

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on the 19th July 2018 which commenced at 19.21 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), District Cllr. Susan Taylor, PCSO Jason Lemm, PC Sarah Pack and four members of the public

74.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

75.18 PCSO JASON LEMM

PCSO Lemm stated that the Crime Commissioner had recently committed that PSCO or Police Officer would attend at least one parish council meeting per year to provide an update relevant to that Parish and the current priorities for the force.

The crime statistic for Earnley were:

May 2018; 17 recorded crimes, which included anti-social behaviour, public order, one violent offence.

April 2018; also 17 recorded crimes,

March 2018; 19 recorded crimes.

PCSO Lemm reported that there is a new Community Speed Watch scheme which is called Community Speed Watch Online. The equipment is available free of charge from Sussex Police and the Police will carry out risk assessment for the areas nominated by the local speed watch group. If the parish is interested in forming a new group then it is necessary to log into www.communityspeedwatch.org.

Fraud and Scam crime is dramatically increasing the police offer a Fraud and Scam prevention talk which takes approximately 1 hour and this talk can be presented to any group no matter how small.

Beauty spot car park theft is being actively targeted - PCSO Lemm made the request that drivers ensure nothing is left on show and consider leaving the glove box and the parcel shelf open to show nothing has been left in the vehicle.

The chairman raised the issue of the fire and vandalism at Earnley Concourse and drug use in Drove Lane Car Park. PSCO Lemm confirmed that the Police are aware of the issues in Drove Lane Car Park and this is being monitored and he would provide an update on the fire at Earnley Concourse in due course.

PCSO Lemm made a request that the Parish Council publish his contact details in the next parish council newsletter.

76.18 COUNTY COUNCILLOR'S REPORT

No report received.

77.18 DISTRICT COUNCILLORS' REPORT

District Cllr. Taylor reported that the litter campaign is due to be extended to include the Green Dog Walker campaign. There is the new Lego exhibition at the Novum and finally there is going to be a cracked down on the misuse of the blue badge parking scheme.

78.18 CODE OF CONDUCT

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

79.18 HEALTH AND SAFETY

1. Parish Council Office - Office Inspection to take place in due course.
2. Parish Council Assets - nothing to report.

80.18 MINUTES

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 24th May 2018, this was duly completed.

81.18 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

82.18 ANNUAL MEETING OF ELECTORS - 17th May 2018

- a) Minutes - On a proposal by Cllr. Simpson, it was agreed that the minutes were a true representation of the meeting.

83.18 POLICY REVIEW and NEW POLICIES

1. Data Protection Policy - On a proposal by Cllr. Carey it was agreed to amend 5.3 to read: The personal data held about staff, Councillors and volunteers may include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs; following this amendment on a proposal by the Chairman, it was RESOLVED to adopt the Data Protection Policy.
2. Staff IT Security Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Staff IT Security Policy.
3. Councillor IT Security Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Councillor IT Security Policy.

19.59 two members of the public left the meeting.

84.18 GDPR - 25th May 2018

1. Data Audit - Although concern was expressed that the report mentioned branding; on a proposal by the Chairman, it was RESOLVED to accept the report. The Parish Council will work towards the compliance in due course. It was agreed that the Clerk would produce a report on the progress made on the compliance and this would be reported on at each meeting.
2. Data Cleansing - The Clerk confirmed that she had commenced Data Cleansing and requested that all Councillors commence data clearance. It was agreed that upon implementation of any new IT system all data held by the councillors would be deleted and that only the Parish Clerks data would be migrated to the new system.

3. Data Protection Officer - On a proposal by Cllr. Charter, it was RESOLVED to sign the contract for the engagement of the Data Protection Officer.
4. IT Support - The Clerk's report was noted, however, on a proposal by the Chairman it was RESOLVED that the Parish Council continue to investigate this area due to the budget costs involved in this project.
5. Website
 - 5.1 Privacy Notice - the Clerk confirmed that the Privacy Notice had been uploaded to the website.
 - 5.2 Data Subject Access & the Data Protection Act Notice - the Clerk confirm that the Data Subject Access information and the Data Protection Act Notice had been uploaded to the website.
6. Data Sharing Contracts - On a proposal by Cllr. Carey, it was RESOLVED to sign the Data Sharing Contract with West Sussex County Council in relation to the Pension Services provided. The Clerk had issued Data Sharing Contracts to Payroll Services and Web Design Company for signing. The Clerk reported that Payroll Services had advised that they were not happy to sign the Agreement due to concerns regarding Clause 9, the clerk had sought advice from the Data Protection Officer who had stated that clause 9 only related to clause 8 and not to any data that they had supplied to the Parish Council. The Clerk had submitted this information to Payroll Services and hoped that this would mean that they would sign the agreement.

85.18 FINANCE

a) Bank Balances as at date of meeting - £22,474.33

b) Approval of Parish Council payments and authority to sign cheques

On a proposal by Cllr. Stant, it was RESOLVED to ratify the payments listed below:

10 July 2018	Total			
Direct Debit				
Legal & General	7.68			Ill health premium
Direct Payment		authorisation code	authorisation code	
EWBPC	52.00	SS: 426656408	KM: 114521614	Invoice 0523 & 0568
Hunston Joinery	475.20	SS: 426656408	KM: 114521614	Invoice 1463 final payment
WSCC Pension Fund	131.05	SS: 426656408	KM: 114521614	Pension Month 4
Mrs Louise Chater	449.76	SS: 426656408	KM: 114521614	Salary Month 4
Robert Carey	28.49	SS: 426656408	KM: 114521614	Expenses Claim Champagne
SSALC Ltd	72.00	SS: 426656408	KM: 114521614	Invoice 12117 Training Sandy Simpson
Cheque Payment			cheque No	
Sandy Simpson	27.00			Mileage Claim - Training Course
Procurement Card				
Brewers Ltd	23.95			UV Protection Oil for Noticeboard

Amazon Ltd	3.99			drawing pins
22 June 2018	Total			
Direct Debit				
Anvil Mobile	9.00			Billing Period May 2018
Barclaycard	69.02			Statement Date 21 May 2018
Legal & General	35.15			Ill health premium
Direct Payment		authorisation code	authorisation code	
EWBPC	26.00	SS: 824059007	KM: 631867456	Invoice 0543
Hunston Joinery	1108.80	SS: 824059007	KM: 631867456	Invoice 1449 (70% deposit)
WSCC Pension Fund	115.53	SS: 824059007	KM: 631867456	Pension Month 3
Mrs Louise Chater	449.76	SS: 824059007	KM: 631867456	Salary Month 3
HMRC	152.40	SS: 824059007	KM: 631867456	PAYE
Parish Magazine Printing	104.00	SS: 824059007	KM: 631867456	Invoice 3320 1000x footpath leaflet
David Chaffe	280.00	SS: 824059007	KM: 631867456	Invoice MAC/EPC1

On a proposal by Cllr. Stant, it was RESOLVED to make payment and sign the cheque listed below:

Cheque Payment		cheque No	
Sandy Simpson	27.00	300351	Mileage Claim - Training Course

On a proposal by Cllr. Carey, it was RESOLVED to authorise the payments that have been submitted after the agenda had been issued:

19 July 2018	Total	
Direct Debit		
Anvil Mobile	8.80	Billing Period June 2018
Direct Payment		
Strange Brothers Ltd	1182.00	Invoice no: 44 Flood Alleviation Work

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the statements for April, May and June 2018
- d) Transparency Act Year ended 31 March 2019 - the Clerk confirmed that the Transparency Act requirements had been uploaded to the website for the first quarter.
- e) Finance Review Year ended 31 March 2019, First Quarter - Cllr. Carey reported that the unfortunately there had been double counting account error which has been corrected.
- f) Budget Monitoring - year ended 31st March 2019 - On a proposal by Cllr. Carey, it was RESOLVED to take the following actions to address the first quarter overspend.

Item	Code	Overspend	Action
------	------	-----------	--------

GDPR/Data Protection	3	£95.00	Vire £1500 from Code 33
Noticeboard Replacement	28	£724.00	Vire £724 from Noticeboard Replacement Reserve

- g) VAT Claim year ended 31st March 2018 -The Clerk confirmed that the VAT Claim in the sum of £544.51 had been received.
- h) Local Government Pension Scheme Data Sharing Agreement - completed under agenda item 84.18(6)
- i) Noticeboard Clappers Lane - The work had been completed to a high standard and in a very timely manner.
- j) Highway Verge Grass Cutting - the second scheduled cut has been completed satisfactorily. Overgrown hedgerows - Cllr Stant agreed to provide the Clerk with photographs of the locations and issues involved.
- k) Councillor Training Plan On a proposal by Cllr. Simpson, it was RESOLVED to accept the training plan. It was noted that Cllr. Simpson had recently attended training on Meeting & HR Procedures Briefing and Awareness

A member of the public arrived.

86.18 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that the work in Almodington has been completed other than a trash grill which is due to be installed by the Environment Agency. The Flood Prevention Group transferred £40,000 there is approximately £10,000 outstanding, Operation Watershed have stated that the Parish Council can keep the money if a plan is produced on the proposed projects, which will potentially include the collapse culvert in Easton Lane and work included in Ditch report prepared by the Manhood Wildlife Group.
2. Public Rights of Way and map update - Cllr. Stant reported that he has walked all the Public Rights of Way and has carried out some maintenance work. The style on Clappers Lane and the footpath sign post behind the Church both require maintenance work. All the maps have been delivered to the local campsites and the copies placed in the church have already had to be replenished. Cllr. Stant stated that he would produce an article on Japanese Knot Weed for the next newsletter.
3. Chichester District Council Adopt an Area - Cllr. Simpson agreed to produce an article in the next newsletter and to set a date for a litter pick at the end of September.
4. Emergency Plan - it was noted that the Plan has been adopted by East Wittering Parish Council - Clerk to obtain a copy for adoption.

87.18 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Objective 1: To ensure that people drive within the speed limits within Earnley Parish - report from Working Party
 - 1.1 Thermoplastic Line Marking on the four bridges - On a proposal by Cllr. Charter, it was RESOLVED to accept the quote provided by Bellstan Ltd to burn off the central line marking and to provide thermoplastic offset edge lining on all four bridges in the parish. It was noted that the work would be completed when the contractor was carrying out further work in the area.
 - 1.2 Village Gateways - On a proposal by Cllr. Charter, it was RESOLVED to adopt the new Parish logo, and this would be incorporated into the road sign on the village gateway. On a proposal by Cllr. Charter, it was RESOLVED that the Clerk

obtain quotes on two sets 900 wide gates, the first location in Clappers Lane and the second north of Earnley Manor Close.

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

4.1 WWI Centenary

- a) Commemoration Event - the Clerk confirmed that the RSPB had given permission for a beacon to be lit on Medmerry Nature Reserve. On a proposal by Cllr. Simpson, it was RESOLVED that the Clerk, Cllrs. Simpson and Stant, would form a working party to move this event forward.
- b) Grant Funding Chichester District Council - it was agreed that the working party would submit the grant application to assist with funding for the above event.
- c) WWI Airfield Earnley - commemorative plaque - no further update.

88.18 HIGHWAYS

1. A27 -update - Highways England are reviewing the report.
2. Bus Route - Asda have responded stating that at this time they have no plans to subsidise the local bus route that goes via the store, however, if the Parish Council were able to draw up a proposal to show that there is sufficient demand for this service plus all the costs involved then Asda would be happy to review the decision. Matter closed.
3. Speeding on Batchmere Road - 8.05am north to south and 6.10pm south to north. Clerk to report to Community Warden

89.18 EARNLEY CONCOURSE/EARNLEY PLACE

1. Events of 17th June 2018 - it was noted that new security fencing has been installed following the recent vandalism and fire.
2. Ownership - no further update.

90.18 RICHARDSON/SOUTH DOWNS HOLIDAY VILLAGE

None.

20.56 District Cllr. Taylor left the meeting.

91.18 EMPLOYMENT UPDATE

1. Recommendations of Employment Committee meeting held on 28th June 2018 - On a proposal by Cllr. Simpson, it was RESOLVED to pay in full the additional 52.95 hours worked for the year ended 31 March 2018 at scale point 25 and to increase the Clerk's salary to scale point 26 back dated to 1st April 2018.
2. Minutes of Employment Committee - On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 28th June 2018; this was duly completed.
3. Clerks hours worked for first quarter - it was noted that the Clerk had worked 109.20 hours for the first quarter. 3.80 hours will be offset when preparing for the world war one commemorative event. Cllr. Simpson raised the issue of councillors taking on work to prevent the clerk working excessive hours and it was agreed that each councillor would provide the clerk with an article for the September newsletter, and Cllr. Simpson has agreed to take on the Clerk's newsletter delivery route.

92.18 REPORT ON EXTERNAL MEETINGS

1. Meetings & HR Training - Cllr. Simpson stated that the training event strongly suggested that all Clerks should be having documented supervision meetings monthly with two councillors. The Clerk and Cllr. Simpson have agreed to meet every quarter and once a year prior to the annual meeting to discuss the role of the Chairman of the Employment Committee with the Chairman of the Council.
2. Peninsula Partnership Meeting - Although Earnley Parish Council has not been assigned new homes bonus funding it was noted that adjoining parishes can apply for funding from the District Council. It was agreed that ALL Councillors give consideration on potential projects.
3. Destination Management Plan Cllr. Carey had attended a meeting to discuss how to take the report forward the report would be issued in due course.

93.18 CLERK'S REPORT AND CORRESPONDENCE

1. Economic Development Strategy consultation this survey runs to the 26th August. <https://www.snapsurveys.com/wh/s.asp?k=150938126554>. Clerk to upload to the website and request that Almodington Residents Association & Earnley Residents Association upload the information to their Facebook page and send to all residents.

94.18 ITEMS FOR FUTURE AGENDAS

1. Community Speed Watch Online.

Meeting closed at 21.10

Signed _____

Chairman Earnley Parish Council

Dated _____