

Minutes for the Council Meeting held on the 23<sup>rd</sup> January 2014

**PRESENT:** Cllrs. Keith Martin (Chairman), Colin Field (Vice Chairman), Sandy Simpson, Chris Charter and Robert Carey.

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

**PUBLIC QUESTION TIME**

None.

**01.14 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr. Graeme Barrett - holiday.

**02.14 COUNTY COUNCILLOR'S REPORT**

No report received.

**03.14 DISTRICT COUNCILLORS' REPORT**

District Cllr. Barrett written report was read out by the Clerk.

**04.14 STANDING ORDERS - REVIEW and ADOPTION**

Following the recent review of the Standing Orders on a proposal by Cllr. Field, it was RESOLVED to adopt the revised Standing Orders

The Chairman thanked Cllr Chris Charter for his work in reviewing the Standing Orders

**05.14 CODE OF CONDUCT**

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

**06.14 MINUTES**

98.13 'Cllr. Carey to copy to all members' amended to read 'Cllr. Charter to copy all members'.

On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 28<sup>th</sup> November 2013; this was duly completed.

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

None.

**08.14 FINANCE**

a) Bank Balances as at today's date - £55,902.13

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

<b>Direct Debit</b>	<b>£</b>		
Anvil Mobile Ltd	20.28	dd	parish council phone - December 2013
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<b>Standing Order</b>			
Mrs. Louise Chater	364.51	so	salary
West Sussex County Council	103.84	so	pension contribution
<b>Cheque Payments</b>			
Post Office Ltd	105.00	300143	PAYE
CPRE	29.00	300144	subscription
Andrew Griffith	150.00	300145	2 quarters invoice for bus shelter cleaning
Staples Ltd	21.99	300146	ink cartridge
Colin Field	8.19	300147	Training mileage and parking
North Mundham Parish Council	4.05	300148	mileage for training
East Wittering & Bracklesham Parish Council	21.00	300150	Room hire

On a proposal by Cllr. Field, it was RESOLVED to sign the cheques and make payment including the additional payment to East Wittering and Bracklesham Parish Council as listed above.

c) Grant Payments and authority to sign cheques

<b>Grant</b>	<b>Amount</b>	<b>Cheque No</b>
<b>S137 Budgeted payments</b>		
Manhood Mobility	100.00	300151

Wittering & District First Responder 100.00 300152

**S137 Emergent Requests - budget allowance £300.00**

Home Start 50.00 300153

On a proposal by Cllr. Charter 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 list above:

<b>Other Grants</b>	<b>Act</b>	<b>Amount</b>	<b>Cheque No</b>
Citizen's Advice Bureau	LGA 1972 s142	75.00	300154
Wittering Youth Centre	LG (MP)A 1976 s19	100.00	300155

On a proposal by Cllr. Field it was RESOLVED to write the cheque to make payment for the above grants.

- d) Financial Report November and December 2013 - On a proposal by Cllr. Carey, it was agreed to accept the financial reports.
- e) Booker Lane Flood Alleviation Scheme Contract - No further update.
- f) Budget Review and Approval - On a proposal by Cllr. Carey, it was RESOLVED to set the budget.
- g) Set Precept - On a proposal by Cllr. Field, it was RESOLVED to set the precept for 2014/15 in the sum of £12546.00 which would equate to £35.93 per year for a band D property in comparison to the current year £32.81
- h) Change of Bank Signatories - Completed.
- i) Training Clerk - Clerk's Networking Day 4<sup>th</sup> March 2014 (East Grinstead) (£60+ mileage) - the Clerk advised that she had decided not to attend the Clerk's Networking Day. Regional Conference 5<sup>th</sup> February 2014 (Portsmouth) (£69.00 + mileage) - On a proposal by Cllr. Carey, it was RESOLVED the Clerk attend the Regional Conference
- j) Training Councillors - none currently.

**09.14 LOCAL PLAN CONSULTATION.**

- 1. Strategic Housing Land Availability Assessment (SHLAA) Update and Land Available for Employment Development: Call for Sites - Response date 10<sup>th</sup> February 2014 - nil response.
- 2. West Sussex Strategic Transport Investment Programme - Schemes Long List Engagement - Response date 17<sup>th</sup> February 2014 Support A27 improvements - nil response.

**10.14 ENVIRONMENTAL MATTERS**

- 1. Flooding in Parish - Cllr. Carey reported during the bad weather before Christmas the Flood Group worked to reassure neighbours

as far as he was aware no properties were flood. Almodington Lane was closed for half day to allow water ~~movement~~ to be pumped across the road. Markers had been place on site to provide monitoring facilities. The Environment Agency had provided residents who were experiencing difficulties with their insurance companies a letter stating that the flood risk had changed from significant to low. The culvert in Bell Lane had been jetted.

2. Flood Group - continue to work projects in Earnley.
  - Re-grading and clear ditch opposite Earnley Manor Close - contractor had been instructed.
  - Clear and re-grading Grange Rife in Almodington total project £72,500.0. A meeting with Environment Agency and residents had been arranged.
  - Inspection of the culverts in Somerley and north end of Bookers Lane was due to take place imminently.

Cllr. Carey thanked County Cllr. Peter Montyn for his support.

3. Bookers Lane Flood Alleviation Scheme - work on the scheme was due to commence on 27<sup>th</sup> January. Cllr. Carey had arranged a meeting with the contractor and representatives of the Environment Agency to make arrangements for residents if flooding occurred between First Avenue and the new culvert as some residents would be stranded. The 8 mile diversion would be in place for 8 to 10 weeks. Work to prevent water voles moving into the ditch would take place to enable the work on the scheme to be completed.
4. Drove Lane Ditches and Culverts - Cllr. Martin reported the adverts advising the work to replace the culverts had been placed on site. He advised Cllr. Carey that the culvert at the top of Drove Lane required jetting. **RC**
5. Morgan's Pond maintenance of unregistered land by Manhood Wildlife Group. The Clerk confirmed that the land was unregistered and she had investigated the possibility of the Parish Council making a claim for the land, however, you had to have evidence of use of the land for 12 years to enable a claim. On a proposal by Cllr. Charter it was confirmed that the Parish Council were content to support Manhood Wildlife Group in their efforts to carry out clearance and maintenance work in this area which would improve the habitat and appearance of the area. **CLERK**

#### **11.14 NEIGHBOURHOOD PLANNING or COMMUNITY LED PLANNING**

The Clerk advised that she had requested a quote from AIRS and was awaiting a response.

#### **12.14 AFFORDABLE HOUSING**

The returned surveys had been delivered to Chichester District Council and the report was awaited.

### **13.14 EMERGENCY PLANNING and COMMUNITY RESILIENCE**

Matter closed.

### **14.14 ANNUAL PARISH MEETING (1<sup>st</sup> March -1<sup>st</sup> June)**

1. Date and Time - It was agreed to hold the meeting on 29<sup>th</sup> May 2014 commencing at 7.00pm
2. Content of meeting - to be reviewed following meeting with AIRS.
3. Speaker' - Presentation by Flood Action Group
4. Display's - Flood Action Group
5. Refreshments - It was agreed to provide refreshments served by Julia ~~Carey~~ Bowering and Lauren Chater.

### **15.14 REPORT ON EXTERNAL MEETINGS**

Peninsula Forum - Cllr. Field reported that it was raised that residents were reluctant to report issues with flooding and sewage issues to Southern Water as it might be detrimental to selling their property. However, residents have a legal obligation if selling property to advise of such issues. On behalf of the Forum, Cllr Barratt has written a formal letter of complaint to S.W.A. concerning the problems on the peninsula. If residents report problem it gives a true picture of the issues in the area and ensures maintenance work carried out. Cllr. Martin advised that there was a link to the Census information through District Council website <http://www.chichester.gov.uk/index.cfm?articleid=15931> where the link to detailed statistics can be found.

Cllr. Simpson reported the Neighbourhood Management Meeting had been cancelled due to illness.

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

1. Notice boards - Andrew Griffith had removed the notice board from the centre of Earnley. He would complete maintenance work and would install cork boards in the two other notice boards in due course.
2. Meeting Calendar 2014, time and date of meetings for Full Council and Planning Committee. The Clerk advised that the hall was not available on 22<sup>nd</sup> May 2014 ~~due to Police Elections~~ alternative date available 15 May 2014. Planning Committee it was resolved to

continue to meet in the evening every month except August and December.

#### **16.14 ITEMS FOR FUTURE AGENDAS**

1. Traditional Finger Post Maintenance Programme - Agenda

Meeting closed at 8.50pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_