

EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Meeting held on the 24th September 2020 which commenced at 20.15 online at Microsoft Teams due the Coronavirus Pandemic.

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

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

65.2020 PUBLIC QUESTION TIME

None.

66.2020 APOLOGIES AND REASON FOR ABSENCE

None.

67.2020 COUNTY COUNCILLOR'S REPORT

No report received.

68.2020 DISTRICT COUNCILLORS' REPORT

District Cllr. Barrett reported that he had recently met with the Chief Inspector to discuss the issues of policing in the area, he raised the issue of the lack of visibility of the PCSO's and illegal parking.

It was noted that the issue of illegal parking was being reviewed by the District Council who are investigating the increase in parking fines and the employment of contract traffic wardens during the peak period.

District Councillors Taylor, Hamilton and Barrett left the meeting.

69.2020 CODE OF CONDUCT

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

70.2020 HEALTH AND SAFETY

1. Parish Council Assets - no action required.

71.2020 MINUTES

On a proposal by Cllr. Williams, it was RESOLVED to agree and sign the minutes of the extra ordinary meeting held on 16th July 2020.

72.2020 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

73.2020 POLICY REVIEW and NEW POLICIES

- 1) Policy Review - none.
- 2) New Policies - none.

74.2020 **GDPR**

1. Report from Clerk from online training event held on 14th September 2020 - Life After Lockdown GDPR. Documents that contain data should not be attached to emails; the clerk stated that she had previously shared an email on this subject which included instructions on how to do this. The document should be shared via a link and the document should be password protected. Regular reviews of the IT used by the council and councillors is required and evidence to support this review is required; the Clerk will action this.
2. Privacy Shield Judgement - relates to cross boarder data transfers and in particular the issues with data being store in the USA. It was noted that the clerk is due to attend a briefing session on this shortly.
3. Cllr refresher training - the Clerk had circulated information to all councillors on refresher training online on 29th October 2020; Cllrs to confirm availability at the earliest opportunity.

75.2020 **FINANCE**

- a) Bank Balances as at date of meeting £34,917.27
- b) Payments - On a proposal by Cllr. Carey, it was RESOLVED to ratify of payments listed below.
18th August 2020,
Direct Debit,
Barclaycard £56.28,
Direct Payment,
Mrs Louise Chater £473.93 Salary month 5,
WSCC Pension Fund £146.12 pension month 5
On a proposal by the Chairman, it was RESOLVED to ratify the payments received following publication of the agenda
21st September 2020,
Direct Debit,
Barclaycard £81.58,
Direct Payment,
Mrs Louise Chater £473.93 Salary month 6,
WSCC Pension Fund £146.12 pension month 6,
NALC £17.00 LCR Magazine subscription
- c) Financial Statement - On a proposal by Cllr. Carey it was RESOLVED to accept the financial statement for July & August2020.
- d) Budget Monitoring year ended 31st March 2021 - no action required.
- e) Annual Governance & Accountability Return 2019/20 Section 3 External Audit & Certificate 2019/20 has not been received from the Auditor.
- f) Notice of Conclusion of Audit as the certificate has not been received the audit cannot be closed.
- g) Engagement of Auditor year ended 31st March 2021 on a proposal by Cllr. Carey, it was RESOLVED to engage Mulberry & Co to provide audit services for the year ended 31st March 2021, including an interim audit. It was noted that the fees for this service were £60.00 per hour plus mileage allowance of 0.45p per mile.
- h) West Sussex County Council Variation to the Small Scheduled Body Pooling Agreement - On a proposal by Cllr. Carey, it was RESOLVED to ratify the signing of the Deed of Variation.

- i) National Salary Pay year ended 31st March 2021 - it was noted that the pay award had been agreed at a rate of 2.75% which is to be back dated to 1st April 2020, On a proposal by Cllr. Stant it was RESOLVED to instruct payroll services to make the necessary changes. The Clerk was thanked for her work during COVID-19 and the compilation of the planning responses for Medmerry Park and Earnley Concourse. It was noted that the Clerk and Chairman of the Employment Committee had recently carried out the interim appraisal and a further objective had been added: **Objective** (what is to be achieved) Continue to work on following large scale planning applications: Earnley Concourse, Medmerry and Seawards Clappers Lane, **Measure** (How will it be achieved?) Production of timely planning consultation responses,
Time Scale (by when) ongoing
- j) Developer Contribution - Phase 1 Village Gateways - It was noted that a resident has expressed concern regarding the installation of the village gateway in Clappers Lane which would be on the verge outside his property. It was noted that the verge was highway land and that several meetings had taken place with officers from the County Council to ascertain the locations for the village gateways and this site was deemed the most appropriate by the highways officer. The Clerk had carried out a services survey and for both locations and had forwarded these to the contractor and was awaiting clarification that the results of the survey did not affect the quote. On a proposal by the Chairman, it was RESOLVED draw down the funds and place the order for both sets of village gateways which would be placed in the locations approved by West Sussex County Council.
- k) Developer Contribution - Phase 2 Speed Indicator Device - it was noted that the quotes for the associated highways works and the speed cameras stood therefore On a proposal by the Chairman, it was RESOLVED to draw down the funding from West Sussex County Council and place the order for two speed camera devices and associated equipment from Westcot and instruct Balfour Betty to install a new pole and associated 30mph speed limit signs adjacent to The Hermitage on Batchmere Road and to replace the pole opposite 115 Batchmere Road. It was agreed to form the Speed Indicator Device Volunteer Group and the Clerk would send out a newsletter requesting volunteers. Two people would be required to change the camera therefore, due to the current restrictions the volunteers would need to be from the same household.
- l) Developer Contribution interest earned on account calculated as of 11th September 2020 stood at £650.46 this funding is held by West Sussex County Council.

76.2020 ENVIRONMENTAL MATTERS

1. Flood Prevention

- 1.1 The Environment Agency had clarified the issues in relation to the flood risk maps following the completion of the flood alleviation work in Bookers Lane. It was noted that there are two different maps published: The Flood Map for planning will not change. The second map Risk of Flooding from Rivers and Sea will be amended by the end of year; it was noted that this map is used by insurance companies to assess the risk and therefore should have a positive effect on residents insurance policies.
- 1.2 On a proposal by Cllr. Carey, it was RESOLVED to instruct Strange Brothers to carryout the urgent ditch clearance work on Clappers Lane adjacent to

Earnley Concourse. The quote was in the sum of £480.00 +VAT which be drawn down from the flood alleviation reserve,

- 1.3 It was noted that Environment Agency had recently issued their maintenance plan for the parish and Cllr. Carey stated that he would review the plan and raise any concerns with the Environment Agency.
2. Public Rights of Way - Cllr. Stant reported that he had carried out the 15month survey in August issues with footpath 56 and footpath 2 have been reported to West Sussex County Council. It was agreed to carry out a land registry search for in relation to footpath 2, as the new landowner is of the view that they are not responsible for the footpath.
3. What can the Parish Council do to encourage residents to be more environmentally friendly? The Chairman reported that the new cycle path in the Clappers Lane site and the bridge are almost completed, however concern was expressed that no safety barriers had been installed on the exit from the site onto Clappers Lane.
4. Mobile Household Recycling Site - Selsey and Wittering it was noted that East Wittering & Bracklesham Parish Council had resolved to withdraw the funding for this project due to the significant loss of income due to the coronavirus pandemic and the likely ongoing impact on their tax base due to potential rise in residents who are required to claim benefits. It was noted that West Sussex County Council had yet to advise of the date of the withdrawal of the service.
5. Highway Verges discussion on taking control of the grass verges in the whole parish and the way forward (report attached) following discussion; on a proposal by the Chairman, it was RESOLVED to progress the wildlife flowers planting area be restricted to Bookers Lane Islands and Easton Lane Corner and the Parish Council taken on grass cutting responsibility for those areas, the rest of the parish would remain the responsibility of West Sussex County Council. In addition, On a proposal by Cllr. Stant it was agreed to pressurise West Sussex County Council to carry out their cutting programme in a more environmentally sustainable manor.

77.2020 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 Tree and Hedgerow Survey - to be taken off the agenda.
- 2) Replacement parish plan - Chichester District Council had confirmed that they were no longer able to provide support for the preparation and analysis for the questionnaire. The Clerk had an online meeting with Breakthrough Communication who will provide some ideas and a quote. On a proposal by Cllr. Carey, it was agreed to review the questionnaire and it was also agreed to see if there are any residents in the parish who might be able to assist with this project.
- 3) Fundraising community events to be put on hold until in a position to meet in person in larger numbers.

78.2020 HIGHWAYS

1. A27 - no further update
2. Village Gateways - covered in agenda item 75.2020 (j)
3. Highway Meadow - covered in agenda item 76.2020 (5)
4. Speed Indicator Device - covered in agenda item 75.2020 (k)

79.2020 EARNLEY CONCOURSE/EARNLEY PLACE

Nothing further.

80.2020 EARNLEY GARDENS/BUTTERFLIES

Nothing further.

81.2020 REPORT ON EXTERNAL MEETINGS

1. West Sussex Association of Local Councils - Cllrs Simpson reported that there is review being carried out to ensure that the service provided by Sussex Association of Local Councils is best value for money and a report on the outcome will be sent all parishes and in due course a vote will be held on the way forward.
2. Cllr. Carey had attended Chichester District Councils All Parishes meeting; it was noted that Chichester District Council currently have a £3million deficit due to COVID 19, they have a plan in place to recover this deficit. A presentation was also given by the Chief Inspector on the issues surrounding traveller encampments and the use of Section 61; it was noted that due to COVID 19 the Police are less likely to move on travellers' encampments.

82.2020 CLERK'S REPORT AND CORRESPONDENCE

It was noted that the Clerk had recently attended several online training courses: Finding New Parish Councillors, this event had provided several suggestions including the production of a webpage "thinking of becoming a parish councillor" this page has been written and is now live. All residents should be considered as a potential candidate and every opportunity should be taken to promote the council; consideration to be given that residents be approached to join working parties for projects. Consideration to be given to producing a very short video featuring the parish councillors promoting the parish council and why they are on the council.

Effective Communication and Engagement, consideration to be given to having a Parish Council Facebook page.

Building Two Way Conversations, again projects were promoted with residents forming the majority of the working groups membership with a councillor being the lead member. Work towards encouraging proactive communication with residents rather than reactive communication, this includes regular short surveys, consideration to be given to virtual Q&A sessions and meetings with the Chairman/councillors consisting of a short presentation on a particular issue and requesting feedback. Regular newsletter that ask for resident's views not just disseminating information and a printed annual survey which forms part of the annual report.

Following this training event, the Clerk had recently carried out a survey on resident's internet service as the District Council are working on a project with the County Council to provide better broadband in rural areas. Unfortunately, the Clerk did not realise the free version of the survey provider allow such a small number of responses, however, it should be noted that from those residents who were able to respond:

100% were satisfied with the download speed

89.9% subscribed to fibre broadband

66.7% worked from home of which none responded that this was due to the current pandemic

Therefore, it would appear that the parishes broadband is sufficient, and the parish council do not need to push for the parish to be considered a priority area.

83.2020 ITEMS FOR NOTING & FUTURE AGENDAS

The Chairman thanked the resident who had strimmed the grass round the Royal Flying Corps airman.

There being no further business the meeting closed at 21.22

Signed: _____ Chairman Earnley Parish Council

Dated: _____