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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 16 November 2022**  **The Parish Rooms, Church Farm Lane at 7.30pm** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs A Harland, C Field, C Hall, R Ryder, N Wade, L Ramm, M Monnington, Cllr P Montyn (WSCC), the Clerk. | |
|  | **Welcome and Apologies for Absence.** |
|  | Apologies received from Cllrs T Tull, C Purnell (CDC) & D Johnson (CDC) |
|  | **Declaration by Councillors of Personal Interests of Items on this Agenda.** |
|  | None |
|  | **Questions from the Public.** (Exempt Subjects on the Agenda). None |
|  | **Minutes of Last Council Meeting.** |
|  | Cllr Ryder proposed and Cllr Wade seconded, that the Minutes of the meeting held on the 19 October 2022 be approved and signed. All agreed. |
|  | **Matters arising from the above minutes not dealt with in separate items below.** |
| **5.1** | Hedges: Cllr Monnington confirmed the hedges will be cut soon subject to weather conditions. |
| **5.2** | Date for Finance/Precept Meeting –Tuesday 4 pm, 22 November at Cllr Mellodey’s house. Cllr Harland stated that normally at this meeting the proposals would be agreed, but as they are not ready, can it be agreed that the proposals are sent out via email and agreed to be ratified at the January meeting. All agreed. |
| **5.3** | Road Flooding Issues – Cllr Montyn confirmed a request to Highways has been made regarding Lockgate Road Bus Stop and other areas will be added. |
|  | **WSCC Councillor Update:** |
| **6.1** | School Travel Update – The Chairman confirmed the meeting with all parties went well, all materials circulated and now waiting for survey from parents and road safety. Cllr Montyn stated CDC were chasing the school for the details. |
| **6.2** | Community Highways Scheme Update – Cllr Wade confirmed only a few responses so far and it was agreed to extend the deadline for parishioners to reply to the request concerning incidents and accidents. |
| **6.3** | Cllr Montyn reported the Renewal of Boundaries had been successful and the Manhood Peninsular will remain within Chichester District.  The Local Plan is heading towards an understanding between Highways and DC which is hoped to be in place by January in order to have time for public consultation before submitting to the Inspectorate before DC Elections.  Interim Flood Document has been sent out for circulation.  There is a new consultation available regarding the A27.  Cllr Montyn checked that we had received an email with regard to Electric Power Points being installed in Sidlesham as well as other areas. Discussion ensued as to their placement. It was agreed for Cllr Ryder to look further into this and report back via email as closing date for consultation is the 8 December 2022.  Cllr Monnington asked about blocked culverts. Cllr Montyn informed her to contact Highways.  Cllr Montyn also stated that Southern Water are dealing with sewage issues. |
|  | **CDC Councillor Update:** |
|  | Efficient Management of Information – After discussion it was agreed for the Clerk to email Cllr Purnel requesting to know what CDC emails were the most important to us and asking her to report to the PC on what is relevant. |
|  | Unsubscribe from Sidlesham Neighbours – Unanimously agreed. |
|  | Community Warden – After discussions it was agreed not to proceed further with this. |
|  | **Sidlesham Memorial Recreation Ground.** |
|  | SMRH Business Rates: Cllrs Mellodey, Wade, Ryder and Mr Robson (SCA) have produced the Memorandum of Understanding which was shown at a meeting with Cllr Johnson, Ms Bushby and after minor changes a modified version was sent to the Mr J Barnes at CDC. A response is now waiting from CDC. The Chairman confirmed chasing Mr Barnes today, but no response as of yet. Hoping to receive approval through soon in order to obtain the 80% reduction for rates. |
|  | Progress on Refurbishment: Discussion ensued regarding roof repairs. Agreed for the Clerk to send an invoice to SCA for their share of the payment. It was reiterated by both SPC and SCA that no further refurbishments would be completed until the Memorandum of Understanding is agreed and signed when a meeting will be arranged on site to discuss this further. |
|  | Waste Bins on the Playing Fields – Cllr Hall confirmed now in situ and agreement set up with Waste Disposal for their emptying. Cllr Hall also stated she has hopefully negotiated Litter Signs for the Paddock Straight to be displayed from Waste Disposal. |
|  | **Playground Maintenance and Inspection** |
|  | SMRG Playground Maintenance: Cllr Hall informed the PC that the playground is inspected on a weekly basis by volunteers, one of whom, Mr B Martin has come forward to look into and produce a report on the maintenance of the playground, repairs needed, costs and who will carry these out. Some will be completed by a working party of volunteers and other more specific areas by professionals. Mr Martin will then put forward this report to the PC liaising with Cllr Hall. |
|  | Maintenance Schedule: Cllr Wade reiterated that Hunston work as above and will continue to chase CDC and Waste Disposal who apparently also complete playground maintenance. |
|  | **Finance:** The Chairman informed the PC that Atalanta had cancelled their use of the smaller pitch, but is looking at other Clubs for interest. Cllr Harland proposed and Cllr Monnington seconded the summary of income and expenditure at 10.1 and 10.2 be accepted. All approved. |
| **10.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount | | 10.1.1 | Infinity FC | Pitch Hire | £60.00 | | 10.1.2 | Atalanta FC | Pitch Hire | £178.24 | | 10.1.3 | Clanfield FC | Pitch Hire | 88.13 | | 10.1.4 | CSL FC | Pitch Hire | £60.00 | | 10.1.5 | Pink Phys | Sports Field October 2022 | £50.00 | |  |  |  |  | |
| **10.2** | **Schedule of Account for Payment**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount | | 10.2.1 | Wayne Windows | SMH Final Payment | £650.00 | | 10.2.2 | NBB Recycled Furniture | Picnic Tables for SMRG | £1476.00 | | 10.2.3 | Ms A Colban Clerk | Travel/Telephone | £33.35 | | 10.2.4 | Ms A Colban | Salary (August) | £168.00 | | 10.2.5 | Ms A Colban | Salary (September) | £645.83 | | 10.2.6 | The Lamp Company | Floodlights | £756.00 | | 10.2.7 | Cllr M Mellodey | SMRG Keys/Mower Petrol | £47.80 | | 10.2.8 | VFM | Grassline Paint | £83.98 | | 10.2.9 | Scanstation Computers Ltd | Storage of Emails | £43.20 | | 10.2.10 | Online Playgrounds | Swing Seats | £223.20 | | 10.2.11 | R Adames Electrical Ltd | Electric Meter | £258.00 | | 10.2.12 | Farrell Property Maintenance | Security Light | £125.00 | | 10.2.13 | Unity Bank Charges | 4.6.22 – 30.9.33 | £18.00 | | 10.2.14 | SGC | Line Marking (Paid 15.8.22) | £180.00 | | 10.2.15 | HB Collins | Grass Cutting (Paid 1.9.22) | £604.80 | | 10.2.16 | M H Kennedy & Son Ltd | Grass Mowing (Paid 1.9.22) | £149.46 | | 10.2.17 | Moore | Auditor’s Fee | £360.00 | |  |  |  |  | |
| **11.** | **Assets & Amenities Register** |
| **11.1** | Cllr Ramm stated no update. |
| **12.** | **Regular Reports** |
| **12.1** | Cllr Field confirmed circulating his notes of the last meeting. Of particular interest was a Contingency Plan in emergency situations, i.e contact names, email addresses, telephone numbers etc on a cascading system to be placed on the Web Site. It was agreed for Cllr Field to research into this, the Clerk to see if the PC have one already and to place on January’s Agenda.  Cllr Field also raised the question of the Church donation for payment. It was agreed the Church should send in their request half way through the financial year. |
| **13.** | **Highways** |
| **13.1** | SID – The Chairman confirmed it is up and running. |
| **14.** | **Manhood Wildlife & Heritage Group** |
| **14.1** | Florence Pond & Will Glen Agreement – After discussion it was agreed to have a meeting with MWHG to renew the existing Agreement, look at proposals for what work they will cover and costs, but it was agreed that the trees will probably be the PC’s responsibility. Place on the next Agenda. |
| **14.2** | Fallen Tree Florence Pond - Cllrs Wade & Ramm will look into this. |
| **15.** | **Matters of Urgent Public Importance:** None |
| **16.** | **Matters of Information:** |
| **16.1** | Accounts Software Package.The Clerk circulated a 5 minute video from Scribe and has a Zoom Meeting tomorrow regarding the Scribe package. All agreed to proceed with it providing the Clerk was happy with it.  New Laptop – Quote circulated. All agreed to proceed with it. |
| **16.2** | Sidlesham Church Donation of £500 – All agreed. |
| **16.3** | WSACC & NALC Subscription for 2023 - £448.14 - to be agreed at the Precept & Finance Meeting Tuesday 22 November. |
| **17.** | **Suggested Expenditure Items for the Next Financial Year** – to be emailed to Cllr Harland. |
| **18.** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. |
| **19.** | **Date of Next Meeting**: 18 January 2023 in the Parish ‘Rooms. |

Meeting ended 21.18 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council