

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on 26th September 2019 which commenced at 18.45 at Bracklesham Barn, Beech Avenue, Bracklesham.

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

In attendance: Louise Chater (Clerk), District Cllr. Susan Taylor, District Cllr. Grahame Barrett, the Chairman of The Selsey Community Forum and two members of the public.

91.19 PUBLIC QUESTION TIME

None.

92.19 APOLOGIES AND REASON FOR ABSENCE

Cllr. Robert Carey - ill health

Cllr. John Williams - prior commitment

On a proposal by the Chairman, it was RESOLVED to accept the apologies and reason for absence.

District Cllr. Elizabeth Taylor sent her apologies.

93.19 THE SELSEY COMMUNITY FORUM - presentation from the Chairman on the Good Neighbour Scheme

Over the past 12 months the Selsey Community Forum has been developing two partnerships one with the wittering youth club to carry out some research on the gaps in the provision for younger residents. The second partnership is for older residents who will receive a daily phone call to offer friendship and support. This service is already available in Selsey and the good neighbour scheme calls about 30 people a day and over the five years this has developed into a one stop care shop. Over the past seven months eighteen volunteers have been receiving training to provide the service in the wittering's area. East Wittering & Bracklesham Parish Council have provided an office and phone line the service goes live next week. People who have registered will receive a personal visit to establish a relationship and to establish their needs. The office will be open every morning and information will be available. Please can you make the service known to local residents, the volunteers have been encouraged to be inclusive of residents in the surrounding parishes. The volunteers would like to build the service slowly, however, it is likely that the requirements for the service and the need for a befriending group so further volunteers are likely to be need to further volunteers. It was agreed that the Parish Council would circulate information to the residents of the parish.

94.19 COUNTY COUNCILLOR'S REPORT

No report received.

95.19 DISTRICT COUNCILLORS' REPORT

District Cllr. Taylor reported that the timetable for the drafting and consultation of the Local Plan has been revised. The Local Plan review will now be March 2020, consultation will be during April and May 2020, the date for submission to the inspector is now June 2020. The current Local Plan goes out of date in July 2020. The District Council have obtained legal advice that if the plan is submitted in June then it will be within the five year review period. The Chairman stated that he had reviewed a number of the comments online which expressed concern with regard to the number of properties having to be crammed into a very small area due to the number of constraints in the District; are the District Council addressing this issue with Government. The Leader of the District Council has written to Gillian Keegan MP and subsequently a meeting has been arranged with a member of the Homes and Communities,.

District Cllr. Barrett, the new post office has opened in Central Store in Bracklesham Lane. Earnley Parish Council was the only parish council not to have a representative on the Patient Participation group; the Clerk advised that Cllr. Williams had been nominated as the Parish Council representative

at the previous meeting; it was agreed that the Clerk would provide Cllr. Williams email address to District Cllr. Barrett.

Visit Chichester Group needs representation from businesses based on the Manhood Peninsula, the Chairman reported that he had put forward the owners and managers of Medmerry Park however, as far as he was aware this had not been taken up by Visit Chichester.

The Peninsula Forum will in future be run by the parishes, including the minute taking, Chichester District Council through members services will help with providing the speakers.

96.19 CODE OF CONDUCT

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

97.19 HEALTH AND SAFETY

1. Parish Council Assets - nothing further to report.

98.19 MINUTES

On a proposal by Cllr. Simpson, it was RESOLVED to agree and sign the minutes of the meeting held on 18th July 2019; this was duly completed.

99.19 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

100.19 POLICY REVIEW and NEW POLICIES

- 1) Policy Review
 - 1.1) Equal Opportunities Statement On a proposal by Cllr. Stant, it was RESOLVED to adopt the replacement policy
 - 1.2) Financial Regulations formation of working party on a proposal by Cllr. Stant, it was RESOLVED to form a working party consisting of the Clerk, Cllrs Stant and Martin to review the new financial regulations in preparation for adoption at the next meeting.
- 2) New Policies nothing further to report.

101.19 GDPR

1. IT Provision by Horizon Digital - All councillors apart from Cllr. Carey were now logged into Office 365
2. Data Sharing Agreement Horizon Digital on a proposal by Cllr. Stant, it was RESOLVED to sign the data sharing contract; this was duly completed.

102.19 FINANCE

a) Bank Balances as at date of meeting £35,733.73

b) On a proposal by Cllr. Simpson, it was RESOLVED to ratify the payments listed below

27 August 2019	Total			
Direct Debit				
Anvil Mobile	8.95			Invoice date 9 August 2019
Barclaycard	8.36			Invoice date 21 July 2019
Legal & General	18.00			Ill health insurance
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	487.67	KM: 583629276	SS: 316227094	Salary Month 5
WSCC Pension Fund	149.05	KM: 583629276	SS: 316227094	Pension Month 5
David Chaffe	150.00	KM: 583629276	SS: 316227094	DPO contract

EWPC	21.00	KM: 583629276	SS: 316227094	Invoice 126
27 August 2019	Total			
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	487.67	KM:8870585 9	SS: 316227094	Salary Month 4
13 September 2019	Total			
Direct Debit				
Anvil Mobile	8.52			Invoice date 9 September
Direct Payment		authorisation code	authorisation code	
Mrs Louise Chater	487.87	KM: 912040707	ss: 124740697	Salary Month 6
WSCC Pension Fund	149.05	KM: 912040707	ss: 124740697	Pension Month 6
EWPC	370.00	KM: 912040707	ss: 124740697	Invoice 153 (hire for 8th November 2019)
HMRC	239.20	KM: 912040707	ss: 124740697	PAYE second quarter

- c) Financial Statement - on a proposal by the Chairman, it was RESOLVED to accept the financial statements for July & August 2019
- d) Budget Monitoring - year ended 31st March 2020 no action required.
- e) Interim Audit - year ended 31st March 2020 is booked for 15th October 2019, it was noted that Cllr. Carey had carried out the end of quarter review for the first and second quarter and via written report had confirmed that "The accounts you will receive this evening are unsurprisingly, perfectly correct, with expenditure well in line with budget and undesignated cash reserves over 7 months of turnover."
- f) Annual Governance & Accountability Return 2018/19 - External Auditor Report & Certificate not received
- g) Annual Governance & Accountability Return 2018/19 - Notice of Conclusion of Audit - nothing further to report
- h) Budget year ended 31st March 2021 on a proposal by the Chairman, it was RESOLVED to form a working party consisting of all councillors that are able to attend the meeting. Clerk to arrange a suitable meeting date.

103.19 EMPLOYMENT

The Chairman of the Employment Committee reported that the half year review had taken place, it was noted that the Clerk had been requested to participate on the 101 Information Advisory Group, the clerk is working towards the appraisal's targets. The potential key issues for the second half of the year were discussed which included work associated with Earnley Concourse and the Connected fund-raising event.

104.19 ENVIRONMENTAL MATTERS

1. Flood Prevention Update - nothing further to report
2. Public Rights of Way - Cllr. Stant expressed concern regarding the large number of dog waste bags that are being discarded in trees etc.
3. What can the Parish Council do encourage residents to be more environmentally friendly? On a proposal by Cllr. Simpson, it was RESOLVED that the Parish Council consider the environmental impact of every activity, for example, the litter pick collected in purple plastic bags.
4. Selsey and Wittering Mobile Household Recycling Site - it was noted that West Sussex County Council were investigating the possibility of removing the mobile recycling service for Wittering and Selsey and had held a meeting with a number of representatives from the parishes to discuss the way forward, which included the parish councils fully funding the services, it was noted that both services would have to remain in place to make the scheme viable and that all parishes would have to support the service. It was noted that a further meeting was due to take place on 8th October on a proposal by the Chairman, it was RESOLVED that the Clerk would represent the

parish council. The Parish Council were concerned about the potentially large increase in the precept supporting this service, however, the Parish Council would not wish to prevent the service being provided if it was the only parish council not to support the service financially. It was agreed that the Clerk would send out a survey via survey monkey to obtain residents view on the service the results of the survey would guide the parish council's response.

105.19 PARISH PLAN 2016 -2021 - OBJECTIVES

- 1) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
 - 2.1 "Connected" fundraising event 8th November 2019 at Bracklesham Barn, the barn has been booked, tickets are currently on sale, the alcohol for the event has kindly been donated, the advertising for the event has commenced and there will be a raffle on the night.
 - 2.2 Tree and Hedgerow Survey - Cllr. Simpson to prepare an article for the newsletter to request volunteers
 - 2.3 Litter pick arranged for 29th October 2019 meeting at 10am at Earnley Church.
- 2) Discussion on the preparation of a replacement parish plan, Chichester District Council have advised that the consultation officer has recently left, and the post has not yet been filled and therefore they are unable to assist at the current time.

106.19 HIGHWAYS

1. A27 -no further update
2. Village Gateways - West Sussex County Council have agreed to release approximately £4,000.00 towards this project. The Clerk has submitted the wording for the sign for approval.
3. Highway Meadow - West Sussex County Council are not currently issuing licences to plant on the highway as they are currently reviewing the requirements, the Clerk has offered to be a "test pilot" for the completion of the new forms.
4. Speed Indicator Device - On a proposal by the Chairman, it was RESOLVED to sign the of standard form of consent, once the Clerk has received the confirmation that the application has been approved, she will submit the request for funding.
5. Telephone Box Clappers Lane, work following the vandalism is still outstanding. It was noted that a member of public residing in the USA had written to the Observer expressing concern that the phone box would be removed. The Clerk had written back advising that the telephone box was a listed building and to date BT had not given any indication of removing the telephone equipment.
6. Campaign for speeding restrictions on Bracklesham Lane following the recent fatal accident on Bracklesham Lane a number of residents have formed a pressure group to get speed restrictions on Bracklesham Lane. They have set up a petition, <http://chnq.it/MkKQTWhc>, which to date has 1,722 signatures. The group has had a meeting with East Wittering & Bracklesham Parish Council, and it has been agreed to set up a joint parishes Speed Awareness Group if enough volunteers can be found to make the group viable. On a proposal by Cllr. Stant, it was RESOLVED to request volunteers and share the link to the petition.

20.04 District Cllr. Taylor left the meeting.

107.19 MANHOOD PARISHES ACTION GROUP

1. Membership of Action Group - It was noted that the group was no longer Manhood Parishes Action Group it is now Manhood Peninsula Action Group, it is now a community-based organisation, it was noted that if any member of the parish council joined this group they would need to update their register of interests. It was noted that the minutes will be circulated to the Parish Clerk's for information.
2. Heads of Terms - matter closed.

108.19 EARNLEY CONCOURSE/EARNLEY PLACE

It was noted that the landowners had provided proposed outline plans for the site with 32 properties this is currently at pre application stage.

109.18 EARNLEY GARDENS/BUTTERFLIES

Is currently listed as under offer on a proposal by the Chairman, it was RESOLVED to contact the agent to request a meeting with the purchaser at the earliest opportunity.

110.19 REPORT ON EXTERNAL MEETINGS

GDPR and Office 365 Training - the Chairman raised the issue of the spell check not working within the email system.

111.19 CLERK'S REPORT AND CORRESPONDENCE

1. It was noted that the Clerk had been asked to represent Chichester District on the Sussex Police 101 Information Advisory Group, she had attended two meetings, the first meeting included a tour of the call room and information on the number of calls. The second meeting provided an update on the calls and the waiting time, several calls were played to help those present understand the variety and nature of some of the calls received. The police are due to run a campaign to get people to call the right number. The police want to try and understand how parish councils can assist with sharing information on the services and positive news.
2. Report from Legal & Finance Training event on 26 September 2019
Actions required following the training event:
 - Review and update the assets register
 - Review the website accessibility details
 - Planning practice guidelines in relation to viability of a site
 - Review the scheme of delegation
 - Review Permitted Development changes from 1st September 2019

112.19 ITEMS FOR FUTURE AGENDAS

None.

Meeting closed: 20.04

Signed: _____ Chairman Earnley Parish Council

Dated: _____