**Draft notes of the Extraordinary meeting of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council held remotely on Thursday 29 July 2021 at 7:30pm**

**Present** 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 Cllr A Moss |
| **Also in attendance** | Mrs B Jones, Clerk & RFO |

*Meeting commenced at 7:30pm*

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| AGPC 24-22 | **Apologies for absence**  Apologies had been received from Cllrs R Perri, C Archer and J Towers. Apologies had also been received from District Councillors P Plant and D Rogers and County Councillor M Magil. |
| AGPC 25-22 | **Declarations of Interest**  None. |
| AGPC 26-22 | **Public Open Forum**  District Cllr A Moss fed back from the meeting of CDC councillors regarding the Local Plan. The cessation of the Stockbridge link road development had been passed unanimously. Development sites would need to be reviewed in light of the funding available and work to be done on the A27 and surrounding roads. A survey would be undertaken and presented to CDC in the Autumn which would determine where housing could be developed. Areas in the north of the district would be considered as CDC needed to demonstrate that all areas have been considered. The effect on Chidham & Hambrook would be considered. Transport studies would need to be concluded. Position statements on Thornham capacity and from EA on flooding issues. An attempt had been made to drive through recommendations to stop developers putting in applications which were subsequently approved which was not successful. However, it may affect applications closer to the Harbour and AONB. |
| AGPC 27-22 | **Committee Minutes & Reports** |
| AGPC 27-22.1 | Advisory Group to the Finance Committee  The notes of the meeting held on 22 July 2021 were noted.  **Recommendation under the Scheme of Delegation dated 27 May 2021:** That:  1. The following virements be agreed:   1. A virement of £500 from the Hedges & Ditches budget account to cover the shortfall on the Salary & NI budget (performance increase + annual Cost of Living increase). 2. A virement of £100 from the Subscriptions & Memberships budget to the Payroll budget to cover the payroll contract fees.   2. That from 2022-23 the Council’s emergency earmarked reserve be increased by 5% of precept per annum until a total of 75% of the precept is held.  It was noted that should the Parish Council wish to proceed with the Bourne Bus Project, that £2,000 to cover the first year of the project would need to be spent from the Council’s emergency earmarked reserve. |
| AGPC 27-22.2 | **Bourne Bus Project**  Cllr J Towers had circulated further information about this project by email to all councillors.  The Committee recognised that this project represented a unique opportunity to provide a valuable capability to the community. Time scales were short and an unconventional approach might be needed.  There were some concerns about this project:  - the Council must protect its financial position now and in the future if the project does not progress or if it does not benefit the parish residents  - concern that no consultation was carried out with local residents  - need to understand future costs and usage figures  - strenuous driving tests for drivers which may preclude older drivers  **Recommendation under the Scheme of Delegation dated 27 May 2021:** That the Council agrees to formally support this project with the first year operational costs of £2,000 and following years at £1,000 per annum subject to the Council having equal involvement with other bodies involved in the project and subject to quarterly reviews during the first year of operation to ensure that the project is on target and residents of the parish are content with the service, failing which the Council reserves the right to withdraw its support. |
| AGPC 27-22.3 | Eco Green Community Dog Solution  Details of a proposal for this dog information station had been circulated. £130 for the introductory offer included 2 packs of bags. Consider a rota for local residents to check the station regularly for depletion of bags. Storage of bags was discussed.  **Action:** Clerk to check with CDC as to whether the binmen will be able to access the bin proposed to be put next to the station just over the crossing from Broad Road in Hawthorne Meadow. POSAC to include residents in this project.  **Recommendation under the Scheme of Delegation dated 27 May 2021:** That one eco green dog station be purchased at a cost of £130.00 plus VAT (including 2 packs of bags) for use at Hawthorne Meadow. |
| AGPC 27-22.4 | Motion by Cllr C Archer relating to IT issues  The following motion had been received from Cllr C Archer ‘I ask the PC to agree to fund the cost of JNR moving PC documents across to the new PC laptops.’  The Clerk advised that assistance to carry out this work was included as part of JNR Computer’s support arrangements.  Councillors considered this motion and agreed to change this motion to read ‘I ask the PC to agree to fund the cost of JNR moving ***emails*** across to the new PC laptops.’  **Recommendation under the Scheme of Delegation dated 27 May 2021:**   1. That JNR Computers be contracted to carry out the work required to move all the Council’s Gmail emails to Microsoft 365 at a cost of £550 (£50 per account x 11). 2. That the process of migrating emails be commenced at midday on Friday 24 September 2021 (and that councillors undertake to cease using the Gmail account at this time). 3. That the new hardware and Microsoft 365/Outlook commence to be used from Monday 27 September 2021. |
| AGPC 28-22 | **Finance and Governance** |
| AGPC 28-22.1 | The Schedule of Payments had been circulated. A further invoice had been received from ROSPA Play Safety in the sum of £124.20.  **Recommended under the Scheme of Delegation agreed on 27 May 2021:** That the payment of invoices to 29 July 2021 be approved. |
| AGPC 28-22.2 | The Direct Debit/Standing Order payments made were noted. |
| AGPC 28-22.3 | Receipts paid to the Council’s bank account were noted. |
| AGPC 29-22 | **Meeting Dates**  To be circulated by email. |
| AGPC 30-22 | **Items for the next meeting**  Nothing was raised. |
| AGPC 31-22 | **Any other business**  It had been suggested that a leaflet be circulated to residents in the north of the parish regarding the Willowbrook planning application. This had been circulated for comment. It was suggested that the leaflet be tweaked to make it clear how residents should respond to CDC and to remove the reference to CHPAG. A link to CHPAG could be put on the website along with a note that if residents require assistance with this that they contact members of the Planning Committee. A request for a public meeting on this application was supported. **Action: A date for this meeting to be identified. Clerk to revise the draft leaflet and send to Cllr Towers and add info to the website.**  Cllr Gowlett advised that a successful site meeting had taken place with Cllr A Tait from Southbourne and with District Cllr A Moss. |

The meeting closed at 20:27pm.

Signed by: Date:

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CHAIRMAN