



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11th APRIL 7.30PM AT BRACKLESHAM BARN,
BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8HU**

PRESENT:

Cllr. Brian Reeves	Cllr. Darren Banks
Cllr. Teri Dixon	Cllr. Dawson Parker
Cllr. Alan Whitcher	Cllr. Pamela Kensington
District Cllr. Susan Taylor	
WSCC Cllr. Pieter Montyn	

IN ATTENDANCE

Parish Clerk, Sam Tate	8 x members of the public
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19.34 Apologies for Absence

Cllr. Barbara Kott
Cllr. Joe O'Sullivan
Cllr. Mike Lawson
WSCC Cllr. Pieter Montyn

19.35 Declarations of Interest

None

19.36 Minutes of the Council's Meeting Held on 14th March 2019.

The minutes were approved as an accurate record of the meeting.

Proposed by Cllr Kensington, seconded by Cllr Banks the minutes were confirmed as a correct record and approved for signature by the Chair.

19.37 Matters Arising

The Chair advised that volunteers were still needed for the weekly library drop in and the Cinema Club. Cllr Kensington volunteered to cover the Library drop in on 17/4/19

19.38 Public Questions

A member of the public asked if the council would consider illuminating the war memorial at the same time as the flagpole.

19.39 Reports from District & County Councillors

Cllr Susan Taylor: Cllr Taylor did not give an update due to Purdah restrictions and instead offered to take questions from the public. There were no questions

19.40 Finance

19.40.1 The chair had previously agreed and signed the bank reconciliation.

19.40.2 The council received a statement of the current financial position including proposed reserve allocations.

19.40.3 The council received the list of payments and receipts made between 01/03/19 and 31/03/19.

19.40.4 The council received the draft Year End Figures and agreed to the creation of two new Ear Marked Reserves as follows: £6,000 towards election expenses and £10,000 towards the Neighbourhood Plan.

Proposed by the Chair, council RESOLVED to approve the payment schedule.

Proposed by Cllr Kensington, seconded by Cllr Banks Council RESOLVED to create two new Ear Marked Reserves for Election Expenses (£6,000) and the Neighbourhood Plan (£10,000)

19.41 Reports from Councillors on Committee Meetings and External Meetings Attended Since 14th March 2019

Local Plan Update – The Chair gave an update on the local Manhood Parishes meeting to coordinate action on the Local Plan. The current proposal is to send a letter from the Manhood Parishes to the local MP highlighting all of the issues and concerns. A draft of the letter has been circulated to the Council.

The Chair also gave an update on a meeting held between representatives from the Parish Council and the head of planning policy at Chichester District Council to discuss our representation to the local plan. We reiterated our concerns about inadequate infrastructure to support large scale development and our concerns about development on greenfield sites.

Assets and Open Spaces Meeting 25th March 2019

Council noted the minutes of the meeting and made the following decisions:

Proposed by Cllr Whitcher, seconded by Cllr Banks Council RESOLVED to purchase 2 x recycled disabled accessible picnic benches for Downview and 2 x recycled disabled accessible picnic benches for Bracklesham Park. At a cost of £429 each. £1223.78 to be funded vis S106 contributions, with the balance to be funded from the 2019-20 budget.

Proposed by Cllr Dixon, seconded by Cllr Whitcher Council RESOLVED to appoint MT-Excavations to undertake the ditch clearance work in Bracklesham Park at a cost of £7544.00, to be scheduled for September 2019, costs to be shared 50/50 with Miller Homes.

Proposed by Cllr Banks, seconded by Cllr Whitcher Council RESOLVED to dispose of the 10 x round tables at Bracklesham Barn, and to hire in tables for the four wedding functions that will require them between April 2019 and June 2020. Council to dispose of the tables via Stonepillow Restore, but to add a disclaimer that they are unstable.

Proposed by the Chair, Council approved the funfair dates of August 15th-22nd 2019 at Bracklesham Park.

Proposed by Cllr Parker, seconded by Cllr Kensington Council RESOLVED to purchase a football boot cleaner for Bracklesham Barn.

Actions: Clerk to advise CDC of S106 funding requirements and order benches

Clerk to advise MT-Excavations of their appointment

Clerk to arrange disposal of Round tables and hire of furniture for existing events as required

Clerk to arrange purchase of football boot cleaner

Meeting with Foreshores Officer

The Clerk had been visited by the Foreshores Officer to discuss enforcement of the dog-on lead zone on the beach. The District Council are sub-contracting enforcement of this to officers from Havant District Council and have instructed them to take a zero-tolerance approach. Both the Foreshores Officer and the Clerk felt that this was an unrealistic target in Bracklesham, where walkers approach the dog-on-lead zone from multiple directions, and where signage is limited. They recommended that the approach be continued as now; nuisance dogs should be controlled and action taken, but common sense needed to be applied, particularly with walkers arriving from the Medmerry side of the beach and that officers be allowed to exercise their judgment on the appropriate response on a case by case basis.

19.42 Neighbourhood Plan Update

John Dowty had been confirmed in his appointment and had begun work on reviewing and updating the existing documents. The current aim is to have completed the Plan by the end of October.

19.43 Business Plan Update

The Clerk gave a verbal update on the business plan: the defibrillator training had been well attended, with over 40 participants completing the course. The aim was to run a follow up session in the Autumn.

District Cllr Taylor offered to investigate whether the shops in East Wittering were being presented with large rent increases.

Action: District Cllr Taylor to speak to shop owners about rent increases.

19.44 Events Update

The Clerk had attended the LBA meeting on 25th March. Publicity for the three planned events would be crucial, and in order to avoid a repeat of last year's problems with stickers publicising events, the Clerk recommended that temporary banners be placed on the three main approach roads to the villages for each event.

Proposed by Cllr Parker, Seconded by Cllr Banks, Council RESOLVED to purchase 3 x banner frames and 9 x re-usable banners from Griffin Designs at a cost of £1277.70

Action: Clerk to order event banners and frames.

19.45 Office Equipment

The planned replacement of the office computers last year had not taken place as funds had instead been diverted to purchasing the necessary equipment and licences to ensure GDPR compliance. The need to replace the office equipment was now pressing and had been allowed for in the 2019-20 budget.

Proposed by Cllr Whitcher, Seconded by Cllr Parker, Council RESOLVED to purchase new laptops and docking stations with full set up as specified by Ocean Digital for a total cost of £1355.66.

Action: Clerk to order computer equipment as soon as possible.

19.46 Change to Meeting Schedule

The Clerk had updated the meeting schedule to accommodate the elections and forthcoming bank holidays. The proposed changes were as follows:

Planning and Assets & Open Spaces Committee Meeting on Monday 22nd April to be moved to Tuesday 23rd April

Planning Committee Meeting on Monday 13th May to be moved to Monday 20th May.

Proposed from the Chair, Council RESOLVED to make the outlined changes to the meeting schedule.

Action: Clerk to update meeting schedule

19.47 Football Club Update

The football club have supplied a wish-list of items and improvements to the facilities at Downview. The list has not yet been fully costed but includes a mixture of equipment items, revenue costs and capital improvements. The Clerk recommended that council authorise up to £4,000 to be spent on capital improvements and equipment, subject to further prioritization of the items by the football club and ensuring that three quotations and best value are sought for each item. Council have allocated up to £7,000 in the 2019-20 budget for improvements and capital expenditure on the Pavillion.

Proposed by Cllr Parker, Seconded by Cllr Dixon, Council RESOLVED to authorise up to £4000 of capital expenditure on the Pavillion, subject to the correct procedures for quotations and best value being followed.

Action: Clerk to finalise and commission programme of capital works and purchases at the Pavillion up to £4,000

19.48 Beach Access Update

The works at Booker Green and the bottom of Shore Road have been scheduled in for 21st May at a cost of £320 for 1 day's work. There will be a further £320 charge for moving the stones back into position at the end of October.

Proposed from the Chair, Council RESOLVED to authorise expenditure of £640 for 2 x days of work moving the shingle at the start and finish of the season to improve beach access.

Action: Clerk to confirm contract with B&M Plant.

19.49 Commercial Waste Collection at Downview

The Recreation Ground at Downview is increasingly busy with the Bowls Club, Downview Hall and the Football Club all using the site. It has always been incumbent upon the users of the facilities to take their rubbish away with them at the end of any sessions for disposal via their household waste collections. This creates an onerous burden on users and has led to problems with rubbish accumulation. Given the wide range of users at the site, it would be more appropriate to arrange for a commercial waste collection from the site. The large wheeled bins will have lockable lids to prevent fly tipping, with keys/codes only given to relevant users. Costs for the collection (1 x 660l general waste bin and 1 x 660l mixed recycling bin) will be £1118.00 per annum.

Proposed by Cllr Whitcher, Seconded by Cllr Kensington, Council RESOLVED to authorise the provision of a commercial waste collection at Downview Recreation ground at a cost of £1118.00 per annum.

Action: Clerk to confirm new waste collection with CDC.

19.50 Christmas Lights Update

The Clerk had received the quotation back from Merlin for replacing the lights at Azara Parade, installing a new external power supply and incorporating the lights into the annual maintenance contract. The cost for this would be £587.20 + VAT but could be split over the remaining two years of the existing contract at a cost of £293.60 per year.

Proposed by Cllr Dixon, Seconded by Cllr Kensington, Council RESOLVED to authorise replacement of the lights at Azara Parade and to incorporate the new lights into the annual maintenance scheme, split over two years.

Action: Clerk to confirm works with Merlin.

19.51 Flagpole Maintenance

The flagpole has not had an annual maintenance inspection for a number of years and this needs to be completed. A local company, Hampshire Flag have quoted £160.00 for this work.

In order to allow the flag to remain raised overnight, so that we are no longer reliant upon the greatly appreciated work of volunteers such as John Bingham, the flag needs to be illuminated. A power supply feeder pillar will be required for the spotlight. The Clerk had sought four quotations for the installation of the power supply feeder pillar, one company had declined to quote, one had returned a price and the other two quotations remain outstanding. Subject to a cheaper quote subsequently being received from an alternative supplier and the necessary consents being provided by WSCC Highways, the Clerk

recommended that the pillar be installed by Cable Connections for a cost of £1743.63, to be funded via CIL contributions identified for High Street improvements. The power supply would be suitable to allow installation of a spotlight on the War Memorial at the same time.

Proposed by Cllr Parker, Seconded by Cllr Banks, Council RESOLVED to authorise the installation of the power feeder pillar by Cable Connections for a cost of £1743.63, to be funded from CIL receipts and to authorise the Flagpole maintenance visit with Hampshire Flag for a cost of £160.00 to be funded via the annual budget.

Action: Clerk to arrange suitable permissions with WSCC and confirm works with Cable Connections and Hampshire Flag.

19.52 Installation of Power Supply Pillars in Cakeham Road

The expanding events programme has highlighted the need for reliable power supplies for temporary events in the High Street. In order to improve public safety and excessive noise issues caused by use of temporary generators, the Clerk recommended that two event power feeder pillars be installed in the grass verge on Cakeham Road, alongside lampposts 9 and 10. These would each provide 6 x external grade 110v power supply outlets. The Clerk had sought four quotations for the installation of the power supply feeder pillars, one company had declined to quote, one had returned a price and the other two quotations remain outstanding. Subject to a cheaper quote subsequently being received from an alternative supplier and the necessary consents being provided by WSCC Highways, the Clerk recommended that the pillars be installed by Cable Connections for a cost of £2441.40, to be funded via CIL contributions identified for High Street improvements.

Proposed by Cllr Parker, Seconded by Cllr Whitcher, Council RESOLVED to authorise the installation of 2 x power feeder pillars by Cable Connections for a cost of 2441.40, to be funded from CIL receipts.

Action: Clerk to arrange permissions with WSCC and confirm works with Cable Connections.

19.53 West Wittering Allotment Association

The Council had received a request for funding of £200 from the West Wittering Allotment Association (WWAA) to support their work in providing community allotments for East Wittering and Bracklesham residents. The Clerk advised the Council that although the request had been received outside of the Council's grant application deadline, she had allowed it on the agenda as under the Allotments Act (1908) the Parish Council have a statutory duty to provide allotments to local residents.

At present the WWAA provide plots for 25 residents of East Wittering and Bracklesham. If they were no longer able to allow our residents to use these plots, we would have to find and make available suitable alternative land at considerable time and expense to the Parish Council. On this basis, the Clerk recommended that the request be granted and following advice from the internal auditor a more formal agreement be entered into with the WWAA so that the Parish Council could clearly demonstrate that it was discharging its statutory duties with regards to the provision of allotment places.

Proposed by Cllr. Kensington and Seconded by Cllr. Whitcher council RESOLVED to grant the request of £200 from the WWAA and subject to advice from the internal auditor to enter into a formal agreement with the WWAA to provide allotments for East Wittering and Bracklesham Residents in exchange for ongoing annual support.

Action: Clerk to agree with internal auditor most appropriate method of demonstrating that the Parish Council is fulfilling its ongoing statutory duty to provide allotments by supporting the work of the WWAA and providing the requested funds of £200.00.

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 16th MAY 2019 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8HU

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, agendas 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
19.41	Clerk to advise CDC of S106 funding requirements and order benches	Clerk
19.41	Clerk to advise MT-Excavations of their appointment	Clerk
19.41	Clerk to arrange disposal of Round tables and hire of furniture for existing events as required	Clerk
19.41	Clerk to arrange purchase of football boot cleaner	Clerk
19.43	District Cllr Taylor to speak to shop owners about rent increases.	Cllr S. Taylor
19.44	Clerk to order event banners and frames.	Clerk
19.45	Clerk to order computer equipment as soon as possible.	Clerk
19.46	Clerk to update meeting schedule	Clerk
19.47	Clerk to finalise and commission programme of capital works and purchases at the Pavillion up to £4,000	Clerk
19.48	Clerk to confirm Beach Access Works with B&M Plant.	Clerk
19.49	Clerk to confirm new waste collection from Downview with CDC.	Clerk
19.50	Clerk to confirm works at Azara Parade with Merlin.	Clerk
19.51	Clerk to arrange permissions with WSCC and confirm Feeder Pillar for spotlight installation with Cable Connections and annual flagpole maintenance with Hampshire Flag.	Clerk
19.52	Clerk to arrange permissions with WSCC and confirm 2 x event power supply Feeder Pillars for Cakeham Road with Cable Connections.	Clerk
19.53	Clerk to agree with internal auditor most appropriate method of demonstrating that the Parish Council is fulfilling its ongoing statutory duty to provide allotments by supporting the work of the WWAA and providing the requested funds of £200.00.	Clerk