



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 12<sup>th</sup> JULY 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. Joe O'Sullivan
Cllr. Ray Lowe	Cllr. Dawson Parker
Cllr. Alan Whitcher	Cllr. Darren Banks

**APOLOGIES FOR ABSENCE:** Cllr. Adam Christmas

**IN ATTENDANCE**

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

**18.132 Apologies for Absence**

Cllr Adam Christmas

**18.133 Declarations of Interest**

None

**18.134 Minutes of the Council Meeting on 10 May 2018**

Were confirmed as a correct record and signed by the Chair

**18.135 Matters Arising**

The Clerk had prepared a report on the process and likely cost implications of granting a TRO to remove parking restrictions in West Bracklesham Drive. Given the division of opinions on the matter, it was highly unlikely that a local consensus on the proposal could be reached, which is a pre-requisite of a successful TRO. On this basis the Clerk did not recommend proceeding any further with the matter. The Clerk was directed to write to Mr Tranchant advising of their decision.

The Clerk was directed to schedule an Emergency Plan Update meeting in the new year.

**Action: Clerk to write to Mr Tranchant advising of the council's decision not to pursue a revision of the TRO in West Bracklesham Drive.**

**18.136 Public Questions**

A local resident, Mr Addison asked if anything could be done to address the difficulty of accessing the beach for the elderly, disabled and young families with pushchairs, as the ongoing accumulation of stones had buried most of the access steps between Shore Road and Bracklesham, making access to the beach extremely hazardous.

Cllr Taylor explained that CDC had responsibility for the management of coastal defences and the foreshore, but that this was a very complex issue due to the dynamic nature of the natural processes involved, and the number of statutory agencies involved in shoreline management in this area (CDC, Environment Agency, Marine Management Organisation, Crown Estates and Natural England). The Chair added that the Parish council were looking at options to improve access at the end of Shore Road and directed the Clerk to contact the relevant agencies to understand what would be feasible and the likely cost and resource implications.

**Action: Clerk to contact relevant agencies to understand what would be feasible and cost/resource implications of improving access to the beach at Shore Road.**

#### **18.137 Reports from District and County Councillors**

**Cllr Montyn** gave an update on the issue of traffic for West Wittering Beach. WSCC have been working closely with Highways England, Sussex Police and West Wittering Estates to try and come up with a package of measures to try and alleviate the problems. As a result, the following actions have been taken:

- 1 – Payment has been speeded up on entry to the car park, and this is no longer an issue in causing delays
- 2 – To try and assist with hold ups and bottle necks in West Wittering and Birdham TRO has been issued for new double yellow lines and waiting restrictions in West Wittering to try and reduce the bottlenecks on the main road and keep the traffic flowing.
- 3 – Highways England have allowed a temporary matrix sign to be placed at Fontwell to advise traffic from outside of the area when the beach is full. They are also trying to get a sign placed on the A3, although to date this has proven difficult to achieve.
- 4 – WSCC are in the early stages of investigating what can be done to prevent people cutting through on local roads to see if it is legally possible for some kind of residents scheme to be implemented.

Cllr Montyn also gave an update on the A27; WSCC had identified the Northern route as their preferred option, with the Southern Route remaining as a back-up option. Highways England are now looking at schemes for inclusion in the second round of the Road Investment Strategy (RIS2), which will begin in 2020. The funding available for RIS2 won't be known until October 2018 following the Autumn Budget, at which point it will be clearer what will be possible. There will be a workshop session for the Build a Better A27 group in Sept/Oct.

**Cllr Taylor** gave an update on a new Exhibition at the Novium, featuring British landmarks in Lego, which runs from 28/7/18 – 31/10-18.

There will be a second archaeological dig in Priory Park from 9/7/18-24/7/18, continuing the work on the Roman remains discovered last year.

CDC are looking into misuse of Blue Badges and reviewing their enforcement policies in a bid to clamp down on fraudulent use.

The Against Litter campaign is working well, and a green dog walkers scheme is soon to be launched to encourage responsible dog ownership.

#### **18.138 To receive reports on Committee meetings and external meetings attended by councillors since 14<sup>th</sup> June 2018**

Council noted the report from the Assets & Open Space Committee and agreed to their proposed new access arrangements at Downview car park.

Cllr Lawson gave a brief update on the New Councillor Briefing and Awareness Training event and recommended it to all councillors.

Cllr Christmas had provided a written report on the recent STOMP meeting.

#### **18.139 Council Objectives and Business Planning**

The Chair introduced the item by observing that the council currently had no business plan and so no clear priorities or objectives of what we wanted to achieve. Cllr Kensington added that it had come up

at the recent new councillor briefing and awareness training event that councils should have a three year plan that covered their strategic aims and objectives.

The Chair suggested an informal meeting on either the 4<sup>th</sup> or 11<sup>th</sup> of August to begin the process.

**Action: All councillors to advise the Clerk of their availability so that a meeting can be scheduled.**

**18.140 Parking and Traffic Congestion at West Wittering**

Cllr Dixon had requested that this item be added to the agenda, but was satisfied that it had been covered under item 6 by Cllr Montyn.

**18.141 Street Lights in Bracklesham Lane**

Council considered the options for increased street lighting in Bracklesham Lane to cover the section between the shop and Cliffords Cottage. The Clerk advised that she had spoken to CDC and the project would not be a suitable use of S106 community facilities money, but it could be a suitable use of CIL receipts.

*Proposed by Cllr Parker and Seconded by Cllr Lawson, council **RESOLVED** to proceed with option 1, the installation of 6 street lights at an indicative cost of £12,300, to be funded from CIL receipts.*

**Action: Clerk to contact WSCC Highways to arrange for detailed project costing and installation plan to be drawn up.**

**18.142 Local Plan Review**

Cllr Taylor gave an update on current progress; evidence workshops are taking place to present findings. The traffic survey is ongoing and will feed in to the final plan. It is hoped that preferred site options will be known in November, with public consultation taking place in December/January.

The risk is that if the review is not completed in time, we will become subject to unplanned and speculative development, so CDC are doing all they can to ensure the work is completed as soon as possible.

Cllr O’Sullivan asked how many local residents were currently on the Housing register – Cllr. Taylor agreed to report back with the number.

The Chair and Vice Chair of the planning committee (Cllrs Reeves and Lawson) were attending a meeting with CDC planners to discuss housing allocations on the 18<sup>th</sup> July. Cllr Reeves stressed that we will be lobbying for the minimum number of new houses possible and for suitable additional infrastructure to support the development, for example school places, doctors, etc.

**18.143 Provision of a Bus Shelter in The Parade**

Council agreed to revisit the issue of placing a bus shelter in the parade and work with WSCC to come up with a suitable proposal.

*Proposed by Cllr Lawson and Seconded by Cllr Parker, council **RESOLVED** to form a working party of Cllrs Lawson, Parker, Whitcher and Reeves to look at options for installing a new bus shelter.*

**Action: Clerk to arrange meeting, to include relevant officers from WSCC to progress the project.**

**18.144 Request for Funding for Youth Worker from the Youth Club**

Council received a report from the Youth Club on the new Youth Worker, who is currently working 1 day a week at the youth club, in addition to which she is also undertaking planning work and supervision and mentoring with volunteers.

*Proposed from the Chair, council **RESOLVED** pay invoices related to the hours worked by the New Youthworker on submission from the Youth Club, up to a maximum of £5,000 for the current financial year.*

**18.145 Remembrance Sunday Update 2018**

Cllr Dixon update Council that the event would take place in the Churchyard, followed by a church service and a buffet in the Church Hall. Cllr Dixon requested that council make funds available to pay for the provision of the buffet.

*Proposed by Cllr Dixon, seconded by Cllr Parker, council **RESOLVED** pay costs for the provision of a buffet up to a maximum amount of £300.*

**18.146 Parkrun Update**

Cllr Dixon gave an update on a positive meeting that had taken place with the Parkrun Organisers and the Assets & Open Spaces Committee to discuss their concerns regarding the proposed Parkrun and how to best avoid any potential pitfalls. Cllr Dixon reported that the meeting had been very positive, and that the event should be given permission to proceed subject to suitable caveats to avoid damage to the field and disturbance to the neighbours.

*Proposed by Cllr Dixon, seconded by Cllr Glithero, council **RESOLVED** to give permission for the Parkrun to use Bracklesham Park for a period of 12 months, subject to suitable safeguards being in place to protect the park and the football pitch from damage.*

**Action: Cllr Dixon/Clerk to draft letter outlining terms & conditions of use for approval and to advise Parkrun organisers of the decision.**

**18.147 Parish Office Update**

The move was going well, and the plan was to have completed the move and transferred the remaining files and paperwork to the County archive/new office by Mid- August, vacating Wittering Walk by the end of August at the latest.

**18.148 A27 Update**

This item was covered by County Councillor Pieter Montyn under item 6.

**18.149 Christmas Lights Update**

Councillor Glithero reported no change this month

**18.150 Open Air Cinema Event Update**

Cllrs Glithero and Dixon gave an update on the event; 20 stands were expected, live music was planned and bookings were now being taken for the car boot sale.

Cllr Dixon requested that volunteers were needed to help on the day and requested that any councillors who could assist let her know.

Cllr Glithero expressed the thanks of the LBA to the parish council for their support in funding and staging this event.

**Action: All to advise Cllr Dixon if they are able to help on the 29<sup>th</sup> July.**

**18.151 Village Flags**

Cllr Glithero requested that this item be deferred until September 2018

**18.152 Finance**

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

- 18.152.2 The council received a statement on the current financial position  
 18.152.3 The council received the attached list of previously agreed payments  
 withdrawn between 21.5.18 and 20.6.18

**STANDING ORDERS, DIRECT DEBITS AND PAYMENTS PREVIOUSLY APPROVED to  
 20.6.18**

<b>PARISH COUNCIL</b>			
DD	Ramar Accounting	Payroll Processing - May and June	60.00
DD	BT	BT Broadband	62.64
DD	Wittering Walk	Office rent	425.00
DD	HMRC	Tax and NIC	829.88
DD	HMRC	Tax and NIC	773.34
DD	Lloyds	Lloyds Business Bank charges	5.00
DD	BT	BT Phone	159.44
DD	BT	BT Broadband	59.04
DD	Konica Minolta	Printer	48.35
DD	Konica Minolta	Printer	109.40
DC	Miscroft	One drive - May	1.99
DC	Miscroft	One drive - June	1.99
DC	Amazon	Telephone cable	2.31
DC	Amazon	Batteries	10.58
DC	Amazon	Paper	18.97
DC	Amazon	Network cable	15.98
CTP	CASH	Cash from machine for petty cash	210.00
2496	Chawton Hill	Consultant's Fees	6,720.00
2497	SALC	SALC annual subscription	1,443.79
2498	Office furniture	Office furniture	1,380.00
		Stone clearance at back of green	
2499	AB Groundworks	East Wittering - cancelled CHQ 2477	275.00
2500	CHQ CANCELLED	CHQ CANCELLED	
2501	Mountjoy	Building construction	6,180.28
2502	The Glass Office People	Glass partition	1,429.66
2503	Sam Tate	Expenses	312.10

**Total** 12,612.70

<b>BRACKLESHAM BARN</b>			
DD	O2	B Barn mobile	11.51
DD	Eon	BB Gas 0141 0517 678	491.92
DD	Eon	BB Electricity 0143 9700 4120	265.45
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	Cloths	8.48
DC	Amazon	Sponges and July film	25.98

DC	Tesco	Cinema stock - June film	27.24
2504	Zurich	Insurance	3,852.78
<b>Total</b>			<b><u>4,850.56</u></b>

<b>BRACKLESHAM BARN - DEPOSIT REFUNDS</b>			CHEQUE NO.
D & S.J Taylor	Wedding security deposit	480.00	2494
MP Gillian Keegan	Deposit refund	50.00	2495
<b>Total</b>			<b><u>530.00</u></b>

**PAYMENTS MADE UNDER CONTINUING OBLIGATIONS**

<b>PARISH COUNCIL</b>			CHEQUE NO.
Employee Payroll	Employee Payroll	4,000.63	2505&2507
West Sussex County Council	Pension Contribution	0.00	
Andrews Grd Maintenance	Handyman services June 2018	1,076.42	2511
Petty Cash	Reimburse - hold		
<b>Total</b>			<b><u>5,077.05</u></b>

**PAYMENTS MADE UNDER CONTINUING OBLIGATIONS**

<b>BRACKLESHAM BARN</b>			CHEQUE NO.
Andrews Grd Maintenance	Handyman services June 2018	226.42	2511
<b>Total</b>			<b><u>226.42</u></b>

**PAYMENTS FOR APPROVAL**

<b>PARISH COUNCIL</b>			CHEQUE NO.
SSALC	Councillors Briefing and Awareness training - Mike, Adam and Pam	216.00	2509
Castle Water	Downview Pavillion	29.93	2510
SSE	Street lighting	550.78	2513
<b>Total</b>			<b><u>796.71</u></b>

<b>BRACKLESHAM BARN</b>			
Eradipest	Rodent control July-Sept18	126.00	2512
<b>Total</b>			<b><u>126.00</u></b>
<b>Total Payments</b>			<b><u>24,219.44</u></b>

### BRACKLESHAM BARN RECEIPTS

Regular hirer income	1,664.50
Vatable Sales - Table tennis	226.00
Vatable Sales - Cinema	428.55
Vatable Sales - Indoor market	142.50
Riddley family fun	1,000.00
Wedding deposits	-
Wedding	1,750.00
One off hire deposits	300.00
One off hire	990.00
<b>Sub Total Bracklesham Barn</b>	<b>6,501.55</b>
	<b>Total Receipts 6,501.55</b>

#### **18.152 Urgent Matters the Chair Wishes to Bring to the Attention of the Council**

Council considered a request from Carla Banks to stage a joint Christmas fundraising event for the Barn on 23<sup>rd</sup> December. Cllrs Dixon, Glithero and Christmas to arrange a meeting with Carla to discuss the idea further.

THE CHAIR CLOSED THE MEETING TO THE PUBLIC AT 8.35pm

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 13<sup>TH</sup> SEPTEMBER 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](http://www.ewbpc.org.uk)**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_

## Summary of Actions

Minute number	Action	Person Responsible
18.135	Clerk to write to Mr Tranchant advising of the council's decision not to pursue a revision of the TRO in West Bracklesham Drive.	CLERK
18.136	Clerk to contact relevant agencies to understand what would be feasible and cost/resource implications of improving access to the beach at Shore Road.	CLERK
18.139	All councillors to advise the Clerk of their availability on August 4 <sup>th</sup> & 11 <sup>th</sup> so that a business planning meeting can be scheduled.	ALL
18.141	Clerk to contact WSCC Highways to arrange for detailed project costing and installation plan for 6 new Streetlights in Bracklesham Lane to be drawn up.	CLERK
18.143	Clerk to arrange meeting, to include relevant officers from WSCC to progress the new Bus Shelter project.	CLERK
18.146	Cllr Dixon/Clerk to draft letter outlining terms & conditions of use for approval and to advise Parkrun organisers of the decision.	CLERK/CLLR DIXON
18.150	All to advise Cllr Dixon if they are available to help at the Family Fun Day/Open Air Cinema on 29 <sup>th</sup> July.	ALL
18.152	Cllrs Dixon, Glithero and Christmas to arrange a meeting with Carla Banks to discuss joint fundraising event in the Barn in December	CLLRS DIXON, GLITHERO & CHRISTMAS