

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

PRESENT:

Council Members

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

APOLOGIES FOR ABSENCE: Parish Cllr. G. Breeze and Parish Cllr. Parker

IN ATTENDANCE: County Cllr. Pieter Montyn, District Cllrs. Keith Martin and Susan Taylor, 7 members of the public and the Parish Clerk

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

18.43 Declarations of Interest Cllr. Lawson declared an interest in the item discussing the Royal Oak as he is a near neighbour.

18.44 Minutes of the last meeting
The minutes of the meeting held on 8 February 2018 were confirmed by the Council as a correct record and signed by the Chairman.

18.45 Matters Arising from the last Council meeting on 8 February. None.

18.46 Public Questions. As a result of a public question the Clerk was asked to write to the Royal Mail and request a postbox be located near the junction of Stocks Lane and Bracklesham Lane. Cllr. Reeves confirmed that he would attend the CDC Planning Committee meeting regarding Billy's on the Beach planning application.

18.47 Reports from County and District Councillors

District Cllr. Susan Taylor reported that CDC had agreed the Solent Mitigation Strategy which has been adopted in order to protect wildlife and will enforce a levy on development (dependent on number of bedrooms) within 5.3km of a SPA (Special Protected Area for rare and vulnerable birds). it was noted that 10% of the world's population of Brent Geese over winter in our area. The funds collected will be used to educate people ie. walkers with and without dogs about the delicate situation here. Cllr. Taylor also reported on Social Prescribing, 20% of visits to GP's are not health related but social related therefore a 2 year trial period will encourage GP's to direct these patients to the appropriate help.

District Cllr. Keith Martin reported that the Council Tax has now been finalised and that Bands B and D will be £1706.70.

County Cllr. Pieter Montyn advised that WSSCC budget has been raised 5%. Adult and Children Care is over 50% of the budget. The next meeting about the A27 is next Thursday when concepts will be discussed and paperwork will be provided. The communities will then be asked to arrange meetings to obtain public views by 29 March.

18.48 Finance.

- 18.48.1 Cllr. Main had agreed and signed the bank reconciliation prior to the meeting.
 18.48.2 The Council received a statement of the current financial position of the Parish Council.
 18.48.3 The Council received the following list of previously agreed payments withdrawn between 26 January and 22 February.

PARISH COUNCIL			
DD	Wittering Walk	Office rent	425.00
DD	Ramar Accounting	Payroll Processing	30.00
DD	HMRC	Tax and NIC	545.23
DD	Lloyds	Bank Charges	5.00
DD	BT	Office phone 673588 SD41643160	162.08
DD	BT	Office Broadband WM36604280	69.60
DC	Jobtoday	Position advertising	118.80
Ch2413	Mountjoy Ltd	Payment of invoice 049496	110,610.88
Total			111,966.59

BRACKLESHAM BARN			
DD	BT	B Barn Mobile Broadband	20.40
DD	BT	Phone line 673050 SD43697423	25.68
DD	BT	Phone line 673054 SD43697437	33.72
DD	O2	B Barn Mobile	11.08
DD	CDC	Bin emptying	63.20
DD	Eon	BB Gas 01410517678	277.28
DC	Tesco	Film for cinema film	10.00
DC	Filmbank	Film for cinema royalties	99.60
DC	Amazon	Film for cinema film	6.99
DD	Castle Water	Barn Water	21.00
Ch2412	Kids Party	Returned Deposit	50.00
Total			618.95

- 18.48.4 Proposed by Cllr. Reeves, seconded by Cllr. Christmas the following payments totalling £128,576.65 were agreed by the Council.

PARISH COUNCIL			CHEQUE NO.
J Griffith	Clerk's Salary	1,350.85	2416
K Gardiner	Clerk's assistants salary	605.16	2417
L. Kennard	Clerk's assistants salary	232.96	2418
West Sussex County Council	Pension Contribution	674.54	2419
Andrews Grd Maintenance	Handyman services Feb 2018	405.00	2420
Ardhen Bookkeeping	Bookkeeping services for December	150.00	2421
Trojan Timber Products	2 x picnic benches for Booker Green	660.00	2422
Hampshire County Council	Solent Water Quality Award fee	52.00	2423
Chawton Hill	Downview Hall construction	6,910.27	2424

966
UNCONFIRMED

TJC Fencing	Downview POS fencing pathway	1,034.40	2425
TJC Fencing	Downview POS fencing car park	2,187.60	2425
Wicksteed	Playground repair	127.20	await inv
Petty Cash	Reimburse	137.20	2426
Wittering Walk	Electricity	679.43	2427
	Total	15,206.61	

BRACKLESHAM BARN

David Sarbutts	Caretaking	600.00	2428
CPT	Pat Testing	184.50	2429
	Total	784.50	

18.48.5 Receipts for the period 26.1.18 to 22.2.18

	Parish Council - Including Precepts	100,193.97	
		Sub Total	
		Parish Council	100,193.97
	Bracklesham Barn		
Regular hirer income		978.25	
Vatable Sales - Table tennis		234.00	
Vatable Sales - Cinema		306.96	
Zurich insurance claim	BB roof	950.00	
Wedding		1,750.00	
One off hire		368.00	
		Sub Total	
		Bracklesham	
		Barn	4,587.21
		Total Receipts	104,781.18

18.48.6 Proposed by Cllr. Reeves, seconded by Cllr. Glithero the Council agreed to fund the LED screen at a cost of £2500.00 for the Summer Spectacular/Fun Day at Bracklesham Park.

18.48.7 Internal Auditor Report. The Council received the Internal Auditor Report and proposed by Cllr. O'Sullivan, seconded by Cllr. Lowe the Council noted the contents.

Cllr. Lawson declared an interest in the next item and took no part.

18.49 EWB/18/00016/FUL Royal Oak, Stocks Lane, E. Wittering Retention of the former Royal Oak public house and demolition of dog grooming business. Provision of 8 no. ancillary accommodation units at ground, first and second floors of public house, together with proposed internal and external alterations and associated parking and landscaping. Erection of a terrace of 9 no. dwelling units (consisting of 1 no. 3 bedroom house, 1 no.4 bedroom house, 2 no. 1 bedroom flats, 4 no. 2 bedroom flats and 1 no. 3 bedroom flat) and the erection of 1 no. 3 bedroom chalet bungalow together with associated parking and landscaping at Stocks Lane, East Wittering.

The plans provided by CDC today were not the most recent plans. The Council required the latest revisions in order to make a decision therefore it unanimously agreed to consider this application at its next Planning Committee meeting on Monday 19 March.

- 18.50 Christmas Lights. The Working Party provided the Council with an option to hire the Christmas lights on an annual basis. The Council were provided with two options from its supplier, Merlin Lighting, £5280 for new lights every year or £4080 for refurbished lights every year. After discussion a proposal by Cllr. Reeves to choose the £5280 option was seconded by Cllr. Christmas and agreed by the Council.
The Clerk reported that she had written off for three quotes to install tree pits at Bracklesham and East Wittering.
The Working Party confirmed that the switch on will be 1 December 2018.
- 18.51 Centenary Beacons and Silent Soldier Memorial. Cllr. Main reported that she had met with representatives of the Royal British Legion (RBL) and reported that the RBL will not be providing a beacon. Cllrs. Dixon and Glithero offered to investigate the provision of a beacon at Bracklesham before the next Council meeting.

Proposed by Cllr. Main, seconded by Cllr. Kensington the Council agreed to sponsor two Silent Soldier silhouettes at £30 each and display them in the Parish Council noticeboards at Bracklesham and E. Wittering.
- 18.52 Emergency Plan Cllr. Christmas reported that the update is ongoing.
- 18.53 Street Light – Bracklesham Lane Proposed by Cllr. Glithero, seconded by Cllr. O’Sullivan the Council agreed to defer this to the July 2018 meeting.
- 18.54 GDPR (General Data Protection Regulations) The Council received a report from Cllrs. Lawson and Kensington on the research into three options for the provision of training and requirements for the introduction of the new GDPR in May. Proposed by Cllr. Lawson, seconded by Cllr. Dixon the Council agreed to ask GDPR-INFO LTD for further details with a view to employing them to carry out the work subject to contract.
- 18.55 Code of Conduct Proposed by Cllr. O’Sullivan, seconded by Cllr. Kensington the Council agreed to adopt updated Code of Conduct which will be available on the Parish Council website.
- 18.56 CIL and Section 106. Proposed by Cllr. Dixon, seconded by Cllr. Glithero the Council agreed to protect £67,058.154 for initial spending on Bracklesham Barn.
- 18.57 New Homes Bonus
18.57.1 The Council received the Agreement dated 5 October 2018 from CDC for the grant of £4100.00 for new fencing. Proposed by Cllr. Glithero, seconded by Cllr. Christmas the Council agreed the conditions therein.
18.57.2 New Homes Bonus Allocations. The Council received a request for applications to be submitted before the end of July 2018. Cllrs. Dawson, O’Sullivan and Reeves asked for this to be deferred to the May agenda.
- 18.58 Site Allocation Development Plan Document (DPD) - Consultation on Proposed Main and Minor Modifications The Council agreed to submit no comments.
- 18.59 New Youth and Community Centre The Clerk reported that the finish date was still expected to be end of March 2018.

- 18.60 Bracklesham Barn and Park The Committee reported that they are meeting to find out if there will be a panto this year. The Clerk is obtaining quotes for the flooring in the community room and also draft an agreement for the use of the Park by the Park Run,
- 18.61 Reports from Councillors on meetings attended since last Council meeting
- Manhood Peninsula Partnership (MPP) meeting report by Cllr. Reeves
The Selsey Haven proposal is short of £500,000.
STOMP tourism strategy – Proposed by Cllr. Reeves, seconded by Cllr. Christmas the Council agreed Cllr. Reeves will head a working party of Cllr. Christmas, District Cllr. Keith Martin and the Local Business Alliance to produce a tourism vision for E. Wittering.
GLaM (Green Links around the Manhood) are looking for sites for the provision of hire bikes.
- Peninsula Partnership – reported by Cllr. O’Sullivan
Discussed STOMP. Received a presentation on air quality and planning enforcement.
- Independent Retailer Monitoring Programme reported by Cllr. Glithero. The programme will give assistance and guidance to small businesses for 3hrs/month over 4 months. There are 15 places available. More info can be found on [www.chichester.gov.uk /retail support](http://www.chichester.gov.uk/retail%20support)
- 18.62 Staffing Committee Report Proposed by Cllr. Main, seconded by Cllr. O’Sullivan the Council agreed to close the meeting to press and public at the end of the Agenda to discuss this item due to its personal and sensitive nature.
- 18.63 Parish Council Office. None.
- 18.64 Annual Parish Meeting The Council confirmed that the Annual Parish Meeting will be held at Bracklesham Barn on Thursday 12 April 2018 at 7pm followed by the full Parish Council meeting at 7.30pm.

The Chairman then closed the meeting to the press and public.

Signed _____ Chairman Date _____

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE AT 7.30PM ON THURSDAY
12 APRIL 2018 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM FOLLOWING THE
ANNUAL PARISH MEETING AT 7PM.