

## EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON 23<sup>rd</sup> NOVEMBER 2017

**PRESENT:** Keith Martin (Chairman), Chris Charter (Vice Chair), Robert Carey, Sandy Simpson and John Stant

**In attendance:** Louise Chater (Clerk) and two members of the public

### 103.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

### 104.17 APOLOGIES AND REASONS FOR ABSENCE

District Cllr. Susan Taylor - prior commitment.

County Cllr. Pieter Montyn - prior commitment.

### 105.17 COUNTY COUNCILLOR'S REPORT

No report received.

### 106.17 DISTRICT COUNCILLORS' REPORT

The Clerk read out the written report produced by District Cllr. Taylor:

1. Southern Gateway Masterplan - Council approved the Southern Gateway Masterplan on Tuesday 21<sup>st</sup> November. The aim of the Southern Gateway project is the regeneration of an area of about 30 acres at the southern entrance to the City. It comprises a mixture of private and public owned land which due to a series of events such as the closure of the Law Courts a unique opportunity has arisen to regenerate the area.

There has been considerable debate about the closure or otherwise of the level crossings. The possibility of a bridge and tunnel were looked into by the independent consultants including the advantages/disadvantages of the proposed Freeflow scheme submitted during the course of the consultation. However, the feasibility work identified that the cost of a bridge would be significant (at least £10m) and that there would be a substantial land take either side of the railway line to accommodate a bridge and that there would be adverse impacts on the character of the area, conservation area and the many heritage assets nearby.

Bids will now be submitted for funding on the basis of the Masterplan.

2. Council Tax Reduction Scheme - Since 2013 Councils have had the freedom to develop their own Council Tax Reduction Scheme (formerly Council Tax Benefit). Council Tax Reduction only applies to working age people as pensioners' claims are assessed differently. The purpose of the scheme is to protect people on the lowest incomes. It has been decided that with one exception the current scheme should continue with only slight modifications.

The exception. In April 2018 Universal Credit for all new benefit claimants of working age will apply to residents of Chichester. In order to ensure that no hardship is caused to this new group a new band F is to be introduced. There is also a Hardship Fund to assist residents who fall

between the bands.

3. **Parking Charge Increases** - Cabinet approved an increase in parking charges. The increase in charges are modest compared to neighbouring authorities. The proposed increase for Bracklesham Lane Car Park is as follows:-

Up to 2 hours currently £2.00 Increase £2.10

Up to 4 hours currently £4.00 increase to £4.10

More than 4 hours currently £5.00 increase to £5.20

1<sup>st</sup> November to 31<sup>st</sup> March

Up to 2 hours currently £1.50 increase to £1.70

A significant proposal is the introduction of a Regulation 10 Penalty Charge. This enables local authorities in certain circumstances to serve a Penalty Charge Notice (PCN) by post. In some cases, the Civil Enforcement Officer are prevented from serving a PCN by the driver threatening the Civil Enforcement Officer with violence or threats and driving off. Regulation 10 will ensure that the offender will still receive the PCN.

4. **Novium Museum** - The Novium Museum is hosting a Smugglers Exhibition - "Cutlasses and Contraband". Activities will include a series of 10 'Smuggling Saturday' family activity days.

District Cllr. Martin stated that the Masterplan has been designed to reduce the traffic going into the city and this will put further pressure on the A27.

#### **107.17 CODE OF CONDUCT**

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

#### **108.17 HEALTH AND SAFETY**

1. Parish Council Office - PAT testing required.
2. Parish Council Assets - inspected no action required.

#### **109.17 MINUTES**

On a proposal by Cllr. Chater, it was RESOLVED to agree and sign the minutes of the meeting held on 28<sup>th</sup> September 2017 and the extra ordinary meeting held on 16<sup>th</sup> October 2017; this was duly completed.

#### **110.17 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

None.

#### **111.17 ANNUAL MEETING OF ELECTORS**

1. Date of Meeting - 17<sup>th</sup> May 2018 commencing at 7pm
2. Speaker -The Brilliant Gin Company had confirmed their attendance they will give a short presentation on the history of gin making and will provide samples.

#### **112.17 POLICY REVIEW and NEW POLICES**

1. Policy Review - no reviews had taken place.
2. Tourism Policy -On a proposal by Cllr. Charter, it was RESOLVED to

adopt the Tourism Policy.

**113.17 FINANCE**

a) Bank Balances as at date of meeting - £18,313.18

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:

15th November 2017	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.56			Phone usage September 2017
Public Works Loan Board	284.24			Bookers Lane Flood Alleviation Scheme loan payment
Information Commissioner	35.00			Data Protection Fee
Barclaycard	28.95			September 2017
Barclaycard	174.57			October 2017
Anvil Mobile	8.92			Phone usage October 2017
<b>Standing Order</b>				
Mrs Louise Chater	449.56			Salary month 7
West Sussex County Council Pension Fund	138.81			Pension contribution Month 7
Mrs Louise Chater	449.76	KM: 753846641	CC: 439548817	Salary month 8
West Sussex County Council Pension Fund	138.81			Pension contribution Month 8
<b>Direct Payment</b>				
		authorisation code	authorisation code	
SSALC	36.00	KM: 753846641	CC: 439548817	Training: budget planning workshop
Parish Magazine Printing	44.60	KM: 753846641	CC: 439548817	Autumn Newsletter & Questionnaire
East Wittering & Bracklesham Parish Council	44.00	KM: 753846641	CC: 439548817	Invoice No: 370 & 397
Surrey Hills Solicitors	1462.80	KM: 753846641	CC: 91409299	Professional Fees associated with flood alleviation scheme
<b>Procurement Card</b>				
Malwarebytes	17.95			anti-malware programme

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

<b>Cheque Payment</b>		cheque No	
Mrs S Simpson	36.90	300343	training mileage claim

c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED it to accept the financial statements for September and October 2017

d) Budget Monitoring year ended 31<sup>st</sup> March 2018 - budget code 1

Insurance overspend of £23 .00 due to additional insurance premium to include the two new fingerpost signs. On a proposal by Cllr. Carey, it was RESOLVED to take no further action.

- e) Financial Review third quarter year ended 31 March 2018 - Cllr. Carey reported that following the check completed as listed below and he is fully satisfied that the accounts continue to present a true and accurate picture of Earnley Parish Council's finances.
1. The cashbook was updated to the end of the quarter. All entries were reasonable with clear descriptions, analysis columns cross cast and all cleared items agreed with bank statements.
  2. The bank reconciliation to 30 Sept 2017 was in order - reconciled to Cashbook
  3. Checked that the salary payments were correct. Clerk's salary now on pay scale 25 (£22,658 per annum for 37 hour week, including 1% pay increase) as agreed by the Parish Council Employment Committee - for a 10hr per week contract this amounts to a gross calendar monthly salary of £510.30.
  4. Checked Barclaycard statements
- f) Transparency Act third quarter year ended 31 March 2018 - completed and uploaded.
- g) St John Training Donation and authority to make payment - On a proposal by Cllr. Simpson, it was RESOLVED it was to write the cheque and make payment in the sum of £20.00, cheque number 300344
- h) Draft Budget - 2018/19 - the working party had meet and had carried out the first round of work on the proposed budget. Further work would be completed upon the receipt of the taxbase data from Chichester District Council.

#### **114.17 ENVIRONMENTAL MATTERS**

1. Flood Prevention Update - Cllr. Carey reported that the works on the collapsed culvert on Hawthorn Nursery is due to commence in the next few weeks
2. Batchmere Lane Flood Relief Scheme
  - 2.1 Licence/Wayleave - the Solicitor has drafted a Wayleave which has been submitted to the landowner's solicitors. The agreement will be bound to the land not the landowners. On a proposal by Cllr. Carey, it was resolved to make payment.
  - 2.2 VAT implications - the Clerk confirmed that she had received advice that the Parish Council would be able to reclaim the VAT, the Parish Council's reserves are sufficient to enable the project to be completed prior to the VAT being claimed.
  - 2.3 Funding - the grant would be provided excluding VAT.

19.57 two members of the public left the meeting.

3. Public Rights of Way and map update - Cllr. Stant reported that he had received training and he had carried out the inspection and would submit the report to County Council Footpath Ranger. The Footpath Map is progressing a resident has agreed to produce information on history of the parish, and an illustrator and an architect had agreed to give further assistance.
4. Fly Tipping Drove Lane- Medmerry Park has kindly cleared the fly tipping, although this area of land was the responsibility of the

Environment Agency/RSPB.

5. West Sussex County Council Community Greening Offer - it was noted that training, equipment and officer support was available, however, the Clerk was awaiting clarification on the wording of the agreement which had stated that no work could be completed within one metre of the highway and the list of tasks that were covered were mainly in the highway or within one metre of the highway.
6. World War One Centenary and Airfields of Britain commemorative plaque - the Clerk had been contacted by Airfields of Britain who had offer a commemorative plaque for the world war one airfield which had been in Earnley, it was noted that there would be no cost to the parish council and the plaque did not have to be placed at the location of the airfield. On a proposal by the Chairman, it was RESOLVED to accept the offer of the plaque. It was noted that 2018 was the centenary of the end of World War One it was agreed that the Parish Council would at this time not make any plans to commemorate this event.

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

- 1) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - Cllr. Chater
  - 2.1 Village gateways - On a proposal by Cllr. Charter, it was agreed to form a working party consisting of Cllr. Charter, Stant and Martin to consider the location of Village Gateways and other highways issues. **CC/JS/  
KM**
  - 2.2 "Dolly Pegs" in the Parish - a list was being populated to be submitted to West Sussex County Council for removal.

- 116.17 2) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 6.1 Earnley Fete - unfortunately due to the issues being experienced by the landowner it is unlikely that the fete will take place in 2018.
  - 6.2 Autumn Litter pick - Date and location for meeting to be confirmed.
  - 6.3 Bus Shelter Volunteers -Easton Lane and First Avenue. - Cllr. Carey had approached the residents adjacent to the bus shelter opposite Easton Lane and they had confirmed that they had seen some one carrying out the work but were not aware of who the person was.

#### **117.17 HIGHWAYS**

1. A27- Community Workshops - update - West Sussex County Council have formed a Member Working Group to look at the preparation of the brief and the procurement of the consultants. The working party have been working with several road consultants and are planning to instruct prior to Christmas.
2. Road Closure - Bracklesham Lane, Junction of Bookers Lane to West Bracklesham Drive, from 28<sup>th</sup> November 2017 - it was noted that the road will be closed for nine days from 9.30am - 4pm to enable resurfacing work to take place.
3. Verge Cutting - the Clerk had contacted the surrounding parishes and it was noted that they have procedures in place to get additional cuts. Quotes had been requested and were awaited. Concern was expressed about the standard of work being completed by the County Council contractor. On a proposal by Cllr. Stant, it was RESOLVED it was write to Chris Dye to express our concern and to request a meeting. **CLERK**

4. Clappers Lane 110 properties
- 4.1 Access and Routing Plan - it was noted that the Construction Management Plan refers to site access, parking and wheel washing, Miller Homes were not intending to publish an access and routing plan. The Clerk had spoken to a representative of Miller Homes who had agreed to raise the issue of vehicles approaching from the wrong direction in Clappers Lane with the contractor, he had requested that if possible we provide photos and at the minimum the name of company making the delivery, the number plate is not crucial. Currently there is only one contractor on site however, this will change early in the new year. The onsite Miller Homes representative and parking within the site will be available in the New Year, this is when the site directional signs will be installed.
- 4.2 Section 106 funding - the Chairman reported that the invoice for £20,000 has been submitted to Miller Homes. Receipt of this will trigger discussion with West Sussex County Council. The Traffic Regulation Order is being progressed.
5. Bus Route - Asda - the Clerk had written to the manager of Asda Selsey and a response was awaited. Compass Travel had responded positively to the proposal subject to funding and negotiations with West Sussex County Council.

ALL

**118.17 EARNLEY NEWLETTER/FETE QUESTIONNAIRE -**

Currently 50 completed questionnaires have been returned and a report will be published for the next meeting.

**119.17 EARNLEY CONCOURSE/EARNLEY PLACE**

The Chairman and the Clerk had met with one of the trustees who expressed concern regarding the vandalism and the spate of burglary, he also advised that the Charity were considering putting the site on the open market. The Chairman pointed out the constraints on the site and the issue with public footpath No 2.

Notification was received today from Chichester District Council that the landowners were planning on marketing the site for sale, however it is not clear at this time if they intend to market the site as separate plots or as one unit. It was noted that if the site is sold as one unit the Community Right to Bid will not be triggered.

**120.17 REPORT ON EXTERNAL MEETINGS**

None.

**121.17 CLERK'S REPORT AND CORRESPONDENCE**

1. Emergency Plan - The Chairman reported that District Cllr. Graeme Barrett had driven the project forward. The project is now being led by West Wittering Cllr. Ray Lewis, Cllr. Carey and Cllr. Charter's contact details had been passed the Cllr. Lewis.
2. Social Prescribing - Chichester District Council representative will give a presentation to the members following the Planning Committee meeting on 22<sup>nd</sup> February 2018
3. Calendar of meetings for 2018 - All meetings will commence at 6.45pm at

Bracklesham Barn unless advertised to the contrary

Full Council & Planning Meeting	25 <sup>th</sup> January 2018
Planning Meeting	22 <sup>nd</sup> February 2018
Planning Meeting & Full Council	22 <sup>nd</sup> March 2018
Planning Meeting	26 <sup>th</sup> April 2018
Annual Meeting of Electors	17 <sup>th</sup> May 2018
Annual General Meeting/Planning	24 <sup>th</sup> May 2018
Planning Meeting	28 <sup>th</sup> June 2018
Planning Meeting & Full Council	19 <sup>th</sup> July 2018
Planning Meeting	23 <sup>rd</sup> August – NO MEETING
Planning Meeting & Full Council	27 <sup>th</sup> September 2018
Planning Meeting	25 <sup>th</sup> October 2018
Planning Meeting & Full Council	22 <sup>nd</sup> November 2018
Planning Meeting	27 <sup>th</sup> December 2018 – NO MEETING
Planning Meeting & Full Council	24 <sup>th</sup> January 2019

4. Traffic Incident - on Almodington Lane at the culvert near the Butterfly Farm - priority signage, it was agreed that the highways working party would review this matter.

**122.17 ITEMS FOR FUTURE AGENDAS**

None.

20.58 meeting closed.

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_