**Notes of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council**

**held remotely on Thursday 3 June 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 J Sheppard

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| **In attendance** | District Cllrs A Moss and D Rodgers |
| **Members of** **public** | Mrs S James |
| **Also in attendance** | Mrs B Jones, Clerk & RFO |

*Meeting commenced at 7:30pm*

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| 22-015 | **Apologies for absence**Apologies had been received from Cllrs J Towers, R Perri and District Cllr P Plant. |
| 22-016 | **Declarations of Interest**None. |
| 22-017 | **Public Open Forum** |
|  | The following issues were raised:* Sight of agenda papers and how to access these – the papers are normally published to the website.
* Spare CIL funding and request to see this spent on telegraph poles. This had been quoted at a considerable amount of £40,000. Resident would contribute funds to this as required. A formal response will be given.
* mount but we will give you a formal response.
* Expenditure on Neighbourhood Plan; what element is from the Council’s cashbook? A formal response will be given.
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| 22-018 | **Receive Reports** |
| 22-018.1 | Parish Council Chair The Chair gave the following report:* The decision taken by the Parish Council in implementing a Scheme of Delegation to allow virtual meetings to continue.
* Southbourne election and the declaration of the Conservative member standing – it was hoped that this Parish Council would continue to work collaboratively and not stand on party labels.
* Verges in Cot Lane where residents are becoming concerned about the volume of cars and the breakdown of their verges.
* News reports for the Village Magazine – requested for a biography for next month’s edition.
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| 22-018.2 | District CouncillorsA report had been circulated. The disappointing summary of the Water Summit meeting was raised. District Cllr Moss advised that he had been briefed by the Chief Executive on this. He had requested that the formal minutes should be made public**. Action: District Cllr Moss to circulate notes from meeting when received.**  |
| 22-018.3 | County Councillor County Cllr Magill had circulated a report. * He undertook to discuss the Cot Lane verges with Highways and suggested white posts or trees on the verges. He is having ongoing discussions with the affected house owners in Cot Lane.
* Chidham School – he had circulated an update received that day advising that this would be escalated. He will be in touch with the school and the Chair and perhaps raise this matter with the media. Longer term solution with Community Highways Scheme which will take 2-3 years to implement.
* He would be discussing this with the WSCC Leader and the Cabinet Member for Highways when he gives him a tour of the parish.
* He was requested to chase up the report of the failed manhole cover in the footpath on west side of Chidham Lane. A cone and railings were put on it 3 months ago and pedestrians had to walk in the road which was dangerous.
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| 22-018.4 | Clerk & RFOThe Clerk raised the following matters:* Website development – A proposal from VisionICT had been circulated for the revised layout of the home page of the website to incorporate both news and meetings. **Recommended under the Scheme of Delegation approved on 27 May 2021:** That this proposal from VisionICT be agreed at the cost of £75 plus VAT.
* Computer Services – The agreement with JNR Computers had been signed and returned. IT support was now available for all councillors and the Clerk. The laptops had been received and JNR Computers was currently installing the software. The recently agreed Information Security Policy would be sent to all Councillors for signature and return to the Clerk.
* Email addresses – it had been suggested in the past that we move from Gmail to the gov.uk email addresses in line with our new website address. JNR Computers would set these up for us at no extra cost and provide support. A decision would need to be made as to when we move to the new email addresses.

**Action: Clerk to send Information Security Policy and information on emails to all.** |
| 22-019 | **Committee Minutes & Reports** |
| 22-019.1 | **Planning Committee** The minutes of a meeting held on 20 May 2021 were noted. On the matter of ‘right of light’ in the minutes Cllr Archer advised that Hart Parish Council (not Fleet as reported at the meeting) had developed a policy on this. Perhaps the District Council could consider this. **Action: Cllr R Gowlett to raise with District Cllrs.**There was discussion about residents being co-opted to the Planning Committee to cover under-representation on the geographical area and how this might work. The matter was referred back to the Planning Committee to consider. **Action: Clerk to add to agenda.**Some members had attended the recent developer’s consultation with residents and considered it a waste of time and there was no empathy with residents. |
| 22-019.2 | **Neighbourhood Plan Steering Group (NPSG)**The minutes of the NPSG meeting held on 10 May 2021 were noted. |
| 22-019.3 | **Feedback from Bournes Forum**Cllr MacDougall had requested a copy of the notes of this meeting which were still not received. **Action: Cllr MacDougall to circulate.** The Sussex Police Commander had been in attendance and had answered questions. The issue of Neighbourhood Police Panels had been put to him and he undertook to respond.  |
| 22-019.4 | **Feedback from Chichester District Association of Local Councils (CDALC) meeting held on 26 April 2021**Cllr Sheppard advised that the notes of this meeting were not yet available. She had been requested to look at the benefits for us of being a member of this group. **Action: Cllr Sheppard to circulate.** |
| 22-019.5 | CDC’s Air Quality consultationCllr Archer had looked at the consultation document. In his view this was glossing over some of the worries. He had submitted his personal response and encouraged other Councillors to do likewise. District Cllr Moss advised that air quality had been a topic for consideration at CDC’s Overview & Scrutiny Committee (OSC) and it had been allowed to go to consultation and would come back to the OSC following consultation. CDC does the monitoring however the action comes from partnership working with WSCC, the Environment Agency and other stakeholders and he would follow up on this. |
| 22-019.6 | NHB Funding 2021Funding in the sum of £9,296 was available in 2021 and the application needed to be submitted by the end of July 2021. Cllr Bolton suggested its use for the development of the meadows. A member of the public suggested telegraph poles. **Action: Cllr MacDougall would coordinate a response for consideration by the next meeting.**  |
| 22-019.7 | **CIL Annual Monitoring Report (AMR) 2020-21**The Clerk had circulated a revised AMR report which detailed CIL expenditure, the current projects and their budgets.**Recommendation under the Scheme of Delegation dated 27 May 2021:** That the CIL AMR report for 2020-21 be submitted to CDC. |
| 22-019.8 | **Communicating with residents** The website had now been addressed with changes and the Council has a regular monthly entry into the Village Magazine. The question of hard copy leaflets for residents was discussed. The following points were made:* Encouraging residents to contribute to the work of the Council and to volunteer to take on responsibilities.
* Carry out a survey to establish whether residents want to contribute/volunteer.
* No facility on website to allow residents to get updates.
* Hard copy leaflets to keep the older people in the parish informed a they may not have computer skills to keep updated.
* Build up the residents’ email group and circulate information by email.
* Query whether the Village Magazine goes to new properties in the area. **Action: Cllr MacDougall will enquire.**
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| 22-019.9 | **Anti-scam meeting attended by PCSO**The Clerk advised that Neighbourhood Watch provided a toolkit with on-line information, training and posters. WSCC were holding anti-scam meetings; County Cllr Magill could arrange a local meeting. It was suggested that these meetings be advertised in the Village Magazine and that the WI be contacted to advertise in their circulations. **Action: Cllr MacDougall to contact the PCSO who had originally offered this meeting** |
| 22-019-10 | **Grass verge Main Road Chidham**Cllr Towers had circulated a briefing note.**Recommended under the Scheme of Delegation agreed on 27 May 2021:** That WSCC Highways be notified that this grass verge be changed over to the rural cutting scheme. |
| 22-020 | **Finance and Governance** |
| 22-020.1 | The Schedule of Payments had been circulated. A further invoice had been received from Chidham Village Hall in the sum of £17.**Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the payment of invoices to 3 June 2021 be approved. |
| 22-020.2 | The Direct Debit/Standing Order payments made were noted. |
| 22-020.3 | Receipts paid to the Council’s bank account were noted. |
| 22-020.4 | Noted that CDC had approved the Council’s application for S106 grant funding in the sum of £23,691.70. |
| 22-021 | **Meeting Dates**Neighbourhood Plan Steering Group – 7 June 2021 7:30pm remotelyPlanning Committee Advisory Group – Thu 17 June 2021 7:30pm remotelyAdvisory Group to the Parish Council – Thursday 1 July 2021 7:30pm remotely |
| 22-022 | **Items for the next meeting**Nothing was raised. |
| 22-023 | **Any Other Business** It was noted in the County Cllr’s report that the Cabinet Member for Highways would be visiting the parish and it was requested that the increase in traffic in Broad Road be brought to his attention.The group recorded its delight at the imminent acquisition of Pynham Meadow. |
| 22-024 | **Exclusion of Press and Public**That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity due to the confidential nature of the business.  |
| 22-025 | **Part II**Feedback from Staffing Committee. |

The meeting closed at 21.20pm

Signed by: Date:

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CHAIRMAN

**Advisory Group to the Parish Council – 3 June 2021**

**Schedule of Payments**

6.1 To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Came & Co. | £875.32 | 36047045 | Insurance 1 June 2021 annual payment |
| 2 | GroundworkUK | £1,580.00 |  | Repayment of unused 2020 Locality grant |
| 3 | R S Hall & Co. | £240.00 | 5613 | Internal audit of 2020-21 accounts |
| 4 | West Sussex County Council | £1,741.13 | 16303 | Street lighting 2020-21 |
| 5 | Surrey Hills Solicitors | £693.00 | CHIDH01-01 | Legal services re acquisition of land |
| 6  | Bambi Jones | £37.92 | Expenses | Stamps; printer paper; filing dividers; signed for postage 2 letters |
| 7 | Rialtas | £148.80 | SM23579 | Alpha software annual support & maintenance 2021-22 |
| 8 | Andrews Ground Maintenance | £380.00 | CHPCMAY21 | Services re ground maintenance & playground risk assessments |
| 9 | Chidham Village Hall | £17.00 | 21/04 | Hall hire |

6.2 To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £51.09 | 7 May 2021 | Pension contribution Apr 2021 |

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

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| 1 | Lloyds Bank | £1.21 | 9 May 2021 | Interest (1090 Bank Interest Received) |  |