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| **SIDLESHAM PARISH COUNCIL****Draft Minutes of Parish Council Meeting****Held on Wednesday 8 May 2024****The Parish Rooms, Church Farm Lane** |
| **Present:** Cllr M Mellodey (Chairman), Cllrs C Hall, D Guest, M Monnington, L Ramm, T Tull, Mr N Robson (Treasurer to SCA), Mr R Ryder (Chairman to SCA) & the Clerk. Cllr A Harland who arrived halfway through the meeting. |
| **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 L Ramm. All Agreed. |
| **3.** | **Apologies for Absence** – Cllr A Harland, T Parsons, N Wade & Cllr P Montyn (WSCC) |
| **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** - None |
| **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. All agreed. |
| **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 Mellodey confirmed Cllr Harland was happy to continue in this position. All agreed. |
| **7.4** | **Signatories for Bank Mandate** – It was agreed that the Chairman, Cllr A Harland & Cllr Wade would remain as signatories with Cllr Ramm as Vice to the Clerk. |
| **7.5** | **Assets & Amenities Group** – It was agreed Cllrs Hall & Ramm would continue in this role. All agreed. |
| **7.6** | **Neighbourhood Plan Work Group** – Cllr Wade was voted to remain as the lead for this position with support from Cllrs L Ramm & T Parsons. The Chairman confirmed that we need to encourage the Parishioners to become more involved.  |
| **7.7** | **Pagham Harbour Local Nature Reserve Committee** – Cllr M Monnington agreed to continue in this role. All agreed. |
| **7.8** | **Membership of WSAL/NALC** – Cllr Guest confirmed happy he was happy to continue in this role. All agreed. |
| **7.9** | **Chichester District Association of Local Councils (CDALC) Peninsula Community Forum** – the Chairman confirmed he was happy to continue with this role. All agreed. |
| **7.10** | **Flood & Land Drainage Group** – Cllr M Monnington confirmed she was happy to continue in this role. All agreed. |
| **7.11** | **MPP/SWISH/GLAM** – Cllr T Parsons confirmed happy to continue in this role. All agreed. |
| **8.** | **Minutes of Last Council Meeting.**  |
| **8.1** | Cllr Monnington proposed, and Cllr Tull seconded, that the Minutes of the meeting held on the 10th 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:**  |
|  | The Chairman reported having received a unsatisfactory reply to our amendment to the Community Traffic Plan, of extending the 30mph speed limit beyond the Donnington Junction from Sidlesham on the B2145 and just before the junction towards Sidlesham. However, the Chairman reported discussing this further with Cllr Montyn who is in support and will chase this up for us. |
| **11.** | **CDC Councillor Update:** - None |
| **12.** | **Sidlesham Memorial Recreation Ground.** |
| **12.1** | **Capital Expenditure** – Mr Robson confirmed no capital expenditure had ensued since March. Mr Robson confirmed at the end of the accounting year, SCA had a surplus of £709.00. Moving forward they need to implement a strategic review and anew plan for the new financial year to look at targeting new issues, some of which will be dependant on relations with Infinity Football Club. Mr Ryder confirmed that Infinity is now clear they do not have a Lease for the SMRG but they are looking to revise the Agreement between SCA and Infinity, which will include more compensation for the use of utilities. Mr Ryder confirmed there were three areas that required immediate attention. Firstly, the electrics which they would like to complete at a cost of £1,700 paid jointly; the roof for which the quote is £800 paid by SPC and finally the last Fire Door at a cost of £600, also paid for by SPC. After discussion it was agreed for these works to be completed. |
| **12.2** | **Ferry Farm Grant** – The Chairman confirmed unfortunately our application had been refused a second time, but Cllr Wade is now on the Panel and the hope is moving forward that Sidlesham will receive a better distribution for grants in the future. The Chairman also stated that he had read that Wagner, Chalk Lane were offering small grants and will look into this. Mr Robson & Mr Ryder left the meeting. |
| **12.3** | **Dog/Litter Bin** – After discussion it was agreed to purchase the bin recommended by CDC although more expensive, there will be no excuses for it not to be emptied. It was agreed to obtain further signage to inform the public to use this bin also for dog refuse but will need to be bagged. It will be sited near the same place as the existing dog bin.  |
| **12.4** | **Grass Cutting Invoice** – after discussion it was agreed for this Invoice to be paid for this quarter. |
| **12.5** | **Car Park & Extended Area** – the Chairman confirmed completion of the works was good, although there are some issues with grass growing through, but this has been reported and the contractor is dealing with this. |
| **12.6** | **Football Ground** – It was agreed to write a letter Mr French to thank him for all his hard work for the maintenance of the football pitches which are in excellent condition. Comments have been received from Councillors as well as other Football clubs. |
| **12.7** | **SCA Notice Board** – Cllr C Hall informed the PC that the Notice Board had been removed from the entrance to the grounds as undergoing a refurbishment and will be repositioned on the wall of the Hall. |
| **13.** | **Sidlesham Memorial Recreation Playground** |
| **13.1** | **Maintenance Contract/Swing** – After discussion it was agreed to ask JWL Installs Ltd to repair the swing with a budget of £100. It is believed Cllr Wade has the replacement, but the Clerk will confirm this.  |
| **13.2** | **Old Picnic Tables** – After discussion it was agreed to have these removed and the Clerk was asked to write to SCA to inform them of this decision. Cllrs Ramm & Monnington will liaise with their removal. |
| **13.3** | **Sand/Cleaning of the Playground Equipment** – Cllr Hall confirmed the cleaning had taken place and a thank you to Cllr Ramm for moving the sand to the playground. |
| **14.** | **Fingerposts** |
| **14.1** | Discussion ensued to the quote from Mr Ingram and all agreed it was too high. Cllr Tull informed the PC that she had contact details for a handyman who was used by Birdham to refurbish their Fingerposts and the Clerk was asked to contact him. The Clerk also confirmed finding another contractor who she is waiting to hear back from |
| **15.** | **Correspondence Received** |
| **15.1** | Email received from a Mr McSorley from Southeast Transport for the Southeast (TfSE) which is a sub-national transport body bringing together a partnership primarily of 16 local authorities across the region. After discussion, it was agreed for the Chairman and the Clerk to respond accordingly. The Clerk was also asked to reach out to her fellow Clerks for their responses. |
| **16.** | **Parish Notice Boards** |
| **16.1** | The Clerk reported that they were now complete except that two of them needed replacement Perspex which was in hand. She confirmed they looked very good.  |
| **17** | **Domain Change to .Gov.uk Address** – the Clerk reported her findings and after discussion it was agreed to proceed with JNR as our Registrar. The Clerk confirmed that prior to offering the contract to them, she will have a further session with The Parish Council Domains Helper Service Team for the next steps.  |
| **18.** | **APM** – the Councillors were disappointed that the leaflet drop had not been carried out and asked the Clerk to chase this up. The Chairman stated they are to be informed it must be completed by Friday. The Chairman confirmed that SCA will be opening the bar, the football club will be asked park on the grass by the pavilion to ensure Parishioners have the car park, and the Clerk and Mrs Mellodey will be organising the nibbles.  |
| **19.** | **Greenway Update** – the Chairman reported that Joan Foster had had a meeting with WSCC who have agreed to assist with the project and will be tackling the North section first (Hunston, Free School) before moving to the southern section (Selsey) and the Sidlesham bit in the middle. There is no time line and if any of the Councillors would like to see the notes, please contact the Clerk. |
| **20.** | **Matters of Urgent Public Importance –** None |
| **21.** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - Cllr A Harland proposed, and Cllr Mellodey seconded the summary of income and expenditure at 21.1.1 and 21.3.1 be accepted. All agreed.Cllr Harland reading the summary of the Internal/External Auditors Report confirming passing the Audit/end of year accounts subject to some minor paperwork adjustments to be addressed. Cllr L Ramm proposed to accept Section 1 as a true reflection of the Accounts, seconded by the Chairman and Cllr Guest proposed Section 2 as a true reflection of the Accounts, seconded by Cllr L Ramm. The Councillors all agreed to accept the Audit as presented.  |
| **21.1** | **Income**

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| Ref | Who | What  | Amount£ |
| 21.1.1 | SCA\* | SMRG refund of costs for Sand & Line Paint. | 34.73 |
| 21.1.2 | CDC | Precept | 25,090.00 |
| 21.1.3 | HMRC | VAT Refund (Incorrect Figure & will need to be refunded) | 2,706.58 |
| 21.1.4 | HMRC | VAT Refund (Correct) | 4,997.45 |
| **Total** |  |  | **32,828.76** |

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| **21.2** | **Schedule of Account for Payment** |
| Ref | Who | What  | Amount£ |
| 21.2.1 | WSALC/NALC | Subscription | 447.34 |
| 21.2.2 | Cllr M Mellodey | SMRG Line Paint | 19.94 |
| 21.2.3 | Cllr M Mellodey | SMRG – Sand for Pitches | 14.16 |
| 21.2.4 | Scanstation | Colour Ink Cartridges  | 26.00 |
| 21.2.5 | Associated Roadways Ltd | SMRG – Car Park Resurfacing | 19,140.00 |
| 21.2.6 | Cllr M Mellodey | SMRG – Line Paint | 9.58 |
| 21.2.7 | Dor to Dor | APM Leaflet Printing & Delivery | 267.00 |
| 21.2.8 | Ms A Colban | Salary | 976.00 |
| 21.2.9 | Ms A Colban | Expenses 14.3. to 10.4 | 29.00 |
| 21.2.10 | HMRC | Tax/NI | 30.08 |
| 21.2.11 | Cllr M Mellodey | SMRG Grass See for Junior Pitch | 64.99 |
| 21.2.12 | Associated Roadways Ltd | SMRG Tarmac of Pathways around the hall | 3,000.00 |
| 21.2.13 | CDC | SMRG \_ Emptying of Bins | 58.50 |
| 21.2.14 | Scanstation | Black Ink Cartridges | 26.00 |
| 21.2.15 | Redemptive Media Ltd | Access by Design – Yearly Renewal Fee for Website | 180.00 |
| 21.2.16 | CDC | Contribution for MPP Project Officer 2024 – 25 | 200.00 |
| **Total** |  |  | **11,592.15** |
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| 21.3.1 | **Transfer of Funds** | From SMRG Refurbishment to Current | **10,000.00** |
| **22.** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. |
| **23.** | **Date of Next Meeting**: 12th June 2024 at 7.30pm in the Parish Rooms. Apologies Cllrs A Harland, M Monnington & M Mellodey. |

Meeting ended 20.45 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council