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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 15 March 2023**  **The Parish Rooms, Church Farm Lane at 8 pm** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs A Harland, C Field, C Hall, M Monnington, R Ryder, T Tull, N Wade, Cllr P Montyn (WSCC), the Clerk & Mr Robson (SCA Treasurer). | |
|  | **Welcome and Apologies for Absence.** |
|  | Apologies received from Cllrs L Ramm, C Purnell (CDC) & D Johnson (CDC) |
|  | **Declaration by Councillors of Personal Interests of Items on this Agenda.** |
|  | None |
|  | **Questions from the Public.** (Exempt Subjects on the Agenda). None |
|  | **Minutes of Last Council Meeting.** |
|  | Cllr Harland proposed, and Cllr Hall seconded, that the Minutes of the meeting held on the 15 February 2023 be approved and signed. All agreed. |
|  | **Matters arising from the above minutes not dealt with in separate items below.** |
| **5.1** | **Village Sign** – Cllr Hall confirmed that Ginger signs will be putting it into position either next week or the week after. |
|  | **WSCC Councillor Update:** |
|  | Cllr Montyn confirmed he had spoken to Highways regarding the issues we had raised from Ham Road end. It has been agreed to cut the vegetation back and the 30mph sign will be more evident. Cllr Montyn stated if still not happy with that, then need to lodge concerns directly to Highways. The Chairman asked whether everything was on schedule and Cllr Montyn confirmed that certain improvements will be made prior to the school holidays and the rest completed by September 2023.  Cllr Montyn gave a brief resume regarding the bridle path between Chalk Lane and Bird Pond accessibility. Cllr Montyn has received a response from Ms Eels, the Access Ranger for Rights of Way, who visited the site and spoke to Lizzie’s mother. She has added it to the Annual Works Program, but that will not come into effect until next year, but she has contacted their volunteer group to see if they can fit it in any earlier. He has forwarded this email to the Clerk, who confirmed she would circulate it. The Chairman did state that The Greenway was due to go through this area and that would solve the problem, but Cllr Montyn said this may be some way off and Ms Eels dealing with the issue could happen sooner.  Cllr Montyn was pleased to confirm that he has received confirmation from Southern Water and Highways that they will be enlarging the storm water storage units in Sidlesham and Pagham. He was pleased to announce that the two parties are in discussion and progress is being made. Cllr Montyn is continuing to chase the MP for Chichester to include Sidlesham and Pagham under this issue and he has requested a schedule of works, but Southern Water have not been very communicative about this but suffice to say progress seems to be being made.  The Chairman asked when we should put forward our traffic plan and should it include the whole area, or should certain areas be emphasized. Cllr Wade said that there had been more information forthcoming for example changes in speed limits etc, and he needs to digest all this to see if this needs to be included. Cllr Montyn recommended that we put it in as soon as possible but pick certain areas that are more urgent. Send it into the Communities Highways Scheme, Mike Dare will not give advice, but will make a response to what we propose. Cllr Montyn emphasized the need to demonstrate the support of the whole community by individual letters etc, rather than a standard block letter for signature. It was suggested to place on the Agenda for the APM to hopefully gain more support as so far we have not received many replies.  The Chairman asked if anyone had made any comments with regard to the Local Plan due to be in by the 17th March as he had read the input from Birdham PC, which he felt raised some very good points, although was not too impressed with the rest of it. The answer was no. |
|  | **CDC Councillor Update:** None |
|  | **Sidlesham Memorial Recreation Ground.** |
|  | The Chairman apologised that he had yet written to Mr Barnes to chase up on the residual payment yet but will be chasing this up. The Chairman asked if Mr Robson had received any response from the rates department who confirmed he had and asked if he could forward that response to him. Mr Robson confirmed he would. |
|  | **Capital Expenditure** – Mr Robson circulated an up-to-date Schedule of the Renovations with some exceptions as he had only received more invoices this morning, but confirmed the budget was still within the agreement between the SCA and SPC. The costs for the electrics to include the cost of fitting the fire doors. Cllr Ryder confirmed that the present roof leaks do not come from the renewed part of the roof but the old part, which Infinity have tried to repair and continue to do so with more work later this week or next. |
|  | **Buying Procedures** – The Chairman wanted to clarify that all quotes and estimates must be on company headed paper, in writing, signed and dated. Emails would be sufficient, and all passed to the Clerk. It should also be the total cost, not just the deposit. Sending round the Procurement Report is not sufficient for audit reasons. Mr Robson confirmed he would liaise with Mr Blackford. This will not change that it will be SCA who decide on the best person/company for the work. The Clerk was asked to check with the Auditor that we have covered all the points necessary. |
|  | **Sign** **for SMRG** – Cllr Hall confirmed that she had received a quote for an initial exploration of the site, which would include a report from Highways as to safety issues etc for £200 and then a further cost of £500 to make and place the sign. Cllr Hall maintained the difficulties for people to find the entrance to the Recreational Ground, particularly at night and in bad weather which Mr Robson concurred, particularly regarding new users. It was put forward that perhaps it could be a joint venture between the SCA and SPC. After further discussion it was agreed to place on the Agenda for the next meeting. |
|  | **Coronation** – Cllr Ryder confirmed that provided the building was ready, they were planning to hold a Light Opera/Variety Show on the Monday 8th May at 4.30pm, Tickets cost £6.00 for adults and £3.00 per child, with light refreshments available. Cllr Hall confirmed a planned picnic at the Recreational Ground which will include music and refreshments. Cllr Ryder asked what support the SPC would be offering. The Chairman confirmed we had received from CDC the opportunity of applying for a Grant to cover the Coronation and it was agreed for the Clerk to forward it to Cllr Hall to look at it and help towards putting an application in. Cllr Hall was asked to circulate a poster advertising these events. |
|  | **Foul Sewer** – The Chairman confirmed that there are sufficient funds to proceed with this work. Discussion ensued as to the difficulties of obtaining a further quote and whether the PC were agreeable to deciding between the two received. All agreed. It was further agreed for the Chairman and Cllr Ryder to look at the quotes, which the Clerk was asked to forward on to them. They would make a recommendation by email and place the order before the end of the financial year which will be ratified at the April meeting. |
|  | **Playground** – Cllr Hall stated that usually in April we re-stock the sand for the sandpit, which we normally receive from Covers. Cllr Hall stated she would ask if they would offer it for free first. We will require 4 large bags of playground sand and the Cllr Wade reiterated the opportunity for free advertising for them, which they did not take up last year. It was agreed for Cllr Hall to proceed.  Cllr Hall discussed the need for the concrete bases for safety reasons and preservation. The cost of concrete has increased greatly, and the quote so far has come in at £1,100.00 for 3 bases, but Cllr Hall suggested moving the two picnic tables outside the playground closer to have one base and then one in the playground. Cllr Wade suggested looking at perhaps just concreting in the legs rather than a whole base as this would work out cheaper. Cllr Hall has contacted Mr David Heard and Mr D Edwards and is waiting to hear back from them. It was agreed to receive further quotes by email and agree the recommended one by Cllr Hall.  Cllr Hall then passed round a quote for the repairs to the tunnel. After discussion it was agreed to proceed with the work for the tunnel.  Cllr Hall confirmed meeting Mr Coles from Redlynch Leisure about a maintenance programme, but the Company decided they would not be able to assist. |
|  | **Neighbourhood Plan/Local Plan** |
|  | Cllr Ryder confirmed that both he and Cllr Field are happy with the current draft, just needs proof reading and once the Local Plan consultation closes on Friday, 17th March, they will seek advice from Ms Dobson for any tweaks required in readiness for presentation at the first PC meeting after elections. Cllr Ryder also asked if happy to contact Nicola Timney for a re-schedule of her costs as we are past the original time scale. All agreed. |
|  | **Finance:** Cllr Harland proposed and Cllr Mellodey seconded the summary of income and expenditure at 10.1 and 10.2 be accepted. All approved.  Statement of Accounts – Balance Remaining in Bank Account as of the 14th March 2023 - £21,599.75. |
| **10.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 10.1.1 | Pink PHYS | Pitch Hire | 50.00 | | 10.1.2 | SSE | SMRG Electric | 511.28 | | 10.1.3 | Infinity FC | Pitch Hire | 130.00 | | 10.1.4 | SCA | Half Cost for SMRG Stage | 380.04 | |  | Total Income |  | 1,072.32 | |
| **10.2** | **Schedule of Account for Payment:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | Ref | Who | What | Amount  £ | | 10.2.1 | KJC Trees | Removal of Tree Florence Pond | 360.00 | | 10.2.2 | Scanstation Computers Ltd | Printer Ink | 24.00 | | 10.2.3 | MWHG | Contribution towards Pond Maintenance | 100.00 | | 10.2.4 | Wenban-Smith Ltd | SMRG Stage Flooring | 760.08 | | 10.2.5 | N P Merritt | SMRG Mole Control | 180.00 | | 10.2.6 | Alison Colban | Salary (Feb) | 628.83 | | 10.2.7 | HMRC | Tax for Clerk | 157.00 | | 10.2.8 | Alison Colban | Expenses (19.1 – 15.2) | 56.97 | | 10.2.9 | SCA | Pink PHYS | 50.00 | | 10.2.10 | Handy Home Help | SMRG – Fitting of Stage Floor | £340.00 | | 10.2.11 | Farrell Property Services | Deposit for Electrical Work SMRG | 800.00 | | 10.2.12 | CDC | SMRG Recycling Collection | 10.50 | | 10.2.13 | N Wade | SMRG Mower Fuel | 30.40 | | 10.2.14 | SCA | Infinity FC December Invoice | 130.00 | | 10.2.15 | Chichester Farm Machinery | Tractor Service SMRG | 530.25 | | 10.2.16 | M H Kennedy & Son Ltd | Grass Cutting Paddock Straight | 149.04 | | 10.2.17 | Totally Flooring | SMRG Hall Flooring | 7899.00 | | 10.2.18 | D Blackford | SMRG Skip Hire + Materials | 742.86 | | 10.2.19 | Farrell Property Services | Deposit for Fire Doors SMRG | 900.00 | | 10.2.20 | D Blackford | SMRG Materials | 31.98 | |  | TOTAL Expenditure |  | 13880.91 | | |
| **11.** | **Highways** |
| **11.1** | Cllr Field reported that there has been a sudden rise in flooding to the layby in front of the vicarage drive. Three properties opposite appear to have had their driveways resurfaced which it is thought may be the source of the problem. As a result, pedestrian entrance to the Church can be extremely difficult in wet weather. The second incident is regarding the tarmac, kerb and path have been shattered on Selsey Road opposite Thorncroft and outside 'Buckets and Spades' Cllr Wade confirmed he would report it to the Highways.  Cllr Wade requested should he refer back to Mr Balchin regarding the concerns from Ham Road leading to the school as it would appear that they have still not really addressed this problem. The Chairman confirmed he should do so. |
| **12.** | **Manhood Wildlife & Heritage Group** |
| **12.1** | The Chairman confirmed he had not been able to speak to Jane Scotland as she is on holiday but will endeavour to do so on her return. The Chairman felt that a good job had been completed for Florence Pond. |
| **13.** | **Matters of Urgent Public Importance:** - None |
| **14.** | **Matters of Information:** |
| **14.1** | Business Stream/Castle Water amalgamated. After discussion it was agreed to amalgamate. |
| **14.2** | CDC – Business Waste & Recycling Price Increases |
| **14.3** | Public Rights of Way Routine Maintenance- Hope Cottage – Footpath – Should we publicise or not. After some discussion it was agreed to wait until we receive a report back from Mrs Eels, Access Ranger for Rights of Way. The Clerk confirmed informing her about this issue. |
| **14.4** | Donation Requests – After discussion it was agreed for the Clerk to circulate request information and how much has been paid in previous years and then the Councillors respond by email as to which organisations they prefer and how much for payment before the financial year. |
| **14.5** | Keep Britain Tidy – The PC will not be participating as it was felt it already does more than enough. |
| **14.6** | **APM** – The Chairman brought up the reasoning behind the APM booked for the 22 March. Lengthy discussions ensued and it was finally agreed to cancel next week and re-book it for the 26th April. The Clerk was asked to re-book the Church Hall and to see if Mr Moorey would still be able to attend to give his presentation. |
| **115.** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. |
| **19.** | **Date of Next Meeting**: 19 April 2023 in the Parish Rooms. |

Meeting ended 21.30 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council