

Draft minutes of a meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on Thursday 11 May 2023 at 7:30pm

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

In attendance: District Cllr A Moss
WSCC Cllr A Kerry-Bedell
Clerk & RFO

Members of the Public: None

- 24-001.1 **Election of Chair**
Resolved: That Cllr J Towers be elected as Chair of the Parish Council. She duly signed the Declaration of Acceptance of Office form.
- 24-001.2 **Election of Vice-Chair**
Resolved: That Cllr P Bolton be elected as Vice Chair of the Parish Council.
- 24-001.3 **All Parish Councillors**
All Councillors signed their Declaration of Acceptance of Office forms which were countersigned by the Clerk & RFO.
- 24-001.4 **Co-option of Parish Councillor**
This matter was deferred to the following meeting.
- 24-002 **Apologies for absence**
An apology for absence was received from District Cllr R Bates.
- 24-003 **Declaration of interests**
None
- 24-004.1 **Notes from the last meeting**
Minute 23-125.1 Amend Garret to Garrett.
Resolved: That the minutes of the Parish Council meeting held on 6 April 2023 be approved with the above amendment.
- 24-004.2 **Matters arising**
None.
- 24-005 **Public Open Forum**
- 24-006 **Council membership, representation on outside bodies and meeting dates**
- 24-006.1 **Resolved:** That the membership of the Council's committees and representation on outside bodies be as reflected at Appendix 1.
- 24-006.2 **Resolved:** That the Council meeting calendar be as reflected at Appendix 2.
- 24-007 **Review of Governance documents**
- 24-007.1 **Resolved:** That no revisions were required to the Council's Standing Orders.
- 24-007.2 **Resolved:** That no revisions were required to the Terms of Reference of the Planning Committee, Finance Committee, Staffing Committee, Public Open Spaces Advisory Committee (POSAC) and Allotment Committee.
Resolved: That, subject to an amendment stating that the Neighbourhood Plan Steering Group (NPSG) met in private, the Terms of Reference for this Group be approved.
- 24-008 **Receive Reports**
- 24-008.1 Parish Council Chair – Cllr Towers advised the following:
- The Chair of the Bournes Forum had retired and members of this Forum were asked at the last meeting who would want to put their names forward to attend these quarterly meetings. The Chair advised that matters of interest to all Councils were discussed and we should continue to attend. Cllr Garrett had undertaken to attend these meetings with the Chair. **Action:** Chair to send July meeting date to Cllr Garrett.
 - She had attended the last Bournes Heritage Trail meeting and advised that the content relating to this parish was quite far advanced compared to others.

- Southern Water had been in contact with her recently regarding grass seeding in Chidham Lane and they would raise a job to turf it all. She had raised the laybys with SW as well.
- Traffic Survey - 150 consultation questionnaires had been collected so far. Most had commented on the parking outside Broad Meadow on the east side.
- AKB spoke to Mike Thomas to review the whole of Broad Road - he needs some dates.
- The Council joined the Chair in expressing her thanks to Penny Plant who had not been re-elected. **Action:** Clerk to write a letter to Mrs P Plant thanking her on behalf of the Parish Council.

24-008.2 District Councillors

- The Chair passed on the Council's congratulations to Mr Adrian Moss, Mr Richard Bates and Mr Stephen Johnson on their election to the Harbour Villages Ward and welcomed them to the meeting.
- CDC's first full Council meeting would take place on Wednesday 17 May 2023 and a report with the membership and allocations would be circulated to the Parish Council following this meeting. District Cllr S Johnson is the District Councillor for this parish. CDC's Members' Bulletin would be produced slightly earlier to allow Councillors to report to their Parish Councils in time for their meetings.
- The fire in Midhurst and the ongoing issues were discussed.

24-008.3 WSCC Councillor

A report had been circulated.

- WSCC Cllr Kerry-Bedell spoke about the Cooks Lane (Southbourne) planning Appeal. This outline planning application had been passed on Appeal which meant that it bypassed the normal planning application process. There were significant issues with the road, access and footpaths and he had requested WSCC to hold off on giving the S38 approval.
- He requested a parish representative on parish flooding relating to Southern Water however there were no volunteers.
- Heritage signs for the Heritage Trail would be the next step once the website pages were completed. The website had been built by a group led by Mark Ringwood which was part of Emsworth Residents Association (individuals, not a company).

24-008.4 Clerk & RFO

The new defibrillator cabinet has been installed at the Care Home by Mr S Tanner. It was working and the information on The Circuit (the National Defibrillator Network) had been updated.

24-009 **Committee Reports**

24-009.1 Advisory Group to the Planning Committee

The notes of the meeting held on 19 April 2023 were noted.

24-009.2 Neighbourhood Plan Steering Group

No meetings of this group had been held since the last Parish Council meeting on 6 April 2023.

- A meeting had been arranged on 23 May with Mr T Whitty, Divisional Manager Planning Policy CDC, to discuss the issues the Council has with the development of the Neighbourhood Plan.
- The Willowbrook planning application was discussed. The legal opinion was still awaited.

24-009.3 Public Open Spaces Advisory Committee (POSAC)

The minutes of the meeting held on 11 April 2023 were noted. Cllr P Bolton have the following update:

- The biggest short term challenge was in getting water to the community orchard and Miyawaki Forest. He had been meeting with contractors to discuss this.
- The door of the mini-library had been vandalised for the third time. New more robust hinges would be considered. The glass had been changed to Perspex after the first vandalism instance and this was still intact. District Cllr Moss requested details of all vandalism as he would be raising this with the Sussex Police Inspector following other issues in Chichester. Fishbourne and Donnington.

24-009.4 Business Plan

A revised Business Plan had been circulated with the agenda. It was acknowledged that a further review of the Business Plan would be needed later this year.

Resolved: That the revised Business Plan be approved.

24-009.5 Community Infrastructure Levy (CIL) projects

The revised CIL projects had been circulated with the agenda.

Resolved: That the revised projects be approved and submitted to CDC.

24-009.6 Annual Parish Meeting arrangements

A revised agenda had been circulated by email and some small revisions were suggested. This agenda would now be finalised and placed on the website and noticeboards and circulated to the Parish Residents Email Group. **Action:** Clerk

24-009.7 Local Plan Regulation 19 Update

District Cllr Moss advised that CDC was still going through all the responses and he would share an update following the submission of the information to the June meeting of CDC's Development and Planning Infrastructure Panel (DPIP). This was a technical consultation on the Local Plan. If there was any area which required to be reconsidered this would be done before being submitted to the Inspector.

24-009.8 Parish Ditch Warden Report

The report from Mr R Yeld, the Council's Ditch Warden, on drainage in the parish and the role of the Warden was noted.

Resolved: That the annual fee of £550 should be paid to Mr Yeld for his services.

24-009.9 Hamstead Meadow

Cllr Towers gave an update on this matter. The Hyde Group Officer responsible for the maintenance of this meadow had been in contact with her to suggest that a new grass cutting regime be implemented in line with their new biodiversity procedures introduced on other grass areas.

It was suggested that some of the residents on Hamstead Meadow should be consulted to establish whether there was support for this new grass cutting regime. The Council would respect the residents' decision and should be fed back to the Hyde Group Officer.

Action: Cllr Towers

24-010 **Finance and Governance**

24-010.1 **Resolved:** That the Schedule of Payments be agreed.

24-010.2 The Committee noted the Direct Debits payments made and credits received, and confirmed the payments made following email agreement.

24-010.3 **Resolved:** That Cllr P Bolton be authorised as a signatory on the Lloyds Bank Account.

24-011 **Meeting Dates**

Planning Committee – Thu 18 May 2023 7:30pm Chidham Village Hall

Annual Parish Meeting with residents – Thu 25 May 2023 7:30pm Chidham Village Hall

Parish Council – Thu 1 June 2023 7:30pm Chidham Village Hall – Cllr Garrett gave his apologies for this meeting.

24-012 **Items for the next meeting**

- Finance Committee recommendations
- Local Plan Reg 19 update
- NPSG update

24-013 **Any other Business**

- SID batteries need to be replaced
- Identify the need for the barrier at Chidham Lane where it meets Cot Lane (Cllr James had emailed Mike Thomas, WSCC but not received a response. **Action:** Clerk

The meeting closed at 21:03pm

Membership of advisory committees and working groups and representation on outside bodies 2023-24

Planning Committee

Maximum of 7 councillors

Chair of the committee should not normally be the Parish Council Chair

Quorum of 3

Meets every 3rd Thursday of the month

Present membership: Cllrs Dixon, Garrett, Johnson, Sargent, Savory and Towers

Finance Committee

At least 5 members including the Chair of the Council

Quorum of 3

Meets as required

Present membership: Cllrs Bolton, Garrett, James, Johnson plus Parish Council Chair

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, Dixon, Johnson plus Parish Council Chair

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 Bolton, Dixon, Savory and Towers (Chair ex-officio)

Three residents co-opted – Jane Turton, Rachel Perri and Roger Gowlett

Allotment Committee

Two members of the Parish Council and two allotment holders

Meetings held as required

Quorum: A minimum of 3 members

Doesn't meet in public

Reports to Parish Council

Present membership: Cllrs Bolton and Savory

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: Chair and Vice-Chair

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 Bolton, Dixon, Garrett, Johnson, Sargent, Savory and 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 S James
Broad Road play area	Cllr P Bolton
Public Rights of Way	Cllr M Savory
Assets and insurance	Cllr B Garrett
Trees	
Parish Emergency Plan	Cllrs S Johnson
Climate Change	Cllrs B Garrett and J Towers
SIDs	Cllr P Bolton
Community Safety/Policing in the Parish	Cllr S Johnson

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 – up to 2 councillors may attend – Cllr J Towers

Friends of Maybush Copse Committee – Cllr S Johnson

Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

Agreed at Parish Council 11 May 2023

Meetings of the committees of the Parish Council 2023-2024

	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
Parish Council (1 st Thursday of every month)	11 (Annual Council meeting)	1	6	3	7	5	2	7	4	1	7	4	2 (Annual Council meeting)
Planning Committee (3 rd Thursday of every month)	18	15 7:30pm	21	17	21	19	16	21	18	15	21	18	16
Finance Committee (normally a Thursday)			27				23					25	
Staffing Committee (normally a Tuesday)		15 6:00pm											
Neighbourhood Plan Steering Group (normally first Monday after Parish Council meeting)		5	10	7	11	9	6	11	8	5	11	8	Tue 7
Annual Parish Meeting (with residents)	25												30

2023 holidays – 1 May Early May Bank Holiday, 8 May Coronation of King Charles III, 29 May Spring Bank Holiday, 28 August Summer Bank Holidays

2024 holidays – 29 March Good Friday, 1 April Easter Monday, 6 May May Day, 27 May Late May Bank Holiday

Chidham & Hambrook Parish Council – 11 May 2023 Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No	Content
1	Chidham Village Hall	£85.00	23/51	Hall hire Apr 23
2	Andrews Ground Maintenance	£705.00	CHPCAPR23	Ground maintenance/playground risk assessments Apr 23
3	Rialtas Business Solutions	£160.49	SM27553	Asset Inventory Support & Maint.
4	Railtas Business Solutions	£179.91	SM28095	Alpha Software Support & Maint.
5	Bambi Jones	£160.00	Expenses	Staples, printer ink, printing paper, Zoom subscription
6	R S Hall & Co.	£240.00	6717	Internal Audit 2022-23 Accounts
7	Robin Yeld	£550.00		Annual fee Ditch Warden

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£70.26	27 Apr 2023	Pension Apr 2023
---	-----------------	--------	-------------	------------------

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

1	Lloyds Bank	£96.05	11 Apr 2023	Bank interest
2	CDC	£26,643.00	21 Apr 2023	1 st precept payment
3	CDC	£86,878.67	25 Apr 2023	CIL payment
4	F Wastell	£50.00	24 Apr 2023	Allotment annual fee
5	CDC	£330.00	15 May 2023	Coronation Grant Maybush Copse Friends
6	HMRC	£8,019.62	11 May 2023	VAT reclaim 2022-23
7	Lloyds Bank	£86.33	9 May 2023	Bank interest

To confirm/ratify any payments made following email agreement:

1	Creative Solutions	£135.72	17 Apr 2023	'No dogs' signs Pynham Meadow
2	Defibshop	£450.00	05 May 2023	Aivia 210 AED defibrillator cabinet
3	Maybush Copse Friends	£330.00	16 May 2023	Coronation Grant paid