



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 14th JUNE AT 7.00PM AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

PRESENT:

Cllr. Brian Reeves	Cllr. Pamela Kensington
Cllr. Teri Dixon	Cllr. Tracey Glithero
Cllr. Mike Lawson	Cllr. Adam Christmas
Cllr. Ray Lowe	Cllr. Dawson Parker

APOLOGIES FOR ABSENCE: Cllr. Joe O'Sullivan

IN ATTENDANCE

District Cllr. Keith Martin	District Cllr. Susan Taylor
County Cllr. Pieter Montyn	
Parish Clerk, Sam Tate	

18.108 Apologies for Absence

Cllr Joe O'Sullivan

18.109 Declarations of Interest

None

18.110 Minutes of the Council Meeting on 10 May 2018

Were confirmed as a correct record and signed by the Chair

18.111 Matters Arising

None

18.112 Public Questions

Mr Rod Tranchant raised the issue of the double yellow lines in West Bracklesham Drive, and queried if it would be possible for them to be removed, as at the moment it causes significant displacement parking issues to residents in Peerley Close. WSCC Councillor Pieter Montyn explained that double yellow lines could only be removed via a Traffic Regulation Order (TRO). There were a limited number of TRO's granted each year, and so only those where there was a compelling case in the public interest were likely to be taken forward. The Chair directed the Clerk to clarify the TRO process with WSCC to ascertain what resources would be required.

Mr Tranchant also queried if anything could be done to improve access at the Legion Way twitten, which was now harder to pass through following the construction of a new wall. The Chair commented that the new arrangement still allowed for the passage of pushchairs and wheelchairs, whilst making it harder for users to dart out straight into the road, which was an improvement for public safety.

Action: Clerk to confirm process for grant of a Traffic Regulation Order (TRO) with WSCC and report back to Council at next meeting

18.113 Reports from District and County Councillors

Cllr Montyn gave an update on the Build A Better A27 group progress. A final report had been prepared by the consultants Systra, which had identified two potential solutions; a new Northern bypass, fully mitigated to minimise environmental impacts and a full southern route, which would involve construction of flyovers or underpasses at all of the existing junctions. WSCC had identified the Northern Route as their preferred option, with a request to Highways England (HE) that the full Southern Option be modelled as a fall back option. HE have responded that the two proposals will be modelled and assessed ready for potential inclusion in the Road Investment Strategy round 2 (RIS2) in 2020.

Cllr Martin gave an update that Chichester District Council had also submitted a response to HE identifying the Northern Route as their preferred option. They are now awaiting the response of the local MP Gillian Keegan to HE, which they hope will make similar recommendations so that all levels of local government and local representation are in alignment.

Cllr Taylor gave an update on the Local Plan Review. The timetable has slipped, with traffic evidence being compiled over the next 20 weeks and workshops planned on retail and gypsy & traveller needs. No decisions have yet been made and the current aim is to have identified preferred sites by November, with public consultation taking place in Dec- Jan. Senior members of the planning team will be arranging meetings with local parish councils over the coming months to discuss the local plan and update them on progress.

18.114 Approval of the 2017-18 AGAR Statements and Financial Statements and Accounts (i.) Annual Governance Statement)

All Councillors had received copies of the Annual Governance Statement for the year ended 31 March 2018 duly completed by East Wittering & Bracklesham Parish Council.

*Proposed by Cllr Parker and Seconded by Cllr Kensington, council **RESOLVED** that the Annual Governance Statement in Section 1 of the AGAR fairly represented and was consistent with the underlying records and the Chair could now sign the return as certification.*

The Chair then signed and dated the Governance Statement (Section 1 of the Annual Return), the RFO having previously signed.

18.115 Approval of the 2017-18 AGAR Statements and Financial Statements and Accounts (ii) Annual Financial Statements and Accounts

All Councillors had received copies of the Annual Financial Return, the Bank Reconciliation, Balance Sheet and Income and Expenditure Summary for the 2017/18 Annual Audit.

List of Documents and Papers Provided for Approval:

- Annual Financial Return for the year ended 31 March 2018 duly completed by East Wittering & Bracklesham Parish Council
- Bank Reconciliation as at 31 March 2018
- Explanation of variations in Section 2 of the Annual Return
- Reconciliation between balances in Section 1, Boxes 7 and 8
- Balance Sheet as at 31st March 2018
- Income and Expenditure Account for the year end 31st March 2018
- Statement of Accounts

*Proposed by Cllr Parker and Seconded by Cllr Kensington, council **RESOLVED** that the statements contained in Section 2 of the Annual Return fairly represented and were consistent with the underlying records and the Chair could now sign the return as certification.*

The Chair then signed and dated the Financial Statement (Section 2 of the Annual Return), the RFO having previously signed.

18.116 Demonstration of the Parish Online Mapping Tool

Paul Richards gave a brief overview of the Parish Online mapping tool and demonstrated how it could assist the Council in their work.

The Chair noted his thanks to Mr Richards for travelling to the meeting to deliver the demonstration.

Action: Clerk to arrange a follow up training session, date TBC.

18.117 Remembrance Sunday Commemorations, 11th November 2018

Cllr Dixon welcomed representatives from the RBL who had been invited to attend to discuss the commemorations for the 100th anniversary of WWI on 11th November. Representatives from the RBL expressed a willingness to work together and requested that representatives from the Parish council attend their next committee meeting to discuss events further.

Action: Cllrs Dixon, Lawson and Glithero volunteered to attend the meeting on Weds. 27th June at 8pm at the RBL.

18.118 Winter Maintenance Plan

Councillors discussed the winter maintenance plan and agreed with the Clerks proposal to amend the plan to remove gritting of roads by Parish council volunteers and staff from the schedule and to dispose of the gritter as soon as possible.

Cllr. Parker requested that the Winter Maintenance Plan be reviewed in full to ensure it was still fit for purpose.

*Proposed by Cllr Dixon and Seconded by Cllr Lawson, council **RESOLVED** that the gritter be disposed of. If a commercial buyer could not be found within two weeks, council authorised the Clerk to arrange for it to be scrapped.*

Action: Clerk to arrange advertising of gritter. If a buyer can not be found by the end of June, Clerk to arrange for the gritter to be scrapped.

Action: Clerk to arrange winter plan review meeting.

18.119 GDPR-Info Data Audit Report

Councillors noted the results of the data audit by GDPR-Info and agreed with the recommendations in the Clerk's report to invest in Parish Council email addresses for all councillors, cloud-based secure data storage and tablets for all councillors to use for all Parish Council business.

*Proposed by Cllr Lawson and Seconded by Cllr Glithero, council **RESOLVED** that the recommendations in the Clerks report be carried out, and an allowance of up to £3,500 be taken from the contingency budget to fund this.*

Action: Clerk to arrange relevant software licence agreements and to purchase 11 Parish Council tablets for councillors to use.

18.120 2016 & 2017 New Homes Bonus Funding Allocations

Councillors noted the terms and conditions of the New Homes Bonus grants for 2016 and 2017 from Chichester District Council and agreed to accept the money.

*Proposed by Cllr Glithero and Seconded by Cllr Lawson, council **RESOLVED** to accept the grant terms and conditions and accept the 2016 and 2017 New Homes Bonus funding from Chichester District Council.*

Action: Clerk to advise CDC of the relevant minute number and ensure all paper work is completed to allow monies to be released.

18.121 Request for Use of Bracklesham Park for Open Air Cinema Night on 29th July

Councillors noted the request by the LBA to use Bracklesham Park and Bracklesham Barn for the open air cinema screening on 29th July.

*Proposed by Cllr Parker and Seconded by Cllr Kensington, council **RESOLVED** to grant permission for the use of Bracklesham Park & Bracklesham Barn to the LBA for open air cinema.*

Action: Clerk to advise LBA of the permission to use the Park and Barn.

18.122 Request for Volunteers to Judge the Manhood Business Awards 2018

Cllr Glithero requested that two councillors volunteer to act as judges in the new Manhood Business Awards, a joint venture between the LBA and Selsey Business Partnership. Businesses from across the Manhood peninsula are being invited to take part in a new area-wide business awards competition. In order to aid transparency, two judges from East Wittering & Bracklesham were being asked to short list entries from Selsey Businesses. Selsey Town Council were providing two judges to short list entries from East Wittering & Bracklesham. Judging was anticipated to take place in November 2018.

Action: Cllrs Dixon and Lawson volunteered to act as judges for the awards.

18.123 Bracklesham Barn Christmas Fundraising Event

Cllr Dixon requested that the Council consider holding a fundraising event for the Barn on 15th December. She requested that Councillors bring suggestions and ideas to the next council meeting for further discussion.

Action: All councillors to submit ideas for consideration at the July Council meeting.

18.124 Parish Office Move Update

Council noted the Clerks report on the office move and the proposal to allocate a maximum of £7,000 from contingency funds to pay for the necessary building works, removal costs and new office storage/furniture. This represented a pay-back period of one year, and would see savings realised as soon as the premises in Wittering Walk was vacated. The plan was to have completed the move by the end of the summer, subject to contractor availability.

*Proposed by Cllr Lawson and Seconded by Cllr Glithero, council **RESOLVED** to authorise expenditure of up to £7,000 from contingency funds to complete the Parish Office move by the end of August 2018.*

18.125 Emergency Plan Update

Councillor Lawson provided an update on the Emergency Plan, which had now been agreed with both Earnley & West Wittering Parish Councils. Councillor Lawson noted his thanks to Ray Lewis of West Wittering Parish Council and Chris Charter of Earnley Parish Council for their input and support in to the plan.

Key changes to the plan included the updating of all contact information, and the removal of sensitive personal information to a separate appendix, allowing the plan to be published on Parish Council websites. Councillor ended by recommending that the plan now be adopted, subject to annual review.

The Chair thanked Cllrs Lawson and Christmas for their work on the update Emergency Plan.

Proposed by Cllr Lawson and Seconded by Cllr Christmas, council **RESOLVED** to adopt the updated Emergency Plan, with an annual review due in June 2019.

Action: Clerk to arrange Emergency Plan Annual Review meeting in June 2019

18.126 Christmas Lights Update

Councillor Glithero advised the council that there was no change at the moment, and we are still awaiting the visualisation of the display from the supplier.

The Clerk advised that three companies had been asked to quote for the tree pit installation, but only one had provided a price. Given the limited number of companies with the requisite level of Public Liability insurance to undertake work on the public highway, the company would be instructed to proceed.

Action: Clerk to arrange installation of Tree pit by WSCC approved supplier.

18.127 Updates from Councillors on External Meetings Attended Since 10th May 2018

Manhood Peninsula Partnership: The Chair gave an update on the meeting he had recently attended and circulated minutes to all councillors.

Local Plan Review Update: The Chair gave an update on the meeting with Chichester District Council. CDC have to increase their housing numbers from 485 per year to 609, but no decisions have yet been made about development sites, but the Parish Council need to quickly start work on the Neighbourhood Plan in order to identify suitable potential development sites and land usage plans.

County Local Committee: Cllr Lawson gave an update on the recent WSCC CLC (Chichester South) meeting. A briefing was given on the forthcoming Velo South Cycle event (23/09/18). Residents should expect delays around Chichester/Goodwood and the North of the County due to the extensive road closures that the event requires.

The Highways team had advised that they were overwhelmed with the number of requests for siting of Silent Soldier memorials they had received, which was causing delays and asked that Parishes send any requests to place them on WSCC land early.

Concerns had been expressed about the potential conflict of interest caused by the sale by WSCC of the pavement at Shore Road to a private individual.

Manhood Peninsula Forum: Cllr Glithero asked the council to nominate a representative to work with other parishes across the peninsula on progressing the STOMP (Sustainable Tourism on the Manhood Peninsula) Project. Mike Beal (Chair of Selsey Town council) was keen for the parishes to work together to ensure that the project continued to move forwards. Councillor Christmas volunteered to represent the Parish Council.

Action: Clerk to inform Selsey Town Council of designated representative

18.128 Request to Fly the Red Ensign on Merchant Navy Day, 3rd September 2018

Councillor Lowe reminded the Council that this request had been previously resolved at the Parish Council meeting on 7th June 2017.

18.129 Finance

18.129.1 Cllr Dixon had agreed and signed the bank reconciliation prior to the meeting.

18.129.2 The council received a statement on the current financial position

18.129.3 The council received the attached list of previously agreed payments withdrawn between 21.4.18 and 20.5.18

STANDING ORDERS, DIRECT DEBITS AND PAYMENTS PREVIOUSLY APPROVED to 20.5.18

PARISH COUNCIL			
DD	BT	BT Broadband	62.64
DD	Wittering Walk	Office rent	425.00
DD	HMRC	Tax and NIC	0.00
DD	BT	BT Phone	159.44
DD	BT	BT Broadband	59.04
DC	Eflorist	Flowers for Sylvia	37.90
DC	Amazon	Stationary	88.95
DD	ICO	Data Protection registration	35.00
Total			867.97

BRACKLESHAM BARN			
DD	O2	B Barn mobile	11.51
DD	Eon	BB Gas 0141 0517 678	412.54
DD	Eon	BB Electricity 0143 9700 4120	572.00
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	CDC	Bin emptying	66.40
DD	Castle Water	Barn Water	21.00
DC	Amazon	First aid refill kit	19.15
DC	Amazon	Film - Murder on the Orient Express	11.99
DC	Filmbank	Royalty payment	99.60
DC	Filmbank	Royalty payment	99.60
Total			1,393.59

BRACKLESHAM BARN - DEPOSIT REFUNDS				CHEQUE NO.
	Melissa Foster	Childrens party	50.00	2478
	Louise Streeter	Childrens party	50.00	2479
	Mr J Knight	Community room hire	50.00	2480
	KTS Estate Management	Main hall hire	50.00	2481
Total			200.00	

PAYMENTS MADE UNDER CONTINUING OBLIGATIONS

PARISH COUNCIL				CHEQUE NO.
	Employee Payroll	Employee Payroll	2,659.38	2491 & 2492
	West Sussex County Council	Pension Contribution	0.00	
	Andrews Grd Maintenance	Handyman services May 2018	1,099.26	2489
	Petty Cash	Reimburse - hold		
Total			3,758.64	

PAYMENTS MADE UNDER CONTINUING OBLIGATIONS

	BRACKLESHAM BARN		CHEQUE NO.
Andrews Grd Maintenance	Handyman services May 2018	619.26	2489
David Sarbutts	Caretaking	600.00	2490
	Total	1,219.26	

18.129.4

Proposed by Cllr Parker, seconded by Cllr. Kensington, the following payments totalling £9,937.68 were approved:

PAYMENTS FOR APPROVAL

	PARISH COUNCIL		CHEQUE NO.
CDC	MPP Project Officer	1,000.00	2476
	Stone clearance at back of green		
AB Groundworks	East Wittering	275.00	2477
Business Stream	Water - Downview	51.93	2482
Wittering Walk	Electricity for Parish council office	293.84	2483
GDPR-info Ltd	GDPR Audit & DPO services	660.00	2484
Royal British Legion	Silent Soldier	250.00	2485
SSE	SSE - Streetlights	127.09	2486
SSE	SSE - Pavillion	27.50	2487
Travis Perkins	Padlock and keys	34.02	2488
SMR Solicitors	Downview Youth Centre	5,526.00	2493
	Total	8,245.38	

	BRACKLESHAM BARN		CHEQUE NO.
PPL PRS Ltd	Music licences	624.33	2475
	Total	624.33	
	Total Payments	9,937.68	

18.129.5 Receipts for the period 21.4.18 to 20.5.18

BRACKLESHAM BARN RECEIPTS			
Regular hirer income		1,243.00	
Vatable Sales - Table tennis		241.50	
Vatable Sales - Cinema		386.50	
Wedding deposits		0.00	
Wedding		1,170.00	
One off hire deposits		250.00	
One off hire		562.00	
	Sub Total Bracklesham Barn	3,853.00	
	Total Receipts	3,853.00	

18.130 Co-option of Two New Councillors

Six members of the public had applied to fill the two vacancies on the Parish Council. Four were present at the meeting and gave short representations about why they would like to join the Council. One of the applicants had sent apologies and provided a short statement which was read out by the Chair.

The Chair opted not to vote in all first round ballots in case a casting vote be required.

Votes were cast as follows to fill the first vacancy:

Rathbone – 0

Spencer – 2

Wilsher – 0

Banks - 0

Madden - 1

Whitcher – 4

Having secured an overall majority of the total votes cast (4 out of 7), Alan Whitcher was duly co-opted on to the council.

Votes were cast as follows for the second vacancy:

Rathbone – 2

Spencer – 1

Wilsher – 0

Banks – 3

Madden – 1

With no clear majority of the 7 votes cast, the Chair used his casting vote to vote for Darren Banks, who was duly co-opted with a majority of the votes cast. (4 out of 8, with the Chair using a casting vote).

18.131 Urgent Matters that the Chair Wishes to Bring to the Attention of the Council.

Councillor Lowe requested that cutting of the roadside verges be raised with WSCC as too many areas had been missed on the previous scheduled cut.

The Clerk advised that she had been regularly reporting missed areas, and the next full cut was due w/c 18/06/18. The Clerk requested that councillors report any missed areas to the Clerk and to ensure that they also reported them on the love.westsussex.gov.uk website, which was monitored by WSCC to allow them to respond to Highways issues.

Councillors to report grass cutting issues to the Clerk and to log them via the love.westsussex.gov.uk website.

The Chair Closed the meeting at 9.05pm

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 12th JULY
2018 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM**

These minutes are in draft form until approved by the council at the next meeting, and may be amended by resolution. Copies of all unapproved minutes, and agenda and more information about East Wittering and Bracklesham Parish Council can be found on the Parish Council's web site: www.ewbpc.org.uk

Signed _____ Chair Date _____

Summary of Actions

Minute number	Action	Person Responsible
18.112	Clerk to confirm process for grant of a Traffic Regulation Order (TRO) with WSCC and report back to Council at next meeting	CLERK
18.116	Clerk to arrange a follow up training session on Parish Online mapping tool, date TBC.	CLERK
18.117	Cllrs Dixon, Lawson and Glithero volunteered to attend the meeting on Weds. 27 th June at 8pm at the RBL.	CLLRS LAWSON, DIXON & GLITHERO
18.118	Clerk to arrange advertising of gritter. If a buyer can not be found by the end of June, Clerk to arrange for the gritter to be scrapped.	CLERK
18.119	Clerk to arrange relevant software licence agreements and to purchase 11 Parish Council tablets for councillors to use.	CLERK
18.120	Clerk to advise CDC of the relevant minute number and ensure all paper work is completed to allow monies to be released.	CLERK
18.121	Clerk to advise LBA of the permission to use the Park and Barn	CLERK
18.122	Clerk to advise LBA that Cllrs Dixon and Lawson volunteered to act as judges for the awards.	CLERK
18.123	All councillors to submit ideas for Christmas fundraising event at the Barn for consideration at the July Council meeting.	ALL
18.125	Clerk to arrange Emergency Plan Annual Review meeting in June 2019	CLERK
18.126	Clerk to arrange installation of Tree pit by WSCC approved supplier	CLERK
18.127	Clerk to inform Selsey Town Council that Adam Christmas is the designated representative on the STOMP Project Group	CLERK
18.129	Councillors to report grass cutting issues to the Clerk and to log them via the love.westsussex.gov.uk website.	ALL