

## EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on 18<sup>th</sup> July 2019 commencing at 19.27 at Bracklesham Barn, Beech Avenue, Bracklesham.

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

**In attendance:** Louise Chater (Clerk), District Cllr. Susan Taylor, District Cllr. Elizabeth Hamilton, District Cllr. Grahame Barrett, County Cllr. Pieter Montyn and four members of the public

### 72.19 PUBLIC QUESTION TIME

A resident raised concern that the East Wittering Library is under threat of closure and asked if there is anything that the Parish Council can do to support the Library. County Cllr. Montyn advised that due to the issues at central government, that no reports have been received from central government including the indication of what grant can be expected, if any. In the coming financial year the County Council is required to make £29 million saving in the next financial year, the County Council are now having to look at the items that are statutory and those that are non-statutory and difficult decisions are going to have to be made. Those that directly affect the parish are the local library and the mobile tip facility. The Law states that the County Council is only required to provide one library, County Cllr. Montyn has already raised the issue of the distance to travel to the nearest library. With regard to the mobile tip the Wittering mobile tip cost approximately £28,000 per year. There is the potential that the local parishes raise their precept to cover the cost. In addition, there are potential ways of saving money on this scheme, for example, only being for garden waste and the service being reduced in the winter. County Cllr. Montyn continues to press the cause for the Witterings and the surrounding areas.

### 73.19 APOLOGIES AND REASON FOR ABSENCE

Cllr. Robert Carey on holiday.

### 74.19 COUNTY COUNCILLOR'S REPORT

County Cllr. Montyn has nothing further to report.

### 75.19 DISTRICT COUNCILLORS' REPORT

District Cllr. Taylor reported that the District Council are starting a campaign to reduce fly tipping and highlight the issue of skip and waste removal companies that do not hold a waste licence and the potential for the person using these companies to be prosecuted.

District Cllr. Barrett reported that the District Council has declared a climate emergency and is working towards a carbon neutral environment. Wittering Medical Patients Participation Group. District Cllr. Barrett asked if the Parish Council would nominate a representative to attend this meeting; on a proposal by the Chairman, Cllr. John Williams agreed to represent the parish council. The local Community Warden has written a statement correcting the figures and offering an apology following his article in the local life. District Cllr. Barrett advised that he had recently attended a Chichester Harbour Conservancy meeting where he had seen a presentation on the impact of climate change on the Manhood Peninsula and the potential for the sea levels to rise by 1 metre within 80 years which will bring large areas of the Manhood Peninsula into flood zone 2/3.

District Cllr. Hamilton advised that there has been a disappointing response from developers for Southern Gateway and will be receiving an update next week.

At 19.50 the three District Cllrs and County Cllr. Montyn left the meeting.

## **76.19 CODE OF CONDUCT**

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

## **77.19 HEALTH AND SAFETY**

1. Parish Council Assets - nothing further to report.

## **78.19 MINUTES**

On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 16<sup>th</sup> May 2019; this was duly completed.

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

None.

## **80.19 POLICY REVIEW and NEW POLICIES**

1) Policy Review: Sickness and Absence Policy on a proposal by Cllr. Simpson, it was RESOLVED to set a limit of zero days of annual leave to be carried over and five working days full time equivalent for compassionate leave. On a proposal by Cllr. Simpson, it was RESOLVED that all councillors would sign the Health & Safety Policy and adopt all policies listed below.

- 1.1 Health & Safety - no amendments required to the policy however all councillors and the clerk required to sign compliance form.
- 1.2 Financial Regulations - no action at the current time as the model regulations are being reviewed nationally.
- 1.3 Bullying & Harassment Policy - replacement policy
- 1.4 Grievance Policy - replacement policy
- 1.5 Disciplinary Policy - replacement policy
- 1.6 Sickness & Absence Policy - replacement policy confirmation required for number of days for policy number 4.2 and 5.2
- 1.7 Employment Committee Terms of Reference - replacement policy
- 1.8 Employment Committee Protocol for Hearing - superseded by replacement policies
- 1.9 Employees Code of Conduct - no action required

2) New Policies

- 1.1 Pay Policy on a proposal by Cllr. Stant, it was RESOLVED to adopt the pay policy.
- 1.2 GDPR Protocol on a proposal by the Chairman, it was RESOLVED that all councillors would sign the GDPR Protocol.

## **81.19 GDPR**

1. IT Provision & Support by Horizon Digital on a proposal by the Chairman, it was RESOLVED to enter into a contract for Horizon Digital to provide and set up one copy of Office 365 Business Premium for the clerk and five copies of Office 365 Business Essentials for the councillors with multi factor authentication. To migrate current email system to Office 365, set up and copy files to share point. It was agreed that any ongoing support would be provided as required.
2. Data Sharing Agreement to be submitted to Horizon Digital for signing.
3. Data Protection Officer on a proposal by the Chairman, it was RESOLVED to renew the Data Protection Officer contract with Processmatters for another year.

## **82.19 FINANCE**

- a) Bank Balances as at date of meeting £28,224.43
- 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.

<b>22 May 2019</b>				
<b>Direct Debit</b>	Total			
Anvil Mobile	8.79			Invoice Date 09/05/19
<b>Direct Payment</b>		authorisation code	authorisation code	
SSALC Ltd	17.00	KM: 663137759	SS: 66128360	LCR Subscription
Mr R Carey	18.60	KM: 663137759	SS: 66128360	expenses
Came & Company	330.00	KM: 663137759	SS: 66128360	Insurance with Inspire year 1 of 3 yr contract
1st E. Wittering Guides	40.00	KM: 663137759	SS: 66128360	room hire 21/06/19
<b>Cheque Payment</b>		Cheque No		
Birdham Village Hall	16.50	300359		meeting room hire
<b>10 June 2019</b>				
<b>Direct Payment</b>	Total	authorisation code	authorisation code	
SSE Enterprise Ltd	596.02	KM: 580662635	SS: 499750004	replacement lantern
HMRC	381.82	KM: 580662635	SS: 499750004	PAYE first quarter
Mrs Louise Chater	788.90*	KM: 580662635	SS: 499750004	Salary - month 3
WSCC Pension fund	260.33	KM: 580662635	SS: 499750004	Pension - month 3
EWBPC	21.00	KM: 580662635	SS: 499750004	room hire
Bellstan Ltd	570.00	KM: 580662635	SS: 499750004	road lining
* Payment schedule lists Mrs Louise Chater's Salary payment as £788.90 the bank payment made was £778.90 which was the correct payment				
<b>24 June 2019</b>				
<b>Direct Debit</b>	Total			
Anvil Mobile Ltd	9.05			Invoice date 10th June
<b>Direct Payment</b>		authorisation code	authorisation code	
SSALC Ltd	168.00	KM: 59121013	SS: 527869969	Cllrs Training JS & RC
Chichester District Council	151.00	KM: 59121013	SS: 527869969	Uncontested Election Fee
Barclaycard	122.27	KM: 59121013	SS: 527869969	Statement date 21 June 2019
Mrs Louise Chater	47.25	KM: 59121013	SS: 527869969	expenses
<b>10th July 2019</b>				
<b>Direct Payment</b>	Total	authorisation code	authorisation code	
Horizon Digital Ltd	66.00	KM: 844551420	SS: 884892724	Invoice No: 2487
Mrs Louise Chater	487.67	KM: 844551420	SS: 884892724	Salary Month 4
WSCC Pension Fund	149.98	KM: 844551420	SS: 884892724	Pension Month 4

- c) Financial Statement On a proposal by Cllr. Stant, it was RESOLVED to accept the financial statements for May & June 2019
- d) Budget Monitoring year ended 31<sup>st</sup> March 2020  
Public lighting budget code 24 is overspent by £347.00 due to the need to replace the streetlamp. On a proposal by Cllr. Stant, it was RESOLVED to vire £100.00 from

the street lighting reserves, it was agreed to currently show £247.00 as an overspend.

At 20.03 all members of the public left the meeting.

### **83.19 ENVIRONMENTAL MATTERS**

1. Flood Prevention Update - the written report provided by Cllr. Carey was accepted.
2. Public Rights of Way - Cllr. Stant reported that he had carried out the footpath inspection and had carried out low grade maintenance work.  
Footpath 2 appears to have had some work carried out and is in good condition.  
Footpath 51 or 59 the Clerk had been made aware of a member of the public's comments on Facebook and had subsequently receive an email from the member of public complaining about the state of the path(near Poplars Farm House), the lack of signage and the fact that there was a locked gate. When the Clerk spoke to the member of the public, they had subsequently looked at the Rights of Way map and realised they had deviated from the footpath. Cllr. Stant advised that he would carry out an inspection and in particular look at the signage to see if you were walking an unknown route if the signage needed improving.

### **84.19 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 Christmas Social Event Cllr. Simpson reported that Bracklesham Barn is booked for Friday 8<sup>th</sup> November, to host a one man show called "Connected" which is about our relationship with our mobile phones. There will be a small but good quality raffle. On a proposal by Cllr. Simpson, it was RESOLVED that following expenses the funds raised would be donated in three equal amounts to RNLI, St Wilfrid's and Earnley Church.
  - 1.2 Tree and Hedgerow Survey - The Clerk will put an article in the September newsletter requesting volunteers for this project. Concern was expressed that due to the lack of verge maintenance by West Sussex County Council that it would not be possible to carry out any inspections on the highway verge.
- 2) Discussion on the preparation of a replacement parish plan. It was agreed that the Clerk contact Chichester District Council to find out if they are able to offer any assistance, in preparing a questionnaire and analysing the data.

### **85.19 HIGHWAYS**

1. A27 - it was noted that the A27 Chichester Bypass Viability and Buildability of BABA27 Options Report prepared by Atkins was now available online and the County Council Officers were reviewing the report and preparing a response.
2. Village Gateways & Planters - the Clerk advised that she had submitted a report on the village gateways project to West Sussex County Council as phase one.

The Clerk has to date obtained two quotes for planting and maintaining the planters and has asked for quotes from a further three companies. The Clerk had contacted the planter preferred contractor with regard to changing the proposed planters to planters that have water reservoirs to reduce the number of visits required to the site for watering, they have advised that this is not available via their company.

The Clerk expressed concern with regard to the ongoing costs of this project and suggested the parish council consider planting the triangle and the area surrounding the church as wild meadow and gave the following example.  
[https://www.pictorialmeadows.co.uk/case\\_studies/rotherham-borough-council/](https://www.pictorialmeadows.co.uk/case_studies/rotherham-borough-council/)

On a proposal by the Chairman it was RESOLVED that the clerk investigate the cost of providing a wild meadow and cease work on the maintenance contract for the planters.

3. Speed Indicator Device. The Councillors reviewed the three options for portable speed indicator devices. It was noted that there was minimal price difference between the three options, however, there was a significant difference between the battery life for Portable Mini Speed Indicator device which lasted 3-4 weeks and the Portable Speed Indicator Device with Slow Down Legend and the Portable Speed Indicator Device with Anger/Smiley Faces which both lasted only 5-7 days.

On a proposal by the Chairman, it was RESOLVED to request confirmation from West Sussex County Council that both the Portable Mini Speed Indicator device and Speed Indicator Device with Slow Down Legend are acceptable prior to submitting the report to West Sussex County Council to request funding.

4. Streetlamp at the junction of First Avenue and Batchmere Road has been replaced and the matter is now closed.
5. Telephone Box in Clappers Lane has once again been vandalised, this has been reported to British Telecom.

#### **86.19 EARNLEY CONCOURSE/EARNLEY PLACE**

It was noted that the landowners were in preapplication discussions with Chichester District Council.

#### **87.18 EARNLEY GARDENS/BUTTERFLIES**

No further update.

#### **88.19 REPORT ON EXTERNAL MEETINGS**

1. Cllr. Simpson attended the All Parishes Meeting held by Chichester District Council; it was a very positive meeting.

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

1. Partnership work with Selsey Community Forum in relation to youth work and older peoples care - Cllr. Simpson agreed to represent the Parish Council at this forum, it was noted that she had had a discussion with the Chairman of the Community Forum with regard to the "Good Morning" phone call scheme. 20 volunteers for East Wittering & Bracklesham are currently being trained and the scheme will go live on 18<sup>th</sup> September, it was agreed to invite the Chairman of Selsey Community Forum to the September meeting to give a presentation. It was agreed that if he was available, the planning meeting would be held after the Full Council Meeting.

#### **90.19 ITEMS FOR FUTURE AGENDA**

1. What can we do encourage residents to be more environmentally friendly?

Meeting closed: 20.56

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_