|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 12th June 2024 @ 7.00 pm**  **The Parish Rooms, Church Farm Lane** | | | | |
| **Present:** Cllr N Wade (Vice Chairman), Cllrs D Guest, C Hall, L Ramm, Mr N Robson (Treasurer to SCA), Mr R Ryder (Chairman to SCA), Cllr P Montyn (WSCC) & the Clerk. Cllr T Tull who arrived halfway through the meeting. | | | | |
| **1.** | **Welcome & Apologies for Absence** – Cllr A Harland, M Mellodey, M Monnington & T Parsons | | | | |
| **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 the last Council Meeting.** | | | | |
| **4.1** | Cllr D Guest proposed, and Cllr C Hall seconded, that the Minutes of the meeting held on the 8th May be approved and signed. All agreed. | | | | |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None | | | | |
| **6.** | **WSCC Councillor Update:** (Cllr P Montyn) | | | | |
| **6.1** | Summarise TRO Proposals and agree recommendations – Further to the Community Highways Scheme application submitted to WSCC and having spoken to Mr M Dare from the Highways Department, Cllr Montyn recommended that the Parish Council submit a TRO application for the 30mph zone adjacent to the B2145 and B2201 junction as soon as possible. Cllr Wade confirmed this will be completed next week. | | | | |
| **6.2** | Highways Notification of Road Works. Cllr Montyn stated these should be sent out as a matter of routine and the Clerk confirmed that this was the case. However, they were often late or received only on the day of the works starting, although this has improved. Noting that traffic works on the two main roads serving the Peninsular often did not close the road but caused significant delays. Cllr Wade asked, if possible, to have recommended diversion route signposted. Cllr Montyn stated the road works at Hunston had been an emergency and the Electricity Company had not had the time to inform WSCC in advance. Cllr Hall reported an incident of an accident whereby a bus had been hit by a lorry transporting a mobile home, which had caused delays on the Selsey Road. | | | | |
| **6.3** | Cutting of Verges & Road Safety – It was noted that vegetation beside roads and footpaths in the Parish was becoming a problem, either preventing the use of the pathways or restricting the view of motorists at junctions, both being safety issues. The Clerk was requested to remind parishioners (through the parish magazines and website) of their responsibilities for maintaining their boundaries, adjacent to public roads and paths. Cllr Montyn said he would investigate the WSCC grass cutting schedule and report back. He also highlighted an email he had sent to the Parish Council containing an update to road repair work in WSCC which is moving in the right direction. | | | | |
| **7.** | **CDC Councillor Update:** | | | | |
| **7.1** | A27 Consultation. Cllr Wade reported that he had reviewed the 2024 version of the Supplementary Planning Document and that it appeared to be very similar to the 2023 version. He was also disappointed that the responses to all 8 representations the Parish Council had made relating to the previous (2023) version were covered by the same statement that the issue would be addressed in the 2024 update. Cllr Wade suggested any changes were hard to find and it would have been useful if the updated document contained tracked changes which it would make it easier to review. Cllr Montyn recommended that Cllr D Johnson be contacted to discuss this further. | | | | |
| **8.** | **Sidlesham Memorial Recreation Ground.** | | | | |
| **8.1** | **Capital Expenditure/Roof Repairs/Electricity/Infinity** – Mr Robson went through the account reports. Mr Ryder stated that it had been confirmed at the last meeting that the roof repairs would be paid by the Parish Council and not shared. This was confirmed by Cllr Ramm and the Clerk stated she would amend accordingly. Mr Ryder confirmed that no other problems appeared during the repairs. Cllr Wade sought clarification of where the new guttering had been placed. Mr Ryder stated it was around the corner of the changing rooms. Mr Ryder also confirmed the electrical work was completed on the 11th June at a cost of £1,600 and that the fire doors had been ordered.  Mr Ryder advised the Parish Council that there is a need for a firmer agreement between Infinity FC and the SCA and it needs to be made clear to Infinity FC that the Memorial Hall is for the use of the community as a whole and it is not just a football club. The Parish Council was informed that the changing rooms had been refurbished but conducted without seeking permission first. Cllr Parsons has agreed to attend the final meeting with Infinity FC to represent the Parish Council and support the SCA.  Discussion ensued regarding grants including some that Infinity FC had claimed they would be able to have access to.  Mr Robson completed his report and stated they the SCA had made it clear to Infinity FC three issues as follows:   1. The SCA is a charity and has to abide to the Charity Commission rules, especially when related to financial matters; 2. The Alcohol Licence for the Hall is owned by SCA; and 3. In the SCA Constitution it clearly states that the facility is for the benefit of the parishioners of Sidlesham. Cllr Wade suggested placing the relevant parts of the Constitution in a conspicuous place within the Hall as a reminder to all what the SCA stands for. | | | | |
| **8.2** | **Dog/Litter Bin** – Cllr Wade confirmed the bin is on order and that there is signage on the bin for its use and therefore no further signs will be required. Cllr Montyn asked whether the Parish Council had looked further into a sign on the B2149 showing the entrance to the SMRG. Cllr Wade confirmed this had been investigated, but it was felt too expensive to proceed. Mr Ryder confirmed they had refurbished their sign. | | | | |
| **8.3** | **Floodlights** – Cllr Wade confirmed the work would be carried out on the 27/28th June and the lights on in the evening of the 27th to ensure they sufficiently covered the pitch. Mr Ryder asked whether the lighting would be in line with FA ruling and Cllr Wade confirmed the aim would be to try and meet FA requirements. Cllr Wade advised the PC had received a further quote from the contractors for the rest of the pylons to be replaced with LED lights, noting the increased efficiently and lower cost it had been assessed would take approximately 40 months to cover the installation. Cllr Melloedy would discuss this quote with the SCA on his return, as well as funding using the next round of the Ferry Farm Grants to re-apply and hopefully be successful.  Cllr Wade thanked the SCA for assisting to host the APM.  Cllr Montyn then left the meeting. | | | | |
| **9.** | **Sidlesham Memorial Recreation Playground** | | | | |
| **9.1** | **Zip Line Repairs** – Cllr Wade confirmed that Mr Milford (new contractor) has sent in a quotation, but JWInstallations has not, so will be contacting Mr Milford to arrange a meeting on site. | | | | |
| **10.** | **Fingerposts** – Cllr Wade recommended that the PC proceed with the quote from a Parishioner of £165.00 per post plus £25 for clearing of the vegetation. After discussion this was agreed by all. A Parishioner had volunteered to sponsor the signpost on the junction of Highleigh Road and Rotten Road, but the cost of repair had been identified as a challenge due to the post being hit by a car. Cllr Wade said he would discuss the way forward with the Parishioner. Discussion ensued regarding the footpath at the end of Church Farm Lane which had still not been repaired after a year. The Clerk was asked to chase this up. | | | | |
| **11.** | **Florence Pond/Willow Glen** – Cllr Wade reported that MWHG were applying for a grant and both these areas have been included for maintenance in their application. | | | | |
| **12.** | **Correspondence Received** – Cllr Wade stated that an email had been received reporting possible illegal immigration and fly tipping. He confirmed he had asked the Clerk to respond giving the parishioner the relevant Gov.uk and CDC web links to report the above. He also requested the Clerk to ask for the address of where this alleged behaviour was happening so that the PC could investigate and take action as appropriate. | | | | |
| **13.** | **Domain Changes to .Gov.Uk Address** – After discussion it was a unanimously agreed to adopt “sidleshamparishcouncil.gov.uk” as our new domain. | | | | |
| **14.** | **APM** – Cllr Wade reported that the APM had been very successful and well attended despite the issue of the leaflet drop. From those parishioners who put their names forward to support the PC, no offers of assistance have yet to come forward. Feedback suggested that the Councillors be introduced by standing or being seated near to the Chairman. Discussion ensued and it was agreed to address this next year with Cllr Wade also recommending name badges might also be worn. Cllr Wade asked the Clerk to investigate costs etc. It was suggested that important diary dates for the forthcoming year be placed as an Agenda item for September so that Councillors could ensure they could plan on being present. | | | | |
| **15** | **Insurance** – Cllr Tull proposed, and Cllr Guest seconded that the Insurance quote was acceptable. All agreed. | | | | |
| **16.** | **Ratification of Standing Orders & Data Retention Policy** -  Cllr Tull proposed acceptance of the two documents, second by Cllr Ramm and agreed by all. | | | | |
| **17.** | **Training for the Clerk** – the Clerk reported investigating into the ILCA (Introduction to Local Councils Administration) qualification. The cost will be £144.00. Cllr Guest proposed agreement for the Clerk to apply, seconded by Cllr Tull and agreed by all. | | | | |
| **18.** | **New Footpath** – Cllr Wade reported that a Parishioner at the APM had proposed an idea to improve the safety and wellbeing of the children getting to and from the school. It was suggested that a pathway be sought from the corner by the Orchard of the Memorial Ground coming out by the School. The Parishioner said that parents could park in the SMRG carpark and then walk to and from the School, thus avoiding the congestion of start and end times which presently occur by the School Entrance. The new Headteacher is in favour and Cllr Wade confirmed that Cllr Mellodey will be arranging a meeting with her on his return from holiday. After further discussion it was agreed to investigate the matter further. | | | | |
| **19.** | **Matters of Urgent Public Importance –** None | | | | |
| **20.** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - Cllr Tull proposed, and Cllr Ramm seconded the summary of income and expenditure at 20.1.1 and 20.2.16 be accepted. All agreed. | | | | |
| **20.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 20.1.1 | SCA\* | SMRG Refund of costs for Grass Seed for Jnr Pitch & Line Paint | 62.14 | | 20.1.2 | Surry Hill Solicitors | Refund of Monies held on Account | 9.00 | | 20.1.3 | B & J Haughey Ltd | Dor-2-Dor 50% refund | 138.00 | | 20.1.4 | SCA\* | SMRG half refund for repairs to roof & new guttering. | 440.00 | | **Total** |  |  | **649.14** | | | | | |
| **20.2** | **Schedule of Account for Payment** | | | | |
| Ref | | Who | What | Amount  £ | | |
| 20.2.1 | | JWL Installs | SMRG Playground Cleaning of Equipment | 540.00 | | |
| 20.2.2 | | CAB | Donation (I had to add a negative figure into the accounts to counteract the cheque which was returned & payment reissued) | -£150.00 | | |
| 20.2.3 | | CAB | Donation | 150.00 | | |
| 20.2.4 | | SCA | SMRG – Grass Cutting (Quarterly Bill | 475.00 | | |
| 20.2.5 | | Mulberry Local Authority | Internal/External Auditor | 432.06 | | |
| 20.2.6 | | Parish Online | Yearly Subscription | 60.00 | | |
| 20.2.7 | | Harvey Collins | Grass Cutting March/April | 247.20 | | |
| 20.2.8 | | Ms A Colban | Salary | 1,124.20 | | |
| 20.2.9 | | Ms A Colban | Expenses 11.4 to 8.5 2024 | 59.80 | | |
| 20.2.10 | | HMRC | Tax/NI | 106.07 | | |
| 20.2.11 | | Sidlesham Parochial Church Council | Hire of Parish Rooms forCldear Inanuary to March | 71.25 | | |
| 20.2.12 | | Clear Insurance Management Ltd | Insurance | 3,000.00 | | |
| 20.2.13 | | M H Kennedy & Son Ltd | Grass Cutting Paddock Straight – 2 cuts | 340.80 | | |
| 20.2.14 | | CDC | SMRG Emptying of Bins | 58.50 | | |
| 20.2.15 | | A Igram | Completion of Repairs to Notice Boards | 580.00 | | |
| 20.2.16 | | Farrell Property Maintenance | Repairs to SMRG Roof and Gutter Installation | 880.00 | | |
| **Total** | |  |  | **4,204.71** | | |
| **21.** | **Requests for Future Agenda Items:** - Discussions ensued as to where future PC meetings should be held. It was agreed to adjourn this matter until the next meeting. | | | | |
| **23.** | **Date of Next Meeting**: 10th July at 7.30pm in the Parish Rooms. | | | | |

Meeting ended 20.00 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council