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

**held remotely on Thursday 2 September 2021 at 7:30pm**

**Present** Cllr C Archer Cllr P Bolton

Cllr S Bramwell Smith Cllr G Hyde

Cllr P MacDougall (Chair) Cllr J Sheppard

Cllr J Towers

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| **In attendance** | District Cllrs A Moss, P Plant and D Rodgers |
| **Members of**  **public** | Mr H Bates and Mr A Kerry-Bedell |
| **Also in attendance** | Mrs B Jones, Clerk & RFO |

*Meeting commenced at 7:30pm*

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| AGPC 32-22 | **Apologies for absence**  Apologies had been received from Cllrs Garrett and Gowlett. |
| AGPC 33-22 | **Declarations of Interest**  None. |
| AGPC 34-22 | **Notes of the last meeting**  **Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the notes of the meetings held on 1 July 2021 and 29 July 2021 (Extraordinary meeting) be agreed.  There were no matters arising. |
| AGPC 35-22 | **Public Open Forum** |
|  | No issues were raised. |
| AGPC 36-22 | **Receive Reports** |
| AGPC 36-22.1 | Parish Council Chair  The Chair gave the following report:  - Due to the resignation of Rachel Perri there was now a vacancy on the Parish Council. It was agreed that a letter be sent to Rachel to thank her for her commitment as an effective member of the Council.  - He had carried out the annual review of Council assets. The bus shelters were generally in good condition but they attract litter and are a bit dirty. The glass had now been replaced in the Barleycorn North bus shelter. The Linda Wilkinson memorial bench at the Catch Pond possibly required sanding down and re-weatherproofing. A review of the bench at the Catchpond would be undertaken to we would get advice in relation to the work required to treat the bench. The noticeboards would be discussed under a separate agenda item. Nothing had been done to the telephone box. |
| AGPC 36-22.2 | District Councillors  A report had been circulated.  District Cllr Plant apologised for the issues experienced with regard to the collection of electrical items and textiles and she would chase up any issues. With regard to housing of Afghans she advised that the County Council would be working with the Home Office to identify available housing and would liaise with the District Council. |
| AGPC 36-22.3 | County Councillor  A County Councillor had not yet been elected. Any issues should be directed to the relevant WSCC Officer. Cllr Sheppard was concerned that a piece of land on the A259 to the West of White Cottage had recently been cut back and left in an appalling state with a chain link fence knocked back and rubbish not collected. **Action: Clerk to report this on LoveWest Sussex.** |
| AGPC 36-22.4 | Clerk & RFO  The Clerk gave an update on the following matters:  - Flatt Road allotments to parking – once the allotment area on Pynham Meadow had been designed we could then liaise with CDC to have the S106 agreement revised with Hyde agreement as they would need to carry out the work to put in a parking area.  - Parish and Village Entry Signs – WSCC had granted a licence and the erection of the signs would be progressed shortly.  - Election of new councillor – CDC had confirmed that a formal election was not required and cooption of a new councillor could take place. A notice would be put on the website, on Facebook and on the Village News with a closing date for submission of expressions of interest. **Action: Clerk to add to the agenda for the November 2021 meeting.**  - Laptops for councillors and migration to Microsoft 365 – Cllr Towers had not received a laptop and would get in touch with JNR Computers. All Councillors should stop using Gmail at 12pm on Friday 24 September and log onto Microsoft 365 on new laptops (if they have them) or on their personal computers on Monday 27 September. **Action: Clerk will get a process sheet from JNR Computers for all to follow** |
| AGPC 37-22.5 | **Committee Minutes & Reports** |
| AGPC 37-22.1 | Fencing at St Wilfrids Hall (NHB grant) and graveyard extension (CIL funding)  Mr H Bates, PCC of Chidham, gave an update on two projects.   1. The fencing to the children’s play area had recently been completed to the satisfaction of the parish architect and the invoice of £3,544.99 had been presented to the Council for payment. Thanks was given to the Parish Council and CDC for all their help in completing the project. 2. The planting plan for the graveyard extension had been circulated to councillors as requested. The quotation for the planting scheme had included trees, hedge planting and rabbit fencing. The parish architect had been requested to obtain a further quote and a site plan would be prepared and easements and rights of way checked before proceeding.   The Chairman thanked Mr Bates for this update. |
| AGPC 37-22.2 | Advisory Group to the Planning Committee  The notes of the meeting held on 19 August 2021 were noted.  Those attending the Sunley appeal gave an update on the process of the appeal enquiry and their experience of attending. The Inspector had been concerned about the issue raised by this Parish Council that the notification had not been received in good time. However she had decided that there had been no prejudice.  The Inspector had spent some time going through the various issues raised. She had visited the site. It was not clear who the builder would be and possibly this site would be sold if planning permission was granted. The Inspector spent time quizzing CDC on why they decided not to defend the appeal. This appeal was ongoing. |
| AGPC 37-22.3 | Neighbourhood Plan Steering Group (NPSG)  The notes of the meeting held on 16 August 2021 were not available for discussion and would be deferred to the next meeting. |
| AGPC 37-22.4 | Bourne Bus Route  The Council considered the questions put to it by Mr A Kerry-Bedell. It was suggested that a parish residents survey be carried out by posing the questions on the website, on Facebook and in the Village News as well as circulating by email to residents.  The proposed parish representative on this group was discussed. The item will be put back to the next Parish Council meeting for further discussion.  R**ecommended under the Scheme of Delegation agreed on 27 May 2021**: That a survey be carried out with parish residents. |
| AGPC 37-22.5 | Consultation – Strategic Wildlife Corridors  The outcome of the Public Meeting held on 23 August 2021 was discussed. Sarah Hughes, Community Wildlife Officer CDC had given a good presentation. A response to the [consultation](https://www.chichester.gov.uk/strategicwildlifecorridors) was required by 10 September 2021. Cllr Towers offered to send the Chair the comments she had made on this consultation in her private capacity. Cllr MacDougall agreed to circulate a response to the consultation to all for comment and to input the Council’s response onto the website. **Action: Cllrs Towers and MacDougall** |
| AGPC 37-22.6 | Consultation – Highways England new plans for cycle route to link Chichester and Emsworth  Cllr MacDougall agreed to lead on this and to collate a response to this consultation by due date of 23 September 2021. **Action: Cllr MacDougall** |
| AGPC 37-22.7 | Parish Council Noticeboards  The current state of the village noticeboards was discussed. The Chair advised that he had been approached by Fr. Andrew offering to take over the noticeboard for church advertising and to keep it maintained. Cllr MacDougall had keys for this and the Village Hall noticeboard, which still had a hole in it following the pellet gun attack. The noticeboard at the playground had not been checked. The Chair advised that with the move to electronic communication only 1 person had ever complained about noticeboards whereas there had been a lot of comment about the website.  Following discussion it was agreed that Fr Andrew’s suggestion should be taken up. The Chair agreed to come back to the next meeting with a proposal following his discussion with Fr. Andrew. **Action: Cllr MacDougall; Clerk to add to agenda for next meeting.** |
| AGPC 37-22.8 | CHPC Grant Application from 4Sight for £100  This grant met the terms and conditions of the Council’s Grants Policy. **Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the payment of a grant of £100 to 4Sight be approved. |
| AGPC 37-22.9 | Parish Online mapping system  The Clerk gave an update on the availability of mapping capability at CDC and the usefulness of mapping for all the Parish Council’s location based issues such as planning applications, bins, public footpaths etc. She suggested that a councillor could lead on the mapping as it required good IT skills. It was agreed that the Clerk should arrange a short Zoom presentation on Parish Online for all. **Action: Clerk to arrange presentation.** |
| AGPC 38-22 | **Finance and Governance** |
| AGPC 38-22.1 | The Schedule of Payments had been circulated. A further invoice had been received from Andrews Ground Maintenance in the sum of £460.00, and from the Village Hall in respect of the refurbishment of the stage in the sum of £11,092.82.  **Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the payment of invoices to 2 September be approved. |
| AGPC 38-22.2 | The Direct Debit/Standing Order payments made were noted. |
| AGPC 38-22.3 | Receipts paid to the Council’s bank account were noted. |
| AGPC 38-22.4 | Two payments made following electronic agreement were ratified. |
| AGPC 19-22 | **Meeting Dates**  Neighbourhood Plan Steering Group – Mon 6 September 2021 7:30pm remotely  POSAC – Tue 14 September 2021 7:30pm remotely  Advisory Group to the Planning Committee – Thu 16 September 2021 7:30pm remotely  Advisory Group to the Parish Council – Thursday 7 October 2021 7:30pm remotely |
| AGPC 20-22 | **Items for the next meeting**  - Meeting face-to-face  - Parish Council noticeboards |
| AGPC 21-22 | **Any Other Business**  None. |
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The meeting closed at 21.08pm.

Signed by: Date:

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CHAIRMAN

**Advisory Group to Parish Council – 2 September 2021**

**Schedule of Payments**

To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | PCC of Chidham | £3,544.99 | Various | NHB grant 9/18. Project now complete and payment due to PCC (EMR NHB) |
| 2 | PCC of Chidham | £320.00 | GS018.SMC01 | Environmental Consultant iro PCC graveyard extension (EMR CIL) |
| 3 | Troy Hayes Planning | £660.00 | 2052 | Services in relation to the development of the Council’s Neighbourhood Plan (EMR NP) |
| 4 | Moore Stephens | £360.00 | 17863/979 | 2020/21 Audit by External Auditors |
| 5 | Andrews | £460.00 | CHPCAUG21 | Ground maintenance services |
| 6 | Nutbourne Construction | £11,092.82 | 13468 | Chidham Village Hall stage refurbishment (EMR NHB) |

To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Multipensions | £74.15 | 12 Aug 2021 | Pension contributions Clerk Jul 2021 |
| 2 | ICO | £35.00 | 5 Aug 2021 | Councillors’ data protection insurance |

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

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| 1 | Lloyds Bank | £1.20 | 9 Aug 2021 | Interest (1090 Bank Interest Received) |  |
| 2 |  |  |  |  |  |

**Payments requiring ratification:**

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| --- | --- | --- | --- | --- |
| 1 | Andrews Ground Maintenance | £410.00 | CHPCJUL21 | Ground maintenance services |
| 2 | Tikspac UK Ltd t/a Eco Green Communities | £156.00 | INV-0197 | Dog dispensing station and bags |