

## EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on the 16<sup>th</sup> May 2019 which commenced at 18.45 in the Sandle Room, Birdham Village Hall, Crooked Lane, Birdham.

**PRESENT:** Cllrs. Keith Martin, Sandy Simpson, Robert Carey, John Stant and John Williams.

**In attendance:** Louise Chater (Clerk), District Cllr. Susan Taylor, District Cllr. Elizabeth Hamilton, District Cllr. Graeme Barrett and two members of the public.

**Apologies:** County Cllr. Pieter Montyn.

### **43.19 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

On a proposal by Cllr. Carey, it was RESOLVED to elect Keith Martin as the Chairman of Earnley Parish Council for the council year ended 30<sup>th</sup> April 2020.

### **44.19 ELECTION OF VICE CHAIRMAN**

On a proposal by Cllr. Stant, it was RESOLVED, to elect Robert Carey as the Vice Chairman of Earnley Parish Council for the year ended 30<sup>th</sup> April 2020.

### **45.19 SUMMONS TO ATTEND MEETING**

Cllrs. Williams, Carey, and Stant gave consent under Local Government Act 1972 Schedule 12 paragraph 10(2)(b) to receive summons to attend the meeting to be received in electronic form.

### **46.19 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

### **47.19 COUNTY COUNCILLOR'S REPORT**

No report received.

### **48.19 DISTRICT COUNCILLORS' REPORT**

District Cllr. Barrett advised that due to the results at the recent election the District Council had no outright majority, however, the conservative party have been in discussion with the Liberal Democrats during the discussions the it has been agreed that all members will be working toward the best for the District.

The Chairman raised the email with regard to the Manhood Peninsula Forum which cancelled the upcoming event and included a hint at the dissolution of the forums. Cllr. Barratt expressed concern with regard to this matter. The Chairman responded that the Forum was useful and had in the past had very good topic discussions and can be a force and is a key part of the democratic process, even if it fades away elsewhere the Manhood is a well-defined area and is well attended and should be retained.

### **49.19 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests including Precept Setting - Cllrs. Williams, Martin, Carey, and Stant, submitted their completed dispensation request forms in relation to setting the precept.

### **50.19 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**

On a proposal by Cllr. Stant, it was RESOLVED to maintain membership of the bodies listed below:

- a) National Association of Local Councils (NALC)
- b) West Sussex Association of Local Councils (WSALC)
- c) Chichester District Association of Local Councils (CDALC)
- d) Society of Local Council Clerks (SLCC)
- e) Institute of Local Council Clerks (ILCC)

#### 51.19 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS

The following councillors were nominated to represent the Parish Council at the listed external meetings. These nominations were accepted.

- I. Peninsula Community Forum - Cllr. Williams
- II. Neighbourhood Watch/Neighbourhood Management Panel - Cllr. Simpson
- III. West Sussex Association of Local Councils - Cllrs. Carey & Stant
- IV. Chichester District Association of Local Councils - Cllr. Simpson
- V. Chichester District Council Meeting of the Parishes - Cllr. Carey & Simpson
- VI. Medmerry Stakeholders Advisory Group (MSTAG) - Cllr. Martin
- VII. West Sussex County Council South Chichester Local Committee - Cllr. Carey
- VIII. Manhood Parishes Action Group - Cllrs. Martin

#### 52.19 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

The following councillors were nominated and accepted responsibility for the areas listed below:

- a) Environmental Issues - Cllr. Stant
- b) Policing and Vandalism - Cllr. Simpson
- c) Highways & Road Safety - Cllrs. Martin and Stant
- d) Footpaths, Rights of Way and Verges - Cllr. Stant
- e) Chichester District Council Strategic Plans, Housing and Planning - working party as required
- f) Flood Issues - Cllr. Carey
- g) Finance & Budget (including quarterly checks of Parish Council Finance) - Cllr. Carey
- h) Emergency Planning - Cllrs. Carey & Stant

#### 53.19 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- a) **Employment Committee** - On a proposal by Cllr. Stant it was confirmed the adopted terms of reference (26<sup>th</sup> January 2017) would remain in place. Cllrs. Martin, Williams, Carey, Stant and Simpson were nominated to be members of the Employment Committee; these nominations were accepted. On a proposal by Cllr. Stant, it was RESOLVED to elect Cllr. Simpson as Chairman and Cllr. Carey as Vice Chairman.
- b) **Code of Conduct Committee** - On a proposal by Cllr. Stant, it was confirmed the adopted terms of reference (19<sup>th</sup> July 2012) would remain in place. Cllrs. Martin, Williams, Carey, Stant and Simpson were nominated to be members of the Code of Conduct Committee; these nominations were accepted. On a proposal by Cllr. Stant it was RESOLVED to elect Cllr. Carey as Chairman and Cllr. Stant, as Vice Chairman.
- c) **Planning Committee** - On a proposal by Cllr. Carey, it was confirmed the adopted terms of reference (2<sup>nd</sup> July 2012) would remain in place. Cllrs. Martin, Williams, Carey, Stant and Simpson were nominated to be members of the Planning Committee; these nominations were accepted. On a proposal by Cllr. Carey, it was RESOLVED to elect Cllr. Simpson as Chairman and Cllr. Stant as Vice Chairman.
- d) **Complaints Committee** - On a proposal by the Chairman, it was confirmed the adopted terms of reference (14<sup>th</sup> May 2015) would remain in place. Cllrs. Martin, Williams, Carey, Stant and Simpson were nominated to be members of the Complaints Committee; these nominations were accepted. On a proposal by the Chairman, it was RESOLVED to elect Cllr. Williams as Chairman and Cllr. Simpson as Vice Chairman

#### **54.19 CONFIRMATION OF USE OF ADOPTED POLICIES**

On a proposal by the Chairman, it was RESOLVED, to continue to use the adopted policies listed below:

1. Standing Orders - adopted 27<sup>th</sup> September 2018
2. Scheme of Delegation - adopted 24<sup>th</sup> November 2016
3. Retention of Documents - adopted 24<sup>th</sup> November 2016
4. Parish Plan 2016-2021 adopted 20<sup>th</sup> April 2016
5. Finance Regulations - adopted 17<sup>th</sup> March 2016
6. Local Government Pensions Scheme Regulations - Statement of the Exercise of Discretions - adopted 28<sup>th</sup> September 2017
7. Flexible Retirement Policy - adopted 26<sup>th</sup> June 2014
8. Grievance Policy - adopted 26<sup>th</sup> January 2017
9. Disciplinary Policy - adopted 26<sup>th</sup> January 2017
10. Dignity at Work, Bullying & Harassment Policy - adopted 26<sup>th</sup> January 2017
11. Protocol of Hearings by the Employment Committee - adopted 26<sup>th</sup> January 2017
12. Employees Code of Conduct - adopted 26<sup>th</sup> January 2017
13. Sickness & Absence Policy - adopted 26<sup>th</sup> January 2017
14. Pension Internal Dispute Resolution Procedure (IDRP) - adopted 22<sup>nd</sup> November 2018
15. Equality Policy - adopted 23<sup>rd</sup> March 2017
16. Health, Safety & Welfare Policy - adopted 20<sup>th</sup> July 2017
17. Councillor Code of Conduct - adopted 14<sup>th</sup> May 2015
18. Dispensation Procedure - adopted 22<sup>nd</sup> November 2012
19. Freedom of Information Publication Scheme - adopted 28<sup>th</sup> September 2017
20. Data Protection Policy - adopted 19<sup>th</sup> July 2018
21. Communication Policy - adopted 24<sup>th</sup> November 2016
22. Complaints Policy - adopted 20<sup>th</sup> July 2017
23. Staff & Councillors Training Policy - adopted 23<sup>rd</sup> March 2017
24. Media Relations Policy - adopted 28<sup>th</sup> September 2017
25. Community Engagement Policy - adopted 26<sup>th</sup> January 2017
26. Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - adopted 28<sup>th</sup> September 2017
27. Staff IT Security Policy - adopted 19<sup>th</sup> July 2018
28. Councillor IT Security Policy - adopted 19<sup>th</sup> July 2018
29. Information Security Incident Policy - adopted 24<sup>th</sup> January 2019
30. Protocol for dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2015
31. Tourism Policy - adopted 23<sup>rd</sup> November 2017

#### **55.19 HEALTH AND SAFETY**

1. Parish Council Assets - nothing further to report.

#### **56.19 MINUTES**

On a proposal by Cllr. Stant, it was RESOLVED to agree and sign the minutes of the meeting held on 28<sup>th</sup> March 2019; this was duly completed.

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

None.

#### **58.19 EMPLOYMENT COMMITTEE**

1. Recommendation from Employment Committee  
Cllr. Carey stated that during the budget preparation scale point 27 was used on the old scales and the increase to scale point 21 on the new rates increases the annual cost by less than £200. It was noted that the budget had included 50 hours of additional work, however, the clerk had only worked 27.85, therefore

the expenditure for the year should come within budget. It was noted that the clerks hours would remain as on average 10 hours per week.

- 1.1 On a proposal by Cllr. Simpson, it was RESOLVED to pay in full additional 27.85 hours worked at scale point 26
- 1.2 On a proposal by Cllr. Simpson, it was RESOLVED to increase the Clerks salary to scale point 21 back dated to 1<sup>st</sup> April 2019.
2. On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 25<sup>th</sup> April 2019; this was duly completed.

#### 59.19 POLICY REVIEW and NEW POLICIES

None.

#### 60.19 GDPR

1. IT Provision & Support - as no response had been received from Grant Fribbins, On a proposal by the Chairman, it was RESOLVED to arrange a meeting with Richard Bentley of Horizon Digital to progress this matter.

#### 61.19 FINANCE

a) Bank Balances as at date of meeting £25,875.44

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.

11 April 2019	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.34			Invoice 9 April 2019
Public Works Loan Board	284.24			Flood Alleviation Loan
<b>Direct Payment</b>		authorisation code	authorisation code	
DM Payroll Services Ltd	73.00	SS: 476903102	KM: 944034363	Invoice no 340
Horizon Digital	66.00	SS: 476903102	KM: 944034363	Invoice no 2429
Mrs Louise Chater	454.88	SS: 476903102	KM: 944034363	Salary Month 1
WSCC Pension	138.03	SS: 476903102	KM: 944034363	Pension Month 1
08 May 2019	Total			
<b>Direct Debit</b>				
Barclaycard	73.76			
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	454.68	SS: 349264560	KM: 999182657	Salary Month 2
WSCC Pension	138.03	SS: 349264560	KM: 999182657	Pension Month 2
EW & B PC	21.00	SS: 349264560	KM: 999182657	invoice number 72
Mulberry & Co	104.40	SS: 349264560	KM: 999182657	Audit Fees year ended 31 March 2019

On a proposal by Cllr. Carey, it was RESOLVED to reissue and sign the cheque for Witterings Youth Club for the grant payment for the year ended 31<sup>st</sup> March 2019

Cheque Payment		Cheque No	
Wittering Junior Youth Club	100.00	300358	replacement cheque for grant 2018/19

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for March & April 2019
- d) Transparency Act requirements for year ended 31<sup>st</sup> March 2019 have been completed and uploaded to the website.
- e) Finance Review Year ended 31 March 2019, final quarter - Cllr. Carey reported that the free reserves were low at the end of year, however, when the VAT claim has been received this will bring the accounts within the half year requirements.
- f) Internal Audit Year Ended 31 March 2019 - The Clerk reported that the internal audit had been completed on 24<sup>th</sup> April 2019 by Mr Andy Beam on behalf of Mulberry & Co. Mr Beam had stated in his report "It is clear the council takes policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. I would like to thank the Clerk for her hard work during the year and am pleased to say her high standard of work continues. I therefore make no recommendation for change at this stage. "
- g) Annual Return year ended 31<sup>st</sup> March 2019 - Annual Internal Audit Report - it was noted that the internal auditor has completed the Annual Internal Audit Report.
- h) Annual Return year ended 31<sup>st</sup> March 2019 - Section 1 - Annual Governance Statement 2018/19 on a proposal by Cllr. Carey it was RESOLVED to accept section 1 of the Annual Governance Statement. This was duly signed by the Chairman.
- i) Annual Return year ended 31<sup>st</sup> March 2019 - Section 2 - Accounting Statement 2018/19 on a proposal by Cllr. Carey, it was RESOLVED to accept Section 2 the Accounting Statement. This was duly signed by the Chairman.
- j) End of year accounts 31<sup>st</sup> March 2019 on a proposal by Cllr. Carey, it was RESOLVED to accept the end of year accounts. These were duly signed by the Chairman.
- k) PAYE - end of year completed with no outstanding payment.
- l) Pension - end of year has been submitted to West Sussex County Council, however, there appears to be an issue with the data inputted by West Sussex County Council, and this is currently being investigated.
- m) VAT Claim - year ended 31<sup>st</sup> March 2019 has been submitted.
- n) Budget Monitoring - year ended 31<sup>st</sup> March 2020 - no further action
- o) Power of General Competence year ended 31<sup>st</sup> March 2020 - The Clerk confirmed that the Parish Council complied with the requirements to adopt the Power of General Competence
- Two thirds of the councillors were elected at the last ordinary election
  - The Clerk is qualified holding the Certificate of Local Council Administration (CiLCA) including the relevant training
- Therefore, On a proposal by the Chairman, it was RESOLVED to adopt the Power of General Competence.
- p) Appointment of Responsible Financial Officer 2019/20 on a proposal by Cllr. Stant, it was RESOLVED that Mrs Louise Chater, Parish Clerk, would remain as the Responsible Financial Officer for the year ended 31<sup>st</sup> March 2020.
- q) Annual Standing Order and Direct Debit Payment Schedule - 2019/20 it was noted that currently there are no standing orders. On a proposal by Cllr. Carey, it was RESOLVED to confirm the Direct Debit payment schedule listed below:

Direct Debit			
Anvil Mobile	Parish Council Telephone	Monthly	Variable
Public Works Loan Board	Flood Alleviation Loan	six monthly	284.24

- r) Mileage Allowance Rate 2019/20 - On a proposal by Cllr. Stant, it was RESOLVED that the mileage allowance rate was set at 0.45 pence per mile for the first 10,000 miles for the Clerk and Councillors.
- s) Financial Risk Assessment & Insurance Review

On a proposal by Cllr. Carey, it was RESOLVED to accept the financial risk assessment and to enter into a long-term insurance contract for the period of three years with Inspire, via Came & Company.

#### **62.19 ENVIRONMENTAL MATTERS**

1. Flood Prevention Update - Cllr. Carey reported that he is working with the Manhood Wildlife and Heritage Group to set up a volunteer group. Initially Manhood Wildlife & Heritage Group will provide tools and training. The Parish Council will take on this responsibility in due course and tools will be purchased from the Operation Watershed Funds. Cllr. Carey advised that he would contact Manhood Wildlife and Heritage group to clarify the pollution insurance the Manhood Wildlife & Heritage Group hold and if this is something the Parish Council will need if it takes on this responsibility. Additional projects to be carried out Haydons Pond, Hedgehog Hall Pond, Easton Lane and Somerely Lane to be completed by the end of the summer
2. Public Rights of Way - Cllr. Stant requested the Clerk write to West Sussex County Council thanking them for the work that was completed in the winter.
3. Gas Connection Almodington - Cllr. Carey reported that there had not been enough expression of interest in this project. It was agreed that the Clerk write to those who had responded advising them that this project will not be progressed.
4. Horse Chestnut Trees Clappers Lane - work on the trees has been completed by West Sussex County Council, matter closed.

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

- 1) Set objective priority for 2019/20 - it was agreed that the priorities for 2019/20 would be Objective 1 (to ensure that people drive within the speed limits within Earnley Parish), 5, and 7 (To liaise with the owners of Earnley Concourse to encourage the most appropriate use of the site)
- 2) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 2.1 Fete - 27<sup>th</sup> July 2019 - due to the difficulty in finding volunteers for this event on a proposal by Cllr. Simpson, it was RESOLVED not to progress the fete this time.
  - 2.2 Christmas Social Event on a proposal by Cllr. Simpson, it was agreed to investigate the potential of holding a Christmas fundraising and social event.

#### **64.19 HIGHWAYS**

1. A27 - the Chairman advised that at the open meeting with Gillian Keegan MP at West Wittering she made a comment regarding the cost benefit ratio Chichester verses Arundel bypass. Cllr. Martin reported that he had emailed her setting out the facts she has responded that she is continuing to press for a meeting with the minister.
2. Thermoplastic Line Marking on four bridges - the line painting has been completed; invoice awaited.
3. Village Gateways & Planters - the clerk is in the process of obtaining quotes for planting, grass cutting and maintenance contracts.
4. Speed Indicator Device - no further progress has been made.
5. Street Lamp - First Avenue although the lamp has recently be repaired further reports of it not working have been received, therefore the Clerk would investigate this further.

#### **65.19 ANNUAL MEETING OF ELECTORS**

1. To review the minutes of the meeting held on 21<sup>st</sup> March 2018 - On a proposal by Cllr. Carey, it was agreed that the minutes were a true representation of the meeting.

2. Results to the questionnaire - it was noted that only four questionnaires had been received:
  1. What was the most interesting item this evening?
    - It was all interesting
    - Concourse Development
    - Jane Reeve's presentation
  2. What was the least interesting item this evening?
    - Nothing you got this just right - hope you will get more people to council meetings
    - There wasn't one
  3. Did you visit the exhibition
    - Three of the four responses received stated that they had visited the exhibition
    - One stated that they had not visited the exhibition
  4. Do you value the time to meet with the councillors with light refreshment
    - The four responses received all stated that they valued the time to meet with the councillors
  5. What do you like most about living in the Parish?
    - Rural & peaceful
    - Peaceful surroundings
    - Peace & quiet and open views
    - The community and the countryside
  6. What do you like least about living in the Parish?
    - Speeding traffic
    - Speeding cars and litter
    - Speeding traffic on Clappers Lane
    - The fear of being overwhelmed by development
  7. Is there anything we can do to change this?
    - Think you are doing this, but feel the planters may be a tad too far in a rural location
    - You are working on it
    - I live in hope
  8. As you will have heard this evening, we are carrying out lots of volunteer projects. Would you be interested in helping with any of these projects?
    - If so, what are you able to help with?
    - Litter picking and ditch inspection
    - Litter picking
    - Anything considered

**67.19 EARNLEY CONCOURSE/EARNLEY PLACE**

On a proposal by the Chairman, it was RESOLVED to request the District Councillors monitor pre-application submissions for this site.

**68.18 EARNLEY GARDENS**

Nothing further to report.

**69.19 REPORT ON EXTERNAL MEETINGS**

None.

**70.19 CLERK'S REPORT AND CORRESPONDENCE**

Councillors training - the clerk requested that all councillors provide her with their preferred training date at the earliest opportunity.

**71.19 ITEMS FOR FUTURE AGENDAS**

None.

Meeting closed 19.59

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_