

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 16<sup>th</sup> MAY 7.00pm AT BRACKLESHAM BARN,  
BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8HU**

**EWBPC COUNCILLORS**

**PRESENT:**

Becky Salamon	Emma Cox
Brian Reeves (Chair)	James Salamon
Darren Banks	Joe O'Sullivan
Dawson Parker	Pamela Kensington
Doug Holden	Richard Ford
Emile Kott	

District Cllr. Susan Taylor  
District Cllr. Graeme Barrett

**APOLOGIES:**

WSCC Cllr. Pieter Montyn  
District Cllr. Elizabeth Hamilton

**IN ATTENDANCE**

Parish Clerk, Sam Tate                      14 x members of the public

**19.54      Election of Chair**

The meeting was opened by the outgoing Chair, Brian Reeves. Nominations were sought for Chairman. *Proposed by Cllr Parker, Seconded by Cllr Kensington, Brian Reeves was elected Chair for the next twelve months.*

***Cllr Reeves then completed the Chairman's Declaration of Office, which was witnessed by the Clerk***

**19.55      Election of Vice Chair**

Nominations were sought for Vice-Chair. *Proposed by Cllr Kensington, Seconded by Cllr Banks, Dawson Parker was elected Vice-Chair for the next twelve months.*

**19.56      Declarations of Interest None**

**19.57      Minutes of the Council's Meeting Held on 11<sup>th</sup> April 2019.**

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

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

**19.58      Matters Arising None**

**19.59      Public Questions**

***Question 1) Have the Council taken a view on the potential purchase of the green space at the front of Downview Close, which is currently being offered for sale by the Crown for £55,000?***

The Chairman responded that the cost was very high, and that the Clerk would investigate if the land could be purchased for a cheaper price. If a significantly lower price could not be agreed, then it was unlikely that the Parish Council would be able to assist in purchasing it, as it would not represent good value for money or provide sufficient benefit for the whole community.

***Question 2) What measures the Parish Council was taking to mitigate against the non-delivery by Chichester District Council of the Local Plan?***

The Chairman responded that the Parish Council had sent in detailed comments in response to the Local Plan Consultation highlighting our concerns, and that the Parish Council was in the meantime focusing on completing the Neighbourhood Plan by the end of the year, as this would afford some protection against any failure by CDC to deliver an updated Local Plan.

**19.60      Reports from District & County Councillors**

**Cllr Susan Taylor:** Cllr Taylor congratulated the councillors on their election to the Parish Council. She then gave an update on the elections at CDC, which had left the council under no overall control. She highlighted the fact that all councillors at CDC were adopting a pragmatic attitude to the circumstances. The East Wittering & Bracklesham Vision work would soon be starting, which would give the community the opportunity to shape the future of the Parish. A task and finish group has been established to look at improvements around Kosy Kot and the car park area and will be meeting soon.

**Cllr Graeme Barrett:** Cllr Barrett advised that the June Peninsula Forum meeting has been postponed as they are trying to secure a speaker from the local Clinical Commissioning Group (CCG). The future of the forum is currently under review at Chichester District Council, but it is possible that the forum may move towards meeting twice per year versus the current quarterly meetings.

**19.61 Reports from Parish Councillors on Meetings Attended Since 11<sup>th</sup> April 2019**

The minutes of the assets and open spaces committee meeting held on 23<sup>rd</sup> April 2019 had been circulated and noted.

**19.62 Code of Conduct**

The code of conduct had been reviewed and updated to conform to the latest National Association of Local Councils (NALC) model.

*Proposed by Cllr O'Sullivan, seconded by Cllr Parker, the Code of Conduct was adopted.*

**Actions: Clerk to publish Code of Conduct**

**19.63 Standing Orders**

The standing orders had been reviewed and updated to conform to the latest National Association of Local Councils (NALC) model.

*Proposed by Cllr J Salamon, seconded by Cllr B Salamon, the Standing Orders were adopted.*

**Actions: Clerk to publish Standing Orders**

**19.64 Financial Regulations**

The Financial Regulations had been reviewed and updated to conform to the latest National Association of Local Councils (NALC) model and to incorporate the recommendations of the internal auditor.

*Proposed by Cllr Kensington, seconded by Cllr O'Sullivan, the Financial Regulations were adopted.*

**Actions: Clerk to publish Financial Regulations**

**19.65 Banking Arrangements**

The authority and procedures for making on-line payments were reviewed. The Chair requested that the procedures be amended to add the word 'usually' before the statement that payments would be made twice a month, as this allowed for the flexibility to make urgent payments if required.

*Proposed by Cllr Kensington, seconded by Cllr Kott and subject to the inclusion of the word 'usually' before the statement that payments would be made twice a month, council resolved to continue to authorise the use of on-line payments. Authority due for review in May 2021.*

**Action: Clerk to amend on-line payment procedures as directed and publish Banking Arrangements**

**19.66 Member/Officer Protocol**

The proposed member/officer protocol based on the NALC model was reviewed.

*Proposed by Cllr O'Sullivan, seconded by Cllr Kensington, the member/officer protocol was adopted.*

**Action: Clerk to publish member/officer protocol.**

**19.67 Committee Terms of Reference**

The proposed terms of reference for the following standing committees were reviewed:

1. Planning Committee
2. Assets & Open Spaces Committee
3. Staffing Committee

*Proposed by Cllr Parker, seconded by Cllr J Salamon, the three standing committee terms of reference were adopted.*

**Action: Clerk to publish committee terms of reference**

**19.68 Finance**

**19.68.1** The chair had previously agreed and signed the bank reconciliation.

**19.68.2** The council received a statement of the current financial position including reserve allocations and budget monitoring.

**19.68.3** The council received the list of payments made between 01/04/19 and 31/04/19 totalling £37,874.80.

*Proposed by the Cllr O'Sullivan, seconded by Cllr Kensington, council RESOLVED to approve the payment schedule.*

**19.69 Internal Auditors Report**

Council noted the internal auditors report and accepted the recommendations within it, particularly the need to urgently review council risks.

Proposed by Cllr Kott, seconded by Cllr Kensington, council resolved to accept the recommendations in the Internal Auditors report.

**19.70 Appointments to Standing Committees, Working Groups and Representatives to External Bodies.**

Proposed from the Chair, council resolved to accept self-nomination to committees, working groups and external bodies via the show of hands to fill the vacancies as follows:

**Planning Committee**

Brian Reeves	Dawson Parker	Doug Holden
Pamela Kensington	Joe O'Sullivan	

**Assets & Open Spaces Committee**

Becky Salamon	Darren Banks	Emile Kott
James Salamon	Richard Ford	

**Staffing Committee**

Dawson Parker	Emma Cox	Pamela Kensington
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**Neighbourhood Plan Working Group**

Becky Salamon	Brian Reeves	Darren Banks
Doug Holden	Emile Kott	Emma Cox
James Salamon	Joe O'Sullivan	Richard Ford

**Tourism Promotion Working Group**

Darren Banks	Emile Kott	Emma Cox
James Salamon		

**Emergency Plan Working Group**

Becky Salamon	James Salamon	
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**CDALC**

Darren Banks	Pamela Kensington	
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**Village Hall Management Committee**

Brian Reeves	Darren Banks	Richard Ford
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**Build a Better A 27**

Dawson Parker

**Peninsula Community Forum**

Becky Salamon	Emma Cox	
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**WSCC County Local Committee**

Doug Holden	Pamela Kensington	
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**Manhood Peninsula Partnership**

Brian Reeves	Emma Cox	
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**Local Business Alliance**

James Salamon	Pamela Kensington	
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**Youth Club Management Committee**

Darren Banks	Emile Kott	Richard Ford
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**East Wittering Neighbourhood Management Panel**

Joe O'Sullivan

**Local Plan Review Group**

Brian Reeves	Emma Cox	
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**SWISH (Surface Water Issues & Solutions)**

Emile Kott

**Community Wardens Panel**

Darren Banks	Richard Ford	
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**19.71 Business Plan Update**

The Clerk had arranged two sessions on 1<sup>st</sup> June and 7<sup>th</sup> June to review the current business plan, set out priorities for the next four years and bring forward new project ideas. Councillors were keen to involve the community in the development of the plan and will look at how this can be achieved in the review sessions.

**19.72 Neighbourhood Plan Update** John Dowty had completed his review of the previous Neighbourhood Plan, and his report is due by 27/5/19. A meeting date will be arranged for the Neighbourhood Plan working group so that his report can be progressed, and planning for public consultation can begin.

## 19.73 Events Update

- 1) The Clerk gave an update on preparations for the D-Day 75 commemorations. Activities were being coordinated between the Parishes, the churches and the RBL. Plans were as follows:  
Thursday 6<sup>th</sup> June 9.00am – Service at West Wittering Beach. Free access to the car park has been arranged with West Wittering Estates to make it easy for people to attend. Thursday 6<sup>th</sup> June 11.00am - Service and beacon lighting at Kosy Kot. Permission to use the green has been given by CDC. Friday 7<sup>th</sup> June – Service at Itchenor Hard, 10.30am. The Clerk recommended purchasing 30 ‘There But Not There’ bootprints to be placed along the sea wall and around Kosy Kot to take part in the national commemorations, at a cost of £3.50 + VAT each.
- 2) Representatives from the Local Business Alliance provided an update on the plans for the Spring Fete on Sunday 26<sup>th</sup> May and the Family Fun Day on 18<sup>th</sup> August. The LBA had identified a number of areas of expenditure to support the events, including paying for First Aiders, Live Music, materials to support activities, etc. Cllrs. Cox, J. Salamon, B. Salamon, Kensington and Banks offered to help at the events, and were asked to advise the LBA of their availability on each day so that tasks could be assigned to them.

*Proposed by the Cllr O’Sullivan, seconded by Cllr Kensington, council RESOLVED to allocate the following funding to support delivery of the events programme:*

- 1) *Up to £120 to purchase 30 ‘There But Not There’ Bootprints*
- 2) *Up to £600 to the Local Business Alliance to support the Spring Fete on 26/5/19*
- 3) *Up to £2000 to the Local Business Alliance to support the Family Fun Day on 18/8/19*

**Action: Clerk to order ‘There But Not There’ Bootprints**

## 19.74 New Homes Bonus Fund 2019

The Clerk advised the council that the parish indicative allocation from the New Homes Bonus fund this year was £8,173.00 and requested that councillors bring forward project proposals that the money could be used to support. The funds can be used for both capital and revenue projects, and so is more flexible than some other funding sources (e.g. Community Infrastructure Levy (CIL) or S106).

The Chairman suggested that the funding could be used to plant a wildlife and woodland area on the Eastern boundary of Bracklesham Park to try and improve and restore the habitat that will be lost when the ditch clearance work is completed in the autumn.

Cllr Parker requested that costs be investigated for re-locating the leisure and fitness equipment in Bracklesham Park nearer the Barn and improving the areas between the playpark, willow dome and MUGA to create a more user-friendly multi-generational, multi-function space to encourage better use of all the facilities.

The Local Business Alliance (LBA) requested that some of the funds be made available to purchase equipment to support community events, which could be purchased and held by the Parish Council and then made available to local groups across the area for nominal hire fees to support expanding the events programme.

**Action: Clerk to investigate costs of habitat creation project and Bracklesham Park improvements. LBA to provide details of community events equipment for further consideration at the next meeting.**

## 19.75 Urgent Matters

Cllrs were asked to advise of their availability for new councillor training on 27<sup>th</sup> June 10am-1pm at Avisford Park Hotel, Arundel.

Cllrs were asked to advise of their availability for a tour of the fire station and a chance to meet the community warden and the chief fire officer at 10.30 am on either Saturday 15<sup>th</sup> or Saturday 22<sup>nd</sup> June.

**Action: All to advise the Clerk of their availability.**

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

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