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

**held remotely on Thursday 7 January 2021 at 7:30pm**

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| **Present** | Cllr C Archer | Cllr P Bolton |
|  | Cllr S Bramwell Smith | Cllr B Garrett |
|  | Cllr R Gowlett | Cllr G Hyde |
|  | Cllr P MacDougall | Cllr R Perri |
|  | Cllr J Sheppard | Cllr J Towers (Vice-Chair) |
|  |  |  |
| **In attendance** | District Cllrs A Moss, P Plant and D Rodgers and County Cllr M Magill | |
| **Members of the**  **public** | Mr P White – Smith Simmons & Partners, Mrs S James, Mrs D Archer | |

*Meeting commenced at 7:30pm*

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| 109-21 | **Apologies for absence**  There were no apologies for absence.  The Chair advised that Cllr P Bolton should continue as Chair on POSAC at the next meeting if he was not present.  It was noted that meetings would continue to start at 7.30pm. |
| 110-21 | **Declaration of interests**  No declarations were made. |
| 111-21 | **Minutes**  Amendment suggested – ‘Currently the WSCC scheme and this scheme were not, and did not need to be, ~~not~~ coordinated.’  **Resolved:** That the minutes of the Parish Council meeting held on 3 December 2020 be agreed as an accurate record and signed by the Clerk noting this minute number. |
| 112-21 | **Matters Arising from the Minutes**  The following issues were raised:  Minute 100-20 in relation to minute 092-20.6 NHB funding for trees – Cllr Archer reported that since the last meeting there had been a few further responses.  Minute 101-20.1 This request had been passed to County Cllr M Magill.  Minute 102-20.2 – District Cllr David Rodgers would respond on business start-ups.  Minute 102-20.2 Subsidised tree scheme for PC – Cllr Archer had made contact with the CDC Officers.  Minute 102-20.4 Acquisition of Pynham Meadow – The Clerk gave an update on her progress. Cllr Archer suggested that Cllr P Bolton contact him for the background on contact with the mortgagee, Gallantgreen.  Minute 102-20.5 PCSO report – Cllr Archer had been in contact PCSO Baylee Reed in connection with local issues, one of which was a paddle boarder being towed by a car on the Catchpond.  Minute 103-20.1 Planning Committee minute 54-20.4 Cllr Archer will chase answers from Tree Officer H Whitby regarding the trees in the property bordering the public footpath.  Minute 103-20.4 – Cllr Bolton had been unable to find a finger post in Priors Leaze Lane.  Minute 100-20 relating to minute 096-20 Reports to Love West Sussex relating to complaints about overgrown hedges had been resolved. Cllr Garrett had carried out strimming at St Wilfrid’s. |
| 113-21 | **Public Open Forum** |
| 113-21.1 | Mrs James had submitted a number of questions relating to whether the Council had a Business Strategy, how this would feed into the Neighbourhood Plan and whether the Council would consider setting up an entrepreneurial group.  Ms James suggested that to save time at the meeting the answers could be emailed to  her.  Mrs James stated that the Council was considering payment of an invoice related to consultant’s charges for client meeting and review of site selection and requested confirmation that site selection was indeed under way and how much this work would cost. Cllr J Towers advised that she had answered Mrs James’ recent questions and that site selection review was under way.  The Chair advised that if it was possible to answer public questions at a Council meeting then this would take place. If not, then the member of public would receive a written response within 14 days. |
| 114-21 | **Receive Reports** |
| 114-21.1 | Parish Council Chair  Cllr J Towers, Vice Chair, gave the Chair’s report. She welcomed back the Chair following his recent illness.  She advised that she had made several Love West Sussex reports and did not have a suitable responses. **Action: Cllr M Magill to take this up**  The Council had had a request from the Convenor of the Sussex Don’t Lose Your Way Group to consider the parish’s Rights of Way and to report any that don’t appear on the the map of that organisation in order that these be recorded. **Action: A response will be coordinated by Cllr J Sheppard to be submitted by the end of January.**  The inadequate situation with regard to nitrate neutral mitigation was raised. Mr A Kerry Bedell had done a lot of research on this and on waste water capacity. A proposal was made that the Council write to local Parish Councils, who are equally concerned, to request them to put their names to a joint letter to be sent to CDC to request that they consult with all parish councils when developing a strategy. The proposed letter had been circulated to all prior to the meeting.  **Resolved:** That the Council write to all local Parish Councils seeking support to send a joint letter to Chichester District Council regarding nitrate neutrality mitigation.  It was noted that a response had been received from Gillian Keegan MP to the Chair’s letter to her of 20 October 2020 regarding the Local Plan and related matters. |
| 114-21.2 | District Councillors  A report had been circulated and was noted.  Matters relating to Covid-19 vaccinations, how to recognise scams, and hidden planning applications was discussed. |
| 114-21.3 | County Councillor  A report had been circulated and was noted.  Cllr M Magill was talking to WSCC Highways about the divot in Chidham Lane. He would also chat with the PCSO regarding communication.  The Broad Road cycle scheme had S106 funding of £200,000. The design phase could be implemented at a cost of £100,000 and the scheme would cost £1m. No further funding was available. [Post meeting note: Funding of £500,000 had been found by Highways that had previously been set aside for this scheme giving a total of £700,000.]  A design consultation for Chemroute had been appointed. There was now a period of 3-6 months for design, 3-6 months for further detailed design and funding process etc.  Cllr Magill had sought a meeting with the relevant traffic officer at WSCC as he was concerned with the piecemeal consideration of highways and traffic issues on Broad Road.  The Chair raised a recent issue with some local residential care homes and the quality standard of care. |
| 114-21.4 | Clerk & RFO  No updates since the last meeting. |
| 115-21 | **Committee Minutes & Reports** |
| 115-21.1 | Planning Committee  The minutes of the meeting held on 17 December 2020 were noted. |
| 115-21.2 | **Neighbourhood Plan Steering Group**  The minutes of the minutes of meetings held on 9 November and 7 December 2020 were noted. |
| 115-21.3 | **Finance Committee**  The Clerk advised that the Council would have roughly £74,000 in its General Reserves fund at year end. Taking into account the sum set aside for emergencies of £24,062, there was roughly £50,000 which would need to be considered for allocation to strategic projects.  The following amendments were suggested to the 2021-22 Budget:  - 4520 Playground Equipment – reduce this from £6,675 to £4,000  - Add new Capital Expenditure budget of £2,675 for Parish Signs  The minutes of the meeting held on 15 December 2020 were noted.  **RESOLVED:**   * 1. That the proposed budget of £49,075 for the forthcoming financial year 2021-2022 be approved taking into account the above amendments.   2. That a precept of £49,015 be approved, representing an increase of 1.85% in precept and a Band D charge per property of £49.44. There is no increase in the Band D charge in cash terms since the previous year.   3. That the general reserves figure at year end be allocated to future Council projects which achieve the Council’s strategic objectives within its Business Plan.   4. That the revised Grants Policy be approved. |
| 115-21.4 | **Public Open Spaces Advisory Committee (POSAC)**  The minutes of the meeting held on 10 December 2020 were noted. |
| 115-21.5 | **Signs in the Parish – Site Meeting**  Cllr C Archer had circulated a report and also an email from Mr M Dare, Assistant Highways Manager WSCC, giving suggestions following his meeting with Cllr Archer, had also been circulated. Locations had been agreed with Mr Dare. The report was noted. **Action: Cllr Archer would progress the matter in conjunction with Mr Dare**  **and the Clerk.** |
| 115-21.6 | **Parking on Broad Road**  An email response from Mr M Dare, Assistant Highways Manager WSCC, giving suggestions following his meeting with Cllr S Bramwell Smith, had been circulated.  Parking parallel to the road on its west side opposite Broadmeadow had been favoured which would allow 3 separate laybys with no parking in between. The layby on the east side of the road could also be improved but this was dependent upon the proposals of the cycle scheme on the east of Broad Road.  The issue of carrying out a traffic count in the north of Hambrook was raised. **Action: County Cllr M Magill will look into WSCC carrying out a traffic review** |
| 115-21.7 | **Parish Emergency Plan**  **Resolved:** That Cllr Hyde take on the role of Co-ordinator of the Parish Emergency Plan in the event of an emergency and Cllr R Gowlett take on the role of Deputy Co-ordinator.  The Clerk would now publish the Parish Emergency Plan on the Council’s website and forward a copy of the plan to CDC’s Emergency Coordinator for information. **Action: Clerk** |
| 116-21 | **Finance and Governance** |
| 116-20.1 | The Schedule of Payments had been circulated. The Clerk requested that a further invoice from Andrews Ground Maintenance for the sum of £155 be added to this list for approval.  **Resolved:** That the payment of invoices to 6 January 2021 be approved for payment. |
| 116-20.2 | The Direct Debit/Standing Order payments made were noted. |
| 116-20.3 | The receipt of credits paid to the Council’s bank accounts were noted. |
| 116-20.4 | **The Council’s Pension Scheme**  It was noted that the Council’s pension scheme, SuperTrust Master Trust, had ceased trading on 31 December 2020 and that all their clients had been transferred to The Crystal Trust (Crystal), administered by Evolve Pensions Limited (Evolve) with effect from January 2021. The Clerk would take the necessary steps to ensure that a new Participation Agreement and Direct Debit mandate was signed with Crystal Trust.  **Action: Cllr B Garrett to research into the background of new company and feed back to the Clerk.** |
| 116-20.5 | **Signatories to the Council’s bank account**  **Resolved:** ThatCllr C Archer be removed as the fourth signatory to the Council’s bank account and that Cllr B Garrett take his place. |
| 117-21 | **Meeting Dates**  Neighbourhood Plan Steering Group - Monday 11 January 2021 7:30pm  POSAC meeting – Tuesday 19 January 2021 7:30pm  Planning Committee – Thu 21 January 2021 7:30pm  Neighbourhood Plan Steering Group – Monday 1 February 2021 7:30pm  Parish Council – Thu 4 February 2021 7:30pm |
| 118-21 | **Items for the next meeting**  - An update on West Sussex Association of Local Councils (Cllr J Sheppard)  - Business Plan review |
| 119-21 | **Any Other Business**  Cllr R Perri advised that she had considered the Government guidance on children’s playground opening in Tier 4. It was noted that there was no further requirement on the Council and all current arrangements to ensure everyone’s safety was satisfactory.  Cllr G Hyde raised the issue of email and phone scams relating to the virus and how to detect whether genuine or scam. [Post meeting note: Various emails were circulated and information was posted on the Council’s website to advise residents how to detect a scam email or phone call].  Cllr R Gowlett reported that the SIDs had been left non-operational over Christmas as the Council was required to take these down regularly. The batteries would be changed next week when weather permitted.  Cllr R Gowlett advised that the Planning Committee was meeting tomorrow with the agent and developer of Land Adjoining A27 Scant Road West.  Cllr Archer advised that there was a worldwide initiative to stop ‘thank you’ emails which were clogging up email servers worldwide and suggested the Council follow this to save on unnecessary energy.  Cllr Archer advised that the new Priest-in-Charge Vicar Fr. Andrew Birks was now fully  established in the Vicarage and had taken several Services over the Christmas period;  he was running 100 miles in January for a prostate cancer charity and those who so  wished could support him. |

The meeting closed at 21:15pm.

Signed by: Date:

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CHAIRMAN

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

**Schedule of Payments**

08.1 To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Vision ICT | £1,107.00 | 12078 | Final invoice for design and development of new website (Budget Code 4190 EMR CIL (IBP816)) |
| 2 | HMRC | £1,025.94 | 475PM00963717 | Quarter 2 2020 tax and NI (Budget Code 4000) |
| 3 | B Jones | £13.20 |  | Location Plan Hawthorne Meadow. Clerk’s expenses December 2020 (4100) |
| 4 | Troy Hayes Planning | £660.00 | 1884 | Client meeting and review of site assessment (Budget code 120/4150 EMR NP 325) |
| 5 | Andrews Ground Maintenance | £155.00 | CHPCDEC20 | Ground maintenance services Dec 2020  (4400 Playground risk assessment - £75.00; 4380 grass cutting Hawthorne/Pynham meadows - £80.00) |

8.2 To note Direct Debit/Standing Order payments made:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | SuperTrust | £202.84 | 14 Dec 2020 | Months 7+8 pension payments |

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

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| --- | --- | --- | --- | --- | --- |
| 1 | Lloyds Bank | £1.17 | 9 Dec 2020 | Interest Nov 2020 (1090 Bank Interest Received) |  |

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| --- | --- | --- | --- | --- | --- |
| **PROPOSED BUDGET 2021-2022** | |  |  |  |  |
|  |  | **2020-21 Budget** | **2020-21 Current spend** | **2020-21 projected yr end** | **2021-22 Proposed Budget** |
| 110 | **Administration** |  |  |  |  |
| 4000 | Salaries & NI | 17,620.00 | 7,655.00 | 14,000.00 | 16,000.00 |
| 4020 | Pension | 1,400.00 | 806.00 | 1,381.71 | 1,500.00 |
| 4100 | Expenses | 600.00 | 0.00 | 100.00 | 300.00 |
| 4110 | Training | 600.00 | 60.00 | 120.00 | 300.00 |
| 4140 | Audit Fees | 800.00 | 200.00 | 650.00 | 800.00 |
| 4150 | Professional fees | 550.00 | 0.00 | 0.00 | 550.00 |
| 4160 | Subscriptions & Memberships | 900.00 | 875.00 | 875.00 | 1,000.00 |
| 4170 | Office Equipment | 600.00 | 160.00 | 200.00 | 400.00 |
| 4190 | Website | 550.00 | 0.00 | 0.00 | 500.00 |
| 4200 | IT | 600.00 | 569.00 | 569.00 | 600.00 |
| 4210 | Insurance | 1,200.00 | 908.00 | 908.00 | 1,000.00 |
| 4220 | CHPC Grants | 2,500.00 | 512.00 | 1,200.00 | 2,000.00 |
| 4230 | Hall hire | 700.00 | 0.00 | 200.00 | 500.00 |
| 4240 | Chairman's Allowance | 150.00 | 0.00 | 0.00 | 150.00 |
| 4250 | Election expenses | 500.00 | 0.00 | 0.00 | 500.00 |
| 4260 | Publications | 350.00 | 31.00 | 100.00 | 350.00 |
| 4270 | Repairs and Maintenance | 500.00 | 0.00 | 0.00 | 500.00 |
| 4320 | Neighbourhood Plan | 3,000.00 | 1,226.00 | 3,000.00 | 3,000.00 |
| 4999 | Sundry Expenses | 500.00 | 13.00 | 100.00 | 500.00 |
|  |  | 33,620.00 | 13,015.00 | 23,403.71 | 30,450.00 |
| 120 | **General Open Spaces** |  |  |  |  |
| 4150 | Professional fees | 550.00 | 0.00 | 550.00 | 550.00 |
| 4270 | Repairs and Maintenance | 1,700.00 | 0.00 | 500.00 | 700.00 |
| 4350 | Bus Shelter Repairs | 500.00 | 0.00 | 200.00 | 500.00 |
| 4360 | Bins - Litter & Dog | 1,700.00 | 0.00 | 0.00 | 1,000.00 |
| 4370 | Benches | 100.00 | 0.00 | 0.00 | 100.00 |
| 4380 | Grounds Maintenance | 4,500.00 | 2,390.00 | 3,545.00 | 4,500.00 |
| 4390 | Hedges & Ditches | 2,000.00 | 80.00 | 200.00 | 1,000.00 |
| 4400 | Play Area Maintenance | 1,500.00 | 614.00 | 1,580.00 | 1,500.00 |
| 4420 | Ditch Warden | 500.00 | 0.00 | 500.00 | 500.00 |
| 4530 | Street lighting | £1,470.00 | £1,423.00 | £1,423.00 | £1,600.00 |
|  |  | 14,520.00 | 4,507.00 | 8,498.00 | 11,950.00 |
| 130 | **Capital Expenditure** |  |  |  |  |
| 4510 | Notice Board renewals | 0.00 | 0.00 | 0.00 | 0.00 |
| 4520 | Playground Equipment | 0.00 | 25.00 | 100.00 | 4,000.00 |
|  | Parish Signs |  |  |  | 2,675.00 |
|  |  | £0.00 | £25.00 | £100.00 | £6,675.00 |
|  | **TOTAL EXPENDITURE** | **48,140.00** | **17,547.00** | **32,001.71** | **49,075.00** |
|  |  |  |  |  |  |
|  | Income - Bank interest |  |  |  | 60.00 |
|  | Precept required |  |  |  | **49,015.00** |
|  |  |  |  |  |  |