

EARNLEY PARISH COUNCIL

MINUTES OF EARNLEY PARISH COUNCIL MEETING HELD ON 24th NOVEMBER 2016

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

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

113.16 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

114.16 APOLOGIES AND REASONS FOR ABSENCE

None.

115.16 COUNTY COUNCILLOR'S REPORT

No report received.

116.16 DISTRICT COUNCILLORS' REPORT

Following the recent fire in Bognor Regis and Storm Angus District Cllr. Curbishley remind the parish council to ensure that the Parish Council emergency plan was up to date. Cllr. Charter responded that the joint plan had recently been reviewed.

District Cllr. Taylor reported that the Drainage and Surface Water Supplementary Planning Document had been adopted. Developers must be guided by the document and submit information at the time of the application. Local Plan update the Site Allocation Development Plan was currently being reviewed.

117.16 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.
3. Review of Register of Interest - Cllrs. Charter, Stant and **SS/KM** Carey provided the Clerk with written confirmation that they had no changes to their register of interest form.

118.16 MINUTES

On a proposal by Cllr. Charter, it was **RESOLVED** to agree and sign the minutes of the meeting held on 22nd September 2016; this was duly completed.

119.16 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

120.16 POLICIES

1. Scheme of Delegation - On a proposal by the Chairman, it was

RESOLVED to adopt the Scheme of Delegation Policy, this document would be reviewed in two years

2. Retention of Documents Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Retention of Documents Policy, this document would be reviewed in two years
3. Data Protection Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Data Protection Policy, this document would be reviewed in two years
4. Communication Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Communication Policy, this document would be reviewed in two years.

121.16 FINANCE

a) Bank Balances as at date of meeting - £15,783.11

b) Approval of Parish Council payments and authority to sign cheques
On a proposal by Cllr. Carey, it was RESOLVED to ratify the payments listed below.

19 October 2016	Total			
Direct Debit				
Anvil Mobile	14.12			Billing Period September 2016
Public Works Loan Board	284.24			Loan Payment
Standing Order				
Mrs Louise Chater	4343.15	KM: 16014716	SS: 50828221	Salary Month 7
West Sussex County Council	133.22	KM: 16014716	SS: 50828221	Pension Payment Month 7
Direct Payment		authorisation code	authorisation code	
Mr M Slegg	632.50	KM: 16014716	SS: 50828221	Bookers Lane Finger Post
Mrs Louise Chater	49.26	KM: 16014716	SS: 50828221	Bus shelter project
Staples Ltd	28.90	KM: 16014716	SS:50828221	stationery
21 October 2016	Total			
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	56.87			postage 5.40, printing 45.47 & land reg search

				6.00
16 November 2016	Total			
Direct Debit				
Information Commissioner	35.00			Data Protection
Anvil Mobile	13.00			Phone October 2016
Standing Order				
Mrs Louise Chater	434.15			Salary month 8
West Sussex County Council	133.22			Salary month 8
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	125.09	KM: 194991355	SS: 52602229	expenses
North Mundham Parish Council	127.10	KM: 194991355	SS: 352602229	shared expenditure
East Wittering & Bracklesham Parish Council	23.50	KM: 194991355	SS: 352602229	Invoice 0088
Cheque Payment			cheque No	
SLCC membership	49.67		300327	membership

On a proposal by Cllr. Carey, it was RESOLVED to make payment and sign the cheques as listed below:

Cheque Payment			Cheque No	
East Wittering & Bracklesham Parish Council	27.50		300328	Invoice 0116

c) Budget Monitoring year ended 31st March 2017

Budget	Reason for Overspend	Overspend	Action
Bus shelter Maintenance (26)	First Avenue Bus Shelter Repair Easton Lane Bus Shelter replacement	731.55	On a proposal by Cllr. Carey, it was resolved to vire £500 from the Bus Shelter Maintenance Reserve and £231.55 Vire from code 27 (Bus Shelter Cleaning)

- d) Data Protection Registration Renewal – On a proposal by Chairman it was resolved to sign the Direct Debit mandate.
- e) Local Government Pension Pooling Agreement – On a proposal by Cllr. Carey it was RESOLVED Cllrs Martin and Charter sign the agreement witnessed by the Clerk.
- f) Electronic Procurement Card
 - 1. On a proposal by Cllr. Charter, it was RESOLVED to apply for Barclaycard and nominate Cllr Carey as the card administrator
 - 2. On a proposal by Cllr. Carey, it was RESOLVED to set the monthly expenditure limit at £750
 - 3. On a proposal by Cllr. Charter, it was RESOLVED to set the single transaction limit at £500.00
- g) Budget year ended 31st March 2018 – the working party has worked through the first budget review copy attached.
On a proposal by Cllr. Carey it was agreed to increase the Parish Plan Reserves by transferring £500.00 from general reserves to increase reserves to £1400.00. Following this amendment it was resolved to set the budget £15709.00
- h) Precept year ended 31st March 2018 – on a proposal by Cllr. Carey, it was RESOLVED to set the precept for year ended 31 March 2016 at £15,209.00 CLERK
- i) Bus Shelter – Easton Lane replacement – On a proposal by Cllr. Stant, it was RESOLVED to instruct Trojan Timber Products Ltd to dismantle and replace the bus shelter with a 200mm overhang. CLERK
- j) Bus Shelter – First Avenue repair – On a proposal by the Chairman, it was RESOLVED to instruction Trojan Timber Products Ltd to repair the bus shelter CLERK

122.16 ENVIRONMENTAL MATTERS

- 1. Flood Prevent Update – Cllr. Carey reported:
 - a) Bookers Lane and Bell Lane work has been completed. On a proposal by Cllr. Carey it was RESOLVED to write a letter of thanks to West Sussex County Council for the work completed. RC
 - b) Clappers Lane Ditch work has been completed.
 - c) First Avenue culvert project – progress is being made.
 - d) Grange and Earnley Rife have been cleared by the Environment Agency as part of their annual maintenance programme
 - e) Medmerry Channels and ditches will be cleared next year and will then be included in the Environment Agency maintenance programme.
 - f) Cllr. Carey has been carrying out some preliminary mapping to assist the Medmerry Flow Project.
- 2. Finger Post Bookers Lane. – work has been completed and matter closed.
- 3. Footpaths – it was reported that Footpath 51 waymarker has been damaged KM
The Chairman reported that footpath 56 bridge is scheduled to have the handrail posts repaired in December. Also that subject

to West Sussex County Council budget approval, sections of footpaths 51 & 50 have been included for a summer surface cut and footpath 2 a second summer cut.

123.16 PARISH PLAN 2016 -2021 - OBJECTIVES

1. To ensure that people drive within the speed limits with Earnley Parish. One member of the public has volunteered to assist with the speed project.

County Council Highways Officer was now in place and Cllr. Charter agreed to contact the County Council to obtain the technical requirements to enable the parish council to construct village gate ways with the assistance of the Community Volunteers. **CC**

124.16 PARISH VOLUNTEERS

1. First Avenue Bus Shelter and noticeboard - the work has been completed by the volunteers.

2. Foodbank Collection - a request for food has been issued to the residents and the Link residents have been asked to collect the food by 5th December. Cllr. Simpson had agreed to deliver the food to Chichester Food Bank. **SS**

3. Earnley Fete - On a proposal by Cllr. Simpson it was agreed to hold a working party (all members) meeting in January to discuss the way forward. **CLERK/ ALL**

125.16 HIGHWAYS

1. A27 - no further update.

2. A27 Public Interest Complaint - it was noted that Chichester District Council Monitoring Officer had responded that he was not prepared to proceed with the complaint.

3. Compass Travel 150: Selsey - East Wittering - West Itchenor Service proposed reduction in service from three days per week to one or two days per week. Consultation closes 18 December 2016, the route is not a natural route and is not viable currently, however, with Asda coming the demand may increase and County Council should consider negotiating a donation from Asda to maintain the service. It was noted that the service had recently been reduced without consultation. **CLERK**

It was agreed to send the information on the consultation to all residents. **CLERK**

126.16 EARNLEY CONCOURSE/EARNLEY PLACE

The Chairman reported that members of the Parish Council had meet with various developers with regard to the way forward with the site. **CLERK**

The Parish Council RESOLVED that the following were the parish council's priorities for the parish on the site.

1. Community Land Trust Social Housing up to six one bedroom properties for elderly residents of the parish.
2. Village Hall including small studio/business hub (the natural building for this would be the Gate House (which is listed as positive building) and associated outbuildings
3. Village Green.
4. Footpath/Cycleway connectivity.

It was noted that Stone Harbour's contract to manage the site has been terminated although they still have a role in trying to sell the site. We are advised that any site management related matters should be taken up directly with the Trustees.

In the Local Plan the District Council discourage the change of use to private housing due to the loss of employment opportunities, proof will be required of a minimum of two years of active marketing, including production of adverts.

127.16 RICHARDSON'S HOLIDAY VILLAGE

It was noted that the site was being closed in January 2017. The Chairman reported that the consolidated accounts for Richardson Leisure Ltd (Co Reg 0068774) which owns the South Downs Holiday Village with another similar business in Norfolk reported a consolidated turnover of £13.5 million and profit after tax of £658,000 for 2015. Analysis for the separate businesses is not publicly available. It was noted that South Downs Holiday Village camp is highly rated on Trip Advisor

CLERK

It was noted that the coach park exit is within Earnley Parish which is opposite the 110 site in Clappers Lane and East Wittering and Bracklesham Parish Council have meet their housing allocation.

It was agreed to carry out a land registry search in January.

128.16 REPORT ON EXTERNAL MEETINGS

CDALC - Cllr. Simpson reported that the issue of the difficulty holding the meeting due to a lack of funds. It was noted that the Parish Council had budgeted £15.00 per year but it not been requested for a long time,

129.16 CLERK'S REPORT AND CORRESPONDENCE

- a) Clerk's Networking Day - 1st November 2016
 - Code of Conduct - Cllrs to ensure that they fully embrace the code not just the Register of Interest.
 - Health & Wellbeing - research being carried out how Parish Councils can reduce Social Isolation which in turn reduces the pressure on the National Health Service
 - Scamming/Fraud is currently the fastest growing area of crime. The Fraudster target wealthy social isolated people there is a

greater percentage of this type of crime in rural areas. Sussex Police are promoting Operation Signature to try and prevent the crime taking place. If residents are experience problems with cold callers Sussex Police advised that residents purchase a True Call Blocker which is approximately £100.00 <http://www.truecall.co.uk/>- **DO NOT** pay to subscribe to call blocker schemes these are fraudulent.

b) Autumn Newsletter has been delivered.

c) Meeting Schedule 2017 was agreed:

Full Council & Planning Meeting	26 th January 2017
Planning Meeting	16 th February 2017
Planning Meeting & Full Council	23 rd March 2017
Planning Meeting	27 th April 2017
Annual Meeting of Electors	18 th May 2017
Annual General Meeting/Planning	25 th May 2017
Planning Meeting	22 nd June 2017
Planning Meeting & Full Council	20 th July 2017
Planning Meeting	24 th August - NO MEETING
Planning Meeting & Full Council	28 th September 2017
Planning Meeting	26 th October 2017
Planning Meeting & Full Council	23 rd November 2017
Planning Meeting	21 st December 2017 - NO MEETING
Planning Meeting & Full Council	25 th January 2018

All meetings would commence at 18.45 at Bracklesham Barn unless advertised to the contrary.

d) Annual Meeting of Electors - it was AGREED to hold the meeting on 18th May 2017 commencing at 18.45

AGENDA

e) 3in1 Card email from Selsey Town Council (attached) on a proposal by Cllr. Charter it was RESOLVED to support Selsey Town Council in this initiative.

CLERK

f) West Sussex ALC Spring Conference - 30th March 2017 - Lodge Hill Pulborough £40.00 per delegate. On a proposal by the Chairman, it was RESOLVED Cllr. Martin attend.

g) Freedom of Information Act Request: it was noted that the Clerk had received a Freedom of Information Act request with regard to minute 107.16 (A27 Public Interest Complaint); the Clerk was currently waiting for clarification from the monitoring officer with regard to the Data Protection Act.

h) Sussex Police Budget Consultation <https://www.sussex-pcc.gov.uk/priorities/budget/>

CLERK

On a proposal by Cllr. Simpson, it was agreed to submit request to the Commissioner for more information how many people have been made redundant and at what cost prior to responding the consultation.

- i) Conservation Area Plan - the Clerk reported that the plans had been updated to reflect the adopted boundary.

130.16 ITEMS FOR FUTURE AGENDAS

None.

Meeting closed 20.32

Signed _____ Chairman Earnley Parish Council

Dated _____