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

**held remotely on Thursday 7 April 2022 at 7:30pm**

**Present** Cllr C Archer Cllr P Bolton

Cllr S Bramwell Smith Cllr B Garrett

Cllr R Gowlett Cllr M Hickman

Cllr S Johnson Cllr M Savory

Cllr J Towers

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| **In attendance** | CDC Cllrs A Moss, P Plant and D Rodgers.  WSCC Cllr A Kerry-Bedell |
| **Members of**  **Public** | Mr A Sargent |
| **Also in attendance** | Mrs B Jones, Clerk/RFO |

*Meeting commenced at 7:30pm*

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| AGPC 77-22 | **Apologies for absence**  Apologies had been received from Cllr P MacDougall. In his absence, Cllr J Towers was elected as Chair. | |
| AGPC 78-22 | **Declarations of Interest**  The following declarations of interest were made:  Cllr J Towers declared an interest as a member of Chidham Village Hall Management Committee in respect of agenda item 9.3. | |
| AGPC 79-22 | **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 April 2022 be agreed and signed by the Clerk noting this minute number. | |
| AGPC 80-22.1 | **Matters Arising**  Minute 68-22.1 - The response from the Parliamentary Secretary of State for Transport’s regarding e-scooters was circulated to the PCSO for information.  Minute 71.22.1 - Cllr Archer had submitted his brief biography to the Chair and Vice-Chair for the next Village Magazine edition. The Chair advised that Cllr Hickman’s biography would be included in the May edition and Cllr Archer’s in the June edition.  Minute 71.22.2 - It was noted that there was still no reference to Portsmouth Water on CDC’s webpage relating to Water Quality. District Cllr Plant agreed to contact the officer concerned to chase this up. | |
| AGPC 81-22 | **Public Open Forum** | |
|  | Mr A Sargent asked the following questions:  1. Is CDC Local Plan Review on track?  2. Is Stage 8 complete?  3. In Stage 8 has funding been agreed for the improvements to the A27?  4. When is the last date that the Neighbourhood Plan (NP) can be delivered to CDC?  5. Are we on schedule to deliver the NP on time?  4. I am concerned at whether we will be able to continue paying for the consultant; how many more months can we afford to pay Jon Herbert?  Mr Sargent was requested to direct his questions relating to the Local Plan to the District Councillors. District Cllr P Plant undertook to respond. He was concerned that the next NPSG meeting had been cancelled and there was unnecessary delay in progressing the NP. The Chair advised that the NPSG meeting was cancelled as the Chair was presently away and the most pressing issue was to consider the responses from the NP Strategy survey questionnaires which could necessitate changes to the Strategy. NPSG members would meet informally to progress this work. An update to the timeline would be considered at the next NPSG meeting. Locality NPSG grant funding for 2021-22 had closed on 31 March 2022 and a grant application would be worked up for a new round of funding for 2022-23. | |
| AGPC 82-22 | **Receive Reports** | |
| AGPC 82-22.1 | **Parish Council Chair**  Cllr Towers reported back on concerns expressed by residents recently on the work undertaken to the Land North of Scant Road West. Members and the Clerk had met with Officers from Cala Homes and their Ecologist to understand the progression of work. They were following the plans which had planning permission. It was agreed to hold regular meetings with them. A statement had been put on the Council’s Facebook page and on the website. A case had been put forward to CDC Enforcement which was being investigated. There was concern re the position of the entrance to the site and the 20 yards of hedgerow recently removed. The housebuilders had an Ecologist on site whilst this recent work was taking place and this was approved by Natural England. Cala Homes had put through four planning requests for discharge of conditions. The Parish Council will ensure they are held to account if it is found that work carried out is not legal. **Action:** The Clerk will forward the notes from the meeting to all members. | |
| AGPC 82-22.2 | **District Councillors**  A report had been circulated.  The appeal regarding Flat Farm was delayed as the owner had died and there was a probate issue.  There were ongoing issues with planning applications in Harbour Way. If sea defences are not maintained/increased there would be water ingress. Decisions are required by the Environment Agency and District Council.  All pending planning applications will need to review their nitrate neutrality policies. | |
| AGPC 82-22.3 | **County Councillor**  A report had been circulated.  The County Councillor advised that WSCC was involved in reducing speed limit in villages to improve road safety.  An update was provided on the Bourne Bus project. It was possible there would be a launch on the Jubilee weekend.  A query was raised on the Thornham sewage capacity difference between Q80 and Q90. Cllr Kerry-Bedell undertook to respond on this matter. | |
| AGPC 82-22.4 | **Clerk & RFO**  The Clerk had received a communication from the Secretary of Chidham Parochial Church Council advising of their application to close the St Mary’s Churchyard to burials. A formal process would then follow of consultation with the Parish Council to request that the Council take over the maintenance of this churchyard. Within a 3-month period the Council could pass this responsibility on to the District Council. interest. Cllrs Garrett and Archer declared an interest in this matter as members of Chidham Parochial Church Council. | |
| AGPC 83-22 | **Committee Minutes & Reports** | |
| AGPC 83-22.1 | **Planning Committee**  The notes of the meeting held on 17 March 2022 were noted.  Cllr Archer noted that a response had been made by CDC’s Environment Officer relating to the Council’s planning application for paths in Hawthorne Meadow requesting habitat reports. The Planning Committee would consider this at its next meeting. | |
| AGPC 83-22.2 | **Neighbourhood Plan Steering Group** The notes of the meeting held on 7 March 2022 were noted. | |
| AGPC 83-22.3 | **Advisory Group to the Public Open Spaces Advisory Committee**  Cllr Bolton presented the notes of the meeting held on 29 March 2022 and his report which had been circulated separately. The report set out an update on proposals for the meadows with a revised plan and Contractor A had quoted £42,795 for the planned work. He requested that the Council agree to the budgeted spend of £49,214 (which includes a contingency of 15%) to progress the project. The Council holds CIL funds for this work in an earmarked reserve.  **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That the overall cost of £49,214 be agreed to progress the Pynham Meadow development project.  Cllr Bolton also advised that the Council may need to agree the payment of some costs to the contractor up front and he would circulate details by email for approval.  Cllr S Bramwell Smith advised that she had previously spoken to the Council about planting Mountain Ash trees inside Pynham meadow along the boundary of Broad Road at frequent intervals (roughly 3 fence sections apart). She had met with residents on the east of Broad Road who were mostly agreeable to this.  **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That Mountain Ash trees be planted inside Pynham Meadow along the boundary of Broad Road at frequent intervals (roughly 3 fence sections apart). This relates to 5 or 6 trees. | |
| AGPC 83-22.4 | **Protocol on Co-option arrangements**  Cllr Archer had circulated the current protocol and Cllrs Garrett and Towers had submitted suggested alterations. The use of DBS checks for councillors was mooted. It was requested that this issue be deferred to the next meeting for a fuller discussion. **Action:** Clerk to add to next agenda; survey other local councils for similar protocols; talk to NALC about DBS checks; circulate a clean copy incorporating amendments for further discussion. | |
| AGPC 83-22.5 | **Planning the Annual Parish Meeting - Thursday 26 May 2022**  The Clerk advised that St Wilfrids Hall had been booked for this date, however there was no wifi at the hall. The village hall has now become available on the same evening and it was agreed that the Annual Parish Meeting should be held in the upstairs meeting room. The agenda would include a backward look at the last year and the main theme for the future being the development of the meadows.  It was suggested that this meeting be publicised with an article in the Village Magazine, on the website and FB, and emailed out to the Parish Residents Group. Cllr Savory undertook to produce an A4 poster which could go on noticeboards. An article could be included on a Parish Council newsletter, should that be re-established at the Council meeting on 5 May 2022. Cllr Towers will be doing copy for the Village Magazine. | |
| AGPC 83-22.6 | **Scheme of Delegation and Future Meetings**  On 28 October 2021 the Parish Council extended a temporary Scheme of Delegation (attached) which allowed remote meetings to be held until the Annual Parish Council meeting on 5 May 2022 which was required to be held in person. You are asked to consider whether future meetings should be held in person or whether the temporary Scheme of Delegation should be extended.  The Clerk confirmed that the Scheme of Delegation would allow both face to face and remote meetings to be held, subject to the Parish Council meeting the legal requirement for public face-to-face meetings.  It was proposed that the Scheme of Delegation be extended and that the Parish Council meet monthly on a face-to-face basis. Each committee could make their own decision as to how they would meet.  An amendment was suggested to page 2 - To take action: number 2 - to allow the Clerk to consult with 3 (not 2) councillors to reflect the statement under Delegation of Power where the Clerk should consult with at least 3 members.  It was agreed that the final version of the Scheme of Delegation be considered at the next formal Parish Council meeting for approval. | |
| AGPC 83-22.7 | **Motion on Climate Change**  The Council considered the following motion:  *“Chidham & Hambrook Parish Council recognises that in 2022 we are in a climate emergency and acknowledges that we must act now to reduce our carbon footprint. Every organisation, big or small; local, regional, national, or global has a responsibility to work towards carbon neutrality. We will do this through active engagement with our residents whilst working in partnership with Chichester District and West Sussex County Councils, community organisations and other Parish Councils to establish specific local initiatives focusing on key issues including transport, the built environment, the natural environment, biodiversity and renewable energy, all aiming to achieve a carbon neutral future.*  *We will seek several ‘Climate Change Champions' from within our community to join a Climate Change Team which will produce an Action Plan which will include but in no way be limited to focus on:*   * *Full consideration of the impacts on climate, ecology and biodiversity in all our decision- making* * *Achievable strategies to encourage local residents, organisations, and businesses to work with our Climate Change Team to reduce pollution, protect and enhance the environment* * *How our community can challenge policies and actions which will, or are likely to, increase carbon emissions* * *How best to provide meaningful advice and support to our community and residents in making changes, however small, to the way we lead our lives, and which will deliver real benefits over time by reducing our carbon footprint*   *We have a decade to make a difference.”*  Cllrs Towers and Garrett had attended a Climate Change Summit event and fed back on this. There was a need to use this opportunity to bring the community together as every household can contribute. It was suggested that something be put to the Annual Parish Meeting and into the newsletter to invite people to attend the meeting and seek Climate Change champions in the community.  When the CDC Climate Emergency Action Plan was established, there had been a commitment to form a Citizens Assembly which it appeared had been dropped. Further information was sought from the District Councillors as to the reason for this. Cllr P Plant agreed to respond following the meeting.  Most Parish Councils had stated that they wished to achieve a 0% carbon footprint by 2030. It was not clear how hard it would be to achieve that. The first thing required would be to measure our current carbon footprint.  **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That the motion be supported. | |
| .AGPC 83-22.8 | **Flatt Road parking – suggested Traffic Regulation Order**  The Clerk advised that District Cllr Rodgers had raised this matter with her, citing parking issues and the fact that emergency vehicles could not get past two sides of parked cars along Flatt Road (branching to the left). District Cllr Rodgers gave details of the contacts he had received from residents on Flatt Road and discussions he had had with Hyde, CDC and WSCC relating to the non-emptying of bins, as the refuse lorry had not been able to access the road. County Cllr Kerry-Bedell talked about the WSCC Traffic Regulation Order process. He suggested that the grass verges could be reduced on both sides therefore widening the road.  It was agreed that this matter be deferred to the next meeting for further discussion. **Action:** Clerk to add this to the next agenda. |
| AGPC 83-22.9 | **CDALC meeting 4 April 2022**  A report from Cllr Johnson was noted. He advised that he had recently read the Parish Emergency Plan and that a new lead Councillor needed to be appointed as Cllr Hyde had resigned from the Parish Council. **Action:** Clerk to add to next agenda. | |
| AGPC 83-22.10 | **Residents Against Vehicle Excessive Noise (RAVEN) meeting**  Cllr Towers reported on this meeting. A form had been devised to allow residents to report excessive noise in their area. The data would be collated and sent to the police to act on. | |
| AGPC 83-22-11 | **Letter from NALC Smaller Councils Committee – request for feedback**  There were no suggestions for further areas for NALC to address. | |
| AGPC 84-22 | **Finance and Governance** | |
| AGPC 84-22.1 | The Clerk added a further invoice to the payments list.  **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That the payment of invoices to 7 April 2022 be approved for payment with inclusion of the additional invoice (attached to these notes). | |
| AGPC 84-22.2 | The Direct Debit/Standing Order payments and receipt of credits were noted. The payment made following email agreement was ratified. | |
| AGPC 84-22.3 | **Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That a Council grant be awarded to Chidham Village Hall in the sum of £511.95 for a TV licence and broadband connection for the period 1 April 2022 to 31 March 2023. | |
| AGPC 85-22 | **Meeting Dates**  Advisory Group to the Planning Committee – Thu 21 April 2022 7:30pm  Advisory Group to the Finance Committee – Thu 28 April 2022 7:30pm  Annual Parish Council meeting - Thu 5 May 2022 7:30pm  Neighbourhood Plan Steering Group – Mon 9 May 2022 7:30pm | |
| AGPC 75-22 | **Items for the next meeting**  - Communication with residents  - Annual Parish Meeting preparation  - Flatt Road TRO | |
| AGPC 76-22 | **Any Other Business** | |
|  | Cllr Garrett suggested that we would need to move fast following the next meeting on 5 May to prepare, publish and circulate a parish newsletter before the APM. He suggested we seek volunteers from outside the Council to circulate the newsletter. | |
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The meeting closed at 9:06pm

Signed by: Date:

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CHAIRMAN

**Advisory Group to Parish Council – 7 April 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | RS Hall & Co. | £120.00 | 6056 | Payroll processing 2021-22 |
| 2 | Reids Playground Maintenance | 1,164.00 | 4847 | Repair to clatter bridge/stepping logs (EMR CIL) |
| 3 | HMRC | £1,309.43 | 475PM00963717 | Q4 PAYE |
| 4 | Parhams | £351.53 | PB4620 | Repairs to bus shelter glass Sep 21 |
| 5 | Parhams | £1,551.50 | PB4934 | Additional cost over quote is additional panel noticeboard and adjust of sizes of bus shelter glass |
| 6 | Bambi Jones | £20.42 |  | Office supplies -paper, inks, stamps, card |
| 7 | Mulberrry and Co. | £120.00 | 50593 | M Savory/M Hickman WSALC training The Role of the Parish Councillor |
| 8 | Chichester District Council | £685.15 | 602666653 | Dog and litter bin emptying 2021-22 |
| 9 | Lollipop Print | £258.00 | 20361 | TPO signs |
| 10 | WSALC Ltd | £775.27 | 1354 | WSALC/NALC annual subscriptions 2022-23 |
| 11 | SLCC | £186.00 | MEM239191-1 | Annual subscription 2022-23 |
| 12 | Andrews Ground Maintenance | £350.00 | CHPCMAR22 | Grass cutting and playground risk assessments |
| 13 | Signature Landscapes Ltd | £900.00 | 2022 | Labour, machinery and materials Pynham meadow development |
| 14 | Southern Counties Liming | £1,440.00 | 14350 | Labour Pynham Meadow development |
| 15 | Chidham Village Hall | £511.98 |  | CHPC Grant |

To note Direct Debit/Standing Order payments made:

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| 1 | Lloyds Bank | £1.12 | 9 Mar 2022 | Interest (1090 Bank Interest Recvd) |  |
| 2 | Evolve Pensions | £56.86 | 3 Mar 2022 | Pension Feb 22 |  |
| 3 | JNR Computers (CN-2413) | +£617.76 | 22 Mar 2022 | Credit Note for laptop purchased - no longer required |  |

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

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| 1 | Chichester District Council | £25,756.00 | 6 Apr 2022 | 1st precept payment |

To confirm/ratify any payments made following email agreement.

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| 1 | St Wilfrids Hospice | £50.00 |  | Donation in memory of Andy Collins |