



Chidham & Hambrook Parish Council

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29 April 2022

ANNUAL MEETING OF THE PARISH COUNCIL

You are requested to attend a meeting of the Parish Council on **Thursday 5 May 2022 at 7.30pm** at Chidham Village Hall.

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 M Hickman, Cllr S Johnson and Cllr M Savory

AGENDA

1. **Election of a Chair**
- 1.2 **Election of a Vice-Chair**
2. **Apologies for absence**
Apologies have been received from Cllr B Garrett.
3. **Declaration of interests**
4. **Notes from the last meeting**
To agree the minutes of the meeting of the Extraordinary Parish Council meeting held on 24 February 2022.
To consider the notes of the meeting of the Advisory Group to the Parish Council held on 7 April 2022.
 - 4.1 Matters Arising
5. **Public Open Forum**
6. **Receive Reports**
 - 6.1 Parish Council Chair
 - 6.2 District Councillors
 - 6.3 County Councillor
 - 6.4 Clerk & RFO
7. **Council membership, representation on outside bodies and meeting dates**
 - 7.1 To appoint the Members and Chairmen for the next municipal year and to appoint members on outside bodies.
 - 7.2 To agree the 2022-23 Parish Council meetings calendar.
8. **Review of the Council's Committees' Terms of Reference**
To consider and review the current Terms of Reference of the following committees: Planning Committee, Finance Committee, Staffing Committee, Public Open Spaces Advisory Committee (POSAC) and Neighbourhood Plan Steering Group (NPSG).
9. **Committee Minutes & Reports**
 - 9.1 Advisory Group to the Planning Committee

To consider the notes of the meeting held on 21 April 2022.

- 9.2 Neighbourhood Plan Steering Group
No meetings of this group have been held since the last Parish Council meeting on 7 April 2022.
- 9.3 Advisory Group to the Finance Committee
To consider the notes of the meeting held on 28 April 2022 and to consider the recommendations from this meeting.
- 9.4 Advisory Group to the Public Open Spaces Advisory Committee
An update on progress with development to the meadows will be circulated.
- 9.5 Communication with residents – Cllr P MacDougall
- 9.6 **Annual Parish Meeting preparation – deferred from last meeting**
- 9.7 Protocol on co-option arrangements – deferred from last meeting
- 9.8 Scheme of Delegation
- 9.9 **Parish Ditch Warden** – report on Parish drainage and the role of the Warden by Robin Yeld, Parish Ditch Warden
- 9.10 Flatt Road TRO – deferred from last meeting
10. **Finance and Governance**
- 10.1 To authorise the Clerk to pay the invoices reflected on the Schedule of Payments – to follow
- 10.2 To note Direct Debit/Standing Order payments made, acknowledge receipt of credits paid to the Council's bank accounts and to confirm/ratify any payments made following email agreement.
11. **Meeting Dates**
Neighbourhood Plan Steering Group – Mon 9 May 2022 7:30pm
Advisory Group to the Planning Committee – Thu 19 May 2022 7:30pm
Advisory Group to the Parish Council – Wed 1 June 2022
12. **Items for the next meeting**
13. **Any Other Business**

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

**Draft minutes of an Extraordinary Meeting of Chidham and Hambrook Parish Council
held at Chidham Village Hall on Thursday 24 February 2022 at 7:30pm**

Present Cllr R Gowlett Cllr P MacDougall (Chair)
 Cllr P Bolton Cllr J Towers

In attendance None

**Members of
Public** None

Meeting commenced at 7:30pm

- 22-050 **Apologies for absence**
Apologies had been received from Cllrs Archer, Bramwell Smith, Garrett and Johnson.
- 22-051 **Declarations of Interest**
None.
- 22-052 **Minutes**
Resolved: That the minutes of the Parish Council meeting held on 6 January 2022 be agreed as an accurate record and signed by the Clerk noting this minute number.
- 22-053 **Matters Arising from the Minutes**
None.
- 22-054 **Public Open Forum**
There were no members of the public present.
- 22-055 **Co-option of Parish Councillors**
Expressions of interest were received from two residents who both comply with the requirements for co-option. These two applicants attended an informal Zoom meeting with the Parish Council on Wednesday 23 February 2022 where they were interviewed for the vacant councillor positions.

Having considered the attributes of the two applicants it was unanimously
Resolved that:
Marilyn Savory and Madolyn Hickman be co-opted to the Parish Council.
- 22-056 **Meeting Dates**
Advisory Group to the Parish Council – Thursday 3 March 2022 7:30pm remotely
- 22-057 **Items for the next meeting**
None
- 22-058 **Any Other Business**
None

The meeting ended at 7.45pm

**Draft notes of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council
held remotely on Thursday 7 April 2022 at 7:30pm**

Present

Cllr C Archer	Cllr P Bolton
Cllr S Bramwell Smith	Cllr B Garrett
Cllr R Gowlett	Cllr M Hickman
Cllr S Johnson	Cllr M Savory
Cllr J Towers	

In attendance CDC Cllrs A Moss, P Plant and D Rodgers.
WSSC Cllr A Kerry-Bedell

Members of Public Mr A Sargent

Also in attendance Mrs B Jones, Clerk/RFO

Meeting commenced at 7:30pm

- AGPC 77-22 **Apologies for absence**
Apologies had been received from Cllr P MacDougall. In his absence, Cllr J Towers was elected as Chair.
- AGPC 78-22 **Declarations of Interest**
The following declarations of interest were made:
Cllr J Towers declared an interest as a member of Chidham Village Hall Management Committee in respect of agenda item 9.3.
- AGPC 79-22 **Notes of the last meeting**
Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the notes of the meeting held on 7 April 2022 be agreed and signed by the Clerk noting this minute number.
- AGPC 80-22.1 **Matters Arising**
Minute 68-22.1 - The response from the Parliamentary Secretary of State for Transport's regarding e-scooters was circulated to the PCSO for information.
Minute 71.22.1 - Cllr Archer had submitted his brief biography to the Chair and Vice-Chair for the next Village Magazine edition. The Chair advised that Cllr Hickman's biography would be included in the May edition and Cllr Archer's in the June edition.
Minute 71.22.2 - It was noted that there was still no reference to Portsmouth Water on CDC's webpage relating to Water Quality. District Cllr Plant agreed to contact the officer concerned to chase this up.
- AGPC 81-22 **Public Open Forum**
Mr A Sargent asked the following questions:
1. Is CDC Local Plan Review on track?
2. Is Stage 8 complete?
3. In Stage 8 has funding been agreed for the improvements to the A27?
4. When is the last date that the Neighbourhood Plan (NP) can be delivered to CDC?
5. Are we on schedule to deliver the NP on time?
4. I am concerned at whether we will be able to continue paying for the consultant; how many more months can we afford to pay Jon Herbert?
Mr Sargent was requested to direct his questions relating to the Local Plan to the District Councillors. District Cllr P Plant undertook to respond. He was concerned that the next NPSG meeting had been cancelled and there was unnecessary delay in progressing the NP. The Chair advised that the NPSG meeting was cancelled as the Chair was presently away and the most pressing issue was to consider the responses from the NP Strategy survey questionnaires which could necessitate changes to the Strategy. NPSG members would meet informally to progress this work. An update to the timeline would be considered at the next NPSG meeting.

Locality NPSG grant funding for 2021-22 had closed on 31 March 2022 and a grant application would be worked up for a new round of funding for 2022-23.

AGPC 82-22
AGPC 82-22.1

Receive Reports
Parish Council Chair

Cllr Towers reported back on concerns expressed by residents recently on the work undertaken to the Land North of Scant Road West. Members and the Clerk had met with Officers from Cala Homes and their Ecologist to understand the progression of work. They were following the plans which had planning permission. It was agreed to hold regular meetings with them. A statement had been put on the Council's Facebook page and on the website. A case had been put forward to CDC Enforcement which was being investigated. There was concern re the position of the entrance to the site and the 20 yards of hedgerow recently removed. The housebuilders had an Ecologist on site whilst this recent work was taking place and this was approved by Natural England. Cala Homes had put through four planning requests for discharge of conditions. The Parish Council will ensure they are held to account if it is found that work carried out is not legal. **Action:** The Clerk will forward the notes from the meeting to all members.

AGPC 82-22.2

District Councillors

A report had been circulated.

The appeal regarding Flat Farm was delayed as the owner had died and there was a probate issue.

There were ongoing issues with planning applications in Harbour Way. If sea defences are not maintained/increased there would be water ingress. Decisions are required by the Environment Agency and District Council.

All pending planning applications will need to review their nitrate neutrality policies.

AGPC 82-22.3

County Councillor

A report had been circulated.

The County Councillor advised that WSCC was involved in reducing speed limit in villages to improve road safety.

An update was provided on the Bourne Bus project. It was possible there would be a launch on the Jubilee weekend.

A query was raised on the Thornham sewage capacity difference between Q80 and Q90. Cllr Kerry-Bedell undertook to respond on this matter.

AGPC 82-22.4

Clerk & RFO

The Clerk had received a communication from the Secretary of Chidham Parochial Church Council advising of their application to close the St Mary's Churchyard to burials. A formal process would then follow of consultation with the Parish Council to request that the Council take over the maintenance of this churchyard. Within a 3-month period the Council could pass this responsibility on to the District Council. interest. Cllrs Garrett and Archer declared an interest in this matter as members of Chidham Parochial Church Council.

AGPC 83-22
AGPC 83-22.1

Committee Minutes & Reports
Planning Committee

The notes of the meeting held on 17 March 2022 were noted.

Cllr Archer noted that a response had been made by CDC's Environment Officer relating to the Council's planning application for paths in Hawthorne Meadow requesting habitat reports. The Planning Committee would consider this at its next meeting.

AGPC 83-22.2

Neighbourhood Plan Steering Group

The notes of the meeting held on 7 March 2022 were noted.

AGPC 83-22.3

Advisory Group to the Public Open Spaces Advisory Committee

Cllr Bolton presented the notes of the meeting held on 29 March 2022 and his report which had been circulated separately. The report set out an update on proposals for the meadows with a revised plan and Contractor A had quoted £42,795 for the planned work. He requested that the Council agree to the budgeted spend of £49,214 (which includes a contingency of 15%) to progress the project. The Council holds CIL funds for this work in an earmarked reserve.

Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:

That the overall cost of £49,214 be agreed to progress the Pynham Meadow development project.

Cllr Bolton also advised that the Council may need to agree the payment of some costs to the contractor up front and he would circulate details by email for approval. Cllr S Bramwell Smith advised that she had previously spoken to the Council about planting Mountain Ash trees inside Pynham meadow along the boundary of Broad Road at frequent intervals (roughly 3 fence sections apart). She had met with residents on the east of Broad Road who were mostly agreeable to this.

Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:

That Mountain Ash trees be planted inside Pynham Meadow along the boundary of Broad Road at frequent intervals (roughly 3 fence sections apart). This relates to 5 or 6 trees.

AGPC 83-22.4 **Protocol on Co-option arrangements**

Cllr Archer had circulated the current protocol and Cllrs Garrett and Towers had submitted suggested alterations. The use of DBS checks for councillors was mooted. It was requested that this issue be deferred to the next meeting for a fuller discussion. **Action:** Clerk to add to next agenda; survey other local councils for similar protocols; talk to NALC about DBS checks; circulate a clean copy incorporating amendments for further discussion.

AGPC 83-22.5 **Planning the Annual Parish Meeting - Thursday 26 May 2022**

The Clerk advised that St Wilfrids Hall had been booked for this date, however there was no wifi at the hall. The village hall has now become available on the same evening and it was agreed that the Annual Parish Meeting should be held in the upstairs meeting room. The agenda would include a backward look at the last year and the main theme for the future being the development of the meadows. It was suggested that this meeting be publicised with an article in the Village Magazine, on the website and FB, and emailed out to the Parish Residents Group. Cllr Savory undertook to produce an A4 poster which could go on noticeboards. An article could be included on a Parish Council newsletter, should that be re-established at the Council meeting on 5 May 2022. Cllr Towers will be doing copy for the Village Magazine.

AGPC 83-22.6 **Scheme of Delegation and Future Meetings**

On 28 October 2021 the Parish Council extended a temporary Scheme of Delegation (attached) which allowed remote meetings to be held until the Annual Parish Council meeting on 5 May 2022 which was required to be held in person. You are asked to consider whether future meetings should be held in person or whether the temporary Scheme of Delegation should be extended.

The Clerk confirmed that the Scheme of Delegation would allow both face to face and remote meetings to be held, subject to the Parish Council meeting the legal requirement for public face-to-face meetings.

It was proposed that the Scheme of Delegation be extended and that the Parish Council meet monthly on a face-to-face basis. Each committee could make their own decision as to how they would meet.

An amendment was suggested to page 2 - To take action: number 2 - to allow the Clerk to consult with 3 (not 2) councillors to reflect the statement under Delegation of Power where the Clerk should consult with at least 3 members.

It was agreed that the final version of the Scheme of Delegation be considered at the next formal Parish Council meeting for approval.

AGPC 83-22.7 **Motion on Climate Change**

The Council considered the following motion:

“Chidham & Hambrook Parish Council recognises that in 2022 we are in a climate emergency and acknowledges that we must act now to reduce our carbon footprint. Every organisation, big or small; local, regional, national, or global has a responsibility to work towards carbon neutrality. We will do this through active

engagement with our residents whilst working in partnership with Chichester District and West Sussex County Councils, community organisations and other Parish Councils to establish specific local initiatives focusing on key issues including transport, the built environment, the natural environment, biodiversity and renewable energy, all aiming to achieve a carbon neutral future.

We will seek several 'Climate Change Champions' from within our community to join a Climate Change Team which will produce an Action Plan which will include but in no way be limited to focus on:

- *Full consideration of the impacts on climate, ecology and biodiversity in all our decision- making*
- *Achievable strategies to encourage local residents, organisations, and businesses to work with our Climate Change Team to reduce pollution, protect and enhance the environment*
- *How our community can challenge policies and actions which will, or are likely to, increase carbon emissions*
- *How best to provide meaningful advice and support to our community and residents in making changes, however small, to the way we lead our lives, and which will deliver real benefits over time by reducing our carbon footprint*

We have a decade to make a difference.”

Cllrs Towers and Garrett had attended a Climate Change Summit event and fed back on this. There was a need to use this opportunity to bring the community together as every household can contribute. It was suggested that something be put to the Annual Parish Meeting and into the newsletter to invite people to attend the meeting and seek Climate Change champions in the community.

When the CDC Climate Emergency Action Plan was established, there had been a commitment to form a Citizens Assembly which it appeared had been dropped. Further information was sought from the District Councillors as to the reason for this. Cllr P Plant agreed to respond following the meeting.

Most Parish Councils had stated that they wished to achieve a 0% carbon footprint by 2030. It was not clear how hard it would be to achieve that. The first thing required would be to measure our current carbon footprint.

Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:

That the motion be supported.

.AGPC 83-22.8 **Flatt Road parking – suggested Traffic Regulation Order**

The Clerk advised that District Cllr Rodgers had raised this matter with her, citing parking issues and the fact that emergency vehicles could not get past two sides of parked cars along Flatt Road (branching to the left). District Cllr Rodgers gave details of the contacts he had received from residents on Flatt Road and discussions he had had with Hyde, CDC and WSCC relating to the non-emptying of bins, as the refuse lorry had not been able to access the road. County Cllr Kerry-Bedell talked about the WSCC Traffic Regulation Order process. He suggested that the grass verges could be reduced on both sides therefore widening the road.

It was agreed that this matter be deferred to the next meeting for further discussion. **Action:** Clerk to add this to the next agenda.

AGPC 83-22.9 **CDALC meeting 4 April 2022**

A report from Cllr Johnson was noted. He advised that he had recently read the Parish Emergency Plan and that a new lead Councillor needed to be appointed as Cllr Hyde had resigned from the Parish Council. **Action:** Clerk to add to next agenda.

AGPC 83-22.10 **Residents Against Vehicle Excessive Noise (RAVEN) meeting**

Cllr Towers reported on this meeting. A form had been devised to allow residents to report excessive noise in their area. The data would be collated and sent to the police to act on.

AGPC 83-22-11 **Letter from NALC Smaller Councils Committee – request for feedback**

There were no suggestions for further areas for NALC to address.

- AGPC 84-22 **Finance and Governance**
- AGPC 84-22.1 The Clerk added a further invoice to the payments list.
Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the payment of invoices to 7 April 2022 be approved for payment with inclusion of the additional invoice (attached to these notes).
- AGPC 84-22.2 The Direct Debit/Standing Order payments and receipt of credits were noted. The payment made following email agreement was ratified.
- AGPC 84-22.3 **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That a Council grant be awarded to Chidham Village Hall in the sum of £511.95 for a TV licence and broadband connection for the period 1 April 2022 to 31 March 2023.
- AGPC 85-22 **Meeting Dates**
Advisory Group to the Planning Committee – Thu 21 April 2022 7:30pm
Advisory Group to the Finance Committee – Thu 28 April 2022 7:30pm
Annual Parish Council meeting - Thu 5 May 2022 7:30pm
Neighbourhood Plan Steering Group – Mon 9 May 2022 7:30pm
- AGPC 75-22 **Items for the next meeting**
- Communication with residents
- Annual Parish Meeting preparation
- Flatt Road TRO
- AGPC 76-22 **Any Other Business**
Cllr Garrett suggested that we would need to move fast following the next meeting on 5 May to prepare, publish and circulate a parish newsletter before the APM. He suggested we seek volunteers from outside the Council to circulate the newsletter.

The meeting closed at 9:06pm

Signed by:

Date:

CHAIRMAN

Advisory Group to Parish Council – 7 April 2022

Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	RS Hall & Co.	£120.00	6056	Payroll processing 2021-22
2	Reids Playground Maintenance	1,164.00	4847	Repair to clatter bridge/stepping logs (EMR CIL)
3	HMRC	£1,309.43	475PM00963717	Q4 PAYE
4	Parhams	£351.53	PB4620	Repairs to bus shelter glass Sep 21
5	Parhams	£1,551.50	PB4934	Additional cost over quote is additional panel noticeboard and adjust of sizes of bus shelter glass
6	Bambi Jones	£20.42		Office supplies -paper, inks, stamps, card
7	Mulberry and Co.	£120.00	50593	M Savory/M Hickman WSALC training The Role of the Parish Councillor
8	Chichester District Council	£685.15	602666653	Dog and litter bin emptying 2021-22
9	Lollipop Print	£258.00	20361	TPO signs
10	WSALC Ltd	£775.27	1354	WSALC/NALC annual subscriptions 2022-23
11	SLCC	£186.00	MEM239191-1	Annual subscription 2022-23
12	Andrews Ground Maintenance	£350.00	CHPCMAR22	Grass cutting and playground risk assessments
13	Signature Landscapes Ltd	£900.00	2022	Labour, machinery and materials Pynham meadow development
14	Southern Counties Liming	£1,440.00	14350	Labour Pynham Meadow development
15	Chidham Village Hall	£511.98		CHPC Grant

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£1.12	9 Mar 2022	Interest (1090 Bank Interest Recvd)
2	Evolve Pensions	£56.86	3 Mar 2022	Pension Feb 22
3	JNR Computers (CN-2413)	+£617.76	22 Mar 2022	Credit Note for laptop purchased - no longer required

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

1	Chichester District Council	£25,756.00	6 Apr 2022	1 st precept payment
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To confirm/ratify any payments made following email agreement.

1	St Wilfrids Hospice	£50.00		Donation in memory of Andy Collins
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Chidham & Hambrook Parish Council

Membership of advisory committees and working groups and representation on outside bodies 2022-23

Planning Committee

Maximum of 7 councillors

Chair of the committee not to be the Parish Council Chair

Quorum of 3

Meets every 3rd Thursday of the month

Present membership: Cllrs Bramwell Smith, Garrett, Gowlett, Johnson, Savory and Towers
(Chair: Cllr J Towers)

The Parish Council Chair will attend as ex-officio member when there are significant planning applications to consider.

Finance Committee

At least 5 members including the Chair of the Council

Quorum of 3

Meets as required

Present membership: Cllrs Bolton, Garrett, Johnson, MacDougall (Chair: Cllr P MacDougall)

Staffing Committee

Maximum of 4 councillors with the Chair of the Parish Council in attendance ex-officio without voting rights

Quorum of 3

Meets at least once per year and as and when necessary

Doesn't meet in public

Present membership: Cllrs Bolton, Johnson and MacDougall (Chair: Vacant)

Public Open Spaces Advisory Committee (POSAC)

Maximum of 7 councillors with the Parish Ditch Warden and three co-opted members

Chair and Vice-Chair of the Parish Council may attend as ex-officio members

Quorum of 3

Meets quarterly. Doesn't meet in public.

Present membership: Cllrs Bramwell Smith, Bolton, Hickman, MacDougall (ex-officio) and Towers (ex-officio) (Chair: Cllr P Bolton)

Complaints Committee

Membership: Chair/Vice Chair of Parish Council plus 3 other Councillors/one or two will be chosen from these three Members as required

Meets when required

Present membership: Cllrs MacDougall and Towers

Neighbourhood Plan Steering Group

Cross-section of members from the community and parish councillors

Meetings held monthly or as required

Quorum: A minimum of 5 members

Doesn't meet in public

Reports to Parish Council

Present membership: Cllrs Bramwell-Smith, Bolton, Garrett, Johnson, MacDougall and Towers (Chair: Mr P MacDougall)

Environment Working Group

Cross-section of members from the community and parish councillors

Meetings held as required.

Not normally held in public.

Present membership: Cllrs C Archer, P Bolton, R Gowlett, P MacDougall and J Towers.

Councillors with special responsibility:

Open spaces, bus shelters and benches annual review	Cllr P Bolton
Roads and transport, travel, school liaison, footways	Cllr J Towers
Drainage and sea defence	Cllr C Archer
Public Rights of way, play areas	Suggest Cllr M Hickman for play area and Cllr M Savory for Public Rights of Way ?
Finance and accounts	?
Staffing and HR issues	?
Editor of Parish Council newsletter	Cllr P MacDougall
Assets and insurance	Cllr B Garrett
Trees	Cllr S Bramwell Smith
Parish Emergency Plan	?
Climate Change	Cllrs B Garrett and J Towers

Representation on outside bodies

CDC All Parishes Meeting – dependent upon topic / up to 3 councillors may attend

CDALC – Chichester District Association of Local Councils – Cllr S Johnson

CDC Bournes Forum – Cllr P MacDougall / dependent upon topic / up to 2 councillors may attend

Friends of Maybush Copse Committee – Cllr P MacDougall

Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

May 2022

Draft notes of the Advisory Group to the Planning Committee meeting held on Thursday 21 April 2022 at 7:30pm

Present: Cllr S Bramwell Smith Cllr R Gowlett
Cllr M Savory Cllr J Towers (Chair)

In attendance: Clerk & RFO

Also in attendance: District Cllrs A Moss and D Rodgers

Members of public: Mr and Mrs Green, Mrs C Hawkins

Meeting opened at 7:30pm

- AGP 112-22 **Apologies for absence**
Apologies from Cllrs Garrett and Johnson. District Cllr Plant had also given apologies.
- AGP 113-22 **Declarations of Disclosable Pecuniary Interests**
None.
- AGP 114-22 **Notes of the last meeting**
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:
That, subject to the above amendment, the notes of the last meeting held on 17 March 2022 be agreed as a correct record and be signed by the Clerk noting the minute number.
- AGP 115-22 **Public Open Forum**
Mrs Green spoke about a proposed 20mph speed limit on Priors Leaze Lane and Hambrook Hill South. She readout a proposed notice to residents which she suggested be placed in the Post Office. The Chair agreed with this proposal as residents' support was required to put this speed limit forward to West Sussex County Council as a TRO. Mrs Green advised that the two ends of Priors Leaze Lane were 30mph and the middle section was 50mph and she hoped that a 20mph limit could be introduced for the entire road. Mrs Green advised that she include the Parish Council's website at the bottom of the flyer.
- AGP 116-22 **Planning Applications**
- AGP 116-22.1 CH/22/00473/DOM
Mr And Mrs Hawkins Swallowfield Drift Lane Bosham Chichester
Open sided two bay car port built from timber with supporting posts concreted into existing gravel drive. Timber shiplap low pitch hip roof.
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:
That the committee had no objection to this planning application.
- AGP 116-22.2 CH/22/00735/DOM
Mr P Dessent Iolanthe Chidham Lane Chidham
Proposed extension to existing dropped kerb
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:
That the committee had no objection to this planning application.
- AGP 116-22.3 CH/22/00674/PA1A
Mr Steve Parker 10 Shepherds Close Hambrook Chidham PO18 8FD
Garage conversion and single storey extension to the rear (a) rear extension 4.4m (b) maximum height 2.8m (c) height of eaves 2.5m.
Members of the committee had visited a neighbour who was not aware of the planning application and had concerns that excessive parking on Shepherds Close would not allow for emergency vehicles to pass. The Chair advised that issues of neighbourliness, noise, and parking were not planning matters for comment. The application was considered a reasonable extension.
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the committee had no objection to this planning application.
The Parish Council would like to see planning application notices posted nearer to the houses that are directly affected by the application.

AGP 116-22.4 CH22/00748/DOM

David and Liz Roberts Bay Tree House Broad Road Hambrook PO18 8RG

Erection of a 4m timber boundary fence on the western boundary

The fence was considered excessively high and unneighbourly. In high winds a fence of this height could be a health and safety risk. On the boundary line there are a line of trees and it is not clear how the fence will be erected without removing trees.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the committee objects to this planning application based on the excessive height of the fence and health and safety issues in high winds. It is also not clear whether trees would be required to be removed from the boundary line in erecting the fence.

AGP 116-22.5 CH/22/00026/FUL

Hawthorne Meadow Broad Road Hambrook PO18 8RG

Installation of circular footpath and picnic area with benches on Hawthorne Meadow

The committee discussed the comments on the application to date, namely from the Environmental Officer and WSCC Highways. Emails had also been received from residents of the Hawthorne Gardens development.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the committee supports this planning application.

The Parish Council responds to WSCC Highways queries as follows:

- Planning application CH/22/00468/FUL for access from Broad Road to the meadow is in the process of validation.
- Vehicular access mentioned in the Design Statement relates to the adjoining Pynham meadow.

The requirement for ecological and habitat surveys was acknowledged.

The committee discussed an email communication from Mr D Dowden, a resident of Hawthorne Gardens. The low fence had been erected by the developer and its position was considered to be on the boundary between the development and the meadow. However, this would be inspected. If residents of Hawthorne Gardens wished to replace this fencing with some other kind of fencing, then they would need to approach their managing agent. Regular updates on the development in Hawthorne and Pynham meadows are placed on the Council's website and on the Council's Facebook page for residents to read. The access from Broad Road onto the meadow, which is currently being validated as a planning application, once completed, would resolve the concern that residents of the development have about local people accessing the meadow through the development.

AGP 116-22.6 CH/22/00824/FUL

Mr A Jones Orchard Farm Drift Lane Chidham West Sussex

Erection of single storey detached garage

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the committee requests a condition be included that the garage should not be permitted to be used as a separate dwelling or holiday let in the future.

AGP 116-22.7 CH/22/00993/FUL

Mr A Jones Orchard Farm Drift Lane Chidham West Sussex

Erection of detached dwelling. Alternative scheme to that approved under application 20/00164/OUT - Variation of Condition 13 of planning permission CH/21/03139/FUL -

To allow for an alternative nitrates mitigation method to that approved. Condition to be removed and replaced with a section 106 agreement to secure the obligation.

Cllr Moss advised that the nitrate neutrality policy had been amended and every planning application required to be reviewed. Where offsetting was stated, this was required to drain into the same area.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

- That the committee had no comment to make.
- AGP 116-22.8 CH/22/01002/HDG
Land West Of Beaufort, Broad Road, Hambrook, Chidham, Chichester, West Sussex, PO18 8RG
Removal of a 2 metre length of hedging (2 no. trees) to the west of the hedge between Hawthorn and Pynham Meadows adjacent to footpath.
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:
That the committee supports this planning application and advises that any removal of hedging would not be carried out during bird nesting season.
- AGP 117-22 **Planning Decisions**
- AGP 117-22.1 CH/22/00107/LBC
Jess Liney Christmas Cottage Main Road Chidham Chichester West Sussex PO18 8TP Removal of redundant chimney stack.
REFUSE
- AGP 117-22.2 CH/20/01854/OUT
Grand Holdings Chas Wood Nurseries Main Road Bosham PO18 8PN Outline permission for 26 no. dwellings with access, public open space, community orchard and other associated works (with all matters reserved except for access).
REFUSE
- AGP 118-22 **Planning Appeals**
- AGP 118-22.1 20/03378/OUT Land At Flat Farm Hambrook West Sussex PO18 8FT
IN PROGRESS Outline Planning Permission With Some Matters Reserved (Access) - Erection of 30 dwellings comprising 21 market and 9 affordable homes, access and associated works including the provision of swales.
Case Officer: Andrew Robbins
Postponed
- AGP 119-22 **Planning Enforcement**
No updates had been received on enforcement matters.
The Chair raised the enforcement matter of the triangular piece of land at the junction between Broad Road and Priors Leaze Lane. **Action:** District Cllr Moss will follow this up.
- AGP 120-22 **Chair's Report**
The Chair advised that two appeals had recently been received on the Pallant Homes applications – the site north of A259 and Land west of Broad Road. It was agreed that a meeting be convened to discuss the appeals and to finalise the responses to the Inspector by 20 May 2022. The appeals would be run together and would start on 22 August for 8 days. The Parish Residents group would be circulating information by email to residents to make sure everyone is aware of the appeals and the route to making a comment. District Cllr Moss suggested that the committee speak to the CDC Planning Officer and he would follow up on the query regarding whether CDC would be employing a barrister for these appeals. **Action:** District Cllr Moss.
The Chair advised all to read the Statement of Common Ground and the Appellant's case. It appeared that the developer was going to challenge the 5-yr housing supply. District Cllr Moss advised that in a recent appeal the Inspector was satisfied that the district had a 5-yr housing supply and this would strengthen our position. He also stated that the arguments for these sites would have been stronger had the Conservancy put in their comments in time.
- AGP 121-22 **Any Other Business**
None.
- AGP 122-22 **Date of Next Meeting**
The date of the next Advisory Group to the Planning Committee meeting is 19 May 2022.

The meeting closed at 20:37pm
Signed by:

Signed: Chairman

Date:

DRAFT Minutes of the *ADVISORY GROUP* to the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 28 April 2022 at 7:30 pm

Present: Cllr B Garrett Cllr P Bolton (Chair)
Cllr S Johnson Cllr P MacDougall

Also present: Clerk and RFO: Bambi Jones

- AGFC 18-22 **Apologies for absence**
There were no apologies. The Clerk advised that the Chair would be a bit late. In the absence of the Chair, Cllr B Garrett was voted in as Chair.
- AGFC 19-22 **Declarations of Disclosable Pecuniary Interest**
No interests were declared.
Cllr MacDougall joined the meeting.
- AGFC 20-22 **Minutes**
Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021: That the minutes of the meeting held on 9 December 2021 be agreed as a correct record of the meeting and signed by the Clerk noting this minute number.
- AGFC 21-22 **Public Open Forum**
No members of public were present.
- AGFC 22-22 **Management Accounts and year End Position**
The Clerk had circulated several reports giving details of the financial position at year end 31 March 2022 (the Summary Receipts and Payments report, Detailed Receipts and Payments report, Trial Balance report and Earmarked Reserves Report) and she went through each report with members.
The Group noted the 2021-22 Accounts to 31 March 2022 and agreed that the 2021-22 Accounts be submitted to the Council's Internal Auditor R S Hall & Co. for review. For the 2022-23 financial year the Council's internal auditor would be changed as good practice suggests. The Clerk will get quotes for consideration at the meeting in December 2022. **Action: Clerk to get quotes for internal audit work.**
- AGFC 23-22 **Review Financial Regulations**
No changes were suggested to the Reserves Policy.
No changes were suggested to the Council's Financial Regulations, which were considered still fit for purpose.
- AGFC 24-22 **Review the Asset Register**
The Clerk took the Group through the revised Asset Register. The Council's asset value had increased from £102,255 last year to £108,722. There had been no disposals in 2021-22; assets acquired during the year amounted to £6,467.
- AGFC 25-22 **Review of Insurance Policy**
The Council has a 3-year long term agreement with Came & Company (now known as Gallagher UK) until 31 May 2022. Three quotes had been sought by the Clerk based on the revised Asset Register above.
Members commented on the range of quotes received and wanted to be assured that they were based on the same level of cover.
Cllr Garret had checked whether the Council was insured for vandalism. We are covered under the existing scheme for property damage with an excess of £250. He had some general questions which he would take up with the insurers and respond to this Group and the Clerk in due course. **Action: Cllr Garrett**

- AGFC 26-22 **Risk Management Policy and Register**
Cllr Garrett made some suggested amendments to the Risk Management Policy which were noted by the Clerk.
It was agreed that Cllr Garrett would hold an informal remote meeting with the members of this Group to go through the Risk Register to ensure it included new risks relating to the development of the open spaces and knowledge-based risks.
Action: Cllr Garrett
- AGFC 27-22 **Local Government Pay Scales**
The 2021-22 national salary award had been resolved in late March 2022 with pay scale increases approved providing a 1.75% rise for the Clerk. The Clerk was paid an increase on Scale Point 25 which was backdated to 1 April 2021.
In line with a letter of Variation to Contract dated 2 July 2021 the Clerk has moved up one scale point to Scale Point 26 (£16.10 per hour) from 1 April 2022.
- AGFC 28-22 **Any other business**
There was no other business.
- AGFC 29-22 **Date of Next Meeting**
The next scheduled meeting is on 28 July 2022.

The meeting closed at 8:10pm

Signed: (Chairman)

(Date)



Process of co-opting Parish Councillors

CHANGE 4/1, 4/2, 4/3, 4/4 TO 4(a), 4(b), 4(c), 4(d)

Introduction

If no request for a by-election is received by Chichester District Council by the date advertised on the Notice of Vacancy, the Parish Council will be informed that it may co-opt to the vacancy. Co-option is the process by which the Parish Council selects a new Councillor and it is done as an agenda item within a monthly Parish Council meeting.

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

Procedure

1. Chidham and Hambrook Parish Council invites interested candidates to write to the Clerk by a specified date. **DELETE If there is only one applicant for one vacancy, the applicant is automatically co-opted to the Parish Council. If there is more than one candidate, T**he letters received are circulated to Councillors ahead of the meeting at which a Parish Councillor is to be co-opted.
2. At the Parish Council meeting candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allocated a maximum of three minutes.
3. The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate.
4. **There are three ways t**~~The consideration of voting can be undertaken will follow the following process:~~
 - 1.1 ~~In a closed session of the Parish Council without the public present, members consider the candidates and, following a discussion, the public are invited back into the meeting before the voting takes place. The Parish Council needs to vote to go into 'private business' and vote again to re-enter 'public business'.~~
 - 1.2 ~~Taking a secret ballot during the public session.~~
 - 1.3 ~~Voting publicly in the public session.~~
 - 1 The Parish Council will hold a closed session without the public present. The Parish Council will vote to go into 'private business'.
 - 2 Each candidate will be **considered/interviewed** in turn, with the other candidates (if any) waiting outside the meeting room.
 - 3 Councillors will vote by secret ballot on the candidates, with the candidates waiting outside the meeting room.
 - ~~The successful candidate(s) will be invited into the meeting room and asked to confirm their willingness to be a parish councillor.~~
- 4
5. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled. One candidate needs to receive an absolute majority of votes.
6. Voting will be in accordance with Standing Orders 'Voting on Appointments' as follows:

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Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the Council. **USE FIRST PAST THE POST VOTING**

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7. The successful candidate is then declared co-opted to the Parish Council and will be requested to sign a Declaration of Acceptance of Office and invited to join the meeting. The successful candidate is a councillor in their own right and is no different to any other member. Co-option is a legitimate form of election as part of the election process.

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June 2020

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CHIDHAM & HAMBROOK PARISH COUNCIL
TEMPORARY SCHEME OF DELEGATION 2021

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

This Scheme of Delegation is a temporary measure to facilitate effective decision making whilst the Covid-19 restrictions are in place. It allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law. In an emergency the Proper Officer is empowered to carry out any function of the Council. Where the Clerk is contemplating any action under delegated powers, she should consult with an Advisory Group at least 3 Members, ensuring any appropriate legal, financial, and other specialist advice is obtained if required before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least 3 councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted a minimum of two Members, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the Member who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board his views.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board his views.

Planning Matters:

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of three Members who are currently members of the Planning Committee.
7. The Planning Committee delegate authority to the Clerk to request any application be referred to Chichester District Council's Planning Committee for decision.

Delegation Limitations, Record keeping & Reporting:

8. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
9. All decisions will be reported at the next available Full Council Meeting.
10. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Approved by the Parish Council on 27 May 2021 - Minute 22-021.3

Extension approved by the Parish Council on 28 October 2021 – Minute 22-027.1

Extension approved by the Parish Council on xx

Date for review: May 2023

Chidham and Hambrook PC

PARISH DITCH WARDEN'S REPORT TO PC

May 2022

Parish Surface Water Drainage Overview

The surface water drainage system of the parish performs a vital role in minimising the risk of flooding, protecting us and our homes, resulting in a lower risk from sudden household insurance rises, and preserving the capital value of our land and homes. It is a system that we all use, and all benefit from.

It is complicated, sometimes difficult to define, owned by many different people and bodies, and needs to be constantly maintained and modified as our dependancy on it changes, through changing land use and climate change.

Over the past 25 years the Parish Council has progressively taken on a more active role of management of the system as it only works properly as a system and not as a series of individual assets. This has been funded in the past by levies on private landowners, by funds from the Parish Council, and from outside funding and with technical help via the County Council and Operation Watershed.

The post of Ditch warden

The post of Parish Ditch Warden is based on the historical post of a Lengthsman, who was appointed by a parish to undertake small maintenance jobs, usually to do with verges, keeping ditches running, and the care of public areas.

In the case of Chidham & Hambrook Parish Council, it was the District-wide flooding of 1994 that made the Council aware that it had a collective role to play in the maintenance of our main (arterial) ditches in the parish.

During the subsequent years, the Parish Council undertook many drainage projects and it became clear that we needed someone to oversee these works on a regular and frequent basis and to report back to the Council as needed. This role was then extended to someone who could also walk Parish ditches on a regular basis, to observe any issues, to come forward with potential improvement projects, and to undertake small maintenance jobs. On the community side, we needed someone who knew the relevant landowners, and had good links with local contractors, so that everyone in the community felt involved and connected.

I am a former Parish Councillor and I took on the ditch maintenance and improvement job after I left the Council, on a voluntary basis, but after 5 years I felt that the role should be formally recognised and rewarded by the award of a small annual allowance. At the present time, I am paid £500 per year. The main times of work are at the start of the winter, after the

ditches and verges have been trimmed. This requires the clearing of areas near to pipe entrances and exits, using a strimmer and fork. Over the winter, particularly during or after heavy periods of rain, I will check all the problem areas also. The community also feel they can call me anytime to discuss an issue, which may be historical, or to do with flooding, or sewage issues from privately owned sewage treatment plants

I keep the Parish Council updated as necessary and liaise with Cllr Cliff Archer, Drainage & Sea Defence Councillor. The role seems to work very well, keeping the profile of drainage issues raised, keeping discussions about issues and ideas for improvements going and encouraging householders to clear small problem areas on their own.

<https://en.wikipedia.org/wiki/Lengthsman>

Robin Yeld
Parish Ditch Warden

Advisory Group to Parish Council – 5 May 2022

Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Groundwork UK	£2,949.45	CHPC	Refund of unused NPSG grant 2021-22
2	Cllr R Gowlett	£7.99		Padlock and keys for playground AmazonEU
3	NALC	£51.71	3427424159	Fighting Climate Change event – J Towers
4	Bambi Jones	£304.65	Expenses	Zoom subscription 22—23; office supplies
5	MCJ Installations	£48.00	1012	Replacement glass for phone box
6				

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£1.33	11 Apr 22	Interest Deposit A/c
2	Evolve Pensions	£76.51	14 Apr 22	Pension March 22

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

1	HMRC	£4,273.88	19 Apr 22	VAT reclaim 2021-22
2	CDC	£25,746.00	8 Apr 22	1 st precept payment
3	CDC	£5,323.91	19 Apr 22	CIL payment

To confirm/ratify any payments made following email agreement.

1	Signature Landscapes	£5,495.00	12 Apr 22	Agreed by email – payment to contractor re development Pynham Meadow
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