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

**held at Chidham Village Hall on Thursday 5 May 2022 at 7:30pm**

**Present** Clllr C Archer Cllr P Bolton

Cllr S Bramwell Smith Cllr R Gowlett

Cllr M Hickman Cllr S Johnson

Cllr M Savory Cllr J Towers

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

County Cllr A Kerry-Bedell

**Members of**

**Public** None

*Meeting commenced at 7:30pm*

|  |  |  |
| --- | --- | --- |
| 23-001.1 | **Election of a Chair**  Cllr P MacDougall elected as Chair. | |
| 23-001.2 | **Election of a Vice-Chair**  Cllr J Towers elected as Vice-Chair. | |
| 23-002 | **Apologies for absence**  Apologies had been received from Cllrs Garrett and MacDougall. In the Chair’s absence Cllr Towers was elected as Chair for this meeting. | |
| 23-003 | **Declarations of Interest**  None. | |
| 23-004.1 | **Minutes**  **Resolved:** That the minutes of the Parish Council meeting held on 24 February 2022 be agreed as an accurate record and signed by the Clerk noting this minute number.  The notes of the meeting of the Advisory Group to the Parish Council held on 7 April 2022 were discussed. | |
| 23-004.2 | **Matters Arising from the Minutes**  District Cllr Plant made the following comments:  Minute 80-22.1 - Portsmouth Water is now mentioned on the website.  Minute 81-22 – District Cllr Rodgers had responded to Mr A Sargent.  Minute 83-22.2 CDC had released £85,000 to pay for barristers for the appeals.  Minute 83-22.7 Motion on Climate Change – District Cllr Plant was pleased to see the motion and will respond in due course. She offered her assistance with this issue.  Cllr Archer wished it minuted that he had left the meeting at 9:00pm. | |
| 23-005 | **Public Open Forum**  Mr A Kerry-Bedell advised that the Parish Action Group had reminded residents who had submitted comments on the Pallant Homes applications to resubmit their comments to the Planning Inspector about the two appeals and encourage those who had not yet submitted comments to do so. | |
| 23-006 | **Receive Reports** | |
| 23-006.1 | Parish Council Chair  The Chair was not present. | |
| 23-006.2 | District Councillors  A report had been received from the Harbour Villages councillors.  District Cllr Moss advised that a meeting had been sought regarding the planning application at Grey Thatch, with attendance by CDC Planning Officers, Chichester Harbour Conservancy and Natural England.  There was a delay with Willowbrook as they were recalculating the nitrate neutrality report in line with new NE requirements.  The Government had announced Levelling Up and Prosperity funding to district councils. CDC was drawing up options to allow a bid for the district relating to classifications of employment, regeneration and other tourism matters. | |
| 23-006.3 | County Councillor  A late report had been received from County Cllr Kerry-Bedell. He made the following comments:   * traffic TRO outside the school is in the system and has a number to be progressed in 2023. * The crossing proposed for the Main Road Cycle route would be near Chidham Lane on the A259.Cllr Archer suggested that the existing crossing should be maintained if possible. * All walking/cycling routes would be overlaid and the new WSCC task and finish group will be looking at road safety and speed limits * Highways England was now known as National Highways. * The Bourne Bus timetable was explained to those who found it difficult to read. Copies of the timetable and flyer were left to be distributed in the Parish. Cllr Bolton would approach the PO and Cllr Savory St Wilfred Charity Shop. The routes may be changed over time. Cllrs Garrett, Towers and Gowlett would be included on the open day at Thorney Barracks.   The Clerk has not included the District and County Councillor reports with the agenda on the web as they normally arrive late but will try to remember to add these later. | |
| 23-006.4 | Clerk & RFO   * A communication had been received from Southbourne Men’s Shed seeking grant funding from the Parish Council. The Clerk will arrange for a representative to attend the next meeting. * - S106 funding of £2,927.69, where expiry had been reached, had been offered to organisations in the parish. Cobnor Activities wished to take advantage of this funding. The Clerk, in discussion with the District Council, had offered up to Cobnor Activities a further amount of £3,072.31 from the current fund. There was still £7,808.95 available in the current fund to claim by 2025. | |
| 23-007 | | **Council Membership, representation on outside bodies and meeting dates** |
| 23-007.1 | | Membership of Advisory Committees and Working Groups, councillors with special responsibility and representation on outside bodies  The following amendments were suggested:   * remove special responsibility for finance and staffing * Parish Emergency Plan – Cllrs Johnson and Gowlett * Cllr Gowlett to go on POSAC   Cllr Archer proposed a motion that the quorum of the Neighbourhood Plan Steering Group, which is 5 members, be amended to stipulate that 3 of these must be Parish Councillors. This motion was not seconded and fell.  The Environment Group may be used to progress Climate Change matters.  **RESOLVED:**  That, subject to the above amendments, the membership of the Advisory Committees and Working Groups, councillors with special responsibility and representation on outside bodies be agreed (attached at Appendix 2) |
| 23-007.2 | | 2022-23 Parish Council meetings calendar  **RESOLVED:**  That the 2022-23 Parish Council meetings calendar be agreed.  The Staffing Committee on 24 May 2022 would need to be moved. |
| 23-007.3 | | **Review of the Council’s Committees’ Terms of Reference**  The Council reviewed the Terms of Reference for the following committees -  Planning Committee, Finance Committee, Staffing Committee, Public Open Spaces Advisory Committee (POSAC) and Neighbourhood Plan Steering Group (NPSG).  The following amendments were made:  - Add Cllr R Gowlett to POSAC  - Finance Committee; amend the mention of ‘Planning’ and remove reference to the Safety Committee  - Amend title to Neighbourhood Plan Steering Group  **RESOLVED:**  That, subject to the above amendments, the Terms of Reference for the Planning Committee, Finance Committee, Staffing Committee, Neighbourhood Plan Steering Group and Public Open Spaces Advisory Group, be approved. |
| 23-008 | | **Committee Minutes & Reports** |
| 23-008.1 | | Advisory Group to the Planning Committee  The notes of the meeting held on 21 April 2022 were noted. |
| 23-008.2 | | Neighbourhood Plan Steering Group  No meetings of this group have been held since the last Parish Council meeting on 7 April 2022. |
| 23-008.3 | | Advisory Group to the Finance Committee  The notes of the meeting held on 28 April 2022 were noted.  The Clerk advised that Minute AGFC 25-22 states that Cllr Garrett will review the 3 quotes for the renewal of the insurance contract for a period of 3 years and circulate his comments to the committee. Once this has been reviewed by committee members a recommendation regarding the renewal will be circulated to the Parish Council for electronic approval in order that the insurance can be renewed prior to 1 June 2022. **Action:** Clerk and Cllr Garrett |
| 23-008.4 | | Advisory Group to the Public Open Spaces Advisory Committee  An update on progress with development to the meadows was circulated by Cllr Bolton. He had met with the clerk and Cllr Hickman on site that afternoon to review work in progress. He extended an invite to other councillors to meet with him on site in future weeks to see the progress made.  Cllr Archer raised the request by a resident for a better fence between Hawthorne Meadows and the development. This has been dealt with **Action:** Cllr Bolton to speak to Cllr Archer outside of the meeting  It was suggested that some photos of the meadow be put on the Council’s Facebook page. |
| 23-008.5 | | Communication with residents  This item was deferred to the next meeting in Cllr MacDougall’s absence. |
| 23-008.6 | | Annual Parish Meeting preparation  The Clerk had the agenda ready to go. It was agreed that no refreshments would be offered. It was suggested that Philip introduce the Parish Councillors at the meeting and that the large screen be used.  **Action:** Clerk to get name badges printed for new councillors; Cllr Bolton to put some agendas in the Post Office. |
| 23-008.7 | | Protocol on co-option arrangements  This had been discussed at the last meeting and Cllr Archer had circulated a clean copy with amendments incorporated. Cllr Archer suggested that the ‘first past the post’ method of voting be included. However, Standing Orders states that the NALC recommended voting scheme is used. This will be deferred to the next meeting in order that the Standing Orders can be considered with a possible amendment to the voting system used. |
| 23-008.8 | | Scheme of Delegation  The Scheme of Delegation was discussed at the last meeting and it was suggested that the Parish Council meetings be held in person and the meetings of the remaining committees be held remotely. This was, however, subject to review.  **RESOLVED:**  That the Scheme of Delegation be extended for the further period of one year to May 2023. |
| 23-008.9 | | **Parish Ditch Warden**  A report from the Parish Council Ditch Warden, Robin Yeld, had been circulated.  **RESOLVED:**  That an honorarium of £500 be paid to the Ditch Warden for his services over the last year and that his contract be renewed for 2022-2023.  The Parish Council wished to record its thanks to Robin Yeld for his excellent work and continuing services to the Council. |
| 23-008.10 | | Flatt Road TRO  This had been deferred from last meeting. District Cllr Rogers gave an update on why this matter had been raised.  District Cllr Plant raised a similar issue in Fishbourne, Caspian Close, where double yellow lines were put down.  The Chair advised that it was her view that antisocial behaviour should not be solved with a TRO. This would mean a huge amount of work for the Parish Council. Members agreed that they were not in favour and that this should be left in abeyance for the time being while further investigations took place. |
| 23-009 | | **Finance and Governance** |
| 23-009.1 | | **RESOLVED:**  That the invoices received to 5 May 2022 be approved for payment (attached at Appendix 1). |
| 23-009.2 | | **RESOLVED:**  That the Direct Debit/Standing Order payments made be noted and the receipt of credits paid to the Council’s bank accounts be acknowledged and that the payment made following email agreement be ratified. |
| 23-0010 | | **Meeting Dates**  Neighbourhood Plan Steering Group – Mon 9 May 2022 7:30pm  Advisory Group to the Planning Committee – Thu 19 May 2022 7:30pm  Advisory Group to the Parish Council – Wed 1 June 2022 in person |
| 23-011 | | **Items for the next meeting**   * Communication with residents * Telephone box – Members gave thanks to Mr Savory for replacing the glass to the telephone box. Cllr Savory advised that the specialised post box paint was available online. * Standing Orders review |
| 23-012 | | **Any Other Business**   * Adopted roads on housing developments – a suggestion was made that the Parish Council investigate how to raise the issue of CDC adopting roads on new developments rather than them becoming private roads. This tends to lead to exclusivity. * Cllr Gowlett gave thanks to Cllr Bolton who had taken over SIDs when he was recently incapacitated. |

The meeting ended at 9.05pm.

Signed by: Date:

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CHAIRMAN

Appendix 1

**Advisory Group to Parish Council – 5 May 2022**

**Schedule of Payments**

To authorise invoices for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Groundwork UK | £2,949.45 | CHPC | Refund of unused NPSG grant 2021-22 |
| 2 | Cllr R Gowlett | £7.99 |  | Padlock and keys for playground AmazonEU |
| 3 | NALC | £51.71 | 3427424159 | Fighting Climate Change event – J Towers |
| 4 | Bambi Jones | £304.65 | Expenses | Zoom subscription 22—23; office supplies |
| 5 | MCJ Installations | £48.00 | 1012 | Replacement glass for phone box |
| 6 | Andrews Ground Maintenance | £460.00 | CHPCAPR22 | Grounds maintenance Apr 2022 |
| 7 | Signature Landscapes | £7,850.00 | 2025 | Resurvey drain/remove old drain/new ditch excavation |
| 8 | R S Hall & Co. | £240.00 | 6141 | Internal audit 2021-22 accounts |

To note Direct Debit/Standing Order payments made:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Lloyds Bank | £1.33 | 11 Apr 22 | Interest Deposit A/c |  |
| 2 | Evolve Pensions | £76.51 | 14 Apr 22 | Pension March 22 |  |
| 3 | Evolve Pensions | £61.28 | May 22 | Pension Apr 2022 |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | HMRC | £4,273.88 | 19 Apr 22 | VAT reclaim 2021-22 |
| 2 | CDC | £25,746.00 | 8 Apr 22 | 1st precept payment |
| 3 | CDC | £5.323.91 | 19 Apr 22 | CIL payment |

To confirm/ratify any payments made following email agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Signature Landscapes | £5,495.00 | 12 Apr 22 | Agreed by email – payment to contractor re development Pynham Meadow |

Appendix 2

**Chidham & Hambrook Parish Council**

**Membership of advisory committees and working groups and representation on outside bodies 2022-23**

**Planning Committee**

Maximum of 7 councillors

Chair of the committee not to be the Parish Council Chair

Quorum of 3

Meets every 3rd Thursday of the month

Present membership: Cllrs Bramwell Smith, Garrett, Gowlett, Johnson, Savory and Towers (Chair: Cllr J Towers)

The Parish Council Chair will attend as ex-officio member when there are significant planning applications to consider.

**Finance Committee**

At least 5 members including the Chair of the Council

Quorum of 3

Meets as required

Present membership: Cllrs Bolton, Garrett, Johnson, MacDougall (Chair: Cllr P MacDougall)

**Staffing Committee**

Maximum of 4 councillors with the Chair of the Parish Council in attendance ex-officio without voting rights

Quorum of 3

Meets at least once per year and as and when necessary

Doesn’t meet in public

Present membership: Cllrs Bolton, Johnson and MacDougall (Chair: Vacant)

**Public Open Spaces Advisory Committee (POSAC)**

Maximum of 7 councillors with the Parish Ditch Warden and three co-opted members

Chair and Vice-Chair of the Parish Council may attend as ex-officio members

Quorum of 3

Meets quarterly. Doesn’t meet in public.

Present membership: Cllrs Bramwell Smith, Bolton, Gowlett, Hickman, MacDougall (ex-officio) and Towers (ex-officio) (Chair: Cllr P Bolton)

**Complaints Committee**

Membership: Chair/Vice Chair of Parish Council plus 3 other Councillors/one or two will be chosen from these three Members as required

Meets when required

Present membership: Cllrs MacDougall and Towers

**Neighbourhood Plan Steering Group**

Cross-section of members from the community and parish councillors

Meetings held monthly or as required

Quorum: A minimum of 5 members

Doesn’t meet in public

Reports to Parish Council

Present membership: Cllrs Bramwell-Smith, Bolton, Garrett, Johnson, MacDougall and Towers (Chair: Mr P MacDougall)

**Environment Working Group**

Cross-section of members from the community and parish councillors

Meetings held as required.

Not normally held in public.

Present membership: Cllrs C Archer, P Bolton, R Gowlett, P MacDougall and J Towers.

Councillors with special responsibility:

|  |  |
| --- | --- |
| Open spaces, bus shelters and benches annual review | Cllr P Bolton |
| Roads and transport, travel, school liaison, footways | Cllr J Towers |
| Drainage and sea defence | Cllr C Archer |
| Broad Road play area | Cllr M Hickman and Cllr R Gowlett |
| Public Rights of Way | Cllr M Savory |
| Editor of Parish Council newsletter | Cllr P MacDougall |
| Assets and insurance | Cllr B Garrett |
| Trees | Cllr S Bramwell Smith |
| Parish Emergency Plan | Cllrs S Johnson and R Gowlett |
| Climate Change | Cllrs B Garrett and J Towers |
| SIDs | Cllr R Gowlett (and Cllr P Bolton) |

**Representation on outside bodies**

CDC All Parishes Meeting – dependent upon topic / up to 3 councillors may attend

CDALC – Chichester District Association of Local Councils – Cllr S Johnson

CDC Bournes Forum – Cllr P MacDougall / dependent upon topic / up to 2 councillors may attend

Friends of Maybush Copse Committee – Cllr P MacDougall

Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

May 2022