**Draft minutes of the meeting of Chidham and Hambrook Parish Council**

**held remotely on Thursday 4 February 2021 at 7:30pm**

**Present** Cllr C Archer Cllr P Bolton

Cllr S Bramwell Smith Cllr R Gowlett

Cllr G Hyde Cllr P MacDougall (Chair)

Cllr J Sheppard Cllr J Towers (Vice-Chair)

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| **In attendance** | District Cllrs A Moss, P Plant and D Rodgers |
| **Members of the**  **public** | Mr K Seddon, Mrs S James |

*Meeting commenced at 7:30pm*

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| 120-21 | **Apologies for absence**  Apologies had been received from Cllrs B Garrett and R Perri and from County Cllr M Magill. |
| 121-21 | **Declaration of interests**  No declarations were made. |
| 122-21 | **Minutes**  Amendment suggested:  Minute 119-21 last para – ‘…advised that the new Priest-in-Charge ~~Vicar~~ Fr. Andrew Birks….  **Resolved:** That the minutes of the Parish Council meeting held on 4 January 2021 be agreed as an accurate record subject to the above amendment and that the minutes of the Extraordinary Parish Council meeting held on 26 January 2021 be agreed as an accurate record and that both sets of minutes be signed by the Clerk noting this minute number. |
| 123-21 | **Matters Arising from the Minutes**  The following issues were raised in relation to Minute 112-21:  Minute 102-20.2 - NHB funding for trees – Cllr Archer had placed an article in the Chidham Parish news. Cllr Archer had been in touch with the CDC Officer regarding the subsidised tree scheme and with Cllr Bolton in respect of trees for the meadows.  Minute 102-20.5 Cllr Archer had pursued this with PCSO Reed who has made a note in his diary to investigate this on Christmas Day 2021 should it happen again. Suggested that a report come to the next meeting. **Action: Clerk to add to agenda and Cllr Archer to prepare report.**  Minute 103-20.1 Cllr Archer advised that one of the Council’s Tree Wardens had been in touch with Henry Whitby, CDC Tree Officer regarding the trees near the public footpath at Grey Thatch. As the planning application had been withdrawn it had been suggested that the Council wait until another application is made.  Minute 116-20.4 Cllr Barrett had been in touch with the Clerk regarding this. No further action was required. |
| 124-21 | **Public Open Forum** |
|  | Mrs S James asked the following questions. A full response will be provided following the meeting.   1. Referring to the minutes of the last meeting of the Neighbourhood Plan Steering Group at Minute 146-20, does the Parish Council have an agreed policy regarding ‘without prejudice’ meetings with developers?   Post Meeting Answer:  It has long been the practice of PCs to meet with developers. Indeed, the government requests that both developers and Parish Councils should look to meet and discuss planned developments. The Parish Council has a Policy on Engaging in Early Discussions on Development Projects which is on the Council’s website under Planning & Development. The Neighbourhood Plan Steering Group has met with developers as part of its review of the sites put forward.  Now that planning applications are being submitted, the Planning Committee is carrying out informal meetings with developers where possible as part of its consideration of these applications. The term ‘informal’ is to underline the meeting to be one 'without prejudice' as we too did not wish any comments made to be subsequently used to our disadvantage as a parish. This is reflected in the above policy at paragraph 4.   1. Referring to Minute 150-21 in the NPSG meeting held on 4 February 2021, I am unable to locate Site 27 on the list of sites.   Post Meeting Answer: It is on the 2020 HELAA, not the 2018 HELAA.   1. Has there been any response regarding the dangerous footpath to the south?   Post Meeting Answer: Cllr J Towers agreed to follow this up.   1. What is the process for getting an agenda item onto the Parish Council agenda?   Post Meeting Answer: The way to raise an agenda item is through a Parish Councillor or through the Clerk. If sent to the Clerk she would normally clear this with the Chairman. In line with legislation the agenda needs to be despatched to Councillors three clear days before the meeting. Therefore, as our Parish Council meetings are on a Thursday evening, the agenda is sent out the previous Friday. The agenda is normally put onto the website at the same time.  Cllr S Bramwell Smith joined the meeting. |
| 125-21 | **Receive Reports** |
| 125-21.1 | Parish Council Chair  The Chair had nothing to report. |
| 125-21.2 | District Councillors  A report had been circulated and was noted.  District Cllr Moss advised that the three Harbour Villages councillors had met with Officers the day before and he would be preparing a report to the Parish Council.  It had been agreed by CDC Cabinet to collect textiles as part of recycling initiatives and items under the WEE definition.  A holding response had been received to CDC’s letter to OFWAT re Southern Water. A full response was awaited. |
| 125-21.3 | County Councillor  The report circulated by Cllr M Magill was noted. |
| 125-21.4 | Clerk & RFO – report *circulated*  The report was noted. **Action: Clerk to remove Cllr C Archer’s name as Lead Councillor on the Land Acquisition issue.** |
| 126-21 | **Committee Minutes & Reports** |
| 126-21.1 | Public meeting 26 February 2021  This was noted. |
| 126-21.2 | Planning Committee  The minutes of the meeting held on 21 January 2021 were noted.  **Resolved:** That the Planning Committee sets up an initial group to record the Council’s objections to these applications having listened to the views of residents at the aforementioned Public Meeting.  The Chair, Cllr R Gowlett advised that the Planning Committee would meet informally before the next formal meeting on 18 February to discuss the responses to the Pallant Homes applications. The date for objections to be received was Friday 26 February. It was suggested that certain knowledgeable residents be involved in that meeting.  The Clerk confirmed that, in respect of Minute 080-21, she had written to the landowner of the Land North of Good View, to request that the ditch be cleared. |
| 126-21.3 | Neighbourhood Plan Steering Group  The minutes of the minutes of meetings held on 11 January 2021 were noted.  Minute 148-21 first sentence – should read ‘….have support from Harbour Villages ~~application~~ *councillors*’. **Action: Cllr MacDougall will draw attention to that point at the NPSG meeting.** |
| 126-21.4 | **Public Open Spaces Advisory Committee (POSAC)**  The minutes of the meeting held on 19 January 2021 were noted. A report had been circulated by Cllr Bolton with a budget for developing Hawthorne Meadow and comments were made as follows:  - Cllr Bramwell Smith is due to meet with the pathway contractor in due course to receive costings.  - Cllr Archer advised that one of the Council’s Tree Wardens had been in contact with Cllr Bolton and had proposed that the smaller oak tree be removed and disposed of but leave the 4 inch diameter tree as it was worth preserving, although this was on the edge of the footpath.  - The connection between the meadows through the hedge was considered essential and it was suggested that the planning application be firmly worded to this effect.  - The grounds maintenance contract with Andrews will need to be reviewed as the layout of Hawthorne Meadow will necessitate different cutting regimes.  **Resolved:** That the total budget cost of £27,312.50 be approved for the development of Hawthorne Meadow and that the various projects now be progressed. |
| 126-21.5 | Bournes Forum update  Cllr MacDougall had attended a recent meeting of Bournes Forum and reported back on Chemroute and the three Pallant Homes applications. Cllr Towers advised that she had attended a Southbourne Parish Council meeting regarding the Pottery Field application. |
| 126-21.6 | Broad Road Cycle Path and Chidham Lane Footways  A report had been circulated by Cllr Towers which was noted.  At the present time only funding for Phase 1 was available, which would take the path down Broad Road to the railway crossing only. Phase 2 would continue to meet Broad Road but this route was only 60% LTN 20 compliant. It was agreed to put the project on hold until there was more certainly about funding and the outcome of the Flat Farm Planning Application.  Cllr Archer advised that decisions on the tree planting scheme may be needed which would assume the cycle path does not go ahead. Funding had been allocated on the priority of Safer Routes to School. |
| 126-21.7 | Lost Rights of Way  The report from Mr K Seddon, circulated by email, was noted.  **Resolved:**   1. That the Council accept the proposals in Mr Seddon’s report to gather evidence and submit those sites deemed ‘lost rights of way’ to the appropriate authority by the deadline of end November 2021. 2. That Cllrs J Sheppard and Bramwell Smith and/or Garrett work with Mr Seddon on this project. |
| 126-21.8 | Update on West Sussex Association of Local Councils (WSALC)  Cllr J Sheppard had circulated her report, which was noted.  The WSALC AGM was taking place on 25 February 2021 and Cllr J Sheppard had agreed to attend. The WSALC Value for Money report was published the week before and had been circulated to members. The Clerk and Councillors spoke about the Council’s membership of other organisations such as NALC, SSALC and SLCC and the range of services provided. Comments were made as follows:  - if WSALC survives then it was considered useful to remain a member  - an alternative costing model where the Council pays a basic subscription for membership and support services and then pays the real cost of training.  **Resolved:** That proposals are circulated to Councillors for a response and feedback so that Cllr Sheppard has a mandate from the Council to vote at the AGM on 25 February 2021. **Action: Clerk to circulate** |
| 126-21.9 | Business Plan  Cllr P MacDougall as Chair deferred this to the next meeting. |
| 126-21.10 | Parish Council newsletter  This had been referred to the Parish Council by Minute 070-20 of the Planning Committee when discussing means of communicating planning applications to residents.  The Chair advised that there had been no newsletter for some time due to the Covid-19 situation and that the circulation of newsletters would resume once lockdown was over. They were usually produced prior to the Annual Parish Meeting in May each year and then six months later in November. |
| 127-21 | **Finance and Governance** |
| 127-21.1 | The Schedule of Payments had been circulated.  **Resolved:** That the payment of invoices to 4 February 2021 be approved. |
| 127-21.2 | The Direct Debit/Standing Order payments made were noted. |
| 127-21-3 | The receipt of credits paid to the Council’s bank accounts were noted. |
| 127-21.4 | **Payroll Services Provider**  The report from the Clerk & RFO was noted.  **Resolved:** That the appointment of Rachel Hall as the Council’s payroll provider, be approved from 1 April 2021 at the cost of £100 per annum for one employee. |
| 128-21 | **Meeting Dates**  Neighbourhood Plan Steering Group – Monday 8 February 2021 7:30pm  CDC All Parishes Meeting – Monday 8 February 2021 6:00pm JS and Clerk to attend  POSAC – Tuesday 16 February 2021 7:30pm  Planning Committee – Thursday 18 February 2021 7:30pm  Parish Council – Thursday 4 March 2021 7:30pm |
| 129-21 | **Items for the next meeting**  - Business Plan (Cllr P MacDougall)  - WSALC report back (Cllr J Sheppard)  - Paddleboards on Catchpond (Cllr C Archer) |
| 130-21 | **Any Other Business**  Cllr Gowlett advised that batteries had been changed on the Speed Indicator Devices and they had been reinstalled.  Cllr Bramwell Smith had had a response from the PCSO when she contacted him on a local matter recently.  Cllr Towers advised that it would be helpful if all councillors submitted their comments on major planning applications to CDC in their own right. |

The meeting closed at 21:28.

Signed by: Date:

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CHAIRMAN

**Chidham & Hambrook Parish Council – 7 February 2021**

**Schedule of Payments**

08.1 To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Ladywell Accountancy Services | £90.00 | CHID001 | PAYE Year 2020-21 |
| 2 | Climate Project Services Ltd | £242.26 | 370 | Services re Neighbourhood Plan Steering Group (EMR NP) |
| 3 | Clerk & RFO | £48.00 |  | Zoom one month subscription Large Meeting capacity |
| 4 | Andrews | £50.00 | CHPCJAN21 | Playground risk assessments |
| 5 | Sussex Wildlife Trust | £120.00 | BR53720 | Biodiversity data (NP request) |

8.2 To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | SuperTrust | £101.42 | 13 Jan 2021 | Month 9 pension |

8.3 To note receipt of the following credits to the Council’s bank account:

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| 1 | Lloyds Bank | £1.29 | 11 Jan 2021 | Interest Dec 2020 (1090 Bank Interest Received) |  |