

## Draft minutes of a meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on Thursday 1 June 2023 at 7:30pm

Present: Cllr P Bolton Cllr G Dixon  
Cllr S James Cllr S Johnson (also CDC Cllr)  
Cllr M Savory Cllr A Sargent  
Cllr J Towers

In attendance: District Cllrs A Moss and R Bates  
WSCC Cllr A Kerry-Bedell  
Clerk & RFO

Members of the Public: None

24-014 **Apologies for absence**

An apology had been received from Cllr B Garrett.

24-015 **Declaration of interests**

Cllr Towers declared a personal interest in agenda item 7.9 as a committee member of Chidham Village Hall.

24-016 **Minutes of the last meeting**

24-016.1 Minute 24-008.3 Cllr James suggested an amendment to read 'The website had been built by a group led by Mark Ringwood, and developed by WSCC Cllr Kerry-Bedell, which was part of Emsworth Residents Association ...'.

**Resolved:**

That the minutes of the Annual meeting of the Parish Council held on 11 May 2023 be agreed.

24-016.2 Matters arising:

Minute 24-013 – The SID batteries had not yet been replaced.

24-017 **Public Open Forum**

There were no members of the public present.

24-018 **Receive Reports**

24-018.1 Parish Council Chair

- 215 Traffic Safety consultation responses had been received at this stage which represented a return of roughly 31%. Cllrs Towers, Dixon and WSCC Kerry-Bedel had a meeting scheduled with WSCC Highways next week to discuss proposals.
- A meeting would be scheduled with Cala Homes representatives in early July. Complaints had been received about excessive dust on the site and a hedge had been cut down. We have a number of questions to put to them. Cllrs Savory and Johnson agreed to join this group.
- The pollarding of willows on Hawthorne Meadow by SEE and the pollarding of willows alongside the ditch at Land North of Good View was raised. Cllr Johnson is investigating the latter.
- The Pallant Homes Appeal Friday 26 May session had gone well with residents speaking well. CDC had not defended the highways element of this Appeal, however the Inspector had allowed a A&A on highways as she realised this was a major issue. The meetings on Monday 5 June and Tuesday 6 June would focus on sewage, ecology and planning balance.

24-018.2 District Councillors

The report which had been circulated was noted. CDC Cllr Johnson raised the following points:

- A pause in the planning applications considerations was now over. CDC had sent out a letter to all Parish Councils advising that their Counsel had concluded that CDC could make a compelling case that all developments that come forward now could be required to make a suitable level of contribution to provide infrastructure to support the cumulative impact of new housing.

- A discussion was held on the various Appeals currently in place and the grounds on which these Appeals could be fought as well as the calculation of the housing land supply figure.
  - CDC Cllr Johnson advised that his role on the CDC Planning Committee would preclude him from serving on the Parish Council's Planning Committee and the Neighbourhood Plan Steering Group due to a conflict of interests.
- 24-018.3 County Councillor  
The report which had been circulated was noted.
- 24-018.4 Clerk & RFO  
The Clerk raised the following points:
- She had written to the Ecologist at Chichester Harbour Conservancy about the sign requested at Catch Pond in relation to feeding swans but had not received a response. It was advised that the swans had not gone from the pond.
  - Barleycorn east and west bound bus shelters was now included on the West Sussex Bus RTP1 consultation.
  - She had been approached by a Southbourne resident who was interested in co-option. The Clerk had pointed them to Southbourne Parish Council.
- The Clerk gave notice of her resignation and her wish to retire at the end of November 2023.
- 24-019 **Committee Minutes & Reports**
- 24-019.1 Planning Committee  
The minutes of the meeting held on 18 May 2023 were noted.
- 24-019.2 Neighbourhood Plan Steering Group (NPSG)  
Cllrs Towers and Johnson had met with CDC Planning Officers and raised a number of questions which were answered at the meeting. The Local Plan consultation had received roughly 2000 submissions and they were going through these. If anything required further amendment this would be carried out before submission to the Inspector later in the year. Hearings would start in January 2024 and go on until late 2024. The advice from CDC was to work through the policies and get them as far as possible pending the final approval of the Local Plan policies. CDC agreed to provide further support should this be required.  
The monthly NPSG meetings would be discontinued at this time until further notice to save on hall hire and admin costs.  
The Clerk was requested to investigate the availability of Locality grant funding.  
**Action:** Clerk.  
Cllr Towers would write to the consultant to advise him of the current situation. **Action:** Cllr Towers.
- 24-019.3 Finance Committee  
The minutes of the meeting held on 27 April 2023 were noted.  
**Resolved:**
1. That the revised Financial Regulations be approved.
  2. That the Risk Management Policy be approved.
- 24-019.4 Government Consultation - Infrastructure Levy  
The committee agreed not to submit a response to this consultation
- 24-019.5 CDC Consultation - Public Space Protection Order – deadline 7 June 2023  
The Clerk advised that the reference to byelaws in this Order covered the entire area within the district where dogs were restricted. The walking of multiple dogs off leads on the Harbour paths was raised. It was agreed that the Council would not respond to this consultation.
- 24-019.6 Hamstead Meadow maintenance  
Cllr Towers had visited many of the homeowners in Hamstead Meadow however there was a range of views about the mowing of the meadow. Cllr Towers advised that she would get back in touch with her contact at Hyde to discuss what could be done in the way of grounds maintenance on this meadow.
- 24-020 **Finance and Governance**
- 24-020.1 **Resolved:** That the Schedule of Payments be agreed.

- 24-020.2 The committee noted the Direct Debit/Standing Order payments made, acknowledged receipt of credits paid and credits received, and confirmed the payments made following email agreement.
- 24-020.3 **Membership of Committees**  
Cllr Johnson has given notice of his resignation from the Planning Committee and Neighbourhood Plan Steering Group due to a conflict of interest in his new role as a District Councillor.  
The committee decided that the Council membership on these committees was sufficient but that external members would need to be sought to join the Neighbourhood Plan Steering Group.
- 24-020.4 **Internal Auditor's Report.**  
The Internal Auditor's Report was noted.
- 24-020.5 **2022-2023 Annual Governance & Audit Report**  
**Resolved:** That the 2022-2023 Annual Governance & Audit Report be agreed and signed by the Chair as required and submitted to the Council's External Auditors.
- 24-020.6 **WSALC representatives**  
Two AGM voting representatives were sought for West Sussex Association of Local Councils (WSALC).  
**Resolved:** That Cllrs Towers and Bolton be the Council's representatives on this group.
- 24-020.7 **WSCC Bourne Flood (BFP) group**  
One representative is required on this group to consider drainage and flooding fix priorities for the parish with Operative Watershed funding.  
**Resolved:** That Cllr Dixon be the Council's representative on this group.
- 24-020.8 **CIL Annual Monitoring Report**  
**Resolved:** That the CIL Annual Monitoring Report be approved and submitted to Chichester District Council.
- 24-020.9 **Parish Council Grants**  
**Resolved:** That a grant in the sum of £543 be made available to Chidham Village Hall in respect of broadband/Wi-Fi costs for the period April 2023 to March 2024.
- 24-021 **Meeting Dates**  
Neighbourhood Plan Steering Group – Mon 5 June 2023 Chidham Village Hall 7:30pm  
Staffing Committee – Thu 15 June 2023 Chidham Village Hall 6:00pm  
Planning Committee – Thu 15 June 2023 Chidham Village Hall 7:30pm  
Parish Council – Thu 6 Jul 2023 Chidham Village Hall 7:30pm  
Finance Committee -a revised date will be agreed with members
- 24-022 **Items for the next meeting**
- Results of Traffic Survey consultation
  - Debrief on Pallant Homes
  - Feedback from POSAC
  - Feedback on CALA Homes meeting. CDC Cllr Moss had requested the Economic Development Team to speak to the estate agent marketing the community space on behalf of CALA Homes.
- 24-023 **Any Other Business**  
Nothing was raised.

The meeting ended at 8:55pm.

**Chidham & Hambrook Parish Council – 1 June 2023  
Schedule of Payments**

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall	68.00	23/55	Hall hire May 23
2	Andrews Ground Maintenance	£960.00	CHPCMAY23	Ground maintenance/playground risk assessments May 23
3	Groundwork UK	£2,229.00		Return of unused 2022-23 NP Grant
4	Monster Creative	£124.00	008173	Consultation Traffic Safety leaflets
5	Chidham Village Hall	£543.00		CHPC Grant for broadband/Wi-Fi costs
6	J Towers	£25.00		Expenses

To note Direct Debit/Standing Order payments made: None

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

1	Lloyds Bank	£86.33	9 May 2023	Bank interest
2	HMRC	£8,019.62	11 May 2023	VAT reclaim 2022-2023
3	CDC	£330.00	16 May 2023	Coronation Grant Maybush Copse Friends

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

1	Maybush Copse Friends	£330.00	15 May 2023	CDC Coronation Grant
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