



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 14th NOVEMBER 7.00pm AT
BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY, CHICHESTER, PO20 8HU**

EWBPC COUNCILLORS

PRESENT:

Brian Reeves	Emile Kott
Doug Holden	Darren Banks
Becky Salamon	Dawson Parker
James Salamon	Emma Cox
Richard Ford	Pamela Kensington
Joe O'Sullivan	
Elizabeth Hamilton (CDC Councillor)	
Pieter Montyn (WSCC Councillor)	

APOLOGIES:

Graeme Barratt (CDC Councillor)
Susan Taylor (CDC Councillor)

IN ATTENDANCE

Parish Clerk, Sam Tate plus 3 members of the public

19.138 Declarations of Interest

Cllr Banks, Cllr O'Sullivan and Cllr Reeves declared an interest in item 19.145, charitable donation funding applications. Cllr Holden declared an interest in item 19.153, School Library.

19.139 Minutes of the Council's Meeting Held on 10th October 2019.

Cllr Kensington requested that her comments regarding the library drop in be removed from item 19.137. The minutes were then approved as an accurate record of the meeting.

19.140 Update on Actions from Previous Meeting

The Chairman ran through the action points from the previous meeting, which had all been completed.

19.141 Public Questions

A member of the public raised concerns re. the position of the Christmas Tree, which blocked the access to the bike rack and asked if anything could be done to either move the tree or move the bike racks.

19.142 To Receive Reports from District and County Councillors:

Elizabeth Hamilton (CDC) –

Local Plan is still being reviewed and solutions being sought for the many issues that have been identified. The problems with nitrates are still unresolved, and a definitive answer is still awaited from Natural England and the Environment Agency as to whether the restrictions will also apply to Pagham Harbour. Progress will now be slow until after the general election on 12/12/19. A District by-election is due in Loxwood next week.

Pieter Montyn – WSCC

Report on the traffic survey on Bracklesham Lane has been completed and shows that there has been little change in the speed of traffic in the last five years. The average speed of 85%

of the traffic is 45mph or less. The report will be sent to the Sussex Safer Roads Partnership for their consideration.

The Household Waste Recycling Service consultation is now open.

19.143 Reports from Parish Councillors on Meetings Attended Since 10/10/19

BREW Vision

Good progress being made – website is built. Survey is nearly complete, with the aim to have it ready for sign off at the Parish Council meeting on 12/12/19. The plan is to launch the survey in the spring, with early engagement with key stakeholders starting in the new year.

Action – Clerk to add Vision survey approval on to the agenda for December meeting.

Planning

Minutes have been circulated

Staffing Committee

Cllr Kensington is now Chairman. Discussed appraisal process. Clerk to work at home 1 day a week to complete CiLCA.

Local Business Alliance

Planning for Xmas Lights switch on is in progress, Cllr J. Salamon has visited local businesses to try and secure their involvement in the event on the 23/11/19 and received feedback from many of the businesses about their needs and their comments and views on EWPBC. The LBA are working tirelessly to try and grow the organization and the Parish Council are supporting them wherever possible.

Bracklesham Lane Resident Assoc.

Cllr Cox is attending the Sussex Safer Roads Partnership meeting in a couple of weeks. The group are now looking at projects that they can propose to improve road safety. They are keen for this work to be incorporated into the BREW Vision so that it can be considered as part of a package of measures.

South Chichester CLC

Cllrs Holden and Kensington attended the meeting on 5/11/19. Minutes are online on the WSCC website and the link has been circulated. A pre-event meeting was held with Chris Dye (Highways) to discuss potential changes to grass cutting, pothole repairs, sign clearance, etc. WSCC will be scaling back the work they undertake and will be looking at how they can work with the parishes to see how some of this work can be delivered under highway licence agreements. Projects that are included in Neighbourhood Plans will be given greater weight when WSCC are considering prioritisation of community highway schemes.

Earnley Parish Council & WSCC

The Clerk attended a meeting with Earnley Parish Council and WSCC to discuss developing an off-road cycle link from Medmerry to Bracklesham.

Environment White Paper

Cllr B. Salamon had circulated a document outlining actions that could be taken to respond to the Climate Emergency and requested that the Council establish a Working Group to start moving the projects forward.

19.144 Finance

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

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

19.144.3 The council received the list of payments made between 01/10/19 and 31/10/19 totalling £20,262.47

Council RESOLVED to approve the payment schedule.



19.145 To Consider Applications Received Under the Council's Charitable Grant Scheme

The Council had considered 10 applications under the grant funding scheme:

Council RESOLVED to issue grant funding as per the schedule outlined below.

Applicant	Amount Requested	Purpose	Amount Awarded	Notes	Relevant power
Mind Body Medical	£175.00	Fabric, materials and labels to establish a reusable community bag scheme for shops in in the village	£175.00		Local Govt. Act 1972, s.137
Witterings Twinning Association	£100.00	To support the twinning association to provide funding for exchange visits, trips, refreshments and hospitality	£200.00	Amount increased as the event this year is to mark 20th anniversary of twinning.	Local Govt Act 1972, s.176
Carpet Bowls Group	£300 .00	New woods for bowling	£300.00		Local Govt. (Miscellaneous Provisions) Act 1976, s.19
West Wittering Cricket Club	£1000.00	Towards a new kitchen in the Clubhouse	£0.00		Local Govt. (Miscellaneous Provisions) Act 1976, s.19
MCD Community Arts Group	£1325 .00	To establish a community youth choir: to fund teacher wages, music rights, insurance, song sheets, marketing, music and backing tracks	£1325.00	Plus 12 free hall hire sessions at Bracklesham Barn	Local Govt. Act 1972, s.145
The Seaside Hub	£958.78	Soft Play equipment and bean bags for the seaside cinema	£958.78	Will also provide free hall hire of the community room every Friday for soft Play and of the main hall once a month for the seaside cinema	Local Govt. (Miscellaneous Provisions) Act 1976, s.19

Applicant	Amount Requested	Purpose	Amount Awarded	Notes	Relevant power
Witterings Community Minibus	£500.00	To support the local community transport service	£500.00		Local Govt. & Rating Act 1997, s.26-29 & Transport Act 1985, s.106A
Your Good Morning Call	£400.00	To purchase a laptop to allow the local administrators to better manage the service	£400.00		Local Govt. Act 1972, s.137
TWVPS After School Club	£1000.00	Equipment, storage facilities, footballs, arts and craft materials, board games, books and colouring books	£0.00	We understand that the group is currently not running due to lack of numbers and will be reviewing the service in December to ascertain demand.	Local Govt. (Miscellaneous Provisions) Act 1976, s.19
Citizens Advice Bureau	£200.00	To support the monthly drop in service at Witterings Medical Centre	£200.00		Local Govt. Act 1972, s.142 (2A)
TOTAL	£5958.78		£4058.78		

19.146 To Agree the Budget for 2020-21

The budget for 2020-21 had been prepared, incorporating projects and priorities identified in the business plan review meeting held on 21/10/19. A 2% cost increase had been assumed across the board due to inflationary pressures and the staffing budget had been adjusted to include direct employment of a year-round youth worker for 12 hours per week.

With no increase to the precept the budget would run at a deficit of £9,580.85. A precept rise of 2.5% would bring the anticipated deficit down to £6,185.43. This would largely offset the removal of the £3,053.00 council tax support grant from CDC and would result in an increase in council tax for a band D equivalent property of £1.68 per year from £67.20 in 2019-20 to £68.88 in 2020-21.

The Clerk advised that the budget for 2021-22 would need to be balanced in order to keep general reserves at a sustainable level, although some of the shortfall would hopefully be made up by increases in the tax base due to the continued delivery of a number of new housing developments, however, another rise should be anticipated in 2021-22.

*Council **RESOLVED** to request £150,282 for the 2020-21 precept which is a 2.5% increase on the previous year and equates to a Band D equivalent of £68.88, an increase of £1.68 from 2019-20.*

Action: Clerk to submit precept request to Chichester District Council.

19.147 To Amend the Annual Meeting Schedule Due to the General Election on 12/12/19

Bracklesham Barn was required as a polling station for the General Election on 12/12/19, so it would not be possible to hold the scheduled Parish Council Meeting in the Community Room.

The Clerk had agreed with the manager at Witterings Library that the meeting could be held there instead.

Council **RESOLVED** to change the venue of the Parish Council meeting on 12/12/19 to Witterings Library.

19.148 To Receive the Interim Internal Audit Report

The interim internal audit, focusing on council governance had taken place on Monday 28th October and the interim report had been circulated to council.

Council **NOTED** the internal auditors report and the recommendations.

19.149 To Approve Joining the Manhood Peninsula Youth Information Project Partnership

The council had been provided a report outlining the purpose of the group and the proposed partnership agreement.

Council **RESOLVED** To join the partnership and to sit on the steering group as a representative of the eastern peninsula

19.150 Update on the Household Waste Recycling Service Provision

WSCC had now launched the consultation on the plan to withdraw the service, which would run until 13/12/19. Residents were encouraged to respond to the survey on-line, although paper copies would be made available to residents.

Action: Clerk to request 1,500 copies for distribution to residents.

19.151 Business Plan Update

The Business Plan had been reviewed at a meeting on 21/10/19, and new items had been incorporated into the budget for 2020-21.

Cllr Cox will be starting a quarterly newsletter in the new year for distribution via paper copies and also electronically via email. The first draft will ready in early January for approval.

19.152 Neighbourhood Plan Update

The neighbourhood plan is currently stalled as we are waiting for clarification from CDC on what the housing allocation numbers are likely to be.

19.153 Christmas Lights Update

SSE had still not granted licence permissions for the lights to be erected on the lampposts this year. They are currently awaiting the results of a site survey, but the current guidance they have provided is that they will not provide permission for the columns in Bracklesham Lane, Oakfield Road and Shore Road, but may permit the use of the columns in Cakeham Road, subject the results of the site visit. The Clerk & Merlin lighting are liaising to achieve a resolution. The Christmas tree is being installed on 19/11/19, and the switch on event is due on 23/11/19.

19.154 School Library Update

The school are still awaiting one more quotation for the supply of the new library building before it can be brought before the Council for a decision. The school are confident that at least one of the quotes will come in within the budget allocated by EWBPC for the project.

19.155 Any Urgent Matters that the Chairman Wishes to Bring to the Attention of the Council

None.

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 12th DECEMBER 2019 AT WITTERINGS LIBRARY, OAKFIELD AVENUE, EAST WITTERING.

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
19.143	Action – Clerk to add Vision survey approval on to the agenda for December meeting	Clerk
19.143	Action – Council to establish environment working group	Clerk
19.145	Action – Clerk to advise grant applicants of council decisions and arrange payments.	Clerk
19.146	Action – Clerk to submit Precept request of £150,282 to CDC for 2020/21	Clerk
19.147	Action Clerk to amend venue of meeting on 12/12/19 to Witterings Library	Clerk
19.150	Action – Clerk to request 1,500 paper copies of the Household Waste consultation survey from CDC	Clerk