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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 19 April 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs A Harland, C Field, C Hall, M Monnington, R Ryder, T Tull, N Wade, L Ramm Cllr P Montyn (WSCC), Cllr C Purnell (CDC), the Clerk & Mr T Bromfield | |
|  | **Welcome and Apologies for Absence.** |
|  | Apologies received from Cllr 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 Harland proposed, and Cllr Hall seconded, that the Minutes of the meeting held on the 15 March 2023 be approved and signed. All agreed. |
|  | **Matters arising from the above minutes not dealt with in separate items below** - None |
|  | **WSCC Councillor Update:** |
|  | Cllr Montyn gave an update regarding Southern Water’s latest Asset Management Plan 8 regarding Capital Expenditure. Briefly, there are four areas identified, namely, Customer faced to the foreground, Environment, Leakage and Storm overflow and Nature based options. This Plan is in consultation and open to public view. Southern Water hope to present the Plan to Ofwat by the end of the month, who hopefully will approve it whereupon it will become Statutory. Cllr Montyn is meeting next week with Southern Water to seek more in-depth details as to their proposals for the above. Cllr Montyn confirmed work was being carried out on the storm overflow at Birdham, which will assist negating the problems in Sidlesham. |
|  | **CDC Councillor Update:** The Chairman on behalf of the Parish Council thanked Cllr Purnell for all her assistance and wished her best wishes for her retirement from this position. Cllr Purnell introduced Mr Tom Bromfield who is the Conservative Candidate for this Ward and thanked the Parish Council for their support. Cllr Purnell stated there was nothing to report. A question was asked with regards to potholes and Cllr Purnell stated that the Council were inundated with requests due to the weather and are dealing with matters as quickly as they are able. |
|  | **Sidlesham Memorial Recreation Ground.** |
|  | The Chairman confirmed that Infinity had won their championship match and will be promoted to the next division. On presentation of the Cup the Chair of the North Hampshire Football Association commented it was the best pitch in West Sussex, which the Chairman stated was due to all the hard work that Mr French has carried out. Cllr Hall suggested the Clerk write to Mr M French thanking him for the excellent work. All agreed. |
|  | **Capital** Expenditure - Discussion ensued regarding the capital expenditure. Cllr Ryder confirmed still within budget, but some areas have had to be re-prioritised due to increased costs and problems that have arisen for present works. Pictures were shown of the refurbishment and an open invitation to view the progress so far. It was reiterated that this is a joint venture over a 3-year plan to ensure it is a success. As per the MOU, the Parish Council will be responsible for the building and Sidlesham Community Association for the inside. The Chairman confirmed that Cllr Ryder although retiring from the Parish Council has taken the role of Vice Chairman for the SCA which inspires confidence for the future. |
|  | **SMRG Sign** **-** Cllr Hall reiterated the position and confirmed bringing the suggestion to the SCA paying half the cost of the sign, but they are not in a position to so at the moment. After further discussion it was agreed not to proceed for the present moment and to be included on the agenda later. |
|  | **Coronation – Grant/Bench** – After discussion, it was agreed to order the Bench, but seek an alternative supplier for a plaque to be attached to the Bench. It will be situated on the patio area off the main hall as already concreted and will just need bolting to the ground. |
|  | **Foul Sewer** – The Chairman sought confirmation that all had received the email seeking approval for the proposed works at SMRG. This was given and the decision to proceed was ratified by the Parish Council. The work is taking place the week after the Coronation. |
| **9.** | **Sidlesham Memorial Recreation Playground** |
| **9.1** | Discussion ensued regarding the quotes for the concrete for the benches, which unfortunately one of the proposed contractors did not get back to us. It was agreed to proceed with Mr Wingate’s quote. Cllr Hall then appraised the Parish Council about the unforeseen problems regarding the play tunnel and the increased costs that would be incurred if we proceed with the solution. Further discussion ensued resulting in Cllrs Mellodey, Ramm and Hall agreeing to meet tomorrow (20th April) at 1.30pm to speak with Mr Wingate and review the position, which will be emailed to everyone for their response either to progress or look at alternative options. Cllr Hall also raised maintenance problems for the swing, and it was agreed to look at this tomorrow and obtain quotes for the repairs. |
| **10.** | **Neighbourhood Plan** |
| **10.1** | Cllr Ryder confirmed that the Chairman will present the draft at the APM next week, whereupon it will be ready to place on the Website for consultation. Cllr Ryder stated it will need someone to manage it and suggested we use Nicola Timney who he has been working with and after some discussion it was agreed. As Cllr Ryder is retiring as a Councillor, we will need someone to take over the management of the Plan and Ms Timney, which is to be discussed at the next meeting. Cllr Ryder suggested the way forward is to place it on the website and hold a couple of meetings inviting the Parishioners to have their say. Further discussion ensued about notification by leaflet rather than the website, but Cllr Ryder suggested we should seek advice from CDC as to our legal obligations and go from there. The Chairman reiterated that it is a complex matter, and it was suggested that those Parishioners who were involved at the very beginning be contacted to seek their further assistance. Cllr Ryder confirmed the content was completed; it just needed some titivation which Ms Timney will be able to do for us. |
| **11.** | **Assets & Amenities Register** |
| **11.1** | Cllr Ramm confirmed it was ongoing just needed to obtain some up-to-date values. |
| **12.** | **Village Sign** |
| **12.1** | Cllr Hall stated that when Ginger Signs replaced the sign, they found that the frame was in poor repair and required further work which they have offered to carry out. The Clerk confirmed emailing Ginger Signs, but has heard nothing further. Cllr Hall recommended ringing them for a quote, which was agreed. |
| **13.** | **Parish Council Insurance** – The Clerk confirmed that quotes had been applied for but only one had been received back so far, which included insuring the Hall for £100,00. Despite that it was cheaper than last years. It was agreed to chase this up and put on the Agenda for the next meeting. |
| **14.** | **Matters of Urgent Public Importance** |
| **14.1** | The Chairman informed the Parish Council that an offer had been received for 10 Poplar Trees by Mr Devonshire which had been donated to him and suggested they be planted at the SMRG. After discussion it was agreed not to accept.  The Chairman informed the Parish Council that there was a fallen tree at the SMRG which a quote had been received to cut it up and remove and sought agreement for this to be carried out. After further discussion, it was agreed for KJC to carry out the work, but for the logs to be left for parishioners to collect. The Clerk was asked to confirm with KKC. |
| **15.** | **Accounting System Update** – The Clerk confirmed the new account system was almost balanced and ready to complete the end of year accounts. Moving forward to the next financial year, monthly reports will be available to keep Councillors more informed of the financial position. |
| **16.** | **Finance:** Cllr Ryder proposed and Cllr Wade seconded the summary of income and expenditure at 16.1 and 16.2 be accepted. All agreed.  Statement of Accounts – Balance Remaining in Bank Account as of the 19th April 2023 - £20,415.69. |
| **16.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 16.1.1 | SCA | Refund of Pink Phys for Overpayment | 50.00 | | 16.1.2 | SSE | SMRG Electric | 511.28 | | 16.1.3 | SCA | SMRG Deposit for Electrical Work | 800.00 | | 16.1.4 | SCA | SMRG Refurb Half Costs for Skip etc | 387.42 | | 16.1.5 | SCA | SMRG Refurb Half Costs Flooring | 3949.50 | | 16.1.6 | SCA | SMRG Refurb Half Costs for Fire Doors | 450.00 | | 16.1.7 | SCA | SMRG Refurb Half Costs for A Ingram & D Blackford | 269.49 | | 16.1.8 | SCA | SMRG Refurb Half Costs for Stage Lighting | 483.97 | | 16.1.9 | SCA | SMRG Refurb Half Costs for Electrical Work | 425.00 | | 16.1.10 | SCA | SMRG Refurb Half Costs for Extinguishers | 420.00 | | 16.1.11 | SCA | SMRG Refurb Half Costs for Installation of Fire Doors | 497.50 | | 16.1.12 | SCA | SMRG Refurb Half Costs for A Ingram & D Blackford | 758.87 | | 16.1.13 | SCA | SMRG Refurb Half Costs for H & D Air Conditioning & Farrell Property Maintenance | 301.00 | | **Total** |  |  | **9,304.03** | |
| **16.2** | **Schedule of Account for Payment:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 16.2.1 | Scanstation | Norton/Cloud Storage | 35.00 | | 16.2.2 | SCA | Pink Phys (Paid in Error) | 50.00 | | 16.2.3 | SSE | SMRG Floodlights | 162.39 | | 16.2.4 | SSE | SMRG Hall | 447.06 | | 16.2.5 | Unity Trust Bank | Bank Charges | 18.00 | | 16.2.6 | A Ingram | SMRG Refurb – Stage | 470.00 | | 16.2.7 | D Blackford | SMRG Refurb – Locks etc | 68.99 | | 16.2.8 | Trojan Timber Products | Bus Shelter | 46.50 | | 16.2.9 | Mr M P Merritt | SMRG Mole Control | 180.00 | | 16.2.10 | Nicola Timney | Neighbourhood Plan | 607.76 | | 16.2.11 | CDC | Dog & Litter Bins Annual Service Renewal | 638.98 | | 16.2.12 | Farrell Property Maintenance | SMRG Refurb Electrical Work | 1650.00 | | 16.2.13 | Terralec | SMRG Refurb – Stage Lighting Kit | 967.95 | | 16.2.14 | A Colban | Salary (March) | 672.00 | | 16.2.15 | HMRC | Tax (March) | 168.00 | | 16.2.16 | A Colban | Expenses 16/2 – 15/3 | 27.95 | | 10.2.17 | United Fire Extinguishers Ltd | SMRG Refurb | 840.00 | | 16.2.18 | CDC | Recycling | 10.50 | | 16.2.19 | Farrell Property Maintenance | SMRG Refurb – Fire Doors | 995.00 | | 16.2.20 | Ginger Signs & Graphics | Village Sign | 580.26 | | 16.2.21 | A Ingram | SMRG Refurb – General | 540.47 | | 16.2.22 | Scanstation | Cartridge Inks x 2 | 37.00 | | 16.2.23 | D Blackford | SMRG Refurb | 116.15 | | 16.2.24 | M Mellodey | Mower Fuel | 29.31 | | 16.2.25 | D Blackford | SMRG Refurb Flooring Superstore | 429.54 | | 16.2.26 | D Blackford | SMRG Refurb Dunelm/Amazon | 59.90 | | 16.2.27 | A Ingram | SMRG Refurb | 1028.30 | | 16.2.28 | Farrell Property Maintenance | SMRG – Refurb – Tank Doors | 410.00 | | 16.2.29 | H & D Air Conditioning | SMRG Refurb Inspection Report | 192.00 | | **Total** |  |  | **11479.01** | | |
| **17.** | **Holiday** – The Clerk informed the Parish Council she will be away from the 25th April to 10th May. It was agreed for emails to be received by Cllrs Mellodey and Harland to respond to as necessary. |
| **115.** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. |
| **19.** | **Date of Next Meeting**: 17th May 2023 in the Parish Rooms. It was agreed to hold the next meeting in the Parish Rooms. Cllr Field confirmed he will book the hall for us. |

Meeting ended 21.32 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council