

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on the 22nd November 2018 at Bracklesham Barn, Beech Avenue, Bracklesham which commenced at 19.23pm

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

In attendance: Louise Chater (Clerk), District Cllr. Susan Taylor, County Cllr. Pieter Montyn and five members of the public.

Apologies: Cllr. John Stant - holiday

115.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

116.18 CO-OPTION OF PARISH COUNCILLOR

On a proposal by the Chairman, it was RESOLVED to elect Mr John Williams on to the Council. He completed the Declaration of Acceptance of Office and Form of Undertaking and continued the rest of the meeting as a co-opted member.

117.18 COUNTY COUNCILLOR'S REPORT

County Cllr. Montyn stated that a number of parishes have expressed concern regarding the number of school places that are being planned for due to the increasing in housing numbers; an officer is due to attend the District Council Peninsula Forum to give a presentation on the process involved.

The Build a Better A27 meeting due to be held on 5th December has been cancelled as the information is not yet available. It was noted that on 13th December the leaders from Chichester District Council and West Sussex County Council and Gillian Keggan MP are due to meet with representative from Highways England.

118.18 DISTRICT COUNCILLORS' REPORT

District Cllr. Taylor reported that the District Council Santa's Grotto is due to return and will cost £6.00 in advance and booking in advance is required.

District Council car park season tickets are changing to digital tickets.

Council tax reduction scheme has been approved and those residents who are entitled can claim up to 100% reduction in their council tax bill.

119.18 CODE OF CONDUCT

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

As Cllr. Carey was feeling unwell the Chairman agreed to deal with all matters that involved Cllr. Carey at this point in the meeting.

120.18 HEALTH AND SAFETY

1. Parish Council Office - Cllr. Carey confirmed that he had completed the Office Inspection on 8th November and no actions were required.
2. Parish Council Assets - On a proposal by the Chairman, it was agreed to notify the insurance company and request the plaque be added to the insurance policy for all risks, once the confirmation from the provider had been received for the replacement costs and once this information had been received the assets register would be updated.

19.44pm Cllr. Carey left the meeting.

121.18 MINUTES

On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 27th September 2018; this was duly completed.

122.18 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

123.18 POLICY REVIEW and NEW POLICIES

1. Internal Dispute Resolution Procedure (IDRP) - On a proposal by Cllr. Simpson, it was RESOLVED to adopt the Internal Dispute Resolution Procedure. Clerk to notify West Sussex County Council.
2. Information Security Incident Policy - Clerk to request clarification from Data Protection Officer on the following items:

5.1 this statement refers to items requiring reporting, clarification requested as to who is the person reporting the issue to (Data Protection Officer, Parish Clerk or Information Commissioner)

And the following amendment be made to:

Page 8 Environmental damage caused by natural disasters e.g. burst pipes should be amended to read fire, flooding, lightening etc

124.18 GDPR - On a proposal by the Chairman, it was agreed to be defer this matter to January meeting when Cllr. Stant will have returned from his holiday.

1. Data Audit.
2. IT Provision and Support - report attached
3. Website - the replacement is progress well and should be ready to go live shortly. The Clerk requested that Councillors urgently review the font to be used on the site.
4. Data Sharing Contracts
 - 4.1 Website Provider - awaited.

125.18 FINANCE

a) Bank Balances as at date of meeting £24,683.14

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

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

09 October 2018	Total			
Direct Payment		authorisation code	authorisation code	
WSSC - Pension	138.03	SS: 748113827	KM: 898180310	pension - month 7
Mrs Louise Chater	470.28	SS: 748113827	KM: 898180310	salary - month 7
Parish Council Websites	140.70	SS: 748113827	KM: 898180310	new website deposit
Moore Stephens	360.00	SS: 748113827	KM: 898180310	Audit Fees year ended 31 March 2018
Parish Magazine Printing	40.80	SS: 748113827	KM: 898180310	80 copies of Autumn Newsletter
Procurement Card				
HM Land Registry	18.00			Land registry searches
08 November 2018	Total			
Direct Debit				
Barclaycard	123.06			statement dated 21 October 2018
PWLB	284.24			Loan payment
Anvil Mobile Ltd	8.99			invoice date 12 October 2018
ICO	35.00			Data Protection Registration
Direct Payment		authorisation code	authorisation code	
Strange Brothers Ltd	780.00	KM: 862580964	SS:27073129 2	ditch clearance
John Stant	52.27	KM: 862580964	SS:27073129 2	Expenses
EWBPC	26.00	KM: 862580964	SS:27073129 2	invoice no. 0629

On a proposal by Cllr. Simpson, it was RESOLVED it was resolved to make payment for invoices received following the issue of the agenda.

21 November 2018	Total			
Direct Debit				
Anvil Mobile Ltd	9.05			invoice date 10 November 2018
Direct Payment		authorisation code	authorisation code	
North Mundham Parish Council	107.50	KM: 407242596	SS: 511227524	SLCC & Institute Membership
WSSC - Pension	138.03	KM: 407242596	SS: 511227524	pension - month 8
Mrs Louise Chater	470.28	KM: 407242596	SS: 511227524	salary - month 8
Procurement Card				
Malwarebytes	17.95			anti - malware premium

c) Financial Statement - On a proposal by Cllr. Simpson it was RESOLVED to accept the statements for September and October 2018

d) Budget Monitoring - year ended 31st March 2019

Item	Budget Code	Overspend	Action
Audit Fees	2	£152.00	General reserves

Office 365, Website, & Anti- Virus	9	£432.30	General reserve
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- e) Annual Governance & Accountability Return year ended 31 March 2018 - Section 3 - External Auditor Report and Certificate - "On the basis of our review of Sections 1 & 2 of the Annual Governance & Accountability Return, in our opinion the information in Sections 1 & 2 of the Annual Governance & Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation & regulatory requirements have not been met. "
- f) Annual Governance & Accountability Return year ended 31 March 2018 - Notice of Closure - The Clerk confirmed that a copy of the report had been uploaded to the website and a true copy had been displayed on the noticeboards.
- g) Budget 2019/20 - the working party had met and carried out the first review of the expected current year end and had completed the projected expenditure for 2019/20. The budget would be reviewed again when the tax base has been received from Chichester District Council.
- h) New Homes Bonus - nothing further to report.

126.18 ENVIRONMENTAL MATTERS

- 1. Flood Prevention Update - Cllr. Carey reported that he is currently working with Manhood Wildlife to implement the flood prevention improvement plan approved by operation watershed.

In addition, he has had discussion with the Environment Agency regarding the maintenance plan for the ditches within the Parish.

- 2. Public Rights of Way- Cllr. Stant had submitted a written report to advise that he had walked most of the routes and they were generally in good condition the next inspection by West Sussex County Council was due in February 2019

127.18 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 WWI Centenary
 - a) Commemoration Event - Cllr. Simpson reported that the event was well attend with approximately 65 people in attendance
 - b) Grant Funding Chichester District Council the grant has been received for the purchase of a Royal Flying Corp Silhouette, and the order has been placed.
 - c) WWI Airfield Earnley commemorative plaque - the Clerk confirmed that she has provided the Airfields of Britain Trust with

the coordinates and photographs of the unveiling event and has submitted a request for the cost of replacement plaque for insurance purposes

128.18 HIGHWAYS

1. A27 -update - no further update.
2. Community Speed Watch Online - no further update.
3. Overgrown Hedgerows – Cllr. Stant had submitted a written report to advise that he had inspected the verge hedge and although work had been complete, in the next growing season the area to watch out for is the South East side of the northern triangle at the junction of Bookers Lane and Almodington Lane.
4. Thermoplastic Line Marking on four bridges - nothing further to report.
5. Village Gateways - a quote had been received, however, further quotes were required, and the clerk had submitted requests for these.
6. Planters for centre of Earnley - a quote had been received, however, further quotes were required, and the clerk had submitted requests for these.
7. Speed Indicator Device - the clerk had requested quotes for a portable Speed Indicator Device and had requested a meeting with West Sussex County Council highways Officer to discuss location and restrictions,
8. Highway verge grass cutting - the clerk had reported the issues with the recent grass cutting and had received an acknowledgement from West Sussex County Council, but no further action has taken place.

129.18 EARNLEY CONCOURSE/EARNLEY PLACE

1. Meeting with Planning Consultant for the owners Summix, who specialise in edge of settlement developments. The representatives appear to understand the restrictions on the site, they intend to develop Earnley Place as a single dwelling. They will be holding a consultation event in due course.

130.18 RICHARDSON/SOUTH DOWNS HOLIDAY VILLAGE

On a proposal by the Chairman it was agreed to remove this matter from the agenda.

131.18 EMPLOYMENT UPDATE

1. Report from quarterly meeting - Cllr. Simpson stated that the six-month appraisal review had taken place. The Clerk is working on all the objectives set and is working within contracted hours.

132.18 REPORT ON EXTERNAL MEETINGS

1. Neighbourhood Management Panel Meeting - the main area of discussion that took place was regarding the Southdown's planning application. Discussion also focused on the lack of policing in the area following the

removal of the PCSO. It was agreed that the Parish Council need to promote the need to report crime because otherwise the perception is that there is no crime in the area.

133.18 CLERK'S REPORT AND CORRESPONDENCE

None.

134.18 ITEMS FOR FUTURE AGENDAS

1. Chichester Food Bank Collection - which will take place on 16th December - Clerk to email residents which will include the list of food required.
2. Litter pick - piloting holding the litter pick on a week day which will take place on 22nd January commencing at 10am.

Meeting closed at 20.10pm

Signed _____

Chairman Earnley Parish Council

Dated _____