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| **SIDLESHAM PARISH COUNCIL**  **Draft Minutes of Parish Council Meeting**  **Held on Wednesday 13th September 2023**  **The Parish Rooms, Church Farm Lane** | |
| **Present:** Cllr M Mellodey (Chairman), Cllrs D Guest, C Hall, M Monnington, L Ramm, T Tull, N Wade, Cllr P Montyn, (WSCC), V Weller (CDC), Mr R Ryder (SCA), the Clerk | |
| **1.** | **Welcome & Apologies for Absence** Cllr A Harland, Cllr D Johnson (CDC) V Weller (CDC) who had to leave as the meeting started, but before she left, the Chairman warmly welcomed her to the Parish. |
| **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 N Wade proposed, and Cllr D Guest seconded, that the Minutes of the meeting held on the 12th July 2023 be approved and signed. All agreed. |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **6.** | **CDC Councillor Update** – Nothing to report. |
| **7.** | **WSCC Councillor Update** (Cllr P Montyn) |
|  | Cllr Montyn reported that the School Safety Zone had been completed and felt that a thank you should be sent to the Contractors for completing sooner than expected. Cllr Montyn also stated that due to RACC concrete problems all schools are being inspected, however, he assured us that Sidlesham Primary School is safe along with 114 other maintained schools under their jurisdiction.  Cllr Montyn also noted that Anchor Bend had been completely mowed which has greatly aided visibility for road users and hopes it will be maintained.  The Chairman asked if there had been any news regarding the Road Strategy. Cllr Montyn confirmed it had all gone quiet but will be chasing the matter. Further discussion ensued regarding the problems with the local roads leading to the A27 being gridlocked, especially after an incident on one of them which leads to its closure. Cllr Montyn confirmed that he was fully aware of the situation and in total support.  Cllr Wade informed the Parish Council that he had completed the Community Traffic Plan and sent it off, but has heard nothing further as received no confirmation of it being sent etc. Cllr Montyn confirmed he will investigate this matter and reply to Cllr Wade.  The Chairman also confirmed that he had written a letter to our MP, regarding road issues, but has not received a response yet.  Cllr Montyn stated no new update on the sewage works except that they are being carried out on Summer Lane, but he will chase the position. The extension of the tanks in Sidlehsham is still planned for next year. Cllr Montyn then gave his apologies and left. |
| **8.** | **Sidlesham Memorial Recreation Ground.** |
| **8.1** | **Capital Expenditure** – The Chairman thanked Mr Ryder on behalf of the Parish Council to Mr Ryder for the Visit in August to the Hall and confirmed that a lot of good progress has been completed. Mr Ryder gave a brief resume of the current capital expenditure and discussed problems that have occurred for example with the electrics which has cost more than projected and further issues have arisen needing the contractor to return to replace/repair lighting under guarantee. The Chairman also stated he had written to the same contractor to repair/replace work carried out and since broken.  Confirmed work is presently ongoing in the kitchen to enable future bookings such as a wedding could be carried out. Cllr Tull raised queries regarding admin costs, which she felt was quite high but looking where they could perhaps help with their costs. Mr Ryder explained that involved applications for insurance, licences etc. Mr Ryder confirmed that they are keeping their heads above water. The biggest expense has been applying for the Premises License because of what it involves and applying for a temporary licence for the opening night on the 29 September of the Villagers Bar 7 – 7.30pm. Mr Ryder confirmed the need to get bookings for the Hall in the future. There is another event on the 30 September between 10 and 12 pm.  The Chairman spoke about Absolute Sport and Chichester Girls FC using the pitches at the weekend. Cllr Monnington requested that there is a need for men in the choir and all would be welcome on a Monday evening at 7pm  Discussion ensued regarding costs charged for football use of floodlights etc. The Chairman responded that presently we charge £12.50 per hour for floodlights and £10.00 for showers used (separate meter). However, the floodlight cost needs to be raised to cover the increase in electricity charges and awaiting confirmation of that from Mr Robson. Mr Ryder confirmed they have a separate meter reading. The Chairman explained that problems had arisen last week when installing the replacement bulbs and due to this are in discussion with Infinity about obtaining funding from grants etc to replace them all with LED bulbs. The cost for each tower is unknown and will be investigated. Cllr Hall suggested applying to Ferry Farm Grants and was agreed to try. The Chairman stated they will be talking to the Football Foundation and would seek to replace the floodlights one by one as it was felt it would be too costly to replace all at the same time. Mr Ryder explained that Infinity takes the profits from the Bar when they use it, but the SCA take the profits at other times. Infinity buys the stock and SCA pay them for their use of it and they have a system in place which allows notification of usage.  Cllr Hall remarked that Mr Ryder, Mr Hoskins, herself and Mr M Robson all helped to lay the new flooring in the snack bar and adjacent storeroom which make it all look much better and just needs a coat of paint now.  The matter regarding the cost of the new oven was raised and it was confirmed that it fell under the original capital expenditure and therefore it was agreed to pay half the costs. However, Cllr Monnington stated that correspondence received from Mr Blackford regarding payment of costs incurred was not acceptable and Mr Blackford should be made aware of this. The Chairman agreed. |
| **8.2** | **Agreement with the Football Clubs & Bar Licensing** – The Chairman confirmed this had been covered in the above discussions. |
| **8.3** | **Utilities** – The Chairman confirmed waiting for Mr N Robson who is on holiday to come back to us with this. |
| **8.4** | **Coronation Bench Plaque** – Cllr Hall confirmed the plaque is in place and looks very good.  Mr Ryder asked if there was nothing else, he would like to leave. Confirmed nothing else and thanked him for his time. |
| **8.5** | **Launch of Coronation Living Heritage Fund** – this is a bid for fruit trees. After discussion it was agreed not to pursue this for the time being. |
| **8.6** | **Grass Cutting in the Orchard –** The Chairman confirmed a new quote received for this from Mr Norbury and looked very promising. After discussion it was agreed to proceed with Mr Norbury. |
| **9.** | **Neighbourhood Plan/Local Plan** |
|  | Cllr Wade confirmed he had been in contact with Nicola Timney and there are presently two versions, a working document which is very wordy, unformatted etc and a second colourful booklet which is also not completed. Since March 2022 there have been at least 3 edits, but neither is suitable for presentation to CDC. Cllr Wade confirmed that he had viewed other Neighbourhood Plans which are simpler and professional. Ours needs a huge edit but there is no working group to assist. Cllr Wade proposed attempting to meet up with Mr Ryder, Ms Timmey, who he believes has not really been given the right information to proceed further and has received a list of questions regarding it, and Paul Bedford to thrash this out. Further discussion ensued and it was agreed that Cllr Wade would set up a meeting with the above people soon, report back at the next meeting and if a working party needs to be arranged it will be organised then.  Cllr Wade did raise the question as to whether there is the need for it. This engendered further discussion as to whether it should be more of a statement than a plan and why we should have one. The Chairman felt that we should proceed with the Plan as so much time and cost has been incurred thus far and to have something to present to CDC. It was agreed for Cllr Wade to have the meeting and the outcome will be discussed at the next meeting and next steps.  Cllr Wade asked whether anyone had read the document and the consensus was no. Cllr Wade was asked to circulate both documents in readiness for the next meeting. |
| **10.** | **Assets & Amenities Register**  Cllr Ramm confirmed that he has not moved forward with this due to other commitments but confirmed it will be completed for the next meeting. |
| **11.** | **Website**  The Clerk confirmed the Website was now up and running and a link was sent to everyone. The Clerk confirmed it is live and if anyone has any queries or would like to see any changes to contact her so that it can be dealt with. There are still some things to be added for exampled the Neighbourhood Plan, SCA link when that is available. The Clerk also requested if anyone had any photographs to let her have these so that they can be uploaded. Cllr Wade stated that he had asked for the Clerk to set up something to show how many people view the website and she confirmed that it was in hand and sorting it out. The Clerk confirmed the link had been sent to the Parish Magazines. |
| **12.** | **Highways** |
|  | The Chairman confirmed this matter had been dealt with above and asked Cllr Wade if there was anything to add. Cllr Wade confirmed that there was still some work to be completed around the School Safety Plan, such as road painting which will e completed in the Autumn half term.  Cllr Parsons asked that she be included in assisting Cllr Wade with the Community Traffic Plan due to her involvement with horses/bridle paths and the safety of riders using the roads. Cllr Wade confirmed presently focused on two issues, although he has a list of other matters to be included at a later date. |
| **13/14.** | **GLaM/MPP** – The Chairman asked to put these two matters together. Regarding the letter from the MPP asking for funding, the Chairmen felt that in previous years their emphasis has been on Selsey and therefore our contribution was not the amount they were requesting. GLaM is more involved with the cycle/pathway routes and SWISH comes under this umbrella of MPP as well. The Chairmen felt that with a new Chairman, Joan Foster and our new representative Cllr Parsons, this could change with more response to Sidlesham’s needs and other parishes along the coast. Cllr Parsons stated that following two meetings with Ms Foster she felt there was a definite interest in all local parishes rather than just one. Therefore, the Chairman recommended the Parish Council pay £200 towards funding this year, but to review the position next year which was agreed by all. Cllr Hall asked about the two forthcoming GLaM meetings and the Chairman confirmed one was about the footpaths and the second was concerning the Greenway Cycle Route between Selsey and Chichester and how it could be routed through Sidlesham. |
| **15.** | **Village Notice Boards/Boxes** – Cllr Hall raised concerns about the quote from Mr Ingram and after discussion it was agreed to obtain further quotes. Cllr Monnington and the Chairman have possible contacts and will forward these to the Clerk. |
| **16.** | **Emergency Plans**  It was agreed these need updating and the Sidlesham Emergency Plan, Sidlesham Flood Resilience Plan and the Winter Plan should be amalgamated together. The Clerk was asked to send out the present emergency plan and Councillors were asked to look at it and make comments accordingly. |
| **17.** | **Councillor Training**  Confirmed booked for the 3 October at 6.30pm in the Parish Rooms. |
| **18.** | **Matters of Urgent Public Importance –** None. |
| **19.** | **Schedule of Account for Receipts Including Monies refunded from SCA\***  Cllr Wade proposed, and Cllr Monnington seconded the summary of income and expenditure at 19.1.1 through to 19.2.18 be accepted. All agreed. Balance of Unity Account as of the 13th September £17,546.95. |
| **19.1** | **Income**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 19.1.1 | HMRC | VAT Return Paid Twice | 5,129.32 | | 19.1.2 | SCA | Half Costs for Refurb/A Ingram/Piers Coma | 320.00 | | 19.1.3 | SCA | Refund of Invoices for Business Stream/Farrell Property/VFM | 311.07 | | **Total** |  |  | **5,760.39** | |
| **19.2** | **Schedule of Account for Payment**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount £** | | 19.2.1 | M H Kennedy | Grass Cutting Paddock | 321.60 | | 19.2.2 | Martin Mellodey | Keys | 9.00 | | 19.2.3 | A Ingram | SMRG Refurb Electrical/Carpentry | 120.00 | | 19.2.4 | Piers Coma | SMRG Refurb Plumbing | 520.00 | | 19.2.5 | H D Collins | Grass Cutting Village | 878.40 | | 19.2.6 | Scanstation | Black Ink Cartridges/New Mouse | 41.95 | | 19.2.7 | CDC | SMRG Recycling | 14.40 | | 19.2.8 | Business Stream | SMRG Wastewater | 56.17 | | 19.2.9 | Felicity Fields | Internal Auditor | 100.00 | | 19.2.10 | Scanstation | Colour Ink Cartridge | 13.00 | | 19.2.11 | A Colban | Salary | 728.00 | | 19.2.12 | HMRC | Income Tax | 182.00 | | 19.2.13 | A Colban | Expenses 15 June to 12 July | 50.00 | | 19.2.14 | Information Commissioner | Data Protection Renewal Fee | 40.00 | | 19.2.15 | Farrell Property Maintenance | Repair to Goal Posts | 150.00 | | 19.2.16 | VFM | Grassline Paint for Pitches | 104.36 | | 19.2.17 | Martin Mellody | SMRG 4 Corner Poles & Flags | 35.90 | | 19.2.18 | Martin Mellody | SMRG Various (Line Paint/Keys) | 52.35 | |  | **Total** |  | **3,417.67** | |
| **20.** | **Policies**  The Complaints Procedure was agreed by all and can be placed on the Website. |
| **21.** | **Requests for Future Agenda Items**  The Chairman confirmed that grass cutting will be discussed at the next meeting and asked the Clerk to send round a list of the areas presently being cut by Mr Collins.  Cllr Monnington asked that the AGM be placed on the Agenda in January for discussion as to how we can get more people involved. A leaflet drop was suggested moving forward and Cllr Tull was asked to find out the cost of producing a leaflet. |
| **22.** | **Date of Next Meeting**: 11th October 2023 in the Parish Rooms. |

Meeting ended 21.51 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council