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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 17 May 2023**  **The Parish Rooms, Church Farm Lane** | | | | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs C Hall, M Monnington, T Tull, N Wade, L Ramm Cllr P Montyn (WSCC), the Clerk | | | | |
| **1.** | **Election of Chairman** – Cllr T Tull proposed Cllr M Mellodey & Cllr C Hall seconded. All agreed. | | | |
| **2.** | **Election of Vice Chairman** – Cllr M Mellodey proposed Cllr N Wade, seconded by Cllr M Monnington. All Agreed. | | | |
| **3.** | **Welcome & Apologies for Absence** | | | |
| **3.1** | Apologies received from Cllr D Johnson & V Weller (CDC) & Cllr A Harland. | | | |
| **4.** | **Declaration by Councillors of Personal Interests of Items on this Agenda.** | | | |
| **4.1** | None | | | |
| **5.** | **Questions from the Public.** (Exempt Subjects on the Agenda). None | | | |
| **6.** | **Election/Co-Option of New Councillors –** The Chairman co-opted Cllr L Ramm – all agreed. Further discussion ensued as to possible candidates. The Chairman suggested Mr & Mrs D Guest and Ms T Edwards. Cllr Hall suggested Mr Swain After discussion it was agreed for the Chairman to contact Ms Edwards, Cllr Wade Mr Guest and the Clerk to contact Mr Swain. | | | |
| **7.** | **Election of Members, Representatives & Other Appointments** | | | |
| **7.1** | **Election of Planning Committee** – Cllr Tull confirmed that Cllr A Harland & herself were happy to stand as Chairman and Vice Chairman. All Councillors. | | | |
| **7.2** | **Finance Work Group** – The Chairman, Cllrs Harland & Tull confirmed they were happy to stand for this Group. All agreed. | | | |
| **7.3** | **Parish Council Accounts Monitor** – Cllr Tull confirmed Cllr Harland was happy to continue in this position. All agreed. | | | |
| **7.4** | **Signatories for Bank Mandate** – after discussion it was agreed the Chairman, Cllr Adrian would remain, and Cllr Wade would be the third signatory with Cllr Ramm as Vice to the Clerk. | | | |
| **7.5** | **Assets & Amenities Group** – after discussion, it was agreed Cllrs Hall & Ramm would continue in this role. All agreed. | | | |
| **7.6** | **Neighbourhood Plan Work Group** – Cllr Wade offered to take over from Mr R Ryder, which was agreed by all, but the Chairman confirmed that we need to encourage the Parishioners to become more involved. Cllr Wade will contact Mr Ryder to pursue this. | | | |
| **7.7** | **Pagham Harbour Local Nature Reserve Committee** – Cllr M Monnington was suggested and she agreed to cover this role. All agreed. | | | |
| **7.8** | **Membership of WSAL/NALC** – after discussion it was agreed to see if new Councillors would be happy to take over this role. | | | |
| **7.9** | **Chichester District Association of Local Councils (CDALC) Peninsula Community Forum** – the Chairman confirmed that discussion was ongoing to split this group into North & South and confirmed he was happy to continue with this role. All agreed. | | | |
| **7.10** | **Flood & Land Drainage Group** – Cllr M Monnington was proposed and after discussion agreed to accept this role. All agreed. | | | |
| **7.11** | **MPP/SWISH/GLAM** – the Chairman suggested he speak to Mr P Bedford to see if he would consider the role, but also new Councillors maybe interested. All agreed. | | | |
| **8.** | **Minutes of Last Council Meeting.** | | | |
| **8.1** | Cllr Wade proposed, and Cllr Tull seconded, that the Minutes of the meeting held on the 19 April 2023 be approved and signed. All agreed. | | | |
| **9.** | **Matters arising from the above minutes not dealt with in separate items below** - None | | | |
| **10.** | **WSCC Councillor Update:** | | | |
|  | Cllr Montyn confirmed he had no further information from Southern Water but was continuing to chase them. Cllr Montyn confirmed that a deeper survey was taking place of Pagham Harbour to ascertain its condition. The Chairman asked whether the Holding Tanks were for reprocessing and Cllr Montyn requires more information before answering this, but possibly and this involves Pagham Harbour. Cllr Montyn confirmed that Footpath 101 was to be made part of the England Coastal Path and renamed Kind Charles III Path. There is approximately 400 meters which is going to be improved this summer. Regarding the horse riding issues that the Chairman had spoken to him about, he requires more information although they are covered under the Highway Code. Horse Signs are available, but he will find out more regarding this. As to changing a footpath to a bridal path it may be a matter for the Public Office, Mr M Scott and could lead to a public consultation, but again if the Chairman can send him more information, he will look into it. | | | |
| **11.** | **CDC Councillor Update:** The Clerk confirmed a statement was received from Cllr Johnson, but she was unable to read it out, but will circulate to everyone. Cllr Tull asked what their manifest was about, and the Chairman confirmed he will contact them as they are a very important link although confirmed Cllr Johnson has supported the Parish very well. Discussion ensued as to a possible move from Wednesday evenings as this clashed for both CDC Councillors and Cllr Montyn. It was agreed to see if the second Wednesday of the month would be suitable, and Cllrs Johnson & Weller would be contacted accordingly. Cllr Montyn thought this would be fine but would check and come back to us. | | | |
| **12.** | **Sidlesham Memorial Recreation Ground.** | | | |
| **12.1** | **Capital Expenditure** – Unfortunately Mr Robson was not in attendance, and this will be deferred to the next meeting. | | | |
| **12.2** | **Coronation – Grant/Bench** – The Chairman confirmed the Concert held over the Coronation weekend was very successful and has led to lots of enquiries. Cllr Tull suggested that once we have new Councillors, we should all go for a visit. Cllr Hall confirmed she had photographs and will circulate and confirmed the Bench had arrived. It is on the concrete patio and Mr French is going to bolt it to this surface. The Chairman confirmed the drainage repairs was going well. The Clerk confirmed a plaque had been ordered, but the Company were on holiday, and she will chase this on their return. | | | |
| **12.3** | **Football** – the Chairman confirmed the end of the season was very busy despite March being very wet. There is a meeting with Infinity to discuss technical matters as some bookings are on hold until confirmation of pitch maintenance dates. | | | |
| **13.** | **Sidlesham Memorial Recreation Playground** | | | |
| **13.1** | **Maintenance/Tunnel** Update – Cllr Hall asked whether the contractor had been paid and the Clerk confirmed that this was the case. Cllr Hall confirmed she will chase for the work to be concluded including the concrete bases, although this has not been paid for. | | | |
| **14.** | **Neighbourhood Plan** | | | |
| **14.1** | **Update** – None | | | |
| **15.** | **Highways** | | | |
| **15.1** | **Submission for Highway Improvements** – Cllr Wade confirmed we had until the end of July to put forward our submissions and it was agreed that the Chairman and Cllr Wade would meet to discuss further in June. Cllr Hall again raised issues regarding broken pavements etc and Cllr Wade explained about using the on line form for the Community Highways Scheme to report incidents. Cllr Wade confirmed he will send the links to all. | | | |
| **16.** | **Assets & Amenities Register** | | | |
| **16.1** | **Update on the Register** – Cllr Ramm confirmed the Register was completed but would like someone to check through it especially for up-to-date valuations. Cllr Wade offered to check through these, and Cllr Ramm will forward it to him. | | | |
| **17** | **Village Sign** – the Clerk confirmed asking Ginger Signs to complete the work on the frame before their holiday, but they are presently on holiday and will chase on their return. | | | |
| **18.** | **Parish Council Insurance** – the Clerk confirmed circulating the quotes received and after discussion was asked to contact our present Insurer to see if they will meet the cost proposed by the other two quotes. If not, check the excess required and providing they are not higher, go with the lower quote. | | | |
| **19.** | **Matters of Urgent Public Importance –** None | | | |
| **20.** | **Annual Parish Meeting** – the Chairman confirmed it had not been a success in respect of attending Parishioners. Discussion ensued whereby it was agreed to start planning for the APM sooner by looking at flyers to be circulated to each household as well as advertising in the Magazines, Notice Board and Website. | | | |
| **21.** | **Correspondence** – **MWHG** – the Clerk confirmed circulation of the email received from Mrs Reeve regarding funding they were receiving, and the Chairman confirmed he will speak to Mrs Reeve to discuss this further. | | | |
| **22.** | **Matters of Urgent Pubic Importance** – None | | | |
| **23.** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - Cllr Tull proposed, and Cllr Monnington seconded the summary of income and expenditure at 23.1 and 23.2 be accepted. All agreed. | | | |
| **23.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | |  |  |  |  | | 23.1.1 | SCA | SMRG Refurb – A Ingram | 270.23\* | | 23.1.2 | SCA | SMRG Refurb – D Blackford | 58.07\* | | 23.1.3 | SCA | SMRG Refurb – D Blackford/A Ingram | 758.87\* | | 23.1.4 | SCA | SMRG Refurb – Farrell Property Maintenance/H&D Air Con | 301.00\* | | 23.1.5 | SCA | SMRG Refurb – Various + Business Stream | 2,175.45\* | | 23.1.6 | CDC | Precept/S106 Payment | 23,812.50 | | 23.1.7 |  | S106 Payments | 5,894.34 | | 23.1.8 | SCA | SMRG Refurb – R Ryder/Farrell Property Maintenance | 245.24\* | | **Total** |  |  | **33,515.70** | | | | |
| **23.2** | **Schedule of Account for Payment** | | | |
| Ref | | Who | What | Amount  £ | |
| 23.2.1 | | M H Kennedy | Grass Cutting Paddock | 149.04 | |
| 23.2.2 | | Business Stream | SMRG Wastewater | 112.78 | |
| 23.2.3 | | WSALC | Subscription | 448.13 | |
| 23.2.4 | | Farrell Property Main | SMRG Refurb – Roof | 525.00 | |
| 23.2.5 | | RWH Interior Finishing | SMRG Refurb – Richard Hinckley | 2,510.00 | |
| 23.2.6 | | D Blackford | SMRG Refurb | 19.95 | |
| 23.2.7 | | M Mellodey | SMRG – M French Lighting | 36.45 | |
| 23.2.8 | | M Mellodey | SMRG – M French Lighting | 39.96 | |
| 23.2.9 | | A Ingram | SMRG Refurb | 420.00 | |
| 23.2.10 | | A Colban | Salary | 684.00 | |
| 23.2.11 | | HMRC | Tax | 171.00 | |
| 23.2.12 | | A Colban | Expenses | 59.81 | |
| 23.2.13 | | Harvey Collins | Grass Cutting Village Maintenance | 633.60 | |
| 23.2.14 | | Farrell Property Main | SMRG Refurb – Fire Doors | 800.00 | |
| 23.2.15 | | M Mellodey | Mower Fuel | 29.95 | |
| 23.2.16 | | CDC | SMRG Recycling Collection | 14.40 | |
| 23.2.17 | | C J L Landscaping | SMRG Playground/Tunnel Repairs | 3,410.00 | |
| 23.2.18 | | R Ryder | SMRG Refurb – Under Sink Water Heater | 110.48 | |
| 23.2.19 | | Access by Design | Renewal Fee for Hosting + SSL Dedicated Server | 144.00 | |
| 23.2.20 | | Farrell Property Main | SMRG Refurb – Six Lever Switches | 380.00 | |
| 23.2.21 | | Harvey Collins | Village Grass Cutting | 633.60 | |
| 23.2.22 | | Geoxphere Ltd | Parish Online – Renewal Fee | 60.00 | |
| 23.2.23 | | CDC | Contribution for MPP Project Officer | 200.00 | |
| **Total** | |  |  | **11,592.15** | |
| **24** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. | | | |
| **25** | **Meeting Place** – Discussion ensued as to our next meetings being in the Parish Rooms or the Church Hall. It was agreed by all to continue in the Parish Rooms. It was also put forward that the next APM be held at the Sidlesham Memorial Recreational Ground Hall. All agreed. | | | |
| **19** | **Date of Next Meeting**: 14th June 2023 in the Parish Rooms. Apologies Cllr Monnington. | | | |

Meeting ended 20.38 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council