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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 10th January 2024**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr N Wade (Vice Chairman), Cllrs D Guest, C Hall, A Harland, M Monnington, L Ramm, T Tull, Cllr P Montyn, (WSCC), Cllr D Johnson (CDC), Mr N Robson, Mr R Ryder (SCA), one Parishioner and the Clerk | |
| **1.** | **Welcome & Apologies for Absence** – Cllrs M Mellodey, T Parsons & 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 C Hall proposed, and Cllr A Harland seconded, that the Minutes of the meeting held on the 8th November 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 informed the Meeting that the Committee had approved the Sea Defences to proceed on the Manhood Peninsular.  Cllr Wade asked Cllr Johnson for an update regarding the further security measures for unauthorised encampments and was informed that they are proceeding, but presently only in Chichester itself as, after a review, Chichester was found to be most vulnerable. Cllr Johnson stressed that if there are incidents elsewhere, they should be reported, and they will be looked into. |
| **7.** | **WSCC Councillor Update** (Cllr P Montyn) |
|  | Cllr Montyn confirmed the budget goes before the Scrutiny Committee next week when a recommendation will be made regarding a tax rise, which he is said is inevitable, but could not confirm the figure yet.  Cllr Montyn reported that as from 12th February all recycling centres in West Sussex will be using a booking system which can be accessed online or by telephone. It was agreed this information should to be circulated via the Website, magazines, and Notice Boards.  Cllr Montyn informed the Parish Council that Mike Thomas had stood down as the West Sussex Area Manager for Highways. Until his replacement has been named, any new issues can still be reported to the same department but through Charlotte Weller. Cllr Wade expressed his regret that Mr Thomas had moved on as Mr Thomas’ support for the Community Highways Scheme proposal submitted by the PC would have been useful; especially as it had just been turned down WSCC. Cllr Wade stated Cllr Mellodey and he would be responding to WSCC on the Chairman’s return.  Cllr Montyn stated the Mobile tips contracts had been renewed for another three years.  Cllr Montyn then gave his apologies and left. |
| **8.** | **Sidlesham Memorial Recreation Ground.** |
| **8.1** | **Capital Expenditure** – Cllr Wade welcomed Mr Robson, the treasurer of SCA. Mr Robson was delighted to inform the PC that the Rates issue had been settled in favour of SCA who will no longer be required to pay them. Mr Robson passed on his thanks to Cllr Johnson for her support. Mr Robson then updated attendees on the latest information regarding the Cash Flow position and Capital Expenditure, which showed there was approximately £2,000.00 left in the budget, i.e. £1,000 each.  Mr Robson explained that although the accounts shows a deficit on the December figures, it the capital expenditure of £3,800 was ignored it would show a trading surplus of £1,137.00, which is promising. Cllr Tull raised her concerns regarding the amount of cost for gas due to the new oven which engendered much discussion before it was agreed that the deed is done, and this is a cost that SCA will have to bear in the future. Mr Robson explained that an agreement had been reached with Infinity regarding payment towards electricity usage at the Hall which will be reviewed when their contract is renewed. Cllr Johnson asked Mr Robson if they had received any response from CDC regarding the Levelling up Fund. Mr Robson explained the problems encountered but although confirmed receipt had heard nothing further. Mr Robson also stated that whilst they had confirmation of their Licence, they have yet to receive the actual Licence. Further discussion ensued with Cllr Johnson offering to chase up both matters, for which Mr Robson and Mr Ryder confirmed they would be happy for Cllr Johnson to do this and gave their thanks. |
| **8.2** | **SCA Election of New Trustees**. Mr Robson confirmed that Mr R Ryder is now the new Chairman after Mr Blackford stepped. Mr Blackford will now concentrate on the theatre where many of the refurbishment costs went. The SCA have another potential new trustee who was invited to their meeting last week and will let the PC know if the gentleman accepts. Cllr Wade welcomed Mr Ryder to the position on behalf of the PC. |
| **8.3** | **Future Events** – Cllr Wade asked Mr Robson/Mr Ryder for an update on hiring the hall and thus boosting their income, especially as last month was a disaster for football. Mr Robson informed the PC of up-and-coming events, together with some regular activities occurring but maintaining that there will be no future free entry and all events will be ticketed. One suggestion was Scottish Dancing which they will investigate. |
| **8.4** | **Confirmation from SCA that all Food Hygiene Certification in Place**. Mr Ryder stated that all the safety certification is in place and the SCA is now investigating the catering certification needed moving forward. Cllr Hall confirmed Level II Food & Hygiene Certification for the Snack Bar. Mr Ryder explained that if the kitchen becomes more commercial, they will need a minimum of Level II, but for one off events, like the Burns Night, it is not required. Of the 3 kitchens in the hall, 1 is used by Infinity FC and the SCA will be seeking confirmation from them that they also have the necessary certification. A question of expenditure for this was raised and Mr Ryder confirmed that it is an online course and which is factored in. Cllr Johnson recommended that for future commercial events, to check with the organisation that they have their own events insurance and Health & Hygiene certification despite the SCA confirming they have Public Liability Insurance. Cllr Monnington put forward a big thank you to Mr Robson for all his hard work on behalf of the PC. |
| **8.4** | **Floodlights** – Cllr Wade stated that the first stage of the floodlights which was due to take place next week has been postponed due to unforeseen circumstances. The contractor has confirmed the work will be completed by the end of this month. Cllr Wade also stated that the second pylon would be likely to require similar work and a further quote has been sought to carry out the work at the same time. Cllr Wade sought agreement from the PC to incur the extra expenditure of £1,620.00 which is a saving as the equipment will be in situ and no extra cost for this has been included. After discussion all were in favour of the extra cost. |
| **9.** | **Sidlesham Playground** |
|  | Cllr Hall spoke about the incident with a dog in the playground last month despite a “No Dogs” sign on the gate and is requesting a new and bigger one. After discussion it was agreed for the Clerk to order two new larger signs from Ginger Signs not exceeding £200 for both gates to the playpark. |
| **10.** | **Doomsday Plaque** |
|  | Cllr Wade introduced this topic which engendered a lot of discussion as to whether to proceed or not. After a vote in favour 4 to 3, it was agreed to ask outside assistance for the research and contact Ginger Signs to see if a plaque could be designed with a budget £250.00. A suitable site fort the plaque would also be sought. A decision on the way ahead would be made at the next meeting. |
| **11.** | **AGM Ideas**  The best means to publicise the AGM and encourage greater attendance engendered lengthy discussions resulting in the Clerk being asked to find out the costs of printing and distributing of a leaflet giving details. Cllr Johnson suggested the Clerk also contact the Clerk to Selsey as they recently did a publication distribution. It was agreed a decision on whether a leaflet would be used and how it should be distributed would be made at the next meeting after the Clerk had reported.  Cllr Monnington suggested having a speaker or two at the AGM to encourage parishioner attendance. Cllr Monnington suggested she could ask Mr T Monnington who might be prepared to give a short (20 min) presentation about “LAPWING” an initiative driven by young farmers seeking halt the decline in local wildlife. Cllr Monnington’s offer was gratefully accepted. Other suggestions were mentioned, including the Records Office, which the Clerk was asked to contact as another possible speaker. It was agreed all Councillors should give some thought to how the AGM could be improved and details would be finalised at the next meeting in February. |
| **12.** | **Threats to Elected Representatives**  Cllr Wade gave a brief resume from the email received from Nicholas Bennett of CDC regarding this matter. After lengthy discussions it was agreed to remove all personal addresses from the Website and Pecuniary Interest forms and all contact with Councillors directed through the Clerk as per the recommendations from CDC. |
| **13.** | **Correspondence Received:**  The Parishioner was invited to speak in respect of his email which raised queries regarding reporting incidents, such as fly tipping to CDC. The Parishioner felt that the PC were not willing to assist in reporting such matters and he felt it should not be up to the individual. This caused a lively debate about responsibilities and to accessibility of present systems. It was agreed that the PC would need to be made aware of any incidents, but the responsibility for reporting them should be down to both individuals as well as the Clerk. It was further agreed to place in the Notice Boards as well as on the Website and the Magazines the necessary contact details for both online and by telephone. |
| **14.** | **Matters of Urgent Public Importance** – Items raised will stand deferred until the next meeting. None. |
| **15.** | **Resilience Training for the Manhood Peninsula**  Cllr Wade suggested that perhaps Cllrs Guest and Parsons would be willing to take the lead on this. However, Cllr Guest felt he would not be able to attend the meeting and as Cllr Parsons was absent, it was agreed to ask her separately. No one else came forward. |
| **16.** | **Ratification of Code of Conduct, Biodiversity Policy, Financial Regulations & Financial Risk Assessment**  Cllr Wade proposed adopting the new and updated documents as listed above. All agreed. |
| **17.** | **GDPR**  Cllr Wade confirmed that the Minutes should show that a training session on the 11th December was held for GDPR. Cllr Wade confirmed we were waiting for a Report to move forward to be GDPR compliant. All Councillors attended except Cllrs M Monnington and T Tull, who stated she had already received training from CDC and therefore did not need to attend. |
| **18.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  Cllr Tull asked for an explanation of what the election costs referred to. Cllr Harland explained it as admin costs from CDC. Cllr Harland proposed, and Cllr Hall seconded the summary of income and expenditure at 18.1.1 through to 18.2.27 be accepted. All agreed. Balance of Unity Accounts as of the 31st December 2023 was £68,914.36. |
| **18.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 18.1\* | SCA | Half Costs of Caravan Gas & Boat Services Ltd – Installation of Gas Bottles to new cooker & Certification | 353.06 | | 18.2\* | SCA | Half payment for repairs to external kitchen & toilet windows + line paint | 109.97 | | 18.3 | Barclays Bank | Closure of Accounts | 47,453.40 | | 18.4 | Barclays Bank | Interest for Barclays Special Reserve Account | 137.77 | | 18.5 | SCA\* | Half Costs for Electrical Work and sand plus keys | 91.35 | | **Total** |  |  | **48,145.55** | |
| **18.2** | **Schedule of Account for Payment:**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 18.2.1 | Caravan Gas & Boat Services Ltd | SMRG Refurb – Installation of Gas Bottles, connection to new cooker & safety certification. | 847.36 | | 18.2.2 | Harvey Collins | Grass Cutting | 244.80 | | 18.2.3 | The Royal British Legion Poppy Appeal | Donation for the Wreath | 55.00 | | 18.2.4 | Sidlesham Parochial Church Council | Donation for the Graveyard | 500.00 | | 18.2.5 | CDC | Election Costs | 305.00 | | 18.2.6 | Unity Bank | Bank Charges | 18.00 | | 18.2.7 | CDC | Litter Bins at SMRG | 55.00 | | 18.2.8 | Farrell Property Maintenance | SMRG Roof Leak Repairs | 360.00 | | 18.2.9 | Scan Station | Black Ink | 24.00 | | 18.2.10 | Farrell Property Maintenance | SMRG - Removal of old Tank, removal of materials and repair roof. | 890.00 | | 18.2.11 | A Ingram | SMRG Refurb – Repairs to external kitchen & toilet windows | 180.00 | | 18.2.12 | Martin Mellodey | Line Paint | 23.96 | | 18.2.13 | Redemptive Media | Website Domain Management Fee | 30.00 | | 18.2.14 | Alison Colban | Salary | 1,102.36 | | 18.2.15 | HMRC | Tax & NI | 87.64 | | 18.2.16 | Alison Colban | Expenses 12/10 – 8/11 | 77.09 | | 18.2.17 | Martin Mellodey | SMRG Expenses – Keys & Building Sand | 19.62 | | 18.2.18 | CDC | Litter Bins SMRG | 52.20 | | 18.2.19 | Farrell Property Maintenance | SMRG – Identify and Repair Sockets that were not working | 150.00 | | 18.2.20 | Unity Bank | Bank Charges | 18.00 | | 18.2.21 | Alison Colban | Salary | 1060.24 | | 18.2.22 | HMRC | Tax & NI | 75.76 | | 18.2.23 | Alison Colban | Expenses | 36.95 | |  | **Total** |  | **6,176.06** | |  |  |  |  | | 18.2.24 | **Transfer of Monies to Open New Unity Savings Accounts** | SMRG Maintenance Fund | 28,000.00 | | 18.2.25 |  | Playground Fund | 3,275.00 | | 18.2.26 |  | Reserve Account | 12,255.00 | | 18.2.27 |  | Mowing Equipment Fund | 4,045.00 | |  | **Total** |  | **47,575.00** | |
| **17.** | **Requests for Future Agenda Items**  Cllr Hall requested Grass Cutting at the SMRG – Decision. |
| **18.** | **Date of Next Meeting**: 14th February 2024 in the Parish Rooms. |

Meeting ended 21.11 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council