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

**held at Chidham Village Hall on Thursday 1 September 2022 at 7:30pm**

**Present** Cllr S Bramwell Smith Cllr R Gowlett

 Cllr S Johnson Cllr P MacDougall

 Cllr M Savory

**In attendance** District Cllr A Moss, P Plant and D Rodgers; County Cllr A Kerry-Bedell

**Members of Public** Mr P Baldwin, Mr R Yeld, Mr S Caldicott, Ms K Aldred and 2 other residents of Hazel Copse; 1 further resident

*Meeting commenced at 7:30pm*

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| 23-047 | **Apologies for absence**Apologies had been received from the Cllrs B Garrett, P Bolton, M Hickman and J Towers. |
| 23-048 | **Declarations of Interest**None. |
| 23-049.1 | **Minutes****Resolved:** That the minutes of the Parish Council meeting and the Extraordinary Parish Council meeting both held on 4 August 2022 be agreed as an accurate record and signed by the Chair. |
| 23-049.2 | **Matters Arising from the Minutes** None  |
| 23-050 | **Public Open Forum**Mr Caldicott advised that residents had received no information on the Willowbrook Farm planning application. He was hoping that the Council would circulate information before the closure of the public objections. Cllr Johnson advised that he had drafted an email which the Council would send out to residents advising of the reasoning for residents to object to this application.A resident requested to know what an EIA in the case of Coxes Barn was and what response the Parish Council was sending to the District Council on this application. Cllr Johnson advised that this was an Environmental Impact Assessment and that the Council had requested that this be carried out. It is a precursor to a planning application, a technical process. The District Council considers its policies and rules, particularly on protected areas such as the AONB and SDNP and would make a decision. He also asked whether residents close to the Cala Homes site had received letters. This was confirmed.Ms Eldred also spoke on the Coxes Barn application, saying that this would impact residents of Hazel Copse considerably, and asking whether there was anything they could be doing prior to the planning application being received. Cllr Johnson advised that residents could prepare themselves to come along to the Planning Committee when this application would be discussed. The Clerk advised that residents should watch the website and the agendas for the Planning Committee to determine when this would be.  |
| 23-051 | **Receive Reports** |
| 23-051.1 | **Ditch Warden** Mr Yeld spoke of the problem with the north-western sea wall and confirmed a meeting held with Adrian Moss and Chichester Harbour Conservancy, with Mr P Baldwin and Cllr Johnson. It was agreed that short-term and long-term plans were required. The short-term plan involved placing a sheet of plywood across the seaward side of the main culverts to stop water ingress and flow along the ditches and into the village. This would cost in the region of £100. Also, the ditch on the A259 to Halt Villas was again overgrown and to clear this would cost in the region of £120. Mr Yeld was requested to send in quotes for this work for consideration by the Council.  |
| 23-051.2 | **Parish Council Chair** Nothing to report. |
| 23-051.3 | **District Councillors**A written report had been circulated. District Cllr Moss spoke about the issues with the possible sea wall failure in Chidham. **Action: Clerk to add to November agenda.** District Cllr P Plant advised that the District Council’s two coastal engineers were formally going to be joining Coastal Partners (a group of five District Councils) which allowed a greater spread of knowledge. They are still available for advice to the parish if required.  |
| 23-051.3 | **County Councillor** A written report had been circulated. WSCC Cllr Kerry-Bedell gave information about a Heritage Trail. The Chair advised that the Council would be interested in the Heritage Trail. **Action: WSCC Cllr Kerry-Bedell advised that he would forward further information.** A review of the Bourne Bus stops and scheduling would be required as there had not been a good take-up by Chidham and Hambrook residents. The timetable had also been simplified.  |
| 23-051.4 | **Clerk & RFO**The telephone box had been renovated and now looked splendid. Members agreed that this renovation had been carried out well. |
| 23-052 | **Committee Minutes & Reports** |
| 23-052.1 | **Advisory Group to the Planning Committee** The notes of the meeting held on 18 August 2022 were noted.  |
| 23-052.2 | **Neighbourhood Plan Steering Group****Resolved:** That the 2021-22 Neighbourhood Plan Monitoring Report be approved and submitted to CDC.  |
| 23-052.3 | **Public Open Spaces Advisory Group**The notes of the meeting held on 30 August were noted. **Resolved:**1. That the layout of Pynham Meadow Phase 2 be agreed.
2. That the new signs, the repairs required to the playground equipment and the relocation of the little library and sign be funded from the Council’s earmarked reserves for the playground.
3. That the revised specification for grounds maintenance be approved to go out to tender.

Cllr Gowlett thanked District Cllr P Plant for the 2 yellow litter signs, advising that due to the size only one of these signs may be used and the unused sign would be returned to her if that was the case.  |
| 23-052.4 | **Civility and Respect Pledge****Resolved:** That the Chair sign the formal pledge.  |
| 23-052.5 | **Communications**It was agreed that an informal meeting be set up to discuss Parish Council communications by Zoom. **Action: S Johnson** |
| 23-052.6 | **Car parking spaces Lion Park**The Clerk’s contact at Taylor Wimpey had sent emails on 22 August to the contacts at Network Rail provided by CDC Planning Officer Jeremy Bushell and advised today that she has not yet had a response. |
| 23-052.7 | **PCSO and community safety**There was ongoing concern about the lack of contact by the PCSO and response to local issues of community safety. It was noted that Mrs Katy Bourne would be attending a meeting of the Bournes Forum in October to discuss this. Cllr Savory advised that the Southbourne Parish Council had invited residents to a meeting with their PCSO. It was suggested the Council could do something similar. **Action: Cllr Savory will contact Southbourne Parish Council.** It was suggested that an invite be included for the PCSO to attend the next Parish council meeting. **Action: Clerk to arrange** |
| 23-052.8 | **Parish Handyman**The Clerk had been in touch with Funtington Parish Council who had recently put in place a handyman to carry out tasks in their parish. The Clerk was awaiting some further information to take this further. There was concern that the Council should not be employing additional staff.  |
| 23-052.9 | **Defibrillator maintenance**The defibrillators will be 5 years old in late September and the batteries and pads needed to be replaced. The Clerk had obtained three quotes for these items.**Resolved:** That 3 new sets of pads and 3 sets of batteries be purchased from Defib Warehouse at the cost of £404.97 plus VAT. **Action: Clerk to contact Mr S Tanner about fitting these new pads/batteries.** |
| 23-052.10 | **St John’s Ambulance training**The Clerk reminded all of the event which had been planned to take place in April 2020. The event had been cancelled and a refund issued. Cllrs Johnson and Savory undertook to contact St Johns Ambulance to negotiate a replacement training course which could be opened out to residents and to confirm a date with the Village Hall. **Action: Cllrs Johnson/Savory**  |
| 23-052.11 | **Street lighting on Broad Road**The Clerk advised that two routes had been followed to initiate new street lighting on Broad Road. 1. Self-funded option: Enerveo had visited the site with the Clerk and Cllr Hickman and had promised to send a proposal. This had not yet been received.
2. WSCC funding: Mr M Dare had advised that this could be added to their funding programme but that an informal survey of local residents would need to be undertaken and submitted to him. **Action: Cllrs Savory/BramwellSmith to speak to Cllr Hickman re written consultation.**

There were varying views about the requirement for lighting in Broad Road, however the request had originally been raised by younger members in the parish who had felt uncomfortable walking home from the station in the dark. The Chair and a former councillor had met with the young people to discuss their concerns and issues in the parish.  |
| 23-052.12 | **Catchpond heritage board**The positioning of the heritage board had followed the site identified in the original NHB grant application agreed by CDC in 2019. Cllrs Johnson and Bramwell Smith will meet at the site with parish councillors to discuss the location further. **Action: Cllrs Johnson/Bramwell Smith.**  |
| 23-052.13 | **Co-option arrangements for next meeting**Any candidates for co-option received by the date of the next meeting will be invited to attend that meeting to present themselves.  |
| 23-053 | **Finance and Governance** |
| 23-053.1 | The Clerk added a further invoice and a credit note to the list.**RESOLVED:** That the invoices received to 1 September 2022 be approved for payment (attached at Appendix 1). |
| 23-053.2 | **RESOLVED:** That the Direct Debit/Standing Order payments made be noted and the payment made following email agreement be ratified. |
| 23-053.3 | **Parish Council grant request****Resolved:** That the Council approve the grant to 4Sight in the sum of £500. |
| 23-054 | **Meeting Dates**Neighbourhood Plan Steering Group – Mon 12 September 2022 7:30pm – remotely Planning Committee – Thu 15 September 2022 Chidham Village Hall 7:30pmParish Council – Thu 6 October 2022 – Chidham Village Hall 7:30pm |
| 23-055 | **Items for the next meeting*** Car parking spaces Lions Park
* PCSOs
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| 23-056 | **Any Other Business**Cllr Bramwell Smith had been given a printer and she offered it up to any Parish Councillor. If no-one required it within 7 days, it would be given to a Ukrainian charity. **Action: Clerk to circulate an email to all.**The Clerk confirmed that the appeal on 21 September was for the Chas Wood application. |

The meeting ended at 8:46pm.

Signed by: Date:

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CHAIRMAN

**Advisory Group to Parish Council – 1 September 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Chidham Village Hall | £21.25 | 22/67 | Hall hire |
| 2 | P Barnes | £350.00 | 28 | Repaint telephone box |
| 3 | R Yeld | £35.00 |  | Ditch strimming playground Broad Rd |
| 4 | Bambi Jones | £9.89 | Expenses | Printer ink set |
| 5 | Andrews Ground Maintenance | £330.00 | CHPCAUG22 | Grounds maintenance |
| 6 | 4Sight | £100.00 | CHPC GRANT | Support of 2 residents |
| 7 | First Rescue Training | £493.20 |  | Defibrillator pads/batteries |

To note Direct Debit/Standing Order payments made:

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| 1 | Evolve Pensions | £61.28 | 31.08.2022 | Pension Aug 2022 |

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

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| 1 | Lloyds Bank | £5.02 | 09.08.2022 | Bank interest |
| 3 | Surrey Hills Solicitors | £40.00 | 31.08.2022 | CR5462 Land Registry fee paid twice in error |

To confirm/ratify any payments made following email agreement.

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| 1 | Southern Water | £85.96 | 15 Aug 202 | Connection standpipe Pynham Meadow |