

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on 28th March 2019 which commenced at 19.20 at Bracklesham Barn, Beech Avenue, Bracklesham.

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

In attendance: Louise Chater (Clerk), and four members of the public.

- 23.19 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**
None.
- 24.19 APOLOGIES**
Cllr. Sandy Simpson prior commitment.
Cllr. John Williams prior commitment
- 25.19 COUNTY COUNCILLOR'S REPORT**
No report received.
- 26.19 DISTRICT COUNCILLORS' REPORT**
No report received.
- 27.19 CODE OF CONDUCT**
 1. Declarations of Interest on items included on the agenda - none.
 2. Dispensation requests - none.
- 28.19 HEALTH AND SAFETY**
 1. Parish Council Office - no further update.
 2. Parish Council Assets - no further update.
- 29.19 MINUTES**
On a proposal by Cllr. Stant, it was RESOLVED to agree and sign the minutes of the meeting held on 24th January 2019; this was duly completed.
- 30.19 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**
None.
- 31.19 POLICY REVIEW and NEW POLICIES**
None.
- 32.19 GDPR**
 1. IT Provision and Support - the Clerk had been unable to arrange a meeting with Grant Fribbins therefore there is no further update.
 2. Website, Domain Name and Cllr. Williams email address - it was noted that the new website and Cllr. Williams emails were now live, and the domain name had been purchased for a further two years.
- 33.19 FINANCE**
 - a) Bank Balances as at date of meeting £18,992.52
 - b) Approval of Parish Council payments and authority to sign cheques - On a proposal by Cllr. Stant, it was RESOLVED to ratify the payments listed below.

05 February 2019	Total			
Direct Payment		authorisation code	authorisation code	
Disking Ltd	569.97	KM: 64754109	SS: 39456088	replacement laptop including set up
26 February 2019	Total			
Direct Debit				
Anvil Mobile	9.47			February 2019
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	470.28	SS:184922061	KM: 131696694	Salary Month 11
West Sussex County Council Pension Fund	138.03	SS:184922061	KM: 131696694	Pension Month 11
D Brown	30.00	SS:184922061	KM: 131696694	Invoice Number 0345
SSE Enterprise	173.47	SS:184922061	KM: 131696694	Invoice Number 863959
27 March 2019	Total			
Direct Debit				
Anvil Mobile	9.12			Invoice 8 March 2019
Barclaycard	6.00			Statement Date 21/03/19
Barclaycard	174.57			Statement Date 21/02/19
Direct Payment		authorisation code	authorisation code	
East Wittering & Bracklesham PC	42.00	SS: 431046565	KM: 36855172	Invoice no 49
WSALC Ltd	146.05	SS: 431046565	KM: 36855172	Invoice no 878
East Wittering & Bracklesham PC	26.00	SS: 431046565	KM: 36855172	Invoice no 28
East Wittering & Bracklesham PC	26.00	SS: 431046565	KM: 36855172	invoice no 12
HMRC	168.00	SS: 431046565	KM: 36855172	PAYE fourth quarter
Mrs Louise Chater	470.28	SS: 431046565	KM: 36855172	Salary Month 12
WSCC Pension Fund	138.03	SS: 431046565	KM: 36855172	Pension Contribution Month 12
North Mundham PC	62.90	SS: 431046565	KM: 36855172	Invoice No 1903
Mrs Louise Chater	96.53	SS: 431046565	KM: 36855172	expenses
Parish Council Websites	508.30	SS: 431046565	KM: 36855172	Invoice Earnley-02
The Manhood Wildlife & Heritage Group	500.00	SS: 431046565	KM: 36855172	invoice 01/2019
Parish Magazine Printing Ltd	50.00	SS: 431046565	KM: 36855172	invoice no 4415
Chichester District Council	357.00	SS: 431046565	KM: 36855172	Community Warden

c) Financial Statements On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for January & February 2019

- d) Asset Register year ended 31st March 2019 on a proposal by Cllr. Carey, it was RESOLVED to accept the updated Asset Register prepared on 19th March 2019
- e) Budget Monitoring year ended 31st March 2019 on a proposal by Cllr. Carey, it was RESOLVED to make the following virements.

Item	Code	Overspend	Action
Ill Health Insurance	14	£20.00	No action
Street Lighting	24	£45.00	No action

- f) Finance Review year ended 31st March 2019 - 3rd Quarter review has been completed and the accounts are fine. It was noted that the VAT is below the £7500 limit therefore the clerk had purchased the laptop as agreed. The predicted overspend for the Clerks Salary had been noted, the budget been prepared at Scale Point 25, however the Employment Committee had following a salary review had agreed to increase the salary to scale point 26. In addition, the Clerk had worked extra hours.
- g) End of year virements - year ended 31st March 2019 - on a proposal by Cllr. Stant, it was RESOLVED to make the following virements.

Item	Code	amount	action
Road Signs	25	£250	vire to dedicated reserve
Bus Shelter Replacement	26	£300	vire to dedicated reserve
Parish Plan Project Reserve	30	£500	vire to dedicated reserve
Election Reserve Fund	37	£250	vire to dedicated reserve

34.19

ENVIRONMENTAL MATTERS

1. Flood Prevention Update - Cllr. Carey reported that the reed base has been cut back in Booker Lane and the extension channel adjacent to Earnley Manor Close by the Environment Agency.
He had recently meet with Manhood Wildlife Group to discuss the projects and expenditure from operation watershed held by the Parish Council for the year ended 31st March 2020.
Cllr. Carey had recently sent an email to residents to request volunteers to assist with the inspection and clearance of the ditches.
2. Public Rights of Way- Cllr. Stant reported that the footpath inspection had taken place in February the main issue in the parish is with footpath 2 and footpath 51. It was agreed that the Clerk request West Sussex County Council Access Ranger contact the landowners to request action be taken to clear the footpath back to the original width.
The Chairman reported that the owners of Earnley Grange have requested that some styles be changed to gates to enable animal movement.
3. Gas Connection Almodington - it was noted that several residents had expressed an interest in the project. It was agreed that the Clerk would send a reminder to residents next week and then inform Cllr. Carey of the response.
4. Horse Chestnut Trees Clappers Lane - have been reported to West Sussex County Council. Clerk to follow up.
5. Overgrown Hedgerow Old Vicarage - it was noted that a small amount of work had taken place, however, further work was required. Therefore it was agreed that the clerk contact West Sussex County Council to request work take place due to safety issues associated with the overgrown vegetation.

35.19 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 Litter Pick 13th February 2019 was well supported and collected a significant amount of litter. It was noted that subsequently to the event there had been a significant amount of polystyrene had blown off the Miller Home site which had been cleared by Cllr. Stant, if this was repeated it was agreed to contact the developer directly.
 - 1.2 Parish Tree Survey - no further action has taken place.
 - 1.3 Fete - 27th July 2019 - a resident in First Avenue has offered to host the fete, it was agreed that the Clerk and Cllr. Simpson would discuss and investigate the issues associated with the location.

36.19 HIGHWAYS

1. A27 -no further update
2. Thermoplastic Line Marking on four bridges - it was agreed that the Clerk would follow this matter up again.
3. Village Gateways - no further update
4. Planters for centre of Earnley - no further update
5. Speed Indicator Device - no further update
6. Street Lamp - First Avenue has been replaced matter closed.

37.19 ANNUAL MEETING OF ELECTORS - 21st March 2019

1. Review of event it was noted that a significant number of residents had attended the event. Neither of the presentations were too long, it was agreed that the Chairman giving an overview was better than all councillors giving a short presentation as it reduced the length of time of the presentation. It was agreed that the delivery the hardcopy of the newsletter to all properties advertising the event was useful and probably increased the attendance. The speaker gave an extremely interesting presentation which was very relevant to the parish.

38.19 EARNLEY CONCOURSE/EARNLEY PLACE

It was noted that a consultation event had been held by the developer on 27th March 2019 at this event Cllr. Carey expressed concern regarding the waterways on the site and reiterated the arguments on the site regarding the design for the rural area and the issue of mix of affordable housing and shared ownership.

The Chairman raised the issue regarding the large number of run of mill housing already permitted in the surrounding area and discussed the style and type of properties in the surrounding area and the market value of local properties, and the lowering of the value of Earnley Place.

It was noted that a resident had been advised by the consultant that they were proposing to donate the north/south strip to either the Parish Council or a Trust. It was agreed that Cllr. Carey would speak to representatives of Manhood Wildlife Group to gain some advice on the land.

On a proposal by the Chairman, it was RESOLVED to summarize the comments sent to the residents, focus on the positives and express the Parish Councils concerns regarding the site and submit it to the consultants.

39.19 EARNLEY GARDENS

No further update.

40.19 REPORT ON EXTERNAL MEETINGS

None.

41.19 CLERK'S REPORT AND CORRESPONDENCE

1. The Clerk reminded all present that the completed parish council election nomination packs need to be submitted to Chichester District Council no later than 4pm on Wednesday 3rd April 2019.
2. Local Walks Leaflet - funding contribution and distribution. It was noted that funding contribution was no longer required, however, Cllr. Stant as a representative of the Parochial Church Council confirmed that it would be acceptable for the leaflets to be put in Earnley Church.

42.19 ITEMS FOR FUTURE AGENDAS

None

Meeting closed: 20.05pm

Signed _____

Chairman Earnley Parish Council

Dated _____