**Draft minutes of a Meeting of Chidham and Hambrook Parish Council**

**held at Chidham Village Hall on Thursday 6 January 2022 at 7:30pm**

**Present** Cllr B GarrettCllr P Bolton

Cllr S Bramwell Smith Cllr S Johnson

Cllr P MacDougall (Chair) Cllr J Sheppard

Cllr J Towers

**In attendance** Cllrs D Rodgers, P Plant and A Moss, Chichester District Council

Cllr A Kerry-Bedell, West Sussex County Council

**Members of**

**Public** None

*Meeting commenced at 7:30pm*

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| 22-040 | **Apologies for absence**  Apologies had been received from Cllrs Archer and Gowlett. |
| 22-041 | **Declarations of Interest**  None. |
| 22-042 | **Minutes**  **Resolved:** That the minutes of the Extraordinary Parish Council meeting held on 30 November 2022 be agreed as an accurate record and signed by the Chair. |
| 22-043 | **Matters Arising from the Minutes**  None. |
| 22-044 | **Public Open Forum**  There were no members of the public present. |
| 22-044.1 | Parish Council Chair  The Chair advised that Cllr Geoffrey Hyde had resigned on 6 December 2021. A discussion took place on whether to hold a Zoom meeting where the applicants could introduce themselves. A decision could be made at this Zoom meeting once the applicants had left the meeting. The process of co-option could then take place at the next Parish Council meeting on 3 February 2022 which would be a F2F meeting. A decision was made to decide the process by email. |
| 22-044.2 | District Councillors  District Cllr A Moss had submitted a report which had been received just prior to the meeting. He gave an update on various issues.   * Showmen’s site – it was reported that the land next to the Showmen’s Site was a travellers’ pitch and caravans had recently been erected on this site. Councillors Towers and Garrett commented to the effect that when the Planning Committee met with the Applicants at site in December they had gleaned rather more information which may indicate that the two plots which are the subject of the planning application (Ref to be added) concerns land which lies to the east of the land on which the Applicants stated clearly that travellers had recently added new caravans etc. * Activity on Sunley (N of Scant Road West ) site – he agreed to speak to the Planning Officer to ensure compliance with building regulations. * Chemroute – a report was going to Cabinet next week although WSCC had asked for this to be withdrawn as they had not fully finalised and agreed the project. * Planning numbers – a CDC internal meeting with councillors would take place on 12 January and release to parish councils as soon as this had been agreed through formal routes. |

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| 22-044.3 | County Councillor  The County Cllr had submitted a written report just prior to this meeting. He gave an update on various issues:   * He was holding a meeting with Chidham Primary School head, to be attended by Cllr J Towers, on Friday 14 January 2022. * Chemroute – WSCC position is that they are not happy with what National Highways has come up with. * Bourne Community Bus project – This is now part of the Southbourne Community Land Trust and the Trust had received another £10,000 grant making £20,000 plus parish commitments. Seven volunteer drivers would be trained at the end of January. It is possible that they will hire buses instead of buying them as it is a better deal. They are working with Community Transport Sussex. * Tree protection – Southbourne had commented that this process through the District Council was not effective. |
| 22-044.4 | Clerk & RFO  The Clerk provided updates on various projects as follows:   * A quote had been requested from Parhams for replacement polycarbonate sheeting at the bus shelter at Barleycorn North. Cllr B Garrett had reported that the glass in one door of the PC’s noticeboard at the Village Hall has what looks to be a stone or air rifle hole in it. A repair would make sense. * The location of the waste bin on Cot Lane had been agreed by CDC but they were not able to install the bin until late Spring. * The Nutbourne East sign had been repaired at a cost of £100 following email agreement to this. |
| 22-045 | **Committee Minutes & Reports** |
| 22-045.1 | Advisory Group to the Planning Committee  The notes of the meeting held on 16 December 2021 were noted. |
| 22-045.2 | Neighbourhood Plan Steering Group  The notes of the meeting held on 6 December 2021 were noted. The next meeting would be held on Monday 10 January 2022. Discussion will be held as to whether the public meeting will go ahead on 18 January. The Clerk undertook to make necessary amendments to the web pages to ensure access to the Strategy and Questionnaire. |
| 22-045.3 | Advisory Group to the Finance Committee  The notes of the meeting held on 9 December 2021 were noted.  **Resolved that:**   1. The proposed budget of £51,512.00 for the forthcoming financial year 2022-23 be accepted. 2. A precept of £51,512.00, which represents an increase of £1.66 (3.36%) on the Band D charge to £51.10, be agreed. |
| 22-045.4 | Appointment of new councillor Stephen Johnson to committees  **Resolved that Cllr S Johnson be appointed to the following committees and groups:**   * the Planning Committee; the Finance Committee and the Staffing Committee * Representative on Chichester Association of Local Councils with Cllr Sheppard as Deputy. * Change appointment on the Neighbourhood Plan Steering Group to Cllr member instead of resident member. |
| 22-045.5 | Bourne Bus Project update  An update had been given by the County Cllr in his address above. A further update would be provided at the next meeting. |
| 22-045.6 | Queen’s Jubilee initiatives  The Clerk had written to the Village Hall, CHANE RA, Maybush Copse Friends, Chidham Primary School and St Wilfrid’s Church. Positive responses had been received from the Village Hall, Maybush Copse Friends and the Primary School.  Maybush Copse Friends had responded that they would like to hold a ‘Big Picnic’ event and sought responses from other organisations as to their involvement. The Clerk advised that the Village Hall was keen to be involved by offering the space as a venue, as were the Primary School, although they were considering several events in their own right. Clarification had been sought from CDC regarding the £250 grant available and what it could be spent on. We await final advice when CDC have agreed their policy. Maybush Copse would need assistance with organising the event and help on the day. The event itself would be free.  It was agreed that Cllrs Johnson and Garrett liaise with Cllr Archer, who had been very keen on this event. Cllr Garrett will seek to clarify whether or not Cobnor Estate and perhaps CACT and CYE have plans in process. He caveated that the lead time for such major events to be successful is almost certainly more than 5 months. |
| 22-045.7 | Trees  Cllr Bramwell Smith had been in touch with the arboreal person at CDC but had not had an adequate reply. Several large trees were being delivered, having been obtained from the Cobnor Estate Manager. She had also been in touch with a CDC Environmental Officer regarding the Miyawaki Forest to be installed in Pynham Meadow. A site visit had taken place recently with POSAC members, the Clerk and Tree Wardens. She had also consulted with local residents about the installation of the Miyawaki Forest, receiving a good response. |
| 22-045.8 | Protocol on holding Councillors’ Surgeries – Cllr J Towers  It was suggested that a record should be kept of each meeting and each issue and a means of recording satisfaction with the outcome of each issue raised.  Publication of the surgeries was raised. The following was suggested:   * Leaflets in the Post Office * Noticeboard x 2 * On Facebook and website * Village Magazine – **Action:** Cllr Towers to let the Chair have the information for insertion in the February edition.   **Resolved that:**   1. The Protocol for holding Councillors’ Surgeries be agreed subject to the removal of the statement relating to the restriction to 2 residents. 2. A meeting take place on Saturday 19 February 2022 from 10:00-12:00pm.   Cllrs MacDougall and Towers would be available for the above meeting with Cllr Sheppard as a backup.  **Action: Clerk to develop a proforma for recording information.** |
| 22-046 | **Finance and Governance** |
| 22-046.1 | **Resolved:** That the Schedule of Payments be agreed subject to the addition of a late invoice in the sum of £13.80 from Cllr Garrett for 3 additional keys for the noticeboard at the Village Hall. |
| 22-046.2 | Direct Debit/Standing Order payments made were noted. |
| 22-046.3 | No credits had been paid to the Council’s bank accounts. |
| 22-046.4 | No payments had been made following email agreement. |
| 22-047 | **Meeting Dates**  Neighbourhood Plan Steering Group – Mon 10 January 2022 7:30pm  Advisory Group to the Planning Committee – Thu 20 January 2022 7:30pm  Advisory Group to the Public Open Spaces Advisory Group – Tue 25 January 2022 7:30pm  Advisory Group to the Parish Council – Thursday 3 February 2022 7:30pm |
| 22-048 | **Items for the next meeting**   * Trees * Carbon policy * Bourne Bus project * Queen’s Jubilee arrangements |

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| 22-049 | **Any Other Business**  Cllr B Garrett has given apologies for the next Parish Council meeting on 3 February 2022.  County Cllr Kerry-Bedell reminded all of the March for the Manhood and Harbour Villages on Saturday 29 January 2022 starting from Priory Park at 1000hrs and ending at County Hall . |
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The meeting closed at 8:33pm

Signed by: Date:

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**Advisory Group to Parish Council – 6 January 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | HMRC | £1,180.79 | P30 | PAYE Q3 |
| 2 | Monster Creative | £171.45 | 7285 | Printing NPSG docs (EMR NPSG) |
| 3 | Climate Project Services Ltd | £311.47 | 420 | Clerking services in relation to Neighbourhood Plan |
| 4 | Nutbourrne Construction | £120.00 | 13729 | Reinstate damaged sign Nutbourne East |
| 5 | B Garrett | £13.80 |  | Key cutting for Village Hall noticeboard |

To note Direct Debit/Standing Order payments made:

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| 1 | Lloyds Bank | £1.20 | 9 Dec 2021 | Interest (1090 Bank Interest Received) |  |
| 2 | Evolve Pensions | £56.86 | 4 Jan 2022 | Pension Dec 2021 |  |

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

None.

To confirm/ratify any payments made following email agreement.

None.