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

**held remotely on Thursday 4 March 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**  **public** | Mr & Mrs T Paterson, Mrs S James |

*Meeting commenced at 7:30pm*

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| 131-21 | **Apologies for absence**  No apologies had been received. |
| 132-21 | **Declaration of interests**  No declarations were made. |
| 133-21 | **Minutes**  Amendment suggested:  Minute No. 124-2.21. Ultimate sentence – amend to ‘now that **major** planning applications are being submitted’.  **Resolved:** That the minutes of the Parish Council meeting held on 4 February 2021 be agreed as an accurate record subject to the above amendment and signed by the Clerk noting this minute number. |
| 134-21 | **Matters Arising from the Minutes** |
| 135-21 | **Public Open Forum** |
|  | Mr T Paterson had sent an email to the Clerk suggesting a reduced speed limit campaign be initiated for Cot Lane, Chidham. Mr Paterson detailed his proposals. Cllr Archer advised that the Council had been approached in the past for speed limits in the peninsula and had been advised that there were not enough fatalities to warrant the limit. County Cllr Magill was present at this meeting and he agreed to respond to Mr Paterson under his report later on this agenda. |
| 136-21 | **Receive Reports** |
| 136-21.1 | The Chairman gave the following report:   * He had been contacted by a resident whose dog had become ill following a walk around an agricultural field which had recently been sprayed with weedkiller. District Cllr P Plant had emailed the Environment Officer at CDC and he had advised that the Health & Safety Executive was responsible, however the advice on their website was that they would not investigate unless there had been a death of an animal. The farmer concerned was a tenant farmer on one of Mr M Bailey’s fields south of Maybush Copse and he did not live in the area. **Action: Clerk to contact the resident to give her the advice received.** * A resident had been in contact with the Chair regarding recognition of a resident who had done good work in the parish. Our policy is to send a letter of thanks and to mention the resident at the Annual Parish Meeting. * Mr R Yeld had requested a memorial bench to be installed next to the Catchpond in memory of Mr Tony Probert, who had been a significant contributor to the parish in terms of drainage, flooding etc. This land was jointly owned by Messes M and T Bailey. There was general agreement to this proposal from the Council. The Clerk reminded the Chair that an interpretation board was still due to be sited on this land and that this should be taken into account when locating the site of the bench. * An informal meeting of the Parish Council was to be held on Tuesday 9 March at 7:30pm by Zoom. |
| 136-21.2 | District Councillors  A report from the Harbour Villages Councillors was noted.  The revised timetable for production of the Local Plan had been shared with District Councillors 2 weeks before the CDC Cabinet meeting. The Full Council meeting had overrun and a decision on this had been deferred until Friday week.  In speaking about the recent CDC Planning Committee and the Sunley planning application which had been turned down by the committee (in opposition to the recommendations of the planning officers) District Cllr Moss stated that he had been quite surprised at the level of opposition to the recommendation by members of the committee. He gave credit to those who had attended to speak on the application on behalf of the community and said they had given very strong arguments why the application was not appropriate.  District Cllr Moss was dealing with ongoing issues with regard to licensing and planning conditions at Hambrook Holiday Park that were not being enforced. |
| 136-21.3 | County Councillor  County Cllr Magill, responding to the request for a speed limit in Cot Lane, advised that there were mechanisms to consider this and he would investigate.  He advised that WSCC were proposing to close 32 of 43 Family and Children’s Centres. Southbourne Park Road Children’s Centre had been identified for closure. A public consultation was due to run for ten weeks from 8 March. There was support for keeping physical buildings open to target vulnerable people. **Action: All to let County Cllr Magill know your views on this. Clerk to add the consultation to website.**  He advised that only a few people had seen the Chemroute design as this was a contract between the consultants and WSCC. He was trying to establish meetings at each parish level. |
| 136-21.4 | Clerk & RFO  The Clerk had no report for this meeting. |
| 137-21 | **Committee Minutes & Reports** |
| 137-21.1 | **Planning Committee**  The minutes of the meeting held on 18 February 2021 were noted. Cllr Gowlett, Chair of the Planning Committee, advised that the objections to the three Pallant Homes applications had been submitted by the due date. The committee had also met with CDC Planning Officers and with the developer. Cllr Towers had attended the CDC Planning Committee. The CDC Planning Officer had stressed that there was not a five year housing supply and therefore the Parish Council was under a lot of pressure with applications. The Sunley application had not been permitted and a number of reasons were cited. Votes were 6 against approval, 4 for and 2 abstentions. |
| 137-21.2 | **Neighbourhood Plan Steering Group**  The minutes of the meetings held on 8 February 2021 and 1 March 2021were noted. The outcome of the meeting with CDC Planning Policy Officers was conveyed to all. A lot of information still needed to go into the Interim Neighbourhood Housing Plan (INHP). The current draft would be submitted to all for consideration. An informal meeting of the Parish Council, arranged for 9 March, would take this further.  **Resolved that:**   1. When the Interim Neighbourhood Housing Plan had been revised to its final version, the Parish Council will produce a programme for disseminating this information to the public, taking into account lockdown restrictions. 2. A 20 page A5 booklet with details of the outcome of the residents’ questionnaire would be printed and circulated to all residents.   **Action: Clerk to send the document to all in advance of 9 March meeting.** |
| 137-21.3 | **Public Open Spaces Advisory Committee (POSAC)**  The minutes of the meeting held on 16 February 2021 was noted. Cllr Bolton advised that there were still six open issues with Quantuma. Some had been cleared. However the biggest issue was with road construction and they were due to respond next week. Once all issues were cleared the Council could take ownership of Pynham Meadow.  Cllr Archer requested that a gap of 8 metres be established in the hedge between the  two meadows for mowing equipment and for safe access for people attending  community events in the future. Cllr Bramwell Smith mentioned a further gap at the end of the hedge and advised that a large gap in the main hedge would not allow dogs to be restricted to Hawthorne Meadow. POSAC were due to be visiting Pynham Meadow on Monday 8th to consider matters. |
| 137-21.4 | **Business Plan**  Cllr MacDougall had circulated the draft revised Business Plan for comment. A number of amendments had been suggested. Cllr Archer advised that while Cllr MacDougall had put a lot of work into this document, he did not find it acceptable. He added, that he would feel 'ashamed' if the document was made public. In view of those comments, the chair offered him the chance to re-edit but Cllr Archer declined.  **Resolved that:**  The Business Plan be amended as proposed and recirculated electronically to all members of the Council for final approval before publication on the Council’s website. |
| 137-21.5 | **Paddleboarder Towed on Catchpond from Chidham Lane**  Cllr Archer presented his proposal that a sign be installed at the Catchpond to deter inappropriate and unsafe activities on the pond. Members had reservations as this proposal had come from an anonymous informant on a once in a year event. There were comments about signs cluttering the area or being pulled up, the land not belonging to the Council, the cost to the Council and ongoing maintenance requirements.  The proposal was not seconded and therefore not carried. |
| 137-21.6 | **Update on West Sussex Association of Local Councils (WSALC)**  Cllr Sheppard gave an update on recent developments. WSALC now needed to come up with a different format as to how it conducts its business. A new WSALC Board would be set up and needed the ongoing support of parish and town councils. It was suggested that if WSALC survived then the Council should continue to support WSALC. |
| 137-21.7 | **Bus shelter maintenance (Cllr P Bolton)**  The Council considered two quotes to carry out maintenance work at two of the three bus shelters. With regard to the bus shelter at the A259/Broad Road corner, glass was now missing on one pane facing the road and one pane on the east side of the bus shelter. This would be unpleasant for those using the shelter and it was suggested that these be replaced.  **Resolved:**   1. That the lower quote for maintenance be accepted. 2. That a quote be obtained from Parhams to replace the two panes of glass in the bus shelter on the A259/Broad Road corner with shatterproof glass. |
| 137-21.8 | **Laptops for Councillors**  Cllr Towers advised that some councillors were now undertaking extensive work remotely and outside of Parish Council meetings and they did not have the right technology to enable them to carry out this work. She requested that the Council consider the provision of laptops to those councillors who required them for Council business. The Clerk had a quote for 10 laptops and 10 Microsoft Office software packages at a cost of roughly £5,000. The Clerk had established that two parish councils nearby had provided their councillors with either iPads or tablets. IT hardware would be insured by the Council. A policy would need to be introduced regarding loan of Council property and appropriate usage. Ongoing maintenance and data protection issues need to be considered. There was a large underspend on the current 2020-21 budget which could be repurposed for this technology purchase.  **Resolved:**   1. That laptops and Microsoft Office packages be provided to those councillors who required them. 2. That a policy be developed on this which should be signed by councillors receiving this hardware and software. |
| 137-21.9 | **Preparing for the possible return to face-to-face meeting**  Guidance from NALC had been circulated which stated that local government meetings should resume after 7 May 2021. Village halls were not able to open until that date. Issues to be considered were the volume of people allowed at each meeting and the cleaning programme required. The Council would not be able to hold meetings with a large capacity requirement like the Annual Parish Meeting straight away. St Wilfrids Hall could be considered as an alternative to the Village Hall for Parish Council meetings.  It was agreed that this be put on the agenda for the May meeting for consideration. **Action: Clerk to add to agenda for May meeting.** |
| 137-21.10 | **Ditch Warden report**  A report from the Council’s Ditch Warden had been circulated with the agenda along with the Ditch Warden’s Terms of Reference. Cllr Archer, the lead Councillor for drainage and sea defence, reported that storage capacity was important as that was the main function of the Catchpond. The third paragraph was a Highways issue and he would suggest to Mr Yeld that he contact County Cllr Magill on this. It was debatable whether any work was required to the ditch to the west of the meadows. The last point regarding pressure on drainage was important when responses to planning applications were being considered as development on agricultural land increased the run off.  Cllr Archer requested that the Council agree to the payment of £500 to the Ditch Warden for his services in 2020-21. He also requested that the Ditch Warden’s revised Terms of Contract be agreed.  **Resolved that:**   1. A payment of £500 be made to the Ditch Warden for his services in 2020-21. 2. That the Ditch Warden’s revised Terms of Contract be approved. |
| 138-21 | **Finance and Governance** |
| 138-21.1 | The Schedule of Payments had been circulated.  **Resolved:** That the payment of invoices to 4 March 2021 be approved. |
| 138-21.2 | The Direct Debit/Standing Order payments made were noted. |
| 138-21-3 | The receipt of credits paid to the Council’s bank accounts were noted. |
| 138-21.4 | **CHPC Grant request**  Councillors Garrett and Archer declared a personal interest in this agenda item as they were both members of the Parochial Church Council of Chidham (PCCC).  **Resolved:**  That the following requests for Parish Council grant funding be agreed:   * 1. The Friends of Bourne in the sum of £430 for equipment for the Environmental Club   2. Chidham PCC in the sum of £500 for upkeep of extension graveyard |
| 139-21 | **Meeting Dates**  Public Open Space Advisory Committee – Tuesday 16 March 2021 7:30pm  Planning Committee – Thursday 18 March 2021 7:30pm  Parish Council – Thursday 1 April 2021 7:30pm  Neighbourhood Plan Steering Group – The next meeting currently scheduled for 5 April will be moved.  The Clerk reported that she was not available for the Parish Council meeting scheduled for Thursday 6 May 2021 due to local elections and it was agreed that a minute taker be sought to cover her for this meeting. |
| 140-21 | **Items for the next meeting**  - Preparing for face-to-face meetings |
| 141-21 | **Any Other Business**  Cllr Archer wished to report the death of former parish councillor Olga Baldwin, who had worked tirelessly for the community in many ways. He also wished to report that a local resident of Chidham Lane, Brenda Foot, had recently qualified as a first responder. |

The meeting closed at 21:40.

Signed by: Date:

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CHAIRMAN

**Chidham & Hambrook Parish Council – 4 March 2021**

**Schedule of Payments**

08.1 To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Troy Hayes | £1,800.00 | 1926 | Ongoing client liaison; review of Interim NDP and Site Summary  (120/4150 EMR 325 NP) |
| 2 | Andrews Ground Maintenance | £400.00 | CHPCFEB21 | Playground risk assessments, hedge cutting and grass cutting Feb 2021 |
| 3 | Monster Creative | £84.88 | 6865 | Flyers re development campaign |
| 4 | The Friends of Bourne | £430.00 | CHPC Grant | Gardening tools & equipment for Environmental Club |
| 5 | PCC of Chidham | £500.00 | CHPC Grant | Upkeep of churchyard extension |
| 6 | Robin Yeld | £500.00 |  | Ditch Warden annual payment |

8.2 To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £101.42 | DD 4 Mar 21 | Pension Month 10 (4020) |
| 2 | Evolve Pensions | £101.42 | DD 4 Mar 21 | Pension Month 11 (4020) |

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

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| 1 | Lloyds Bank | £1.13 | 9 Feb 2021 | Interest Jan 2021 (1090 Bank Interest Received) |  |