

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON 28th JULY 2016

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

In attendance: Mrs. Louise Chater (Clerk) and three members of the public.

68.16 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

69.16 CO-OPTION OF PARISH COUNCILLOR

On a proposal by the Chairman, it was RESOLVED to co-opt Mr. John Stant to the Council. He completed the Declaration of Acceptance of Office and continued the rest of the meeting as a co-opted member.

70.16 APOLOGIES AND REASONS FOR ABSENCE

County Cllr. Pieter Montyn - prior commitment.
District Cllr. Susan Taylor - prior commitment.

71.16 COUNTY COUNCILLOR'S REPORT

No report received.

72.16 DISTRICT COUNCILLORS' REPORT

No report received.

73.16 CODE OF CONDUCT

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

74.16 MINUTES

On a proposal by Cllr. Carey, it was RESOLVED to agree and sign the minutes of the meeting held on 26th May 2016; this was duly completed.

75.16 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

76.16 EMPLOYMENT COMMITTEE

1. Approval of Employment Committee Minutes - 10.16 (2) amended to read Proposal two was agreed.
On proposal by Cllr. Carey it was agreed that the Clerks additional hours worked and mileage associated with the fete be charged to the fete project. Subsequent to the meeting it was agreed to charge 50% to the Parish Council.
Following the above amendments; on a proposal by Cllr. Carey, it was RESOLVED to agree and sign the minutes of the meeting held

on 23rd June 2016; this was duly completed

2. Approval of recommendations - on a proposal by Cllr. Charter it was resolved to accept the recommendation of the Employment Committee

77.16 CHICHESTER COMBINED COURT CENTRE & CHICHESTER MAGISTRATES COURT

On a proposal by Cllr. Simpson's it was RESOLVED that the provision of a Magistrate's Court in Chichester District was vital and it was requested the Clerk write to Mr. J Miller, Project Manager, South East Regional Support Unit.

CLERK

78.16 FINANCE

a) Bank Balances as at date of meeting £13,520.16

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

Payment June 2016	Total			
Direct Debit				
Anvil Mobile Ltd	8.34		dd	parish council phone - May 2016
Standing Order				
Louise Chater	441.54		so	salary - June 2016
West Sussex County Council	135.86		so	pension -Jun 2016
Direct Payment		authorisation code	authorisation code	
Bizcard UK	21.00	SS:422060619	KM: 65121355	Fete printing
HMRC	140.80	SS:422060619	KM: 65121355	PAYE
Staples UK Ltd	11.30	SS:422060619	KM: 65121355	Stationery
Cheque Payment			cheque No	
Birdham Village Hall	10.40		300314	Fete meeting
Funds Transfer				
Transfer to Alto Card	125.00	SS:742338980	KM: 302445648	
Alto Card				
Amazon UK	54.89			Queen's 90th Birthday Commemorative Cups
Co-op	40.16			Annual Parish Assembly Refreshments
Post Office	2.25			Postage
Post Office	6.00			Postage

Ryman Stationery	23.93			Fete and paper
Card Factory	5.99			Teddy Bear - fete
Amazon UK	3.33			pink face paint - fete
Amazon UK	22.48			face paints - fete
Bookers	171.28			fete
Bond-a-frame	27.24			mounting pictures for raffle
Payment July 2016	Total			
Direct Debit				
Anvil Mobile Ltd	17.65		dd	parish council phone - July 2016
Direct Payment				
		authorisation code	authorisation code	
Louise Chater	431.15	KM: 186909486	SS: 874556880	salary - July 2016
West Sussex County Council	7.00	KM: 186909486	SS: 874556880	pension - July 2016 £134.69- 127.69=7.00
Mr M Slegg	432.50	KM: 876363657	CC: 509198537	50% deposit refurbishment three arm finger post
EWBPC	26.00	KM: 876363657	CC: 509198537	invoice 0014 hall hire
Mrs S Simpson	48.09	KM: 876363657	CC: 509198537	
Cheque Payment				
			cheque No	
St Wilfrids Hospice	571.56		300315	
RNLI	571.56		300316	
EPCC	571.56		300317	
Travis Perkins	211.20		300318	
Mr R Carey	19.00		300319	
Alto Card				
HM Land Registry	6.00			land registry search 9 Bookers Lane
HM Land Registry	6.00			Land registry search Land to North 9 Bookers Lane
HM Land Registry	6.00			Land registry search
Microsoft Office	59.99			Office 365 subscription
Post Office Ltd	5.05			postage

On a proposal by Cllr. Charter it was RESOLVED to ratify the payments made.

- c) Queen's 90th Birthday Celebration Grant - it was noted that notification of authorisation of payment of grant had been received.

- d) Earnley Fete and Power of Well Being Grants on a proposal by Cllr. Simpson, it was RESOLVED to ratify payment of Power of Well Being Grants to each of the following organisations in the sum of £571.56
- a) Earnley Church
 - b) RNLI Selsey
 - c) St Wilfrid's Hospice
- e) Remuneration for Clerk
- 1) Earnley Fete - it was noted that the Clerk had worked an additional 32 hours in relation to the fete and an additional 54 miles. It was noted that the fete expenditure included an allowance of £230.22 towards this cost. On proposal by Cllr. Charter it was resolved to make payment in full.
 - 2) Additional hours worked year ended 31 March 2016 - it was noted that the Clerk had worked an additional 73.90 hours, however, the Clerk had agreed to accept remuneration in the sum of £450.00 in connection with these hours. On proposal by Cllr. Charter it was resolved to make payment
 - 3) Cllr. Carey reported that the Parish Council would overspend:
Code 14 Salary £735
Code 16 Pension £160
On a proposal by Cllr. Carey, it was RESOLVED to vire £120 from budget code 23, £110.00 from budget code 30, £250 from code 33, £100 from code 4 and £315 from general reserves to cover the above overspend.
- f) Finance & Legal Update - 14th July 2016 - On a proposal by Chairman, it was retrospectively agreed the Clerk attend this course.
The Clerk was in the process of preparing a report. **CLERK**
- g) Internal Audit report year ended 31st March 2016 - the amended report was awaited.
- h) Bus Shelter Cleaning Contract - no further progress had been made on this matter.
- i) Alto Card - it was noted that the service would be withdrawn on 31 August 2016.
- j) Electronic Procurement Card Solutions - On a proposal by Cllr. Carey, it was RESOLVED to investigate Electronic Procurement Cards.
- k) A27 leaflet drop - financial contribution - On a proposal by Cllr. Carey, it was RESOLVED to make a contribution of £26.00 towards the cost of printing and delivering a leaflet to every household in the manhood peninsula. **CLERK**

79.16 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey reported that a meeting was due to take place with the County Council to discuss three projects: Bookers Lane culverts, Clappers Lane ditch and Chapel Cottage/Clapper Lane ditch clearance.
2. Finger Post Bookers Lane - it was noted that the order had been

placed with Heritage Signs and the work was due to be completed by the end of September 2016.

3. Footpath 3 Bookers Lane - there is an issue of trees growing on the footpath that are blocking the path, following land registry searches it was noted that the land was not within the land ownership of the adjacent properties. However, the land had been cleared by the adjacent landowners. The matter had been raised with West Sussex County Council. **KM**
4. Footpath 54 -it was noted that the landowner had removed the crop from the path. The Chairman reported that he was due to carry out the footpath inspection in August and would report back to the Council. **KM/AGENDA**
5. Cycle Route Conference - 20th September 2016 10am - 12noon Selsey Town Hall - No representatives available.

80.16 PARISH PLAN 2016 -2021 - OBJECTIVES

On a proposal by the Chairman it was agreed to form working parties or nominated lead member to move the projects forward, however, it was noted that the plan was to cover five years and therefore it was not necessary to complete all projects in the first year.

- 1) To ensure that people drive within the speed limits with Earnley Parish - Cllr. Charter to lead. **CC**
It was noted that a meeting was due to take place with Peter Lawrence the County Council representative on Chichester Road Safety Action Group to obtain advice. Cllr. Simpson reported that she would provide the contact details of the representative of the Police Neighbourhood Panel who was responsible for the Speed Monitoring Device. **SS**
It was important for the Parish Council to gain evidence to ascertain of the current traffic issues prior to any plans on traffic management be put in place.
- 2) To support appropriate housing development and land use in Earnley and to object to inappropriate housing development - Planning Committee
- 3) To work towards the best possible flood reduction within Earnley Parish - Cllr. Carey **RC**
- 4) To encourage the provision of transport links that meet the needs of residents - it was considered appropriate to ask for feedback from local residents in the Newsletter. **CLERK**
- 5) To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish - Cllr. Simpson to lead - it was agreed to contact the members of the volunteers group to propose a project and meeting in October.
- 6) To investigate the possibility of creating a parish focal point or village hall - Cllr. Simpson **SS**
- 7) To liaise with the owners of Earnley Concourse to encourage the most appropriate use of the site -Cllr. Martin **KM**

81.16 PARISH VOLUNTEERS

It was noted that the Parish Council now had "Link Volunteers" for the whole parish.

82.16 HIGHWAYS

1. A27 Consultation 14th July - 22nd September 2016 - On a proposal by the Chairman it was RESOLVED to hold an Extra-Ordinary Council Meeting on 1st September 2016. The Chairman reported that he had attended two consultation events it was important to ensure that comments were submitted in writing as the Highways England were required to take note of written comments.

The Highways England's priority is to keep the A27 'through traffic' flowing. For a cost of £280m (Q1 2014 values) option 2 saves only 5 minutes and 40 seconds. The other options save even less. Local traffic time savings are minimal.

2. Section 106 Contribution - Land East of Barton Way matter on hold.
3. Speeding in the Parish - cover in agenda item 80.16(1)
4. Hedgerow and verge ownership Almodington Lane - a resident had raised concern with regard to the ownership of the verge and the obstruction of the highway verge. It was agreed to raise the matter with West Sussex County Council.

CLERK

83.16 COMMUNITY FACILITIES AUDIT - Future projects and funding

It was agreed to add two projects the village hall and village open space.

**SS/CC/
CLERK**

84.16 EARNLEY FETE - 18th June 2016

1. Review of Event - Successful event, volunteers need to be involved in a greater way early on so the parish council were leading and not organising the whole event. Consideration be given to raffle tickets being printed and sold prior to the event it was noted that a licence would need to be applied for. Consideration be given to a variety of food stalls. Entrance to be blocked off until the fete opens. Additional directional signs on A286.
2. Commemorative cups - two cups it was agreed to give the cups to the Lowe children for their help at the fete.

SS

85.16 EARNLEY CONCOURSE/EARNLEY PLACE

The Parish Council had been approached by a developer and his planning consultant. It was noted that the site had transferred to the Elysium Foundation Trust which had the same trustees. The developer had acknowledged there was a need to develop a community asset.

The Clerk had arranged a meeting with representatives from Chichester District Council to understand Community Land Trusts.

ALL

86.16 ANNUAL MEETING OF ELECTORS - 19th May 2016

1. Review of Minutes - on a proposal by Cllr. Carey, it was agreed the minutes were an accurate record.

87.16 REPORT ON EXTERNAL MEETINGS

Sussex Police Presentation - Cllr Simpson reported that a leaflet on transforming local Policing was due to be circulated; crime is changing and so there was a need for policing to change. Further savings of £35 million had to be made by 2020 having already made £50 million savings. PCSO's have been reduced and were no longer assigned to an area. It is very important that residents report all crime or there will be no statics for the area and therefore there will be lower coverage.

88.16 CLERK'S REPORT AND CORRESPONDENCE

- a) Bracklesham Barn - the Clerk was pleased to report that until further notice all meetings would now take place in the community room.

89.16 ITEMS FOR FUTURE AGENDAS

None.

The meeting closed at 20.57pm

Signed _____ Chairman Earnley Parish Council

Dated _____