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

**held at Chidham Village Hall on Thursday 4 August 2022 at 7:30pm**

**Present** Cllr P Bolton Cllr S Bramwell Smith

Cllr B Garrett Cllr R Gowlett

Cllr M Hickman Cllr S Johnson

Cllr M Savory Cllr J Towers (Chair)

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

**Members of**

**Public** Mr Alan Green

*Meeting commenced at 7:30pm*

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| 23-033 | **Apologies for absence**  Apologies had been received from the Chair, Cllr P MacDougall. In his absence the Vice Chair, Cllr J Towers, presided. | |
| 23-034 | **Declarations of Interest**  None. | |
| 23-035.1 | **Minutes**  **Resolved:** That the minutes of the Parish Council meeting held on 7 July 2022 be agreed as an accurate record and signed by the Clerk noting this minute number. | |
| 23-035.2 | **Matters Arising from the Minutes**  None | |
| 23-036 | **Public Open Forum**  The member of public did not wish to speak. | |
| 23-037 | **Receive Reports** | |
| 23-037.1 | **Parish Council Chair**  The Vice Chair raised the following issues:   * She had attended a meeting of the Bournes Forum with Cllr Garrett. There was concern amongst all councils regarding the lack of PCSOs with antisocial behaviour proliferating across the area. Police & Crime Commissioner Katy Bourne had agreed to attend the Bournes Forum meeting in October. * On Monday they had attended a presentation at the Fishbourne Centre on the masterplan for Southern Gateway. There was a further presentation scheduled on 24 August at 7:00pm at West Wittering Village Hall and all councillors were welcome to attend. It was suggested that this be added to the next agenda. **Action:** Clerk to add­ | |
| 23-027.2 | **District Councillors**  A report had been circulated. District Cllr Moss provided an update on various matters. Revisions were expected on the Willowbrook planning application which would be out for consultation shortly. A meeting would be arranged with Robin Yeld and Chichester Harbour Conservancy. District Cllr Plant advised that CDC was not providing dog bins any longer but they are providing the normal co-mingled bins. People should be encouraged to take their rubbish home with them. Those residents signing up for the textiles and electrical recycling collection should receive a formal letter from CDC advising date of collections. Coffee pod collections are dealt with separately however they do not cover the entire district. | |
| 23-037.3 | **County Councillor**  A late report had been circulated before the meeting. County Cllr Kerry-Bedell advised that the Bourne Bus was available to take residents to the Pallant Homes enquiry. | |
| 23-037.4 | **Clerk & RFO**  Nothing to report. | |
| 23-038 | **Committee Minutes & Reports** |
| 23-038.1 | **Advisory Group to the Planning Committee**  The notes of the meeting held on 21 July 2022 were noted. An informal meeting had been held to discuss the process for the Pallant Homes appeal. Cllr Towers had phoned the senior Planning Officer at CDC for advice. The Council would be writing to all residents to advise them of the process and issues to raise. Cllr Johnson had prepared a report on bats and liaised with Chichester Harbour Conservancy on this.  The appeal relating to Chas Wood Nursery was likely to be a one-day event on 21 September.  A revised planning application had been received for the Land at Aviary Close and the Council’s comments had been submitted. |
| 23-038.2 | **Neighbourhood Plan Steering Group**  The notes of the meeting held on 11 July 2022 were noted. |
| 23-038.3 | **Advisory Group to the Finance Committee**  The notes of the meeting held on 28 July 2022 were noted and recommendations to the Council considered.  **Resolved:** That Ms E O’Flanaghan be appointed as the Council’s Internal Auditor for a period of three years from 1 March 2023 at the cost of £280 per annum. This appointment will be subject to the Council being content with the service provided. |
| 23-038.4 | **Public Open Spaces Advisory Group**  The notes of the meetings held on 12 July 2022 and 3 August 2022 were noted and recommendations considered. The Chair updated all on the recent meetings and progress on Hawthorne Meadow and Stage1 of Pynham Meadow. Stage 2 of Pynham Meadow incorporated a pump track, tree stumps, large boulders, a large mound with a tunnel for child play, a sandpit with disabled table, a wooden goal, picnic tables and benches, a hibernaculum, the layout of the allotments and a bike rack.  The Council would need to review its insurance policy with regard to public liability coverage with the addition of these facilities as well as its risk policy/register. The subject of vandalism was raised. Some fixtures and fittings would have ground bolts; however it was suggested we would need to be vigilant of vandalism in this area.  A press release would be pulled together including photos of the proposed facilities to be incorporated during Stage 2 of Pynham Meadow. **Action: P Bolton**  **Resolved:**   1. That Phase 2 of the Pynham Meadow development costs including a contingency amount be agreed at £46,000 and that this be funded from the Council’s earmarked reserve for development of the meadows. 2. That grant applications be submitted to Chichester District Council for S106 funding in the sum of £6,880 and a discretionary grant of £7,500 to cover the costs of the pavilion. 3. That the little library be funded at the cost of £405 from the Council’s earmarked reserve for new playground equipment. |
| 23-038.5 | **Feedback from Communications meetings**  The notes from the two recent meetings had been circulated. Cllr Johnson stated that the Council needed to produce a vision and then work to this. The Clerk had circulated recent feedback from VisionICT on amendments they had carried out to the website at our request and those issues which would be future development work. Another meeting would be arranged once the Chair had returned. **Action: Clerk to add to next meeting agenda** |
| 23-038.6 | **Car parking spaces Lion Park**  Taylor Wimpey had advised the Clerk that they were not getting a response from Network Rail but would persist. Network Rail’s authority would be required to produce the Deed of Variation allowing the Council to take over the parking spaces. |
| 23-038.7 | **Outcomes from PCSO visit**  Cllr Hickman had had no further response from the PCSO following his last visit. However, that afternoon Cllr Gowlett had confronted a group of youths in the playground with a horse and had received verbal abuse. The police were called, however the PCSO was on a ‘rest day’. A squad car did arrive but did not investigate the matter fully. A crime number had been received. The incident had been posted on the Council’s Facebook page and comments had been received from local residents who had received abuse from this group. **Action:** Cllr Hickman to contact the PCSO to appraise him of the situation. |
| 23-038.8 | **NALC consultation on short-term holiday lets**  It was suggested that no issues in this regard were being experienced in the parish and therefore there was no need to complete the consultation response. |
| 23-038.9 | Southern Water Consultation on Draft Drainage and Wastewater Management Plan  District Cllr Plant advised that CDC had replied to this consultation. She undertook to send the relevant information regarding Thornham WWTW to the Council for information. **Action: District Cllr Plant** |
| 23-038.10 | **SLCC Civility and Respect Pledge**  By our Council signing up to the civility and respect pledge, we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.  **Resolved:** That the Council sign up to the Civility and Respect Pledge and agree the six statements. |
| 23-038.11 | **Red telephone box**  The renovation of the red telephone box on Chidham Lane was discussed. The Clerk had received only two quotes despite requesting more from local handymen.  **Resolved:** That the Council approve the quote from Mr P Barnes in the sum of £350 to sand down, prime and repaint the telephone box to include labour and materials (including the official paint colour red). |
| 23-038.12 | **Co-option arrangements for next meeting**  An application had been received from an interested person and this had been circulated to members for information. A further applicant had indicated their interest. It was decided that the co-option interviews should be deferred to the October meeting. **Action:** Clerk to add to agenda October. |
| 23-039 | **Finance and Governance** |
| 23-039.1 | **RESOLVED:** That the invoices received to 4 August 2022 be approved for payment (attached at Appendix 1). |
| 23-039.2 | **RESOLVED:** That the Direct Debit/Standing Order payments made be noted and the payment made following email agreement be ratified. |
| 23-039.3 | **Parish Council grant request**  The application from the PCC of Chidham for £500 in respect of a Council grant for upkeep to the extension churchyard was discussed.  **Resolved:** That the Council approve the grant to the Parochial Church Council of Chidham in the sum of £500. |
| 23-040 | **Meeting Dates**  Advisory Group to the Planning Committee – Thu 18 August 2022 Chidham Village Hall 7:30pm  Parish Council – Thu 1 September 2022 – Chidham Village Hall 7:30pm  Neighbourhood Plan Steering Group – Mon 12 September 2022 7:30pm – remotely |
| 23-041 | **Items for the next meeting**   * Comms * Southern Gateway |
| 23-042 | **Any Other Business**  Nothing was raised. |

The meeting ended at 8:48pm.

Signed by: Date:

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CHAIRMAN

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**Advisory Group to Parish Council – 4 August 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | Name | Payment | Invoice/Ref No. | Content |
| 1 | ROSPA | £176.40 | 64337 | Playground formal risk assessment |
| 2 | Monster Creative | £393.60 | 007586 | Printing NPSG flyer and full document |
| 3 | Southbourne Community Land Trust | £2,000.00 |  | Bourne Community Bus 2022/23 1st year’s payment |
| 4 | Clerks & Councils Direct | £108.66 | 4112 |  |
| 5 | Bambi Jones | £18.06 | Expenses | Various |
| 6 | Andrews Ground Maintenance | £480.00 | CHPCJUL22 | Ground maintenance services |
| 7 | Chidham Village Hall | £55.25 | 22/60 | Hall hire |
| 8 | PCC of Chidham | £500.00 | CHPC Grant | Annual payment re extension graveyard upkeep |

To note Direct Debit/Standing Order payments made:

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| --- | --- | --- | --- | --- |
| 1 | Evolve Pensions | £61.28 | 18 Jul 22 | Pension June 2022 |
| 2 | Evolve Pensions | £61.28 | 22 Jul 22 | Pension July 2022 |
| 3 | ICO | £35.00 | 5 Aug 22 | Data protection insurance Parish Cllrs |

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

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| 1 | Lloyds Bank | £1.33 | 11 Jul 22 | Bank interest |
| 2 | Various | £225.00 | Various | Donations received C Archer event |

To confirm/ratify any payments made following email agreement.

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| 1 | Signature Landscapes | £6,645.00 | 2031 | Pynham meadow development |
| 2 | J Towers | £309.04 | Expenses | Buffet + drinks C Archer event – agreed by Chairman to come out of Chairman’s allowance. |