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| **SIDLESHAM PARISH COUNCIL**  **Minutes of Parish Council Meeting**  **Held on Wednesday 13th November 2024 @ 7.30 pm**  **The Parish Rooms, Church Farm Lane** | | | | |
| **Present:** Cllr N Wade (Vice Chairman), Cllrs A Harland, D Guest, C Hall, M Monnington, T Parsons, T Tull, Cllr D Johnson (CDC), Mr N Robson (Treasurer to SCA), the Clerk and three members of the Public. | | | | |
| **1.** | **Welcome & Apologies for Absence** – Cllr P Montyn (WSCC), Cllr M Mellodey (Chairman) & Cllr V Weller (CDC). Cllr Wade as Vice Chairman chaired this meeting. | | | | |
| **2.** | **Declaration by Councillors of Personal Interests of Items on this Agenda** - None | | | | |
| **3.** | **Questions from the Public.** (Except Subjects on the Agenda) - None | | | | |
| **4.** | **Minutes of the last Council Meeting.** | | | | |
| **4.1** | Cllr T Parsons proposed, and Cllr T Tull seconded, that the Minutes of the meeting held on the 9th October 2024 be approved and signed. All agreed. | | | | |
| **5.** | **Matters arising from the above minutes not dealt with in separate items below** | | | | |
| **5.1** | Correction of accounts in Minutes dated the 8 May 2024. 21.2.2 stated £19.94 but should have been £17.94 and 21.2.7 stated £267.00 and should have been £276.00.  Also, Minutes dated June 2024, 20.2.12 Insurance read £3,000 and should have been £1,109.16. Cllr Harland explained these were errors picked up during his audit. All agreed to the amendments. | | | | |
| **6.** | **WSCC Councillor Update:** (Cllr P Montyn) | | | | |
| **6.1** | **TRO** – Cllr Wade reported having received an email from Mr King (WSCC Highways) stating that our application has sufficiently passed the TRO Moderation, and the next steps are for a detailed design to be carried out determining the exact locations for the speed limit terminal signs and repeater signage. As well as this, WSCC will be requesting support from Sussex Police. Once this support has been gained, they will notify the TRO Team to begin the Public Consultation. Mr King will be in touch in due course with regards to all the above, especially the design of the scheme. | | | | |
| **6.2** | **EV Charging Points** – It was noted the PC received notification of a consultation to site EV charging points on Manhood Land even after submitting the SMRG would be more suitable. The Clerk contacted Cllr Montyn in respect of this and he stated that the EV point delivery company and WSCC prefer sites to be located on public, i.e. Highways, land. Anywhere else involves a complicated agreement with the relevant landowner or lessee ensuring long term availability and security of tenure. However, Cllr Montyn passed on a person to contact in respect of this. This will be followed up. | | | | |
| **7.** | **CDC Councillor Update:** | | | | |
| **7.1** | **Local Plan** – Cllr Johnson reported that the LP is no further forward at this stage and the likelihood is it will be delayed until the Spring or early Summer next year; completion depending on any tweaking required or changes to be in line with the NPPF. | | | | |
| **7.2** | Cllr Johnson was asked what impact the A27 Chichester Bypass Mitigation Supplementary Planning Document (SPD) would have on the area. Cllr Johnson stated there were very strong issues regarding the usage of S106 monies being used for these proposals and A27 upkeep, but the main mitigating factor is flooding against extending in this area. The road infrastructure is a secondary mitigating factor, but it is possible to upgrade the B roads although very difficult. Cllr Wade asked about the content of the letter sent to the Secretary of State and Cllr Johnson confirmed it was along the lines of above. | | | | |
| **8.** | **Sidlesham Memorial Recreation Ground.** | | | | |
| **8.1** | **Business Update (P & L + Forecast)** - Mr Robson gave his report confirming that they were not too worried about the deficit as the SCA was still waiting for invoices to be paid. Mr Robson also stated that he was disappointed it appeared some people in a position of trust were abusing the privilege by helping themselves to items without payment. This is being addressed by both Infinity FC and the SCA.  Mr Robson raised a concern by SCA about the future regarding a possible rental charge to SPC. Cllr Wade reported that this was a discussion to be carried out between the SCA & SPC in view of updating the MOU Agreement that is due for renewal next November. Cllr Wade confirmed that SPC were very supportive of the SCA and stressed the importance of continuing to work closer together for the best for all parties in the future.  Mr Robson also reported increased expense due to the maintenance of the building, such as the guttering. Cllr Wade requested that “due process” needed to be followed and any planned expense should be discussed with the SPC first, with quotes before the work is completed so that any costs attributable to SPC are not a fait accompli.  It was suggested that there should be more support from SPC attending the next SCA strategic meeting where future plans would be discussed. It was agreed that SPC was already represented through Cllr Hall, however, Cllr Wade concurred that further discussion would be needed between at least the Chairmen of both parties to take forward a joint Action Plan for the future of the SMRG and Hall.  Mr Robson reported completing the forms necessary to obtain a Council rates rebate. This is an annual request which Cllr Johnson confirmed as the SCA were a Chairty they automatically received an 80% reduction and the remaining 20% had to be applied for giving good reasons as to why they should be deemed eligible, such as showing that any profit is ploughed back for the benefit of the community. Cllr Johnson confirmed that she could see no reason why the same basis of last year would not be applicable this year.  Mr Robson confirmed a new Trustee Mr T Edwards had joined the SCA. | | | | |
| **9.2** | **Action Grid** – Cllr Wade agreed with Mr Robson to discuss further outside of this meeting and then report back. | | | | |
| **9.3** | **Trees** – the Clerk reported that on his return from holiday, the Chairman will be having a meeting with Mr Devonshire to discuss the issue. In the interim the Clerk stated she was arranging meetings with tree specialists and the Chairman. Once quotes have been received a decision will be made and the work will be carried out. | | | | |
| **10.** | **Sidlesham Memorial Recreation Playground** | | | | |
| **10.1** | Rota & Safety Checks – Cllr Wade stated that Councillors will have noted from the annual inspection report there were no critical pick-up points but there were several minor recommendations, all falling under the lack of regular maintenance.  Cllr Wade suggested this highlighted the requirement for consistent inspections, not only to meet our insurance obligations, but to also ensure the playground maintenance is conducted on a timely and rolling basis, rather than leaving matters to the end of the year.  Cllr Wade stated that Cllr Hall raised the need for volunteers to conduct inspections at the last meeting and she is continuing the search. The Chairman also has someone in mind who they will contact when back from holiday. Additionally, the Clerk is contacting prospective local handyman to see if they might quote for inspections and making good any repairs. Update in January. | | | | |
| **10.2** | Annual Inspection – Covered above. | | | | |
| **11.** | **NPPF/Neighbourhood Plan**  Cllr Wade informed the PC that Cllrs Parsons and Guest (also aided by the Clerk) are continuing to progress with the NP. He stated that they believed for the NP to be accepted by CDC prior to the Consultation phase more work needs to be done by engaging with the community and recording their input. To that end, Cllr Guest and the Clerk are putting together a short, simple questionnaire to include an explanation as to what the NP is and its aims, which will be distributed shortly. Cllr Wade stated they were focussing on cutting down the verbiage in the original draft notes; tightening up and substantiating the Policies with references and background; and trying to ensure our NP is aligned with the CDC Local Plan (LP) and National Planning Policy Framework (NPPF). He also stated it would be important to include the lessons learned from Melita Nurseries and attempt to ensure no further misuse of land within the Parish. In this respect they will be working with CDC, as well as consulting more widely to establish how other LSA areas have tried to deal with similar challenges. Cllr Wade also stated that whilst Cllrs Guest, Parsons and himself were continuing to edit and produce the NP themselves they might need to seek professional help in the future. Cllr Johnson suggested contacting Ms V Mckay at CDC. Once the document is ready, a consultation with parishioners will be organised. | | | | |
| **12.** | **Forum of Local Businesses**  Cllr Wade stated as mentioned in the last Item, that to produce a credible and focussed NP there is a need to engage more with the local community and one important area to include in the NP is Local Business and business development. At the last meeting SPC had agreed we should facilitate a forum where local businesses could come together, see how they might be able to help one another and provide their input to what they would want to see in the NP. He stated that this would need to be carried out sooner rather than later, and certainly before the NP is submitted to CDC. Cllr Wade asked Cllr Monnington if she would be the lead for organising this event and stated that he had informally recruited a younger member of the Parish who had recently launched a start-up business who may be able to help her. Cllr Monnington agreed to organise this event but stated that it will take time to put it together properly. Cllr Monnington will investigate and provide a report/update for the next meeting. | | | | |
| **13.** | **Ratification of Social Media Policy** – Cllr Wade proposed that this Policy be ratified and all agreed. | | | | |
| **14.** | **Emergency/Resilience Plan**  The Clerk confirmed that the Chairman and herself met and after investigation chose a new plan format that was circulated. At this stage they needed agreement to its format and then the information will be entered and hopefully put before the PC at the next meeting. It was agreed it should be kept short and precise. All agreed and the Cllr Wade asked if anyone else would be able to assist. Cllr Tull offered assistance to proofread. | | | | |
| **15.** | **Correspondence Received**  Email from Parishioner raising concerns to the back of Manhood Lane. Cllr Wade confirmed visiting the location and he had seen the area where it appeared vehicles were being taken apart and rebuilt, perhaps as part of an informal business. He had also noted car parts and other “scrap” left near to an area of open grass land where children play. This was felt to be a hazard and he and the Clerk would be contacting Hyde Housing Association to make them aware of what may be considered antisocial behaviour and objects which could be dangerous to children. Cllr Johnson said she would provide us with an email address at Hyde to assist. The clerk is to reply to the email as above.  Letter CDC with notification of CIL payment. Cllr Wade noted that SPC received £2,530 in CIL from CDC. This was in part payment for the builds at 3 & 4 Melita (£14,937) and 14 Chalk Lane (£1,934). Cllr Wade asked for clarification as to where CIL applies and how it is apportioned. Cllr Tull confirmed the Community Infrastructure Levy (the ‘levy’) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area. Cllr Johnson did say that one of the benefits of having an NP is that SPC would receive a higher percentage of CIL. It was agreed to discuss what it will be used for at the next meeting. (Post Meeting Note: Full details of the CIL and how it can be applied can be found at [www.gov.uk/guidance/community-infrastructure-levy](http://www.gov.uk/guidance/community-infrastructure-levy)) | | | | |
| **16.** | **Matters of Urgent Public Importance –** None | | | | |
| **17.** | **Schedule of Receipts/Payments**  **Half Yearly** Audit – Cllr Wade confirmed that the half yearly audit carried out by Mulberry Local Authority had only found some minor admin errors which the Clerk is already addressing. Cllr Harland reported that he had audited the accounts which balanced only picking up the couple of typing mistakes listed above.  **Proposed Budget for 205/26** – Cllr Harland confirmed a meeting of the Finance Working Party, and they had agreed on the proposed Budget as circulated. There is a percentage rise of 3.75%. Cllr Harland proposed that the Budget be agreed and seconded by Cllr Wade. All agreed.  Cllr Harland proposed, and Cllr Tull seconded the summary of income and expenditure at 17.1.1 to 17.2.13 be accepted. All agreed.  Balance of Unity Accounts as of the 31st October 2024 was £31,042.22 including reserve accounts. | | | | |
| **17.1** | **Schedule of Account for Receipts Including Monies refunded from SCA\*** - | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Who** | **What** | **Amount**  **£** | | 17.1.1 | CDC | CIL | 2,530.76 | | 17.1.2 | SCA\* | Payment for Nick Merritt – Mole Control | 200.00 | | **Total** |  |  | **3,069.15** | | | | | |
| **17.2** | **Schedule of Account for Payment** | | | | |
| Ref | | Who | What | Amount  £ | | |
| 17.2.1 | | Unity Bank | Bank Charges | 3.30 | | |
| 17.2.2 | | Nick Merritt | SMRG Mole Control | 200.00 | | |
| 17.2.3 | | Harvey Collins | Grass Cutting – Village Maintenance | 140.40 | | |
| 17.2.4 | | Chris Milford | Anchor Bus Stop Shelter | 175.00 | | |
| 17.2.5 | | CDC | Emptying of Recycling/Waste Bins SMRG | 58.50 | | |
| 17.2.6 | | HMRC | Clerk’s Tax & NI | 148.71 | | |
| 17.2.7 | | Ms A Colban | Clerk’s Salary | 1,197.64 | | |
| 17.2.8 | | Ms A Colban | Clerk’s Expenses 12/9 – 09/10 | 51.00 | | |
| 17.2.9 | | Scribe | Renewal of Accounts Package | 417.60 | | |
| 17.2.10 | | Scanstation | Black Ink Cartridges x 2 | 26.00 | | |
| 17.2.11 | | M H Kennedy & Son Ltd | Grass Cutting – Paddock Straight | 170.40 | | |
| 17.2.12 | | Access by Design | Conversion of Website to new Domain & Maintenance | 192.00 | | |
| 17.2.13 | | Mulberry Local Authority | Half Yearly Audit Fee | 288.60 | | |
| **Total** | |  |  | **3,069.15** | | |
| **18.** | **Requests for Future Agenda Items**  Cllr Ramm suggested looking at a meeting with SCA to discuss the long-term plans for the Memorial Hall. (See also 8.1 para. 4) | | | | |
| **21.** | **Date of Next Meeting**: 8th January 2025 in the Parish Rooms. Cllr Monnington gave her apologies. The Vice Chairman asked that she let us have a report in her absence regarding the Business Forum. | | | | |

Meeting ended 20.58 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council