

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

Present: Cllr G Dixon Cllr B Garrett (Chair)
Cllr S James Cllr S Johnson
Cllr M Savory Cllr A Sargent

In attendance: District Cllr A Moss
Clerk & RFO

Members of the Public: Mrs C Smith

24-037 **Apologies for absence**

Apologies had been received from Cllrs Towers and Bolton and from WSCC Cllr Kerry-Bedell.

Resolved: That Cllr Garrett take the Chair.

24-038 **Declaration of interests**

There were no declarations of interest.

24-039 **Minutes of the last meeting**

24-039.1 A number of small amendments were suggested.

Resolved:

That, subject to the above amendments, the minutes of the Parish Council held on 6 July 2023 be agreed. The Schedule of Payments made in August 2023 was noted.

24-039.2 **Matters Arising:**

- Minute 24-033 – Cllr James had spoken to Mr Hayles, one of the Tree Wardens, and was concerned at the Tree Preservation Order (TPO) signs which the Parish Council had arranged to be put up on all TPO'd trees. **Action:** Cllr James to discuss these with Mr H Whitby, CDC's Tree Officer and undertake research as to what happens in other areas. Cllr Moss advised that CDC had recently agreed to extend the tree planting fund. The Forestry Commission also had a fund.
- Minute 24-028 CALA Homes – A communication had been received from Nick Brown regarding some of our queries. A meeting will be arranged with him in due course.
- Minute 24-030 – Bourne Heritage Trail – Cllr Barrett advised that he had spoken to Manor House who may be willing to do something but not until next year. He had had no response from the Old House at Home pub.
- Minute 24-029.3 - Cot Lane Barrier – Cllr James advised that this delay had not been due to staff shortage but due to an administrative error. The barrier had now been removed but a broken slab had been placed on the area with a sandbag. The Clerk has asked for an explanation from Mr M Thomas, WSCC Area Highway Manager – Western Area (Arun & Chichester).

24-040 **Public Open Forum**

No questions were raised.

24-041 **Receive Reports**

24-041.1 Parish Council Chair

The Chair had circulated a report which was noted.

24-041.2 District Councillors

A report had been circulated and was noted. The following points were raised and discussed:

- The planning Appeals which had been allowed by the Inspector - Reserved matters would now be dealt with by CDC Planning. S106 monies had not be required for these developments. District Cllr Moss advised that CDC had received

legal advice that a payment per house should be applied to all new development for A27 infrastructure development. However, the Inspector was not bound by this when making their decision. Planning Supplementary Planning Documents are not formal policy. With a housing land supply of less than 5 the Inspector could disregard environmental, infrastructure and other issues on which CDC and the Parish Council had fought this Appeal.

- The All Parishes Meeting to be held Monday 18 September would provide an update on the Local Plan (LP) and an opportunity for questions. Cllr James is able to attend.

24-041.3 County Councillor

The report which had been circulated was noted.

- It was requested that Cllr Kerry-Bedell number the pages to his report in future.
- A question was raised about Operation Watershed funding available to the Bourne Flood Prevention Group. **Action:** Cllr Dixon, as the Parish Council's representative on this group, to confirm. The flooding experienced by a resident in Chidham Lane was discussed. An item was requested for the next meeting on flood prevention.

24-041.4 Clerk & RFO

The Clerk raised the following points:

- Cllr Savory, as the Council's lead on footpaths, had inspected all footpaths in the parish and the Clerk had returned a report to WSCC who would be carrying out a full review of footpaths in September.
- The bus shelter at the top of Chidham Lane Westbound had been fully cleared of vegetation.

24-042 **Committee Minutes & Reports**

24-042.1 Planning Committee

The minutes of the meeting held on 20 July 2023 were noted. The meeting in August had been cancelled.

The noise complaint had not been progressed; the complainant had not come forward.

24-042.2 Neighbourhood Plan Steering Group (POSAC)

The notes of the meeting held on 31 July 2023 were noted.

A number of questions were raised about the review of the Neighbourhood Plan (NP) and the housing number in the LP. District Cllr Moss advised that until the LP was submitted to the Inspector the housing number was not final. Going forward the NP would need to include the sites that had received planning permission.

24-042.3 Public Open Spaces Advisory Committee (POSAC)

The minutes of the meeting held on 11 July 2023 were noted.

24-042.4 Finance Committee

The minutes of the meeting held on 8 August 2023 were noted.

The two references to a windmill should read 'wind turbine'.

24-042.5 Staffing Committee

Cllr G Dixon gave an update on the recent recruitment process for a Clerk/RFO. He introduced Mrs Carol Smith and advised the Council that the Staffing Committee had been impressed with her experience and background as a Parish Council Clerk. The Staffing Committee presented a motion to the Parish Council with two recommendations. These recommendations were then voted on.

Resolved that:

1. Carol Smith be appointed as Clerk/RFO to the Parish Council with a starting date of 1 November 2023 for 20 hours a week at a salary of Scale Point 28 on the Local Government Pay Scale.
2. The Parish Council investigates joining the Local Government Pension Scheme.

24-043 **Finance and Governance**

24-043.1 The Clerk advised of a further invoice to JNR Computer in the sum of £2,471.52 in respect of their 12 months support Service Level Agreement and the annual payment of MS365 licences.

Resolved: That the Schedule of Payments including the above invoice be agreed.

24-043.2 The committee noted the Direct Debit/Standing Order payments made, the credit paid to the Council and payments made following email agreement.

24-043.3 Grant application – 4Sight

Resolved:

That a Parish Council grant be given to 4Sight in the sum of £110 to support local clients.

24-044 **Meeting Dates**

Planning Committee – Thu 21 August 2023 Chidham Village Hall 7:30pm

NPSG - Mon 25 September 2023 Chidham Village Hall 7:30pm

Parish Council – Thu 5 October 2023 Chidham Village Hall 7:30pm4

24-045 **Items for the next meeting**

- Terms of Reference - Tree Wardens
- Flood Prevention Group and flooding in the parish
- PCC Grant
- Feedback from the All Parishes Meeting - Monday 18 September

24-046 **Any Other Business**

- Letter from Housing Enabling team and the service offered by CDC.
- Affordable housing – There were 21 local people on the housing register for affordable housing

The meeting ended at 8:57pm.

Signed by:

Date:

CHAIR

Chidham & Hambrook Parish Council – 7 September 2023
Schedule of Payments

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall			No invoice this month
2	Andrews Ground Maintenance	£1,567.27	CHPCAUG23	Ground maintenance/playground risk assessments / Installation Pynham equipment (EMR CIL)
3	Southern Counties Liming	£1,358.64	15423	Rocks/stones for Pynham (EMR CIL)
4	Earth Anchors	£212.34	EA38059	4 x bench anchor kits
5	Home Handy Help	£25.00	2001/05	Handyman vegetation clearance Chidham Lane bus stop
6	Eibe	£2,079.00	90123918	Tunnel sections Pynham (EMR CIL)
7	Southern Counties Liming	£724.32	15445	Grade 4 sandstone Pynham (EMR CIL)
8	GravelMaster	£366.00	274827	Play sand Pynham (EMR CIL)
9	Signature Landscapes	£4,800.00	2033	Create tunnel/toddler playpit (EMR CIL)
10	Moore	£504.00	319347	External audit 2022/23 accounts
11	Clerk	£22.13	Expenses	Stamps/CCTV
12	JNR Computers	£2,471.52	02745	12 months support SLA and MS365 licences
13	4Sight	£110.00		CHPC Grant pd 22/9/23

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£96.46	2 Aug 2023	Pension July 23
2	ICO	£35.00	4 Aug 2023	Data Protection insurance annual payment
3	Evolve Pensions	£72.28	6 Sep 2023	Pension Aug 23
4	Everflow	£134.60	25 Aug 23	Water Pynham
5	Everflow	£68.40	22 Sep 23	Water Pynham

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

1	CDC	£50.09	4 Aug 2023	CDC Jubilee Grant for bench plaque
2	CDC	£26,643.00	15 Sep 23	2 nd precept payment
3	Lloyds Bank	£149.76	11 Sep 23	Bank interest 1090

To confirm/ratify any payments previously agreed or made following email agreement:

1	Gravelmaster	£610.00	14 Aug 2023	Play sand for Pynham sandpit (EMR CIL)
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