

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council meeting held on Thursday 23rd July 2015

PRESENT: Cllrs. Keith Martin (Chairman), Chris Charter (Vice Chairman), Robert Carey, Sandy Simpson and Shaun Perry.

In attendance: Louise Chater (Clerk), and one members of the public.

58.15 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None

59.15 APOLOGIES AND REASONS FOR ABSENCE

County Cllr. Pieter Montyn - personal.

60.15 COUNTY COUNCILLOR'S REPORT

No report received.

61.15 DISTRICT COUNCILLORS' REPORT

No report received - it agreed to request a monthly briefing note prior to the meeting. **CLERK**

It was agreed to issue a personal invite to District Cllr. Ian Curbishley as the Council had not yet meet him since being elected in May. **CLERK**

62.15 CODE OF CONDUCT

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

63.15 MINUTES

47.15 K) was amended to read 31 March 2015

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meetings held on 14th May 2015 and 25th June 2015; this was duly completed.

64.15 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

65.15 FINANCE

a) Bank Balances from latest bank statements - £11,066.21 as at 23rd July 2015.

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

Payment agreed	Total		
25th June 2015			
Direct Debit			
Anvil Mobile Ltd	9.55	dd	parish council phone - April March 2015
Anvil Mobile Ltd	8.77	dd	parish council phone - May 2015
Standing Order			

Mrs Louise Chater	389.11	so	Salary - May 2015
Mrs Louise Chater	389.11	so	salary - June 2015
West Sussex County Council	115.61	so	pension contribution - May 2015
West Sussex County Council	115.61	so	pension contribution - June 2015
Cheque Payment		cheque no	
Manhood Wildlife & Heritage Group	0.00	300236	Power of General Competence Grant
Post Office Ltd	147.80	300237	PAYE
East Wittering & Bracklesham Parish Council	26.00	300238	Room Hire - 21st May 2015
Payment agreed 23rd July 2015	Total		
Direct Debit			
Anvil Mobile Ltd	10.46	dd	parish council phone - June 2015
Standing Order			
Louise Chater	389.31	so	salary - July 2015
West Sussex County Council	115.61	so	pension - July 2015
Direct Payment		authorisation code	
Mrs Louise Chater	263.40	KM: 100008977 SS: 762909208	newsletter and parish objectives
Diane Malley	29.00	KM: 100008977 SS: 762909208	payroll services first half of year ended 31 March 2016
Staples UK Ltd	302.42	KM: 100008977 SS: 762909208	stationery and printer plus ink and insurance
Mrs Louise Chater	191.82	KM: 100008977 SS: 762909208	expenses (including Office 365 renewal)
SSALC Ltd	60.00	KM: 100008977 SS: 762909208	Councillor Training
EWBPC	78.00	KM: 100008977 SS: 762909208	room hire
Cheque Payment		Cheque no	
PKF Littlejohn LLP	360.00	300239	Audit year ended 31 March 2015

On a proposal by Cllr. Charter, it was RESOLVED to make payment

and sign the cheque including the additional payments to SSALC Ltd, EWBPC and PKF Littlejohn as listed above.

- c) Budget Monitoring 2015/16 - On a proposal by Cllr. Carey it was RESOLVED to vire £201.00 from general reserves to budget code 2 (audit)
Budget code 10 (SALC & CALC Subscription) it was noted that this code was overspent by £2.00 no further expenditure was expected for this code and on a proposal by Cllr. Carey, it was RESOLVED to take no further action.
- d) Approval of financial statement - On a proposal by Cllr. Carey it was resolved to accept the financial statements for May and June 2105
- e) Transparency Act - the quarterly reports had been uploaded to the website.
- f) Annual Return year ended 31 March 2015 - Section 1 Statement of Accounts - nothing further.
- g) Annual Return year ended 31 March 2015 - the Clerk reported that the external auditor report stated that on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving concern that relevant legislation and regulatory requirements have not been met.
- h) Audit Plan - on a proposal by Cllr. Perry, it was RESOLVED to adopt the Audit Plan.
- i) Financial Scrutiny Report - Cllr. Carey provided a written report attached.
- j) Review and change of bank signatures - On a proposal by Cllr. Martin, it was resolved to remove Colin Field from the bank signatories. Cllrs. Simpson, Carter, Carey and Martin to remain as signatories and Cllr. Perry to be added.
- k) Prepaid banker card - On a proposal by Cllr. Carey it was RESOLVED to apply for a prepaid banker card. Loaded with £250.00 and Cllr's Simpson, Charter and Carey were the signatories for the account.

66.15 LOCAL PLAN

Following the receipt of the Inspector's Report to the Chichester Local Plan: Key Policies 2014-2029, Chichester District Council, at its Full Council meeting on the 14th July 2015 had formally adopted the Chichester Local Plan: Key Policies 2014-2029.

There now followed a 6 week Judicial Review period until the 25th August 2015.

Concern was expressed that because Chichester District Council were still unable to demonstrate a five year housing stock developers were still able submit applications that did not comply with the Local Plan.

67.15 ENVIRONMENTAL MATTERS

- 1. Flood Prevent Update - Cllr. Carey stated that:
Earnley Holder's Farm ditch - funding had been confirmed, the contractor was in place and discussions were taking place with the land owner.

Grange Rife - funding had been confirmed, the Environment Agency were awaiting results of road survey and land owners were being approached for permission to access their land.

Northern end of Bookers Lane - funding had been committed to progress the work.

Cllr. Carey reported that the Flood Prevention Group had written to the four local MP's with regard to the review of maintenance budget for the Environment Agency. Andrew Tyrie MP had forwarded the letter to the relevant minister. The minister had responded the Environment Agency budget was part of the budget review the point raised by your resident had been noted.

Roundstone had confirmed that they would meet with the Environment Agency; Cllr. Carey to raise the issue again with the Environment Agency representative.

2. Footpath Bell Lane - nothing further.
3. Speeding Clappers Lane - Cllr. Carey reported a resident had expressed concern with regard to the signage include larger the signs and paint 30 mph on the road. It was agreed to wait until the outcome of the ~~Bookers-Clappers~~ Lane appeal was known. However it was noted that speeding was an issue throughout the whole parish.
4. Proposed Road Closure: 14th September - 18th December 2015
Junction of Third Ave to junction with Bookers Lane, For the purpose of undertaking water mains renewal, service transfers, connections and permanent reinstatement
Proposed Diversion Route: Booker Lane, Bell Lane, A286 Main Road, Sidlesham Lane and Batchmere Road - noted.
5. Power to remove signs - no further update from County Cllr. Montyn.
It was agreed that once the finger post signs which included Medmerry Park had been installed the Clerk would contact Medmerry Park to request the removal of the yellow advertising boards from the parish.

68.15 PARISH OBJECTIVES

Cllr. Charter reported the link and covering letter would be uploaded to the website week beginning 3rd August 2015.

If the questionnaire was completed on line Cllr. Charter would receive a daily update on who had completed the application on line, he would then notify the delivery person that they were not required to collect from that location.

It was agreed that cllr's notify the clerk of their preferred route.

ALL

It was agreed that the distribution and collection of questionnaires would be completed by the end of September.

69.15 REPORT ON EXTERNAL MEETINGS

- a) Whilst delivering the newsletter the Chairman had meet with the new directors of Earnley Concourse it was noted a company now run the

Concourse and the directors had offered to hold a meeting the Clerk and the Chairman when the decorating work in Earnley Place had been completed.

- b) Peninsula Forum - the minutes had been circulated, it was noted that the Travellers Transient site at Westhampnett was working well. Tracey Filcot, Principal Planning Policy Officer, Chichester District Council reported that her office had submitted policy comments to the development office on the gypsy travellers planning application in Earnley.
- c) New Councillors Training - Cllr. Perry stated that he found the training very useful and worthwhile.

70.15 CLERK'S REPORT AND CORRESPONDENCE

- 1. Parish Council Newsletter - it was noted that the newsletter had been delivered and as a result a further three residents had requested to be added to the residents update list. However, no further volunteers had come forward to help with the Parish Objectives questionnaire. It was agreed to send a copy of the newsletter to PCSO Bainbridge and Drew Allardice to the adjacent parish council's and to request permission that they be placed in local shops and the library.
- 2. Queen's 90th Birthday Celebrations - 1 June 2016 - following discussion it was agreed to review this again at the next meeting.
- 3. Protocol on Filming, videoing, photography, audio recording and broadcasting at council meetings - on a proposal by the Chairman, it was RESOLVED to adopt the protocol on Filming etc.

71.15 ITEMS FOR FUTURE AGENDAS

None.

Meeting closed at 20.56pm

Signed _____ Chairman to Earnley Parish Council

Dated _____