

## **EARNLEY PARISH COUNCIL**

Minutes of the Earnley Parish Council Meeting held on the 25<sup>th</sup> January 2018

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

**In attendance:** Louise Chater (Clerk), County Cllr. Pieter Montyn and four members of the public

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

None.

**08.18 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr. Taylor - Travel difficulties.

**09.18 COUNTY COUNCILLOR'S REPORT**

A27 - County Cllr. Montyn reported that he had attended the first meeting yesterday with the consultant SYSTRA to discuss the approach and to ensure they had a full understanding about modelling and through and local traffic. It was a very constructive meeting, it was noted that the project was on schedule. The consultants were aware of Southern Gateway, Vision Chichester and the desire to reduce the traffic in the city. The next community workshop is due to take place on the 7<sup>th</sup> February.

The Scrutiny Committee have reviewed the budget plan, and it will shortly be presented to full council. County Cllr. Montyn confirmed that Operation Watershed funding would be available but in future funding would be secured via crowd funding.

He said that a joint approach with Sidlesham with regard to the Part Q applications was very worthwhile but would need to go further than Chichester District Council.

**10.18 DISTRICT COUNCILLORS' REPORT**

No report received.

**11.18 CODE OF CONDUCT**

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

**12.18 HEALTH AND SAFETY**

1. Parish Council Office - PAT testing to be arranged.
2. Parish Council Assets - noticeboard requires replacement as it has been shot.

**13.18 MINUTES**

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 23<sup>rd</sup> November 2017 and the extra ordinary meeting held on 3<sup>rd</sup> January 2018; this was duly completed.

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

None.

**15.18 ANNUAL MEETING OF ELECTORS - 17<sup>th</sup> May 2018 commencing at 7pm**

1. Presentations to be given by the following Councillors:
  - Cllr. Martin - Chairman report
  - Cllr. Carey - Flood update
  - Cllr. Stant - Footpaths and grass cutting
  - Cllr. Chater - Traffic and Part Q planning
  - Cllr. Simpson - Volunteers, in particular, traffic calming.

It was agreed to hold a Quiz and each councillor would provide a question. There would be a bottle of champagne as a prize.

2. Cllrs Duties - to be assigned by the Clerk.
3. Refreshments - maximum of £50.00 for drink and food.
4. Advertising - all councillors to encourage residents attendance - save the date to be included in the upcoming newsletter.

#### 16.18 POLICY REVIEW and NEW POLICES

1. Pension Discretion Policy - On a proposal by Cllr. Carey, it was RESOLVED to continue to use the policy adopted on 28<sup>th</sup> September 2017

#### 17.18 FINANCE

a) Bank Balances as at date of meeting £14,411.22

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:

<b>11/12/2017</b>	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.95			Phone usage November 2017
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	79.63	CC:3273759	KM:535995266	Expenses
<b>Procurement Card</b>				
Office Outlet	319.95			A3 Scanner/Printer
<b>04 January 2018</b>	Total			
<b>Standing Order</b>				
Mrs Louise Chater	449.56			Salary month 9
WSCC Pension Fund	138.81			Pension month 9
<b>Direct Payment</b>		authorisation code	authorisation code	
EWBPC	22.00	CC:101194221	KM:880356010	Invoice 419
HMRC	152.60	CC:101194221	KM:880356010	PAYE third quarter
<b>Procurement Card</b>				
Malwarebytes	17.95			Anti Virus
<b>17 January 2018</b>	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.69			Telephone - December 2017
<b>Standing Order</b>				
Mrs Louise Chater	449.76			Salary month 10
WSCC - Pension Fund	138.81			Pension month 10
<b>Direct Payment</b>		authorisation code	authorisation code	
Paris Smith	390.00	SS:200338540	KM:995238062	Legal Fees - Almodington Flood Alleviation Scheme
North Mundham Parish Council	117.14	SS:200338540	KM:995238062	Shared expenditure
Surrey Hills Solicitors	0.00			Fees written off by solicitor
<b>Procurement Card</b>				

Office-Outlet	106.44			Hard drive and stationary
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On a proposal by Cllr. Carey, it was RESOLVED to make payments listed below:

23 January 2018	Total			
<b>Direct Debit</b>				
Barclaycard	337.90			21 December 2017
Barclaycard	91.96			21 January 2018
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	29.21	SS: 200338540	KM:995238062	expenses
<b>Procurement Card</b>				
Land Registry	12.00			Land registry searches Bookers Lane

- c) Financial Statement -On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for November & December.
- d) Budget Monitoring year ended 31<sup>st</sup> March 2018 - no action required.
- e) Transparency Act Grant Application - On a proposal by Cllr. Charter, it was RESOLVED to submit the Transparency Grant Application form. It was noted that the A3 printer exceed the grant limits, but the case had been made for payment in full.
- f) Asset Register - On a proposal by Cllr. Stant, it was RESOLVED to adopt the updated Assets Register.
- g) Precept - the Clerk confirmed that the precept request had been submitted and acknowledged by Chichester District Council
- h) Grant Applications and payments

Organisation	Purpose of Grant	Budget Code	Budget Assigned	Total Cost of Project	Power to spend	Chq No:	Grant Provided
Citizen Advice Bureau	To provide funding towards the core funding costs of the Chichester Advice Centre	19	100.00		LGA 1972 s142	300345	100.00
East Wittering Youth Club	Towards the running costs of the youth club	21	100.00		LG(MP)A 1976 s19	300346	100.00
Manhood Peninsula Partnership	Provision of Officer	22	130.00	8038.00	Power of General Competence	300347	128.40
Organisation	Purpose of Grant	Budget Code	Amount Requested	Total Cost of Project	Power to spend	Chq No:	Grant Provided
Manhood Mobility Services	To provide transport services to residents of the western	23	£50.00	Not provided	Power of General Competence	3000348	40.00

	Manhood Peninsula						
Wittering & District 1 <sup>st</sup> Responders	To provide emergency first aid and maintain ten Public Access Defibrillators	23	50.00	Not provided	Power of General Competence	300349	40.00
Kent, Surrey & Sussex Air Ambulance	For ongoing costs for providing a lifesaving service	23	£250.00	£6.5 Million per year	Power of General Competence		0.00
Tyler's Trust	To provide a gift box for each child suffering from a brain tumour or other life-threatening illness. Each box costs approximately £150.00	23	Not specified	Not provided	Power of General Competence		0.00
Samaritans	To provide telephone support for people in need in the Chichester District	23	Not specified	£17,000 per year	Power of General Competence	300350	20.00

- i) Clerk's Training Plan - On a proposal by the Chairman, it was RESOLVED to accept the Clerk's training plan.
- j) Noticeboard Clappers Lane - the noticeboard has been shot a police report has been submitted. The Clerk will contact the insurance company one quote has been received, further quotes to be obtained.
- k) Highway Verge - Grass Cutting - It was noted that a meeting was due to be held with West Sussex County on 7<sup>th</sup> February to discuss the current grass cutting contract. The Clerk had received two quotes; one contractor had advised that they would not be quoting for the contact. One contractor although followed up several times had not provided a quote.
- l) Earnley Concourse - Lot 4
- 1) Meeting with Estate Agent - the Clerk and the Chairman had meet with the Estate Agent and raised the constraints on the site and had advised that although the Parish Council had the Community Right to Bid the parish council were not going to trigger this; but would like to work with any potential purchasers. An offer was placed on lot 4 including the small triangle of land included within lot one. The agent has stated that they were unable to commit at this time until further information was known about the rest of the site.  
Cllr. Carey has raised the potential purchase with Manhood Wildlife Group and they had expressed an interest in assisting with maintaining the site and apply for grants.
  - 2) Finance - nothing further
  - 3) Legal Advice - On a proposal by the Chairman, it was RESOLVED to engage legal advice if the offer was accepted.

CLERK

- 4) Other lots - it was noted that Cre8 had expressed an interest in Lot 3

20.05 District Cllr. Taylor arrived.

### 18.18 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that he had received an advance copy of the Flow project, most of the ditches are in good condition the Manhood Wildlife Group will be holding an exhibition. Swish and Manhood Wildlife group are preparing to make a joint bid for an Operation Watershed grant to enable recruiting and training of further volunteers.
  - 1.1 Batchmere Lane Flood Relief Scheme - On a proposal by Cllr. Carey, it was RESOLVED to accept the quote and instruct Landbuild to do the works based on quote dated 30<sup>th</sup> June 2018 It was noted that Landbuild had applied for the road closure from the Junction from Third Avenue to Junction with Second Avenue on 26 March - 30 March to enable the installation of new iron culvert and road gully. Cllr. Carey will produce a joint newsletter advising residents of the plan and the proposed diversion route.
  - 1.2 Licence/Wayleave - had been signed by the landowners; a copy awaited for the Parish Council to sign.
  - 1.3 Funding - the County Council had confirmed that the funding for this project could be transferred to the Parish Council and it was agreed to write to West Sussex County Council to accept the offer to transfer the funds. The Flood Prevention Group will transfer £41,873.68 to the Parish Council
2. Public Rights of Way and map update - Cllr. Stant reported that most of the work has been completed following the recent inspection. Progress has been made on the map and Cllr. Stant, is currently working on the wording to go on the back of the map.
3. Airfields of Britain commemorative plaque - the charity has carried out further research and were reasonably confident of the location but had requested local assistance to confirm this, the clerk would put an article in the upcoming newsletter.

### 19.18 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Objective 1: To ensure that people drive within the speed limits within Earnley Parish - report from Working Party it was noted that a meeting was due to held on 7<sup>th</sup> February with West Sussex County Council and all these matters will be raised at this meeting.
  - 4.1 Village gateways
  - 4.2 "Dolly Pegs" in the Parish
  - 4.3 S106 Funding for Traffic Calming in the Earnley Conservation Area
  - 4.4 Signage of Almodington Lane and bridge
- 2) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 3.1 Earnley Fete/Big Lunch (national date 3<sup>rd</sup> June) it was noted that we are unable to hold the fete at Earnley Grange. Therefore, it was suggested that the Parish Council hold a Big Picnic including games and a small raffle on the day. On a proposal by the Chairman, it was agreed develop this further.
  - 3.2 Autumn Litter pick - 3<sup>rd</sup> February 2018 commencing at 10.30am meeting at Earnley Church
  - 3.3 Bus Shelter Volunteers -Easton Lane the bus shelter continues to be cleaned and it was agreed to put an article in the newsletter requesting the person come forward. First Avenue shelter a volunteer had come forward - Clerk to meet with the volunteer to discuss the way forward.

CLERK/SS

### 20.18 HIGHWAYS

1. A27 -update - the consultant (SYSTRA) has been appointed
2. Bus Route - Asda - no response has been received from Asda, so a follow up letter has been sent to the manager of the Selsey branch.
3. Bookers Lane - a resident has written to the Parish Council expressing concern regarding the state of the road and verges Cllr. Carey agreed to investigate this further.

RC

## 21.18 EARNLEY NEWLETTER/FETE QUESTIONNAIRE - Results of Questionnaire

54 responses were received of which 41 residents read the newsletter straight away and 14 saved it for later.

8 residents provided their email addresses to change to digital circulation.

All 54 stated that the newsletter was interesting and varied none responded negatively

In response to how often the newsletter should be published: 21 stated twice a year, 7 three times a year and 23 four times a year.

Earnley Fete: 39 residents had confirmed that they had attended whilst 12 had not attended. Of those 39: 12 had volunteered and two were stall holders, 23 responses offered to volunteer at the next fete and two had requested to be stall holders. 35 responses wished to see the fete held annually and 6 bi-annually.

Comments made:

1. Black on grey is not a good combination for poorly sighted readers - this was noted and would be amended.
2. Almodington is not mentioned
3. Can you do something about the petrol heads in the village
4. Highlight who the chairman is - it was agreed that the Clerk is the prime contact for communication
5. Articles on activities to get involved in - the Clerk would investigate this.

## 22.18 EMPLOYMENT UPDATE

1. Clerk's interim appraisal - Cllr. Simpson reported that the Clerk had completed several of the targets set and continued to work on the remaining objectives.

2. Clerk's interim appraisal - New Objectives set

<b>Objective</b> (What is to be achieved?)	<b>Measure</b> (How will we know the objective has been achieved?)	<b>Time Scale</b> (By when)
DATA Protection - General Data Protection Regulations (GDPR) May 2018	Successful compliance with the new requirements and councillors fully understanding the implications of the new regulations	25 May 2018
S278 Agreement for the Clappers Lane development	In conjunction with members of the Council ensure that the traffic regulations and the traffic calming measures associated with the site are complied with	31 March 2018
To liaise with the Chairman and Savills Estate Agent regarding the possible purchase of 7.2 acres of land (lot 4) at Earnley Concourse	Refer to minutes of extra ordinary meeting held on 3 <sup>rd</sup> January 2018  Offer for land accepted Financing of project achieved	Ongoing

3. Employment Committee Meeting - confirmed for 26<sup>th</sup> April 2018.

## 23.18 GDPR - 25<sup>th</sup> May 2018

The Clerk had attended a briefing given at the CDALC meeting and expressed concern that the Parish Council had not allowed a sufficient budget for this area.

It was agreed that all councillors would attend a training session on 26<sup>th</sup> February 2018 at North Mundham Village Hall. Seats for this event would be offered to village organisations.

**24.18 REPORT ON EXTERNAL MEETINGS**

None.

The Chairman invited District Cllr. Taylor to give her report; the District Council has made available a grant to East Wittering Village Centre to improve the shop frontages and marketing.

**25.18 CLERK'S REPORT AND CORRESPONDENCE**

- 1) Parish Council Telephone - It was agreed that the Clerk purchase a basic Nokia for approximately £30.00.
- 2) Centenary of World War One - Royal British Legion the Silent Soldier. It was agreed to give this matter further consideration with the possibility of lighting a beacon on the beach with a BBQ, or purchasing a British Legion silent soldier.
- 3) Land Registry Search Recreation Ground, Bookers Lane - it was noted that Elysium Foundation Ltd owned the land.
- 4) Health & Wellbeing Survey - to be completed with Cllr. Simpson in conjunction with the Clerk. **SS/CLERK**

**26.18 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed at 20.52

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_