



**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 10TH MAY AT 6.55PM AT BRACKLESHAM BARN,
BEECH AVENUE, BRACKLESHAM**

PRESENT:

Cllr. Brian Reeves	Cllr. Pamela Kensington
Cllr. Teri Dixon	Cllr. Tracey Glithero
Cllr. Mike Lawson	Cllr. Joe O'Sullivan
Cllr. Ray Lowe	Cllr. Dawson Parker

APOLOGIES FOR ABSENCE: Cllr. Adam Christmas

IN ATTENDANCE

District Cllr. Keith Martin	District Cllr. Susan Taylor
District Cllr. Graeme Barrett	
Parish Clerk, Sam Tate	Assistant to the Clerk, Leah Kennard

18.87 Election of Chairman

Proposed by Cllr Parker, seconded by Cllr Glithero, Cllr Reeves was elected as Chairman by unanimous vote.

18.86 To receive the chairman's declaration of acceptance of office

Cllr Reeves, being duly elected as Chairman signed the Declaration of Acceptance of Office of Chairman of East Wittering and Bracklesham Parish Council, which was witnessed by the Clerk

18.88 Election of Vice-Chairman

Proposed by Cllr Glitheroe, seconded by Cllr. Parker, Cllr. Dixon was elected as Vice-Chairman by unanimous vote.

18.89 Apologies for Absence

Cllr Adam Christmas

18.90 Declarations of Interest

None

18.91 Minutes of the Council Meeting on 12 April 2018

Were confirmed as a correct record and signed by the Chairman

18.92 Matters Arising

None

18.93 Public Questions

None

18.94 Planning Application 18/00753/OUT, Redevelopment of Former Southdowns Holiday Park with the erection of 85 dwelling with vehicular access. Local equipped area for play, public open space, landscaping, footpath links and other related infrastructure.

Council discussed the application and expressed a number of concerns about the impact of the development on the neighbourhood, additional strain on local roads, infrastructure and services and the impact that the loss of a vital tourist business would have on the local economy.

*Proposed by Cllr O'Sullivan, Seconded by Cllr Lawson, council resolved to **OBJECT** to the application on the grounds of the impact on the neighbourhood character, inadequate sewage and wastewater infrastructure and that the two year rule of marketing the site as a tourist business before applying for change of use had not been completed.*

18.95 Financial Regulations

The Clerk advised the Council that the current Financial Regulations were out of date, and recommended that updated regulations be adopted based upon the National Association of Local Councils (NALC) latest model. The main changes allowed the council to meet continuing obligations (e.g. salaries and contracts) in a timely manner, and would ensure better long term budget planning.

Cllr. O'Sullivan requested that references to budget planning starting in August be amended to September on the basis that the council did not hold an August meeting.

Proposed by Cllr Glithero and Seconded by Cllr O'Sullivan, council resolved to adopt the new financial regulations

18.96 Banking arrangements

The Clerk outlined the proposed changes to banking arrangements to allow the Council to conduct on-line and electronic banking in preparation for the closure of Lloyds Bank in October.

Sign off arrangements would mirror current safeguards, with the Clerk or Assistant creating electronic payments and two signatories required to authorise them. One electronic payment (BACS) run would be made each month, and only payments previously approved by Council would be included on it. The authorised payment schedule would be cross checked against the BACS payment schedule each month and counter signed by two signatories in order to safeguard against erroneous payments. On line authorisation of payments would only take place in the presence of the Clerk or Clerk's Assistant in the Parish Office on a Parish Council computer. No signatories would access the bank account from their personal home computers.

The Clerk also recommended that a card payment machine be acquired in order to minimise cash and cheque payments as far as possible in order to reduce the need to pay in money at the bank.

Proposed by Cllr. Kensington, seconded by Cllr. Dixon, Council resolved to begin using on-line and electronic banking, including payments with Lloyds Bank.

18.97 New Homes Bonus Allocations

Council referred to the CDC Infrastructure Business Plan (IBP), and agreed that the focus of projects should be enhancement of the High Street and public realm. The Chairman requested that councillors send the Clerk a list of priority projects for consideration. The Clerk agreed to approach West Wittering Parish Council to see if a joint project could be considered to maximise the funding available.

All councillors to send details of suggested public realm improvements to the Clerk by 31st May 2018.

18.98 Adopt An Area

Council discussed the CDC Adopt an Area Scheme. Whilst they appreciated the aims of the scheme, concerns were expressed about the resources available to deliver this;

Do we have a pool of volunteers who could take this on? The Clerk agreed to contact the community warden to discuss how the project could be taken forward.

Council agreed to promote the scheme on the Parish FB page and noticeboards to try and stimulate public interest in volunteering before formally adopting any areas.

18.99 Request for use of Booker Green for a Charity Music Event on 11th August

Council considered the request to use the land on the seafront at Booker Green for a charity event. Concerns were expressed about noise disturbance into the evening and about public safety and space management.

Council requested that the Clerk ask the event organisers to consider alternative locations that may be more suitable, e.g. Downview or Bracklesham Park.

18.100 Request from the Funfair to Vary their Dates in August

The council did not agree to the request for the variation on the basis that the funfair would be on site for an additional two days. The Clerk was instructed to go back to the Funfair and agree a total of nine days, to be taken between the dates of 17th and 28th August.

Proposed by Cllr. Glithero and seconded by Cllr. O'Sullivan, council resolved to permit a variation to either the arrival or departure date of the Funfair, provided the total time on site did not exceed nine days.

18.101 Public Consultation on Changes to the National Planning Policy Framework (NPPF)

Council agreed to submit a response using the wording proposed by the Chairman in his report. The Chairman noted his thanks to Christopher Mead-Briggs (West Itchenor Parish Council) for his work in reading the documents, summarising the changes and preparing a draft response.

Proposed by Cllr. O'Sullivan, seconded by Cllr. Glithero, council resolved to submit a response to the public consultation using the wording proposed by the Chairman.

18.102 Silent Soldier Memorials

Cllr. Glithero requested that the council re-visit their decision to purchase two silent soldiers for placement in the Parish Noticeboards at a cost of £30 each, and instead requested that we purchase a full-sized silent soldier silhouette at a cost of £250, to be placed in a prominent location in the village. Council also discussed arrangements for the remembrance commemorations on 11th November, including where the beacon lighting should take place and what other activities should be included.

Cllr Lawson agreed to contact St Anne's Church regarding the possibility of holding the Beacon Lighting ceremony, followed by the bell peal in the Church Grounds.

Cllr Dixon agreed to contact the RBL about the possibility of holding the commemorations in their car park.

Proposed by Cllr Lawson, seconded by Cllr Dixon, Council resolved to purchase a full-sized silent soldier from the Royal British Legion at a cost of £250.00.

18.103 Parish Office Update

Council considered the Clerk's report recommending that the Parish Office be moved to Bracklesham Barn as soon as possible. This would enable the Barn to be better managed, make better use of staff resources and improve both customer service and administrative efficiency.

Cllr O'Sullivan noted the comments in the Clerk's report about ongoing staffing requirements and requested that the staffing committee look at this and report back to full council as soon as possible.

Proposed by Cllr. Kensington, seconded by Cllr. Dixon, council resolved to move the Parish Office to Bracklesham Barn as soon as practically possible and to appoint a cleaning contractor from the end of May 2018 to cover the departure of the caretaker.

18.103 Emergency Plan Update

Cllr Lawson advised council that the Emergency Plan Update was now 90% completed. A meeting has been arranged with West Wittering and Earnley Parish council representatives on Monday 21st May to go through the updates, with an aim to having the work completed by the end of May ready for adoption of the revised Plan at the June Council meeting.

Cllr. Dixon requested that the new Youth Centre Building be included in the plan.

The Chairman noted his thanks to Cllrs. Christmas and Lawson for their work on the plan

18.104 Appointments

18.104.1 Cllr Reeves proposed that the Bracklesham Barn Committee, Downview Open Space & Pavillion, Youth Club Building and Booker Green working groups be combined into a single Assets & Open Spaces Committee.

Proposed by Cllr, Reeves from the Chair, Council resolved to combine the above committees and working groups into an Assets & Open Spaces Committee

18.104.2. *Proposed from the Chair by Cllr Reeves, Council resolved that the **Planning Committee** members consist of:*

Cllr. Brian Reeves
Cllr. Joe O'Sullivan
Cllr. Dawson Parker
Cllr. Pamela Kensington
Cllr. Mike Lawson

18.104.3. *Proposed from the Chair by Cllr Reeves, Council resolved that the **Assets and Open Spaces Committee** members consist of:*

Cllr. Brian Reeves
Cllr. Teri Dixon
Cllr. Tracey Glithero
Cllr. Mike Lawson
Cllr. Ray Lowe

18.104.4. *Proposed from the Chair by Cllr Reeves, Council resolved that the **Staffing Committee** members consist of*

Cllr. Dawson Parker
Cllr. Teri Dixon
Cllr. Pamela Kensington

18.104.5. *Proposed from the Chair by Cllr Reeves, Council resolved that the following appointments be made to working parties:*

Christmas Lights:

Cllr. Dawson Parker
Cllr. Teri Dixon
Cllr. Tracey Glithero

CIL/Neighbourhood Plan:

Cllr. Dawson Parker

Cllr. Joe O'Sullivan
Cllr. Brian Reeves

Tourism Promotion:

Cllr. Dawson Parker
Cllr. Tracey Glithero
Cllr. Adam Christmas

Emergency Plan:

Cllr. Mike Lawson
Cllr. Adam Christmas

18.104.6. *Proposed from the Chair by Cllr Reeves, Council resolved that the following representatives be appointed to other organisations:*

CDALC:

Cllr. Pamela Kensington
Cllr. Teri Dixon

Village Hall Management Committee:

Cllr. Mike Lawson

Peninsula Community Forum:

Cllr. Tracey Glithero
Cllr Mike Lawson

West Sussex County Local Committee:

Cllr. Mike Lawson

Manhood Peninsula Partnership:

Cllr. Brian Reeves

Local Business Alliance:

Cllr. Teri Dixon
Cllr. Tracey Glithero

Build a Better A27:

Cllr. Dawson Parker

East Wittering Neighbourhood Management Panel:

Cllr. Joe O'Sullivan

18.105 To Receive Reports from District & County Councillors

Cllr Keith Martin gave the following updates:

- A new small business grant scheme, which will provide match funding of up to £2,500 for capital projects and £1,500 for apprentice training schemes has been launched.
- New parking meters have been installed in Bracklesham Car Park.
- In a crack-down on fly tipping in the District, 685 fixed penalty notices have been issued since November 2017.

Cllr. Taylor gave a brief update on the land at Kosy Kot, and will confirm next steps/actions after she has spoken with officers and members at Chichester District Council.

18.106 Finance

- 18.106.1** Cllr Dixon had agreed and signed the bank reconciliation prior to the meeting.
- 18.106.2** The council received a statement on the current financial position
- 18.106.3** The council received the following list of previously agreed payments withdrawn between 21.3.18 and 20.4.18

STANDING ORDERS,DIRECT DEBITS AND PAYMENTS PREVIOUSLY APPROVED to 20.4.18

PARISH COUNCIL			
DD	Wittering Walk	Office rent	425.00
DD	Public Works Loan	Booker Green	917.14
DD	Ramar Accounting	Payroll Processing	30.00
DD	HMRC	Tax and NIC	545.23
DC	SLCC Enterprises	Membership to the Clerks magazine	248.00
DD	Lloyds	Lloyds Business Bank charge	5.00
CHQ245		LED Screen - 50% deposit (cancelled	
7	Hire Events Limited	last cheque 2430)	1,500.00
CHQ245			
9	Merlin Lighting Installation	Xmas lights	6,780.00
CHQ246			
0	Mountjoy Ltd	Payment of invoice 00049518	156,714.52
CHQ246			
2	Johnston Publish	Johnston Publishing	414.46
			Total
			<u>167,579.35</u>
BRACKLESHAM BARN			
DD	TV Licence	TV licence 3481333808	147.00
DD	O2	B Barn mobile	11.08
DD	Eon	BB Gas 0141 0517 678	610.72
DD	Eon	BB Electricity 0143 9700 4120	0.00
DD	BT	B Barn Mobile Broadband	0.00
DD	BT	Phone line 673050 SD43697423	25.68
DD	BT	Phone line 673054 SD43697437	33.72
DD	CDC	Bin emptying	63.20
DD	Castle Water	Barn Water	21.00
CHQ245			
8	Darren Pannell	Darren Pannell - Deposit refund	50.00
DC	Amazon	Letter box for table tennis money	11.97
DC	Amazon	Sashes for chairs - weddings	19.99
CHQ246			
1	Daniel Wilson	Daniel Wilson - deposit refund	50.00
CHQ246			
3	Windrush	Windrush - deposit refund	100.00
CHQ246			
4	Brent Dickinson	Brent Dickinson - deposit refund	50.00
CHQ246			
5	Susannah Epstein	Susannah Epstein - deposit refund	50.00
			Total
			<u>1,244.36</u>

- 18.106.4** *Proposed by Cllr Parker, seconded by Cllr. Kensington, the following payments totalling £14,018.70 were approved:*

PAYMENTS FOR APPROVAL

			CHEQUE NO. 2466 & 2467
PARISH COUNCIL			
Employee Payroll	Employee Payroll	2,644.40	2467
West Sussex County Council	Pension Contribution	643.67	2468
Andrews Grd Maintenance	Handyman services April 2018	1,001.01	2469
Petty Cash	Reimburse - hold	0.00	
Travis Perkins	Keys, cable ties, remover spray, noticeboard - screws and hinges	40.89	2470
CDC	Community warden contribution 18/19	9,000.00	2471
		Total	
		13,329.97	
BRACKLESHAM BARN			
David Sarbutts	Caretaking	450.00	2472
Window Doctor Ltd	Strip down, service and rebuild high level openers	60.00	2473
Local Life	Leaflets for funeral receptions, social media Nov17-Jan18	179.00	2474
		Total	
		689.00	
		Total Payments	182,842.68

18.106.5 Receipts for the period 21.3.18 to 20.4.18

BRACKLESHAM BARN RECEIPTS		
Regular hirer income		1,911.50
Vatable Sales - Table tennis		86.00
Vatable Sales - Cinema		0.00
Vatable Sales - afternoon teas		336.50
Wedding deposits		0.00
Wedding		0.00
One off hire deposits		200.00
One off hire		707.00
Sub Total Bracklesham Barn		3,241.00
		Total Receipts
		3,241.00

18.107 Urgent Matters that the Chairman Wishes to Bring to the Attention of the Council

None

The Chairman Closed the meeting at 8.35pm

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.30PM ON THURSDAY 14TH JUNE
2018 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM**

Signed _____ Chairman Date _____

Summary of Actions

Minute number	Action	Person Responsible
18.94	OBJECT to planning application EWB/18/00753/OUT on the grounds of the impact on the neighbourhood character, inadequate sewage and wastewater infrastructure and that the two year rule of marketing the site as a tourist business before applying for change of use had not been completed.	CLERK
18.96	Arrange relevant banking mandates with Lloyds Bank to enable electronic banking	CLERK
18.97	Send details of suggested projects for public realm improvements to the Clerk for consideration for New Homes Bonus funding	CLLRS.
18.98	Promote call for volunteers for Adopt and Area scheme on FB page and Parish Noticeboards	CLLR. GLITHERO CLERK
18.99	Advise event organiser of Council decision and suggest alternative locations	CLERK
18.100	Advise Funfair of council decision	CLERK
18.101	Submit Council response to NPPF consultation	CLERK
18.102	Purchase Silent Soldier memorial from RBL	CLERK
18.103	Appoint cleaning contractor	ASSETS & OPEN SPACES/CLERK
18.103	Begin detailed project planning and implementation for office move	ASSETS & OPEN SPACES/CLERK
18.106.4	To make the payments agreed on the payment schedule	CLERK