

## **EARNLEY PARISH COUNCIL**

Minutes of Earnley Parish Council Meeting held on the 24<sup>th</sup> January 2019 which commenced at 19.35 at Bracklesham Barn, Beech Avenue, Bracklesham.

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

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

**01.19 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

**02.19 COUNTY COUNCILLOR'S REPORT**

No report received.

**03.19 DISTRICT COUNCILLORS' REPORT**

District Cllr. Taylor reported that funding has been made available to provide for a vision for East Wittering & Bracklesham.

The Leader of Chichester District Council, West Sussex County Council and Gillian Keegan MP had recently meet with representatives from Highways England to discuss the proposals for the A27.

Senior Officers are liaising with government officers with regards to "No Deal Brexit" and the affect on the District.

The District Council are currently reviewing the budget.

**04.19 CODE OF CONDUCT**

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

**05.19 HEALTH AND SAFETY**

1. Parish Council Office - Office Inspection took place and no issues were raised.
2. Parish Council Assets - no action required.

**06.19 ELECTION OF VICE CHAIRMAN**

On a proposal by the Chairman, it was RESOLVED to elect Cllr. Carey as the Vice Chairman of the Parish Council.

**07.19 ELECTION OF CHAIRMAN OF PLANNING COMMITTEE**

On a proposal by Cllr. Stant, it was RESOLVED to elect Cllr. Simpson as the Chairman of the Planning Committee.

**08.19 MINUTES**

On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 22<sup>nd</sup> November 2018; this was duly completed.

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

None.

**10.19 POLICY REVIEW and NEW POLICIES**

1. Information Security Incident Policy - On a proposal by Cllr. Carey, it was RESOLVED to adopt the Information Security Policy.
2. Local Government Pension Scheme Discretionary Policy Review - On a proposal by Cllr. Carey, it was RESOLVED to confirm the continued use of the Local Government Pension Scheme Discretionary Policy adopted on 28<sup>th</sup> September 2017.

**11.19 GDPR**

1. IT Provision and Support - no further update.
2. Website, Domain Name and Cllr. Williams email address - the clerk advised that the domain name earnleypc.org had been renewed for a further two years. Cllr. Williams email address will be provided as soon as the new website goes live. The updates requested on the website have been made and is ready for review. All Cllrs to provide the Clerk with their comments by 9am on 28<sup>th</sup> January 2019.
3. Data Sharing Contracts
  - 3.1 Website Provider on a proposal by Cllr. Carey, it was RESOLVED to sign the data sharing contract. The Clerk would return a copy to the website provider.
  - 3.2 Domain name provider - the clerk had accepted the data sharing agreement provided by the domain name provider.

**12.19 FINANCE**

- a) Bank Balances as at date of meeting £22,832.19 - On a proposal by the Chairman, it was RESOLVED to update the bank signatories for the account to remove Chris Charter and add Cllr. John Williams as a bank signatory and access to the internet banking facilities enabling him to view and authorise payments.

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

06 December 2018	Total			
<b>Direct Payment</b>		authorisation code	authorisation code	
Royal British Legion	250.00	KM: 16496071	SS: 43851914	Silent Soldier - Airman

EWBPC	52.00	KM: 16496071	SS: 43851914	Room Hire October/November
11 December 2018	Total			
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	470.28	KM: 5872041	SS: 403936247	Salary - month 9
WSCC Pension	138.03	KM: 5872041	SS: 403936247	pension - month 9
HMRC	168.00	KM: 5872041	SS: 403936247	PAYE third quarter
15 January 2019	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.64			Invoice Date 10/01/19
Anvil Mobile	9.38			invoice Date 10/12/18
Barclaycard	40.09			Billing date 21/12/18
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	470.28	KM: 717934288		Salary - month 10
WSCC Pension	138.03	KM: 717934288		pension - month 10
Mrs Louise Chater	36.90	KM: 717934288		expenses claim 2019/01

- c) Financial Statements On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for November and December 2018.
- d) Asset Register year ended 31<sup>st</sup> March 2019 On a proposal by the Chairman, it was RESOLVED to adopt the updated asset register.
- e) Budget Monitoring year ended 31<sup>st</sup> March 2019 the clerk reported that budget code 11 SALC & Institute Membership was overspent by £22.00. On a proposal by Cllr. Carey, it was RESOLVED to take no further action.
- f) Data Transparency Act year ended 31<sup>st</sup> March 2019 - 3<sup>rd</sup> Quarter actions completed and uploaded to website.
- g) Finance Review year ended 31<sup>st</sup> March 2019 - 3<sup>rd</sup> Quarter review had been booked with the Clerk and Cllr. Carey for 1<sup>st</sup> February 2019.
- h) Pension re-enrolment declaration - completed
- i) Grant Applications and Budgeted Grants

**Grant Applications:**

It was noted that the Parish Council had received two applications for the funding available.

1. Manhood Mobility Services - on a proposal by the Chairman, it was RESOLVED to write a cheque and make payment of a grant in the sum of £50.00

2. Wittering & District Council 1<sup>st</sup> Responders - on a proposal by the Chairman, it was RESOLVED to write a cheque and make payment of a in the sum of £50.00

#### Budgeted Grants

1. Citizen Advice Bureau - on a proposal by the Chairman, it was RESOLVED to write the cheque and make payment in the sum of £100.00
2. East Wittering Youth Club - on a proposal by the Chairman, it was RESOLVED to write the cheque and make payment in the sum of £100.00
3. Manhood Peninsula Partnership - it was noted that the Parish Council had budgeted £130.00 from this organisation, however, they have requested £128.40. On a proposal by Chairman, it was RESOLVED to write the cheque and pay the sum requested.

#### j) Budget 2019/20

1. Council Tax Referendum Principles - it was noted that the Government had confirmed that the Council Tax Referendum Principles would not apply to Parish Councils.
  2. Council Taxbase - Chichester District Council had issued the Council tax base.
  3. Reserves it was noted that within the proposed budget there was £1,750.00 for reserves; road signs, noticeboard replacement and parish plan projects.
  4. Set expenditure budget on a proposal by the Chairman, it was RESOLVED to set the expenditure budget in the sum of £18,764.00
- k) Precept request for year ended 31 March 2020 and Cost to Band D properties. - On a proposal by Cllr. Carey, it was RESOLVED to set the Precept as £18,764.00 which would amount to £50.47 for a Band D property.

### **13.19 ENVIRONMENTAL MATTERS**

1. Flood Prevention Update - Cllr. Carey reported that the ditch work has been completed by Manhood Wildlife Group at Haydons Pond, Somerely Lane pond adjacent to Hedgehog Hall and Somerely corner. Cllr. Carey reported that he would be contacting the Environment Agency with regard to the maintenance of the flood alleviation scheme in Bookers Lane and a Earnley Manor Close.
2. Public Rights of Way- Cllr. Stant reported that he would be inspecting the footpaths with West Sussex County Council Access Ranger.
3. Gas Connection Almodington - Cllr. Carey reported that several residents within Almodington would like to be connected to the main gas network, individual residents can apply or a number of residents can apply as a group to reduce the cost.

20.06 two members of the public left the meeting.

#### **14.19 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 Community Food Bank Collection - a good response was received, and the Clerk has written to thank the people who had contributed to the collection
  - 1.2 Litter Pick - the rescheduled date has been set for 13<sup>th</sup> February 2019 meeting at 10am at Earnley Church.

20.14 District Cllr. Taylor left the meeting.

#### **15.19 HIGHWAYS**

1. A27 - the Chairman reported that Highways England have received the proposals, it was noted that the southern route is not technically feasible. Concerns were raised by Highways England regarding the northern routes high construction costs, the impact on Goodwood and South Downs National Park. Further meetings are taking place with Highways England to discuss the matter further.
2. Thermoplastic Line Marking on four bridges - the clerk had contacted the contractor who apologised for not carrying out the work when they were last in the area. This project has been highlighted to ensure it is carried out.
3. Village Gateways -On a proposal by the Chairman, it was RESOLVED to recommend JACS as the preferred contractor for this project
4. Planters for centre of Earnley - On a proposal by the Chairman, it was RESOLVED to recommend JACS as the preferred contractor for this project.
5. Speed Indicator Device - Cllr. Stant and the Clerk had carried out an initial site assessment. It was noted that the Clerk and Cllr. Stant were due to meet with the Highways Officer on 28<sup>th</sup> January to review the proposed sites.
6. Road hatch markings at entrance to Miller Homes - concern had been raised by a resident that the new residents of the homes may in due course lobby for the traffic island to be removed. It was noted that the S276 agreement is supported by the Planning Inspectors decision and is therefore unlikely to overturned.

#### **16.19 ANNUAL MEETING OF ELECTORS - 21<sup>st</sup> March 2019**

1. Agenda - Earnley Concourse & Elections
2. Speaker - On a proposal by the Chairman, it was RESOLVED to write to Earnley Concourse agent to give them the opportunity to give a presentation to the residents. If the agents were not available, it

was agreed to invite the Manhood Wildlife group to give a presentation on the flow project and ditch drainage works

3. Refreshments - ALL councillors to bring a plate of nibbles and Cllr. Simpson to provide drinks.
4. Advertising - newsletter delivered to every house, email and follow up email and advertising boards on the highway

**17.19 EARNLEY CONCOURSE/EARNLEY PLACE**

No further update.

**18.19 EARNLEY GARDENS**

It was noted that Earnley Gardens has been put on the open market for offers in excess of £500,000.

**19.19 EMPLOYMENT UPDATE**

Cllr. Simpson and the Clerk's end of year appraisal is booked for 12th March 2019. All Councillor to provide any comments with regard to the Clerks performance to Cllr. Simpson at the earliest opportunity.

**20.19 REPORT ON EXTERNAL MEETINGS**

None.

**21.19 CLERK'S REPORT AND CORRESPONDENCE**

- 1 Operation London Bridge - a brief discussion was held on the action to be taken on the death of the Queen, it was agreed that ALL councillors would give this matter further thought.
- 2 Election 2<sup>nd</sup> May 2019 - it was noted that the Clerk would be sent the election papers for distribution, however applicants are to deliver the completed forms directly to Chichester District Council.
- 3 Newsletter - it was agreed that all Councillors would provide the following articles to the clerk by 25<sup>th</sup> February, Cllr. Williams introduction including a photo, Cllr. Martin - Chairman's briefing, Cllr. Simpson - food bank and litter pick, Cllr. Stant dog mess and Cllr. Carey mains gas.

**22.19 ITEMS FOR FUTURE AGENDAS**

1. Hedgerow safety issue Old Vicarage.
2. Concern was expressed regarding the safety of the Horse Chestnut trees opposite the church as large branches were regularly falling off.

Meeting closed 21.00

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_