

EARNLEY PARISH FULL COUNCIL

Minutes of the meeting of Earnley Parish Council held on 25th November 2024 which commenced at 19.00 at Bracklesham Barn, Beech Avenue, Bracklesham.

PRESENT: Cllrs Robert Carey (Chairman), John Stant (Vice Chairman), Dougie MacDonald and John Williams

In attendance: Louise Chater (outgoing Clerk), Kazza Jannece (incoming Clerk), County Cllr. Pieter Montyn and two members of the public.

73.24 PUBLIC QUESTION TIME

None

74.24 APOLOGIES AND REASON FOR ABSENCE

On a proposal by Cllr Carey, it was RESOLVED to accept Cllr. Frank Doel's apology and the reason for absence.

District Cllr. Ian Ballantyne has offered his apologies.

75.24 COUNTY COUNCILLOR'S REPORT

County Cllr Montyn reported that he continues to have regular meetings with Southern Water, he is continuing to push on the Action Plan 2026, he is continuing to raise the issues associated with Clappers Lane. Cllr Carey agreed to forward previous correspondence with Southern Water's Chief Executive and would provide a briefing note.

The County Council is currently working on the budget for 2025-26; information is awaited from Central Government to enable the budget setting process to be completed. There remains a gap in the funding, but the County is working hard to close the gap.

Flooding - in Bracklesham Lane gully clearance, has been carried out. He has requested clarification on if there is a culvert connection to the ditch network on the other side of the road.

76.24 DISTRICT COUNCILLORS' REPORT

No report received

77.24 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: Nothing to report
4. Health & Safety - Parish Council assets: Nothing to report
5. Policy Review - None
6. New Policies - None

78.24 MINUTES

1. On a proposal by Cllr. Stant, it was RESOLVED to agree and sign the minutes of the Full Council meeting held on [23rd September 2024](#). This was duly completed.
2. On a proposal by Cllr Carey, it was RESOLVED to agree and sign the minutes of the Employment Committee meetings held on [7th October 2024](#) and [21st October 2024](#). This was duly completed.

79.24 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None

80.24 FINANCE

1. Bank Balances as at date of meeting £52,923.95
2. [Payments](#) - On a proposal by Cllr. Stant, it was RESOLVED to ratify of payments made and payments for authorisation including any invoices received following publication of the agenda.

Payment Schedule 23rd October 2024

Barclaycard £12.89 P44 Statement dated 21/09/24

Unity Trust Bank £18.00 P45 Bank Charges

Mrs Louise Chater £74.20 P46 Expenses

Mrs Louise Chater £611.13 P47 Salary - month 7

HMRC £151.83 P48 PAYE - month 7

WSCC Pension £185.89 P49 Pension - month 7

EWBPC £25.50 P50 Room hire

Parish Magazine Printing £63.78 P51 170 copies 2 pages A4

Mulberry Local Authority Services Ltd £177.60 P52 Audit Fees

Barclaycard £190.39 P53 Statement dated 21/10/24

Information Commissioners Office £35.00 P54 Data Protection

Payment Schedule 11th November 2024

Unity Trust Bank £5.40 P56 Bank Charges

Mrs Louise Chater £788.33 P57 Salary - month 8

HMRC (LC& KJ) £366.94 P58 PAYE - month 8

WSCC Pension (LC) £241.38 P59 Pension - month 8

Miss Karen Jannece £579.70 P60 Apportioned Salary month 8

EWBPC £76.50 P61 Room hire

SLCC £144.00 P62 ICLA Training (KJ)

SLCC £210.00 P63 SLCC Subscription (KJ)

Mulberry Local Authority Services Ltd £216.00 P64 Training

3. On a proposal by Cllr Carey, it was RESOLVED to accept the [Financial Statement](#) for September and October 2024
4. Finance Review second quarter - Cllr. Carey reported that the quarterly review had been carried out, including spot checking three invoices. Ticked off all bank statements against the cashbook. There were no errors in the accounts.
5. Budget monitoring year ended 31st March 2025 - there will be an overspend on the salaries due to clerk handover.
6. Land transfer from Taylor Wimpey footpath 2 to enable connection of new path from Barrett's site. The Clerk reported that the Land Manager at Taylor Wimpey has confirmed that they would be prepared to transfer the land into the Parish Council's ownership for £1, with no further liability to Taylor Wimpey. On a proposal by Cllr. McDonald, it was RESOLVED to purchase the land for the cost of £1 and make payment. It was noted that Cllr. Pike from West Wittering Parish Council has agreed to review any legal agreement and advise if further legal advice is required.

7. Budget preparation for year ended 31st March 2026: the predicted reserves are just under 6 months which is a little on the low side.

A grant application has been received from Youth Dreams to provide swimming lessons in the school holidays to the sum of £400; the applicant has also asked for £500 each from East Wittering & Bracklesham and West Wittering PCs. Given the difference in sizes of our parishes, Cllr Carey proposed to allocate £100 from Participatory Funding & Emergency requests budget code. This was approved.

The Clerk reported that the draft tax base has been received: 358.9. This would result in a Band D property being £66.12, an increase of 5.75%, a weekly increase of £0.07. This is due to be confirmed shortly after 3rd December 2024. On a proposal by Cllr. Carey, it was RESOLVED to set the budget at £23,730, with a provision to increase the reserves by £877. This was approved. Cllr. Carey had reformatted the budget presentation to make the position clearer.

8. Replacement Clerk.

The Clerk reported that work on the pension scheme is in progress.

The Clerk reported that training courses have been booked for the Incoming Clerk to enable her to start ILCA.

On a proposal by Cllr. Stant, it was RESOLVED to add the incoming Clerk to the bank account with viewing and payment generating authority with online banking access.

On a proposal by Cllr. Stant, it was RESOLVED to remove the outgoing Clerk when the incoming Clerk is in place after 1-2 months.

On a proposal by Cllr. Stant, it was RESOLVED to replace the outgoing Clerk with the incoming Clerk on the Government procurement card.

On a proposal by Cllr. Stant, it was RESOLVED to carry out an asset swap with North Mundham Parish Council, exchanging the Brother A3 printer with a Canon A4 printer due to space limitation in the office of the incoming clerk.

9. On a proposal by Cllr. Carey, it was RESOLVED to terminate VOIP phone contracts with 8x8 and replace with a SIM-only mobile phone contract with EE.

81.24 ENVIRONMENTAL MATTERS

1. Flood Prevention - Cllr. Carey reported that the Environment Agency have carried out work on Bookers Lane and this has been completed.

Grange Rife is moving very slowly. It was noted that work on the ditch network south of the Grange has not been completed; Cllr Carey to liaise with Cllr Doel. It was highlighted that this project may be suitable for Operation Watershed Grant funding, rather than using CIL funding.

2. Public Rights of Way - Cllr. Stant has carried out the condition survey, which has been submitted to West Sussex County Council.

Footpath 54 from Earnley Church to Earnley Grange - reports received about dog waste not being picked up. Clerk to investigate signage.

The Residents of Sandalwood have requested clarification on the location of the footpath as they want to plant some trees. Is the path adjacent to the ditch? If so, there needs to be a clearance of one metre to the ditch.

3. The sea defences at Medmerry. The Clerk reported that work has commenced to replenish the shingle bank. Cllr Carey expressed concern about the delivery lorries accessing the site via Bookers Lane. The Clerk will contact the FCRM Advisor at the Environment Agency to

request that the vehicles deliver via Bracklesham Lane. We will also enquire why the work does not appear to be addressing the narrowest point which is the area most at risk.

4. Medmerry Car Park - the surface of both car parks is in poor condition, but no parking charges are being collected at the current time.
5. Replacement Airman. The Clerk reported that the Airman had been temporarily displayed in the church graveyard for Remembrance weekend. It is currently in storage. On a proposal by Cllr. Stant, it was RESOLVED to reinstall in its original location in Medmerry RSPB carpark. Clerk to discuss with RSPB how it is installed to be more robust. Subject to approval by RSPB, quotes will be requested.
6. Update from Environment Group - no report received.

82.24 HIGHWAYS

1. A27 - County Cllr Montyn reported that the Leader of the County Council has written to the Transport Secretary pressing for real and lasting improvements to the A27. No response has been received from the Secretary of State.
2. Village Gateways phase two. The Clerk reported that the date for installation has not yet been confirmed, however, the gateway contractor has advised that the manufacturing process is almost complete.
3. Highway Meadows. The Clerk reported that the response to the insurance claim is awaited. The meadow will need to be killed off once everything has died back.
4. Bus Shelter and Notice board First Avenue. The Clerk reported that 3 quotes have been received for the fencing. The Clerk requires the Council's guidance and instructions on the fencing. On a proposal by Cllr Carey, it was RESOLVED to install two panels on 100mm fence posts. The quotes received ranged from £670.60 - £785.28; new quotes will be required when approval for the works is provided by West Sussex County Council.
5. Bike Stands Bell Lane and Bracklesham Lane. The Clerk reported that the date for installation has not yet been confirmed. The Clerk will chase this.
6. Quiet Lanes - Cllr. Carey. The clerk reported that of the 49 respondents to the survey, 3 were opposed and 1 abstained. The Clerk will work out the response rate.
Cllr. Stant reported that he has visited Suffolk, which has over 300 miles of Quiet Lanes, he visited four locations, he was looking for lanes like Bookers Lane. All the lanes were single track roads with passing places and were exceptionally quiet, there were no traffic calming measures in place and there was no reduction in speed limits. There were only Quiet Lane signs at the entrance and exits to the Quiet Lanes.
There are some Quiet Lanes in the Tuddenham St Martin's parish in Suffolk. The Clerk has contacted their Clerk to ask if there has been a significant reduction in speed and road usage since the implementation of Quiet Lanes; a response is awaited.
Cllr. Stant was of the view that roads in our parish are unsuitable unless there were other traffic calming measures also in place; this would involve a separate application to West Sussex County Council.
7. [Electric charging installation consultation](#). Consultation closed 19th November 2024. Cllr Carey reported that there were four sites on the peninsula, all with six charging point bays.

83.24 CONSULTATIONS

1. [Enabling remote attendance and proxy voting at local authority meetings](#). Following discussion, the Cllrs are requested to complete the consultation document.

84.24 REPORT ON EXTERNAL MEETINGS

Cllr Carey attended the training on Pension Dispensations and will use the notes to review the draft policy prepared by Hampshire County Council.

85.24 CLERK'S REPORT AND CORRESPONDENCE

1. Traditional West Sussex cast iron finger posts. The Clerk reported that a member of the public is in the process of surveying all of the black and white finger posts in the County and he has provided a report on the condition of the posts within the Parish; he was pleased to report that the posts are in a better condition than most in the County.

86.24 ITEMS FOR NOTING OR FUTURE AGENDAS

1. The Clerk reported that the pensions Valuation and Funding update has been received.
2. No further Emergency Plan working party meetings have been held; Cllr MacDonald requested that it be added to the agenda of the next meeting to discuss the need for an emergency plan.
3. A complaint has been received that full-sized shipping containers are being delivered to Third Avenue; the containers are having to be unloaded on Almodington Lane, as the vehicles cannot access Third Avenue. Cllr Stant to investigate which property is having the deliveries and ask if they can reduce the size of the deliveries.

There being no further business, the meeting closed at 20.07pm

Signed: _____

(Chairman of Earnley Parish Council)

Dated: _____