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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 14 June 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs C Hall, A Harland, T Tull, N Wade, L Ramm, T Parsons, D Guest, Cllr P Montyn (WSCC), Cllr D Johnson (CDC), Mr N Robson & M R Ryder (SCA), the Clerk | |
| **1.** | **Welcome & Apologies for Absence** |
| **1.1** | Apologies received from Cllr M Monnington. |
| **2.** | **Declaration by Councillors of Personal Interests of Items on this Agenda** - None |
| **3.** | **Questions from the Public.** (Exempt Subjects on the Agenda). None |
| **4.** | **Minutes of Last Council Meeting.** |
| **4.1** | Cllr Hall asked for a minor correction to be made to 7.2 Finance Work Group, her name needed to be added. Cllr Wade proposed, and Cllr Tull seconded, that the Minutes of the meeting held on the 17th May 2023 with the minor amendment be approved and signed. All agreed. |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **6.** | **Confirmation of New Councillors & their Roles** |
| **6.1** | By a unanimous decision, the Parish Council welcomed Tracey Parsons and David Guest to become the new Parish Councillors. |
| **7.** | **CDC Councillor Update** |
| **7.1** | Cllr Johnson confirm there were a lot of changes occurring presently and was asked whether this would affect the Local Plan. Cllr Johnson stated in probability no and responses to the public consultation were being currently reviewed, but it will probably be about a year before it the Local Plan comes into place if all goes smoothly. Until the Local Plan is authorised, planning applications can still slide through such as what is happening in Birdham.  Cllr Wade asked whether the Local Plan was in a sufficient position for our Neighbourhood Plan to be passed to CDC for approval. Cllr Johnson suggested waiting for a couple of months for CDC to review the public consultation but had not seen anything that would suggest objection to the Local Plan which would involve further amendments.  The Chairman asked for an update on the A27 Road Strategy. Cllr Johnson stated that CDC were having difficulty financing through developers for road improvements. She also confirmed that the latest government policy on road improvements for the A27 have been pushed back to RIS4 (2030/35).  Cllr Wade raised the question about the proposed development at Hunston. Cllr Johnson stated she was aware of it but did not know any details. Cllr Wade offered to send the information he has available to her, and Cllr Johnson confirmed would look into it. |
| **8.** | **Sidlesham Memorial Recreation Ground.** |
| **8.1** | **Capital Expenditure** – Mr Robson handed out an up-to-date Budget Review. Mr Robson went through the added costs, but confirmed would be sticking to the budget of £50,000. General discussion ensued querying some of the proposed expenses and Mr Robson confirmed that priority would be given to ensuring the Hall was watertight, secure, and safe. Mr Robson stated that an application for a grant towards the refurbishment had been applied for last year, but despite chasing, it is said to still be pending. The Chairman asked Mr Robson for the details of the grant to forward to Cllr Johnson for her assistance in the matter. |
| **8.2** | **Coronation Bench Plaque** – The Clerk confirmed receiving an email that day from Ginger Signs, who are hoping to send examples to her of plaques by the end of the week. |
| **8.3** | **Foul Sewer** – The Chairman confirmed the work had been completed successfully. Cllr Harland confirmed allocation of monies for the Community Bus was being used to fund this essential work, together with CIL payments received. |
| **8.4** | **Car Park/Entrance Lights** – The Chairman asked Mr Ryder whether SCA had tested to see if the lights work, which Mr Ryder confirmed they had not, but felt it was encouraging to having outside lights, even if they do not know whether they are working or not yet. |
| **9.** | **Sidlesham Memorial Recreation Playground** |
| **9.1** | **Maintenance/Tunnel -** Cllr Hall confirmed the playground would be closed from the 19th June for a week for Mr Wingate to finalise the repairs to the tunnel slide. Once this is complete Cllr Hall will order the new sand. However, Cllr Ramm suggested ordering the sand now as Mr Wingate would be able to distribute it after the repairs. Cllr Harland asked whether the matting was still required. Cllr Hall confirmed yes, and it was agreed for Cllr Wade to pick it up to pass to Mr Wingate. Cllr Wade also confirmed completion of the minor repairs will be carried out next week. |
| **10.** | **Neighbourhood Plan/Local Plan** |
| **10.1** | **Update** – Cllr Wade confirmed meeting with Mr Ryder to discuss the Plan and now must arrange to meet with Mr P Bedford to ensure the Plan is ready to forward to CDC for their approval and in line with the Local Plan. Cllr Wade also suggested it should be presented to the original working groups first to show community interaction. Any amendments required by either party will be carried out before placing on the Website. Cllr Wade also suggested booking the Church Hall for perhaps half a day for a presentation to the Parish, notice being circulated via the Village Magazines and website. Cllr Wade also asked where hard copies of the NP could be left for Parishioners to view. Suggestions of the Church and the Hall at the SMRG were put forward as possibilities. Cllr Wade confirmed it is a work in progress. The Clerk asked Cllr Wade for questions to be put on the website for the public consultation process. |
| **11.** | **Assets & Amenities Register** |
| **11.1** | **Update on the Register** – Cllr Ramm gave his apologies, but the Register just needs approval and has passed this to Cllr Wade today. |
| **12.** | **Village Sign Frame** |
| **12.1** | The Clerk confirmed receiving an email from Ginger Signs today. The work is being carried out presently and hope to have the sign completed over the next week. |
| **13.** | **Parish Council Insurance** |
| **13.1** | The Clerk confirmed changing Insurers to BHIB a company who deal with Parish Councils countrywide. The cost was considerably less than our previous existing Insurers, a saving of around £2,000. The policy is for three years at the same cost. |
| **14.** | **Website** |
| **14.1** | The Clerk confirmed that the Website was in the process of being updated to a newer version, but there is still a lot of work to be carried out, as she has been asked by Basecamp (our website providers) to check through all the links and other material before it will go live. However, the Clerk confirmed will send a link she has been given, but it is not fully operational presently. |
| **15.** | **Highways** |
| **15.1** | **Submission for Highway Improvements** – The Chairman stated that he and Cllr Wade still needed to have a meeting to approve the proposals/ traffic plan. A brief re-cap was given for the benefit of Cllrs Parsons & Guest. Cllr Parsons was asked to join this sub-committee and agreed. Further discussion ensued about Anchor Bend, increased traffic using Green Lane as a short cut and other areas. |
| **16.** | **WSCC Councillor Update** |
| **16.1** | Cllr Montyn confirmed chasing up regarding EV Charging points and explained it was a little more complicated process on private land rather than the highway, but it is being pursued. Cllr Montyn believes it will be a positive outcome. Cllr Hall raised a query if this should proceed, this will increase usage of the car park, which is currently in poor repair, will this be dealt with. Cllr Montyn stated this is something to be discussed by the Parish Council moving forward.  Cllr Montyn spoke about the frustration over the School Plan which is down to the Contractors keep changing the work dates, however, he is continuing to apply pressure for the work to be completed in the summer holidays.  Cllr Montyn confirmed the sewage works at Pagham and Itchnor had started, which will improve the discharge problems into Pagham Harbour and lessen the pressure on Sidlesham.  Cllr Montyn also confirmed the grass had been cut on the bend by the Anchor Pub.  The Chairman asked if the works pertaining to Retention Tanks were for increased capacity before processing, to which Cllr Montyn confirmed that was the case. |
| **17.** | **Village Notice Boxes** |
| **17.** | The Clerk stated that these boxes required some attention and had contacted Mr Collins, but he was unable to help. The Clerk contacted Mr Ingram recommended by Mr Blackford, who was happy to look at the boxes, see what repairs etc are needed and will come back to the Clerk with his report together with costs. |
| **18.** | **Matters of Urgent Public Importance –** None |
| **19.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  Cllr Harland notified the Parish Council of the intention to close the Barclay Bank Savings accounts and open new ones with Unity. Cllr Harland explained they had been unable to carry this out originally as Unity did not offer saving accounts. Cllr Harland explained the four savings accounts we have and what their purpose is for, confirming this will be retained.  Cllr Tull pointed out that more time was required to ensure everyone has read the income and expenses carefully before accepting.  Cllr Harland proposed, and Cllr Wade seconded the summary of income and expenditure at 19.1.1 and 19.2.24 be accepted. All agreed. Balance of Unity Account as of the 13th June 2023 is £19.864.02. |
| **19.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 19.1.1 | CDC | Payment of Grant for Coronation Bench | 414.00 | | 19.1.2 | SCA | SMRG Refurb Half Costs Various | 706.24\* | | 19.1.3 | SCA | SMRG Refurb Half Costs Farrell Property Services | 192.50\* | | 19.1.4 | Infinity FC | Payment of Football Invoice paid to us in error. | 70.00 | | **Total** |  |  | **1,382.74** | |
| **19.2** | **Schedule of Account for Payment**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount £** | | 19.2.1 | A Ingram | SMRG Refurb – Electrical/Carpentry | 954.30 | | 19.2.2 | D Blackford | SMRG Refurb – Electrical | 35.19 | | 19.2.3 | Piers Coma | SMRG Refurb – Plumbing | 370.00 | | 19.2.4 | RWH Interiors | SMRG – Paint/Socket | 53.00 | | 19.2.5 | H B Collins | Village Grass Cutting | 388.80 | | 19.2.6 | VFM | Grassline Paint for SMRG Pitches | 104.36 | | 19.2.7 | M H Kennedy | Paddock Grass Cutting | 160.80 | | 19.2.8 | NBB Outdoors | Coronation Bench | 414.00 | | 19.2.9 | Cllr M Mellody | Mower Fuel | 30.25 | | 19.2.10 | SSE Electric | SMRG Floodlights | 112.22 | | 19.2.11 | Jason Wingate | SMRG Playground – Concrete Bases | 999.00 | | 19.2.12 | Farrell Property Maintenance | SMRG Refurb – Electrical Consumer Board | 385.00 | | 19.2.13 | CDC | Empty Recycle Bins | 14.40 | | 19.2.14 | Coastline Drains | SMRG Repairs to Drainage | 11,760.00 | | 19.2.15 | SCA | Refund of VAT Paid for Refurb | 82.34 | | 19.2.16 | Cllr M Mellodey | Mower Fuel | 30.16 | | 19.2.17 | Scanstation | Ink Cartridges | 48.00 | | 19.2.18 | Ms A Colban | Expenses | 31.11 | | 19.2.19 | Ms A Colban | Salary | 540.00 | | 19.2.20 | HMRC | Tax | 135.00 | | 19.2.21 | BHIB Councils | Insurance | 1087.30 | | 19.2.22 | SCA | Infinity Football Invoice paid to SCA | 70.00 | | 19.2.23 | J Wingate/C J Landscaping | Deposit for Materials to the other side of the Playground Tunnel. | 3,400.00 | | 19.2.24 | Access by Design | Update of Website + Creation of NP Page | 672.00 | |  | **Total** |  | **21,877.23** | |
| **20** | **Requests for Future Agenda Items:** - Emergency Plan |
| **21** | **Date of Next Meeting**: 12th July 2023 in the Parish Rooms. |

Meeting ended 20.45 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council