

## EARNLEY PARISH COUNCIL

MINUTES OF EARNLEY PARISH COUNCIL HELD ON 23<sup>rd</sup> MARCH 2017

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

**In attendance:** Louise Chater (Clerk) and two members of public

**20.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

**21.17 APOLOGIES AND REASONS FOR ABSENCE**

County Cllr. Montyn - moving house.

**22.17 COUNTY COUNCILLOR'S REPORT**

No report received.

**23.17 DISTRICT COUNCILLORS' REPORT**

District Cllr. Taylor stated that the District Council Officers and Members were shocked with the withdrawal of funding from Central Government for the proposed improvements to the A27. The Official Statement from Highways England stated that the Local Authorities had withdrawn the funding. District Cllr. Taylor stated that at no time had the local funding been withdrawn. The Local Plan upgrades of roundabout will go ahead with local funding via Section 106 monies from developers.

Chichester District Council Local Plan review has commenced and will have to balance the likely increase in housing numbers with the highway issues. The Local Plan will need to be adopted by November 2019, therefore consultations will be taking place in 2018.

**24.17 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda -none, although Cllr. Martin had no register of interests on matters on the agenda he provided the Clerk with an updated copy of his register of interests.
2. Dispensation requests - none.

**25.17 MINUTES**

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 26<sup>th</sup> January 2017; this was duly completed.

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

None.

**27.17 POLICIES**

On a proposal by Chairman, it was RESOLVED to adopt the policies listed below:

1. Equality Policy
2. Training Policy

**28.17 FINANCE**

- a) Bank Balances as at date of meeting £10,935.13

- 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:

28 February 2017	Total			
<b>Direct Debit</b>				
Anvil Mobile	17.86			Phone January 2017
<b>Standing Order</b>				
Mrs Louise Chater	434.15			Salary month 11
West Sussex County Council	133.21	SS: 590334390	KM: 703015143	Salary month 11
<b>Direct Payment</b>		authorisation code	authorisation code	
EWBPC	27.50	SS: 590334390	KM: 703015143	Room Hire - invoice no: 0190
Knight Fencing	969.60	SS: 871613452	KM: 752170096	bus shelter replacement
Staples	32.93	SS: 590334390	KM: 703015143	stationery
<b>Procurement Card</b>				
Cartridge People	123.99			printer cartridges
23 March 2017	Total			
<b>Direct Debit</b>				
Anvil Mobile	13.25			Phone February 2017
<b>Standing Order</b>				
Mrs Louise Chater	434.15			Salary month 12
West Sussex County Council	133.21			Salary month 12
<b>Direct Payment</b>		authorisation code	authorisation code	
Parish Magazine Printing	27.40	SS: 842288079	KM: 424895849	Winter newsletter 80 copies
BVRA	25.00	SS: 842288079	KM: 424895849	Travellers site planning appeal
HMRC	141.00	SS: 842288079	KM: 424895849	Paye
Mrs Louise Chater	68.51	SS: 842288079	KM: 424895849	expenses

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for January 2017 and February 2017  
d) Budget Monitoring year ended 31<sup>st</sup> March 2017 - On a proposal by Cllr. Carey, it was RESOLVED to make the following virements:

Item	Code	amount	action
Office Equipment	12	176	vire to dedicated reserve
Noticeboard Replacement	28	435	vire to dedicated reserve
Noticeboard	29	70	vire to noticeboard

Maintenance			replacement reserve
Election Reserve Fund	33	250	vire to dedicated reserve

e) Finance Review third quarter - Cllr Carey reported that he has completed the third quarterly review and had no areas of concern. However, the Council tax bill has been issued by Chichester District Council and the precept for Earnley Parish Council had reduced by 10%. It was agreed to request clarification as the Parish Council were expecting the bill to raise by 2.7% **CLERK**

19.22pm District Cllr. Taylor arrived and gave her report.

- f) Audit Year Ended 31 March 2017 - it was noted that Cllr. Carey would carry out the end of year checks on 20th April 2017 and Mark Mulberry the Internal Auditor would inspect the accounts on 25<sup>th</sup> April 2017. It was noted that Earnley Parish Council had not been picked for 5% inspection.
- g) Bus Shelter - Easton Lane - work completed.
- h) Grant Application - Kent, Surrey & Sussex Air Ambulance have made a request for a donation in the sum of £250.00 unfortunately there no funds available to make a donation at this time however, it was agreed that the Clerk write and advised that Parish Council will consider their request in the next financial year and invite them to have a stand at the fete. **CLERK**
- i) Internal Auditor letter of engagement for year ended 31 March 2018 - In line with the Public Sector Internal Standards the Clerk confirmed that Mr Mulberry was independent of the Parish Council and had the appropriate qualifications to carry out the internal audit on behalf of Earnley Parish Council. Therefore, it was RESOLVED to appoint Mulberry & Co for the audit year ended 31 March 2018.

**29.17 ENVIRONMENTAL MATTERS**

- 1. Flood Prevention Update - Cllr. Carey reported that the project for the flood diversion scheme for Batchmere Lane was progressing and the Manhood Wildlife Flow Project to map the ditches in the parish was due to commence imminently.  
A resident expressed concern that the main river on Batchmere Road had recently stop flowing, Cllr Carey stated that he would raise the matter with the Environment Agency. **RC**
- 2. Public Rights of Way - Cllr. Martin reported that the additional requests for summer clearance had been approved and included in West Sussex County Council's budget for the year ended 31<sup>st</sup> March 2018. Cllr. Martin advised that he had been responsible for the footpaths for a number of years and would now like to step down from this area of responsibility. Cllr. Stant volunteered to take on this role and it was agreed the Clerk would investigate training for Cllr. Stant. **JS CLERK**

**30.17 PARISH PLAN 2016 -2021 - OBJECTIVES**

- 1) To ensure that people drive within the speed limits with Earnley Parish - no further update.

**31.17 PARISH VOLUNTEERS**

- 1. Earnley Fete
  - 1.1 Location - The Clerk confirmed that the event would be held at

Earnley Grange, Almodington Lane.

1.2 Date & Time of Event - Saturday 10<sup>th</sup> June 2017 - 14.00 -17.00

1.3 Working Party - it was agreed to hold the initial working party meeting on 20<sup>th</sup> April 2017.

2. Stalls - the Clerk and Cllr. Simpson had started to contact stall holders, on a proposal by Cllr. Simpson, it was RESOLVED to charge all stall holders £20 per pitch (all stall holders would then keep the income from their stall), most the stall holders would be charities or arts and crafts, with the exception of the ice cream van, plant stall and vegetable stall which were commercial businesses.
3. Bus Shelter Volunteers - Bell Lane - the resident has been provided with the necessary equipment and guidance and had commenced work. Volunteers still required for Easton Lane and First Avenue.
4. Community Clean Up - 25<sup>th</sup> March 2017 commencing at 10am- the Clerk confirmed that she has completed the risk assessment and the insurance company had confirmed that they would cover the event. Highway safety signs have been ordered. Briefing written, equipment had been collected and collection of the rubbish had been arranged. On a proposal by Cllr. Simpson, it was AGREED to provide refreshments at Smoke and Chard following the event.

### **32.17 HIGHWAYS**

1. A27 - it was noted that the Secretary of State, Chris Grayling, had cancelled the A27 Bypass Improvement Project. It was noted that Highways England had issued the report on the Public Consultation February 2017, however, there was some concern that there were inaccuracies within the report.
2. Cllr. Martin reported on the A27 Workshop hosted by West Sussex County Council; the main outcome was that nothing should be ruled out and West Sussex County Council have allocated £100,000 funding towards consultant fees and technical advisors.

It was noted that only two businesses were in attendance the road haulage association and the growers' association. Cllr Martin had had requested that the County Council Chairman consider holding separate workshops with businesses and that it was important small businesses especially from the Manhood Peninsula were represented in addition to the large national organisations.

West Sussex County Council were encouraging Parishes to hold local meetings with a facilitator provided by West Sussex County Council, these meetings would need to take place within the next seven weeks. On a proposal by the Chairman it was agreed to link up with an adjoining parish, if possible, ideally Birdham Parish Council.

**CLERK**

### **33.17 EARNLEY CONCOURSE/EARNLEY PLACE**

It was noted that the Clerk, Cllr. Charter and Martin had meet with another developer and had discussed the restrains on the site and the parish council's requirements.

### **34.17 RICHARDSON'S HOLIDAY VILLAGE**

1. Land Registry Search - no further search had been completed. It was noted that Chilterns was being sold separately and the new

owners were currently advertising the site for let through Flude Commercial and is currently listed as under offer.

2. Meeting with Seaward Properties - it was noted that the Clerk, Cllrs. Charter and Martin were due to have a joint meeting with East Wittering and Bracklesham Parish Council and representatives of Seaward Properties.

20.09 District Cllr. Taylor left the meeting.

**35.17 ANNUAL MEETING OF ELECTORS - 18<sup>th</sup> May 2017 commencing at 19.00**

1. Agenda/Speaker - The Clerk confirmed that Steve Webster, Site Manager, Pagham Harbour & Medmerry Nature Reserve would give a presentation on the Medmerry Reserve. It was agreed that if the speaker was amenable his presentation would be given after the official business.
2. Format of evening
  - 2.1 Cllrs and Clerk to arrive at 6.30pm to assist with setting up.
  - 2.2 Cllr. Simpson to meet and greet residents, **SS**
  - 2.3 Cllr. Stant, to ensure residents have signed in. **JS**
  - 2.4 Exhibition - Cllr. Carey to provide information on the main rivers in the Parish **RC**  
Cllr Martin to provide information on the footpaths in the parish **KM**  
Clerk to provide information and photographs of volunteer events **CLERK**
3. Advertising  
It was agreed that the Clerk would write three different invites one to be sent to those who attend last year and one to those that had attended in the past and one to those who had never attended. It was agreed that all Councillors would provide the Clerk with three properties that had never attended in the past and that they are going to invite personally. **CLERK**  
**ALL**

**36.17 REPORT ON EXTERNAL MEETINGS**

Manhood Peninsula Forum - had mainly covered the A27 and Flooding  
West Sussex County Council Meeting - had mainly covered the A27, linking the AONB's and had included a tour of records office

**37.17 CLERK'S REPORT AND CORRESPONDENCE**

1. Newsletter - delivery has been completed.
2. Clerk's Networking Day 21<sup>st</sup> March 2107 - the Clerk stated that the day had been very useful and would produce a written report.

**38.17 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed at 20.28

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_