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

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

**Present** Cllr P BoltonCllr S Bramwell Smith

Cllr R Gowlett Cllr S Johnson

Cllr P MacDougall Cllr J Towers

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

PCSOs Jason Lemm and William Parker, Sussex Police

**Members of Public** Mrs C Robertson, Mr Robertson, Mrs L Overstall, Mrs Garrett and a number of other residents

*Meeting commenced at 7:30pm*

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| 23-057 | **Apologies for absence**  Apologies had been received from the Cllrs M Savory and B Garrett. | |
| 23-058 | **Declarations of Interest**  None. | |
| 23-058.1 | **Minutes**  **Resolved:** That the minutes of the Parish Council meeting and the Extraordinary Parish Council meeting both held on 1 September 2022 be agreed as an accurate record and signed by the Chair. | |
| 23-059.2 | **Matters Arising from the Minutes**  Minute 23-051.1 The Clerk advised that quotes had been received from Mr Yeld which were agreed by email circulation. Mr Yeld had been requested to proceed with this work. | |
| 23-060 | **Public Open Forum**  Mrs C Robertson advised that she had received a further 76 signatories to the petition presented to the last meeting which had received 37 signatures. The group of residents attending for this item requested that the information board be moved either near the existing signs or to the south near the outflow pipe. She referred to an email from Mrs D Beale which had been circulated and which suggested that perhaps a post with QR code could be considered in future.  PCSO Jason Lemm spoke about the Community Speedwatch (CS) scheme and the process. This is run by volunteers who want to tackle speed in their local areas. They are loaned equipment and training to undertake speed surveys. Those identified speeding would receive communications from CS on an increasing scale of severity depending on how many times they had been identified speeding. CS officers would undertake a risk assessment of the area and identify a suitable site for the survey. Boxes of equipment would be loaned for a period of 6 months. | |
| 23-061 | **Receive Reports**  It was agreed to take agenda items 6.3 and 6.8 at this point in the agenda to allow those members of the public speaking during the Public Open Forum to hear the debate. | |
| 23-061.1 | **Location of Catchpond heritage board**  Cllr Johnson reported on the meeting held by councillors at Catchpond to consider a revised location for this board. A new location would not be an easy decision. It was suggested that this should be a parallel to the road so that when you approach from the north it isn’t obtrusive. Councillors were not in agreement with positioning it mid-way between the two benches.  Chichester Harbour Conservancy had agreed to move the sign if required.  The board with QR code was not supported however maybe this was something to consider in future.  Residents considered the board to be ‘too orange’. It was agreed that the look and layout of the Harbour Conservancy signs would be considered when designing future heritage boards.  It was agreed to hold a meeting on Tuesday 18 October 2022 at 10.30am with all councillors and interested residents invited. A mock-up of the board would be made so that this could be moved about the area to identify the best placement. Following this meeting, a decision regarding placement would be forwarded to the next Parish Council meeting for agreement. | |
| 23-061.2 | **Traffic Safety**  Cllr Towers advised that the Council had received several emails and Facebook comments from concerned residents about traffic safety in Chidham Lane (particularly at school time), on Broad Road (with large vehicles speeding and at the bottom where cars are parked) and along Main Road through the parish.  Main Road would most likely be dealt with by the WSCC Task Force on Speeding and Bournes Forum. Residents on Chidham Lane had set up a meeting with the school and with CS and had set up a Chihdam Lane Speedwatch Group. The school would be revising its Travel Plan.  She suggested that a Speed Watch group on Broad Road would be a good move.  The Clerk advised that the current SIDs on Broad Road could be moved if a suitable location and/or lamp post had been identified and agreed with WSCC.  **RESOLVED:**  That a meeting be held with residents to which Jason Lemm be invited to talk about CS and Cllr Kerry-Bedell on the work of the WSCC Task Force.  This meeting should be held after 24 October which is the date of the Bournes Forum meeting. | |
| 23-061.3 | **Parish Council Chair**  The Chair had nothing to report. | |
| 23-061.4 | **District Councillors**  A written report had been circulated.  Cllr Plant advised that Chichester had finally joined the e-Charging points contract.  The District Council collects council tax on second homes. Some homes act as air B&Bs and don’t pay council tax or business rates. There are a few homes where rubbish is not taken away.  Cllr Moss reported on the Chaswood Appeal and the difference between the informal and form appeals procedures and the need to prepare yourself differently for each. He will chase up CDC Planning Officers regarding the venue for the appeals in January. | |
| 23-061.5 | **County Councillor**  A written report had been circulated. | |
| 23-061.6 | **Clerk & RFO**  The Clerk advised the following:   * the local PCSO had been invited to attend the 3 November Parish Council meeting * Mrs L Tanner had reported that the post and rail fencing to one side of Hambrook Meadows was deteriorating. She advised that in the past the District Council had responsibility for this with Hyde Housing. **Action:** Clerk and Cllr Towers to investigate. * Chidham WI had advised that a former member had wished to donate money to the Parish Council for the purchase of trees in the parish which had been costed out at £300 (6 trees @ £50 each). | |
| 23-062 | **Committee Minutes & Reports** |
| 23-062.1 | **Planning Committee**  The notes of the meeting held on 29 September 2022 were noted. |
| 23-062.2 | **Neighbourhood Plan Steering Group**  It was agreed that there would be no meeting the following week. |
| 23-062.3 | **Communications**  The Chair agreed to circulate a date for a meeting. |
| 23-062.4 | **Car parking spaces Lion Park**  The Clerk advised that the Council’s contact at Taylor Wimpey had had a positive response from Network Rail: *“Based on the information below, it sounds like the transfer of the spaces to the parish council is a good thing for the railway as they’ll promote the spaces for our passengers. As a result, I have no objection.”*  Taylor Wimpey would now pass this on to their solicitors to action. The Clerk has instructed the Council’s solicitors to act for us in this matter. |
| 23-062.5 | **PCSO and community safety**  This item was deferred to the next meeting. |
| 23-062.6 | **St John’s Ambulance training**  Cllr Savory was requested to bring back a quote to the next meeting for a training course aimed at residents. **Action:** Cllr Savory |
| 23-062.7 | **Street lighting on Broad Road**  The Clerk provided an update on this matter. As the Council did not have written consultation from Broad Road and surrounding residents on the proposed street lighting, the matter has been deferred by WSCC to the next funding round. The visit by Enerveo to identify the proposals went well however we were still awaiting a formal quote. The Council had £10,000 identified in CIL funding for this project.  Cllr Gowlett was in favour of the proposal advising that our responsibility was to the electors of the parish and there was strong support for lighting in the north of the area.  The Chair reminded all the of the discussion in the past with youngsters in the parish who considered that there was an urgent need for lighting to feel safe.  Cllr Johnson suggested that if lighting was agreed that we establish that it would be to bat friendly standard.  **RESOLVED:**  That a consultation questionnaire be pulled together and go out to residents in Broad Road and surrounding areas.  Cllrs Gowlett and Bolton agreed to lead on this. The Clerk will speak to CDC and investigate companies who could undertake this research and analyse the response. **Action: Clerk** |
| 23-062.8 | **Community Infrastructure Levy (CIL) projects**  The Clerk advised that the Council was being consulted regarding the CIL projects in the District Council’s Infrastructure Business Plan (IBP) to ensure they still matched the Council’s priorities. The two spreadsheets were discussed. The Clerk advised that available CIL funds at present were £84,015.44 and CIL funds committed to projects amounted to £55,481.38. There was roughly £30,000 available for new projects or to allocate to existing projects.  A discussion of the current projects identified some to be deleted. The Clerk agreed to amend the list and circulate this for further discussion and agreement. **Action:** Clerk  It was suggested that Cala Homes be questioned on their lighting plan. |
| 23-062.9 | **Parish Handyman – next steps**  A discussion took place on the requirement for a Council handyman and the title.  Amendments were suggested to the job specification. The Clerk was requested to identify monies spent on repairs carried out by handymen over the last couple of years to identify the expenditure this would entail.  **RESOLVED that:**   1. The Parish Council appoints a Parish Council Handyman. 2. The Job Specification is agreed with the changes identified and is included at Appendix 2   **Action:** Clerk to circulate revised Job Specification and identify expenditure. |
| 23-063 | **Finance and Governance** |
| 23-063.1 | The Clerk added a further invoice to the list.  **RESOLVED:** That the invoices received to 6 October 2022 be approved for payment (attached at Appendix 1). |
| 23-063.2 | The Council noted the Direct Debit/Standing Order payments made and ratified the payment made following email agreement |
| 23-064 | **Meeting Dates**  POSAC – Tue 11 October 2022 at 7:30pm – Chidham Village Hall 7:30pm (subsequently changed to Zoom)  Planning Committee – Thu 20 October 2022 Chidham Village Hall 7:30pm  Parish Council – Thu 3 November 2022 – Chidham Village Hall 7:30pm |
| 23-065 | **Items for the next meeting**   * Catchpond |
| 23-066 | **Any Other Business**  None |
| 23-067 | **Exclusion of the Press and Public**  **Resolved:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. |
| 23-068 | **Matter to be discussed under Private Business**  Actions were agreed to be taken in this matter. |

The meeting ended at 9:23pm.

Signed by: Date:

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CHAIRMAN

**Appendix 1:**

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

**Schedule of Payments**

To authorise invoices for payment:

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| --- | --- | --- | --- | --- |
|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | River & Tide Designs | £374.00 |  | Little library |
| 2 | D Bulbeck | £90.00 | 29 | Cutting ditches and hedge Calloways Lane |
| 3 | VisionICT | £300.00 | 15301 | Web hosting Nov 22 – Oct 23 |
| 4 | HMRC | £1,210.02 | P30 | PAYE Q2 |
| 5 | Andrews Ground Maint. | £400.00 | CHPCSEP22 | Ground maintenance |
| 6 | Bambi Jones | £19.59 | Expenses | Paper, file dividers; telephone calls |
| 7 | Chidham Village Hall | £25.50 | 22/74 | Hall hire |
| 8 | Creative Solutions | £226.70 |  | New sign for playground – agreed by email circulation |

To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £61.28 | 27 Oct 2022 | Pension Oct 22 |

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

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| --- | --- | --- | --- | --- |
| 1 | CDC | £25,756.00 | 16 Sep 2022 | 2nd precept payment |
| 2 | Lloyds Bank | £6.43 | 10 Oct 2022 | Bank interest |
| 3 | Southern Water | £85.96 | 7 Oct 2022 | Refund of connection fee pd 12 Aug 22 |
| 4 | Chidham WI | £300.00 | 10 Oct 2022 | Donation for trees from WI member |
| 5 | St Johns Ambulance | £120.00 | 10 Oct 2022 | Refund training fee paid early 2020 not taken up |

To confirm/ratify any payments made following email agreement:

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| --- | --- | --- | --- | --- |
| 1 | Defib Warehouse | £493.20 | DW-75863 | Replacement defibrillator batteries and pads x 3 - Quote agreed for payment at last meeting. |

**Appendix 2**

**CHIDHAM & HAMBROOK PARISH COUNCIL**

**JOB DESCRIPTION FOR A HANDYMAN**

The Handyman is responsible to Chidham & Hambrook Parish Council.

Chidham & Hambrook Parish Council is an equal opportunities employer.

**MAIN DUTIES**

**Playground**

* Carry out maintenance of play equipment, fencing and signs as required and directed. (Please note: mowing, strimming, sweeping and cutting back foliage is dealt with under a separate contract).
* Carry out minor improvements when required.

**Hawthorne and Hambrook Meadows**

* Carry out maintenance of the pavilion. Apply preservative to the wooden exterior of the pavilion on an annual basis. When necessary, paint the inside of the pavilion as directed.
* Carry out maintenance of the benches, seating and picnic tables and the outdoor equipment provided in both meadows as required and directed.

**Defibrillators**

* Repair this equipment as required and directed and replace batteries and pads.

**Bus shelters, village gateway signs, noticeboards, fingerposts, telephone kiosk (Cot Lane) and litter/dog bins**

* Clean and repair this equipment as required and directed.

**Other duties**

* To be available at short notice to carry out emergency repairs or make safe damaged property when required.
* Collection of materials or equipment from local suppliers when required, for which expenses are paid.
* Such other additional duties commensurate with the nature of the role which may be assigned as necessary.

**THE SUCCESSFUL APPLICANT**

1. A good level of literacy is required.
2. Good interpersonal skills are sought as the person appointed will represent the Parish Council when dealing with users of the facilities.
3. The person appointed will be reliable and punctual and will be a primary key holder for the playground and access to Pynham Meadow.
4. The person appointed will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs, be able to operate machinery and use equipment.
5. A flexible approach would be required as the person appointed may be required to respond to (occasional) call outs to the premises in an emergency.
6. The person appointed would need to be able to reach the premises in adverse weather conditions.
7. The successful applicant will need to have their own transport and be prepared to convey Parish Council equipment/goods/materials (mileage expenses will be paid).
8. The Postholder will be required to have their own Public Liability Insurance.

**ADDITIONAL INFORMATION**

Hours: By arrangement

Pay: £15 per hour (£20 per hour if using own tools) paid monthly on a self-employed basis. Monthly invoices time sheets to be submitted.

Probationary period: Permanent appointment will be confirmed subject to satisfactorily completing a three (3) month trial period.