



Chidham & Hambrook Parish Council

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25 June 2021

ADVISORY GROUP TO THE PARISH COUNCIL

You are requested to attend a Zoom meeting of this Advisory Group to the Parish Council on **Thursday 1 July 2021 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded) and should contact the Clerk to be sent the link.

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

The purpose of this meeting is to make recommendations to the Clerk in accordance with the Temporary Scheme of Delegation dated 27 May 2021, whereby authority to action these recommendations was delegated to the Clerk of the Parish Council as Proper Officer.

Prior to this meeting a presentation will be given by Mr A Kerry-Bedell on the Thorney Bus Project.

AGENDA

1. **Apologies for absence**
2. **Declaration of interests**
3. **Notes from the last meeting**
To agree the notes from the last meeting of the Advisory Group to the Parish Council meeting held on 3 June 2021.
 - 3.1 Matters Arising
4. **Public Open Forum**
5. **Receive Reports**
 - 5.1 Parish Council Chair
 - 5.2 District Councillors
 - 5.3 County Councillor
 - 5.4 Clerk & RFO – *to follow*
5. **Committee Minutes & Reports**
 - 6.1 Advisory Group to the Planning Committee
To consider the notes of the meeting held on 17 June 2021 *attached*.
 - 6.2 Neighbourhood Plan Steering Group
To consider the notes of the meeting held on 6 June 2021 *attached*.
 - 6.3 Protocol for Public Participation at Council meetings
To consider and agree the *attached* Protocol.
 - 6.4 Protocol for Remote Meeting Procedure
To consider and agree the *attached* Protocol.

6.5 **NHB Funding 2021**

To consider the list of proposed projects for receipt of NHB funding and to determine which projects should go forward.

6.6 **Anti-scam meeting attended by PCSO (Cllr P MacDougall)**

6.7 **Lost Rights of Way Campaign (Cllr J Sheppard)**

6.8 **Training for Councillors (Cllr J Sheppard)**

7. **Finance and Governance**

7.1 To authorise the Clerk to pay the invoices reflected on the Schedule of Payments – *to follow*

7.2 To note Direct Debit/Standing Order payments made

7.3 To acknowledge receipt of credits paid to the Council's bank accounts

8. **Meeting Dates**

Neighbourhood Plan Steering Group – Mon 5 July 2021 7:30pm remotely

Advisory Group to the Planning Committee – Thu 15 July 2021 7:30pm remotely

Advisory Group to the Finance Committee – Thu 22 July 2021 7:30pm remotely

Advisory Group to the Parish Council – Thursday 5 August 2021 7:30pm remotely

9. **Items for the next meeting**

10. **Any Other Business**

11. **Exclusion of Press and Public**

That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity due to the confidential nature of the business.

12. **Part II**

Feedback from Staffing Committee (Cllr J Sheppard)

**Draft notes of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council
held remotely on Thursday 3 June 2021 at 7:30pm**

Present

Cllr C Archer	Cllr P Bolton
Cllr S Bramwell Smith	Cllr B Garrett
Cllr R Gowlett	Cllr G Hyde
Cllr P MacDougall (Chair)	Cllr J Sheppard

In attendance District Cllrs A Moss and D Rodgers

Members of public Mrs S James

Also in attendance Mrs B Jones, Clerk & RFO

Meeting commenced at 7:30pm

22-015 **Apologies for absence**

Apologies had been received from Cllrs J Towers, R Perri and District Cllr P Plant.

22-016 **Declarations of Interest**

None.

22-017 **Public Open Forum**

The following issues were raised:

- Sight of agenda papers and how to access these – the papers are normally published to the website.
- Spare CIL funding and request to see this spent on telegraph poles. This had been quoted at a considerable amount of £40,000. Resident would contribute funds to this as required. A formal response will be given.
- mount but we will give you a formal response.
- Expenditure on Neighbourhood Plan; what element is from the Council's cashbook? A formal response will be given.

22-018 **Receive Reports**

22-018.1 Parish Council Chair

The Chair gave the following report:

- The decision taken by the Parish Council in implementing a Scheme of Delegation to allow virtual meetings to continue.
- Southbourne election and the declaration of the Conservative member standing – it was hoped that this Parish Council would continue to work collaboratively and not stand on party labels.
- Verges in Cot Lane where residents are becoming concerned about the volume of cars and the breakdown of their verges.
- News reports for the Village Magazine – requested for a biography for next month's edition.

22-018.2 District Councillors

A report had been circulated. The disappointing summary of the Water Summit meeting was raised. District Cllr Moss advised that he had been briefed by the Chief Executive on this. He had requested that the formal minutes should be made public. **Action: District Cllr Moss to circulate notes from meeting when received.**

22-018.3 County Councillor

County Cllr Magill had circulated a report.

- He undertook to discuss the Cot Lane verges with Highways and suggested white posts or trees on the verges. He is having ongoing discussions with the affected house owners in Cot Lane.
- Chidham School – he had circulated an update received that day advising that this would be escalated. He will be in touch with the school and the Chair and perhaps raise this matter with the media. Longer term solution with Community Highways Scheme which will take 2-3 years to implement.

- He would be discussing this with the WSCC Leader and the Cabinet Member for Highways when he gives him a tour of the parish.
- He was requested to chase up the report of the failed manhole cover in the footpath on west side of Chidham Lane. A cone and railings were put on it 3 months ago and pedestrians had to walk in the road which was dangerous.

22-018.4 Clerk & RFO

The Clerk raised the following matters:

- Website development – A proposal from VisionICT had been circulated for the revised layout of the home page of the website to incorporate both news and meetings.
Recommended under the Scheme of Delegation approved on 27 May 2021: That this proposal from VisionICT be agreed at the cost of £75 plus VAT.
- Computer Services – The agreement with JNR Computers had been signed and returned. IT support was now available for all councillors and the Clerk. The laptops had been received and JNR Computers was currently installing the software. The recently agreed Information Security Policy would be sent to all Councillors for signature and return to the Clerk.
- Email addresses – it had been suggested in the past that we move from Gmail to the gov.uk email addresses in line with our new website address. JNR Computers would set these up for us at no extra cost and provide support. A decision would need to be made as to when we move to the new email addresses.

Action: Clerk to send Information Security Policy and information on emails to all.

22-019 **Committee Minutes & Reports**

22-019.1 **Planning Committee**

The minutes of a meeting held on 20 May 2021 were noted.

On the matter of 'right of light' in the minutes Cllr Archer advised that Hart Parish Council (not Fleet as reported at the meeting) had developed a policy on this. Perhaps the District Council could consider this. **Action: Cllr R Gowlett to raise with District Cllrs.**

There was discussion about residents being co-opted to the Planning Committee to cover under-representation on the geographical area and how this might work. The matter was referred back to the Planning Committee to consider. **Action: Clerk to add to agenda.**

Some members had attended the recent developer's consultation with residents and considered it a waste of time and there was no empathy with residents.

22-019.2 **Neighbourhood Plan Steering Group (NPSG)**

The minutes of the NPSG meeting held on 10 May 2021 were noted.

22-019.3 **Feedback from Bournes Forum**

Cllr MacDougall had requested a copy of the notes of this meeting which were still not received. **Action: Cllr MacDougall to circulate.** The Sussex Police Commander had been in attendance and had answered questions. The issue of Neighbourhood Police Panels had been put to him and he undertook to respond.

22-019.4 **Feedback from Chichester District Association of Local Councils (CDALC) meeting held on 26 April 2021**

Cllr Sheppard advised that the notes of this meeting were not yet available. She had been requested to look at the benefits for us of being a member of this group. **Action: Cllr Sheppard to circulate.**

22-019.5 **CDC's Air Quality consultation**

Cllr Archer had looked at the consultation document. In his view this was glossing over some of the worries. He had submitted his personal response and encouraged other Councillors to do likewise. District Cllr Moss advised that air quality had been a topic for consideration at CDC's Overview & Scrutiny Committee (OSC) and it had been allowed to go to consultation and would come back to the OSC following consultation. CDC does the monitoring however the action comes from partnership working with WSCC, the Environment Agency and other stakeholders and he would follow up on this.

22-019.6 **NHB Funding 2021**

Funding in the sum of £9,296 was available in 2021 and the application needed to be submitted by the end of July 2021. Cllr Bolton suggested its use for the development of the meadows. A member of the public suggested telegraph poles. **Action: Cllr MacDougall would coordinate a response for consideration by the next meeting.**

- 22-019.7 **CIL Annual Monitoring Report (AMR) 2020-21**
The Clerk had circulated a revised AMR report which detailed CIL expenditure, the current projects and their budgets.
Recommendation under the Scheme of Delegation dated 27 May 2021: That the CIL AMR report for 2020-21 be submitted to CDC.
- 22-019.8 **Communicating with residents**
The website had now been addressed with changes and the Council has a regular monthly entry into the Village Magazine. The question of hard copy leaflets for residents was discussed. The following points were made:
- Encouraging residents to contribute to the work of the Council and to volunteer to take on responsibilities.
 - Carry out a survey to establish whether residents want to contribute/volunteer.
 - No facility on website to allow residents to get updates.
 - Hard copy leaflets to keep the older people in the parish informed as they may not have computer skills to keep updated.
 - Build up the residents' email group and circulate information by email.
 - Query whether the Village Magazine goes to new properties in the area. **Action: Cllr MacDougall will enquire.**
- 22-019.9 **Anti-scam meeting attended by PCSO**
The Clerk advised that Neighbourhood Watch provided a toolkit with on-line information, training and posters. WSCC were holding anti-scam meetings; County Cllr Magill could arrange a local meeting. It was suggested that these meetings be advertised in the Village Magazine and that the WI be contacted to advertise in their circulations. **Action: Cllr MacDougall to contact the PCSO who had originally offered this meeting**
- 22-019-10 **Grass verge Main Road Chidham**
Cllr Towers had circulated a briefing note.
Recommended under the Scheme of Delegation agreed on 27 May 2021: That WSCC Highways be notified that this grass verge be changed over to the rural cutting scheme.
- 22-020
22-020.1 **Finance and Governance**
The Schedule of Payments had been circulated. A further invoice had been received from Chidham Village Hall in the sum of £17.
Recommended under the Scheme of Delegation agreed on 27 May 2021: That the payment of invoices to 3 June 2021 be approved.
- 22-020.2 The Direct Debit/Standing Order payments made were noted.
- 22-020.3 Receipts paid to the Council's bank account were noted.
- 22-020.4 Noted that CDC had approved the Council's application for S106 grant funding in the sum of £23,691.70.
- 22-021 **Meeting Dates**
Neighbourhood Plan Steering Group – 7 June 2021 7:30pm remotely
Planning Committee Advisory Group – Thu 17 June 2021 7:30pm remotely
Advisory Group to the Parish Council – Thursday 1 July 2021 7:30pm remotely
- 22-022 **Items for the next meeting**
Nothing was raised.
- 22-023 **Any Other Business**
It was noted in the County Cllr's report that the Cabinet Member for Highways would be visiting the parish and it was requested that the increase in traffic in Broad Road be brought to his attention.
The group recorded its delight at the imminent acquisition of Pynham Meadow.
- 22-024 **Exclusion of Press and Public**
That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity due to the confidential nature of the business.
- 22-025 **Part II**
Feedback from Staffing Committee.

The meeting closed at 21.20pm

Signed by:

Date:

CHAIRMAN

Advisory Group to the Parish Council – 3 June 2021

Schedule of Payments

6.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Came & Co.	£875.32	36047045	Insurance 1 June 2021 annual payment
2	GroundworkUK	£1,580.00		Repayment of unused 2020 Locality grant
3	R S Hall & Co.	£240.00	5613	Internal audit of 2020-21 accounts
4	West Sussex County Council	£1,741.13	16303	Street lighting 2020-21
5	Surrey Hills Solicitors	£693.00	CHIDH01-01	Legal services re acquisition of land
6	Bambi Jones	£37.92	Expenses	Stamps; printer paper; filing dividers; signed for postage 2 letters
7	Rialtas	£148.80	SM23579	Alpha software annual support & maintenance 2021-22
8	Andrews Ground Maintenance	£380.00	CHPCMAY21	Services re ground maintenance & playground risk assessments
9	Chidham Village Hall	£17.00	21/04	Hall hire

6.2 To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£51.09	7 May 2021	Pension contribution Apr 2021
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6.3 To note receipt of the following credits to the Council's bank accounts:

1	Lloyds Bank	£1.21	9 May 2021	Interest (1090 Bank Interest Received)
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Draft Notes of the ADVISORY GROUP to the Planning Committee meeting held on Thursday 17 June 2021 at 7:30pm

Present: Cllr S Bramwell Smith Cllr B Garrett
Cllr R Gowlett (Chair) Cllr J Sheppard
Cllr J Towers

In attendance: District Cllrs P Plant and D Rodgers

Members of the
Public: Mrs S James

Meeting opened at 7:30pm

- AGP 1-21 **Apologies for absence**
Cllr P MacDougall and District Cllr A Moss had given apologies.
- AGP 2-21 **Declarations of Disclosable Pecuniary Interests**
None.
- AGP 3-21 **Public Open Forum**
Queried how CDC's Planning Department was operating at present and what time frames they were operating to? District Cllr Rodgers responded saying that Planning Officers were under extreme pressure, there was a lot of work to be done and a shortage of resources. The Planning Office would be opening again on Monday 21 June 2021.
- AGP 4-21 **Planning Applications**
AGP 4-21.1 CH/21/01469/DOM - Case Officer: Alicia Snook (extension agreed)
Mr J Gray Woodlands Broad Road Nutbourne PO18 8SW
Erection of additional storey, double storey extension to east and internal alterations.
Resolved: That the Clerk report that the Group had no objection and no comment to make.
- AGP 4-21.2 CH/20/03321/OUTEIA REVISED – Case Officer: Jane Thatcher
Land North of A259 Flat Farm Main Road Chidham West Sussex
Outline planning application (with some reserved matters except Access) for 68 no. dwellings and provision of associated infrastructure
It was queried why formal letters on the other two applications 20/03319 and 20/03320 had not been received from CDC's Planning Officers.
Resolved: That the Clerk report that the amendments to these three applications did not change the responses already made by this Parish Council and the reasons stated for objection still stood.
- AGP 4-21.3 CH/20/01139/OUT REVISED - Case Officer: Maria Tomlinson
Land South of Springfield Hambrook Hill South Hambrook Chidham West Sussex
Outline planning application all matters reserved – Erection of 1 no. 3 bed dwelling in garden to south of existing house
The letter from CDC had not specifically stated what the amendment was. Cllr Towers advised that this appeared to be the 4th iteration of a nitrate neutrality statement. The application was contrary to NPPF para 79, Local Plan Policy 45 and Interim Housing Position Statement 6.2.1. No further comment had been received from Southern Water and Natural England and we would like to see these in order to comment further.
Resolved: That the Clerk submit an objection based on the above comments.

- AGP 5-21
AGP 5-21.1 **Planning Decisions**
CH/21/01365/ADJ
Marine Management Organisation Grey Thatch Harbour Way Chidham Chichester
West Sussex PO18 8TG
MMO Ref: MLA/2021/00165
Proposal: Raising height of sea defences
NO OBJECTION
- AGP 5-21.2 CH/21/00298/DOM
Peter Schofield Lyndale Broad Road Nutbourne PO18 8SW
Single storey side extension.
PERMIT
- AGP 5-21.3 CH/20/02888/TPA
Mrs Linda Mould 7 Hazel Copse Hambrook Chichester West Sussex PO18 8EQ
Crown reduce by 3m (all round) back to previous pruning points on 1 no. Oak tree
(Quoted as T1, TPO'd nos. T4) subject to CH/08/00135/TPO.
PERMIT
- AGP 5-21.4 CH/21/00233/DOM
Mr Rob MacDonald Wight Cottage Main Road Nutbourne PO18 8RT
Demolition of lean-to and erection of single storey side/rear extension and
replacement conservatory, two storey annex to far east of the site, with ground floor
garage and pilates studio and first floor bedroom with en-suite.
PERMIT
- AGP 6-21
AGP 6-21.1 **Planning Appeals**
CH/20/01826/FUL - Case Officer: Andrew Robbins
Land Adjoining A27 Scant Road West Hambrook Chidham West Sussex PO18 8UA
Mixed use development comprising 118 dwellings (including 36 affordable
dwellings), public open space, landscaping and associated works and a retail
convenience store with community space above all accessed via Broad Road.
Public Inquiry 01-Sep-2021 VIRTUAL
A formal response had been collated by Cllr Garrett and circulated to members for
comment.
Resolved: That the agreed final version be sent to the Planning Inspectorate by
close of consultation tomorrow 18 June. **Action:** Clerk to send to the CDC case
officer to be added to the portal. This link could then be shared with the resident who
had requested to view the Council's submission.
- AGP 6-21.2 Appeals in progress:
CH/20/00412/OUT - Case Officer: Joanna Bell
Land Off Broad Road Broad Road Hambrook PO18 8RF
Outline Application for the construction of 35 no. affordable residential dwellings for
first time buyers and those looking to rent their first home (Paragraph 71 entry-level
exception site), with all matters reserved other than access.
Informal Hearing
- AGP 6-21.3 Court matters:
CH/20/00534/FUL - Land South of The Stables, Hambrook
Breach Of Enforcement Notice
Original first hearing adjourned by the court due to Covid restrictions to 30/7/21 at
Brighton Magistrates' Court.
All papers served on the defendant.
- AGP 7-21
AGP 7-21.1 **Planning Enforcement**
CH/21/00144/CONHH – Case Officer: Tara Lang
Long Acres, Drift Lane, Bosham, Chichester
Chalet building under construction
- AGP 7-21.2 Land North of Good View
The Clerk had circulated an update on the background to this application.
Resolved: That the Clerk query the timescale for resolution of this matter by
application or by enforcement and circulate photos taken by Cllr Garrett.

- AGP 7-21.3 The Granary Barn, Steels Lane, Chidham
The case remains open and under investigation.
- AGP 8-21 **Chair's Report**
The Chair had nothing to report.
- AGP 9-21 **Co-option of residents to the Planning Committee**
The Clerk briefed the group regarding the rules for co-option of residents to committees. A selection process would be required. Members commented that residents had helped Planning Committee members with specific applications in the past which had worked well.
The proposal to co-opt residents to the Planning Committee, on being put to the vote, was not supported. In the first instance the Council should seek help from other members following which assistance from outside the Council should be sought.
- AGP 10-21 **Any Other Business**
- A recent application had been received in respect of an Existing Lawful Development (ELD) at Grey Thatch. Mr N Hebden had attended the last meeting of the Planning Committee advising that there would be 2 applications forthcoming on this property – the ELD application and a second one referring to new build. They may be errors in the submission relating to the roundabout which may not be 100% owned by the owners of Grey Thatch. An extension on this application was requested until Friday 30 July 2021. **Action:** Clerk to request.
- Residents were concerned about the cutting of a hedgerow to the north of Broad Road. It was likely not to be WSCC as they state that they do not carry out hedge cutting during bird nesting season. Suggested that Neame Sutton be contacted to find out whether this has been authorised by them.
- AGP 11-21 **Date of Next Meeting**
The date of the next Advisory Group to the Planning Committee meeting is 15 July 2021.

Meeting closed at 8:18pm

Signed by:

Signed: Chairman

Date:

CHIDHAM HAMBROOK NUTBOURNE EAST
Neighbourhood Plan Steering Group
7th June 2021 via Zoom

Draft MINUTES

Present: Stephen Johnson, Keith Dimon, Jane Towers, Andrew Kerry-Beddell, Sue Bramwell-Smith, Andrew Sargent, Philip MacDougall (Chair), Bruce Garrett, Rachel Perri, Peter Bolton.

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1931hrs

202/21	Apologies Andy Collins.	
203/21	Declarations of Interest None.	
204/21	Approval of minutes of the meeting held on 10th May 2021. Approved.	
205/21	Matters not on the Agenda that the Chair considers need to be added at short notice. i) Letter detailing the fees from Troy Planning was distributed to the group in advance of the meeting. It was agreed that the group would consider the letter and get back to the Chair with their decision. Action: Group to go back to the Chair by Monday 14 th June but some clarity over the 2 options will be required. ii) CDC Cabinet Meeting. Debrief from the cabinet meeting was given to the group. Noted that Toby Ayling commented that PCs continue with NPs at their own risk as they could have to be rewritten when the Local Plan reaches examination. Timelines were given during the meeting which the group noted. iii) Prospect Farm meeting debrief was given to the group.	PMacD
206/21	Grant Funding Publishing Costs to be agreed by the group. It was agreed that the group request the Clerk of the Parish Council progress with the application.	Clerk
207/21	Sunley Homes Appeal Objections that have gone in will be included again in the appeal. A response has been written by a member of the Parish Council and a copy of this has been distributed to the Planning Committee for their additional comments. This has to be submitted by 18 th June 2021.	
208/21	Settlement Gaps Paper The Policy that Jon Herbert has written for the group is to be considered and amendments added where necessary. This is a key policy that will influence the NP and the group need to go back to Jon Herbert with their amendments. The group agreed to the document with some minor changes - page 16 the settlement gap should go north of the railway line to protect development further East. Action SJ to speak to Jon Herbert with the amendment on page 16.	SJ
209/21	Chidham and Hambrook Interim Housing Statement The group were given the report in advance of the meeting. Amendments noted are - Section 1.4 the last 2 sentences on page 4 the timings are wrong and not in line with the LP. Paragraph 2.2 on page 9 –add the date of when the allocation of 400 was announced which was on 19 th November 2020. Housing figures are also disputed as the allocation is subject to further testing. The Chair would like to publish the portion of the document that is correct. Schools and doctors need to be mentioned so that it advises the public of the expectation and the reality. 5.5 needs updating and AKB to message the Chairman with amendments to section 5.5. Action AKB to advise the Chair on changes to section 5.5. Action Chair to make the changes and send to Jon Herbert to his review before the group send out the first portion of the document to the public. Action Chair to update document, circulate it to the group, then it will go to the Parish Council for approval.	AKB PMacD

210/21	Policy Document Progress Document has been commented on and the document has been distributed, zoom meeting and updates were given. Action plan has been put in place to progress with the policies.	
211/21	Constraints Paper This has been issued to Toby Ayling but no response has been received regarding the document. It was suggested that the Clerk of the Parish Council should arrange a meeting with Toby Ayling. Action JT to contact Toby Ayling to ask for his comment. JT to liaise with Bambi.	JT
212/21	AOB CDC amended permissions from Pallant Homes the group discussed.	
213/21	Date of next meeting 5th July 2021	

Meeting closed 21:14hrs

CHIDHAM & HAMBROOK PARISH COUNCIL

PROTOCOL FOR PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Public Questions, Comments or Representations

The public has a statutory right is to attend Parish Council meetings and to observe. It is a courtesy extended by local councils to have a section on the agenda where the public is invited to submit questions at a specified period during the Council meeting.

This Parish Council has arrangements for hearing members of the public at a Public Open Forum section at council meetings. Fifteen (15) minutes in total is allocated for this section of the agenda; three (3) minutes for each member of public to speak.

The following protocol for the Public Open Forum will be followed:

1. Members of the public who participate in this section of the agenda must specify their name and address to confirm their residency within the parish.
2. Only matters relating to the agenda will be accepted. This must relate particularly to the business of the Council and be a matter for which the Council has responsibility or relate to the wellbeing of the parish.
3. The Chair will formally acknowledge the matter raised and decide in which order matters will be heard.
4. If a member of the public does not wish to disclose their credentials, the question/issue should be forwarded in writing to the Clerk in advance of the meeting.
5. The identities of all those members of public who make comments during this session are recorded in the minutes.
6. Members of the public who object to their contribution being minuted can express their views in writing, in confidence, if required. The record of such a written representation 'in confidence' may however still be disclosable under the freedom of Information Act 2000.
7. The Chair will inform the questioner as to how the matter will be dealt with. This may be an immediate oral response, or a more detailed written response within 14 days. Alternatively the Chair may ask the Clerk to deal with the matter or include the matter on the agenda for a subsequent next meeting.
8. The Chair may reject a question or a supplementary question if it is defamatory, frivolous or abusive. Question that are substantially the same as a matter raised in the previous six (6) months or requires the disclosure of confidential or exempt information may also be rejected. Where a question has been rejected a letter will be sent to the questioner setting out the reasons for the rejection.
9. If any person has more than one question only their first question will be deal with. If there is sufficient time available after all other questions have been heard, the Chair may allow the person's other question to be asked.

10. All those present will act respectfully and not in a manner that demeans, insults, threatens or intimidates others. Offensive or threatening behaviour will not be tolerated. The Clerk and/or the Chair reserve the right to curtail the contribution of and seek to exclude anyone acting in this manner.
11. Councils are required to allow members of the public to take photographs, film and audio-record the proceedings, and report on its meetings. Prior permission/ notification is required to carry out such activities and to inform the Clerk so that all necessary arrangements can be made.
12. The minutes of Council meetings are not recorded verbatim. Members of the public do not have the right to insist on how matters are minuted unless it is a matter of fact. Corrections to the minutes are dealt with under Matters Arising at the net Council meeting.

Adopted by the Parish Council on xx July 2021

CHIDHAM & HAMBROOK PARISH COUNCIL

PROTOCOL FOR REMOTE MEETING PROCEDURE

In 2020 the Government issued regulations that gave local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely and for public and press access to those meetings.

These Regulations (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on 4 April 2020.

Subsequently, Chidham & Hambrook Parish Council started holding some Council meetings using the Zoom online meeting platform.

On 6 May 2021 the above regulations expired and Parish Councils were obliged to return to face-to-face meetings. This Council has implemented a Temporary Scheme of Delegation to allow it to continue to meet remotely until November 2021 when a review will be undertaken. The Scheme of Delegation allows recommendations to be made to the Clerk to take action on matters as Proper Officer.

The following protocol will be followed:

1. Before the meeting the agenda will be placed on the website as normal (with three clear days' notice).
2. Members of the public are welcome to attend most meetings and should contact the Clerk for a link to the meeting.
3. Any member of the public and press who wishes to attend the meeting will need to download Zoom. Please visit the Zoom website on <https://zoom.us/meetings> to do this and to view tutorials and demonstrations on how to download Zoom and how to join meetings.
4. The Clerk will host the meeting on Zoom. Members of the public will enter a 'waiting room' on Zoom and wait for the Clerk to approve their attendance.
5. All attendees will be muted on entry to the meeting.
6. It would be helpful if members of the public could put their full name on Zoom as this appears against their video. The Chair and/or Clerk will then be able to refer to them correctly.
7. Members of the public are welcome to send any questions or comments to the Clerk prior to the meeting via email at chidhamandhambrookpc@gmail.com. These must be received 2 days before the meeting.
8. The Clerk will present any representations received to the Councillors to address.
9. The Chair of the meeting will control the meeting with the assistance of the Clerk if requested.
10. There will be no 'chat' option during the meeting, as members of the public are observers only other than during the Public Open Forum section.

11. Members of the public will be able to make representation during the Public Open Forum. Members of the public will be asked to 'put their hand up' if they wish to speak during this part of the meeting. The Clerk will 'unmute' members of the public who wish to speak at the instruction of the Chair. The Protocol for Public Participation in Parish Council meetings is attached.
12. When joining the meeting your microphone will automatically be muted.
13. To ask to speak during the meeting click on Participants along the bottom bar. Select Wave and a hand will appear against your name in the list of participants.
14. The host will keep an eye on this and will unmute you to speak when suitable. If the host fails to do this you will need to click the Mute/Unmute button (to the left of the bar at the bottom).
15. The host will mute you at the end of your question. If the host fails to do this, we kindly ask that you mute your microphone to avoid interference/ background noise interrupting the meeting.
16. The required standards of behaviour and discussion are the same whether in remote or face-to-face meetings.
17. Members of the public who use or display inappropriate or offensive language and/or behaviour will be removed from the meeting to the waiting room. This includes any inappropriate backdrops on display on the video.
18. If you are unable to remain at the meeting, please press the button that says "Leave Meeting".

Adopted by the Parish Council on xx July 2021

Advisory Group to Parish Council – 1 July 2021

Schedule of Payments

07.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Climate Project Services	£432.60	393	Admin services Feb-Jun 21
2	B Garrett expenses	£69.99	Invoice Ryman	Brother printing ink pack
3	HMRC	£1,067.47	P30	Employer's income tax and NI contributions
4				
5				
6				
7				
8				
9				

7.2 To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£51.09	10 June 2021	Pension contribution May 2021
2				
3				

7.3 To note receipt of the following credits to the Council's bank accounts:

1	Lloyds Bank	£1.21		Interest (1090 Bank Interest Received)
2	HMRC	£3,814.27	10 June 2021	VAT repayment
3				