**Draft notes of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council**

**held remotely on Thursday 1 July 2021 at 7:30pm**

**Present** Cllr B Garrett Cllr R Gowlett

Cllr G Hyde Cllr P MacDougall (Chair)

Cllr R Perri Cllr J Sheppard

Cllr J Towers

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

Prior to this meeting there were two presentations:

1. Mr H Bates of the Parochial Church Council of Chidham provided an update on 2 matters:

- Fencing to St Wilfrid’s Church Hall – A £3,900 NHB grant to provide a picket fence around the children's play area to the west of the hall was due to expire in late 2021. The materials for this project had been ordered and the work would be carried out soon. The project would be within budget.

- St Mary's Extension graveyard - The horticulturalist has surveyed the site and developed a layout plan and planting scheme. The Diocesan Society had visited the site and were satisfied with progress. **Action: H Bates to send the layout plan/planting scheme to the Clerk.**

2. Mr A Kerry-Bedell (AKB) talked about the Thorney Bus Project.

He would meet with Trevor Leggo on 15 July with a final proposal on this project which was to receive £10,000 from a Church Covenant Fund. It was proposed to buy a brand new 16 seater minibus and to recruit volunteers to drive it. The bus would be branded.

The total entire budget for the first year would be £20,000. Parishes were being asked to contribute £1,000 to £2,000 in the first year. Contributions in the following years would be less than the first year. Mr A Kerry Bedell made the following comments:

- He was trying to get an article in the local magazines but would speak to WIs in the area as well.

- They were reliant on Thorney drivers at present but could look into making the bus available to local groups on the days it was not being used.

- advised that the bus could go anywhere and a route was yet to be decided. Local bus stops could be used as pick up points.

Cllr P MacDougall suggested that an email discussion with parish councillors should be commended to decide the way forward.

*Meeting commenced at 7:50pm*

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| AGPC 12-22 | **Apologies for absence**  Apologies had been received from Cllrs Archer, Bolton and Bramwell Smith. |
| AGPC 13-22 | **Declarations of Interest**  None. |
| AGPC 14-22 | **Notes of the last meeting**  The draft notes of the meeting held on 3 June 2021 were noted.  There were no matters arising. |
| AGPC 15-22 | **Public Open Forum** |
|  | The following issues were raised:  - Queried whether the bus could be extended to other areas and queried whether volunteers would be properly indemnified. Mr A Kerry-Bedell advised that these were all issues being worked through as part of this project.  - Queried where this agenda was publicised. The Clerk advised that the Advisory Group agendas would be published on the Parish Council web page.  - Queried the nitrate percentages. District Cllr P Plant advised that she would respond to this query. [An infographic was circulated to Mrs S James following the meeting and is attached to these notes for information]. |
| AGPC 16-22 | **Receive Reports** |
| AGPC 16-22.1 | Parish Council Chair  The Chair gave the following report:  - Cllr C Archer was standing down as the Tree Councillors and there had been a proposal that Cllr S Bramwell Smith takes his place. This was agreed.  - He was arranging a meeting with CDC the following week regarding the quality of waste water.  - One member had received scam emails from P MacDougall’s laptop. Action: Clerk to pass this on to the PCSO.  - Reminder of the Village News deadline for 10 July. A councillor was sought to give a short biography for the regular feature on parish councillors.  - Cllr Garrett had raised the Manhood Peninsula proposed boundary changes and has requested that a Council response to this consultation was issued by the closing date of 1 August. **Action: Cllr Garrett will draft a response and circulate this to councillors for comment.** The Clerk will submit the response when agreed. |
| AGPC 16-22.2 | District Councillors  A report had been circulated.  - District Cllr A Moss advised that planning applications were currently taking longer to progress at CDC at present as they are more complex and the officers have a lot of work on with the current situation on appeals. A discussion on the Local Plan would be held on 29 July 2021.  - District Cllr P Plant gave an update on recycling. The current range of things collected was being extended. A Collection of textiles on a monthly basis in blue plastic bags and small electricals in a pink bag would be starting at the end of July. She also reminded all not to put portable barbecues in their waste bin but to wrap them up and put them in the black bin. |
| AGPC 16-22.3 | County Councillor  County Cllr Magill had circulated a report.  Cllr Towers advised that the saga of the safety bollards outside the school in Chidham Lane was still ongoing. The hole in the road and obstruction was still there. As there had been no progress from Highways, she had now written to the Cabinet Member for Highways and to the Chichester Observer.  Cllr Garrett had noticed wires across the road on Broad Road near Hambrook Place. The Clerk advised that this was most likely the planning consultant doing work for the bridge application into the meadow. |
| AGPC 16-22.4 | Clerk & RFO  The Clerk gave an update on the following matters:  - The acquisition of Pynham Meadow had taken place on 22 June 2021.  - We could now pursue the parking at Flatt Road Nutbourne as we will be putting in allotments at Pynham Meadow.  - Awaiting an update from WSCC regarding the waymarker to be provided at the Hawthorne development on FP258.  - The Council had been granted £23,691.70 S106 grant funding for development of Hawthorne Meadow. This funding needed to be claimed when invoices were received.  - A reminder to those who had not submitted their Information Security Policy signed statements to do so. JNR Computers would be in touch with those who had requested laptops to arrange to meet with them.  - Parhams had provided a quote to reglaze the 2 panes of glass in the bus shelter at the south side of Broad Road with laminated glass at the cost of £292.94 plus VAT. The Clerk had advised him to go ahead with this work. |
| AGPC 17-22.5 | **Committee Minutes & Reports** |
| AGPC 17-22.1 | Advisory Group to the Planning Committee  The notes of a meeting held on 17 June 2021 were noted. |
| AGPC 17-22.2 | Neighbourhood Plan Steering Group (NPSG)  The minutes of the NPSG meeting held on 6 June 2021 were noted. |
| AGPC 17-22.3 | Protocol for Public Participation at Council meetings  An amendment was suggested to be inserted between the first and third paragraphs as follows – ‘The Chair has a duty to run an orderly meeting. He/she may take any reasonable steps to ensure compliance.’  A further amendment to the first sentence to take out the word ‘is’.  **Recommendation under the Scheme of Delegation dated 27 May 2021:** That the Protocol for Public Participation at Council meetings be approved. |
| AGPC 17-22.4 | Protocol for Remote Meeting Procedure  Amendments were suggested as follows:  - Para 8 The Clerk will present any representations to the Councillors ~~to address~~.  - Para 10 There will be no ‘chat’ option *available to the public during formal* meetings, as members of the public are observers only other than during the Public Open Forum section. *Informal meetings and public meetings are exceptions.*  **Recommendation under the Scheme of Delegation dated 27 May 2021:** That the Protocol for Remote Meetings Procedure be approved. |
| AGPC 17-22.5 | New Homes Bonus (NHB) Funding  The Clerk gave an update on the projects chosen to go forward for a grant funding request. These were the bench at Nutbourne Marsh, a dog bin on Cot Lane, picnic tables at Pynham Meadow, Signage for the playground and the extension to the path around Hawthorne Meadow. **Recommendation under the Scheme of Delegation dated 27 May 2021:** That an application for NHB grant funding for the five projects above be submitted |
| AGPC 17-22.6 | Anti-scam meeting attended by PCSO  The Chair had approached the WI and was advised that they would not be interested in a Zoom meeting on anti-scam issues led by a PCSO, therefore this will not be progressed. |
| AGPC 17-22.7 | Lost Rights of Way Campaign  Cllr Sheppard had circulated a brief statement to be put on the Council’s website and on Facebook asking the public to ask the public to respond. It was suggested that she send this to the Village Magazine as well. The deadline will be the end of September to respond and she would be the contact. **Action: Clerk to add to website; Cllr Towers to add to Facebook; Cllr Sheppard to send to Village Magazine for publication.**  The Chair mentioned the old blue 1955 map. Mr Seddon and the Ramblers Association had produced a map drawn from an old 19th Century map. |
| AGPC 17-22.8 | Training for Councillors  Cllr Sheppard proposed that the Council have a formalised induction programme for new councillors including legislation, the remit of Parish Councils and how they function, how they are funded, what they can and cannot do, financial procedures, what the clerk and councillors are responsible for, familiarisation with Standing Orders and a list of required reading in the first six months.  She advised that she would prepare a list and ask new councillors what they would find particularly useful. Any formal training courses could be attended following a six months service when a councillor might find the training more useful.  There was general agreement to this proposal. Suggestions included using a 1 month/2 month/6 month timescale with tick boxes for reading and setting up appointments with committee chairs. The Clerk offered to assist with this.  **Action: Cllr Sheppard to draw up a skeleton framework and circulate this for comment.** |
| AGPC 18-22 | **Finance and Governance** |
| AGPC 18-22.1 | The Schedule of Payments had been circulated. A further invoice had been received from Andrews Ground Maintenance in the sum of £625.  **Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the payment of invoices to 1 July 2021 be approved. |
| AGPC 18-22.2 | The Direct Debit/Standing Order payments made were noted. |
| AGPC 18-22.3 | Receipts paid to the Council’s bank account were noted. |
| AGPC 19-22 | **Meeting Dates**  Neighbourhood Plan Steering Group – Mon 5 July 2021 7:30pm remotely  POSAC – Tue 6 July 2021 7:30pm remotely  Informal meeting of the Parish Council – Thu 8 July 2021 7:30pm remotely  Advisory Group to the Planning Committee – Thu 15 July 2021 7:30pm remotely  Advisory Group to the Finance Committee – Thu 22 July 2021 7:30pm remotely  Advisory Group to the Parish Council – Thursday 5 August 2021 7:30pm remotely |
| AGPC 20-22 | **Items for the next meeting**  Nothing was raised. |
| AGPC 21-22 | **Any Other Business**  Cllr Sheppard reported on CDALC saying she had chased the CDALC Clerk for the minutes of the meeting held on 26 April but they were still not available. **Action: Clerk to check with CDALC Clerk.**  Cllr Gowlett reported that there were several charities which use the playground for severely disabled children and those with learning difficulties and they have started using the playground again. |
| AGPC 22-22 | **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. |
| AGC 23-22 | **Part II**  Cllr J Sheppard fed back from the 24 June 2021 meeting of the Staffing Committee and the Clerk’s appraisal.  **Recommendation under the Scheme of Delegation dated 27 May 2021:**   1. That the Clerk moves from LC2 (below substantive range) scale point 25 to LC2 (substantive range scale points 24-28) commencing on scale point 25 at £15.37 per hour and that this be backdated to 1 April 2021. 2. That the Clerk should move up a scale point each year until the ceiling point of 28 is reached. 3. The Staffing Committee requests the Finance Committee to ensure that the 2021-22 budget is sufficient to accommodate the recommended increase in salary.   The Chair gave thanks to the Clerk on behalf of the Parish Council for all her hard work. |

The meeting closed at 20:58pm.

Signed by: Date:

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CHAIRMAN

**Advisory Group to Parish Council – 1 July 2021**

**Schedule of Payments**

1 To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Climate Project Services | £432.60 | 393 | Admin services Feb-Jun 21 |
| 2 | B Garrett expenses | £69.99 | Invoice Ryman | Brother printing ink pack |
| 3 | HMRC | £1,067.47 | P30 | Employer’s income tax and NI contributions |
| 4 | Andrews Ground Maintenance | £625.00 | CHPCJUN21 | Ground maintenance services Jun 21 |

2 To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £51.09 | 10 June 2021 | Pension contribution May 2021 |
| 2 | Evolve Pensions | £51.09 | 1 Jul 2021 | Pension contribution Jun 2021 |

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

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| 1 | Lloyds Bank | £1.17 | 9 Jun 2020 | Interest (1090 Bank Interest Received) |  |
| 2 | HMRC | £3,814.27 | 09 June 2021 | VAT repayment |  |

