

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON 20th JULY 2017

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

In attendance: Louise Chater (Clerk), District Cllr. Susan Taylor, County Cllr. Peiter Montyn and one members of public.

61.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

62.17 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Keith Martin - holiday.

63.17 COUNTY COUNCILLOR'S REPORT

County Cllr. Montyn reported that a meeting for Build a Better A27 was due to take place on Monday commencing at 6pm - 7.30pm the location had yet to be arranged. The meeting will assess where the project has got to in obtaining a majority view on the solution and the information to be used in preparing the brief for the consultant to work from. The Leaders of the District Council and the County Council had meet with the Chief Executive of Highways England and a report would be presented at the meeting.

Cllr. Montyn stated that there was an issue on the A286 with people avoiding the manhole covers and he had requested highways department investigate who is responsible for the manhole covers to remedy the situation.

Gillian Keegan MP had been invited to the Harbour Conservancy to get a fuller understanding of the AONB.

Cllr. Charter asked how the Highways Department had been affected by funding cuts for 2017/2018. Cllr. Montyn responded that this department had kept level with inflation and additional grants were from central government.

64.17 DISTRICT COUNCILLORS' REPORT

Cllr. Taylor stated that she had mainly been dealing with the various consultations including Chichester Vision, Chichester Gateway, Local Plan Site Allocation DPD Examination and Issues and Options there is tremendous pressure coming from Central Government and the neighbouring Districts with the duty to cooperate.

Developers are arguing in appeals that the District Council does not have a five-year housing supply, however, the District Council currently does. A discussion took place on the possibility of building a new town rather the creeping growth of existing villages.

In the autumn, the objectively assessed needs, transport study and sewage studies will be published.

65.17 CODE OF CONDUCT

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

66.17 MINUTES

On a proposal by Cllr. Stant, it was RESOLVED to agree and sign the minutes of the meeting held on 25th May 2017; this was duly completed.

67.17 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

68.17 EMPLOYMENT COMMITTEE

1. On a proposal by Cllr. Stant, it was RESOLVED to agree and sign the minutes of the Employment Committee Meeting held on 22nd June 2017
2. Recommendations to Full Council
 - 2.1 Additional Hours Worked year ended 31 March 2017 - On a proposal by Cllr. Simpson, it was RESOLVED to pay in full an additional 11.30 hours worked by the Clerk in the year-ended 31 March 2017
 - 2.2 Additional hours worked in relation to Earnley Fete - On a proposal by Cllr. Simpson, it was RESOLVED to pay in full the additional 43.30 hours worked by the Clerk at pay scale rate 24. It was noted that these hours were over and above the normal hours.
 - 2.3 Review of Pay scale - On a proposal by Cllr. Simpson, it was RESOLVED to increase the Clerk's scale point to Scale point 25 which was to be back dated to 1st April excluding the additional hours worked for the fete.
3. Job Description/Pay Review - Cllr. Simpson stated that she would review the Clerk's duties and investigate a spinal point review.
4. Digital Engagement Review including digital circulation of newsletters - It was considered very difficult to quantify the effect of circulating the newsletter digitally, however, it was agreed that in future the covering email should include some hooks to ensure that people look at the attachment. It was agreed to carry out a Survey Monkey Questionnaire to obtain the residents views on if they prefer the newsletter by email or hard copy. A hard copy of the questionnaire to be distributed to those residents who do not receive a digital copy, with the option to add their email address.

5. Quality Accreditation - On a proposal by Cllr. Carey, it was RESOLVED not to apply for quality accreditation.
6. Annual Meeting of Electors - Review of Agenda and attendance it was agreed that the whole of the responsibility should not be on the Clerk's shoulders and therefore consideration needs to be given to the wording of the target. Cllr Simpson asked District Cllr. Taylor and County Cllr. Montyn about West Itchenor's meeting it was noted that they had a speaker generally with a local connection. Although the Parish Council had always had a speaker it was agreed that Councillors needed to give the matter further consideration. Suggestions were made RNLI local rescues, The Hazardous protected wreck in Bracklesham Bay, Dougie MacDonald MCA, local businesses for example Roundstone **AGENDA**
7. Volunteer Project Review - there were four projects in the past year which had been very successful. It was agreed to hold a further litter pick in the Autumn. **SS/CLERK**

20.37 District Cllr. Taylor, County Cllr. Montyn and one member of the public left meeting.

69.17 ANNUAL MEETING OF ELECTORS

1. Review of Minutes of the meeting held on 18th May 2017, it was agreed that the minutes were an accurate record of the meeting.

70.17 POLICY REVIEW

1. Policies Reviewed- It was noted that the Clerk had reviewed the Complaints Committee Terms of Reference, Protocol for Dealing with Planning Application Consultation document and no amendments were currently required.
2. Complaints Policy - On a proposal by Cllr. Stant, it was RESOLVED to adopt the replacement Complaints Policy.
3. Health, Safety & Welfare Policy - On a proposal by Cllr. Stant, it was RESOLVED to adopt the replacement Health, Safety & Welfare Policy. All Councillors present signed the statement to confirm that they would adhere to the requirements and conditions contained within the policy. **KM**

71.17 FINANCE

- a) Bank Balances as at date of meeting - 16,569.86
- 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:

12th June 2017	Total			
Direct Debit				
Anvil Mobile	16.30			Phone May 2017

Standing Order				
Mrs Louise Chater	437.97			Salary month 3
West Sussex County Council	134.55			Salary month 3
Direct Payment		authorisation code	authorisation code	
M J Visual	36.00	KM:25406007	SS: 765923756	KAM Rollabout PA (Fete)
East Wittering & Bracklesham Parish Council	22.00	KM:25406007	SS: 765923756	meeting room hire Invoice No: 267
HMRC	143.60	KM:25406007	SS: 765923756	PAYE first quarter
Procurement Card				
Card Factory	5.99			Fete
Rymans	12.48			Fete
Bookers	40.10			Fete
Art for All	30.75			Fete
Poundland	8.00			Fete
Poundland	36.50			Fete
11th July 2017	Total			
Direct Debit				
Anvil Mobile	12.12			Phone June 2017
Direct Payment		authorisation code	authorisation code	
Legal & General	62.88	KM:813480729	SS:587328459	Deposit Premium
Procurement Card				
Office Outlet	13.97			stationery
Cash				
Marks & Spencer's	17.00			Fete Thank you card and chocolates
John Ness	45.00			Fete - Horricks - coconuts
Sandy Simpson	6.65			Fete - Birdham Stores - Milk
Brenda Ness	19.80			Fete - prizes
18 July 2017	Total			
Standing Order				
Mrs Louise Chater	437.77			Salary Month 4
West Sussex County Council Pension Fund	134.55			Pension Month 4

Direct Payment		authorisation code	authorisation code	
East Wittering & Bracklesham Parish Council	22.00	CC:802409981	SS:269550905	room hire - 15th June 2017
North Mundham Parish Council	107.90	CC:802409981	SS:269550905	Training costs - Health & Safety, Legal & Finance and Data Protection
Mrs Louise Chater	24.02	CC:802409981	SS:269550905	Expenses
Cheque Payment			cheque No	
St Wilfrids Hospice	514.12			Grant - Earnley Fete
Earnley Church	515.12			Grant - Earnley Fete
RNLI	516.12			Grant - Earnley Fete

- c) Financial Statement - On a proposal by Cllr. Carey, the financial statements for May and June 2017 were accepted.
- d) Assets Register - on a proposal by Cllr. Stant, it was RESOLVED to adopt the updated Assets Register; this would be submitted to the insurance company. **CLERK**
- e) Annual Return year ended 31st March 2017 - it was noted that the inspection period had now closed.
- f) Budget Monitoring year ended 31st March 2018 - no action was currently required.
- g) Ill Health Insurance - On a proposal by Cllr. Carey, it was RESOLVED to sign the service order and direct debit mandate.
- h) Transparency Act Requirements - the required data had been uploaded to the website. It was agreed that Cllr. Charter and the Clerk would investigate the grant funding available. **CC/CLERK**
- i) Finance Review - first quarter report attached.

72.17 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that the work opposite First Avenue had been completed. Cllr. Carey would now press West Sussex County Council to clear the culvert.

Diversion project across Batchmere Road quotes had been obtained and approved by the Environment Agency, the application to close the roads had been submitted and it is expected work will be completed in September.

Earnley Rife the permit to allow work to be carried out on the rife had been applied for.

2. Public Rights of Way update - Cllr. Stant reported he had walked most of the routes. He considered that there was a distinct lack of signage on some of the routes and tourists would get lost on

some routes. Cllr. Stant proposed that Earnley Grange, the Butterfly Farm, the local camping sites and the Parish Council work to produce a map showing the local routes. It was noted that West Sussex Access Ranger had contacted the landowners of footpath 2 requesting clearance work take place.

3. Surface Water Issues & Solutions Group (SWISh) letter from the Manhood Peninsula Partnership:-
 - Approve the plans of the local FAG, i.e. a FAG member (perhaps a parish councillor) reports back to the parish - agree already in place.
 - The parish puts aside funds from the precept for local flood relief projects and/or maintenance work. It could also bid for Operation Watershed funding, where any funds secured can go further because VAT can be reclaimed - It was agreed that in principle the Parish Council would lead on operation watershed bids.
 - The parish raises flood risk issues affecting proposed developments - Agree.
 - The parish acts as the first contact in enforcement of riparian ownership responsibilities, i.e. issues a first "friendly" letter - Agree.
4. Develops relationships with major riparian owners, including local farmers - it was agreed to set up a meeting between the major landowners and the Parish Council.

73.17 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Objective 1: To ensure that people drive within the speed limits with Earnley Parish
 - 1.1 Village gateways - Cllr. Charter continued to press West Sussex County Council for advice and assistance with this project.

 - 2.1 Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
 - 2.1.1 Earnley Fete - Saturday 10th June 2017, Earnley Grange, Almodington Lane, 14.00-17.00 - the feedback received had been positive:
 - book stall nearer car park boxes heavy to carry
 - Grass too long in field additional help required for at least first hour (minimum of three people)
 - Good mix of stalls
 - Good that stall holders park their cars in the rear field
 - Event was well run with a lovely atmosphere and plenty for everyone to do and see.
 - Really pleased to see all ages attend the fete and especially lots of families.
 - The location also helped make it attractive

- The plug on Spirit FM must have helped with the attendance.

Consideration needs to be given to if the event is annual or bi-annual event. It was noted that the Landowner had stated that they were happy to host the event again.

AGENDA

- 2.1.2 Review of event including Health & Safety; it was noted that following the event the risk assessment had been reviewed and the following issues would be added: Dogs on leads, stall holders parking and no access to vehicles until the event was closed, bunting, guy ropes on marquees/gazebos.

The car park needs more attendants in the first hour and the grass in the field must be cut.

- 2.1.3 Finance - it was noted that the receipts were slightly higher than last year (excluding the Chichester District Council grant) and the non- salary expenditure was lower.

- 2.1.4 Celebration and Charity Donation - the celebration event had been held and the donation cheques in the sum of £514.12 had been presented to St Wilfrid's Hospice, RNLI and Earnley Church

- 2.2 Bus Shelter Volunteers -Easton Lane and First Avenue - it was noted that a resident had come forward to adopt the First Avenue Bus Shelter.

CLERK

74.17 HIGHWAYS

1. A27 Highways Agency/Secretary of State Update - no further update.
2. A27 Community Workshops - it was noted that the Business Meeting had been held and a further workshop was due to take place on Monday 17th July 2017, it was noted that Cllr. Martin would be attending as District Councillor and it was agreed that Cllr. Carey would represent the parish council.
3. A27 Western Manhood Community Workshop - was held on 14th July 2017; it was a positive meeting and well attended, the notes of the meeting would be circulated shortly.
4. Ownership of Finger Post Signs in Earnley Village - it was noted that Nick Gray had advised that there was no formal procedure to hand over the finger posts therefore it was agreed to accept his email of 11th July 2017 of notification that the fingerposts had been handed over. It was noted that the fingerposts had been added to the Assets Register.
5. S278/38 Highways Agreement at Phase 2 Clappers Lane Bracklesham - West Sussex County Council Officer- Chris Pratt
Creation of new right in/left out bellmouth access to be managed through the use of a traffic island/junction alignment and subject to a TRO. Realignment of existing watercourse including culvert and provision of footway with post and rail fencing.
6. Asda Bus Route - following the opening of the Asda in Selsey it

RC

CLERK

KM

was requested that the matter of improvements to the bus service be added to the agenda. **AGENDA**

75.17 EARNLEY CONCOURSE/EARNLEY PLACE

No further update.

76.17 REPORT ON EXTERNAL MEETINGS

CDALC Meeting- Chief Inspector Birkenstock provided a positive report despite the large funding cuts that have taken place and continue. Discussion also took place on the local plan review feelings were running pretty high at the meeting with regard to the housing numbers expected to be absorbed by the District.

77.17 CLERK'S REPORT AND CORRESPONDENCE

1. Merchant Navy Day - Red Ensign - it was agreed not to purchase a flag for this event.
2. Health & Safety Training - it was recommended that Health and Safety become a standard agenda item in the same way that the Code of Conduct is. A report will be circulated in due course. **AGENDA**
3. Data Protection Webinar - It was noted that the current Data Protection requirement will be replaced on 25th May 2018, and that the requirements will remain in place following BREXIT, there is currently limited information on how the proposed changes are likely to affect the Parish Council, however NALC have issued a briefing note. **ALL**
4. Legal & Finance Day - A report will be circulated
5. Growing a Rural Community Survey - Rural Parish Sounding Board - no representative was available.
6. Health and Safety - following the adoption of the updated Health and Safety Policy the parish council will need to be aware of the following issues and actions required.
 - a. Safety Report - annual safety report to be completed and in future will be included in the financial risk assessment and Insurance Review.
 - b. Office Inspection and display screen equipment assessment - it was agreed that Cllr. Carey would conduct the office inspection when completing the financial review. The clerk had completed a Display Screen Equipment (DSE) workstation checklist - action required purchase an anti-glare screen **CLERK**
 - c. Training - Accredited (3 yrs) First Aid for Adults training is available from St John's Ambulance at Warnham Park on 5th September and 1st November free of charge but donation welcome **CC/SS**
 - d. Nominated First Aiders - it was noted that a nominated first aider should be in attendance at all Full Council Meeting and Committee meetings, it was AGREED that the Clerk would be the nominated first aider.

78.17 ITEMS FOR FUTURE AGENDAS

None.

Meeting closed: 21.18

Signed _____

Chairman Earnley Parish Council

Dated _____