



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 13<sup>th</sup> JUNE 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
Doug Holden	Richard Ford
Emile Kott	

District Cllr. Susan Taylor  
District Cllr. Graeme Barrett

**APOLOGIES:**

Cllr Pamela Kensington  
Cllr Dawson Parker  
WSCC Cllr. Pieter Montyn  
District Cllr. Elizabeth Hamilton

**IN ATTENDANCE**

Parish Clerk, Sam Tate                      16 x members of the public

**19.76 Declarations of Interest**

None

**19.77 Minutes of the Council's Meeting Held on 16<sup>th</sup> May 2019.**

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

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

**19.78 Matters Arising**

The Chair thanked the RBL, Heather and Will Brooks and all involved in the D-Day commemorations and exhibition, which had been very successful.

**19.79 Public Questions**

**Question 1) Could we request that a Deer Warning sign be placed on the Birdham Straight.**

The Clerk was directed to email the request to WSCC.

***Action: Clerk to write to WSCC Highways requesting a sign be installed.***

**Question 2) A resident was concerned re. the loss of hedging associated with new developments in the village. Could anything be done to prevent this?**

The resident was advised to report any concerns regarding specific development sites to the enforcement team at the CDC planning department.

**Question 3) Could any new housing developments take account of the history of the area and the strong connections with Canada that were forged during WW2 and the preparations for D-Day.**

The Chairman replied that we would advise CDC of our preferences when requests for street names were next sent to the Parish Council.

**Action: Clerk to note preference for Canadian/D-Day linked street names in any new requests from CDC.**

**19.80 Representation from the Developer of the Royal Oak public house.**

Derek Beason, the developer of the Royal Oak site explained to the Council that he had not been able to find a business willing to take on the public house, despite considerable marketing efforts via both Flude Commercial and Savills. He would like to apply for change of use to residential on the site. Covenants attached to the site by the Co-Op prevent it being used for A1 or A2 commercial purposes, so the alternative options are very limited. A number of members of the public suggested alternative uses including a museum or theatre. Mr Beason explained that this would only be possible if a group could be found to come forward to fund and run such an enterprise. Mr Beason would like to ensure that any residential scheme benefits local residents and is exploring the legalities of offering a purchase discount for locals, or possibly installing a sculpture on to the grass verge in Cakeham Road in front of the development. The Parish Council agreed that they would await the proposed plans before commenting further.

**19.81 Reports from District & County Councillors**

**Cllr Susan Taylor:** Cllr Taylor gave an update on the Local Plan review. Further traffic studies were required, and the review is due for discussion at Cabinet in the autumn. Although there has been much opposition to the proposals in the public consultation, as yet no clear consensus or alternative options have come forward. The Chairman asked if there would be further assessment of drainage and flood risk issues in view of the response to the Plan review from WSCC and the piecemeal manner in which such issues were currently addressed which meant that the basic infrastructure concerns had still not been addressed.

**Cllr Graeme Barrett:** Cllr Barrett requested that the Parish continued to send a representative to planning committee meetings to make representations on applications where they had objected.

The medical centre were looking for a Parish Council representative to join the Patients Participation Group (PPG).

West Wittering Parish Council were keen to work with the Parish Council on joint areas of interest (e.g. Shore Road).

Cllr Barrett had forwarded a list of outstanding planning enforcement enquiries to the Clerk and requested that CDC planning be asked to provide an update for each case.

Cllr Barrett issued the following statement with regards to the community warden pay review:

*"We value our community wardens and the important work that they carry out in our local communities.*

*It's important to let you know that the information that the local community have been given is inaccurate. The council has gone through a pay review, but the figures that have been referred to are wrong. The last time the council comprehensively reviewed its staff pay and grading system was 29 years ago. As a result of this and due to the need to take account of significant government changes to the National Living Wage, a full pay review became necessary. Its aim was to create fair pay across the council by looking at people's roles and responsibilities.*

*Those negatively affected by the review have been assured that their pay is protected on a sliding scale for a period of three years before the changes are fully made. This year, those affected by the pay review saw no change to their salary because it is fully protected in the first year. The sliding scale refers to the level of protection each year. In the case of the community*

*wardens, the total combined salary pre-pay review, compared to the new total salary once pay protection comes to an end, amounts to less than 1% difference – rather than the 20% quoted.”*

The Chairman thanked Cllr Barrett and suggested that there are two years in which to resolve the dispute and suggested that an independent evaluation of the role be carried out against either the Greater London Parochial Council (GLPC) or the Local Government Association National Joint Council (NJC) schemes, which are the accepted standards for local government posts so that the results could be compared against the results of the Hay scheme used by CDC to ensure accurate benchmarking.

***Action: Clerk to write to other parishes with community wardens to enquire if they would like to participate in the independent grading review of their work.***

## **19.82 Reports from Parish Councillors on Meetings Attended Since 16<sup>th</sup> May 2019**

### **Manhood Peninsula Partnership**

Cllr Cox had attended the last meeting at which an update had been given on the Seas the Day project, which is due to complete soon. An exhibition on the local fishing industry will open at the Novium on 17/6/19, and a book will also be published. The future of the MPP is under review.

### **Local Business Association**

Cllr Kensington & J Salamon had attended the meeting to discuss the recent spring fete. Feedback was generally positive that event had been well attended, with lots of supportive comments. More volunteers will be needed if the event is to be run again. Planning has now begun for the family fun day on 18<sup>th</sup> August and the LBA still feel that their main requirement is a PA or audio system. The Chair requested that if the event is run again next year, it be timed to coincide with the VE day commemorations.

***Action: Clerk to speak to LBA and RBL about the possibility of organising a VE Day Street Party event.***

### **MPAG**

Cllr Cox had attended the last meeting of this group. The group discussed the merits of employing a planning consultant to object to the proposal to build a further 1900 houses on the Manhood Peninsula. SSALC had advised that the parishes needed to exercise caution not to exceed their powers and so the focus was going to be supporting local community action groups and publicity and awareness raising to engage the public more fully in the local plan review process.

### **EWBPC Vision**

Cllr Ford gave an update on the ‘Vision’ meeting which had been held with senior officers and local members from CDC. The District council are keen to work with the Parish to develop plans for the future of the villages. This will provide a fully supported document/roadmap that can be used to guide future development and leverage additional funding to deliver projects. It will be progressed in tandem with the neighbourhood plan to avoid duplication of consultation for residents, and will incorporate many of the policies and projects from the neighbourhood plan, but will also be more aspirational will cover more than just planning policy. CDC have provided officer resource (1 x person 2 ½ days a week for a year) and seed funding to help develop the vision and identify quick win projects.

***Action Clerk to advise all members of Vision meeting dates as they are scheduled.***

### **Youth Cub**

Cllrs Banks, Ford and Kott had attended an update meeting with members of the youth club committee and Youth Dream to discuss the ongoing work of the youth club and the youth worker provision, which has been funded by the Parish Council since September 2018. Cllr Kott offered to help the youth club with their online promotion, improving their profile and making it easier for residents to find out about their services.

Youth Dream are working on a funding bid with the Big Lottery fund to try and develop Youth Work across the Manhood Peninsula and have asked EWBPC if we would join the bid consortium. Youth Dream also advised the Parish Council that the current situation with the team of three youth workers attending a session once a week was not sustainable in the long term if the Youth Club is to develop and that a dedicated worker based in the villages providing a minimum of 9-10 hours a week support should be the ultimate aim.

#### **Armed Forces Support Meeting**

Cllr Holden has attended a presentation by the Irish and Coldstream Guards at Fontwell to look at how ex-forces members and their families could be better supported as they return to civilian life and how young people can be supported, including possible funding for youth work or the development of cadet forces groups.

#### **19.83 Finance**

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

**19.83.2** The council received a statement of the current financial position and budget monitor.

**19.83.3** The council received the list of payments made between 01/05/19 and 31/05/19 totalling £15,698.69.

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

#### **19.84 Football Club Update**

Will Brooks gave an update on the development of the adult football club at Bracklesham Barn, which had begun playing again at the start of the 2018-19 season. The club now has 36 registered players, with 50 individuals regularly attending training sessions. They are the only adult club in the area, the nearest alternatives being in Chichester and Selsey.

Although the season went well, the pitch deteriorated markedly throughout the year, particularly after Christmas when a drainage pipe collapsed and caused a large indentation. The FA have raised safety concerns about the state of the ground and its ongoing suitability as a league-standard pitch.

The club have sought quotations from ground contractors to address the problem and requested that the Parish Council considered funding the repairs as soon as possible.

*Proposed by Cllr Ford, seconded by Cllr Kott, council **RESOLVED** to approve the pitch improvement works up to a cost of £5,000, to be funded via the 2019 New Homes Bonus Fund.*

#### **19.85 Risk Assessment**

Following on from the recommendations in the internal auditors report, the Council had conducted a thorough review of all risks and produced new Financial and General Risk Assessments.

*Proposed by Cllr B. Salamon, seconded by Cllr O'Sullivan, council **RESOLVED** that general risks had been adequately reviewed and that the Council accepted the levels of risk identified in the General Risk Assessment.*

*Proposed by Cllr B. Salamon, seconded by Cllr O'Sullivan, council **RESOLVED** that financial risks had been adequately reviewed and that the Council accepted the levels of risk identified in the Financial Risk Assessment.*

#### **19.86 Approval of the 2018-19 AGAR Statements and Financial Statements and Accounts (I.) Annual Governance Statement**

All Councillors had received copies of the Annual Governance Statement for the year ended 31 March 2019 duly completed by East Wittering & Bracklesham Parish Council.

*Proposed by Cllr Banks and Seconded by Cllr Holden, council **RESOLVED** that the Annual Governance Statement in Section 1 of the AGAR fairly represented and was consistent with the underlying records and the Chair could now sign the return as certification.*

The Chair and RFO then signed and dated the Governance Statement (Section 1 of the Annual Return).

**19.87 Approval of the 2018-19 AGAR Statements and Financial Statements and Accounts (ii) Annual Financial Statements and Accounts**

All Councillors had received copies of the Annual Financial Return, the Bank Reconciliation, Balance Sheet and Income and Expenditure Summary for the 2018/19 Annual Audit in their councillor information packs on 09<sup>th</sup> May 2019 and had reviewed them at their induction meeting.

List of Documents and Papers Provided for Approval:

- Annual Financial Return for the year ended 31 March 2019 duly completed by East Wittering & Bracklesham Parish Council
- Bank Reconciliation as at 31 March 2019
- Explanation of variations in Section 2 of the Annual Return
- Reconciliation between balances in Section 1, Boxes 7 and 8
- Balance Sheet as at 31<sup>st</sup> March 2019
- Income and Expenditure Account for the year end 31<sup>st</sup> March 2019

*Proposed by Cllr O'Sullivan and Seconded by Cllr Banks, council **RESOLVED** that the statements contained in Section 2 of the Annual Return fairly represented and were consistent with the underlying records and the Chair could now sign the return as certification.*

The Chair and RFO then signed and dated the Financial Statement (Section 2 of the Annual Return).

**Action: Clerk to compile annual return information pack and send to external auditor**

**19.88 Business Plan Update**

The Clerk had updated the plan with the latest progress and added the additional projects identified at the review session held on Saturday 1<sup>st</sup> June.

**19.89 Neighbourhood Plan Update**

Jon Dowty from the planning consultants O'Neil Homer had provided an update. The Clerk was instructed to request a firm date when the document review and action plan would be delivered.

**Action: Clerk to confirm delivery date of Neighbourhood Plan review document with Jon Dowty.**

**19.90 Events Update**

Cllr Salamon congratulated the LBA on organising the successful Spring Fete event in the village on 26<sup>th</sup> May. The focus now was on supporting the LBA to deliver the remaining events of this year on 18<sup>th</sup> August and 23<sup>rd</sup> November and to begin planning for next year. A key challenge was how to engage more of the local businesses and ensure that the success of this year was built on.

Cllr Salamon requested that an events working group be established to begin planning. All present requested to join.

**Action: Clerk to arrange events working group meeting date.**

**19.91 Christmas Lights Update**

Nothing to report

**19.92 New Homes Bonus Funding Allocation 2019**

Council had previously agreed that £5,000 of NHB funding would be allocated to supporting pitch improvement works at Bracklesham Park.

The remaining allocation of £3,173.00 remained to be assigned against a project(s). The Clerk had investigated the likely costs of the three projects suggested at the previous meeting:

*1) Habitat improvement and replanting of the ditch boundaries in Bracklesham Park following the clearance works due to take place in the autumn.*

The Clerk Had met with the Manhood Heritage & Wildlife Group to discuss what could be done. The proposed works comprised the creation of a dead hedge using the material cleared from the existing ditch, combined with a planting scheme of 2m high native trees and seeding of the banks with wildflowers in order to soften the new boundary. A project cost of £1,185 had been provided by the MHWG for materials and plants. The Clerk hoped that most of these costs could be recouped by reducing the contractor costs, as material no longer needed to be removed from site. Any remaining additional costs could be covered from the annual park maintenance budget.

*2) Relocation of the Outdoor Gym to be nearer the MUGA and play park.*

Indicative costs for removing the existing equipment, making good the area where it is currently located and re-installing to the same specification at an alternative location were £13,500, significantly higher than the annual NHB allocation.

*3) Provision of community events equipment.*

There was a need for equipment to support more community events; road signs, pedestrian banners, gazebo's, pa system, etc, which the balance of funding could be used to fund.

*Proposed by Cllr Banks and Seconded by Cllr O'Sullivan, council **RESOLVED** that the New Homes Bonus for 2019 be allocated across two projects as follows:*

*£5,000 for pitch improvement works at Bracklesham Park*

*£3,173 to purchase community events equipment.*

**Action: Clerk to complete New Homes Bonus Application forms for the two projects identified above to submit to Chichester District Council.**

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 11<sup>h</sup> JULY 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 \_\_\_\_\_

## Summary of Actions

<b>Minute number</b>	<b>Action</b>	<b>Person Responsible</b>
19.79	Action: Clerk to write to WSCC Highways requesting a sign be installed.	Clerk
19.79	Action: Clerk to note preference for Canadian/D-Day linked street names in any new requests from CDC.	Clerk
19.81	Action: Clerk to write to other parishes with community wardens to enquire if they would like to participate in the independent grading review of their work.	Clerk
19.82	Action: Clerk to speak to LBA and RBL about the possibility of organising a VE Day Street Party event.	Clerk
19.82	Action Clerk to advise all members of Vision meeting dates as they are scheduled.	Clerk
19.87	Action: Clerk to compile annual return information pack and send to external auditor	Clerk
19.89	Action: Clerk to confirm delivery date of Neighbourhood Plan review document with Jon Dowty.	Clerk
19.90	Action: Clerk to arrange events working group meeting date.	Clerk
19.92	Action: Clerk to complete New Homes Bonus Application forms for the two projects identified to submit to Chichester District Council.	Clerk