

## EARNLEY PARISH COUNCIL

### MINUTES OF EARNLEY PARISH COUNCIL MEETING HELD ON 26<sup>th</sup> JANUARY 2017

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

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

#### **01.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

#### **02.17 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr. Ian Curbishley - holiday  
County Cllr. Peiter Montyn - prior engagement.

#### **03.17 COUNTY COUNCILLOR'S REPORT**

No report received.

#### **04.17 DISTRICT COUNCILLORS' REPORT**

District Cllr, Taylor reported that following the Full Council meeting officers have been instructed to write to Chris Grayling MP to request a rerun of A27 consultation including other routes.

District Cllr. Taylor stated that she had recently attended a briefing by Gavin Barwell Minister of State for Housing and Planning, the planning white paper is due out in February. The white paper is likely to encourage build to rent and will hopefully address the issue of developers being granted planning permission but not building out the permission which has an effect on the five year housing supply.

The Chairman asked for clarification that Chichester District Council have written to Mr Tyrie MP to confirm that they were supporting the call for the rerun of the A27 consultation. District Cllr. Taylor responded that Mr Tyrie had meet with the parish councillors and district councillor's and the views were very similar. It was noted that the Arun MP had come out against the rerun of the consultation process.

#### **05.17 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.
3. Review of Register of Interest - confirmation of no changes received from Cllr. Martin.

#### **06.17 MINUTES**

Mrs Louise Chater Salary Month 7 amended to read £434.15 following this amendment o a proposal by Cllr. Charter it was

RESOLVED to agree and sign the minutes of the meeting held on 24<sup>th</sup> November 2016; this was duly completed.

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

None.

**08.17 POLICIES**

1. Community Engagement Policy
2. Employment Committee Terms of Reference
3. Disciplinary Policy
4. Dignity at Work, Bullying and Harassment Policy
5. Grievance Policy
6. Protocol for hearings by the Employment Committee
7. Employees Code of Conduct
8. Sickness and Absence Policy

On a proposal by Cllr. Stant, it was RESOLVED to adopt the above policies.

**09.17 FINANCE**

- a) Bank Balances as at date of meeting £13,951.92
- 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:

15 December 2016	Total			
<b>Direct Debit</b>				
Anvil Mobile	13.66			Phone November 2016
<b>Standing Order</b>				
Mrs Louise Chater	434.15			Salary month 9
West Sussex County Council	133.22			Salary month 9
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	50.92	SS: 363142807	KM: 405077655	expenses
Diane Malley MAAT	34.00	SS: 363142807	KM: 405077655	payroll services second half year
Staples	18.76	SS: 363142807	KM: 405077655	stationery
HMRC	141.00	SS: 363142807	KM: 405077655	PAYE
26 January 2017	Total			
<b>Direct Debit</b>				

Anvil Mobile	11.35			Phone December 2016
<b>Standing Order</b>				
Mrs Louise Chater	434.15			Salary month 10
West Sussex County Council	133.22			Salary month 10
<b>Direct Payment</b>		authorisation code	authorisation code	
Trojan Timber	346.26	SS: 70843350	KM: 105053924	bus shelter repair First Avenue
Mrs Louise Chater	26.15	SS: 765361144	KM: 952663441	Expenses

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

<b>Cheque Payment</b>		cheque No	
Mrs Louise Chater	70.68	300329	Expenses
East Wittering & Bracklesham Parish Council	27.50	300330	Room Hire

- c) Financial Statement - On a proposal by Cllr. Stant, it was RESOLVED to accept the financial statements for November and December 2016.
- d) Budget Monitoring year ended 31<sup>st</sup> March 2017 - No action required.
- e) Pension Ill Health Insurance - On a proposal by Cllr. Carey, it was RESOLVED to accept the quote for ill health insurance and sign the proposal form. It was noted that the policy would commence on 1<sup>st</sup> April 2017.
- f) Electronic Procurement Card - Card has been received and activated.
- g) Clerk's Training Plan 2017 - on a proposal by Cllr. Carey, it was RESOLVED to accept the Clerk's training plan, subject to the agenda being suitable upon publication.
- h) Bus Shelter - Easton Lane replacement licence and quote - on a proposal by the Chairman, it was RESOLVED to sign West Sussex County Council licence to enable the replacement of the bus shelter. Due to issues West Sussex County Council public liability requirements a new quote had been received from Knight Fencing Ltd to dismantle and provide shelter ££808.00+ VAT; on a proposal by Cllr. Carey, it was RESOLVED to accept the quote and instruct Knight Fencing, subject to confirmation that the companies public liability complied with West Sussex County Council's requirement.
- i) Bus Shelter - First Avenue repair - work completed to a good standard.

j) General Power of Competence/Participatory Budgeting  
Expenditure & Emergent Requests

Applicant	Purpose of Grant	Amount Assigned/ Requested	Total Cost of Project	Vote	Cheque No
Birdham Village Residents Association	Commission landscape survey for planning appeal	No sum requested	15000	It was resolved to vire £50 from budget code 4	Pledge
Wittering & District First Responders	Provision of Emergency Treatment	No sum requested		It was resolved to vire £50 budget code 5	300311
Manhood Mobility	Provision of Community Transport	No sum requested		It was resolved to vire 50.00 via from budget code 20	300332
Samaritans	Provision of support/ counselling	No sum requested		It was resolved to vire £25 from budget code 4	300333
Manhood Peninsula Partnership	Contribution to provision of officer	128.40		It was resolved to pay in full	300334

k) Other Grants

Applicant	Purpose of Grant	Amount Assigned	Power to Spend	Vote	Cheque No
Citizen Advice Bureau	Advice Service	100	LGA 1972 s142	It was resolved to donate £50	300335
East Wittering Youth Club	Youth Services	100	LG (MP)A 1976 s19	It was resolved to pay in full	300357

l) Transparency Act requirements - the Clerk reported that the third quarter reports had been uploaded to website.

- m) SSALC West Sussex Spring Conference Lodge Hill - £40.00 - no councillors were available to attend this conference

#### 10.17 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey reported that Almodington ditch diversion project is now progressing as an Environment Agency Officer has been assigned to the project.
2. First Avenue project - was progressing
3. Bookers Lane/lower Bell Lane Project - Cllr. Carey has arranged a meeting with the Millfield Project Officer to ensure the ditch is maintained in the future.
4. Cllr Carey agreed to investigate the soil and rubble deposits on the verge in Bookers Lane as concern was expressed that this could slip into the ditch
5. Footpath sign - the Chairman reported that this is not classified a safety issue therefore it will not be repaired until the next round of scheduled parish work.

#### 11.17 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) To ensure that people drive within the speed limits with Earnley Parish - Cllr. Charter stated that he had had a very negative meeting with West Sussex County Council's traffic officer, however, the officer has confirmed that there is the ability to install white posts and fencing as village gateway. When inspecting the parish, he had noted that SLOW painted on the highway adjacent to Butterfly Farm had faded. He had also agreed to investigate installation of SLOW adjacent to Bookers Lane hump bridge. The Highway Officer stated that only accidents that incur injuries are recorded and the parish had a very low accident record; the Officer suggested the Parish Council invest in a road traffic survey to gather evidence to support any constriction on the road. Following discussion with regard to the Section 106 monies associated with the Wates development the Highways Officer had stated that the wording was important as the money might not be ringfenced for the parish. Having subsequently reviewed the agreement it was considered that the wording suitability ringfenced the monies for the proposed use.

It was agreed that Cllr Charter would request specification for the design of the village gateways and request quotes for a Traffic Survey report. CC

It was considered important to arrange a meeting with Barfoots of Botley prior to the harvesting season regarding the speed of tractor/trailers driving in the parish. CLERK

#### 12.17 PARISH VOLUNTEERS

1. Foodbank Collection - Cllr. Simpson reported that this was a

very successful and the food was delivered to Chichester Foodbank on 6<sup>th</sup> December.

2. Earnley Fete

2.1 Location - the Clerk has contacted the landowners about holding the event; awaiting a response.

2.2 Date of Event - to be agreed with the landowners.

2.3 Aims and Objectives - community involvement, covering the cost and raising money for charity.

2.4 Working Party - to be arranged

2.5 Stalls - Cllr Simpson has been reviewing the stalls and games and would prepare a report for the working party.

3. Bus Shelter Volunteers - A resident had offered to maintain the bus shelter on Bell Lane, the Clerk had meet with resident and had completed the risk assessment and purchased the equipment. The Clerk had contacted the insurance company and would contact the volunteer following confirmation from insurance company. Subject to the insurance companies approval the Parish Council resolved to accept the residents offer.

4. Bus Shelter at junction of First Avenue improvement project was a great success.

**13.17 HIGHWAYS**

1. A27

1.1 West Sussex County Council Action - the Parish Council considered the Leaders decision to request the re-run to include the northern option a very brave move.

1.2 Chichester District Council Cabinet Meeting - Chichester District Council have subsequently followed suite.

1.3 Meeting with Andrew Tyrie MP - the Chairman stated that the meeting was positive and constructive, the Chairman has provided Andrew Tyrie MP with further evidence that had been requested following his questions to Mr Tyrie.

**14.17 EARNLEY CONCOURSE/EARNLEY PLACE**

The Chairman reported that he had witnessed Mark Vickery showing the property and advised him that Richardson's had been sold.

**15.17 RICHARDSON'S HOLIDAY VILLAGE**

1. Land Registry Search the Clerk had completed a land registry search which showed the land owned by Richardson's a further search to be conducted shortly.

2. The Chairman asked District Cllr. Taylor for clarification with regard to neighbourhood plans as residents have expressed concern that East Wittering and Bracklesham Parish Council had stopped producing their plan. District Cllr. Taylor responded that the District Council has a five-year housing supply and a local plan in place. Her personal views was that

**CLERK**

the purchaser will wait for the house allocation review and will put the site forward at this time. East Wittering has currently exceeded the housing allocation, although this does not prohibit further development any neighbourhood plan would have to be in line with the Local Plan and the District Council Local Plan review will need to be adopted July 2020.

**16.17 ANNUAL MEETING OF ELECTORS - 18<sup>th</sup> May 2017**

1. Start time - it was agreed the meeting would commence at 19.00
2. Agenda/Speaker - it was agreed to request Steve Webster, Site Manager, Pagham Harbour & Medmerry Reserve, RSPB give a short presentation on Medmerry Reserve. Cllrs would provide an update on Planning, Flooding, A27 and the Parish Plan, highways issues including speed traffic monitoring reports. **CLERK ALL**
3. Refreshments - £20 Drinks, £25 nibbles. On a proposal by Cllr. Carey it was agreed that the Councillors would provide the nibbles. The Clerk would purchase the drinks. **CLERK**

**17.17 REPORT ON EXTERNAL MEETINGS**

1. Chairman reported very positive meeting with Steve Webster, Site Manager RSPB, and has put him in touch with the Community Warden regarding the anti-social behaviour taking place on the site.
2. CDALC - Cllr. Simpson reported that it was agreed at the meeting that SALC would finance the meeting. Parishes had expressed concern about neighbourhood planning and housing numbers which have been exceeded however developers were continuing to submit applications which were being permitted.

**18.17 CLERK'S REPORT AND CORRESPONDENCE**

None.

**19.17 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed 21.07

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

Dated \_\_\_\_\_