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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 12th July 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs D Guest, C Hall, A Harland, M Monnington, L Ramm, T Tull, N Wade, Cllr P Montyn (WSCC), the Clerk | |
| **1.** | **Welcome & Apologies for Absence** |
| **1.1** | Apologies received from Cllrs D Johnson & V Weller (CDC). The Chairman stated that he was disappointed that they were unable to attend after we had changed the meeting dates for them and hope that this will settle down in the future. |
| **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 A Harland proposed, and Cllr C Hall seconded, that the Minutes of the meeting held on the 14th June 2023 be approved and signed. All agreed. |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **6.** | **Confirmation of New Councillors & their Roles** |
| **6.1** | The Chairman asked Cllr Guest if he would be happy to take over the responsibility for WSALC and possibly CDALC as well as continuing with NALC. Cllr Guest confirmed he would be happy to do so. The Chairman confirmed that CDALC was the local committee and could be more effective than it presently is. WSALC is the West Sussex Committee, and our contact is Trevor Leggo who is very supportive and helpful. |
| **7.** | **CDC Councillor Update** – Nothing to report. |
| **8.** | **WSCC Councillor Update** (Cllr P Montyn) |
|  | Cllr Montyn reported that the Traffic Plan actions for the school had been delayed until the Autumn half term and he will be writing to Nathan to state not prepared for any further delays and asked the Parish Council to also write confirming the same.  Cllr Montyn updated us on the sewage works being carried out on Summer Lane, Pagham which will have a significant positive effect for Sidlesham.  Cllr Montyn confirmed that Footpath 59 has been cleared this month from Earnley through to Sidlesham. The signage has been completed at Hope Cottage and asked what the problem with Footpath 99/Cycle Way N288 was. The Chairman confirmed that he will send an email regarding this, which Cllr Montyn said he will investigate it. Cllr Hall raised a query regarding the damaged footpath directly opposite the Bucket & Spade. Cllr Montyn requested details be sent to him and he will investigate it but suggested that Cllr Hall write in a letter of complaint regarding this issue. |
| **9.** | **Sidlesham Memorial Recreation Ground.** |
| **9.1** | **Capital Expenditure** – In the absence of Mr Ryder and Mr Robson copies of the updated Budget Review were circulated. The Chairman raised the problem with the electrical installation, which is be quoted at £2,400, for which SCA have offered to pay 50%. This is a legal requirement and after discussion it was agreed to pay 50% of that cost with SCA. The Review shows that the plan is to spend the rest of the money on the Kitchen, which was agreed. Cllr Hall suggested an invitation be made to all Councillors to visit the Memorial Hall to view the renovations and look at the Playground improvements too. After discussion Wednesday 9th August was agreed at 6.30pm to be confirmed by the SCA. Cllr Hall will send an email with an official invitation to everyone. |
| **9.2** | **Agreement with the Football Clubs & Bar Licensing** – The Chairman confirmed that discussions were ongoing between Infinity and SCA regarding sharing the Bar responsibilities and both parties will hold a licence as well as the premises. It was agreed that this will be a real benefit for the community. Cllr Hall stated SCA were planning a musical evening on the 18th August and all would be welcome. |
| **9.3** | **Utilities** – The Chairman confirmed that SCA need to urgently decide regarding a provider for electricity. Cllr Harland recommended Octopus. The Clerk is to chase this up. |
| **9.4** | **Coronation Bench Plaque** – The Clerk confirmed receiving nothing further from Ginger Signs and will be chasing up the matter. Cllr Wade confirmed he would contact them tomorrow. |
| **10.** | **Sidlesham Memorial Recreation Playground** |
| **10.1** | **Maintenance/Tunnel –** The Chairman confirmed it was completed satisfactorily, but requires turfing laid over the rubber matting on the slope and requested assistance to do this. After discussion Cllr Ramm agreed with Cllr Wade to complete this on the 19th July at 6pm with assistance from anyone else available. Cllr Harland offered the use of a garden hose to water it in. Cllr Hall stated no response so far from Covers regarding the sand and will chase this. |
| **11.** | **Neighbourhood Plan/Local Plan** |
| **11.1** | **Update** – Cllr Wade stated disappointment at the Google document, which was confirmed as the latest version, but felt that it fell very short of being ready due to grammar, spelling, lack of headings, no cross references, layout problems and basically no structure. Cllr Wade has been unable to speak to Ms Timney yet, despite trying to contact her to see if she has a better version as he believed she had been asked to prepare a document taking the key points for consultation. After further discussion it was agreed to have a mini meeting with Mr R Ryder, Mr P Bedford, Ms N Timney, Cllr Tull & the Chairman as soon as possible. |
| **12.** | **Assets & Amenities Register**  Cllr Ramm stated the structure was totally different and suggested a further meeting with Cllr Wade to go through it and have it ready for approval at September’s meeting. |
| **13.** | **Village Sign Frame**  The Clerk confirmed this had been completed. |
| **14.** | **Website**  The Clerk confirmed on going work for the updated website, but it is still not live. However, she has received a link to view what has been completed so far and is hoping to have it up and running by the end of July. The Clerk confirmed that once live, alterations can still be made, and updates added as and when. The Clerk was asked to circulate the link to all for them to view it. The Clerk also stated that the person assisting with the update, has kindly offered to take more photographs to add to the site. |
| **15.** | **Highways** |
| **15.1** | **Sidlesham Parish Council Traffic Plan/Community Highways Scheme.** Cllr Wade confirmed first draft completed and is aware of the end of the month deadline. Cllr Montyn advised to send it in now and confirmed the Parish Council may use him as the Councillor in support of the proposals. After further discussion, it was agreed to send in the draft plan and subsequently the Community Highways Scheme. |
| **15.2** | **National Highways SRN Traffic Plan** – Cllr Montyn confirmed already written to the MP (Gillian Keegan) in respect of this matter and asked the Parish Council to do likewise requesting that it be passed to the Secretary State for their attention. |
| **16.** | **Village Notice Boxes** |
| **16.1** | The Clerk confirmed had heard nothing from Mr Ingram and will chase it up. |
| **17.** | **Emergency Plan**  Review the requirements for a). Sidlesham Emergency Plan; b) Sidlesham Flood Resilience Plan. It was agreed to move this item for discussion to September’s meeting. |
| **18.** | **Councillor Training**  After discussion, it was agreed to book a Thursday in September, after checking with Tracy’s availability on her return from holiday. |
| **19.** | **Matters of Urgent Public Importance –** None |
| **20.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  Quarterly Report. All Councillors were happy with the information and how it was formatted for the quarterly report. Cllr Harland proposed, and Cllr Wade seconded the summary of income and expenditure at 20.1.1 through to 20.2.24 be accepted. All agreed. Balance of Unity Account as of the 12TH July 2023 was £28,587.55. |
| **19.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 20.1.1 | Harvey Collins | Refund – Payment of bill twice. | 633.60 | | 20.1.2 | HMRC | VAT Refund | 5129.32 | | 20.1.3 | SCA | SMRG Refund – Half of A Ingram’s Costs | 301.15 | | **Total** |  |  | **6064.07** | |
| **20.2** | **Schedule of Account for Payment**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount £** | | 20.2.1 | Harvey Collins | Grass Cutting (Village) | 633..60 | | 20.2.2 | Martin Mellodey | Line paint/jug | 25.95 | | 20.2.3 | M H Kennedy & Son | Paddock Grass Cutting | 321.60 | | 20.2.4 | CDC | Recycling | 14.40 | | 20.2.5 | Unity Trust Bank | Service Charge | 18.00 | | 20.2.6 | Ms A Colban | Salary | 652.83 | | 20.2.7 | HMRC | Tax | 163.00 | | 20.2.8 | Ms A Colban | Expenses 18.05 – 14.06.2023 | 38.30 | | 20.2.9 | A Ingram | SMRG Refurbishment | 602.30 | | 20.2.10 | Ginger Signs | Repair to Village Sign Completed | 501.60 | | 20.2.11 | J Wingate/C J Landscaping | SMRG Playground repairs to Tunnell Completed | 4500.00 | |  | **Total** |  | **7,471.58** | |
| **20** | **Requests for Future Agenda Items:** |
| **21** | **Date of Next Meeting**: 13th September 2023 in the Parish Rooms. |

Meeting ended 20.34 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council