

## EARNLEY PARISH COUNCIL

### MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 17<sup>th</sup> MARCH 2016

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

**In attendance:** Mrs Louise Chater (Clerk), District Cllr. Susan Taylor and two members of the public.

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

None.

#### 21.16 APOLOGIES AND REASONS FOR ABSENCE

Cllr Shaun Perry - work commitment

Cllr. Robert Carey - holiday

District Cllr. Ian Curbishley - moving house.

#### 22.16 COUNTY COUNCILLOR'S REPORT

No report received.

#### 23.16 DISTRICT COUNCILLORS' REPORT

District Cllr. Taylor reported:

1. Local Plan review had commenced the District Council aimed to complete the work by 2019.
2. Infrastructure Business Plan had been adopted - The Chairman responded that he had reviewed the plan which included traffic calming in Almodington and Earnley Conservation Area, however the Wates Development would have a detrimental effect on the parish and the Parish Council were hoping to get some CIL money to improve the funding available from the S106 agreement.
3. Boundary Review was out for consultation. The members of the parish council discussed the proposal and it was agreed that the affiliation with Birdham and East Wittering & Bracklesham Parish Councils and was not with Sidlesham.

CLERK

#### 24.16 CODE OF CONDUCT

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

#### 25.16 MINUTES

Cllr. Carey had submitted a written request to amend 09.16(1) Somerley Culvert Project:

Delete:" It was noted that the work completed last year had diverted the water from the road onto adjacent landowners and was putting their houses at risk due to the project not being completed"

Replace with: "It was noted that the work undertaken by the Environment Agency last year had cleared a number of blockages, which meant that water now flowed downstream and didn't flood the road and neighbouring homes. However, a small number of homes downstream are now receiving more water in their gardens than before which poses some risk. The proposed additional works would significantly alleviate this risk."

09.16 (1) point 4: Bookers Lane Culvert amended to year 10-year life span.

Following the above amendment on a proposal by the Chairman, it was RESOLVED to agree and sign the minutes of the meetings held 28<sup>th</sup> January 2016; this was duly completed.

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

None.

**27.16 FINANCE**

a) Bank Balances as at date of meeting - £11,552.28

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

<b>Direct Debit</b>			
Anvil Mobile Ltd	8.50	dd	parish council phone - January 2016
Anvil Mobile Ltd	9.62	dd	parish council phone - February 2016
<b>Standing Order</b>			
Louise Chater	408.06	so	salary - January 2016
West Sussex County Council	122.09	so	pension - January 2016
Louise Chater	408.06	so	Salary - February 2016
West Sussex County Council	122.09	so	pension - February 2016
<b>Direct Payment</b>			
		authorisation code	
Chichester District Council	139.10	KM:961802765 SS: 990924599	Recharge for Parish Council Elections
SLCC Enterprises Ltd	273.20	KM:961802765 SS: 990924599	Practitioners Conference
SLCC Enterprises Ltd	25.52	KM:961802765 SS: 990924599	Keeping Volunteers and Recruiting Volunteers
SSALC Ltd	78.00	KM:961802765 SS: 990924599	Clerks Networking Day
Diane Malley	29.00	KM: 953919733 SS: 843405604	second instalment for payroll services
Paragon Internet Group	34.99	KM: 953919733 SS: 843405604	Hosting Fees
Mrs Louise Chater	42.79		expenses
<b>Cheque Payment</b>			
		cheque No	
Birdham Village Hall	10.00	300310	Volunteers Meeting
Mrs C Smith	45.74	300311	training mileage
West Sussex ALC Ltd	139.50	300312	WSALC/NALC Subs
Post Office Ltd	162.00	300213	PAYE

On a proposal by Cllr. Charter, it was RESOLVED to make payment and sign the cheques, including the additional cheques for Mrs C Smith, West Sussex ALC Ltd. and Post Office Ltd as listed above.

- c) Budget Monitoring 2015/16- On a proposal by Cllr. Charter, it was RESOLVED to carry out the following actions:

Budget Code	Action
Road Signs (25)	Move to reserve
Bus Shelter Maintenance (26)	Move to reserves
Bus Shelter Cleaning (27)	Move to Bus Shelter Reserve
Notice board replacement (28)	Move to reserve
Notice board maintenance (29)	Move to Notice Board reserve
Election Reserve (34)	Move to Election Reserve

- d) Approval of financial statement - On a proposal by the Chairman, it was RESOLVED to accept the financial statements for January and February 2016.
- e) Payroll Services 2016-17 - On a proposal by the Chairman, it was RESOLVED to maintain the contract with Diane Malley MAAT Payroll services and the increase in fees from £58.00 to £68.00 per year was noted.
- f) Financial Regulations - On a proposal by the Chairman it was RESOLVED to amend 5.5(a) to include the following: If payment is undisputed payment must be made within 30 days of receipt as per The Public Contracts Regulations 2015 (Miscellaneous Provisions) 113 such payments shall be submitted to the next appropriate meeting of the council. The data attached to this provision would be published as soon as practicable after the financial end of year;
- g) Public Contract Regulations 113 - publication of data. The Clerk stated that she would request Cllr. Carey's assistance to amend the excel programme to enable the data to be produced.

RC/CLERK

## 28.16 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey provided a written report which was read out to the meeting:
- "Consultation on Surface Water and Drainage Supplementary Planning Document the Flood Prevention group had been asked to make comments on this and - I have a meeting with a Birdham Parish Council representative to discuss.
  - Almodington project to divert flood water across Batchmere Rd was progressing reasonably. We had the formal written consent of one of the landowners. The second should give consent once the Environment Agency had finished their survey work which should be in April - currently they were busy with projects which had to be completed before year end. Plan to complete the crossing in the summer - might be only a week's work but I'm not sure at this stage whether it requires a road closure, lights might suffice.
  - Still waiting to hear from the project manager on the Somerley culvert replacement project. My task at the moment was to get written permission from all riparian owners.
  - At the last meeting of the Flood Prevention Group it was agreed that a priority was to get together all our maps of Earnley's drainage and understand the key parts that need annual cyclical maintenance. We could then cost this out - excluding farm ditches. This could be in time for our next budget round, although I am not trying to pre-empt any decision, it's up to the council. This might tie in with West Sussex County Council's proposal to drop their Community Support Team.

- e) On behalf of the West Sussex Flood Action Group Forum, I had made a submission (which includes the role of parish councils) to the Defra select committee considering future flood risk management policies - attached.
  - f) Roundstone reservoir - Ken Davenport had given me his written assessment which I had forwarded to the Environment Agency engineer, who should be able to visit once his year-end work schedule is out of the way."
2. Footpath Bell Lane - Cllr. Charter reported that the work had been completed with 16 volunteers and had improved the area. Cllr. Charter had emailed all the volunteers to thank them for their assistance.
  3. Direction sign centre of Earnley - the Chairman said that a new date for installation should be available by 21 March 2106.
  4. Natural England - Consultation of the Solent & Dorset Coast Potential Special Protection Area  
On a proposal by the Chairman It was RESOLVED to make no comment.

### **29.16 PARISH PLAN 2016 - 2021 and ACTION PLAN**

1. Parish Plan 2016-2020 - Cllr. Simpson expressed concern that the objectives had no time frame attached to them. It was agreed to amend the document to reflect that the Parish Council would regularly review the document and project groups and plans would be set up for each item. **CC/SS**  
It was agreed to print it as professional document and the Clerk to obtain quotes for various options. **CLERK**  
It was agreed to submit the document to Chichester District Council and West Sussex County Council for their comments prior to adoption. **CLERK**
2. Parish Plan - it was agreed to hold an extra ordinary council meeting 28th April to adopt the plan. **CLERK**

### **30.16 PARISH VOLUNTEERS**

1. Volunteers - two volunteer's meetings had now been held and the group was progressing. Parish Link representatives had been assigned to most areas of the parish.
2. Volunteer co-ordinator - Cllr. Simpson did not consider that the group had reached this stage as yet.
3. Volunteer agreement - Cllr. Simpson stated that she would work on this. **SS**
4. Equipment - currently no projects had been identified currently that require equipment.
5. Risk Assessments - to be worked on in due course.
6. Community Support Team Consultation & Future Partnership working -  
It was noted that the Parish Council had submitted a response to this consultation choosing option 2 (Actively seek partnership with Parish Councils to enable them to help themselves with limited support from West Sussex County Council. With the caveat that this Council had reservations about taking on activities that required specialist training and equipment and prefer the option to maintain the current service, but recognise the severe financial constraints that the county council face. The Chairman had raised the issue at the Manhood Peninsula Forum and suggested that Parish Council cluster together to award contracts and the clerk suggested carrying out a parish audit and contacting Community Payback.

### **31.16 HIGHWAYS**

1. A27 Consultation - it was noted that the consultation had been delayed

until spring/summer 2016 and the northern bypass options were no longer to be included in the consultation process. On a proposal by the Chairman it was RESOLVED to make a Freedom of Information Act request against Highways England to obtain the evidence which led to the decision to withdraw the options of the Northern Bypass.

CLERK/KM

2. Section 106 Contribution - Land east of Barton Way - It was noted that West Sussex County Council Traffic Engineer for the Parish were Mike Dare and Neil Smith. On a proposal by the Chairman it was RESOLVED to hold a meeting with West Sussex County Council to discuss the options available.

CLERK

### 32.16 CHANGING ROLE OF PCSO'S

It was noted that the Parish would no longer had an allocated PCSO and the role had been changed to reactive rather than prevention role. Concern was expressed that the crime rate would increase in the future. It was noted that the Neighbourhood Panel would continue to meet and they would request the attendance of a PCSO.

There was a real need to increase reporting crime to the police to ensure that the statistic were not skewed by non-reporting. It was agreed to include this as a standard item in the Newsletter to ensure the intelligence was still gathered and include information on the Community Warden

CLERK

On a proposal by Cllr. Simpson it was RESOLVED to use The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 to make donation towards retirement gift collection for PCSO Bainbridge in the sum of £10.00 donation from Cllrs Expenses (31).

### 33.16 EARNLEY FETE - June 2016

1. Revised date - 18<sup>th</sup> June 2016, it was noted that high tide was at 11.15am. It was agreed to hold the event open 2-5pm. All profit to be evenly split between Earnley Church, St Wilfred's and the RNLI. Clerk and Cllr Simpson to meet with the owner of Earnley Grange.
2. Volunteers - we currently had volunteers to run the Plant Stall, Book Stall, Bric-a-brac Stall and a volunteer to co-ordinate the parking. One of the volunteers was going to contact Christopher Timothy to see if he would be available to open the fete. Further volunteers required.
3. Equipment - Pauline Norris had agreed to inspect the gazebos and game equipment and advise the Clerk of the condition and availability. The Clerk had received a quote for two standard plastic event toilets in the sum of £195.00 (plus VAT). It was noted that it was recommended one toilet per 50 people for an 8-hour event. Disabled toilets had a smaller tank.
4. Queen's 90<sup>th</sup> birthday Celebration Grant - On a proposal by Cllr. Simpson it was purchase cups at a maximum of £5.00 per cup children aged 0-year 6.
5. Advertising - Poster, Newsletter, local Rag, Chichester Observer, Spirit FM, Estate Agents Boards

SS/CLERK

CLERK

CLERK

### 34.16 EARNLEY CONCOURSE/EARNLEY PLACE

Its noted that Earnley Concourse were working to clear footpath 2.

### 35.16 ANNUAL MEETING OF ELECTORS - 19<sup>th</sup> MAY 2016 6.30pm

1. Speakers - Peter Hughes RSPB had agreed to provide an update on

the Medmerry Reserve. It was noted that residents had expressed concern with regard to the lack of dog waste bins and it was agreed the Chairman contact Peter Hughes to ensure that he provides and update on this matter.

2. Parish Council topics:
  - a) Cllr. Carey to provide an update of Flooding and work carried out in the parish.
  - b) Cllr. Charter and Cllr. Simpson to give a presentation on the Parish Plan
  - c) Chairman briefing
  - d) It was agreed to invite the Community Warden and PCSO to the meeting
3. Refreshments - it was agreed the Clerk would purchase the refreshments £25.00 for nibbles and £20.00 drinks.
4. Invites to be sent by email and hand delivered to addresses without email addresses. In future the invites would be hand delivered with a request to confirm email addresses.

**36.16 REPORT ON EXTERNAL MEETINGS**

None.

**37.16 CLERK'S REPORT**

1. Training - Practitioners Conference and Clerk's Networking Day - useful and stimulating. It was noted that North Mundham Parish Council had paid their share of the cost of training events. The Clerk was in the process of producing reports on the events.
2. Newsletter - articles required from Parish Plan Working Party and Cllr. Carey on Flooding, Chairman's Report and Cllr. Charter Pavement Clearance. **CC, SS, RC, KM**

**38.16 EXTERNAL CORRESPONDENCE**

- a) Audit year ended 31<sup>st</sup> March 2016 - it was noted that the Parish Council had been selected for intermediate audit.

**39.16 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed at 20.53pm

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

Dated \_\_\_\_\_