



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue, Bracklesham Bay, Chichester, PO20 8HU

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 14th FEBRUARY AT 7.00PM AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8JU

PRESENT:

Cllr. Brian Reeves	Cllr. Darren Banks
Cllr. Teri Dixon	Cllr. Mike Lawson
Cllr. Alan Whitcher	Cllr. Dawson Parker
Cllr. Barbara Kott	Cllr. Pamela Kensington
Cllr J O'Sullivan	
District Cllr. Keith Martin	
District Cllr. Susan Taylor	

IN ATTENDANCE

Parish Clerk, Sam Tate	2 x members of the public
PCSO Robin Berrow	
PCSO Hannah Taylor	

19.01 Apologies for Absence

County Cllr. Pieter Montyn

The Chairman advised the Council that Adam Christmas had resigned, but that the vacancy would not be filled by co-option before the elections on May 2nd.

19.02 Declarations of Interest

None

19.03 Minutes of the Council's Meeting Held on 13th December 2018.

Cllr O'Sullivan requested the minutes be amended to show he was in attendance

Proposed by Cllr Lawson, Seconded by Cllr O'Sullivan the minutes were confirmed as a correct record and approved for signature by the Chair subject to the addition of Cllr O'Sullivan to the list of those present.

Action: Clerk to amend minutes as instructed

19.04 Matters Arising

Cllrs had been sent a link to a rota to indicate their availability to help at the Cinema for the year.

The Clerk was awaiting confirmation from the library service, but the expectation was that the drop-in surgery would begin in March.

Cllr Dixon agreed to become the second representative on the Youth Club committee following the resignation of Cllr. Christmas.

19.05 Public Questions

The two local PCSO's gave a brief introduction to their work and how they can help to support the community and respond to our needs. They requested that the community report issues directly to the

Police so that they can monitor patterns of behaviour and deploy resources as required. Their data shows that anti-social behaviour is down, although incidents of theft and burglary remain steady. The Clerk explained that they had recently noticed a spike in anti-social behaviour, which they tended to liaise directly with the community warden to address. The PCSO's requested that all such incidents also be logged directly with the Police, as data was not always shared between the Police & Wardens, which could mean that they did not always have an accurate understanding of on the ground problems. The best way to log incidents was on line via the Sussex Police website or by calling 101. 999 should be used to report incidents whilst they were in progress. Cllr Lawson thanked the Police for coming, and also highlighted the excellent work of the community warden.

19.06 Reports from District & County Councillors

Cllr Susan Taylor: Cllr Taylor advised that the Site Allocation Development Plan Document had now been completed, with East Wittering designated as a 'Local Centre'. This should help to protect the village centre and retail areas in the future. The development of an East Wittering 'Vision' has been approved by CDC and has an allocation of £10K towards its development and delivery. The Vision is a community owned and community led process and should reflect all elements of the community – business, voluntary sector, local authorities and residents. Cllr Taylor requested that she be a member of the Vision committee when it is established. Cllr Taylor also asked councillors to promote and respond to the CDC housing Strategy document, which has just been released for consultation.

Cllr Keith Martin: Cllr Martin spoke about the most recent Visit Chichester visitor guide, which has completely missed out most of the western Manhood Peninsula and suggested that the Parish Council may wish to write a letter to Visit Chichester, expressing our dismay. The Chairman agreed that this should be done and instructed the Clerk to send a letter, to be copied in the CDC Councillor Francis Hobbs, who is the member representative on the Visit Chichester board.

Action: Clerk to write to Visit Chichester expressing the Councils concerns over their latest brochure.

19.07 Reports from Councillors on Committee Meetings and External Meetings Attended Since 13th December 2018

Peninsula Forum – The minutes for this meeting had now been published and circulated to members
Village Hall Committee – Cllrs Lawson and Reeves had attended the meeting on 22/1/19. Father Steve is still Chairing the committee. The Japanese Knotweed has been successfully treated, the nursery is now open and the hall are purchasing some new chairs. The next meeting is on 19/3/19.

Assets & Open Spaces Committee – Cllr requested that the minutes be amended to indicate that she was present and that item 19.04 be amended to add that the Clerk was to write to the Football clubs requesting confirmation by the end of March that they still intend to use the facilities, otherwise we will assume they no longer wish to continue.

As Chair of the committee, Cllr Dixon had received a request from Jacqui Manuel of the Girl Guides to amend item 19.07 (5) of the minutes as she did not feel they were accurate, however, the Chair did not propose making any changes as they accurately reflected the situation that the Guides would not host a third-party CCTV system. This was detailed in their email of 30th October, which stated that "With regard to the installation of CCTV on Downview Hall I have taken advice from our County Commissioner and can confirm that Girlguiding, as the Leaseholder, would not be willing to have the system installed unless the Leaseholder controls the system."

Council then RESOLVED to accept the following recommendations from the committee:

- 1) *Proposed by Cllr Lawson, Seconded by Cllr Parker, council agreed to request £8,500 of S106 monies from CDC for replacement of the community room floor, installation of studio mirrors to the rear wall and installation of floor to ceiling drapes to both end walls.*
- 2) *Proposed by Cllr Dixon, Seconded by Cllr Banks, council approved the cost of £200 towards the cost of staging a choir concert on 11th May at Bracklesham Barn.*

- 3) *Proposed by Cllr Lawson, Seconded by Cllr Banks to allow the use of the glass office and to allocate up to £500 to support the development of a volunteer phone service for elderly and vulnerable residents.*
- 4) *Proposed by Cllr Whitcher, Seconded by Cllr Parker, to approve expenditure of £170 to roller the fields at Downview and Bracklesham Park.*
- 5) *Proposed by Cllr Lawson, Seconded by Cllr Dixon to contribute up to £200 from the annual planting budget towards the installation of the Willow Dome at Bracklesham Park.*
- 6) *Proposed by Cllr Banks, Seconded by Cllr Kensington, to agree that the path at Downview would not be progressed at this stage, pending the completion of the Neighbourhood Plan which will develop policies for all of the public open spaces.*
- 7) *Proposed by Cllr Parker, approved by Cllr Whitcher to spend £2663 on the installation of a CCTV system at Downview.*

19.08 **Finance**

19.08.1 The chair had previously agreed and signed the bank reconciliation

19.08.2 The council received a statement of the current financial position

19.8.3 The council received the list of payments and receipts made between 01/12/18 and 31/01/19 (see appendix 1)

19.8.4 The council received the budget monitoring report and recommended virements for the financial year (see appendix 2)

Cllr Lawson noted the sizable balance of the bank account, and requested that as a matter of urgency banking arrangements be reviewed to minimise risks and spread investments across different institutions.

The Chair explained the budget monitor and the proposed virements, most of which were required as spending was now being broken down into more detailed categories, whereas previously it has been held under fewer generic codes such as general administration or contingency.

Proposed by Cllr Parker, Seconded by Cllr Lawson, council RESOLVED to approve the payment schedule and agreed to the budget virements outlined in the budget monitoring report.

Action: Banking arrangements & Finance Working Group to prepare recommendations for Council to approve.

19.09 **Budget and Precept Request 2019-20**

The Clerk had adjusted the Precept request to £143,068.80 to represent a 0% increase on the previous year. This reflected a band D equivalent of £67.20. The annual budget had been updated and the anticipated deficit was £12,023, to be funded from the general reserve.

The Chair highlighted that the current proposal was to allocate £5,000 in the budget for the Youth Worker, but that this should be increased to £10,000 to allow for the delivery of detached youth provision in Bracklesham. This should be funded from the general reserve, bring the expected expenditure from reserves to £17,023.

Proposed from the Chair, council RESOLVED agree the budget and precept request as presented, with the projected deficit covered from the general reserve.

Action: Clerk to confirm precept request to Chichester District Council

19.10 **Appointment of Internal Auditor**

The council considered the recommendations and agreed with the appointment of Mulberry and Co. for a period of three years.

Proposed by Cllr Lawson, Seconded by Cllr Whitcher, council RESOLVED to appoint Mulberry and Co. as internal auditors for a period of three years

Action: Clerk to advise Mulberry and Co. of their appointment

19.11 Neighbourhood Plan Update

Councillors had met with Valerie Dobson, our CDC planning support officer to suggest the best way to approach the completion of the Neighbourhood plan. CDC recommended that given the time constraints and the difficulty in allocating sites in the area, the best approach may be to leave the site allocation to them, with the Parish Council focusing on development of policies for the community. This would have the advantage of removing the requirement for completing the site and environmental assessments from the Parish Council. It would also give the Parish Council longer to complete the Neighbourhood Plan, as without the site allocations it would not need to be finished until December 2019. Otherwise, the plan would need to be ready by July 2019.

The Chair has arranged a meeting on 22/02/19, 12.30pm at the Barn with John Dowty to discuss how best to proceed – all are welcome.

CDC have requested a meeting at 2pm on 19/03/19 at East Pallant House to discuss land allocations and plan progress – Cllrs Reeves, O’Sullivan and Parker to attend.

Proposed from the Chair, council RESOLVED to allow CDC to decide the site allocations for the 350 new homes identified in the Local Plan Review.

Action: Clerk to confirm the Neighbourhood Plan approach with CDC

19.12 Business Plan Update

The Clerk had updated the business plan to show progress on the identified projects. (see appendix 3)

19.13 Concerns Regarding Parking and Traffic in Church Road

The council had received correspondence from a number of residents concerned about parking issues at school drop-off/pick-up in Church Road, Mill Gardens, Coney and the surrounding areas, where residents are increasingly being affected by poor parking, blocked drives and other issues. The school have been working hard to try and address the issue and have written to parents reminding them to park responsibly. WSCC had previously prepared a report on the area and concluded that the volumes of vehicles involved were not sufficient to require action. On this basis, there is little that can be done, as there is no easy solution.

Action: Clerk to respond to residents acknowledging their concerns and outlining the actions that the school have taken to try and help.

19.14 Former Youth Club Building Update

There were a number of local groups attempting to take on the old Youth Club Building, but at present no agreements have been signed, and all will require funding and significant investment in order to bring the building up to standard.

19.15 To Organise a Community Tree planting Event

The council had been successful in a bid for 105 saplings to plant a community copse at Downview from the Woodlands Trust. The Clerk was working with the community warden to organise a tree planting event, provisionally on 22/3/19. The school, youth club, guides and scouts were to be invited to take part, and councillors were encouraged to become involved.

Action: Clerk to confirm details when known.

19.16 Report on Ditches And Maintenance

The Clerk gave an update on the eastern boundary ditch at Bracklesham Park. Miller homes have accepted joint responsibility for the clearance, and the clerk is now seeking quotations for the work from local contractors. The work will not take place until the autumn when nesting bird disturbance is minimised.

The Chair had highlighted to the Clerk that Chidham Parish Council employ a ditch warden, who walks all of the ditches in the Parish on a regular schedule and liaises with local landowners to highlight problems and assist with minor clearance. The clerk agreed to prepare a report on the role for council to consider at their next meeting if such an approach should be considered here.

Action: Clerk to prepare report on ditch warden role

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

Cllr Kensington asked if the Christmas Lights on the shops at Azara Parade could be investigated as a matter of urgency to ascertain who installed them and who was responsible for their maintenance.

Cllr Banks requested that the Funday Stickers be removed from various signs and locations, as they are a nuisance. The Clerk agreed to instruct the maintenance contractor to do this.

Cllr Witcher requested that the committees be looked at again, and if necessary split out more evenly to share workload better between councillors.

Action: Clerk to ascertain ownership of Christmas Lights at Azara Parade and add to next Assets & Open Spaces Agenda

Action: Clerk to instruct handyman to remove fund day stickers from road signs Action: All to consider options for committee structure

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 14th MARCH 2019 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8JU

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 _____