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

**held remotely on Thursday4 November 2021 at 7:30pm**

**Present** Cllr P Bolton Cllr B Garrett

Cllr G Hyde Cllr P MacDougall (Chair)

Cllr J Sheppard Cllr J Towers

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| **In attendance** | District Cllrs A Moss and D Rodgers |
| **Members of**  **public** | Mr S Johnson, Ms S James |
| **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 Archer, Bramwell Smith and Gowlett and from District Cllr P Plant. |
| 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 and revised on 28 October 2021:** That the notes of the meeting held on 7 October 2021 be agreed. |
| AGPC 34-22.1 | **Matters Arising**  Cllr Bolton had cut back the foliage in the children’s play area. |
| AGPC 35-22 | **Public Open Forum** |
|  | Ms James spoke regarding the October Planning Committee minutes (agenda item 6.2). She had concerns relating to the way her contribution at the meeting had been minuted.  A point of order was raised by Cllr Towers as she considered that Ms James’ comments should not be heard under the Public Open Forum section of this meeting but should instead be heard at the next Planning Committee meeting when the minutes of this meeting would be discussed. The Chairman allowed Ms James to continue.  **Action: Ms James to send her comments relating to the minutes of the October Planning Committee meeting to the Clerk to be circulated to the Planning Committee.** |
| AGPC 36-22 | **Receive Reports** |
| AGPC 36-22.1 | Parish Council Chair  The chair advised that the Clerk had been in touch with one local person regarding the Parish Councillor vacancy however she did not proceed. Mr Stephen Johnson wished to put himself forward and an election would take place in December 2021. |
| AGPC 36-22.2 | District Councillors  A report had been circulated.  District Cllr Rodgers advised that the Planning Committee had not considered the 6-year Housing Land Supply at its recent meeting as this had been deferred. District Cllr Moss advised that the allocation was looking better.  In response to a question from Cllr Towers regarding complex applications and appeals and the need to speak to or meet with the planning officer more regularly, District Cllr Moss suggested that the Council write a letter to CDC requesting that discussions be facilitated with planning officers and he would also raise this at CDC. **Action: Cllr Towers to write letter to CDC** |
| AGPC 36-22.3 | County Councillor  A County Councillor had not yet been elected. Any issues could be passed to the newly elected councillor following today’s election. |
| AGPC 36-22.4 | Clerk & RFO  The Clerk gave an update on the following matters:   * planning application for the pathways on Hawthorne Meadow will be submitted shortly * - She had written to Fr. Andrew to confirm the Council’s agreement that the Church take over the noticeboard near the Old House at Home pub for church notices and that maintenance is carried out. Cllr MacDougall had passed Fr. Andrew his set of keys so that a duplicate set could be cut. |
| AGPC 37-22 | **Committee Minutes & Reports** |
| AGPC 37-22.1 | Report back on Extraordinary Parish Council meeting 28 October 2021  The minutes had been circulated and it was noted that remote meetings would continue until the Annual Parish Council meeting in May 2022, subject to face-to-face meetings which might be required by law, such as agreeing the precept. |
| AGPC 37-22.2 | Advisory Group to the Planning Committee  The notes of the meeting held on 21 October 2021 were noted. |
| AGPC 37-22.3 | Neighbourhood Plan Steering Group (NPSG)  The notes of the meeting held on 11 October 2021 were noted. The draft NPSG Strategy timeline and flyer were also considered. It was suggested that the questionnaire might be circulated with the flyer. In any respect the questionnaire and Strategy would need to be put on the website in advance of the flyer being circulated to residents.  The public meeting would take place on 7 December 2021 at 7.30pm and the Zoom meeting on 8 December at 7.00pm.  It was agreed that this be discussed again by the NPSG at its next meeting on Monday 8 November. |
| AGPC 37-22.4 | Queen’s Green Canopy – tree planting for Queen’s Jubilee  As Cllr Bramwell Smith was not present at this meeting, this would be deferred to the next meeting. |
| AGPC 37-22.5 | Feedback from CDALC meeting 4 October 2021  Cllr Sheppard had circulated the minutes of this meeting to all and gave an update.   * Chichester Harbour Conservancy annual report and whether we could invite a representative to attend our Planning Committee * CDALC membership should be by nominated representative and a deputy. Cllr Sheppard was happy to continue as the representative. There was no volunteer to act as deputy. * Sussex Police setting up Community Safety Advisory Groups (CSAGs) locally. If interested, the Council should contact Trevor Leggo. * **Action: Clerk to contact WSALC re CSAGs and advise re membership** |
| AGPC 37-22.6 | CHEMROUTE – feedback from recent meeting  Cllr MacDougall had attended a meeting called by the Chichester Cycle Forum to consider the position with Chemroute. Concern had been expressed that Chemroute was compromising safety as the funding was far short of what was required. It had been suggested that the funding be put towards some of the issues such as improving roundabouts. There had been criticism of CDC for approving the Highways England Chemroute proposals instead of challenging this. They had ignored the concerns raised by four parish councils on the route.  District Cllr Moss advised that the report had been pulled from the Cabinet meeting and would go back to the December Cabinet meeting for approval. He had requested that all parish councils be specifically consulted on proposals before this date. |
| AGPC 37-22.7 | Parish Online Mapping System  Following the September meeting at which this was last discussed, the Clerk and Cllr Archer had attended free training set up by WSALC. Resident Stephen Tanner had offered to become the parish champion on the mapping system. The Clerk reported that the mapping system would be a great asset to the Council in that we would be able to add all our assets on map layers with the facility to add photographs and other information. WSCC and CDC also shared various map layers such as TPOs and planning applications. WSALC had arranged a hugely discounted rate for all parishes and our annual commitment would be £70 per annum.  **Resolved:** That the Parish Council contract to WSALC for Parish Online functionality at the annual cost of £70 which would be reviewed annually. |
| AGPC 37-22.8 | Community Bus Project  Cllr Garrett reported back on a recent meeting he had attended with Mr A Kerry-Bedell. The next meeting was on 23 November. Possible bus stops in the parish were discussed. Opposite the Post Office on Broad Road there was a stop with a layby. St Wilfrid’s Hall car park could be another stop, possibly also house pick-ups. It was suggested that more could be done to promote this service to local people. We could ask the owner of the Post Office to display information and pass this to other organisations such as the WI and the Church. Pew slips and advertising on the church website were also mentioned. **Action: Cllr Garrett will action advertising.** |
| AGPC 38-22 | **Finance and Governance** |
| AGPC 38-22.1 | The Schedule of Payments had been circulated.  **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That the payment of invoices to 4 November 2021 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 | There were no payments to be ratified. |
| AGPC 38-22.5 | There were none. |
| AGPC 39-22 | **Meeting Dates**  Neighbourhood Plan Steering Group – Monday 8 November 2021 7:30pm  Advisory Group to the Planning Committee – 18 November 2021 7:30pm  Advisory Group to the Public Open Spaces Advisory Committee – Tuesday 23 November 2021 7:30pm  Advisory Group to the Parish Council – Thursday 2 December 2021 7:30pm  All meetings will be held remotely by Zoom. |
| AGPC 40-22 | **Items for the next meeting**   * Co-option of new Councillor * Trees * Parish Online champion to demo |
| AGPC 41-22 | **Any Other Business**   * The matter of Parish Council surgeries was raised. There had been Council agreement early in 2020 that surgeries should take place and as we were now able to go ahead with these it was suggested this should be added to the next Parish Council meeting for discussion. Cllr Towers was willing to come up with a plan as to how these would operate. **Action: Clerk to add to agenda** * Queried whether the Council’s defibrillators were registered on the British Heart Foundation website. The Clerk advised that they were certainly registered on the local ambulance service, but she would investigate the BHF website. **Action: Clerk** |
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The meeting closed at 20.45pm.

Signed by: Date:

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CHAIRMAN

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**Advisory Group to Parish Council – 4 November 2021**

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Cowan Consultancy | £2,400.00 | 15915 | Services re planning application for bridge crossing to Hawthorne Meadow |
| 2 | Andrews | £410.00 | CHPCOCT21 | Ground maintenance services |
| 3 | Planning Portal | £145.00 | PP10236278v1CPY | Planning application for pathways Hawthorne Meadow |
| 4 | Chidham Village Hall | £8.50 | 21/34 | Hall rental 28 Oct 21 |
| 5 | Mulberry & Co. | £144.00 | 50373 | Councillor training |
| 6 | WSALC Ltd | £84.00 | 1328 | Parish Online subscription 21-22 |

To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Multipensions | £56.86 | 28 Oct 2021 | Pension Oct 21 |
| 2 |  |  |  |  |

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

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| 1 | Lloyds Bank | £1.29 | 11 Oct 2021 | Interest (1090 Bank Interest Received) |  |
| 2 | CDC | £2,461.84 | 22 Oct 2021 | NHB grant (EMR NHB) |  |
| 3 | CDC | £13,138.65 | 29 Oct 2021 | CIL funding (EMR CIL) |  |