

Minutes of the Annual Meeting of Chidham and Hambrook Parish Council held on Thursday 2 May 2024 at Chidham Village Hall commencing at 7.30pm

Present: Mr P Bolton, Mr G Dixon, Mr A Sargent, Mrs M Savory

In attendance: Mrs C Smith (Clerk & RFO), Mr A Kerry-Beddell (WSCC), Mr A Moss (CDC)

44/24C Election of a Chairman

On a proposal from Cllr Bolton, it was **RESOLVED** that Cllr Towers be elected Chairman of the Parish Council. Given that Cllr Towers had submitted her apologies for absence it was agreed that the declaration of office should be signed on her return.

45/24C Election of a Vice-Chairman

On a proposal from Cllr Savory, it was **RESOLVED** that Cllr Bolton be elected as Vice Chairman. In the absence of the Chairman, Cllr Bolton continued to chair the meeting.

46/24C Co-option of a Councillor

It was noted that there were now three vacancies on the Parish Council and suggestions were sought as to how to encourage residents to serve on the Parish Council.

47/24C Apologies for absence

Apologies were received and accepted from Cllr Towers, Cllr Johnson and Cllr James.

48/24C Declarations of interest

Cllr Bolton declared a personal interest in the schedule of payments as the recipient of one of the payments.

49/24C Public Session

Nothing raised.

50/24C Summons to attend meetings

All Councillors present gave consent under the Local Government Act 1972 Schedule 12 paragraph 10(2)(b) to receive summons to attend meetings in electronic form.

51/24C To confirm the use of standing Committees.

It was **RESOLVED** that the current standing committees and working groups continue and membership of these were approved as follows:

Planning Committee

Cllr Dixon, Cllr Savory, Cllr Sargent and Cllr Towers

Staffing Committee

Cllr Bolton, Cllr Dixon, Cllr Johnson and Cllr Towers

Finance Committee

Cllr Bolton, Cllr Dixon, Cllr James, Cllr Johnson and Cllr Towers

POSAC Committee

Cllr Bolton, Cllr Savory, Cllr Towers along with three members of the public.

Neighbourhood Plan Steering Group

Cllr Bolton, Cllr Dixon, Cllr Sargent and Cllr Towers

52/24C To appoint Parish Council representatives to outside organisations

The appointment of Councillors to attend meetings of outside organisations was agreed as follows;

WSALC – Cllr Towers

CDALC – Cllr Johnson

Bournes Forum – Cllr Johnson and Cllr Towers

All Parishes Meetings – By interest.

53/24C Policy Adoption and review

A list of all the current policies had been distributed. It was noted that the revised Financial Regulations had not yet been approved by NALC. Additionally, the Parish Council would need to approve, an Investment Policy and a Reserves Policy due to the levels of funding held by the Council. This will be available for approval at the June Meeting.

On a proposal from Cllr Bolton, it was **RESOLVED** to confirm the use of existing Standing Orders, Financial Regulations and other Policies adopted by the Council and note the need to review these throughout the year.

54/24C Minutes

On a proposal from Cllr Bolton, it was **RESOLVED** that the Minutes of the Parish Council meeting held on 4 April 2024 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

55/24C Actions Update

Actions from the previous meeting were reviewed.

It was agreed to shelve the tree art project due to safety concerns.

The issue with the culvert in Cot Lane was now closed.

An update was still awaiting regarding the lights at the Cala Homes development.

The damaged verges in Chidham Lane had been reported.

A brief outline of potential delivery costs was given. It was agreed that Councillors would do deliveries for the Annual Parish Meeting as widely as possible.

56/24C Reports

Chairman's Report

Nothing to report

Chichester District Councillor's Report

The District Councillors report had previously been circulated. Mr Moss stated that the District Council expected to be submitting the Local Plan for inspection the following day.

Lots of people had been made unintentionally homeless. Many of these people had been put up in B&B accommodation outside the district, but new accommodation in Bognor was now operation.

Mr Moss was asked if there was an update on the five year housing land supply. Mr Moss confirmed that when the Local Plan is submitted the district would have a five year housing land supply. New housing number will be available around June.

West Sussex County Councillor's Report

The County Councillors annual summary report had been circulated.

Mr Kerry-Beddell stated that the biggest challenge was that currently 50% of roadworks related to broadband installations. This was likely to finish by end of the year. The County Council is developing a new policy for all roadworks that required companies to resurface the area dug up 'as was'. It was agreed that utilities that needed to undertake emergency work need to have better communications with the County Council.

A meeting is due soon to discuss waste water connections. A change to the way that availability of supply is calculated is being sought, which may change the current five year average to confirming there is no availability. A proposal from Southern Water is due to go to Ofwat around September 2024.

Clerk's Report

The Clerk reported that a resident had been in touch asking about the possibility of the owners of the private road allowing this to be used as a footpath on a temporary basis.

It was noted that this would need to be an agreement between the County Council and land owner.

A survey on sewage spills had been sent out by CPRE that had been circulated to Councillors.

The current Parish Council website is hosted by Vision ICT and is limited in how documents and news items can be put onto the website. Some Councillors have already mentioned that a revamp of the website may be useful. It would be helpful to know what Councillors would like to see on the website and perhaps examples of other websites that look informative. A proposal will come to the June meeting to consider options.

Ditch Warden's Annual Report

The annual report from the Ditch Warden was noted. It was suggested that he be asked if he had three things to make things better what would they be.

57/24C Committee Meetings

The Minutes of the Planning meeting held on 18 April 2024 were **NOTED**.

The Minutes of the NPSG Meeting held on 22 April 2024 were **NOTED**.

The Minutes of the Finance Committee meeting held on 24 April 2024 were **NOTED**.

58/24C External Meetings

It was noted that a WSALC meeting had been held and notes would be circulated once the recording of the meeting had been circulated.

59/24C CIL Projects

A list of CIL projects old and new had been circulated, any additions to be reported to Cllr Bolton. A simple form would be circulated to those who had put projects forwards to get an outline of the project and costs. These would then be used to ensure compliance with the rules for CIL expenditure and then grade all of the CIL project in order of importance/achievability. Mr Kerry-Beddell asked for details on any active travel options, there was a possibility of additional funding for these.

60/24C Annual Parish Meeting

The arrangements for the Annual Parish Meeting were noted. A revised Agenda had been circulated bringing down the time for the formal part of the meeting.

61/24C Finance and Governance

61.1/24 Financial report on the year ending 31 March 2024

The financial report that outlined the receipts and payments for the previous year was approved.

61.2/24 Internal Audit Report for the year ended 31 March 2024

The internal Audit report from Mulberry LAS Ltd was approved. It was noted that no further points had been raised and that the Parish Council was operating within its legal powers.

61.3/24 Annual Return 01/04/2023 – 31/03/2024 – Annual Governance Statement

Copies of the Annual Governance Statement (Section 1 of the Annual Return) were circulated.

It was **RESOLVED** that Questions 1 to 8 be answered Yes, question 9 be answered N/A and that the declaration be duly signed by the Chairman and Clerk.

61.4/24 Annual Return 01/04/2023 – 31/03/2024 – Statement of Accounts

Copies of the Accounting statements for 2023/24 (Section 2 of the Annual Return) along with the bank reconciliation and statement of accounts were circulated.

It was **RESOLVED** that the Accounting statements 2023/24 be approved and that the declaration be duly signed by the Chairman.

61.5/24 Regular payments made by direct debit and standing order.

Councillors were asked to confirm the continued payment of the following payments by Standing Order or Direct Debit.

Direct Debits: Water at Pynham Meadow, Data Protection Registration

It was **RESOLVED** that the Standing Order and Direct Debit payments for the year be authorised

61.6/24 Signatory to the bank accounts.

It was **RESOLVED** that Cllr Johnson be made a new signatory to the bank accounts.

61.7/24 Three year contract with Mulberry LAS Ltd for Internal Audit.

It was **RESOLVED** that the Parish Council enter a three year contract with Mulberry LAS Ltd to undertake Internal Audit Services.

61.8/24 Schedule of Payments and Receipts

On a proposal from Cllr Bolton, it was **RESOLVED** that the schedule of payments totalling £2,847.36 be made.

61.9/24 Bank reconciliation.

On a proposal from Cllr Bolton, it was **RESOLVED** to approve the bank reconciliation.

Mr Kerry-Beddell then left the meeting.

62/24C Upcoming Meeting Dates

Dates of forthcoming meetings.

Planning Committee – 16 May 2024

NPSG meeting – 20 May 2024

Annual Parish Meeting – 30 May 2024

Parish Council meeting – 6 June 2024 – to be confirmed.

63/24C Items for referral to the next meeting.

A brief query was raised about the flyer for the Annual Parish Meeting.

There being no further business the Chairman declared the meeting closed at 8.30pm.

Signed: _____
Chairman

Date: _____