



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 10th OCTOBER 7.00pm AT
BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8HU**

EWBPC COUNCILLORS

PRESENT:

Brian Reeves (Chairman)	Emile Kott
Richard Ford	Darren Banks
Dawson Parker	
Emma Cox	
Pamela Kensington	
Elizabeth Hamilton (CDC Councillor)	
Pieter Montyn (WSSC Councillor)	

APOLOGIES:

Doug Holden (EWBC)
James Salamon (EWBPC)
Joe O'Sullivan (EWBPC)
Becky Salamon (EWBPC)
Graeme Barratt (CDC Councillor)
Susan Taylor (CDC Councillor)

IN ATTENDANCE

Parish Clerk, Sam Tate plus 3 x members of the public

19.123 Declarations of Interest

None

19.124 Minutes of the Council's Meeting Held on 12th September 2019.

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

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

19.125 Matters Arising

The Chairman ran through the action points from the previous meeting, which had all been completed. There were no other matters arising.

19.126 Public Questions

None

19.127 To Receive Reports from District and County Councillors:

Elizabeth Hamilton (CDC) –

Local plan update - CDC are lobbying via Gillian Keegan, the local MP, to demand that the A27 consultation is re run with all options open for public consideration.

Pieter Montyn – WSSC

Louise Goldsmith, the Council Leader has stepped down. The Mobile Household Waste and Recycling Service is covered elsewhere on agenda, so he will provide an update at that point.

19.128 Reports from Parish Councillors on Meetings Attended Since 12/09/19

BREW Vision

Cllr Cox gave an update of the meeting held on 3/10/19; A project update was given. A draft survey has been prepared for consideration. It was suggested that the meeting with the group working on the Midhurst Vision take place on 14/11/19 when the next steering group meeting is due to take place. WSCC are keen to work with us on this, and to build a community partnership.

Planning

Minutes circulated of meetings held on 16/9/19 and 7/10/19. The Royal Oak developer had attended the planning meeting on 7/10/19 to address Parish Council concerns that were raised in relation to the planning application. Following this meeting the Parish Council agreed to remove their objections. Cllr. O'Sullivan attended the CDC planning committee on 02/10/19 to object to Longacre application, but it was approved.

Assets & Open Spaces

Minutes had been previously circulated of the meeting on 23/9/19.

Barn Maintenance costs are higher than budgeted as a number of items need to be serviced, internal doors need to be replaced, and keyless door entry is being investigated. We are also looking at installing an emergency phone line for 999 calls. Some excess catering equipment is being disposed of – ideally within the community, but if not it will be auctioned via Ebay. We have approached Miller Homes about the possibility of taking on the management of the land adjacent to the NE border of Bracklesham Park and are awaiting a response.

The Skatepark was discussed and will be looking to complete feasibility work and to plan the next steps of the project.

A waterless toilet is being considered for installation at Booker Green, and a site visit is being arranged to see one in-situ.

Open space signage designs are prepared – just need a couple of minor tweaks and can then be commissioned.

The committee are collecting play equipment ideas for a future public consultation on what could be provided as we continue to improve the open spaces.

Local Business Alliance

No meeting this month.

Bracklesham Lane Residents

Darren Banks gave an update on the recent meeting with WSCC and the Bracklesham Lane Residents Association. A very positive meeting, which resulted in a number of potential actions that can be taken forward in partnership between the residents, Parish Council and WSCC. Cllr. Cox had suggested that the group contacted Boxgrove PC to talk through the process of successfully delivering a community highways scheme.

Surf Life Saving Swim Club Training

Cllr Cox had attended a meeting of a new group which is being set up in West Wittering to engage with the whole community and try to teach life-saving skills. Hopefully his will be something that will also come down to East/Wittering and Bracklesham.

19.129 Finance

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

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

19.129.3 The council received the list of payments made between 01/09/19 and 30/09/19 totalling £25,788.57

19.129.3 The council considered the draft investment policy and the investment proposals, which ensured that all funds were deposited in UK banks covered by the FSCS scheme, and that no single deposit should exceed the compensation limit of £85,000.

*Proposed by Cllr Banks, Seconded by Cllr Kensington, council **RESOLVED** to approve the payment schedule.*

*Proposed by Cllr Parker, Seconded by Cllr Banks, council **RESOLVED** to adopt the investment policy and to accept the investment proposal so that funds could be safeguarded as quickly as possible.*

19.130 To accept the grant funding for the New Homes Bonus 2019

The grant application to CDC to fund the following two projects

- £3990 for community events equipment
- £4935 for pitch improvement works at Bracklesham Park

had been approved and the Parish Council agreed to resolve to accept the money and the grant conditions.

The Clerk advised the council that CDC had granted the Parish Council an extension until June 2020 to deliver the Highways Signs granted funding in 2016.

*Proposed by Cllr Banks, Seconded by Cllr Cox, Council **RESOLVED** accept £8925 New Homes Bonus 2019 funding and to agree to the grant terms and conditions.*

19.131 Conclusion of annual audit

The Clerk advised the Council that the annual audit had been concluded satisfactorily and had previously circulated the auditor's certificate.

The Clerk advised that the interim internal audit was scheduled for 28th October 2019.

*Proposed by Cllr Kott Seconded by Cllr Kensington, council **RESOLVED** to note the conclusion of the 2018-19 annual audit and the auditor's comments.*

19.132 Update on the Household Waste Recycling Service Provision

A follow up meeting of representatives from WSCC and the parishes had been held on Tuesday 8th October. At the meeting, the principle that all parishes would need to commit to the scheme in order for it to go ahead was re-stated.

WSCC agreed to run a community consultation with residents of all the affected parishes, to take place in November/December 2019, with results being made available to the parishes by mid-January 2020. This will allow the parishes time to agree a joint response by the end of February 2020. WSCC will host the on-line survey and will provide paper copies of the forms for the parishes to distribute.

19.133 Business Plan Update

A business plan review meeting was scheduled for 21st October to begin budget planning for 2020/21.

Cllr Kott advised that he has some spare availability over the next few weeks and so will work on the new website with Leah.

19.134 Neighbourhood Plan Update

The working group were amending the plan to update the sections that were no longer current and were awaiting clarification from CDC of a number of outstanding issues. The Parish is unlikely to have clarity on indicative housing numbers from CDC until the new year.

Cllr Kensington raised correspondence she had received from a local resident requesting safe cycle routes between Bracklesham and East Wittering, particularly the urgent need for a safe cycle route to the school.

Cllr Ford reiterated the concerns, but added that the issue could be split – safe cycle route

from Bracklesham to East Wittering, and safety of Stocks Lane especially around the school. He queried if it would be possible to create a signed route using the roads to the south of Stocks Lane. The Clerk advised that this may be possible via a S278 licence agreement, and will contact WSCC to discuss.

The Chairman added that an off-road cycle route to the North of Stocks Lane was an existing Neighbourhood Plan policy.

19.135 Christmas Lights Update

Permission to hang the lights on the streetlamps had been requested from SSE and we are awaiting the issue of the licences.

The Christmas tree has been ordered and will be installed w/c 18/11/19.

The NHB 2019 community events equipment should be in place for use at the lights switch on event on 23/11/19.

19.136 School Library Update

The Clerk has liaised the school regarding the allocation of CIL funds for the new library building and we are awaiting the provision of three quotations and a report in order to make a decision upon which option to proceed with.

19.137 Any urgent matters that the Chairman wants to bring to the attention of the Council

The Clerk had received a request from a local race event organizer for their thoughts on a possible seafront running race from West Wittering to Bracklesham Bay in aid of the Snowdrop Trust, to take place in March 2020. Council were broadly supportive of the idea.

The flagpole is broken beyond repair and needs to be replaced at a cost of £630.00. The new flagpole will be installed before the 10th November in time for the Remembrance Day Service. The Silent soldier and lamppost poppies will be going out next week.

The Chairman would like to investigate setting up community action teams of volunteers who can help with projects like painting the railings in High Street, etc. and also help vulnerable residents with odd jobs around the home, etc. The Chairman would like this idea to be considered at the business planning meeting.

Urgent Barn maintenance – there is currently no hot water as there is a problem with the water heater. A replacement part has been quoted at £2237. The original installation engineer is attending on 14/10/19 to assess whether repair or replacement will be the best option, but urgent approval to repair or replace will be required next week.

Library drop in – Cllr Kott asked if it could be trialled as a by appointment system, as at the moment it does not feel like it is well utilised and would make better use of the time. Pre-booking would also allow Cllrs to be better prepared to answer residents queries. Cllr Kensington was uncertain if this would help, but Council agreed to trial the new system in November to what impacts it had.

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 14th NOVEMBER 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
19.130	Clerk to sign and return NHB grant funding agreement to CDC	Clerk
19.133	Cllr Kott and Assistant Clerk to begin website update	Assistant Clerk/Cllr Kott
19.134	Clerk to investigate possibility of creating a safe cycle route via a S278 agreement with WSCC.	Clerk
19.135	Clerk to order community events equipment	Clerk
19.137	Clerk to advise race organiser of council support	Clerk
19.137	Clerk to organise flagpole replacement in time for 10 November 2019	Clerk
19.137	Clerk to add community action groups to business planning meeting agenda for 21/10/19	Clerk
19.137	Clerk to advise Council vis email of outcome of engineers visit on 14/10/19 so that urgent decision can be taken on hot water heater.	Clerk
19.137	Cllr Kott to set up library surgery appointments booking system for November trial	Cllr Kott