

EARNLEY PARISH FULL COUNCIL

Minutes of the meeting of Earnley Parish Council held 29th July 2024 which commenced at 19.08 at Bracklesham Barn, Beech Avenue, Bracklesham.

PRESENT: Cllrs Robert Carey (Chairman), John Stant (Vice Chairman), Dougie MacDonald, and Frank Doel.

In attendance: Louise Chater (Clerk), District Cllr. Ian Ballantyne, District Cllr. Elizabeth Hamilton, and four members of the public.

47.24 PUBLIC QUESTION TIME

A resident expressed concern that large supermarket delivery lorries are using Almodington Lane to access the wittering's area.

Cllr. Stant suggested that a potential solution may be that West Sussex County Council install HGV route guidance on Mapson Lane.

48.24 APOLOGIES AND REASON FOR ABSENCE

On a proposal by the Chairman, it was RESOLVED to accept Cllr. Williams' apology and the reason for absence.

49.24 COUNTY COUNCILLOR'S REPORT

No report received.

50.24 DISTRICT COUNCILLORS' REPORT

District Cllr Hamilton provided a poster in relation to Climate Change and information on a colouring competition for children.

The District Council has vired money from the reserves to update the play parks in the city.

District Cllr. Ballantyne reported that funds have also been released for solar panels and heat pumps for retrofit upgrade housing within the district.

Cllr. Doel, expressed concern that there is no way of preventing a driving terrorist from entering the centre of Chichester pedestrian area, there was a particularly substantial risk of significant pedestrian injury on market days. District Cllr. Ballantyne advised that this should be raised with West Sussex County Council.

51.24 CODE OF CONDUCT, GENERAL DATA PROTECTION, HEALTH & SAFETY & POLICIES

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.
3. General Data Protection - none.
4. Health & Safety - Parish Council assets - none.
5. Policy Review - none.
6. New Policies - Replacement Policy

Existing policy [Pension Scheme Discretions](#) West Sussex County Council require the policy is resigned every three years, however, they have provided a [new template](#).

On a proposal by the Chairman, it was RESOLVED to resign the existing policy and Cllr. Carey attends the training in November and the template provided by West Sussex County Council be reviewed after this training event.

52.24 MINUTES

Minute number 60.23 be amended to read 46.24 following this change. On a proposal by Cllr Doel, it was RESOLVED to agree and sign the minutes of the Full Council meeting held on [20th May 2024](#); this was duly completed.

53.24 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

41.24(2) Cllr. Stant advised that he had email Sustrans, in relation to the potential route to the north side of the drainage ditch behind Earnley Manor Close.

54.24 FINANCE

1. Bank Balance as at date of meeting £47,220.67.
2. [Payments](#) - On a proposal by the Chairman, it was RESOLVED to ratify the payments made:
Payment Schedule 20th May 2024
Barclaycard £76.33 P20 Statement 21st March 2024
Zurich Town & Parish Insurer Trust Account £396.00 P21 Insurance
Payment Schedule 11th June 2024
Mrs Louise Chater £1129.29 P22 Salary - month 3
HMRC £430.00 P23 PAYE - month 3
WSCC Pension £360.13 P24 Pension - month 3
EWBPC £25.50 P25 Room hire.
Barclaycard £108.43 P26 Statement dated 21st May 2024
Payment Schedule 16th July 2024
Mrs Louise Chater £611.33 P28 Salary - month 4
HMRC £151.83 P29 PAYE - month 4
WSCC Pension £185.89 P30 Pension - month 4
EWBPC £25.50 P27 Room hire.
Barclaycard £12.13 P31 Statement dated 21st June 2024
3. Financial Statement - The Chairman requested clarification on the payment of the clerk's salary for June (month 3), it was confirmed that this payment included the back pay for the hours worked in the financial year ended 31st March 2024 and the scale point increase for the current financial year back dated to the 1st April 2024. On a proposal by the Chairman, it was RESOLVED to accept the financial statement for [June 2024](#)
4. Transparency Act year ended 31st March 2025 - it was noted that the [first quarter](#) requirements have been uploaded to the website.
5. Finance Review year first quarter - Cllr. Carey is due to carry this out.
6. Budget monitoring year ended 31st March 2025
Budget Code 22 Manhood Peninsula Partnership overspend of £103; it was noted that during the budget setting process the increase in the contribution rate had not been accounted for. The Chairman requested clarification on the increase in the contribution rate for the Manhood Peninsula Partnership, the clerk advised that she had previously

emailed him the response from Chichester District Council. It was agreed that the clerk resend the email.

Budget Code 34 Annual Parish Assembly overspend of £14 was noted.

Cllr. MacDonald is due to attend a meeting in relation to the cover for community warden as he is currently on long term sick leave, and it may be necessary to provide an additional contribution to cover the temporary cover. On a proposal by Cllr. McDonald, it was RESOLVED that it would be acceptable to provide, and a further contribution may be required.

7. On a proposal by Cllr. Carey, it was RESOLVED to adopt the updated [Asset Register](#)
8. Land transfer from Taylor Wimpey. The Clerk and Cllr. Carey had met with a representative from Taylor Wimpey and representatives from East Wittering and Bracklesham Parish Council in relation to the proposed connection to footpath 2 from the Barrett's Site. The representative from Taylor Wimpey had advised that the land could be transferred to either parish council, they would cover the cost of their legal fees and there would be no fee for the transfer. It was noted that East Wittering and Bracklesham Parish Council at their meeting on 11th July 2024 (24.101) had resolved that Earnley Parish Council take on the land and the maintenance responsibility for footpath 2. On a proposal by the Chairman, it was RESOLVED that Earnley Parish Council accept the proposed transfer of land within the ownership of Taylor Wimpey and the future maintenance responsibilities for that area of land. It was also resolved to engage a solicitor to review the proposed land transfer documentation prior to signing.
9. On a proposal by Cllr. Stant, it was RESOLVED to purchase a replacement speed camera battery.

55.24 ENVIRONMENTAL MATTERS

1. Flood Prevention - Cllr. Doel, expressed concern in relation to the clogged ditches with overgrowth and the lack of work carried out by the County Council. The Clerk highlighted that the ditches are the responsibility of the riparian owners not the county council. If Cllr. Doel provided the Clerk with information on the exact areas of concern, she can write to the riparian owners. Cllr. Carey advised that ditch maintenance work cannot be carried out at the current time due to wildlife protection. The Environment Agency will carry out work in the Autumn, for the stretches within their responsibility.
2. Public Rights of Way - Cllr. Stant advised that he was not aware if the inspection had taken place. He requested a volunteer to carry out interim clipping of hedgerows to maintain access through the growth season.
3. The sea defences at Medmerry - The Environment Agency has confirmed that they have carried out an internal inspection of the culvert, this is working correctly and has no blockages.

Shingle replenishment works are due to take place in September/October the shingle will be recycled from Cakeham and will be delivered via the road at the top of the beach.

The removal of the redundant groynes was due to take place in July.

4. Medmerry Car Park - no further update received from the RSPB; however, it was noted that some work has been conducted to fill the potholes.
5. Replacement Airman - It was agreed that the clerk contact the planning department for clarification on if planning permission would be required for the installation of the airman as the proposed location is in the conservation area. Cllr. Stant reported that subject to the planning permission requirements the Church will need to apply for a facility. On a proposal by Cllr. Stant it was AGREED that a photo of the airman in place be taken and then the Clerk to write to the residents of the centre of the village seeking their views on the project prior to submitting any planning application.
6. Update from Environment Group - Cllr. Doel reported that the Environment Group will be carrying out some maintenance work in the parish, the clerk requested copies of the risk assessments and the date of the works be sent to her prior to any work being carried out.
7. Defibrillator in Clappers Lane Telephone Box - Cllr. Doel, reported that an electrician will be carrying out an inspection and if suitable he will install the unit next week.
8. Southern Water - [Hampshire Water Transfer and Water Recycling Project](#) Cllr Williams had requested that the Clerk advise the meeting that he had not been able to locate any papers on the commercial facilities and the testing of virology and bacterial load. Cllr. Carey advised that following a further review of the documentation, and the advice of County Cllr. Montyn he was of the view that no comment should be submitted.

56.24 HIGHWAYS

1. A27 - Cllr. Carey reported that the Government has included the A27 Chichester scheme will be considered for RIS4 (2030-35). The County Council has previously submitted two conceptual options for improving the A27 at Chichester and indicated that its preferred option is a strategic northern bypass, but a southern route, involving major works on all six junctions as a reasonable alternative. National highways have concluded that the options are undeliverable due to their costs, and in the case of the northern bypass, will conflict with national policy. It was noted that the new government had today cancelled the A27 bypass for Arundel.
2. Village Gateways phase two - it was noted that the funding has been received from West Sussex County Council and the order has been placed with JACS for the manufacturing of the gateways and signs and Wilbar Associates for the installation. JACS has advised that the signs will take six to eight weeks to manufacture.
3. Highway Meadows - The Clerk has reported the cutting of the highway meadow, to the West Sussex County Council Parish Council and Community Engagement Officer. The officer has now ensured that the meadow has been removed from the contractor's schedule of works, the officer is currently investigating the potential of making a claim for the damage caused to the meadow.
4. Bus Shelter and Notice board First Avenue - the clerk has met on site with two fencing contractors, however, to date she has only received one quote, further quotes to be obtained.
5. Bike Stands Bell Lane and Bracklesham Lane the Clerk confirmed that the quote from B & M Plant hire did not include traffic management or the licence fees. B & M had advised that, West Sussex County Council previously waived the application fee for works carried out on behalf of Parish Councils. They were of the view that traffic management during the construction works was not required at either location. They confirmed that they held £10

million public liability. Due to the significant variation in fees, it was agreed to engage B & M plant hire and instruct the clerk that if the licence fees were required this would be an acceptable additional cost.

6. Quiet Lanes - Cllr. Carey reported that when drafting the questionnaire and covering letter, he had followed the CPRE guidance, following the feedback from councillors he will review this, it was agreed to canvas the whole parish.
7. Verge Cutting by West Sussex County Council - it was noted that the clerk had reported the inferior quality of the works carried out by the contractor on behalf of West Sussex County Council to the Parish Council and Community Engagement Officer. The Officer was investigating the specification and would report back to the Parish Council. It was noted that the cut was due to be one metre wide, however in most areas it was at the most half this width, and therefore there is no safe refuge for pedestrians.

57.24 REPORT ON EXTERNAL MEETINGS

1. S278/38 Highways Agreement Clappers Lane - report from Cllrs Carey and Stant had met with West Sussex County Council officer, who was of the view that bollards would not be required. The decision on if bollards are required is within the remit of the health and safety inspection however, West Sussex County Council Highways Officers are not consulted by the Health and Safety consultant.
2. Cllr Stant reported on the GLAM Meeting held on the 11th of July. Manhood Greenway (off-road cycleway Chichester - Selsey) the route has been finalised; legal permissions would now be sought where necessary for the footpath upgrades.

A proposal to reduce the speed limits on the peninsula is being developed, the proposal is for the A286 to be reduced to 40 mph, all other B roads 30 mph, the C road 20 mph. A 20mph limit also urged around all schools.

The meeting received a report on a symposium organised by Great Sussex Way for "Design and coordination of a cycling offer connecting businesses, increasing footfall and creating an identity for the area."

The meeting highlighted local projects which included:

- Earnley Parish Council were proposing to install cycle-racks at the bus shelters.
- The plans for the link between Clappers Lane and FP2 were nearing completion.
- Concern over signage where cycleways cross main roads.
- Concern over safety of walking route from Hunston to North Mundham primary school.
- Concern over poor state of bridleway linking Stocks Lane and Stubcroft Farm.
- Canal Tow Path plans to convert the footpath to a cycleway an environmental assessment is being carried out.
- Donnington Parish Council is using £50,000.00 of Section 106 to improve the footpath this work is being undertaken without an environmental assessment.

58.24 CLERK'S REPORT AND CORRESPONDENCE

1. Guidance on a ceremonial response to a death of a senior national figure, including the working members of the Royal family, has been received.
2. The Clerk reported that she has been offered additional eight hours per week at North Mundham Parish Council, therefore with much sadness she was tendering her resignation. However, North Mundham Parish Council has opted for the hours to not come into force until January 2025, to give Earnley Parish Council sufficient time to engage a replacement clerk and suitable handover period. The Clerk advised that the proposed last day of work for Earnley Parish Council would be 19th December 2024.

The Clerk advised that both the National Association of Local Councils and West Sussex Association of Local Council offer a recruitment service to assist with the process. It was agreed to hold a working party meeting, in September, to discuss the process.

59.23 ITEMS FOR NOTING OR FUTURE AGENDAS

1. Hobby Farm sign on the corner of Easton Lane, Clerk to report to West Sussex County Council.
2. Cllr Stant reported that recently during the night two vehicles arrived at the church, the adult occupants entered the church, lit the candles, moved the font cover, and left the candles burning, but only caused slight damage. Cllr. Stant asked if anyone had any further information.
3. Concern was expressed about the number of vehicles using Almodigton Lane, today a journey from XX to XX 104 vehicles were counted, this was a distance of XXX miles. John, can you fill this in.

There being no further business the meeting closed at 20.10pm

Signed: _____ Chairman Earnley Parish Council

Dated: _____