

EAST WITTERING AND BRACKLESHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL HELD ON
11 JANUARY 2018 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

PRESENT:

Council Members

Cllr. S. Main (Chair)	Cllr. G. Breeze
Cllr. A. Christmas	Cllr. T. Dixon
Cllr. T. Glithero	Cllr. P. Kensington
Cllr. M. Lawson	Cllr. R. Lowe
Cllr. J. O'Sullivan	Cllr. D. Parker
Cllr. B. Reeves	

APOLOGIES FOR ABSENCE: None.

IN ATTENDANCE: County Cllr. Pieter Montyn, District Cllrs. Susan Taylor, Keith Martin, Mr. Stuart Dobbin, 8 members of the public and the Parish Clerk

(Abbreviations: West Sussex County Council (WSCC), Chichester District Council (CDC))

The Chair welcomed the two new Councillors Christmas and Lawson

18.1 Declarations of Interest None.

18.2 Minutes of the last meeting

Minute 17.185 was amended to read that Cllr. Reeves reported, not Cllr. Breeze.
In addition minute 17.196 was amended to read

CIL Cllr. Reeves reported that he *will be speaking* with Karen Dower regarding the CIL money to confirm that it can be ring-fenced and accumulated for larger projects. Cllr. Reeves, O'Sullivan and Parker have met and will provide the Council for a wish list for consideration at the January meeting. Proposed by Cllr. Kensington, seconded by Cllr. O'Sullivan it was agreed by the Council that Cllr. Reeves send a holding letter to Karen Dower. *Concern was raised over the traffic situation at school drop off and pick up times in Church Road.*

Neighbourhood Management Panel

It was reported that Lloyds Bank is now shut on Fridays. The small shops and cafes have noticed the drop off in customers since the closure of Richardson's Southdown Holiday Village.

The minutes of the meeting held on 14 December 2017 were then confirmed by the Council as a correct record and signed by the Chairman.

18.3 Matters Arising from the last Council meeting on 14 December. None.

18.4 Public Questions. At Keith Aldridge's (Local Business Alliance) request the Council agreed to put an item on the February agenda to discuss holding a summer event at Bracklesham Park.

18.5 Reports from County and District Councillors

District Cllr. Susan Taylor reported that CDC has allocated approximately £32,000 grant fund to be made available for training for independent retailers and shop front improvements. Firstly retailers will be given assistance and advice to help improve performance.

District Cllr. Keith Martin added that originally EW was not included in this grant but by

lobbying by District Councillors CDC agreed to include EW. CDC are reviewing their assets in the Parish particularly the Foreshore.

County Cllr. Pieter Montyn reported that the A27 are nearing completion of the tender process for the consultation which will then be followed by another workshop.

18.6 Finance.

18.6.1 Cllr. Main had agreed and signed the bank reconciliation prior to the meeting.

18.6.2 The Council received a statement of the current financial position.

18.6.3 The Council received the following list of previously agreed payments withdrawn since the November meeting.

PARISH COUNCIL			
DD	Wittering Walk	Office rent	425.00
DD	Ramar Accounting	Payroll Processing	30.00
DD	HMRC	Tax and NIC	603.34
DD	Lloyds	Bank Charges	5.00
Ch2382	Biz Card	Signs	215.00
Ch2383	Mountjoy	Downview Development	114071.66
Total			115,350.00
BRACKLESHAM BARN			
DD	BT	B Barn Mobile Broadband	20.40
DD	BT	Phone line 673050	24.60
DD	BT	Phone line 673054	30.24
DD	O2	B Barn Mobile	12.88
DD	CDC	Bin emptying	63.20
DD	Eon	Gas	344.71
DD	Eon	Electricity	279.30
DC	Tesco	Cinema DVD	10.00
Ch2381	Paine Manwaring	Heating Maintenance	661.20
Ch2380	Sophie Buckland	Returned deposit	500.00
Ch2379	Amber Halliday	Returned deposit	50.00
Total			1,996.53

18.6.4 Proposed by Cllr. Breeze, seconded by Cllr. Parker the following payments totalling £11,485.26 were agreed by the Council.

PAYMENTS FOR APPROVAL

PARISH COUNCIL		CHEQUE NR	
Joyce Griffith	Clerk's Salary	1,350.85	2385
K Gardiner	Clerk's assistants salary	518.67	2386
West Sussex County Council	Pension Contribution	676.80	2387
Andrews Grd Maintenance	Handyman services Oct	660.00	2388

954
UNCONFIRMED

Ardhen Bookkeeping	Bookkeeping services for December	150.00	2389
Southern Electric	Street Lighting	320.05	2390
Chawton Hill	Downview Development	6,910.30	2391
Travis Perkins	Handyman	21.62	2392
Cash	Petty cash	126.97	2395
	Total	10,735.26	
	BRACKLESHAM BARN		
David Sarbutts	Caretaking	750.00	2393
Window Dr	Repair window	24.00	2394
	Total	750.00	

18.6.5 Receipts for the period 1.12.17 to 2.1.18

RECEIPTS FOR PERIOD 01 December to 02 January 2018

	Parish Council - Including Precepts	0.00	
Woodger Trust Downview Hall		95,059.72	
	Sub Total		
	Parish Council		95,059.72
	Bracklesham Barn		
Regular hirer income		1,371.00	
Vatable Sales - Table tennis		160.00	
Cinema		184.00	
Weddings		1,975.00	
One off hire		330.00	
	Sub Total		
	Bracklesham		
	Barn		4,020.00
	Total Receipts		99,079.72

18.6.6 To agree the budget and precept for 2018/19.

The Chair congratulated those involved with Bracklesham Barn on a possible result this year of a significantly reduced deficit of £5,100.

Proposed by Cllr. Glithero, seconded by Cllr. O'Sullivan the Council agreed the regular known budget amounts ie. electricity, rents, loans, etc. and that they would concentrate on the allocations to new and more flexible items.

On a proposal by Cllr. Breeze seconded by Cllr. Dixon the Council agreed to keep the budget of £137,800, the same as last year, with the following conditions:

- a. Two backless benches to be installed in Downview Public Open Space
 - b. £1200 for a new office computer
 - c. £5,000 donation to be given to the Youth Club towards providing a Youth Leader.
 - d. £1000 donation to Manhood Peninsula Partnership
- Both c and d are within the £10,000 donation budget.

A copy of the agreed budget forms part of these minutes.

- 18.7 Christmas Lights.
- 18.7.1 The Working Party thanked Merlin for their help in producing a good show this year. Also grateful thanks to Andrews Ground Maintenance and Doug Griffith for their much appreciated help in taking down the trees. The Christmas Lights event made enough money to give £250 to the First Responders and to also keep some to put towards the next event. on this year's decorations and festivities.
- 18.7.2 Proposed by Cllr. Glithero, seconded by Cllr. Dixon the Council agreed to sign the Highway agreement to install a permanent tree pit E. Wittering village centre by the clock and on the grass at the junction of Stocks Lane and Bracklesham Lane.
- 18.8 Millennium Clock Plaque Proposed by Cllr. Parker, seconded by Cllr. Glithero the Council agreed to give the Clerk a budget of £400 to either refurbish or replace the plaque.
- 18.9 Emergency Plan Proposed by Cllr. O'Sullivan, seconded by Cllr. Glithero the Council agreed that Cllrs. Christmas and Lawson update and implement the Emergency Plan.
- 18.10 GDPR (General Data Protection Regulations) Cllrs. Kensington and Lawson will attend the SALC information session on 6 February and report back at the February Council meeting.
- 18.11 PROW Public Rights Management Plan Consultation. The Council had no comments.
- 18.12 CIL. To consider 'wish list' from Cllrs. Reeves, Parker and O'Sullivan. This item was deferred to the February meeting.
- 18.13 Neighbourhood Plan This item was deferred to the February meeting.
- 18.14 Bracklesham Lane Street Lighting The Clerk was asked to put the proposal to SSE for consideration as the area concerned is in a 30mph and it considered it under lit. This item will be on the February Agenda.
- 18.15 New Youth and Community Centre The build has suffered delays for various reasons and completion is now looking likely to be mid February.
- 18.16 Bracklesham Barn and Park. The Committee reported that it will be holding its meeting on 16 February and has quite a full agenda. The Clerk reported that the new directional sign is now at the entrance to Beech Avenue and the No Fireworks sign is quite clear on the actual building.
- 18.17 To receive reports from Councillors on meetings attended since last Council meeting
Cllr. Reeves attended a meeting regarding GDPR on behalf of the local primary school and reported that it appeared that there will be a lot of work to be done to become compliant in May.
- 18.18 Parish Council Office. None.
- 18.19 Staffing Committee The Chair reported that the resignation of the Clerk has been received effective 31 March 2018 and that we are all very sorry to learn this but give our thanks to Joyce for her 19 years dedicated service.

The Staffing Committee are now looking to fill this vacancy.

On a proposal by Cllr. Main, seconded by Cllr. Breeze the Council agreed that at the end of the meeting it would be closed to the public and press in order to discuss sensitive legal, personal and financial matters regarding the Clerk vacancy.

18.20 Urgent matters that the Chairman wishes to bring to the attention of the Council. None.

The Clerk then left the meeting.

Signed _____ Chairman Date _____

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE AT 7PM ON THURSDAY
8 FEBRUARY 2018 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM.

BUDGET 2018-2019

EAST WITTERING AND BRACKLESHAM PARISH COUNCIL

BUDGET 2018-19

**2018-19
BUDGET**

LINE
NUMBER

£

ALL FIGURES EXCLUDE RECOVERABLE VAT
EXPENDITURE

	STREET LIGHTING	
1	MAINTENANCE AND ENERGY	3,300
	PUBLIC OPEN SPACES	
2	GRASS CUTTING - DOWNVIEW	3,500
3	REPAIRS & MAINTENANCE incl. BOOKER GREEN	12,000
4	DOWNVIEW PERIMETER PATH	40,000
5	DOG BINS EMPTYING	3,000
6	NEW PUBLIC SEATS AND BENCHES	2,000
7	BRACKLESHAM BARN & PARK	50,300
8	LOAN REPAYMENT	1,900
	HIGHWAYS	
9	TREES, SHRUBS AND BULBS inc. FLORAL DISPLAYS	300
10	SAFETY AND MAINTENANCE	1,500
11	OTHER incl. VILLAGE SIGNS	8,000
	ADMINISTRATION	
12	HANDYMAN	6,400
13	EMPLOYEES	38,500
14	ADMINISTRATIVE & TRAINING EXPENSES	13,000
15	NEIGHBOURHOOD PLAN	5,000
16	HIRE OF PREMISES	5,100
17	ELECTION EXPENSES	0
18	INSURANCES	2,500
19	OFFICE EQUIPMENT	1,200
20	WEBSITE	500
21	CHAIRMAN'S ALLOWANCE	500
	OTHER	
22	CHRISTMAS DECORATIONS	10,000
23	DONATIONS - GENERAL	5,000
24	DONATION - YOUTH CLUB	5,000
25	CCTV CONTRIBUTION	3,000
26	NEW COMMUNITY BUILDING	174,000
27	OUTDOOR CINEMA	5,000
28	COMMUNITY WARDEN	10,000
29	CONTINGENCY	15,000
30	TOTAL EXPENDITURE	425,500
	INCOME	
31	PRECEPT	137,800
32	CHICHESTER DISTRICT COUNCIL SUPPORT GRANT	6,200
33	RENTS	1,200
34	BRACKLESHAM BARN & PARK	34,100
35	OTHER incl. GRANTS AND DONATIONS	174,000
36	TOTAL INCOME	353,300
37	NET (DEFICIT)	(72,200)
38	ESTIMATED OPENING BALANCES	270,006
39	ADD INCOME	353,300
40	DEDUCT EXPENDITURE	425,500
41	ESTIMATED CLOSING BALANCES	197,806
	PROPOSED ALLOCATION OF BALANCES	
42	PLAY EQUIPMENT FUND	50,000
43	BRACKLESHAM BARN & PARK RENEWALS FUND	50,000
44	COMMUNITY INFRASTRUCTURE LEVY	13,000
45	GENERAL FUND	84,806

BRACKLESHAM BARN

BUDGET 2018-19		2017-18 BUDGET	2017-18 POSSIBLE RESULT	2018-19 BUDGET
LINE NUMBER		£	£	£
	ALL FIGURES EXCLUDE RECOVERABLE VAT			
	EXPENDITURE			
	BRACKLESHAM BARN			
1	HEATING, LIGHTING & WATER	6,300	5,400	6,000
2	INSURANCES	1,900	2,000	2,500
3	CARETAKING & CLEANING	8,700	9,000	8,700
4	BIN EMPTYING	1,500	800	900
5	CLEANING MATERIALS	2,000	900	1,000
6	MAINTENANCE	12,000	6,000	10,000
7	ADMINISTRATIVE EXPENSES	3,000	1,800	2,500
8	EQUIPMENT	2,000	1,000	1,500
9	MARKETING & FUND RAISING	1,600	1,500	1,600
10	OTHER incl. LICENCES	2,700	3,100	1,000
11	BRACKLESHAM BARN - TOTAL	41,700	31,500	35,700
	BRACKLESHAM PARK			
12	GRASS CUTTING	3,600	3,400	3,600
13	TREES, SHRUBS & BUSHES	200	0	200
14	LITTER PICKING & BINS	200	300	600
15	PLAY EQUIPMENT - INSPECTIONS/REPAIRS	5,000	2,800	3,000
16	GROUND MAINTENANCE	0	3,000	2,000
17	CAR PARK LIGHTING	0	0	0
17	OTHER	200	0	200
18	BRACKLESHAM PARK - TOTAL	9,200	9,500	9,600
19	CONTINGENCY	5,000	0	5,000
20	TOTAL EXPENDITURE	55,900	41,000	50,300
	INCOME			
	BRACKLESHAM BARN			
21	HIRE CHARGES	32,600	31,300	29,000
22	GRANTS & DONATIONS	0	0	0
23	FUND RAISING	4,000	4,500	5,000
24	BRACKLESHAM PARK - TOTAL	100	100	100
25	TOTAL INCOME	36,700	35,900	34,100
26	NET (DEFICIT)	(19,200)	(5,100)	(16,200)