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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 10th July 2024 @ 7.30 pm**  **The Parish Rooms, Church Farm Lane** | | | | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs A Harland, D Guest, C Hall, M Monnington, T Parsons, T Tull, N Wade, Cllr P Montyn (WSCC), Mr N Robson (Treasurer to SCA), Mr R Ryder (Chairman to SCA) & the Clerk. | | | | |
| **1.** | **Welcome & Apologies for Absence** – Cllrs L Ramm, D Johnson & 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 the last Council Meeting.** | | | | |
| **4.1** | Cllr D Guest proposed, and Cllr T Hall seconded, that the Minutes of the meeting held on the 12th June 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** | Cllr Montyn reported that there was an increased budget for highway maintenance, and this has been evidenced by improvements/repairs throughout the County. | | | | |
| **6.2** | **TRO** – The Chairman confirmed this had been submitted and asked if there was any news. Cllr Montyn was not sure he had received a copy and Cllr Wade confirmed he will send a copy including the reference number to him. Cllr Montyn stated he will chase up the position. | | | | |
| **6.3** | **SOSCA** – Cllr Montyn confirmed that this was no cause for alarm, it is occurring in Hampshire and that this system has worked extremely well in other countries. Cllr Montyn confirmed it is being monitored and did not feel that the Parish Council needed to respond to the consultation as it was more a protest. | | | | |
| **6.3** | **Grass** Cutting - Cllr Montyn confirmed after chasing this matter, ten days later road verges had been cut and that he had forwarded an email concerning the grass cutting schedule, which the Clerk confirmed had been circulated. Cllr Montyn then left the meeting. | | | | |
| **7.** | **CDC Councillor Update:** Nothing to report. | | | | |
| **7.1** | **A27 Consultation & Local Plan.** As both CDC Councillors were not in attendance, the Chairman stated the Clerk had asked other Parish Councils if they were going to respond to the new Consultation and confirmed the consensus was no. However, it was agreed to re-send our previous answers. | | | | |
| **8.** | **Sidlesham Memorial Recreation Ground.** | | | | |
| **8.1** | **Capital Expenditure**  Mr Robson confirmed with the help of Cllr Johnson they received the further 20% discount towards the rates resulting in no cost for this current year. However, this will have to be applied for on a yearly basis.  Mr Robson confirmed that the agreed joint capital expenditure for the Memorial Hall has now been reached and suggested that we now close this report. All agreed. However, Mr Robson was asked to keep the PC informed of its income and expenditure on a quarterly basis.  Discussion ensued regarding the MOU between the PC and SCA which will be due for renewal and suggested a separate meeting to clarify moving forward responsibilities of the landlord (PC) and tenants (SCA). This was agreed to be carried out later in the year.  Mr Robson confirmed that now having a year’s accounts, they are more able to ascertain indirect costs, such as electricity and water and how best moving forward these can be better reflected in charges made to hirers of the hall. Mr Ryder confirmed that bookings had increased to an extent that some have not been able to be accepted. The PC thanked Mr Robson and Mr Ryder for all their hard work. | | | | |
| **8.2** | **Dog/Litter Bin** – Cllr Wade confirmed the bin is now in place but needs levelling out which was agreed to be carried out once the footpath has been completed by the 1st August. | | | | |
| **8.3** | **Floodlights** – The Chairman confirmed the work had been completed successfully and will be receiving a Floodlight Lumens reading in the Autumn. | | | | |
| **8.4** | **SCA Discussions with Infinity** – Cllr Parsons confirmed that she has attended meetings representing the PC with Infinity and the SCA. Cllr Parsons recommended having a set of principles which she has drawn up and will circulate for everyone’s attention and response before forwarding to the SCA. Mr Robson & Mr Ryder confirmed that a potential agreement is possible with Infinity, but some items still require clarification and hopefully these will be addressed before the next meeting on the 19th July. | | | | |
| **9.** | **Sidlesham Memorial Recreation Playground** | | | | |
| **9.1** | **Zip Line Repairs** – Cllr Wade confirmed the repairs have been carried out, but Plan A was unsuccessful, and Mr Milford had to resort to Plan B which has increased the cost a little. | | | | |
| **10.** | **Council Meeting Place** – after discussion it was agreed to remain in the Parish Rooms for the foreseeable future but hold the APM at the SMRG Hall. | | | | |
| **11.** | **Calendar for Next Years Meetings/APM/Known Absences** – Cllr Wade explained the reasoning for this and the list the Clerk circulated was agreed. | | | | |
| **12.** | **Correspondence Received** – The Chairman explained that a suggestion had been put forward due to the increase of mail being received mostly for SCA that a small post box be purchased. The Clerk was asked to contact SCA to request this. | | | | |
| **13.** | **Domain Changes to .Gov.Uk Address** – The Clerk reported that another government company had taken over the responsibility of domains and that no new applications were being processed until after the 1st July. The Clerk has asked for an update but had not received a response prior to this meeting. This will be reviewed in September. | | | | |
| **14.** | **Insurance** – Cllr Wade explained we had received notification from our present insurers regarding cyber protection and that our present policy is essentially an emergency service in the event of a breach for initial forensic investigation and immediate advice/assistance. There is no additional protection for third party claims or own losses/costs beyond the emergency assistance. They were recommending a separate policy which would provide access to and covers the costs of an investigation into the breach to identity the problem, eradicate the issue and protect the system/data. It also protects third parties. Their quote was £406.00. The Clerk confirmed researching other companies into the matter and on a recommendation found a further quote for £268.92. After discussion it was agreed for the Clerk to send details to the Chairman and the Cllr Wade for their consideration as to the best provider, but it was agreed by all in principle that we should obtain this further insurance cover. | | | | |
| **15.** | **Ratification of Training Policy** – Cllr Wade proposed acceptance of the Policy, seconded by Cllr Mellodey and agreed by all. | | | | |
| **16.** | **Matters of Urgent Public Importance –** Having heard in the preceding Planning Meeting of the significant concerns raised by a number of residents regarding the acquisition and misuse of land in the Parish, Councillors unanimously agreed to support the actions undertaken by the Planning Committee and to ensure all incidents of suspected planning contravention, environmental concern, and intimidatory behaviour will, without exception, be immediately reported to the relevant authorities.  Councillors also agreed that parishioners should not hesitate in relating such incidents, either individually (by name or anonymously), through the relevant websites or by contacting the Parish Clerk.  (Post Meeting Note:  The Sidlesham Parish Council Website ([Council - Sidlesham Parish Council](https://sidlesham.org/council/)) will be updated to contain the necessary contact details and Internet URLs). | | | | |
| **17.** | **Shedule of Account** – Quarterly Report. The Chairman reported that the PC finances was a little over budget for this quarter, but reflected additional costs had been incurred for the SMRG Hall and felt this would even out over the next quarter. | | | | |
| **18.** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - Cllr Harland proposed and Cllr Wade seconded the summary of income an expenditure at 18.1.1 to 18.2.14 be accepted. All agreed. Balance of Unity Accounts as of the 30th June 2024 was £61,093.07 which includes saving accounts. | | | | |
| **18.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 18.1.1 | SCA\* | SMRG Refund for Keys | 11.25 | | 18.1.2 | SCA\* | Half share for the costs of the Elctrical Work minus monies already paid to us for half share of the roof when it had been agreed PC would pay for the roof repairs totally. | 420.00 | | **Total** |  |  | **431.25** | | | | | |
| **18.2** | **Schedule of Account for Payment** | | | | |
| Ref | | Who | What | Amount  £ | | |
| 18.2.1 | | Unity Trust Bank | Bank Charges | 18.00 | | |
| 18.2.2 | | Scan Station | Black Ink Cartridges | 25.99 | | |
| 18.2.3 | | Cllr M Mellodey | SMRG Keys | 13.50 | | |
| 18.2.4 | | ALPHA BMC Ltd | SMRG Refurb for Completion of Electrical Work | 2,064.00 | | |
| 18.2.5 | | M H Kennedy & Son Ltd | Grass Cutting Paddock Straight x 3 | 511.20 | | |
| 18.2.6 | | SLCC | Qualification Fee for ILCA for the Clerk | 144.00 | | |
| 18.2.7 | | CDC | Emptying of Litter/Recycling Bins | 58.50 | | |
| 18.2.8 | | Ms A Colban | Salary | 1,197.64 | | |
| 18.2.9 | | HMRC | Tax/NI | 148.71 | | |
| 18.2.10 | | Ms A Colban | Expenses 9 May to 10 June 2024 | 45.92 | | |
| 18.2.11 | | Farrell Property Maintenance | Replacement of Fire Doors | 800.00 | | |
| 18.2.12 | | Glasdon UK Limited | New Litter/Dog Bin for SMRG Grounds | 341.38 | | |
| 18.2.13 | | Sidlesham Parochial Church Council | Hire of Parish Rooms for April to June | 56.30 | | |
| 18.2.14 | | Harvey Collins | Village Grass Cutting | 247.20 | | |
| **Total** | |  |  | **5,672.34** | | |
| **21.** | **Requests for Future Agenda Items:** - None. | | | | |
| **23.** | **Date of Next Meeting**: 11th September at 7.30pm in the Parish Rooms. | | | | |

Meeting ended 21.06 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council