

**Draft minutes of a Meeting of Chidham and Hambrook Parish Council
held at Chidham Village Hall on Thursday 6 April 2023 at 7:30pm**

Present	Cllr P Bolton	Cllr G Dixon
	Cllr B Garrett	Cllr R Gowlett
	Cllr S Johnson	Cllr A Sargent
	Cllr M Savory	Cllr J Towers

In attendance District Cllrs A Moss, P Plant and D Rodgers
WSSC Cllr A Kerry-Bedell

Members of Public None

Meeting commenced at 7:30pm

- 23-121 **Apologies for absence**
Apologies for absence had been received from Cllr Bramwell Smith.
- 23-122 **Declaration of interests**
Cllrs Johnson and Gowlett declared an interest in respect of agenda item 7.3 due to their membership of Maybush Copse Friends.
- 23-123.1 **Minutes**
Minute 23-116.12 2nd para – amendment suggested ‘... which District Cllr Plant advised was a government form but she would report **the Parish Council’s difficulty in in completing** this to CDC Planning’.
Resolved: That, subject to the above amendment, the minutes of the Parish Council meeting held on 2 March 2023 be agreed as an accurate record and signed by the Chair.
- 23-123.2 **Matters Arising**
Minute 23-116.6 – Cllr Johnson advised that litter picking had not taken place. This date would need to be rearranged. Litter was reported at the top of Newells Lane where it joins Drift Lane which had been reported to CDC by District Cllr Moss. There were some regular groups who undertake litter picking in the parish however these individuals were not willing to be named.
Minute 23-113.2 Cllr Garrett had had a conversation with Mrs D Beale as Cobnor Enterprises owns the car park however she did not want a dog bin sited there.
Minute 23-116.4 Traffic Safety Meeting – The Clerk advised that she would ask a larger group of Parish Clerks about their communication strategies with residents.
Action: Clerk
- 23-124 **Public Open Forum**
There were no members of public present.
- 23-125 **Receive Reports**
- 23-125.1 **Parish Council Chair**
The Chair raised the following matters:
- A further draft Parish Council response to the Local Plan Consultation had been circulated. She gave thanks to Cllrs Johnson and Savory for pulling this together. It was agreed that this response be submitted subject to the figure of 252 being reviewed. **Action:** Clerk to send to send this to CDC, the Chichester Observer, the MP and to the District and County Councillors and put on the website.
 - Cllr Garret had raised the matter of the soundness and legality of the Local Plan. He questioned whether the responses were being shared with Parish Councils and the Inspector. District Cllr Plant advised that CDC had received 1300-1500 responses and they would be replying to every comment within the document which would be made available to all.

- This was the last Parish Council in its current form before the Annual Parish Council Meeting in May. The Chair thanked all Parish, District and County Councillors for having contributed to the work of the Parish Council. She recorded special thanks to Cllr Roger Gowlett for this support over the last four years.

23-125.2 **District Councillors**

The report circulated by the District Councillors was noted.

District Cllr Moss reported back on the meeting with First Port representatives regarding the Lion Park development. The roads were still owned by Taylor Wimpey. First Port now has a Site Manager.

There was a pause on planning applications as CDC seeks legal advice connected with the Local Plan and CIL payments. There was a risk that developers could claim non-determination within agreed time limits however CDC Officers had advised that it would be foolish of them to do this as the Inspector would want to see all legal advice before coming to a decision.

A response to the consultation on new CIL arrangements would be considered by CDC in June. **Action:** Clerk to contact Mrs K Dower re CDC response and circulate this to the Parish Council.

A discussion took place on stormwater overflows and the responsibilities of Southern Water. District Cllr Plant advised that it would be clearer in due course.

23-125.3 **County Councillor**

The report circulated by WSCC Cllr Kerry-Bedell was noted.

23-125.4 **Clerk & RFO**

The Clerk reported the following:

- Mr S Tanner had tried to replace the keypad membrane on the defibrillator at the Care Home, however this had not worked. We now needed to order the entire replacement cabinet at a rough cost of £375.
- The Handyman had sanded down the graffiti on the posts of the Gateway Sign and fixed the post and rail fence at Hamstead Meadow. He would be fixing the little library soon.
- Allotments – the 16 allotment holders had all signed their agreements and paid their annual subscriptions of £50.
- Mr R McDonald of Main Road Nutbourne, had reported details of 3 manhole covers which had subsided to WSCC Cllr Kerry-Bedell who had provided him with WSCC contact details to report this.

23-126 **Committee Minutes & Reports**

23-126.1 **Planning Committee**

The minutes of the meeting held on 16 March 2023 were noted.

The Chair had emailed CDC Planning Officers re the timetable for the Pallant Homes Planning Appeals but had received no response before the deadline asked for. She also advised that the CALA Homes planning application relating to the house extensions had received strong objection from WSCC, the Lead Flood Authority.

23-126.2 **Neighbourhood Plan Steering Group**

The notes of the meeting held on 6 March 2023 were noted.

Cllr Johnson advised that the consultant, Mr J Herbert, had been requested to carry out additional work, for which an invoice was awaited.

Cllr Johnson advised that the steering group was not able to proceed at this point as the Neighbourhood Plan (NP) needed to be in sync with the Local Plan. It was not right to spend further monies on the NP when the situation was unclear.

The steering group also need to be reinforced with additional members – new members would be sought at the Parish Council annual meeting in May.

Resolved that:

- 1) The next meeting of the steering group be paused and be reformed after the May elections.

2) A meeting be sought with CDC Planning Officers to get a steer on how to proceed.

The Clerk reminded the steering group that any additional work needed to be costed and agreed by the Parish Council in advance of commissioning this work.

23-126.3 **Consultation on Traffic Safety on Broad Road**

The Chair advised that the draft consultation had been circulated to all for comment. It was suggested that the comment 'This consultation will be collected within two weeks' be added. A quote had been obtained from a printer in the sum of £124 for printing 620 copies which was agreed. All were happy to deliver these leaflets in their areas.

Action: Chair to circulate leaflets and distribution details when available. **Action:** Clerk to add to website.

23-126.4 **Bourne Bus**

The Parish Council had agreed to formally support this project with operational costs in the first year of £2,000 and following years at £1,000 per annum. WSCC Cllr Kerry-Bedell had circulated a report on the operation of the Bourne Bus. He advised that amendments had been made to the bus timetable. He stated that there was no funding from the Armed Forces however different sources of funding were still being established.

The Chair advised that the bus was obviously benefitting Southbourne residents more than it was Chidham & Hambrook and this parish should therefore be paying a proportionate sum.

Resolved:

That the Parish Council support this project for a further year in the sum of £1,000 for the period from June 2023 to June 2024.

23-126.5 **Parish Emergency plan**

Cllr Johnson advised that the Plan had been revised and updated and the draft revised Plan had been circulated with the agenda. Cllr Gowlett agreed to continue in his role as the Deputy Coordinator as a resident in future.

Resolved:

That the revised Parish Emergency Plan be adopted subject to correction of contact details

23-126.6 **Information Security Policy**

The Clerk advised that a number of amendments had been suggested to this policy and the revised draft had been circulated with the agenda.

Resolved:

That the revised Information Security Policy be adopted.

23-126.7 **Annual Parish Meeting with residents**

The Chair went through the proposed arrangements for this meeting. Two local groups, Mayday Action Group and Friends of Ham Brook, would be invited to present at the meeting. Cllrs Savory and Garrett agreed to speak to their organisations to arrange this. **Action:** The Clerk will circulate the draft agenda to the Parish Council.

23-126.8 **Allotment Committee**

Cllr Bolton gave an update on the situation with the allotments. The Allotment Committee now needed to be established. The draft Terms of Reference for this committee were discussed.

Resolved that:

- 1) An Allotment Committee be established by the Council.
- 2) Cllrs Bolton and Bramwell Smith serve on this Committee and that two allotment holders take up the remaining committee places.
- 3) The Terms of Reference be adopted.

23-127 **Finance and Governance**

- 23-127.1 The Clerk presented further invoices for approval.
Resolved: That the invoices received to 6 April 2023 be approved for payment (attached at Appendix 1).
- 23-127.2 The Council noted the Direct Debit/Standing Order payments made and the credits received.
- 23-127.3 **Parish Council grant request**
The grant request from Maybush Copse Friends was considered. The Parish Council had also submitted a grant to CDC on behalf of the Maybush Copse Friends in the sum of £330 in respect of entertainment at the Big Picnic.
Cllrs Johnson and Gowlett refrained from the vote.
Resolved:
That a Parish Council grant be made to Maybush Copse Friends in the sum of £484.50 in respect of the repair to their gazebo required for the Coronation Big Picnic event.
- 23-128 **Meeting Dates**
Neighbourhood Plan Steering Group – Cancelled
POSAC – Tue 11 April 2023 – by Zoom 7:30pm
Focus Group on Business Plan and CIL projects – Rescheduled to Thursday 13 April 2023 at 7:30pm
Planning Committee – Thu 20 April 2023 Chidham Village Hall 7:30pm
Annual meeting of the Parish Council – Thu 15 May 2023 – Chidham Village Hall 7:30pm
Annual Parish Meeting with residents – Thu 25 May 2023 – Chidham Village Hall 7:30pm
- 23-129 **Items for the next meeting**
- Business Plan
 - Annual Parish Meeting arrangements
 - Local Plan Update
- 23-130 **Any Other Business**
Cllr Johnson advised he had raised the matter of fly tipping at CDC's All Parishes Meeting and had been promised a response. He reported that there had been burglaries of business premises in Southbourne.

The meeting ended at 9:30pm.

Signed by:

Date:

CHAIRMAN

Advisory Group to Parish Council – 6 April 2023 Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall	£85.00	23/28	Hall hire Mar 23
2	Andrews Ground Maintenance	£965.00	CHPCMAR23	Ground maintenance/playground risk assessments Mar 23
3	SLCC	£187.00	MEM243667-1	B Jones membership
4	Climate Project Services	£311.47	468	NPSG admin services
5	HMRC	£1,292.17	P30	Q4 contributions
6	CDC	£736.32	602892492	Litter/dog bin emptying 2022-23
7	James Walters	£115.00	2001/03	Work to fence rails Hamstead Meadow and graffiti on gateway sign
8	R S Hall & Co.	£120.00	6666	Payroll services 2022-23
9	WSALC	£795.01	1502	WSALC/NALC subscription
10	Southern Counties Liming	£1,453.68		Grade 3 stones Pynham Meadow
11	Southern Counties Liming	£433.44		Grade 3 stones Pynham Meadow
12	Southern Counties Liming	£135.72		Grade 3 stones Pynham Meadow
13	James Walters	£45.00		Repair of Little Library
14	Maybush Copse Friends	£484.50		CHPC Grant for gazebo repair

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£67.34	29 Mar 2023	Pension Mar 2023
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To note receipt of the following credits to the Council's bank accounts:

1	Lloyds Bank	£71.48	9 Mar 2023	Bank interest
2	CDC	£6,834.00	15 Mar 2023	NHB 2021 grant for Hawthorne pathways

To confirm/ratify any payments made following email agreement:

1	Signature Landscapes	£10,311.00	21 Mar 2023	Work to Pynham allotments
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