

## **EARNLEY PARISH COUNCIL**

Minutes of Earnley Parish Council Meeting held on the 24<sup>th</sup> May 2018 which commenced at 7.30pm at Bracklesham Barn, Beech Avenue, Bracklesham.

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

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

### **47.18 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

On a proposal by Cllr. Martin, it was RESOLVED to elect Keith Martin as the Chairman of Earnley Parish Council for the council year ended 30 April 2019; the declaration of acceptance of office was duly signed.

### **48.18 ELECTION OF VICE CHAIRMAN**

On a proposal by the Chairman, it was RESOLVED to elect Chris Charter as the Vice Chairman of Earnley Parish Council for the council year ended 30 April 2019; the declaration of acceptance of office was duly signed.

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

None.

### **50.18 COUNTY COUNCILLOR'S REPORT**

No report received.

### **51.18 DISTRICT COUNCILLORS' REPORT**

No report received.

### **52.18 CODE OF CONDUCT**

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

### **53.18 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**

On a proposal by Cllr. Charter, it was RESOLVED to maintain membership to the bodies listed below:

- a) National Association of Local Councils (NALC)
- b) West Sussex Association of Local Councils (WSALC)
- c) Chichester District Association of Local Councils (CDALC)
- d) Society of Local Council Clerks (SLCC)
- e) Institute of Local Council Clerks (ILCC)

### **54.18 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS**

The following Councillors were nominated to represent the Parish Council at the listed external meetings. These nominations were accepted.

- I. Peninsula Community Forum - Cllr. Charter
- II. Neighbourhood Watch/Neighbourhood Management Panel - Cllr. Simpson
- III. WSALC - Cllrs. Carey and Charter
- IV. CDALC - Cllr Simpson
- V. Chichester District Council Meeting of the Parishes- Cllrs. Carey and Simpson
- VI. Medmerry Stakeholders Advisory Group (MSTAG) - Cllr. Martin
- VII. West Sussex County Council South Chichester Local Committee - Cllr. Carey

## 55.18 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

The following Councillors were nominated and accepted responsibility for the areas listed below.

- a) Environmental Issues - Cllr. Stant
- b) Policing and Vandalism - Cllr. Simpson
- c) Highways & Road Safety - Cllr. Charter
- d) Footpaths, Rights of Way and Verges - Cllr. Stant
- e) Chichester District Council Strategic Plans, Housing and Planning - working party as required
- f) Flood Issues - Cllr. Carey
- g) Finance & Budget (including quarterly checks of Parish Council Finance) - Cllr. Carey
- h) Emergency Planning - Cllrs. Carey and Charter

## 56.18 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- a) **Employment Committee** - On a proposal by Cllr. Carey, it was confirmed the adopted terms of reference would remain in place. Cllrs. Martin, Charter, Carey, Stant and Simpson were nominated to be members of the Employment Committee; these nominations were accepted. On a proposal by the Chairman, it was RESOLVED to elect Cllr. Simpson as Chairman of the Employment Committee and Cllr. Carey as the Vice Chairman.
- b) **Code of Conduct Committee** - On a proposal by Cllr. Carey, it was confirmed the adopted terms of reference would remain in place. Cllrs. Martin, Charter, Carey, Stant and Simpson were nominated to be members of the Code of Conduct Committee; these nominations were accepted. On a proposal by Cllr. Carey, it was RESOLVED to elect Cllr. Charter as Chairman of the Code of Conduct Committee and Cllr. Stant as the Vice Chairman.
- c) **Planning Committee** - On a proposal by Cllr. Stant, it was confirmed the adopted terms of reference would remain in place. Cllrs. Martin, Charter, Carey, Stant and Simpson were nominated to be members of the Planning Committee; these nominations were accepted. On a proposal by Cllr. Stant, it was RESOLVED to elect Cllr. Charter as Chairman of the Planning Committee and Cllr. Simpson as the Vice Chairman.
- d) **Complaints Committee** - On a proposal by Cllr. Stant, it was confirmed the adopted terms of reference would remain in place. Cllrs. Martin, Charter, Carey, Stant and Simpson were nominated to be members of the Complaints Committee; these nominations were accepted. On a proposal by the Chairman, it was RESOLVED to elect Cllr. Charter as Chairman of the Complaints Committee and Cllr. Carey as the Vice Chairman.

## 57.18 CONFIRMATION OF USE OF ADOPTED POLICIES

On a proposal by Cllr. Carey, it was RESOLVED to continue to use the adopted policies listed below:

- a) Standing Orders - adopted 26<sup>th</sup> May 2016
- b) Scheme of Delegation - adopted 24<sup>th</sup> November 2016
- c) Retention of Documents - adopted 24<sup>th</sup> November 2016
- d) Parish Plan 2016-2021 - adopted 20<sup>th</sup> April 2016
- e) Finance Regulations - adopted 17<sup>th</sup> March 2016
- f) Local Government Pensions Scheme Regulations - Statement of the Exercise of Discretions - adopted 28<sup>th</sup> September 2017
- g) Flexible Retirement Policy - 26<sup>th</sup> June 2014
- h) Grievance Policy - adopted 26<sup>th</sup> January 2017
- i) Disciplinary Policy - adopted 26<sup>th</sup> January 2017
- j) Dignity at Work, Bullying & Harassment Policy - adopted 26<sup>th</sup> January 2017
- k) Protocol of Hearings by the Employment Committee - adopted 26<sup>th</sup> January 2017
- l) Employees Code of Conduct - adopted 26<sup>th</sup> January 2017

- m) Sickness & Absence Policy - adopted 26<sup>th</sup> January 2017
- n) Equality Policy - adopted 23<sup>rd</sup> March 2017
- o) Health, Safety & Welfare Policy - adopted 20<sup>th</sup> July 2017
- p) Councillor Code of Conduct - adopted 14<sup>th</sup> May 2015
- q) Dispensation Procedure - adopted 22<sup>nd</sup> November 2012
- r) Freedom of Information Publication Scheme - adopted 28<sup>th</sup> September 2017
- s) Data Protection Policy - adopted 24<sup>th</sup> November 2016
- t) Communication Policy - adopted 24<sup>th</sup> November 2016
- u) Complaints Policy - adopted 20<sup>th</sup> July 2017
- v) Staff & Councillors Training Policy - adopted 23<sup>rd</sup> March 2017
- w) Media Relations Policy - 28<sup>th</sup> September 2017
- x) Community Engagement Policy - adopted 26<sup>th</sup> January 2017
- y) Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - adopted 28<sup>th</sup> September 2017
- z) Protocol for dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2015
- aa) Tourism Policy - adopted 23<sup>rd</sup> November 2017

#### **58.18 HEALTH AND SAFETY**

1. Parish Council Office - Inspection to take place when the next quarterly financial review takes place.
2. Parish Council Assets - no further action required.

#### **59.18 MINUTES**

On a proposal by Cllr. Carey, it was RESOLVED to agree and sign the minutes of the meeting held on 22<sup>nd</sup> March 2018; this was duly completed.

#### **60.18 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

None.

#### **61.18 ANNUAL MEETING OF ELECTORS - 17<sup>th</sup> May 2018**

- a) Review of Meeting - the number of residents who attended the meeting was very disappointing. It was noted that a large number of residents attend the meeting if there is a contentious issue.

CLERK

It was agreed to write to thank those who had attended and to request their views as to what the parish council can do to encourage more residents to attend.

It was agreed that next year the main topic would be to ask for residents support and guidance on the direction of that they want the Parish Council to work towards.

It was agreed to reinstate the road signs advertising for the event, to do both email and leaflet drop to all properties.

It was agreed to request residents views on the best time in the next newsletter.

CLERK

- b) Results of Questionnaire, only two questionnaires were received:
1. What was the most interesting item this evening?
    - A27
    - Part 3 Class Q Planning Applications
  2. What was the least interesting item this evening?
    - No response received
  3. Did you visit the exhibition Y/N
    - 1 yes
    - 1 no
  4. Do you value the time to meet with the councillors with light refreshment Y/N
    - 1 yes

- 1 no
  - 5. What do you like most about living in the Parish?
    - Countryside and neighbours
    - Country feel
  - 6. What do you like least about living in the Parish?
    - Holiday Traffic
    - Rat Running Traffic
  - 7. Is there anything we can do to change this?
    - You seem to be trying
- c) Speakers - the speakers were very interesting. It was agreed to give the provision of a speaker further consideration nearer the time for the next meeting.

**62.18 POLICY REVIEW and NEW POLICES**

1. Scheme of Delegation - reviewed no action required.
2. Document Retention Policy - reviewed no action required at the current time but this will need to be reviewed when the IT systems are updated in relation to GDPR.

**63.18 GDPR - 25<sup>th</sup> May 2018**

1. Data Audit and Data Cleansing - the Data Audit has taken place and the report is awaited. The Clerk has commenced Data Cleansing and requested that all councillors cleanse their data. During the Data Audit the issue of consent to receive information from the Parish Council was raised, the auditor confirmed that the Parish Council could use legitimate interest, especially as the Parish Council had always included the option to unsubscribe with every email that had been sent to the residents who had previously consented to receiving information.
2. Data Protection Officer - It was noted that the Parish Council had resolved to engage the data protection officer at the last meeting, however no contract has been signed. Subsequently, the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulations. However, SSALC remained of the view that it is a vital safeguard for the council to have access to independent, skilled advice to ensure it is able to act lawfully. On a proposal by Cllr. Stant, it was agreed that the Parish Council would engage the Data Protection Officer for the first year as a minimum.
3. IT Support - the Clerk is awaiting the final quote.
4. Website - no further update.
5. Policies - On a proposal by Cllr. Stant, it was RESOLVED to request the Data Protection Officer provide the policies.
6. Data Sharing Contracts - to be completed.

ALL

Cllr. Stant recommended that clerk's diligence be noted as during the Data Audit it had been clear that the progress that the Parish Council had made and the processes in place were of a good standard.

**64.18 FINANCE**

- a) Bank Balances as at date of meeting - £26,059.26
- 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:

23 April 2018	Total			
<b>Direct Debit</b>				
Anvil Mobile	10.07			Invoice date 9/04/18

Barclaycard	86.62			Invoice date 21/04/18
PWLB	284.24			Flood Alleviation Loan
Barclaycard	34.94			Invoice date 21/03/18
<b>Standing Order</b>				
West Sussex County Council Pension Fund	138.81			Pension contribution month 1
<b>Direct Payment</b>		authorisation code	authorisation code	
Came & Company	341.99	KM:47395882 1	CC: 658500479	Insurance Policy
DM Payroll Services Ltd	73.00	KM:47395882 1	CC: 658500479	Payroll Services
SSALC Ltd	17.00	KM:47395882 1	CC: 658500479	LCR Magazine Subs
Mrs Louise Chater	449.76	KM:47395882 1	CC: 658500479	Salary - Month 1
WSALC Ltd	143.75	KM:47395882 1	CC: 658500479	WSALC & NALC Subs
Chichester District Council	350.00	KM:47395882 1	CC: 658500479	Community Warden Contribution
EWBPC	26.00	KM:47395882 1	CC: 658500479	Invoice No 04500
16 May 2018	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.96			Billing Period April 2018
Legal & General	23.04			Ill Health Insurance
<b>Direct Payment</b>		authorisation code	authorisation code	
Mulberry & Co	122.04	KM: 4119355	SS: 323018672	Audit Fees
Landbuild	34596.00	KM: 4119355	SS: 323018672	Batchmere Road Flood Alleviation Scheme
Mrs Louise Chater	449.76	KM: 4119355	SS: 323018672	Salary month 2
West Sussex County Council Pension Fund	131.05	KM: 4119355	SS: 323018672	Pension contribution month 2
Surrey Hills Solicitors	213.20	KM: 4119355	SS: 323018672	Flood Alleviation Legal Fees
Mrs Louise Chater	28.01	KM: 4119355	SS: 323018672	expenses
<b>Procurement Card</b>				
Bizcard UK	16.00			Annual Meeting of Electors Invite

- c) Financial Statement - On a proposal by Cllr. Carey it was RESOLVED to accept the financial statement for March 2018
- d) Transparency Act - It was noted that the Transparency Act requirements for the final quarter for the year ended 31 March 2018 had been completed.
- e) Finance Review Year ended 31 March 2018, final quarter - Cllr. Carey reported that he completed a review, the Parish Council had spent 2% less than the agreed budget which showed that the finances are well controlled.
- f) Internal Audit Year Ended 31 March 2018 - The Clerk had met with the internal auditor on 23<sup>rd</sup> April 2018 and reported that Mr Mark Mulberry of Mulberry & Co had stated in his report "It is clear that the council takes policies and procedures very seriously and I am pleased to report that overall the systems and procedures

you have in place are entirely fit for purpose. I would like to thank the clerk for her hard work during the year and am pleased to say her high standard of work continues; I therefore make no recommendation for change at this stage"

- g) Annual Return year ended 31<sup>st</sup> March 2018 - Annual Internal Audit Report - it was noted that the internal auditor had completed the Annual Internal Audit Report.
- h) Annual Return year ended 31<sup>st</sup> March 2018 - Section 1 - Annual Governance Statement 2017/18 - On a proposal by Cllr. Carey, it was RESOLVED to accept section 1 of the Annual Governance statement; this was duly signed by the Chairman and Clerk.
- i) Annual Return year ended 31<sup>st</sup> March 2018 - Section 2 - Accounting Statement 2017/18. The Clerk reported that in the copy issued there had been a transposing error in row 7 and this had been corrected to read £53,475 On a proposal by Cllr. Stant, it was RESOLVED to accept section 2 of the Account Statement and this was duly signed by the Chairman.
- j) End of year accounts 31<sup>st</sup> March 2018 - On a proposal by Cllr. Charter, it was RESOLVED to accept the end of year accounts. These were duly signed by the Chairman.
- k) PAYE - payroll services had completed the end of year procedures and no payments were outstanding.
- l) Pension - the Clerk had submitted the year-end report and no payments were outstanding. It was noted that the Parish Council contribution for year ended 31 March 2019 is 20.18% a reduction of the previous year due to ill health insurance premium.
- m) VAT Claim - the year ended 31<sup>st</sup> March 2018 - the claim has been submitted in the sum of £544.51
- n) Budget Monitoring - year ended 31<sup>st</sup> March 2019 - no action required.
- o) Power of General Competence year ended 31<sup>st</sup> March 2019 - the Clerk confirmed that the Parish Council complied with the requirements to adopt the Power of General Competence. On a proposal by Cllr. Stant, it was RESOLVED to adopt the Power of Well Being.
- p) Appointment of Responsible Financial Officer 2018/19 On a proposal by the Chairman, it was RESOLVED that Mrs Louise Chater, Parish Clerk, would remain as the Responsible Financial Officer for the year ended 31 March 2019.
- q) Confirmation of Clerk's salary scale and hours 2018/19 - it was confirmed that the Clerk would work an average of 10 hours pure week on scale point 25
- r) Assets Register -On a proposal by Cllr. Carey, it was RESOLVED to adopt the updated Assets Register
- s) Annual Standing Order and Direct Debit Payment Schedule - 2018/19 On a proposal by Cllr. Carey, it was RESOLVED to sign the Direct Debit payment schedule it was noted that there were no standing orders

Anvil Mobile	Monthly	Telephone
Legal & General	Monthly	Ill Health Insurance
Barclaycard	Monthly	Procurement Card
Public Works Loan Board	Half yearly	Loan Payment

- t) Mileage Allowance Rate 2018/19 -On a proposal by Cllr. Carey, it was RESOLVED to confirm the rate at 0.45 pence per mile up to 10,000.
- u) Financial Risk Assessment & Insurance Review On a proposal by Cllr. Simpson, it was RESOLVED to accept the Financial Risk Assessment and Insurance Review.
- v) Noticeboard Clappers Lane - it was noted that the Insurance Company were only prepared to cover the cost of the glass replacement which was below the policy excess limit. Therefore, the Clerk would now instruct Hunston Joinery to construct and install the noticeboard (including the header Earnley Parish Council) and remove the old one. It was noted that the Parish Council were required to supply the stain/varnish.

- w) Highway Verge - Grass Cutting - following the recent cut which was carried out satisfactorily it was agreed to ascertain the resident's views on additional grass cutting in the next newsletter. A resident expressed concern about the speed of the tractor driver who cut the grass.
- x) Earnley Concourse - the sale of the whole site had progressed to the solicitor and the estate agent had agreed to contact the purchaser again about contacting the parish council.

#### 65.18 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that Operation Watershed are due to audit the accounts and inspect the work
2. Batchmere Lane Flood Relief Scheme
  - 2.1 Wayleave Agreement had been registered with the Land Registry Officer and the original signed copy was held by the Clerk and the landowners hold the parish councils signed original.
3. Public Rights of Way and map update - Cllr. Stant reported that he had inspected the network and had carried out a small amount of remedial work. The map is with the printer.

#### 66.18 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Set objective priority for 2018/19  
Carry forward Objective 1 To ensure that people drive within the speed limits with Earnley Parish - It was agreed that the main priority is to install the village gateways.  
Carry forward objective 5 - To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish  
New Objective - Objective 2: To support appropriate housing development and land use in Earnley and to object to inappropriate housing development and land use. Part Q application and the investigate the implementation of Article four status for the Almodington Land Settlement Area
- 2) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - report from Working Party
  - 1.1 Village gateways - a site visit with the Highways Officer had taken place and the suitability of the locations has been agreed. Quotes to be obtained, however, further consideration needs to be given to the wording on the signs attached to the village gateways. It was also agreed that consideration needs to be given to a Parish Crest which incorporated elements of all the villages.
  - 1.2 "Dolly Pegs" in the Parish - matter closed
  - 1.3 S106 Funding for Traffic Calming in the Earnley Conservation Area - Councillors had met with West Sussex County Council Highways Officer; the funding is yet to be handed over to the parish council.
  - 1.4 Signage of Almodington Lane and bridge - This would be addressed when considering the line marking on the bridges.
- 3) 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) based on the response at the annual meeting of electors it was agreed not to bring this forward
  - 3.2 Bus Shelter Volunteers -Easton Lane and First Avenue - matter closed
  - 3.3 WWI Centenary
    - 3.3.1 Silent Soldier - matter closed.
    - 3.3.2 Commemoration Event - the Clerk had written to the RSPB; response awaited. Father Steve had noted the possibility of an event and was amenable to participating.
    - 3.3.3 Grant Funding Chichester District Council - nothing further
    - 3.3.4. WWI Airfield Earnley - commemorative plaque - nothing further

## 67.18 HIGHWAYS

1. A27 -the Chairman reported that West Sussex County Council officers had recommend that mitigated northern route is the preferred route and the southern route goes forward as an alternative. The Committee meeting will take place on 4<sup>th</sup> June commencing at 2.30pm. The committees decision will then go to the cabinet member. Chichester District Council committee will be considering the matter on 8<sup>th</sup> June. The consultants full report has been issued.
2. Bus Route - the Clerk had emailed the Chief Executive and his secretary had phoned and left a message apologising and had advised that they would investigate the provision of a shopping bus.

## 68.18 EARNLEY CONCOURSE/EARNLEY PLACE

None.

## 69.18 RICHARDSON/SOUTH DOWNS HOLIDAY VILLAGE

It was noted that East Wittering Parish Council had objected to the application and the District Council Planning Officer had conceded that part of the site was within Earnley Parish. The application will go before the District Council Planning Committee.

## 70.18 EMPLOYMENT UPDATE

1. End of Year Appraisal took place on 29<sup>th</sup> March and a review of all the objectives had taken place. The Clerk and Cllr. Simpson signed the completed appraisal form.
2. Targets set for year ended 31 March 2019

Objective (What is to be achieved?)	Measure (How will we know the objective has been achieved?)	Time Scale (By when)
To Maintain all current procedures including meet with the Cllr. Responsible for finance quarterly to review the accounts.	Work to remain at current standard. Cllr with financial responsibility to report to full council. Ensure that all documents and emails are proof read prior to sending.	
To continue to raise the profile of the Parish Council and in conjunction with the Parish Council aim to increase the number of residents attending the Annual Parish Meeting	Increased number of residents attending the Parish Meeting.  Increase the number of newsletter to a minimum of three per year.	
Community Volunteering	To assist with maintaining the enthusiasm and to organise further events.	
Parish Plan	<ul style="list-style-type: none"><li>• Objective 1. Work with the council towards ensure all the agreed traffic calming measures are in place by the end of the year and this will be reviewed bi-monthly to ensure progress is being made.</li></ul>	



	<ul style="list-style-type: none"> <li>To use Parish Plan to identify another objective for the parish council to be discussing and working towards.</li> </ul>	
General Data Protection Regulations	<ul style="list-style-type: none"> <li>Audit</li> <li>Provision of Data Protection Officer</li> <li>Adoption of Policies</li> <li>Positive Consent</li> <li>Data Cleansing</li> </ul>	
Website	Replacement Website	
IT Support	Review and implementation of IT support for the Council and Councillors	
Flood Alleviation Funding	To liaise with Cllr. Carey to try and persuade West Sussex Council to let Earnley Parish Council keep any funds left over from the Batchmere Project. These funds would be used to fund further flood prevention work in the Parish.	
Hours review	To work within contracted hours	Meet up 21 June, 20 September, 13 December, 21 March to review hours worked per quarter

1. Employment Committee - 28<sup>th</sup> June 2018 to commence immediately after the planning committee meeting.
2. Councillor Training - Cllr. Simpson considered it important that councillors take part in training and consideration to be given to producing a training plan for the year.

**AGENDA**

#### **71.18 REPORT ON EXTERNAL MEETINGS**

1. Cllr. Simpson attended the All Parishes Meeting which provided briefings on child sexual exploitation, GDPR, Adopt an Area and the Velo cycle ride.

#### **72.18 CLERK'S REPORT AND CORRESPONDENCE**

None.

#### **73.18 ITEMS FOR FUTURE AGENDAS**

1. Emergency Plan - East Wittering Parish Council have agreed to move forward the replacement of the Emergency Plan and has confirmed that the document will be a public document and will be accessible online.

20.37 the meeting closed.

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_