**Draft minutes of the Annual Meeting of Chidham and Hambrook Parish Council**

**held remotely on Thursday 6 May 2021 at 7:30pm**

**Present** Cllr C Archer Cllr P Bolton

 Cllr S Bramwell Smith Cllr B Garrett

 Cllr R Gowlett Cllr G Hyde

 Cllr P MacDougall (Chair) Cllr R Perri

 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 Jon Keynes, Mr A Sargent and a further member of public |
| **Also in attendance** | Mrs L Wilcock, Locum Clerk |

*Meeting commenced at 7:30pm*

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| 22-001 | **Election of Chair**Cllr P MacDougall was elected as Chair. |
| 22-002 | **Election of Vice Chair**Cllr J Towers was elected as Vice Chair. |
| 22-003 | **Apologies for absence**Apologies had been received from County Cllr M Magill. |
| 22-004 | **Declarations of Interest**None. |
| 22-005 | **Minutes****Resolved:** That the minutes of the Parish Council meeting held on 1 April 2021 be agreed as an accurate record and signed by the Clerk noting this minute number. |
| 22-006 | **Matters Arising from the Minutes** None. |
| 22-007 | **Public Open Forum** |
|  | * Some white poles in the trees had been noticed at the junction of Broad Road and the A259; it was advised that they were put there by a developer some years ago. The Chair agreed to take a look.
* Query from Andy Sargent regarding when the NP would be published. The Chair advised that the NP policies were soon to be published but because the group did not agree the current allocation of houses and CDC had not confirmed housing numbers, it made it difficult to publish a NP. The choice was to put in the number of houses that the public want or to put in the current CDC allocation. Either way, the NP could be rejected as the actual allocation is still unknown.
* Request by Jon Keynes to join the NP Steering Group. Chair responded that the general approach was that all were welcome and the request would be put to the Group. The next meeting was 10 May 2021 at 7.30pm.
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| 22-008 | **Receive Reports** |
| 22-008.1 | Parish Council Chair The Chair gave the following report. It was noted that very few people had turned up to the Annual Parish Meeting and it was suggested that the nature of the publicity of the event may have contributed to the lack of attendance. There was concern raised about how best to communicate to the public and to advertise events going forward. One suggestion was to have 2 websites so allow a more noticeable front-page announcement. Councillors were reminded that the next SOSCA meeting is on 24 May 2021 at 7:30pm. Cllrs MacDougall and Towers to attend; Cllr Garrett expressed an interest in attending and SOSCA would be contacted to determine whether this was possible.  |
| 22-008.2 | District CouncillorsA report had been circulated. District Cllr Adrian Moss thanked Cllr Archer for his work with the tree felling north of Priors Leaze Lane, showing excellent liaison between Southbourne and Chidham & Hambrook Parishes.District Cllr P Plant informed the Council that CDC had a new scheme starting in the Autumn which would provide parishes with small trees to be planted via a DEFRA grant. |
| 22-008.3 | County Councillor County Cllr Magill had circulated a report. Two questions were raised - one was the need for barriers to be placed outside the school which were needed to protect the children from people mounting the pavement to turn their cars around. The other was the issue of a broken drain cover in the pavement in Chidham Lane which still has a cone over it and a plastic fence around it across the pavement. Both issues had been raised some time ago. **Action** Clerk to ask Cllr Magill for an update. |
| 22-008.4 | Clerk & RFOThe Clerk had circulated a performance report which was noted. |
| 22-009 | **Council membership, representation on outside bodies and meeting dates** |
| 22-009.1 | It was agreed to keep to the same membership with the following alterations: Environment Working Group – take Cllr G Hyde off.Finance and Accounts – rather than meet quarterly, meet when required. Add to Terms of Reference as well.CHEMROUTE – Cllr MacDougall can represent the Council but the actual group is now run by the Bournes Forum.Planning Committee - noted that there were 2 vacant positions. Cllr MacDougall agreed to attend Planning Committee meetings when there was a significant planning application to consider**. Action:** Clerk to add him as a member with this proviso.It was agreed that the Chairs for each committee should remain the same.Staffing Committee – Cllr Sheppard was voted as Chair of the Staffing Committee separately as per the Standing Orders.Clerk to add the word ‘Tuesday’ next to the date for the next Annual Parish Meeting as mostother meetings are on a Thursday. Next Staffing Committee meeting is on 17 May 2021; this is to be added to the calendar. **Action:** Clerk. |
| 22-009.2 | **Review of the Council Committees Terms of Reference**The Terms of Reference were approved subject to the following alteration:Public Open Spaces – amend wording to ‘public space areas including Pynham Meadow and Hawthorne Meadow’. **Action** Clerk to update the document. |
| 22-010 | **Committee Minutes & Reports** |
| 22-010.1 | **Planning Committee** The minutes of a meeting held on 15 April 2021 were noted.  |
| 22-010.2 | **Neighbourhood Plan Steering Group (NPSG)**The minutes of the NPSG meeting held on 12 April 2021 were noted.It was noted that the Local Plan would not come into force until March 2023. The settlement gaps papers had been forwarded to CDC. Thanks was given to Keith Dimon and Stephen Johnson who had worked extremely hard on this document. The Policies document was the next to be reviewed and published. The Chair was working on a timeline document which would identify when the NP would be completed. |
| 22-010.3 | **Public Open Spaces Advisory Committee (POSAC)**The minutes of the meeting held on 13 April 2021 were noted. It was noted that CDC had now agreed to accept a written report from a Civil Engineer about the road at Pynham Meadow. |
| 22-010.4 | **Feedback from Chichester District Association of Local Councils (CDALC) meeting held on 26 April 2021**The minutes of the meeting had not been published as yet. Cllr Sheppard shared her notes from the meeting and the ongoing membership of CDALC was discussed The next meeting was on 22 July. **Action:** Clerk to carry this to the next agenda.  |
| 22-010.5 | **Feedback from Bournes Forum**This meeting had been cancelled and was to be carried forward to next meeting. **Action**: Clerk to carry this to the next agenda.  |
| 22-010.6 | **NHB Funding 2021**It was noted that the closing date for receipt of applications was 21 July 2021. **Action**: Clerk to carry to next meeting as there was no agreement. |
| 22-010.7 | **Preparing for return to face-to-face meetings**The group discussed the advice given by various sources to get back to face to face meetings. It was agreed that the Chair should meet the Reverend Andrew Birks with regard to using St Wilfrid’s for future meetings. A member of the PCC should also be in attendance for a risk assessment; the latter was required before St Wilfrid’s could be considered as a venue. It was noted that there is no wifi at St Wilfrid’s and the weight of the furniture was debated. **Action**: Chair to arrange with Father Andrew a meeting at St Wilfrid’s. |
| 22-010.8 | **Information Security Policy****Resolved:** That the Information Security Policy be approved. |
| 22-010.9 | **Contract with JNR Computers re IT Support**The Service Level Agreement (SLA) and Contract had been circulated for comment. **Resolved:** That the SLA be approved and the Contract with JNR Computers be signed by the Clerk. |
| 22-011 | **Finance and Governance** |
| 22-011.1 | The Schedule of Payments had been circulated. A further invoice from Rialtas Business Solutions Ltd in the sum of £142.80 had been received.**Resolved:** That the payment of invoices to 5 May 2021 be approved. |
| 22-011.2 | The Direct Debit/Standing Order payments made were noted. |
| 22-011.3 | Receipts paid to the Council’s bank account were noted. |
| 22-012 | **Meeting Dates**Neighbourhood Plan Steering Group – 10 May 2021 7:30pm (remote)POSAC – 18 May 2021 7:30pm (remote)Planning Committee – Thu 20 May 2021 7:30pm (Chidham Village Hall)Parish Council – Thursday 3 June 2021 7:30pm (Venue to be confirmed) |
| 22-013 | **Items for the next meeting*** Feedback from the Staffing Committee and from appraisal.
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| 22-014 | **Any Other Business** No other business was raised. |

The meeting closed at 21.18pm

Signed by: Date:

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CHAIRMAN

**Chidham & Hambrook Parish Council – 6 May 2021**

**Schedule of Payments**

12.1 To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Paul Barnes | £150.00 | N/A | Services re cleaning and painting 2 bus shelters (approval to pay given electronically and contractor paid 12 Apr 2021) |
| 2 | B Jones | £287.76 | Expenses | Zoom annual subscription |
| 3 | Andrews Ground Maintenance | £460.00 | CHPCAPR21 | Services April 2021 |
| 4 | Rialtas Business Solutions Ltd | £142.80 | SM23432 | Asset Inventory Annual Support and Maintenance licence 1 user commencing 19 May 2021 |

12.2 To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £51.09 | EV-S22-0000962 | Pension contribution April 2021 – to be paid by DD 7 May 2021 |
| 2 |  |  |  |  |

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

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| --- | --- | --- | --- | --- | --- |
| 1 | Lloyds Bank | £1.21 | 9 Apr 2021 | Interest Mar 2021 (1090 Bank Interest Received) |  |
| 2 | CDC | £24,508.00 | 16 Apr 2021 | 2021-22 Precept April  |  |
| 3 | CDC | £5,032.78 | 16 Apr 2021 | CIL payment April 2021 |  |