

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON 28th SEPTEMBER 2017

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

Louise Chater (Clerk) and two members of public

79.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

80.17 APOLOGIES AND REASONS FOR ABSENCE

County Cllr. Pieter Montyn - prior engagement

District Cllr. Susan Taylor - prior engagement

81.17 COUNTY COUNCILLOR'S REPORT

No report received.

82.17 DISTRICT COUNCILLORS' REPORT

The Chairman read out the following written report:

1. Creation of new planning officer's posts.

Cabinet agreed on the 5th September to the creation of the following posts:-

The creation of one new Development Manager (Applications Team) post.

One new planning officer post; subject to the introduction of the Government's planned increase in planning fees and the council's annual budget process.

One Planning Assistant /Apprentice; subject to the introduction of the Government's planned increase in planning fees and the Council's annual budget process.

The Government's White Paper on Planning was published in January this year. It recommended an increase of 20% in planning fees. The increase had to be ring fenced, that is it can only be spent on the Planning Service. Due to elections etc there has been a delay in implementing the increase and we are still awaiting the government decision. Although not 100% certain it is considered that there is a strong probability that the government will make an announcement, after all it wants to encourage housing. It is believed that a decision will be made in the Autumn to be implemented in April of next year.

2. Approval of the draft Infrastructure Business Plan (IBP) 2018/23 for consultation with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners

The IBP sets out the items chosen for CIL spending in the next five years together with the anticipated CIL receipts. There is only certainty for year 2018/19 as this is the money that Chichester District Council knows that it has or will receive. The subsequent years are estimates based on housing trajectory. The consultation period will last for six weeks from the 2nd October to the 13th November.

3. Site allocation DPD examination

After a six day hearing (including site visit) The Site Allocation DPD examination was completed. If found "sound" the DPD will form part of the Local Plan.

Although none of the sites are in Earnley it does have a relevance for Earnley in that in the DPD the retail area of East Wittering is designated as a "Local Centre". If adopted such designation will give greater protection to the retail area of the village. There is at present an application for residential development of The Royal Oak in East Wittering.

4. Litter and fly tip action plan 2017-20

I think that we are all too well aware of the scourge of fly tipping, indiscriminate litter dropping and dog fouling.

The following decisions have been made to help combat the above: -
£60,000.00 to be funded from reserves to enable the appointment of one full time equivalent Project Officer for two years to undertake communication initiatives and support enforcement work relating to fly tipping.

£26,000.00 to be funded from reserves be approved to provide resources to support publicity campaigns and the refurbishment and re-signing of a proportion of litter and dog bins.

83.17 CODE OF CONDUCT

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

84.17 HEALTH AND SAFETY

1. Parish Council Office - Display screen equipment assessment has been completed and the display anti-glare sheet has been purchased and applied.
2. Parish Council Assets - no action required.
3. Health and Safety Policy - Cllr. Martin confirmed that he would adhere to the adopted policy.

85.17 MINUTES

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 20th July 2017; this was duly completed.

86.17 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

87.17 ANNUAL MEETING OF ELECTORS

- 1. Speaker - A resident had contacted the proprietors of The Really Brilliant Gin Company based in Itchenor who had stated that they would be interested in giving a presentation. CLERK
- 2. Date of Meeting -17th May 2018 subject to confirmation from East Wittering & Bracklesham Parish Council of the availability of the meeting rooms. CLERK

88.17 POLICY REVIEW

- 1. Policies Reviewed: Flexible Retirement Policy - no action required; Freedom of Information scheme of publication updated to reflect information available on website and adopted policies.
- 2. Polices Reviewed: On a proposal by Cllr. Charter it was RESOLVED to adopt the following polices:
 - 2.1 Local Government Pension Scheme Discretions Policy - replacement policy. To be reviewed January 2018
 - 2.2 Media Relations Policy - replacement policy. To be reviewed September 2019
 - 2.3 Public Filming, Videoing, Photography, Audio Recording and Broadcasting at Council or Committee Meetings -replacement policy. To be reviewed September 2019

19.44 Two members of public left the meeting

89.17 FINANCE

- a) Bank Balances as at date of meeting £20,549.98 it was noted that the second precept payment had been received from Chichester District Council in the sum of £7,604.00
- 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:

10 August 2017	Total			
Direct Payment		authorisation code	authorisation code	
East Wittering & Bracklesham Parish Council	22.00	SS: 132475603	KM: 940936147	room hire - 13th July 2017
Came & Company	34.74	SS: 132475603	KM: 940936147	additional insurance premium
30 August 2017	Total			

Direct Debit				
Anvil Mobile	11.60			Phone usage July 2017
Standing Order				
Mrs Louise Chater	437.97			Salary month 5
West Sussex County Council Pension Fund	326.58	SS: 926689738	KM: 379818687	Pension contribution Month 5
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	470.64	SS: 926689738	KM: 379818687	additional salary month 5
Legal & General	17.15	SS: 926689738	KM: 379818687	additional Ill Health insurance premium
19 September 2017	Total			
Direct Debit				
Anvil Mobile	8.41			Phone usage August 2017
Barclaycard	71.94			August 2017
Standing Order				
Mrs Louise Chater	449.56	KM: 475674812	CC: 89945803	Salary month 6
West Sussex County Council Pension Fund	138.81	KM: 475674812	CC: 89945803	Pension contribution Month 6
Direct Payment		authorisation code	authorisation code	
HMRC	415.90	KM: 475674812	CC: 89945803	PAYE
PKF Littlejohn LLP	120.00	KM: 475674812	CC: 89945803	Audit fees year ended 31 March 2017

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

Cheque Payment	Total	cheque No	
Mrs S Simpson	19.50	300342	Parish Assembly Expenses

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for July & August 2017
- d) Annual Return year ended 31st March 2017- Auditors Report and Certificate - it was noted that the auditor had qualified the audit as we had omitted to update the Assets Register with the replacement bus shelter. It was noted that this issue had already been rectified. However, it was noted that the annual return will need to be restated for year ended 31 March 2018.
- e) Annual Return year ended 31 March 2017 - Notice of Conclusion of Audit was published on 11th September 2017.

- f) Budget Monitoring year ended 31st March 2018
Budget Code 2 Audit Fees overspend of £77.00 - On a proposal by Cllr. Carey, it was RESOLVED to take no action
Budget Code 31 Annual Parish Assembly overspend of £23.50 -
On a proposal by Cllr. Carey, it was RESOLVED to take no action
- g) Appointment of Internal Auditor year ended 31 March 2018- On a proposal by Cllr. Carey, it was RESOLVED to appoint Mulberry & Co as the internal auditor. It was agreed to participate in the trial to have a desk based interim review. Fees will be charged at £50.00 per hour and 0.45p per mile for travel expenses.
- h) Transparency Act Grant - It was agreed to purchase an A3 scanner/printer and a year's supply of ink and paper.
- i) Appointment of Internal Auditor year ended 31 March 2018 - covered by agenda item 89.17(g)

90.17 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that Batchmere Lane road closure has been cancelled due to an issue with an adjacent landowner. It was noted that once this work had been completed there would potentially be £17,000 of Operation Watershed grant funding that had been obtained by the Flood Group outstanding.

CLERK

On a proposal by Cllr. Carey, it was agreed that subject to confirmation from Operation Watershed that the Flood Group transfer £17,000 to the Parish Council to be ringfenced for out further flood relief work in the parish. It was requested that Clerk check the VAT implications when spending this funding.

2. Public Rights of Way update - Cllr. Stant reported that a footpath inspection was due to take place in November. There are two areas of considerable, length one being; Footpath no 4 south of clappers and the section Footpath 51 (Roundstone) where the hedgerows have encroached on the paths. The Chairman raised the issue of the verges within the Parish, there is no safe verge for the pedestrian. It was agreed to investigate the cost of verge cutting in August with a litter pick immediately after the cut.

CLERK

3. Public Rights of Way map-.it was agreed to place Parish information on the back of the map.

JS

4. Dog Waste - Cllr. Carey reported that he had been contacted by residents expressing concern with regard to the dog waste on the footpaths. This coincided with Chichester District Council initiative and he has produced an article for the newsletter.

5. BT Telephone Box Clappers Lane - the Chairman reported that the glass had been repaired and the telephone box has been repainted.

91.17 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Objective 1: To ensure that people drive within the speed limits with Earnley Parish
 - 2.1 Village gateways - no further update.
 - 2.2 "Dolly Posts" in the Parish -

On a proposal by the Cllr. Charter, it was agreed to request that the damaged Dolly Posts from the following locations be removed:

- a) Bell Lane
- b) Bookers Lane
- c) Clappers Lane

2) 110 Clappers Lane - concern was expressed with regard to delivery lorries using Bookers Lane. The Land Owners Section 278 Application needs to be submitted to West Sussex County Council. Appeal Decision 12.(ix) the method of access and routing of vehicles during construction should be provided prior to work commencing, including any demolition work. It was agreed that the Clerk write to the developer to request a copy of the access and routing plan as lorries have been observed using Bookers Lane and travelling via the conservation area.

CLERK

92.17 3) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish

5.1 Earnley Fete - It was agreed to canvas opinion via the newsletter with regard to how often this event should be held

5.2 Autumn Litter pick - On a proposal by Cllr. Simpson, it was agreed to hold the next litter picking event in November.

SS/CLERK

5.3 Bus Shelter Volunteers -Easton Lane and First Avenue -The Clerk had emailed the prospective volunteer for the First Avenue bus shelter, unfortunately no response had been received. Cllr. Simpson suggested the Clerk contact the First Avenue Management Committee to request the First Avenue bus shelter be put on their agenda. It was noted that someone was cutting the grass surrounding the Easton Lane shelter - Cllr. Carey agreed to investigate who was carrying out this work. It was requested that Clerk print and laminate a copy of the bus timetable for the Easton Lane bus shelter

CLERK

RC

CLERK

93.17 HIGHWAYS

1. A27 - Highways Agency/Secretary of State - Gillian Kegan MP had held several meetings with representatives from Highways England to push for an extension of time to enable the Community to produce a suitable solution for the RS1 period.

2. A27- Community Workshops - The Chairman reported that a decision was required by Highways England by the end of September for the project to be completed within RS1 timetable. It has now been agreed by Chichester District Council, West Sussex County Council and the Community Workshop to produce a proposal to go forward to RS2, and withdraw from the RS1 negotiations.

3. A27 - Defining our Key Requirements Survey - On a proposal by the Chairman, it was RESOLVED to ratify the response submitted.

4. West Sussex Cycle Summit - Monday 9th October 1:00pm-4:30pm County Hall North, Parkside, Horsham, RH12 1XH - no representative was available.

5. Carriageway Covers A286 -it was noted that West Sussex County Council had issued a notice to British Telecom requiring them to carry out remedial work on the carriageway covers.

94.17 EARNLEY CONCOURSE/EARNLEY PLACE

No further update.

95.17 REPORT ON EXTERNAL MEETINGS

1. Annual Pension Meeting - Cllr. Carey reported that the pension scheme is fully funded. West Sussex County Council pension scheme is due be merged to save fees however, the funds will be ringfenced for each county.
2. Peninsula Forum - A presentation was received on mapping of watercourse and the surveys that have been carried out have provided a large amount of information on the wildlife on the peninsula. These have been submitted to a national data base which can be accessed when large scale planning applications are being considered.
3. All Parishes Meeting - the Clerk had produced a report which had been placed on circulation.

96.17 CLERK'S REPORT AND CORRESPONDENCE

- 1) West Sussex ALC Annual General Meeting & Autumn Conference 2017 - an invitation to your appointed members to the West Sussex ALC AGM - Cllr. Carey to attend.
- 2) Parish Council Newsletter and Digital circulation survey - both the newsletter and the digital circulation survey were almost ready for printing. The survey will be distributed by email and there is paper version for those residents who have the newsletter hand delivered. It was agreed that the councillors would collect the hand delivered survey.
- 3) General Data Protection Regulations - 25th May 2018 - the Clerk reported that NALC is working with the Information Commissioner to provide sector based advice on the new requirements.
- 4) England Coast Path Publication East Head to Shoreham - consultation closes 22nd November 2017 Bracklesham Bay - Medmerry - it was noted that the proposed route would use routes already walked two new interpretation boards would be installed; no comments required.

97.17 ITEMS FOR FUTURE AGENDAS

- a) Clappers Lane 110 properties - Section 106 funding
- b) Bus Route - Asda

Meeting closed at 20.59pm

Signed _____

Chairman Earnley Parish Council

Dated _____