex County Council	102.64	so	pension contribution - January 2015
West Sussex County Council	106.14	so	pension contribution - February 2015
<b>Direct Payment</b>			
West Sussex County Council	45000.00	dp	Bookers Lane Flood Alleviation Scheme
<b>Cheque Payment</b>		cheque no	
PKF Littlejohn LLP	120.00	300213	replacement cheque for Audit year ended 31 March 2014
East Wittering & Bracklesham Parish Council	52.00	300214	room hire
SLCC Enterprises Ltd	82.80	300215	Clerk's training (NMPC to be

			invoiced)
Mrs C Smith	87.78	300216	Website hosting fees
Staples	89.90	300222	stationery & printer cartridges
Mrs Louise Chater	157.93	300217	expenses
Post Office Ltd	253.32	300218	PAYE/NI Payment
East Wittering & Bracklesham Parish Council	36.50	300219	room hire
Mrs Louise Chater	11.03	300220	parish assembly
Birdham Village Hall	14.80	300221	room hire - parish assembly
Staples	89.90	300222	stationery & printer cartridges
SSE Contracting Ltd	66.47	300223	street lighting contract
Hunston Parish Council	27.00	300224	Training mileage claim (NMPC to be invoiced)
Birdham Village Hall	11.10	300225	room hire - consortium meeting

On a proposal by Cllr. Simpson, it was RESOLVED to make payment and sign the cheques including the additional cheques to Mrs Louise Chater (11.03), Birdham Village Hall (14.80), SSE Contracting, Hunston Parish Council and Birdham Village Hall (11.10) as listed above.

c) Budget Monitoring 2014/15 On a proposal by Cllr. Carey, it was RESOLVED to make virements to nominated reserves as listed below:

Budget Code	
25	Transfer £25.00 to Road Signs Reserve
26	Transfer £100 to Bus Shelter Maintenance Reserve
28	Transfer £500 to Notice Boards Replacement Reserve
34	Transfer £100 to Election Reserve

- d) Approval of financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the statement for January 2015. The Clerk requested Cllr. Carey's assistance with the Excel Programme as it appears to have been corrupted. A resident also offered training opportunity.
- e) Precept 2015/16 - The Clerk confirmed that the precept request had been submitted.
- f) Pension auto-enrolment - It was noted that the Parish Council were due to enrol on 1<sup>st</sup> February 2016; the Clerk had signed up for the email updates and updated pension and payroll services.
- g) Accounts review - It was noted that Cllr. Charter had visited the Clerk and would prepare a report in due course.
- h) Internal Audit year ended 31<sup>st</sup> March 2015 - Mr Mark Mulberry was scheduled to complete the internal audit on 21 April 2015
- i) Audit year ended 31 March 2015 - PKF Littlejohn's were scheduled to complete the audit after the 8<sup>th</sup> June 2015

RC

CLERK

## 24.15 EMPLOYMENT COMMITTEE

1. Approval of recommendations -
  - a) The Clerk remained employed to work an average of 10 hours per week

- b) To increase the Clerks salary scale with immediate effect to scale point 21.
- c) It was agreed to pay an ex gratia payment of £400.00 to cover extra hours worked in 2014/15.
- d) It was agreed to review the clerk's conditions of employment in six months time.
- e) It was proposed that additional budget would be included in the financial plan to cover any possible extra hours that may need to be worked by the Clerk.

On a proposal by Cllr. Simpson it was RESOLVED to approve all the recommendations of the Employment Committee.

2. Annual Appraisal - Cllr. Simpson confirmed the Clerk's appraisal had taken place on 9<sup>th</sup> March 2015. Half year review to be conducted on 6<sup>th</sup> July 2015.
3. Targets for 2015/16
  - a. To continue to raise the profile of the Parish Council and the attendance to the annual parish assembly
  - b. Work to encourage a full quota of Councillors are elected in May 2015
  - c. Work with the Councillors and Community to produce a Community Led Plan
  - d. To maintain all current procedures
  - e. To meeting with nominated councillor six monthly to review the finances
  - f. Financial Reports - to review, in discussion, the format of the budget and monthly reports.

## 25.15 LOCAL PLAN

1. Consultation on the Proposed Modifications of the Chichester Local Plan: Key Policies Pre-submission 2014-2029 - Comments including the request to be represented at a hearing had been submitted. The Planning Inspector had announced that she considered it not necessary to hold a further hearing and would now produce her report.
2. The Community Infrastructure Levy Regulations 2010 (as amended) (Regulation 19) - *Chichester District Council had submitted its Community Infrastructure Levy Draft Charging Schedule and other supporting documents for independent examination on 12th March 2015.* Noted, it was resolved to make no comment.

## 26.15 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey reported that the Almodington works were due to be completed within 10 days. Further jetting work would take place in the Summer to de-silt the culverts.  
Roundstone - due to the increase of the area of glass it was considered that the reservoir no longer had sufficient capacity; a meeting was to be arranged between the landowners and the Environment Agency.  
Holden's Ditch - an Operation Watershed Grant was to be submitted to enable this work to be completed.
2. Unsafe Bridge Footpath 51 - Cllr. Martin reported that the work had been completed. Concern was expressed that the outfall pipe from the Roundstone reservoir would discharge onto the bridge - Cllr.

KM

Martin to investigate.

#### **27.15 PARISH OBJECTIVES**

No report received.

#### **28.15 REVIEW OF ANNUAL PARISH ASSEMBLY - 18<sup>th</sup> March 2015**

1. Actions - none.
2. Review of Evening - it was noted a similar number of residents had attended the evening.  
Bracklesham Barn Community Room more appropriate size.  
Consideration be given to the format of the evening - options discussed:  
Council presentations refreshments and then speaker  
Refreshments at prior to meeting commencing  
Council presentations and speakers to time only to total 1 ½ hours before refreshments were served  
Do we need a speaker? Build on councillors presentations  
No decision was made and it was agreed to review the matter prior to the next annual meeting.
3. Review of Minutes - not available
4. Speaker - the Clerk confirmed she had written to thank Dr Bill Martin for his presentation.

#### **29.15 REPORT ON EXTERNAL MEETINGS**

MSTAG - Cllr. Field reported that due to RSPB restructuring of roles the manager now covers both Pagham and Medmerry Nature Reserves.

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

1. Earnley Concourse - had emailed trustees no response received.
2. Power to remove signs - the Clerk had contacted West Sussex County Council response awaited.
3. Transparency Act for smaller councils - the Clerk confirmed that she had completed the work on the finances and updated the website to comply with the Act.
4. Parish Council Elections - 7<sup>th</sup> May 2015 nomination papers to be hand delivered to Chichester District Council by 4pm on 9<sup>th</sup> April. **ALL**  
Currently one councillor short to fill all positions. It was noted both the Clerk and Cllr. Carey would be attending the new councillor information event on 30<sup>th</sup> March 2015 at Birdham Village Hall commencing at 7pm.
5. Temporary Road Closure Almodington Lane - concern was expressed as to the length of time of the proposed closure - Clerk to request **CLERK** clarification.

#### **31.15 ITEMS FOR FUTURE AGENDAS**

None

The meeting closed at 20.50pm.

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

Dated \_\_\_\_\_