



Minutes of a meeting of Chidham and Hambrook Parish Council held on Thursday 4 July 2024 at Chidham Village Hall commencing at 7.30pm.

Present: Mr G Dixon, Mrs S James, Mr S Johnson, Mrs M Savory,
Mrs J Towers (Chairman), Mrs J Turton, Mrs S Bramwell-Smith (Co-opted)
Mrs A Ztikus (Co-opted)

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

79/24C Apologies for absence

Apologies for absence were received and accepted from Cllr Bolton.

80/24C Declarations of interest

None

81/24C Co-option of a Councillor

Two members of the public had submitted application forms which had been circulated to Councillors. No questions were raised.

On a proposal from Cllr Johnson, it was **RESOLVED** that Mrs Bramwell-Smith be co-opted onto the Parish Council.

On a proposal from Cllr James, it was **RESOLVED** that Mrs Zitikus be co-opted on to the Parish Council.

Declarations of acceptance of office were completed by both new Councillors. Register of interest forms were given for completion.

Cllr Bramwell-Smith and Cllr Zitikus were warmly welcomed to the Parish Council.

82/24C Minutes

The following amendments were approved.

Page 1 – Min 70/24C (additions are in italics)

Cllr Towers reported that there had been concerns and *what she felt were* complaints made about her in her role as Chairman of the Parish Council, which put her integrity into question.

Page 2 – Min 70/24C (additions are in italics)

One of the issues raised was that Cllr Towers had had a meeting with the County Councillor before bringing a proposal to full Council, *this related to agenda item 38/24C*. Cllr James refused to apologise for her comments *and concerns*.

It was reported that the Tangmere site was now struggling to cope, ~~despite the new pipework~~ *with the new pipeline* that had been installed.

On a proposal from Cllr Towers, it was **RESOLVED** that the Minutes of the Parish Council meeting held on 6 June 2024, with the amendments be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

83/24C Actions Update

The actions list from the previous meeting was reviewed.

Cllr Towers and Cllr Johnson had met with Neil Macgregor (Cala Homes) and reviewed the lighting. Observations were followed up by email and would be passed on. There has been no further response, but this will continue to be followed up.

For the approved work on the layby's in Chidham Lane a quote has been obtained to enable the Community Highways Scheme application to be submitted. The quote was for

£15000/£20000. It was noted that when the scheme has been approved then quotations for the work would be sought.

The CIL proposal forms are in progress and will be sent out shortly.

The tree stump on Chidham Lane, is still on the list to be removed, but it is not a priority item.

84/24C Public Session

Nothing raised.

85/24C Reports

Chairman's Report

The Chairman gave thanks to Andrew Sargent who had recently retired from the Parish Council.

Chichester District Councillor's Report

A report from the District Councillors had been circulated. Cllr Johnson confirmed that he is the District Council member on the Conservancy.

At the recent Planning Committee meeting the travellers' site in West Ashling was refused.

The next meeting on 10 July deals with the Flat Farm application.

Questions were raised about what happens when the Planning Committee goes against officer decision. How does this impact on costs and how the officer responds if the application goes to appeal.

There is only a significant cost implication for major developments, and these are determined by how the appeal is heard, written instructions, a Hearing or an Inquiry. The officers then focus on the Committee's reasons for refusal when defending an appeal.

West Sussex County Councillor's Report

A report from the County Councillor had been circulated.

Mr Kerry-Beddell highlighted a number of points in the report.

Cala Homes had been asked about supporting a 30mph zone. This request will be referred to Cala HQ.

WSCC has contracted GrassTech to undertake the regular grass cutting. There were now only 3 cuts annually with no removal of the cuttings. This will be raised with the County Council Environment and Highways Committee.

Mr Kerry-Beddell was asked why there was no mention of DEFRA in correspondence about the footpaths. Mr Kerry-Beddell stated that it was not a DEFRA issue. Whilst it was understood that DEFRA had overarching responsibility this was subcontracted out to the Environment Agency and Natural England.

Clerk's Report

Nothing to report.

86/24C Parish Council committees

In light of the resignation of two councillors the Parish Council needed to review the membership of the Finance Committee, Planning Committee and Neighbourhood Plan Steering Group.

On a proposal from Cllr Dixon, it was **RESOLVED** that the following additions be made. Finance Committee – Cllr Zitkus

Planning Committee – Cllr Turton and Cllr Bramwell-Smith
NPSG – no additions at this time.

87/24C Committee Meetings

No committee meetings had taken place.

88/24C External Meetings

Cllr Johnson had attended a recent CDALC meeting, highlighting; how to attract Councillors, what does membership of CDALC entail and how to offer support should parishes have to take on more responsibilities from the District and County Councils.

89/24C Website provision

Details of the options had been given to Councillors. Questions were raised about how useful a new website would be, the provision of any analytical tools, and ease of use for both those viewing the website and the Clerk who had to update the website.

On a proposal from Cllr Towers, it was **RESOLVED** to change the provider of the website. It was noted that Cllr James abstained from this vote as she was unclear as to whether this would benefit the Clerk.

On a proposal from Cllr Dixon, it was **RESOLVED** to have a revised website through Parish Council Websites.

90/24C Footpaths within the Parish

It was noted that responses had been received from WSCC and CHAPRoN. The request from the Parish Council had not arrived in time for it to be discussed at the June meeting and it was noted this would go on the July agenda. Cllr Towers had spoken with the landowner and her proposal had been circulated.

The landowner wants to repair the footpath and the first stage is to seek permission from Natural England. The landowner has support for this request going straight to Natural England and the process should take 8/10 weeks. If permission is forthcoming, then the footpath can be repaired. Work is not possible after 30 September due to migrating birds.

It was noted that work was being carried out by the Environment Agency on the wall in Nutbourne. It was suggested that Southbourne Parish Council be asked about the work. It was noted that the Parish Council may not have been involved in the process to get the work completed.

There was clearly a problem with signage, the responsibility for this fell with the Public Rights of Way team who were not providing this. The Parish Council were asked to consider putting up its own signs warning of the closure of the path.

It was agreed to write a strong letter to the Public Rights of Way team highlighting the need for better signage, as people were ignoring the barriers and climbing over them.

It was noted that a meeting was being scheduled between the County Council and parishes affected by footpaths closures. It was agreed to confirm attendance for Cllr James and Cllr Johnson.

91/24C Community Orchard

A report from the developer of the Chas Wood site had been received outline a proposal for the Parish Council to take on responsibility for an orchard on the site.

It was noted that the Parish Council would not own the land but would have it on a no rent, leasehold basis to enable the developer to retain control. Conversations had taken place with the Arun and District Food Partnership who had offered support in setting up volunteers to help with the orchard.

Concerns were raised about the potential cost to maintaining the orchard, the site of the orchard was on a small private development set back from the main road, the reality was that the orchard would likely only be used by those living on the site.

On a proposal from Cllr Dixon, it was **RESOLVED** that the Parish Council would not take on this project.

92/24C Policy Adoption and review

Communications and Email Policy.

It was agreed to defer this to the September meeting.

93/24C Finance and Governance

Schedule of payments

On a proposal from Cllr Johnson, it was **RESOLVED** that the schedule of payments totalling £3,282.55 be made.

Bank reconciliations

On a proposal from Cllr Towers, it was **RESOLVED** to approve the bank reconciliations.

Budget monitoring statement

On a proposal from Cllr Towers, it was **RESOLVED** to approve the budget monitoring statement.

Quarterly inspection of the accounts.

Cllr Dixon confirmed that he had undertaken a quarterly inspection of the accounts, and all was in order.

94/24C Upcoming Meeting Dates

Dates for upcoming meetings

Planning Committee – 18 July 2024

NPSG Committee – 22 July 2024

Finance Committee - 25 July 2024

95/24C Items for referral to the next meeting.

No additional items raised.

Signed: _____ Date _____
Chairman