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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 11th October 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs D Guest, C Hall, A Harland, M Monnington, T Parsons, L Ramm, T Tull, N Wade, Cllr P Montyn, (WSCC), Cllr D Johnson (CDC), Mr N Robson (SCA), the Clerk | |
| **1.** | **Welcome & Apologies for Absence** - None |
| **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 M Monnington proposed, and Cllr N Wade seconded, that the Minutes of the meeting held on the 13th September 2023 be approved and signed. All agreed. |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **6.** | **CDC Councillor Update** – Cllr Johnson mentioned Cherry Tree Farm, which had already been discussed at the planning meeting and confirmed still waiting for a date for Mr Hughes appeal. Cllr Johnson stated there are serious capacity problems in Planning and hence delays.  Cllr Johnson informed the Councillors that the progress on the Local Plan is behind schedule as CDC had made the decision to come in under significant numbers. This is proving difficult to push through but “no stone is to be left unturned” and it does leave the Parish vulnerable to speculative planning applications. However, there is very strong justification for not being able to fulfil the numbers being asked which is being supported by other agencies such an Environmental and Highways. Cllr Wade asked how this would affect the Birdham application and Cllr Johnson passed to Cllr Montyn. Cllr Harland raised a query regarding the A27 consultation, which again Cllr Johnson passed to Cllr Montyn. |
| **7.** | **WSCC Councillor Update** (Cllr P Montyn) |
|  | Cllr Montyn reported the Birdham appeal is looking positive for the application being being refused on the grounds of flooding issues. Written submissions have been made and taken away by the Inspector.  Regarding the National Highways Consultation, Cllr Montyn urged the Parish Council to respond even though it is a difficult document to process. Cllr Montyn went through his responses and offered to forward them to the Parish Council to assist with our response and confirmed that several other Parishes have already replied. This engendered lots of discussion about the current position. Cllr Johnson concurred with Cllr Montyn’s responses regarding the A27, sorting out who should be funding it and clarification needed to define that it is not just a strategic road but a distribution road and therefore National Highways responsibility rather than CDC. Unfortunately, National Highways keep placing the onus on CDC for the responsibility of maintaining it. It should be made clear that Cllrs Montyn and Johnson are trying to explain that in England the strategic road network (SRN) which comprises motorways and some A roads are managed by Highways England, an executive agency of the Department for Transport. The Agency is responsible for operating, maintaining, managing and where necessary improving their section of the network. The Chichester Bypass has been designated a distribution road, further complicated by WSCC passing on to CDC costs (junctions and roundabouts) that cannot be met within the local budget.  Cllr Montyn suggested the PC write to again to our MP encouraging her to raise the impasse with the Secretary of State and strongly recommended that Chichester Bypass should be raised from RIS4 to RIS3. The Chairman agreed.  Cllr Wade confirmed the Community Traffic Plan is now registered and passed on his thanks to Cllr Montyn for his assistance in sorting this out.  Cllr Montyn confirmed still no response from the Secretary of State and our MP despite numerous letters regarding traffic/road issues which the Chairman confirmed no response either.  Cllr Harland asked whether Cllr Montyn knew about SOSCA, who confirmed yes, but is not involved in it. Cllr Johnson interjected by stating she believes in essence their aim has been achieved that there is to be no more development on the peninsula and therefore there is nothing more to add to their consultation. Cllr Montyn then gave his apologies and left. |
| **8.** | **Sidlesham Memorial Recreation Ground.** |
| **8.1** | **Capital Expenditure** – The Chairman welcomed Mr Robson, the treasurer of SCA who confirmed that they had just received their license for the premises and wanted to thank CDC for all their support in achieving this. The Chairman responded stating that is good news. Mr Robson proceeded to hand out the latest information regarding the Cash Flow position and Capital Expenditure, which showed there was approximately £6,000 left in the budget. Mr Robson proceeded to inform the Councillors about the issues pertaining to the water tanks on the roof of the Memorial Hall. The Chairman confirmed the one above the changing rooms has been drained and is now on a direct feed to the cylinder and therefore superfluous and needs to be removed, but a question of whether asbestos is present has been raised. The Chairman felt that it was the responsibility of the Parish Council to carry this work out and make good the roof for which we do not have any quotes at present. At the same time the contractor is also sorting the other tank and when completed will need removing too. It was agreed that this work would be paid for by the Parish Council as landlord but will need further investigation to decide on the best method to removing the tanks.  The question was raised as to why the electrical work was not presented to the Parish Council first with three quotes rather than 4 individual invoices but coming under the same umbrella. The Chairman confirmed the Clerk had written to Mr Ryder raising this concern and requesting this does not happen again.  Mr Robson confirmed that the SCA is running at a deficit now but confirmed that all the football clubs have paid up to date. The Chairman added whilst that is good, there is a need to get the hall up and running, which Mr Robson concurred. Cllr Hall stated the need for the kitchen to be completed before people will book the hall and work is progressing. Mr Robson confirmed the purchase of a gas cooker. Cllr Tull raised the question as to why a gas cooker was bought when there is no gas. Mr Robson stated the reasons were for health and safety issues.  Cllr Wade asked why the bar takings for August and September were substantially less than the Bar Stock Used. Mr Robson replied that because the spreadsheet he produced was for Cash Accounting it did not show the value of the bar stock that had been bought but not used. Mr Robson confirmed more effort needed to be placed in hiring-out the hall to increase income, and that unfortunately the new flooring might not support amateur ballroom dancing. |
| **8.2** | **Utilities** – The Chairman asked Mr Robson for an update on the price to be charged for use of the floodlights. Mr Robson stated when the SCA took over the responsibility for electricity it did not realise that in choosing the new supplier they would be charged an additional 20% on top of the standard charge plus VAT. The Chairman asked whether they could re-negotiate this, but Mr Robson confirmed they took out contracts for 3 years and there would penalties if they cancelled. Noting the floodlights were currently being used at a loss and there would need to be a substantial increase to cover the raised price The Chairman asked Mr Robson for the proposed charges that would be levied so that the football clubs can be informed. Presently the cost is at a loss. Mr Robson confirmed they were having a meeting to discuss this, and a decision would be forthcoming. |
| **8.3** | **Tree Cutting Around the Grounds.** The Chairman confirmed the work had been carried out but there is more to do. Mr Smith the contractor recommended pollarding the remaining 3 white poplars on the western side at a possible cost of £600. It was agreed to defer this for discussion to be included in next year’s budget. |
| **8.4** | **Floodlights** – The Chairman gave a brief resume of the repairs that had been carried out. They had not gone to plan. The work had, however, established that there was a need to consider a total refurbishment of around £3,000. Further quotes will be required. Cllr Ramm suggested speaking to Yes Electrics for a quote, ideally looking towards using LED’s, but this needs further investigation as well as how to find the funding. The Chairman confirmed he would have a meeting with CDC at the end of the month to discuss possible grants, but he was also looking to other organisations for funding, such as the Football Association and Ferry Farm. The Chairman confirmed he did not believe that there would be a problem with the pylons, but this will be part of the review. Cllr Harland confirmed the last time they had been maintained was 2017. |
| **9.** | **Neighbourhood Plan/Local Plan** |
|  | Cllr Wade stated that in view of the Local Plan being delayed it gave the Parish Council more time to review the initial draft of the Neighbourhood Plan (NP). Cllr Wade gave a brief resume of the current position but felt the plan was still approximately twenty five percent short of being ready to put forward to the local community/CDC. Cllr Wade was concerned that the resources required to complete the NP were not in place. Mr Bedford and Mr Ryder had both stepped down and Ms Timmey who had authored the latest .pdf version (1.4) was freelance and has other contracted work. It also appeared that the original NP working Group has been disbanded. Further discussion ensued as to the need for a NP, with Cllr Johnson stating that NPs have little sway in planning applications, but as this is not an issue for Sidlesham, perhaps there is no need for lots of detail pertaining to planning. It was agreed that the PC would need to decide the direction the NP should take; be it a full Plan, abbreviated version or perhaps something building on the already endorsed Sidlesham 2006 Village Design Statement. It was agreed that Cllr Wade and Cllr Johnson should meet to discuss the current position and report back to the Parish Council. Cllr Wade still felt there was a need for the NP to cover wider issues and aspirations and hopefully more parishioners will become involved. Cllr Harland will find the Village Design Statement and circulate to assist with the NP. |
| **10.** | **Assets & Amenities Register**  Cllr Ramm confirmed the Register is ready and the Clerk was asked to circulate it around to everyone for their confirmation. |
| **11.** | **Greenways & N288 Cycle Tracks**­ – Cllr Johnson reported that one of the impediments causing a delay for the foot/cycle path on Golf Links Lane has partly been resolved as those objecting to it thought it was going to be upgraded to a highway and not a cycle route. A letter of confirmation has been sought from WSCC to confirm an upgrade for a cycle route and there is a meeting on site in a couple of weeks, which hopefully will allay their fears and reassure them to move forward. Cllr Johnson then gave her apologies and left the meeting.  The Chairman stated the second blockage is progressing through Sidlesham without cycling or walking along the busy main road B2145. A suggested route has been put forward along Cow Lane, behind the school on the east side of the footpath that runs along by Partridge Autos onto Highleigh Road where speed restrictions may be necessary. Further investigation is needed as the path in part is too narrow and there may possibly have been some encroachment by owners backing onto the present footpath. Further discussion ensued and it was agreed if anyone can come up with a better route please forward to the Chairman. Cllr Parsons was asked to chase for an update from MPP, Joan Foster and pass to the Chairman.  The Chairman confirmed the Cycle Track N288 from the RSPB, past the Quay and up to Mill Lane/Rookery Lane to Chalk Farm Lane has been agreed to upgrade it. |
| **12.** | **MPP** – Cllr Parsons confirmed sending a presentation on behalf of the Parish Council as unfortunately she was unable to attend the meeting. Joan Foster kindly presented it on her behalf in relation to Greenways, Cycle and Bridle Ways but has had no updates yet. |
| **13.** | **Orchard & Other Areas** – The Chairman confirmed the Orchard grass was cut by a new contractor called Mr D Norbury who will be maintaining the area when required at £80 per session. The Chairman confirmed we are seeking further quotes from our present grass cutting contractors as well as Mr Norbury in readiness for the precept. |
| **14.** | **Village Notice Boards/Boxes** – The quotes were looked at and after discussion it was agreed to go with Mr Ingram but ask him to contact us on completion of the first box for inspection to ensure the work is satisfactory. |
| **15.** | **MWHG** – The Councils confirmed agreement for the Clerk to write a letter of congratulations on their recent award. |
| **16.** | **IBP for 2023 - 2029** – The Chairman gave a brief resume of CIL Payments and the need to update the needs of the Parish. Discussion ensued regarding proposed projects such as the resurfacing of the car park at SMRG, changing the kissing gates on footpaths to allow access for disabled people etc. It was agreed to send the Clerk any ideas to be included. A question was raised concerning the Finger Posts which require maintenance, as to whose responsibility they are. Cllr Harland stated they were the Parish Council’s. The Chairman stated there was a problem with insufficient parking for major events at SMRG and will have to use the old playground area, but it will require matting. Cllr Monnington will investigate this. |
| **17.** | **Website** – The Clerk confirmed she has now got access to the Analytics and informed the Parish Council there had been 29 new hits in the last seven days and since September 448 hits. Cllr Hall had been asked if she could provide details about the history of the Village Sign for the SCA Website and felt that the Parish Council Website should also have this information. It was agreed for Cllr Tull to send over the necessary information for the Clerk to add to the Website. |
| **18.** | **Emergency Plans –** This item was deferred to the next meeting. |
| **19.** | **Slow Ways National Walking Networks** – the Chairman asked whether anyone was interested in taking responsibility for this, but no one was available. |
| **20.** | **Matters of Urgent Public Importance** – Items raised will stand deferred until the next meeting. None. |
| **21.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  It was unanimously agreed by all that the End of Year Accounts for 2022/23 were accepted as a true representation of the Accounts. The Chairman asked whether the funds had been received from our Barclay accounts yet and the Clerk confirmed no. Cllr Harland proposed that our new Internal Auditor should be Mr A Beams from Mulberry & Co, seconded by Cllr Parsons and agreed by all. Cllr Harland proposed, and Cllr Tull seconded the summary of income and expenditure at 21.1 through to 21.2.25 be accepted. All agreed. Balance of Unity Account as of the 11th October £11,991.21. |
| **21.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 21.1 | SCA | Half Costs for Refurb/A ingram & Corner Flags full Refund | 355.25 | | 21.2 | SCA | Cost of Corner Flags/Fixings/Line Paint/Keys | 88.25 | | 21.3 | CDC | Precept | 23,812.50 | | 21.4 | Barclays Bank | Interest | 210.68 | | 21.5 | SCA | SMRG Refurb – LED Light fixings & New Oven | 366.87 | | 21.6 | SCA | SMRG – Mole Control/Farrell Maintenance for outside floodlight | 224.00 | | **Total** |  |  | **25,057.55** | |
| **21.2** | **Schedule of Account for Payment:**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | \*21.2.1 | Sidlesham Parochial Church | Hire of Hall for Meetings 19/1022 – 14/06/2023 | 198.75 | | \*21.2.2 | CDC | SMRG Recycling | 14.40 | | \*21.2.3 | A Ingram | SMRG Refurb Electrical/Carpentry | 678.60 | | \*21.2.4 | Martin Mellodey | Corner Flags SMRG | 15.95 | | \*21.2.5 | M H Kennedy | Grass Cutting Paddock Straight | 160.80 | | \*21.2.6 | Beaver Tool Hire | Deposit | 1,000.00 | | \*21.2.7 | A Colban | Salary August | 768.00 | | \*21.2.8 | HMRC | Income Tax | 192.00 | | \*21.2.9 | A Colban | Expenses 13 July 16 August | 33.80 | | \*21.2.10 | Harvey Collins | Grass Cutting Village | 633.60 | | 21.2.11 | Scanstation | Ink Cartridges | 24.00 | | 21.2.12 | Ginger Signs | Memoria Plaque | 45.24 | | 21.2.13 | CDC | SMRG Recycling | 23.85 | | 21.2.14 | Martin Mellodey | Flagpole Fixings | 27.36 | | 21.2.15 | Kings of Arbortec | SMRG Tree Work | 960.00 | | 21.2.16 | David Blackford | SMRG Refurb LED Lights | 49.95 | | 21.2.17 | David Blackford | SMRG Refurb Oven | 699.00 | | 21.2.18 | HMRC | Refund of VAT Over Payment | 5,129.32 | | 21.2.19 | M H Kennedy | Grass Cutting Paddock Straight | 321.60 | | 21.2.20 | Mr Merritt | Mole Control SMRG | 180.00 | | 21.2.21 | Martin Mellodey | SMRG Changing Room Keys | 9.00 | | 21.2.22 | Alison Colban | Salary | 784.00 | | 21.2.23 | HMRC | Income Tax | 196.00 | | 21.2.24 | Alison Colban | Expenses 17/08 – 13/09/2023 | 32.00 | | 21.2.25 | Farrell Property Maintenance | SMRG Rewire of outside flood light | 70.00 | |  | **Total** |  | **12,247.22** | |
| **22.** | **Requests for Future Agenda Items**  Cllr Monnington asked that a notice be sent out regarding maintenance of hedges and Cllr Hall mentioned about litter problems. The Chairman confirmed just sent out a message via the Parish Magazines regarding maintenance of hedges, ditches etc and the Clerk confirmed it was on the website. Sidlesham St Mary’s Church Letter. |
| **22.** | **Date of Next Meeting**: 8th November 2023 in the Parish Rooms. |

Meeting ended 21.50 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council