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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 8th November 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs D Guest, C Hall, A Harland, T Parsons, T Tull, N Wade, Cllr P Montyn, (WSCC), Mr N Robson, Mr P Bedford (SCA), the Clerk | |
| **1.** | **Welcome & Apologies for Absence** – Cllrs M Monnington, D Johnson (CDC) & V Weller (CDC) |
| **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 N Wade proposed, and Cllr T Tull seconded, that the Minutes of the meeting held on the 11th October 2023 be approved and signed. All agreed subject to the following amendment: “Cllr Harland asked that his name be removed from the Minutes because it does not correctly reflect what he said in connection with the floodlights.” |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **6.** | **CDC Councillor Update** – Nothing to report. |
| **7.** | **WSCC Councillor Update** (Cllr P Montyn) |
|  | Cllr Montyn gave a resume of the current position of the new budget for WSCC which will be agreed in February after proposals being put forward and scrutinised in January. Cllr Montyn did state that they were under increasing pressure particularly for social care, but it was looking like a possible council tax rise of 4.9%.  Cllr Montyn had nothing to report regarding the School Safety Scheme and assumed all works had been carried out and completed. Cllr Wade confirmed that he believed that was the case and he and the Chairman confirmed the school were very happy.  Cllr Guest asked Cllr Montyn if was aware of the dissatisfaction of the planning department following attendance of a WSALC meeting. Cllr Montyn stated this was a District Council issue but had heard that Gillian Keegan had organised a meeting with various parties including Diana Shepperd, Andrew Frost Chief Planning Officer (CDC) and the roads minister, Mr Holden to discuss the extreme difficulties that had been placed on CDC Planning from National Highways pertaining to the A27 and it is hopeful this will be averted.  Cllr Montyn mentioned that funding from Operation Watershed is now available.  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. Mr Robson proceeded to hand out the latest information regarding the Cash Flow position and Capital Expenditure, which showed there was approximately £2,376.00 left in the budget. This engendered further discussion. Cllr Harland raised the question of further work needed regarding the electrics and felt that there would not be sufficient funds to complete these works. Mr Robson confirmed these works will be carried out over the next month. The Chairman raised the issue of the storage for the gas cylinders as insufficient and a fire risk which Mr Robson confirmed was chasing this up and will be rectified as soon as possible. This included the certification which when obtained will be passed on accordingly. Mr Robson spoke about the heating stating that they had hoped to put in permanent fixed heating, but this was more expensive and that a temporary solution is in place until this can be further investigated subject to the budget. However, there are issues regarding the switching on and off the heating which needs to be addressed. Mr Robson confirmed that no further expenditure would occur other than emergency issues and those already agreed to. Cllr Wade raised the question of whether the proper certification/licence was in place for the preparation/cooking of food. Mr Robson confirmed they were for the SCA but were chasing Infinity for clarification regarding this. |
| **8.2** | **Hiring of the Hall** – The Parish Council felt that the SCA should be more proactive in procuring income from hiring out the hall, but Mr Robson stated that the completion of the kitchen was integral to this. Mr Robson spoke about the shortage from the income received from Infinity as presently there is a huge shortfall regarding electricity costs, and this is being addressed with Infinity. Cllr Wade also raised the question of whether the SCA had a business plan in place as there had not been any movement forward in hiring in the last six months. Mr Robson agreed with Cllr Wade and confirmed the SCA are mindful of the need to hire out the hall and spoke about a past event and a forthcoming event, but the issue is tickets are free, and if the weather is adverse, people will not attend. Mr Robson confirmed this issue was at the top of the agenda. Cllr Wade asked that it be recognised the huge efforts made from certain members of the Sidlesham Community Association (SCA) and it was agreed to pass on the Parish Councils thanks for all their hard work. |
| **8.3** | **Orchard Grass Cutting.** After discussion, it was agreed to draw up a map of the different areas requiring grass cutting at the ground, who presently maintains them and pass on to the SCA for them to view and decide which areas they will be willing to take over. |
| **8.4** | **Roof Tank** – The Chairman confirmed receiving a quote from Farrell Property Services for its removal and confirmed that asbestos was present in the form of a plate underneath the tank. After discussion it was agreed that this was a Parish Council responsibility, and it was agreed to proceed with the quote and the Clerk was asked to confirm the order and once a date is known will be circulated accordingly. Cllr Hall asked what the position with the second water tank was and the Chairman confirmed that although the priority work was completed it needed to be connected which the Chairman confirmed will chase this up. Once the work has been completed this too will be removed. |
| **8.4** | **Floodlights** – The Chairman confirmed that a grant would not be available as the work would be repairs and not renewals, although would like to see for the future all of them replaced with LED’s as well as the pylons being checked. The Chairmen stated that six lights were out, the remaining lights are working, but they are in a poor condition. The Chairman stated that this was a Parish Council responsibility to ensure they are in full working order before handing the maintenance over to SCA. The Chairman referred the Parish Council to the quote already obtained and confirmed will be obtaining a second quote next week. Cllr Hall stated that we will need three quotes, but the Chairman explained the difficulties of finding suitable contractors for this work. Discussion ensued and it was agreed for the Clerk to investigate any dispensation offered for receiving two quotes rather than three due to these difficulties. The Chairman asked Mr Robson again for the proposed charges that would be levied so that the football clubs can be informed. Mr Robson confirmed these will be forthcoming. The Chairman confirmed he was hopeful grants, possibly the Football Association would be available for new floodlights in the future. Cllr Harland sought confirmation that once new floodlights were installed, the maintenance will be carried out by SCA. The Chairman confirmed this. |
| **8.5** | **RBL – Silhouette** – The Chairman stated that the SCA had asked for the Parish Council to pay fifty percent towards one but had later withdrawn this request. The SCA are proceeding with ordering a “Tommy” which will be placed on the Memorial Hall wall. Cllr Wade proposed that the Parish Council should also buy a “Tommy” and suggested placing it on the Paddock Straight. After discussion and voting with three against and four for, Cllr Parsons suggested reviewing possible sites for placement and once agreed, the Clerk to ask permission from Highways to proceed. |
| **9.** | **Sidlesham Playground** |
|  | Cllr Hall confirmed that no sand had been ordered and will be ordered for the spring of next year. Cllr Hall would also like to have the playground equipment professionally cleaned and the Chairman asked Cllr Hall to obtain quotes. Cllr Hall asked about the rubbish and Cllr Wade confirmed will remove it as soon as possible. Cllr Hall also raised a query regarding the wooden picnic benches which were picked up in the Inspection Report and after discussion it was agreed to look at them in the Spring and having them removed from the Inspection Report. The Chairman |
| **10.** | **Neighbourhood Plan/Local Plan** |
|  | Cllr Wade confirmed speaking to Cllr Johnson and completing a lot of reading and that the Local Plan was in a state of flux. Cllr Wade stated that opinion was very divided as to the benefits of a Neighbourhood Plan and it was proposed to contact Mr Leggo for his advice. Th Chairman confirmed will speak to Mr Leggo. |
| **11.** | **Finger Posts**  Cllr Wade informed the Parish Council that the responsibility for the maintenance of Finger Posts appears to have fallen to the Parish Council with guidance from CDC. Bearing that in mind, Cllr Wade spoke of the damage suffered to the Finger Post between Highleigh and Rotton Road from a motor vehicle. Cllr Wade confirmed reporting it to the Police and the Clerk has checked the position with the Insurers but will require further evidence. Cllr Harland suggested waiting to make a claim against the Insurers until costs are known. It was agreed for Cllr Wade to obtain quotes for its repair and will review in January.  Cllr Harland asked about the Road Sign at the turning off to Donnington driving out of Sidlesham as it had been taken down due to damage some months ago and has not been replaced. It was agreed for the Clerk to contact Highways to find out when it will be replaced. |
| **12.** | **Tree Scheme** – After discussion it was decided not to take up the offer of planting further trees within the Parish. |
| **13.** | **Matters of Urgent Public Importance** – Items raised will stand deferred until the next meeting. None. |
| **14.** | **Ratification of Standing Orders**  It was agreed to adopt the Standing Orders as updated by all. |
| **15.** | **Precept/Budget**  Cllr Harland went through the proposed Precept.  The Chairman spoke about the SMRG Car Park re-surfacing stating had seen one contractor Adur Driveways, another had requested a video of the area for quotes and waiting to hear from other contractors the Clerk had contacted. Cllr Harland suggested looking at PSM Surfacing & LInemarking Ltd Cllr Hall sought clarification of the area under discussion and the Chairman confirmed it is the tarmac area and the grass area is a separate matter and will be dealt with using matting for which further quotes will be sought.  Cllr Parsons raised the question that if the Parish Council have funds available could this not be put towards paying for heating being installed as felt it was a landlord’s responsibility. Cllr Harland and the Chairman explained why it was SCA’s responsibility and not the Parish Council.  Cllr Tull asked whether in the future rather than having three separate maintenance saving accounts, there should be just one with the different amounts ringfenced. After discussion it was agreed to revisit this at the next meeting.  Cllr Harland confirmed that the Parish Council had been able to cover the costs for the refurbishment without using the money put aside thus far. Bearing that in mind asked for agreement from the Parish Council to extending the commitment for funding to pay for the electrical work still to be carried out. Cllr Tull felt that the Parish Council should be responsible for managing this work, which was agreed. It was agreed by all to bear these costs.  The Precept increase will be 5.4%. After further discussion it was proposed to accept the budget by the Chairman and all agreed. |
| **16.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  Cllr Harland stated the half yearly accounts were balanced after a few minor alterations and was waiting for the updated report to sign, which the Clerk confirmed will forward to Cllr Harland. It was agreed to circulate once signed and ratification given via email.  Cllr Harland queried whether we had received a response from the external auditors regarding the end of year accounts. The Clerk confirmed receipt of a temporary Notice, but not the final Notice.  Cllr Harland proposed, and Cllr Wade seconded the summary of income and expenditure at 16.1 through to 16.2.25 be accepted. All agreed. Balance of Unity Account as of the 30th October £28,063.78. |
| **16.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 16.1 | Beaver Hire Tool | Refund of balance from Deposit of £1,000 | 674.16 | | 16.2\* | SCA | Refund of Half Costs of SMRG Refurb | 1,657.54 | | 16.3\* | SCA | Refund of Half Costs of SMRG Refurb & Line Paint | 401.97 | | 16.4 | CDC | CIL Payment | 199.06 | | **Total** |  |  | **2,935.73** | |
| **16.2** | **Schedule of Account for Payment:**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 16.2.1 | Beaver Hire Tool | Hire of Cherry Picker for Floodlights | 325.84 | | 16.2.2 | Scanstation | Annual Subscription for Microsoft 365 Business | 148.32 | | 16.2.3 | ALPHA BMC | SMRG Refurb – Electrical Work | 774.00 | | 16.2.4 | ALPHA BMC | SMRG Refurb – Electrical Testing Main Building | 900.00 | | 16.2.5 | ALPHA BMC | SMRG Refurb – Electrical Testing Changing Rooms | 486.00 | | 16.2.6 | ALPHA BMC | SMRG Refurb – Instal new ring main for Bar Area | 264.00 | | 16.2.7 | David Blackford | SMRG Refurb – Outdoor Storage Shed | 149.99 | | 16.2.8 | Scanstation | Colour/Black Ink | 37.00 | | 16.2.9 | Grass & Woodland Mowing Services | SMRG Orchard Grass Cutting | 200.00 | | 16.2.10 | Farrell Property Maintenance | SMRG Refurb – Reseal Water Tanks, Investigate new leak in roof plus repair | 565.00 | | 16.2.11 | Harvey Collins | Village Grass Cutting | 1796.40 | | 16.2.12 | Martin Mellodey | SMRG New Keys for Changing Rms | 20.00 | | 16.2.13 | David Blackford | SMRG Refurb – Convector Heaters | 147.00 | | 16.2.14 | SPC | SCA Refund of VAT | 82.34 | | 16.2.15 | Sidlesham Parochial Church | Hire of Parish Rooms July to September | 48.75 | | 16.2.16 | A Ingram | SMRG Refurb Cladding/Down Pipes | 638.93 | | 16.2.17 | CDC | Rental & Emptying of SMRG Bins | 52.20 | | 16.2.18 | Scribe | Accounts Renewal | 417.60 | | 16.2.19 | M H Kennedy | Grass Cutting Paddock Straight | 160.80 | | 16.2.20 | The Play Inspection Co | Outdoor Annual Inspection | 222.00 | | 16.2.21 | Mulberry & Co | Councillor Training | 600.48 | | 16.2.22 | VFM | SMRG Pitch Line Paint | 104.36 | | 16.2.23 | Farrell Property Maintenance | SMRG – Refurb – installation new cooker extractor hood etc | 630.00 | | 16.2.24 | Alison Colban | Salary | 1172.56 | | 16.2.25 | HMRC | Tax & NI | 107.44 | | 16.2.26 | Alison Colban | Expenses | 52.62 | |  | **Total** |  | **10,103.63** | |
| **17.** | **Requests for Future Agenda Items**  It was agreed by all to pay a contribution of £500 towards St Mary’s Church towards the upkeep of the burial grounds.  After discussion, it was agreed by all to pay £55.00 for the Wreath for Remembrance Sunday. |
| **18.** | **Date of Next Meeting**: 10th January 2024 in the Parish Rooms. |

Meeting ended 21.45 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council