

## **EARNLEY PARISH COUNCIL**

Minutes of the Earnley Parish Council Meeting held on the 27<sup>th</sup> September 2018 which commenced at 19.55 at Bracklesham Barn, Beech Avenue, Bracklesham.

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

**In attendance:** Louise Chater (Clerk), District Cllr. Susan Taylor and one members of the public.

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

### **96.18 COUNTY COUNCILLOR'S REPORT**

No report received.

### **97.18 DISTRICT COUNCILLORS' REPORT**

Cllr Taylor reported:

1. Birdham Gypsy site it was noted that the owners were due to leave the site on 1<sup>st</sup> August, legal advice is being taken regarding the next stage. In addition, the District Council had commenced further enforcement proceedings on the site.
2. West Wittering, Bracklesham Bay and East Beach Selsey all three beaches have maintained their water quality status as Excellent or Good.
3. A new officer has been employed to deal with fly tipping and the recycling performance across the district has increased to 45%

### **98.18 CODE OF CONDUCT**

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

### **99.18 HEALTH AND SAFETY**

1. Parish Council Office the Inspection is due to take place when the second quarter finance review is completed.
2. Parish Council Assets - no action required.

### **100.18 MINUTES**

Minute 85.18(e) was amended to read "Cllr. Carey reported that unfortunately there had been double counting error which has been corrected."

Following this amendment on a proposal by the Chairman, it was RESOLVED to agree and sign the minutes of the meeting held on 19<sup>th</sup> July 2018; this was duly completed.

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

None.

**102.18 VACANCY ON PARISH COUNCIL**

Due to ill health Chris Charter had resigned from the Council. The Chairman recorded the Parish Councils thanks for the excellent service he had provided the council and will be missed.

The Clerk reported that the notice for the call for a by-election had been advertised. If no call for a by-election had been received by the District Council as soon as notification had been received by the Clerk, she would advertise the post.

**103.18 POLICY REVIEW and NEW POLICIES**

1. Standing Orders - On a proposal by the Chairman, it was RESOLVED to adopt the Standing Orders.
2. Emergency Plan - On a proposal by the Chairman, it was RESOLVED to adopt the joint emergency plan.

**104.18 GDPR**

1. Data Audit - report attached. On a proposal by Cllr. Carey it was agreed to draft a protocol for councillors use of IT equipment.
2. Data Cleansing - the Clerk reported that she had commenced data cleansing of the paper files. It was noted that this was this is going to take some time to complete.
3. Data Protection Officer - item completed.
4. IT Support - On a proposal by Cllr. Stant, it was RESOLVED to engage Grant Fribbens for a maximum of 3 hours to discuss the alternative IT Solutions available to enable the Clerk to make a further report to the Council.
5. Website - On a proposal by the Chairman, it was RESOLVED to engage parishcouncilwebsites.co.uk to provide a new website as per the quote dated 18<sup>th</sup> September 2018.
6. Data Sharing Contracts
  - 6.1 Payroll Services -It was noted that following clarification of clause 9 the Payroll Services provider had signed and returned the agreement. On a proposal by Cllr. Stant, it was RESOLVED to sign the Data Sharing Agreement.
  - 6.2 Website Provider - submitted to the current website provider and response was awaited. It was agreed to submit a contract to the new provider.
  - 6.3 West Sussex County Council - completed 16<sup>th</sup> August 2018

**105.18 FINANCE**

a) Bank Balances as at date of meeting - £28,450.89

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:

28 August 2018	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.90			Billing Period July 2018
Barclaycard	27.94			Statement date: 21 July 2018
Barclaycard	113.76			Statement date: 21 August 2018
<b>Direct Payment</b>		authorisation code	authorisation code	
EWBPC	26.00	KM: 62209704	SS: 129375935	Invoice No 0588
Mrs Louise Chater	963.10	KM: 62209704	SS: 129375935	Salary - month 5
Mrs Louise Chater	31.74	KM: 62209704	SS: 129375935	Expenses
19 September 2018	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.87			Billing Period August 2018
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	470.28	KM: 298792126	SS: 483698672	Salary - month 6
West Sussex County Council	138.03	KM: 298792126	SS: 483698672	Pension - month 6
HMRC	454.92	KM: 298792126	SS: 483698672	PAYE second quarter
West Sussex County Council	329.32	KM: 298792126	SS: 483698672	Pension - month 5
<b>Procurement Card</b>				
Cartridge People	31.50	printer cartridges		
Office Outlet	14.46	stationery		

On a proposal by Cllr. Carey, it was RESOLVED to make payment for the invoices received since the agenda was issued.

09 October 2018	Total	
<b>Direct Debit</b>		
Barclaycard	45.96	statement dated 21 September 2018

<b>Procurement Card</b>		
HM Land Registry	6.00	Land registry search - hedgehog hall

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

<b>Cheque Payment</b>		cheque No	
HM Land Registry Search	4.00	300352	Land Registry Search - pond Somerley Lane

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the statements for July & August 2018.
- d) Budget Monitoring - year ended 31<sup>st</sup> March 2019  
On a proposal by Cllr. Carey, it was RESOLVED to vire £420 from noticeboard replacement reserve.
- e) Audit year ended 31 March 2019 - On a proposal by Cllr. Carey it was RESOLVED to engage Mulberry & Co to complete the internal audit for the year ended 31 March 2019.
- f) Annual Governance & Accountability Return year ended 31 March 2018 - the auditor had submitted a question to the parish council with regard to the Operation Watershed Funding and the work completed. The response to this question had been submitted and no further information had been requested.
- g) Annual Governance & Accountability Return year ended 31 March 2018 - Section 3 - External Auditor Report & Certificate the clerk reported that she has had verbal confirmation that the audit has been successfully completed and will be issued shortly.
- h) Annual Governance & Accountability Return year ended 31 March 2018 - Notice of Closure will be completed upon receipt of the return.
- i) Replacement of Clerk's laptop - On a proposal by the Chairman, it was RESOLVED that the clerk purchase a replacement laptop and provision for setting up the computer, to a total of £850.00; this purchase would be completed after the third quarter review when the VAT situation was clearer.

20.26 District Cllr. Taylor left the meeting.

- j) New Homes Bonus - in principle additional traffic calming, it was agreed to discuss this with the District Council officer and East Wittering Parish Council after the meeting with owners of Earnley Concourse representatives.
- k) Textile Street Collection - a company was offering a service to carry out a kerbside collection. Following discussion, it was agreed that this was not suitable for the size of the parish.

## 106.18 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - On a proposal by Cllr. Stant, it was RESOLVED to accept the recommendation 3.1 & 3.2 in the report on the

plans to spend the remaining Operation Watershed Funds and it was AGREED to forward the report to West Sussex County Council for approval.

2. Public Rights of Way- Cllr. Stant reported that the summer cuts by West Sussex County Council has taken place.

## **107.18 PARISH PLAN 2016 -2021 - OBJECTIVES**

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

### **1.1 WWWI Centenary**

- a) Commemoration Event - 11<sup>th</sup> November 2018 commencing at 3.15pm in the Medmerry Carpark with refreshments in Earnley Church following the national bell ringing. The working party considered it important to involve the younger residents. It was agreed to hold a meeting with the people who had expressed an interest in taking part in this event.
- b) Grant Funding Chichester District Council - grant application to be completed deadline for submission of the application form is 31<sup>st</sup> October 2018
- c) WWWI Airfield Earnley commemorative plaque - The RSPB have agreed to the plinth and plaque being installed to the right of the noticeboard. The Parish Council will be responsible for the installation and ongoing maintenance costs. It was noted that the village war memorial was not legible therefore the working party were carrying out research on the number of residents who perished in the first world war and the squadrons that served at the Airfield.

## **108.18 HIGHWAYS**

1. A27 - no further update.
2. Speeding on Batchmere Road - no further update matter closed.
3. Community Speed Watch Online - an article has been included in the newsletter requesting volunteers.
4. Overgrown Hedgerows - Cllr. Stant has provided the Clerk with photographic evidence, it was agreed that the clerk would write to the relevant landowners. It was noted that the work would need to be completed by the landowners by 1<sup>st</sup> March 2019 prior to the bird nesting season.
5. Thermoplastic Line Marking on four bridges - the order has been placed and the work will be completed when the company are carrying out further work in the area.
6. Village Gateways - Cllr. Stant and the Clerk had meet with a representative from J.A.C.S UK Ltd to discuss various options and an updated quote will be produced in due course. In addition, the

representative is also going to provide a quote for three planters for the triangle in the conservation area.

**109.18 EARNLEY CONCOURSE/EARNLEY PLACE**

1. Ownership - the site has been sold and is now in the ownership of Summix Developments Ltd
2. A meeting with the planning consultant and the architect is due to take place on 3<sup>rd</sup> October 2018.

**110.18 RICHARDSON/SOUTH DOWNS HOLIDAY VILLAGE**

No further update.

**111.18 EMPLOYMENT UPDATE**

1. Report from quarterly meeting - meeting to be arranged.

**112.18 REPORT ON EXTERNAL MEETINGS**

1. Cllr. Carey attended the STOMP meeting which has devised a mission statement. It was noted that the group were very interested in the Parish Councils footpath leaflet.

**113.18 CLERK'S REPORT AND CORRESPONDENCE**

- 1 Newsletter - the Clerk provided the Councillors with their copies for distribution. It was noted that the digital version would be sent out imminently.

**114.18 ITEMS FOR NOTING & FUTURE AGENDAS**

1. Speed Indicator device - clerk to obtain a quote.
2. New Noticeboard - concern was expressed that the noticeboard was too light and need staining a darker colour. It was not known if the wood would darken as it matured.

Meeting closed at 21.14pm

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_