



MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11th OCTOBER AT 7.00PM AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, PO20 8JU

PRESENT:

Cllr. Brian Reeves
Cllr. Teri Dixon
Cllr. Mike Lawson
Cllr. Alan Whitcher
Cllr. Joe O'Sullivan
Cllr. Adam Christmas

APOLOGIES FOR ABSENCE:

County Cllr. Pieter Montyn
District Cllr. Susan Taylor
District Cllr. Keith Martin
Cllr. Tracey Glithero
Cllr Dawson Parker
Cllr. Darren Banks
Cllr. Pamela Kensington

IN ATTENDANCE

Parish Clerk, Sam Tate, 4 member
of the public

18.170 Apologies for Absence

County Cllr. Pieter Montyn
District Cllr. Susan Taylor
District Cllr. Keith Martin
Cllr. Tracey Glithero
Cllr Dawson Parker
Cllr. Darren Banks
Cllr. Pamela Kensington

18.171 Declarations of Interest

None

18.172 Minutes of the Council's Meeting Held on 13th September

Were confirmed as a correct record and signed by the Chair

18.173 Matters Arising

Cllr Lawson updated the Council on suggested meeting dates with the CDC Coastal Engineer and representatives from West Wittering Parish Council to discuss joint working of beach clearance for the 2019 summer season.

The Clerk advised that she had contacted Seaward homes regarding the D-Day commemorative plaque and they were attempting to retrieve it, if it is still there.

Action: Clerk to advise of meeting date once it is confirmed

18.174 Public Questions

A member of the public asked if the Parish Council was intending to produce a Neighbourhood Plan. The Chair advised that the Council had advised CDC that we intended to produce a neighbourhood plan, and were now awaiting further information from the CDC Planning Policy team on timetabling and officer support.

18.175 Reports From District & County Councillors

None

18.176 Reports from Councillors on committee meetings and external meetings attended since 13th September

Minutes of the Assets & Open Spaces meeting held on 19th September had been published and made available to Councillors.

Clr Kensington had submitted a report on the CDALC meeting held on 2nd October.

Clr Whitcher gave an update on the All Parishes meeting held on 8th October:

- An additional 2 police officers will now be covering the Chichester/Arun districts
- There was an update on the social prescribing project from the CDC Wellbeing team
- CDC Environmental health team introduced a new initiative to reduce single-use plastics
- CDC have introduced new Register of Interest forms and a new monitoring spreadsheet. All councillors need to complete the new paperwork and the Clerk needs to update the spreadsheet.

Clr Christmas gave an update on the Visit Chichester workshop at Selsey Town Hall – much of the work of the STOMP project will be absorbed by Visit Chichester in their district-wide work. It is not yet clear where the STOMP project will go next, or how it will be progressed or monitored.

18.177 Finance

18.177.1 The chair had previously agreed and signed the bank reconciliation

18.177.2 The council received a statement of the current financial position and a revised forecast for the budget position at the end of the year

18.177.3 The council received the list of payments and receipts made between 21.8.18 and 20.9.18 (see below)

East Wittering & Brackelsham Parish Council -Receipts 21/8/18 to 20/9/18

Row Labels	Sum of TOTAL
21/08/2018	£48.00
Regular Hire	£48.00
24/08/2018	£370.00
One Off Hire	£370.00
29/08/2018	£26.00
Regular Hire	£26.00
30/08/2018	£1,331.50
Downview Hall	£500.00
One Off Hire	£185.00
Regular Hire	£180.50
VATable Sales	£216.00
Weddings	£250.00
05/09/2018	£36.00
Regular Hire	£36.00
06/09/2018	£16.00
Regular Hire	£16.00
10/09/2018	£260.00
Regular Hire	£260.00
11/09/2018	£66,033.33
\$106 MUGA	£66,033.33
13/09/2018	£786.75
One Off Hire	£78.00
Regular Hire	£215.00
VATable Sales	£493.75
14/09/2018	£71,999.00
Precept	£71,999.00
18/09/2018	£137.00
One Off Hire	£137.00
20/09/2018	£400.00
Rents	£400.00
Grand Total	£141,443.58

East Wittering & Brackelatham Parish Council - Payment schedule 21/8/18 to 20/9/18

DATE	CATEGORY	CHEQUE NUMBER	TO WHOM PAID	Sum of TOTAL
21/08/2018	Admin Expens	DC	Miscroft	£1.99
22/08/2018				£5.00
23/08/2018	Maintenance	DC	Century 21 Security	£144.00
24/08/2018	Maintenance	DC	Fire and Detect	£714.00
28/08/2018	Cleaning	2535	Foremost	£18.17
	Deposit Refun	2534		
	Marketing	DC	Amazon	£12.98
30/08/2018	Admin Expens	DD	BT - broadband	£20.40
			Konica Minolta	£48.35
	Rent	500610	Wittering Walk	-£91.69
03/09/2018	Bin Emptying	DD		
	Outdoor Ciner	DC	Booker Ltd	£834.04
	Rent	BACS	Wittering Walk	£425.00
05/09/2018	Admin Expens	DD	BT - phone line	£49.56
10/09/2018	Admin Expens	DD	BT - phone line	£35.23
	Contingency	2536	J Cobden waste and recycling	£150.00
	Downview Hal	2542	Mountjoy Ltd	£1,132.74
	Grass Cutting	2539	Andrew Gound Services	£589.25
			Andrews Gound Services	£392.84
	Highway Main	2539	Andrews Gound Services	£75.00
	Maintenance	2537	Indepentent Fire & Safety Training	£48.00
		2539	Andrew Gound Services	£37.50
			Andrews Gound Services	£637.50
	\$137 Payment	2541		
	Street Lighting	2538	WSCC	£2,396.78
	Water	DD	Castle Water	£21.00
	Youth Club Gr	2540	Kiyee Scott Youth Leader	£240.00
11/09/2018	Admin Expens	DD	O2	£13.40
	Maintenance	DC	Fast Keys Services	£77.68
12/09/2018	Deposit Refun	2543		£50.00
		2544		
	Office Equipm	DC	Amazon	£39.99
	Salaries			£2,912.33
13/09/2018	Admin Expens	DC	Amazon Prime	£7.99
		DD	Konica Minolta	£70.73
	Marketing	DC	Amazon	£6.62
	Salaries			£722.78
14/09/2018	Cleaning	2547	Windrush	£475.00
	Electricity	DD	E.ON	-£0.71
17/09/2018	Contingency	2552	Travis Perkins	£74.34
	Deposit Refun	2551		
	Electricity	2549	SSE Southern Electric	£39.92
	Maintenance	2552	Travis Perkins	£102.33
	MUGA/Gym	2550	Proludic Ltd	£82,252.79
18/09/2018	Outdoor Ciner	2554	LED Screen Hire Events	£1,500.00
19/09/2018	Marketing	DC	Filmbank	£99.60
	Salaries			£811.86
20/09/2018	Admin Expens	DC	Miscroft	£1.99
		SO	Ramar Accounting	£30.00
	Marketing	DC	Amazon	£16.97
Grand Total				£98,459.66

Proposed by Cllr Lawson, Seconded by Cllr Christmas, council RESOLVED to approve the payment schedule.

Proposed from the Chair, council RESOLVED to form a working group comprised of Cllr Reeves, Cllr Dixon and the Parish Clerk to review the budget reforecast, banking, finance and audit arrangements and to report back to the Council with further recommendations.

18.178 Correspondence Received

Council noted the letter from CDC committing to fund the community wardens for a further three years.

Council noted the letter from Reside Developments enquiring about local development land and directed the Clerk to respond thanking them for their interest and directing them to approach the council for further discussions once they have secured land in the area.

Action: Clerk to respond to Reside Developments

18.179 To Consider a Funding Request from Homestart

Council deferred this item to the November meeting, to be considered alongside all community funding requests.

Action: Clerk to ensure request is included in November meeting

18.180 To Agree a New Supplier for the Photocopier Contract

The council considered the four proposals supplied and directed the Clerk to remain with supplier A, Konica Minolta.

Proposed by Cllr Lawson, seconded by Cllr Dixon, council RESOLVED to accept the proposal for a five year lease plus print costs from supplier A, Konica Minolta.

Action: Clerk to arrange new photocopier lease contract

18.181 Winter Maintenance Plan

Cllr Whitcher requested a small amendment to the pedestrian gritting route in Bracklesham Lane, to cease at the junction with Bracklesham Close instead of Farm Road, as there was no need to grit that section now that the Post Office had closed.

Proposed by Cllr Christmas, seconded by Cllr Lawson, council RESOLVED to adopt the new Winter Maintenance Plan, subject to the minor route change outlined by Cllr Whitcher.

Action: Clerk to make route amendment and submit the updated Winter Maintenance Plan to WSCC.

18.182 Conclusion of Annual Audit

Council noted the successful conclusion of the annual audit and the resignation of the current internal auditor. The Chair requested that the Council write to Stuart Dobbin to thank him for his work.

The appointment of a new internal auditor to be considered by the new budget & finance working group.

Action: Clerk to write to Stuart Dobbin thanking him for his work as internal auditor.

18.183 Request to Plant Additional Hedging in Bracklesham Park

Council considered the request from the Manhood Heritage and Wildlife Group to plant additional hedging on the Northern boundary of Bracklesham Park.

Proposed by Cllr Whitcher, seconded by Cllr Lawson, Council RESOLVED to allow the additional hedge planting to take place.

The Chair also expressed a desire to see additional trees and hedging at Downview Park and directed the Clerk to contact the Woodlands Trust to see if there were any schemes or grants that could support this.

Action: Clerk to contact Woodlands Trust re. schemes to support tree planting in public open spaces.

18.184 Remembrance Sunday Update

- Cllrs Dixon and Lawson had a meeting arranged with the RBL and St. Anne's Church to discuss final plans and arrangements for the night.
- The Beacon has arrived and been assembled. Andrew Griffith will be on duty at the event to supervise the beacon.
- Cllr Christmas agreed to source some suitable period music for the evening reception.
- Cllr O'Sullivan agreed to publicise the event at St Peter's Church.
- Council requested that the Clerk contact W. Wittering and Earnley Parish Councils to ascertain their commemoration plans.
- The Clerk advised that the council had received a grant of £250 from CDC to help fund the commemorations

Proposed by Cllr Witcher, seconded by Cllr O'Sullivan, council RESOLVED to allocate £200 towards the cost of refreshments at the evening event. Cllr Christmas agreed to source the refreshments.

Actions: Cllr Christmas to arrange refreshments (max. £200) and music for the evening event.
Cllr O'Sullivan to arrange publicity at St Peter's Church.
Clerk to contact W. Wittering & Earnley Parish Councils to ascertain their plans .

18.185 Christmas Lights Update

Still no visualisation from Merlin.

The Clerk was seeking quotes for supply and installation of the Christmas Tree.

Action: Clerk to arrange installation of Christmas tree

18.186 Urgent Matters that The Chair Wishes to Bring to the Attention of the Council

The Chair highlighted that advertisements had been placed on the Parish Noticeboards to fill the current councillor vacancy. Closing date for applications was 2nd November. The aim was to co-opt a new member at the November meeting.

A date for the business plan follow up meeting needed to be arranged; councillors requested an evening meeting if possible.

Action: Clerk to arrange follow up business plan meeting

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 8TH
NOVEMBER 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
18.173	Clerk to arrange meeting with E. Wittering, W. Wittering & CDC Coastal engineer	Clerk
18.178	Clerk to respond to Reside Developments as directed by the Council	Clerk
18.179	Clerk to ensure Homestart funding application is deferred for consideration in November meeting	Clerk
18.180	Clerk to arrange new photocopier lease	Clerk
18.181	Clerk to amend and submit Winter Maintenance plan to WSCC	Clerk
18.182	Clerk to write letter to Sturt Dobbin thanking him for his work as internal auditor	Clerk
18.183	Clerk to contact Woodland Trust re. assistance in planting new hedges/trees at Downview	Clerk
18.184	Cllr Christmas to arrange music & refreshments (max. £200) for WWI commemorations	Cllr Christmas
18.184	Cllr O'Sullivan to publicise WWI Commemorations at St Peter's church	Cllr O'Sullivan
18.184	Clerk to contact W. Wittering & Earnley Parish Councils to ascertain their plans for WWI commemorations	Clerk
18.185	Clerk to arrange installation of Christmas Tree	Clerk
18.186	Clerk to arrange follow up business plan meeting	Clerk