

EARNLEY PARISH COUNCIL

MINUTES OF EARNLEY PARISH COUNCIL MEETING HELD ON THURSDAY 24th JANUARY 2013

PRESENT: Cllrs. Keith Martin (Chairman), Colin Field (Vice Chairman) and Sandy Simpson.

In attendance: Mrs. Louise Chater (Clerk), Mr. Charter, Mr. Carey, Mr Bayley and Mrs. Wilkes.

01.13 PUBLIC QUESTION TIME

Mr. Carey reported that various meetings had taken place between West Sussex County Council and the Environment Agency to resolve the problem with the location of the gas main and the sewage main. A meeting was due to take place on 28th January 2013 when the options were being presented. Councillors agreed that the crucial issue was that any solution offered by the Environment Agency must be "robust" or, in other words, be able to deal with a similar flood event as experienced in June 2012 (1 in a 100 year). It was noted and a meeting had been scheduled for 31st January to provide residents with an update on the situation.

Cllr. Martin advised that he had also received an update from the Environment Agency following the request for clarification as to why they were not aware of the location of the gas main and the sewage main. They had advised that the maps used for the desktop study were incorrect and the situation on the ground was different when the initial survey took place.

8.15pm Mr Carey left the meeting.

02.13 CO-OPTION OF PARISH COUNCILLOR

Mr. Chris Charter gave a short presentation to the Parish Council on why he was suitable to be co-opted onto the Council.

On a proposal by Cllr. Simpson, it was RESOLVED to co-opt Mr. Chris Charter to the Council. He completed the Declaration of Acceptance of Office and continued the rest of the meeting as a co-opted member.

03.13 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Norris – Holiday
District Cllr. Peter Clementson
County Cllr. Pieter Montyn

04.13 CODE OF CONDUCT

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

05.13 MINUTES

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the Parish Council meeting held on 20th December 2012, this was duly completed.

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of Employment Committee meeting held on 20th December 2012; this was duly

completed.

06.13 MATTER ARISING FROM THE MINUTES NOT ALREADY INCLUDED ON THE AGENDA

Broadband Survey – the Chairman reported that 19 forms were returned. It was agreed that those who had provided details be contacted and request they register to support the faster broadband in West Sussex. It was agreed to write to BT asking their plans to improve the Birdham exchange. **CLERK**

07.13 COUNTY COUNCILLOR'S REPORT

No report received.

08.13 DISTRICT COUNCILLORS' REPORT

No report received.

09.13 ENVIRONMENTAL MATTERS

- a) Flooding in the parish – December 2012 – the Clerk reported that she had driven round the parish to report the extent of the flooding to Chichester District Council.

Cllr. Martin reported the area around the new visitors' car park that was being constructed in Drove Lane had flooded and he had submitted photograph's to the Environment Agency. He would raise the matter at the meeting on 28th January 2013.

General flooding of the road in the area had exacerbated the problem of pot holes and the potholes recently had already started to lift due to the recent snow and frost.

- b) Bookers lane flood alleviation scheme – matter covered in public session. Cllr. Field agreed to attend the residents meeting on 31st January 2013 at Bracklesham Barn.

10.13 ANNUAL PARISH MEETING – DATE AND PROGRAMME

The Clerk stated the Annual Parish Meeting could take place 1st March – 1st June each year. It was agreed to hold the Annual Parish Meeting on 25th April 2013 commencing at 7.15pm.

On a proposal by Cllr. Field it was resolved to invite Mr. Sam Irving, Rural Housing Enabler, Chichester District Council to give a presentation on the need for affordable housing in the parish with the view to forming an affordable housing working party. In addition it was agreed to request Jane Reeve, Water Vole Project Officer, Manhood Wildlife and Heritage Group provide an exhibition and work to recruit volunteers for her project. Furthermore, white boards with post stick notes requesting parishioners view on "What to do you want the parish council to achieve in the next year". It was agreed to circulate a newsletter to all residents advertising the event to encourage a wider attendance.

9pm Mrs. Wilkes left the meeting.

11.13 FINANCE

- a) Bank balance as at today's date £ 44,602.85
- b) S137 Grants On a proposal by Cllr. Field, it was RESOLVED that, in pursuance of the powers conferred by S137 of the Local Government Act 1972 (as amended) and being in the opinion that the expenditure satisfied the requirements of that section, the council approved the expenditure listed below:

Wittering & District First Responders	£100.00
Air Ambulance Fund	£50.00
Manhood Peninsula Partnership	£100.00

- c) Approval of Parish Council payments and authority to sign cheques

	£	Chq. No	
Staples	80.40	300085	stationery and printer cartridges
East Wittering & Bracklesham Parish Council	21.00	300086	room rental - January 2013
CPRE	29.00	300087	membership
Mrs. Louise Chater	160.00	300088	salary difference in recognition for hours work
Post Office LTD	111.00	300089	PAYE
Mrs. Louise Chater	100.46	300090	domain name, postage, mileage
Citizen Advice Bureau	125.00	300091	LGA 1972 s142 donation
Wittering Youth Centre	100.00	300092	LG(MP)A 1972 s19 donation
Manhood Mobility	100.00	300093	Transport Act 1985 S106A(1)(a)
Wittering & District First Responders	100.00	300094	S137 donation
Air Ambulance Fund	50.00	300095	S137 donation
West Sussex County Council Pension Fund	64.92	s/o	month 9
Mrs. Louise Chater	258.58	s/o	salary month 9
West Sussex County Council Pension Fund	103.84	s/o	month 10
Mrs. Louise Chater	337.31	s/o	salary month 10
SEE Contracting Ltd	158.24	300096	repair to street lamp 1st Avenue/Batchmere Road
East Wittering & Bracklesham Parish Council	21.00	300097	room rental - February 2013
Chichester District Council	100.00	300098	s.137 donation Manhood Peninsula Partnership project.

- d) Financial Report December 2012 – on a proposal by Cllr. Field, it was RESOLVED to accept and sign the financial report; this was duly completed.
- e) Flood Alleviation Scheme Loan – it was noted the Department for Communities and Local Government (DCLG) had approved the borrowing approval for the loan in the sum of £5,000 over a 10 year period to provide funding for the Flood Alleviation Scheme.
- f) Precept request for 2013/14- the precept request had been submitted.
- g) Training:
Clerk's training – On a proposal by Cllr. Field it was resolved the clerk attend the Practitioner Conference 1-2nd March 2013. It was agreed the

clerk travel with the Clerk of Hunston and West Itchenor to reduce the travelling expenditure, it was noted that this would result in the Clerk not being in attendance at the planning meeting on 28th February. The Chairman and the Clerk completed the application for a training bursary towards the cost of the conference. **CLERK**

On a proposal by the Chairman it was resolved the Clerk attend: - Changing the way local councils and the public communicate and work together 7th March 2013 in Winchester £50.00

Cllrs' training – it was agreed that the Clerk arrange training for all Councillors with Trevor Leggo, Sussex Association Local Councils, in particular covering the roles and responsibilities of the Parish Councillor. **CLERK**

h) Bus shelter cleaner termination of contract by contractor due to retirement – it was agreed to advertise the vacancy on the parish council notice boards and work in conjunction with East Wittering and Bracklesham Parish Council to fill the contract. **CLERK**

i) Parish Council telephone number and broadband – it was RESOLVED to purchase a landline number via a mobile phone, with www.anvilmobile.co.uk with a contract for 24 months with business lite (300 credits per month). It was agreed the Clerk would purchase an unlocked 3g mobile phone that would provide the facility to enable the clerk to use www.lovestsussex.co.uk reporting facility. **CLERK**

j) Pension – WSCC Pooling Meeting – due to adverse weather conditions the Clerk and Cllr. Martin had not been able to attend the meeting. North Mundham Parish Cllr. Russell attended the meeting and had prepared a briefing note which it was agreed would be circulated. **CLERK**

12.13 REPORTS ON EXTERNAL MEETINGS

MSTAG Meeting: A meeting had been arranged with representatives from the Environment Agency on 28th January 2013 to discuss the height of the bunds which were in excess of 2 metres high.

13.13 CLERK'S REPORT

- a) Parish Council website – it was noted that the new website was not ready to go live. However, the current providers contract required renewal on 4 February it was agreed not to renew the contract and get the new site live as soon as practicable. As part of the new provision the Clerk and Councillors would be provided with an email address. It was agreed that as soon as the Clerk's new email address was available the current email address would be closed down.
- b) Street light at junction of First Avenue – SEE Contracting had repaired the street lamp – matter closed
- c) Employment Contract – On a proposal by Cllr. Simpson it was RESOLVED the Clerk and Chairman of the Employment Committee sign the revised contract of employment.
- d) Green links Project – It was agreed Cllr. Norris raise the discrepancy between the key partners between stage one and two of the project at the Peninsula Forum on 4th March 2013. **CF**

e) Programme of meetings

Planning Meeting	28 February
Full Council & Planning Meeting	28 March
Planning Meeting	25 April
Planning Meeting & Annual General Meeting	23 May
Planning Meeting	27 June

Planning Meeting & Full Council	18 July
Planning Meeting	August – No meeting
Planning Meeting & Full Council	26 September
Planning Meeting	24 October
Planning Meeting & Full Council	28 November
Planning Meeting	December – No meeting
Planning Meeting & Full Council	23 January 2014

14.13 ITEMS FOR FUTURE AGENDA'S

Cllr. Charter reported West Sussex County Council Connection Magazine stated that grants were available to parish initiatives fund up to £5,000 for community projects which would benefit the local population.

The meeting closed at 10.00pm

Signed _____ Chairman to Earnley Parish Council Dated 28th February 2013