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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 11th September 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), & the Clerk. Plus two members of the Public. | | | | |
| **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 T Parsons proposed, and Cllr C Hall seconded, that the Minutes of the meeting held on the 10th July 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** | **TRO** – Cllr Montyn confirmed he will contact Ms Weller of Highways tomorrow & let us know the position as he is not sure whether we need to respond to them or vice a versa. Cllr Montyn confirmed it was not a simple procedure and various legalities, consultation would be involved. | | | | |
| **6.3** | **Footpath Beggars Lane 102** – The Chairman gave a brief resume of the situation, Cllr Harland confirmed we adopted the footpath. Cllr Montyn explained that it will require obtaining an engineer or consultant report to progress the matter, but likely, it will be the responsibility of the residents affected to carry out the work necessary to prevent the flooding occurring. | | | | |
| **6.3** | Cllr Parsons asked Cllr Montyn the best way forward to push the Quiet Lanes proposals for Sidlesham through. Cllr Montyn stated that a TRO would be required, but to ensure as much detail, evidence etc is accumulated and included before making the application. Cllr Montyn then left the meeting. | | | | |
| **7.** | **CDC Councillor Update:** Nothing to report. | | | | |
| **8.** | **Sidlesham Memorial Recreation Ground.** | | | | |
| **8.1** | **Capital Expenditure**  Mr Robson confirmed the SCA held a strategic meeting setting out their vision for the future. Two points arose in that Sidlesham has a large elderly ratio of parishioners and the parish does not really cater for young people. However, plans are moving forward with Infinity and the School. The Chairman requested a copy of the Agreement once formalised and printed.  Mr Robson apologised that we only had the accounts for July as their books are with the Auditor and no queries were raised. Mr Robson stated that in terms of bookings for the Hall, there were 37 committed days over the next two months and congratulations were passed on by the Parish Council. | | | | |
| **8.2** | **Floodlights** – The Chairman confirmed the work had been carried out and the lighting has been FA standard tested, which passed. Moving forward to look into replacing all the lights with LED as it does make a considerable saving. The Chairman informed Councillors that Mr M Nicholls of Ferry Farm had told him that electrical works would now be agreeable projects for the Ferry Farm Grants and we would look into this in conjunction with SCA. | | | | |
| **8.3** | **Agreement between SCA & Infinity Football Club.** Mr Robson reported that with the help of Cllr Parsons, a legally binding agreement has been signed with Infinity with all parties happy with the outcome. Mr Robson reported that an overhaul of hiring charges has been reviewed and where necessary, increases have been made in line with other facilities in the area. | | | | |
| **8.4** | **Football Income** – from August 2023 to May 2024 amounted to £6,297.77. | | | | |
| **8.5** | **Outside Toilet –** After discussion it was agreed that use of the outside toilet would be by request when the snack bar and hall are open and during football matches. At all other times it will remain locked to prevent the potential for vandalism. | | | | |
| **9.** | **Sidlesham Memorial Recreation Playground** – Nothing to report. | | | | |
| **10.** | **Neighbourhood Plan** – Cllr Wade reported that after a meeting with Cllrs Guest and Parsons the document was reviewed, reduced and items removed that were felt not applicable. The Clerk then transferred it into a working document. Cllr Wade stated that on reviewing the new NPPF there are some pertinent changes required. However, moving forward after a further meeting he is hoping to be able to present the document to the Parish Council for review in October. If the Parish Council are happy with it, to send as a working document to CDC for their approval. Following that holding a public consultation and finally looking to publication. Cllr Monnington passed on her thanks for all the hard work. | | | | |
| **11.** | **Green Lanes/Greenways** – Cllr Parsons gave a brief resume of the proposals for a small area of the Parish should be identified with 20 mph speed limits to protect pedestrians, cyclists and horse riders. This area is particularly hazardous as there are no pavements and the roads are narrow. It comprises the turn west onto Lockgate Road from the B2145, turning left (east) onto Highleigh Road at the junction with Mapsons Lane and Highleigh Road. Turning left (northeast) into Rotten Row and following Rotten Row to its junction with the B2145 opposite the Anchor pub. Fletchers Lane (private road) and Boxham Lane would also be 20 mph.  Cllr Wade confirmed support for traffic calming but felt it did not extend far enough and should include the northern section of Highleigh Road. Cllr Parsons stated she had included this but was advised to try for a smaller area first.  Cllr Tull raised queries regarding policing as unlikely to occur and therefore pointless to pursue. Cllr Tull also raised issues of time scales. Cllr Parsons stated that cyclists, horse riders etc will be encouraged to use camaras to record any incidents, which when reported with the evidence to the Police, prosecution follows.  After further discussion it was agreed that Cllr Parsons will take the lead on putting together the information necessary to apply for a TRO and to include Highleigh Road up to Keynor Lane. It was also agreed to ask that the item in the Parish Magazine for STAG be removed. | | | | |
| **12.** | **Proposed reforms to the National Planning Policy Framework and Housing Changes Consultation** – Cllr Wade confirmed that he was working through it and would send it around for Councillor approval on Tuesday next week and their responses by Thursday. Once confirmation received the Clerk will complete and send off prior to the deadline of the 24th September. | | | | |
| **13.** | **Domain Changes to .Gov.Uk Address** – The Clerk reported that the domain has been registered and that it had been planned to launch officially at the October meeting to enable her to do the necessary checks that it is working correctly and inform all contacts of the changes. However, unfortunately, the new email address has gone live, and the Clerk is in the process of sorting out with our IT provider a means to informing all contacts. The Website has not been finalised yet, but the plan is to proceed with the October official launch. | | | | |
| **14.** | **Ratification of Health & Safety Policy, GDPR Policy, Equality & Diversity Policy & Grievance Policy** – Cllr Wade proposed acceptance of the Policies, seconded by Cllr Mellodey and agreed by all. The Chairman asked if Councillors would like a file containing paper copies of the policies, but it was unanimously agreed no. | | | | |
| **15.** | **Cyber Insurance** – The Chairman reported seeking the advice of a specialist in this field who stated that in his opinion we did not require the extra insurance. Cllr Wade stated that unfortunately, it’s a fact of life that a determined “hacker” will always be slightly ahead of the defence!  Its therefore a matter of assessing any Risk. Cllr Wade briefly laid out the current situation, supporting the Chairman. The Clerk confirmed that both our IT and Website providers were fully insured in this respect, and it was therefore agreed by all that we would not need the extra insurance cover. The Clerk was asked to email everyone confirming that any information they receive from her is not to be forwarded to anyone else. This is included in our GDPR Policy. | | | | |
| **16.** | **Fingerposts** – The Clerk confirmed that 5 of our fingerposts have been completed to a very high standard. One was missed out and will be completed in due course and the last one Cllr Wade confirmed he needed to collect the pieces to pass to our contractor to complete. | | | | |
| **17.** | **Correspondence Received** – None | | | | |
| **18.** | **Matters of Urgent Public Importance –** None | | | | |
| **19.** | **Schedule of Receipts/Payments** – Cllr Harland informed the Parish Council that we had received a request to carry out a half yearly audit by our external auditor. Cllr Harland stated that he would continue to complete the half yearly accounts, but this was more about checking the processes and procedures rather than figures. After discussion it was agreed to proceed this year with the external auditor carrying out a half yearly audit. | | | | |
| **19.** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - Cllr Harland proposed and Cllr Guest seconded the summary of income and expenditure at 19.1.1 to 19.2.19 be accepted. All agreed. Balance of Unity Accounts as of the 31st August 2024 was (£8,530.80) which includes saving accounts. | | | | |
| **19.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 19.1.1 | Unity Trust Bank | Interest on Reserve Account | 84.73 | | 19.1.2 | Unity Trust Bank | Interest on Moving Equipment Fund | 27.97 | | 19.1.3 | Unity Trust Bank | Interest on Playground Fund | 22.64 | | 19.1.4 | Unity Trust Bank | Interest on SMRG Maintenance Fund | 131.05 | | 19.1.5 | SCA\* | Payment for 4 Tins of Line Marking Paint from VFM & Grassline | 139.15 | | **Total** |  |  | **400.54** | | | | | |
| **19.2** | **Schedule of Account for Payment** | | | | |
| Ref | | Who | What | Amount  £ | | |
| 19.2.1 | | RKEC Ltd | SMRG Floodlights | 5,190.00 | | |
| 19.2.2 | | HMRC | Overpayment of VAT | 2,706.58 | | |
| 19.2.3 | | M H Kennedy & Son Ltd | Grass Cutting – Paddock Straight for June | 340.80 | | |
| 19.2.4 | | HMRC | Clerk’s Tax/NI | 120.28 | | |
| 19.2.5 | | Ms A Colban | Salary for July | 1,148.68 | | |
| 19.2.6 | | Ms A Colban | Expenses 11 June to 10 July 2024 | 44.48 | | |
| 19.2.7 | | CDC | Emptying of Recycling/Waste Bins SMRG | 58.50 | | |
| 19.2.8 | | Chris Milford | Repairs to Zip Line SMRG Playground | 225.00 | | |
| 19.2.9 | | ICO | Data Protection Renewal Fee | 40.00 | | |
| 19.2.10 | | Harvey Collins | Village Grass Cutting including the verge by Highleigh Pound for safety of the junction/Beggars Lane. | 1,260.00 | | |
| 19.2.11 | | VFM & Grassline | 4 Tins of Grassline Paint for Line Marking (SMRG) | 139.15 | | |
| 19.2.12 | | M H Kennedy & Son Ltd | Grass Cutting Paddock Straight x 2 July | 340.80 | | |
| 19.2.13 | | SCA | Grass Cutting SMRG | 475.00 | | |
| 19.2.14 | | CDC | SMRG Litter & Recycling Bins | 58.50 | | |
| 19.2.15 | | HMRC | Clerk’s Tax/NI | 77.65 | | |
| 19.2.16 | | Ms A Colban | Clerk’s Salary August | 1,075.24 | | |
| 19.2.17 | | Ms A Colban | Expenses 11 July to 14 August 2024 | 20.80 | | |
| 19.2.18 | | Scanstation | 1 x Black & 1 x Colour Ink Cartridges | 26.00 | | |
| 19.2.19 | | Chris Milford | Refurbishment of 5 Fingerposts | 925.00 | | |
| **Total** | |  |  | **14,272.46** | | |
| **21.** | **Requests for Future Agenda Items:** -  Cllr Monnington - Ditches and Hedges in the Parish.  Cllr Guest – Clearance of Drains.  Cllr Wade – Emergency/Resilience Plan.  Cllr Hall – Anchor Bus Stop – Seat Loose in the shelter. Clerk to contact our handyman & suggest check all bus stops for possible maintenance.  Cllr Parsons – SCA agreement with SPC. | | | | |
| **23.** | **Date of Next Meeting**: 9th October at 7.30pm in the Parish Rooms. | | | | |

Meeting ended 21.16

Alison Colban, Parish Clerk, Sidlesham Parish Council