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

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

**Present** Clllr C Archer Cllr P Bolton

Cllr M Hickman Cllr S Johnson

Cllr P MacDougall Cllr M Savory

Cllr J Towers

**In attendance** District Cllrs A Moss and P Plant

**Members of**

**Public** Mr T Underwood and Mr R Dibden

*Meeting commenced at 7:30pm*

In advance of the meeting there was a presentation from Southbourne Men’s Shed; Mr Tim Underwood and Mr Roy Dibden attended.

They advised that Southbourne Men’s Shed was approaching its 10th anniversary. They had been meeting in small premises rented to them by Age Concern through WSCC. They were involved in many activities in Southbourne. Before lockdown they had 40 members. The reason they need to move is to find larger premises which can be used as a workshop and as a meeting place to socialise. Their current space is very small and they regularly have 18-20 people attending. This group provided much needed social contact for lonely elderly men who found a new confidence and usefulness in being part of this group. They were open to ideas from local communities on what space was available locally. It was suggested that they contact Cobnor Activities Centre as there were many outbuilding spaces and they might be persuaded to provide a space to the group.

The meeting commenced at 7.45pm.

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| 23-013 | **Apologies for absence**  Apologies had been received from Cllrs Garrett, Gowlett and Bramwell Smith, District Cllr D Rodgers and County Cllr A Kerry-Bedell. | |
| 23-014 | **Declarations of Interest**  None. | |
| 23-015.1 | **Minutes**  **Resolved:** That the minutes of the Parish Council meeting held on 1 June 2022 be agreed as an accurate record and signed by the Clerk noting this minute number. | |
| 23-015.2 | **Matters Arising from the Minutes**  Minute 23-012 CDC does not adopt roads. It is the County.  Minute 23-006.3 The proposed crossing for the cycle route was part of the Broad Road cycle route. The design team have now said they can't continue as it is not feasible to complete it.  Minute 23-007.2 The Staffing Committee scheduled for 23 June would need to be moved as the Chair was away.  Cllr C Archer advised that he would need to leave the meeting at 9pm. | |
| 23-016 | **Public Open Forum**  No members of public were present. | |
| 23-017 | **Receive Reports** | |
| 23-017.1 | **Parish Council Chair**  The Chair advised that the new heritage board was in place at the Catchpond. The Clerk would be in touch with Burgate Landscapes regarding an invoice for the installation.  The issue regarding the 13 car parking spaces at Kiln Drive would be added to the next Parish Council agenda. | |
| 23-017.2 | **District Councillors**  A report had been received from Harbour Villages District Councillors.  District Cllr Moss had put in his comments and request to speak at the Pallant Homes appeal. He was notified by the Harbour Conservancy that they will be speaking as well.  He had had a note from residents of the Caravan Park about further issues they are experiencing which he would report again to ensure that all clauses are being applied.  Cllr Archer raised the issue of Hyde Housing’s proposal to shed properties over 75 years old and his suggestion that these be converted to council housing. The District Cllrs advised had been invited to a meeting for Hyde Housing elsewhere in the ward. Nothing had yet come up in this parish. Hyde Housing would make recommendations on disposal of housing; they could not become council housing as Chichester District Council does not have any stock. A Task & Finish Group would be set up by the CDC Overview & Scrutiny Committee to look at opportunities to do social housing in a different way. The District Council can have up to 199 houses that they rent out directly but anything above that number and they would need to set up a formal organisation. Cllr Archer requested that they do their utmost to ensure that social housing becomes District Council policy.  The District Cllrs were asked if they could have more on ‘village matters’ in the monthly reports.  Cllr Moss advised that there was no further update on Willowbrook Riding Stables and that a response was awaited from a consultee.  Cllr Rodgers advised that he had been in communication with CDC regarding the parking issue on Flatt Road. If residents parked their cars in such a manner that refuse trucks and emergency vehicles could not get past then it was an issue for the residents.  The Clerk had had no response to her request for an update on the Land North of Good View. Foundations had been dug at the property and now covered up. **Action:** District Cllrs Moss and Plant to follow up on this. | |
| 23-017.3 | **County Councillor**  A late report had been received from County Cllr Kerry-Bedell which was noted. | |
| 23-017.4 | **Clerk & RFO**  The Clerk had updates on issues which were on this agenda. | |
| 23-018 | **Committee Minutes & Reports** |
| 23-018.1 | **Advisory Group to the Planning Committee**  The notes of the meeting held on 19 May 2022 were noted. |
| 23-018.2 | **Neighbourhood Plan Steering Group**  The notes of the meeting held on 9 May 2022 were noted. |
| 23-018.3 | **Annual Parish Meeting (APM) 26 May 2022 – review**  Cllr Archer advised that overall he had considered that the APM had gone well and that there was a good mix of topics. The speakers were good and Cllr Bolton’s talk on the meadows was excellent, however due to an overrun he had had to accelerate his talk. Thanks were conveyed to Cllrs Savory and Gowlett for posting flyers that had boosted attendance at this meeting. The start of the meeting had been late and there was confusion over the safety announcement and whether the 1st floor fire exit door had been locked or not. He suggested that if the meeting was timed, we should stick to it. He had had feedback that the first part of the meeting ‘dragged on a bit'. He suggested that the microphone should always be used.  Cllr Hickman commented on the lack of new build residents at the meeting.  We need to make announce at future APM meetings that there is a hearing loop at the hall. |
| 23-001.4 | **Standing Orders - review**  **RESOLVED:** That the Council’s Standing Orders be approved with no amendments. |
| 23-018.5 | **Process of Co-option**  Cllr Archer has retracted his suggestion to incorporate ‘first past the post’ voting. The sentence reading ‘First past the post’ voting should be used will be removed.  **RESOLVED:** That the Process of Co-option be approved subject to the above amendment. |
| 23-018.6 | **Communication with residents**  Cllr P MacDougall advised that the previous decision was to publish two newsletters per year in May and November with he as the Editor.  A discussion ensued on the merits of the website and publishing information for residents.   * Would like to see a more exciting website * Newsletter is redundant as we publish in the Village Magazine * Problem with reporting to Village Magazine by 10th of month * Prepare flyers when we have something to say as a one-off * Look at what other Parish Councils do * The website doesn’t have functionality to allow people to register for news * Amend front page of website to allow news section to be further up * Calendar of meetings and events not used * How do the village group discuss content for their section on the website?   **Action:** Cllr MacDougall to circulate a date for a meeting of the Parish Council to discuss this issue further.  Cllr Hickman suggested that new build residents don’t feel welcome in the parish. As there is always a fight against new development, any new residents in these new build developments that go ahead feel that they are not wanted. It was noted that there appeared to be a division in the area and tension in the community.  Cllr Archer suggested that the Planning Committee make a plea to the District Council that all roads for new development be adopted by the County Council. |
| 23-018.7 | **Development of the meadows**  Cllr Bolton gave an update on current progress with the meadows. The amenity area was now seeded. Approval was awaited for the gap in the hedge between the two meadows on the west side near the footpath. Work on the pathway was to start shortly. Fencing around the main central area would be by way of a 2-bar wooden fence with wire mesh at the bottom to stop dogs getting in and children getting out.  The allotment area would have 6ft high fence on 3 sides with the Pynham development fence at the back. Spare soil from the ditches would be put into earth banks on either side of the pathway coming from the Pynham development. There would be more spoil to use on Pynham when the pathways on Hawthorne had been approved.  Cllr Bolton was meeting with Ms S Hughes, CDC Strategic Wildlife Corridors Project Officer, to look at what else could be done to make the meadows more wildlife friendly and show off our hibernaculum (for reptiles). There was also a proposal that we use the spare concrete pipes as play areas.  Some work would be needed to clear the ditch on FP258. He would let Mr P Cann, CDC Principal Drainage Engineer, know about this and was meeting Mr R Yeld the following week. |
| 23-018.8 | **Street lighting Broad Road**  The Clerk advised that she had applied for additional streetlights through the WSCC Community Highways Scheme. Our application would need to be assessed and if the criteria was met it would be included on the 2023/24 programme for feasibility. As we did have a budget of £10,000 in CIL monies, the Clerk had also been in touch with WSCC’s energy subcontractor, Enerveo, to ask for a site visit to assess the cost of future lighting. We are awaiting a date for this visit.  A discussion took place on whether local Hambrook residents had been sufficiently consulted on whether they wanted street lighting, on safety of youngsters and all residents using the pavements/pathways which are unlit, the fact that the Council had declared a Climate Emergency and how we would go about consulting with local people as well as contacting the new Head at Bourne Community College.  It was suggested that we await the meeting with Enerveo to understand what would be required in the way of additional lighting before we start consulting with residents. Cllrs Hickman and Savory agreed to accompany the Clerk to a meeting with Enerveo. Cllr Hickman would carry out a review of the local lighting. **Action:** Cllr Hickman and Clerk.  Cllr Archer left the meeting. |
| 23-018.9 | **Telephone box – repair and future use**  **RESOLVED:** That the repair of the telephone box be approved. **Action:** Clerk to get a few quotes. |
| 23-018.10 | **Feedback from complaint to Sussex Police re hate crime**  The Clerk had reported this to Sussex Police on 13 May. Sgt Baker from Sussex Police had been in contact to establish what further action was required. The Clerk had requested that the local PCSO take this matter up in his community liaison role and communicate with residents at Lion Park to establish the extent of this issue.  [Post meeting note: PCSO Matthew Isles has emailed on 7 June 2022 to say he had been tasked by his Sgt to patrol the area to deter and identify any persons involved and would be doing this for the next three nights. He also undertook to contact Cllr Hickman to discuss this with her.]  There was a proposal that the Parish Council replace the CCTV cameras at the station, however this was not supported. |
| 23-019 | **Finance and Governance** |
| 23-019.1 | **RESOLVED:** That the invoices received to 1 June 2022 be approved for payment (attached at Appendix 1). |
| 23-019.2 | **RESOLVED:** That the Direct Debit/Standing Order payments made be noted and the payment made following email agreement be ratified. |
| 23-019.3 | **Annual Governance and Accountability Report (AGAR) 2021-22**  **RESOLVED:**  1. That the Chairman be authorised to sign the Annual Governance Statement and Accounting Statements in the 2021-22 AGAR and that the signed AGAR be sent to the Council’s external auditors for review.  2. That the unaudited AGAR be published on the Council’s website along with the notice of the dates set for the period of exercise of public rights (Monday 6 June 2022 to Friday 15 July 2022). |
| 23-019.4 | **CIL Annual Monitoring Report (AMR) 2021-22**  The report gave a breakdown of the CIL funds spent during 2021-22 along with the outstanding sums available.  **RESOLVED:** That the CIL Annual Monitoring Report 2021-22 be approved and submitted to Chichester District Council. |
| 23-019.5 | **Insurance**  Following consideration of the notes from the Finance Committee meeting of 28 April 2022, Cllr Garett circulated a proposal regarding the renewal of the Council’s insurance. Electronic agreement was sought to renew the insurance before the due date of 1 June 2022.  **RESOLVED:**  That the decision taken electronically that the Council move its insurance to BHIB from 1 June 2022 for a 3-yr period based on your quoted premium of £676.27 (incl. IPT) for the first year with the following two years reducing to £635.53 (incl. IPT) be ratified. This insurance includes a subscription to Parish Online. |
| 23-020 | **Meeting Dates**  Neighbourhood Plan Steering Group – Mon 6 June 2022 7:30pm - remotely  Advisory Group to the Planning Committee – Thu 16 June 2022 7:30pm – remotely  Advisory Group to the Staffing Committee – Thu 23 June 2022 7:30pm – to be confirmed  Parish Council – Thu 7 July 2022 |
| 23-021 | **Items for the next meeting**   * Book exchange – Cllr M Hickman * 13 car parking spaces Kiln Drive |
| 23-022 | **Any Other Business**   * Adoption of Roads – Cllr Hickman had been in touch with County Cllr Kerry-Bedell and District Cllr Moss to take this up with Estate Planning.   Cllr Hickman also spoke about the issues experienced by residents in developments where roads are not adopted by the County Council advising that residents are paying for maintenance and upkeep of open spaces on top of Council Tax. There were issues with police and traffic orders on private roads. The Government was creating unsellable homes with huge estate management fees. Residnets were receiving letters from the management company with ‘threatening’ content, which they also need to pay for. It was suggested we speak to Cala Homes to understand how their management company will be run and whether roads would be adopted by WSCC or not. |

The meeting ended at 9.35pm.

Signed by: Date:

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CHAIRMAN

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

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | Rialtas | £145.20 | SM24531 | Annual support/maintenance licence Asset Register |
| 2 | Shelley Signs | £1,380.00 | 25389 | Interpretation Board Catchpond |
| 3 | BHIB | £636.53 | LC002495-654138 | Insurance 2022-23 |
| 4 | Bambi Jones | £71.47 | Expenses | Batteries for card reader; printing paper, PDF software |
| 5 | NALC | £51.71 | 3669736249 | Climate Change event S Johnson |
| 6 | Chidham Village Hall | £46.75 | 22/47 | Hall hire |
| 7 | Andrews Ground Maintenance | £380.00 | CHPC MAY 22 | Ground maintenance |
| 8 | M Savory | £56.94 | Expenses | Flyers for APM from Vistaprint |
| 9 | Southern Counties Liming | £12,420.00 | 14475 | Agricultural operations in Pynham Meadow |
| 10 | Signature Landscapes Ltd | £6,900.00 | 2027 | Labour, machinery and materials at Pynhyam Meadow |
| 11 | Troy Hayes | £240.00 | 2203 | Review of the Council’s response |
| 12 | Burgate Landscaping | £150.00 |  | Installation of interpretation board |

To note Direct Debit/Standing Order payments made:

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| 1 | Lloyds Bank | £1.15 | 9 May 2022 | Interest Deposit A/c |  |
| 2 | Evolve Pensions | £61.28 | 6 May 2022 | Pension Apr 2022 |  |
| 3 | Evolve Pensions | £61.28 | 26 May 2022 | Pension May 2022 |  |

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

None

To confirm/ratify any payments made following email agreement.

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| 1 | Signature Landscapes | £5,550 | 2026 | Email agreement approved to pay 23/5/22 |

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