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| **SIDLESHAM PARISH COUNCIL****Draft Minutes of Parish Council Meeting****Held on Wednesday 14th May 2025****The Parish Rooms, Church Farm Lane** |
| **Present:** Cllr M Mellodey (Chairman), Cllrs C Hall, A Harland, M Monnington, T Parsons, L Ramm, Mr R Ryder (Chairman to SCA) & the Clerk. No members of the Public  |
| **1.** | **Election of Chairman** – Cllr T Parsons proposed Cllr M Mellodey as Chairman & Cllr A Harland seconded. All agreed. Cllr M Mellodey accepted. |
| **2.** | **Election of Vice Chairman** – Cllr M Monnington proposed Cllr N Wade, seconded by Cllr A Harland. All Agreed. |
| **3.** | **Apologies for Absence** – Cllrs D Guest, T Tull, N Wade, Cllr D Johnson (CDC) & Cllr P Montyn (WSCC). |
| **4.** | **Declaration by Councillors of Personal Interests of Items on this Agenda** - None |
| **5.** | **Questions from the Public.** (Exempt Subjects on the Agenda). None |
| **6.** | **Election of Members, Representatives & Other Appointments** |
| **6.1** | **Election of Planning Working Party** – Cllr Harland confirmed that Cllr T Tull & himself were happy to stand as Chairman and Vice Chairman. All agreed. |
| **6.2** | **Finance Working Party** – The Chairman & Cllr Harland confirmed they were happy to stand along with Cllr N Wade & Cllr C Hall. All agreed. |
| **6.3** | **Parish Council Accounts Monitor** – Cllr Harland confirmed he was happy to continue in this position. All agreed. |
| **6.4** | **Signatories for Bank Mandate** – It was agreed that the Chairman, Cllr A Harland & Cllr Wade would remain as signatories with Cllr Ramm as Vice to the Clerk. |
| **6.5** | **Assets & Amenities Party** – It was agreed Cllr Hall & Cllr Ramm would continue in this role. All agreed. |
| **6.6** | **Neighbourhood Plan Work Group** – After discussion Cllr Parsons agreed to be the lead for this group with support from Cllr Guest, the Chairman & Cllr N Wade. It was agreed that professional assistance should be sought to write the plan and a meeting arranged for those Parishioners who offered their support from the Questionnaires. It was also agreed to source any grants available. It was reiterated the importance of this document for the future. |
| **6.7** | **Pagham Harbour Local Nature Reserve Working Party** – It was agreed for the Chairman and Cllr M Monnington to contact RSPB to find out the present situation with Pagham Harbour Local Nature Reserve. All agreed. |
| **6.8** | **Membership of WSALC/NALC** – Cllr Guest was nominated to continue in this role and the Clerk confirmed his agreement to do so. All agreed. |
| **6.9** | **Chichester District Association of Local Councils (CDALC) Peninsula Community Forum** – the Chairman confirmed he was happy to continue with this role. All agreed. |
| **6.10** | **Flood & Land Drainage Group** – Cllr M Monnington confirmed she was happy to continue in this role. All agreed. |
| **6.11** | **MPP/SWISH/GLAM** – After discussion it was agreed to split the responsibility between these three areas, Cllr T Parsons confirmed happy to continue with MPP and GLaM and Cllr T Tull was nominated to be responsible for SWISH. All agreed. |
| **7.** | **Minutes of Last Council Meeting.**  |
| **7.1** | Cllr Harland proposed, and Cllr Monnington seconded, that the Minutes of the meeting held on the 9th April 2025 be approved and signed. All agreed. |
| **8.** | **Matters arising from the above minutes not dealt with in separate items below** - None |
| **9.** | **WSCC Councillor Update:**  |
|  | The Clerk reported that the TRO was being made ready for public consultation. Cllr Monnington reported a series of accidents at the junction of Lockgate Road and Mapsons Lane. Cllr Monnington contacted Highways to seek action for the re-painting of the white lines, but was told there is no budget for this. However, the next day two ‘Stop Signs’ were put up. The Clerk will chase this up. |
| **10.** | **CDC Councillor Update:** - The Clerk reported the Local Plan approval is imminent. |
| **11.** | **Sidlesham Memorial Recreation Ground.** |
| **11.1** | Business Report. Mr Ryder informed the PC about a meeting held with Infinity regarding a licence, but it would appear from the documents they provided; to obtain the funding, they would be required to own the land or have a lease. They have requested a letter from the Football Association stating that a licence would be sufficient, but SCA believe this is unlikely along with the funding. Promises have been made, but not carried out to complete the projects Infinity have already started, together with payment of outstanding invoices. Mr Ryder reported that their income amounts to only 9 to 10 percent. The Chairman stated it is up to Infinity to sort this out and felt that requesting a license is not an unusual situation. Mr Ryder stated the SCA would not be happy for Infinity to change their name to include Sidlesham within it for three reasons. Firstly, why do they wish to do this, secondly, they feel that they have worked so hard to move away from the stigma of being just a football club and thirdly, they do not carry out any community involvement.Mr Ryder confirmed that two of their Trustees were presently reviewing the MOU in readiness for a meeting with us. |
| **11.2** | **Ferry Farm Consultation Meeting** – Mr Ryder confirmed that he believed Mr Robson had been in touch with Ferry Farm and forwarded all relevant information that they had requested.  |
| **11.3** | **Floodlights –** The Chairman confirmed the lights had now been replaced with LEDs and asked for ratification for these costs. Cllr M Monnington proposed, and Cllr Ramm seconded for the work to be carried out and the Invoice paid.  |
| **11.4** | **Signage/CCTV** - The Clerk reported that our groundsman now has a body cam in light of the incident last week, which the Chairman gave a brief resume of it. It is a legal requirement to have signage notifying the public of this fact. Cllr Parsons suggested we may have to look at CCTV camaras in the future. Cllr Hall confirmed an incident book is in place to report any issues and Cllr Parsons reiterated the need to report any issues to the Police. The Clerk confirmed contacting Ginger Signs who will send us a quote which she will circulate along with the signage wording when received.  |
| **11.5** | **Car Park** – the Chairman gave a brief resume of what occurred resulting in the car park repairs and beyond being carried out. The apron which had been his request, could not be carried out as it requires ballast laid down before the tarmac. After discussion, it was agreed by all to have the further work carried out, but the Chairman requested dates are supplied first before the work is completed.  |
| **12.** | **Sidlesham Memorial Recreation Playground** |
| **12.1** | **New Signage –** The Clerk proposed that new signage be erected on the playground stating that children under the age of 16 be supervised by an adult. Further discussion ensued and it was agreed that a larger sign be ordered to cover several items and to erect it at the entrance to the car park.  |
| **13.** | **APM Meeting** The Clerk confirmed attendance by the three presenters. Cllr Hall offered to source the nibbles and unfortunately, their seems to have been several areas which have not received the leaflet. Namely, PO20 7PY/7QP/7QG/7RE. The Clerk confirmed she will chase this up. It was suggested the Clerk email all residents with a copy of the leaflet from the Questionnaires & other sources. Cllr Ramm suggested using Mail Chimp.  |
| **14.** | **Bus Shelters** After discussion it was agreed by all for the work to be carried out.  |
| **15.** | **Gypsey & Traveller Sites**The Clerk apologised that a copy of the Minutes from the meeting which was held on the 29th April, had not been circulated. The Chairman gave a summary of the reasoning for collaborating with other parishes in respect of the abuse of legislation by owners of G & T Sites, to collate information and ultimately write letters detailing all the information to our MP’s to work towards changing the legislation. The Clerk was asked to put forward possible dates for the next meeting as soon as possible. |
| **16.** | **Correspondence Received** |
| **16.1** | **Defibrillators** – Following the successful training held last week by Sussex Heart Charity, discussion ensued as to the costs of new batteries, and it was agreed to seek possible grants and for the Clerk to check why the Defibrillator is not registered. It was also proposed by Cllr Hall that a donation be made of £25.00. All agreed. Cllr Ramm asked if any decision had been made regarding the Telephone Box and the Clerk reported that we have forwarded our signed Contract to BT at a cost of £1.00 and CDC have confirmed they are happy for us to adopt it. Once the Contract is finalised, we can look at funding another Defibrillator. |
| **16.2** | **Insurance** – The Clerk explained the new provider proposed by our broker did not cover cyber protection and after research this seems to be the status as per other providers. The quote she has received for cyber protection equates to an extra £410.25. The Clerk pointed out this will take us over budget. It was agreed to obtain the quote for councillors to review and confirmation of payment of the insurance be agreed via email.  |
|  | Discussion as to all councillors having a .gov.uk email address was addressed and the Clerk was asked to seek quotes for its implementation in line with new legislation. |
| **17.** | **Matters of Urgent Public Importance –** None |
| **18.** | **Schedule of Account for Receipts/Payments**  |
| **18.1** | **Ratification of Section 1 of the AGAR–** Cllr Harland confirmed passing the Audit/end of year accounts subject to some minor paperwork adjustments to be addressed. Cllr Harland proposed to accept Section 1 as a true reflection of the Accounts, seconded by Cllr Parson that the accounts as set out in the AGAR be ratified. All agreed. |
| **18.2** | **Ratification of Section 2 of the AGAR** – Cllr Hall proposed to accept Section 2 as a true reflection of the Accounts, seconded by Cllr Monnington that the accounts as set out in the AGAR be ratified. All agreed. |
| **18.3** | **Correction of Previous Minutes from 31st April 2024** – Cllr Harland proposed that the following corrections be ratified from his review of the end of year accounts. Seconded by the Chairman. All agreed.

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| **Minute Ref:** | **Minutes Date** | **Who** | **Error Figure**  | **Correct Figure** |
| 583/21.2.2 | 8.5.2024 | Cllr M Mellodey | £19.94 | £17.94 |
| 583/21.2.7 | 8.5.2024 | Dor to Dor | £267.00 | £276.00 |
| 587/20.2.12 | 12.6.2024 | Clear Insurance Management Ltd | £3000.00 | £1,109.16 |
| 601/19.2.1 | 9.10.204 | M H Kennedy & Son Ltd | £340.80 | £170.40 |
| 609/15.2.1 | 15.1.2025 | Harvey Collins | £10.40 | £140.40 |
| 617/15.1.2 | 12.3.2025 | Ferry Farm Grant | £4,471.97 | £4,452.00  |

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| **18.4** | **Schedule of Accounts for Receipts**

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| Ref | Who | What  | Amount£ |
| 18.4.1 | CDC | Precept | 26,436.00 |
| 18.4.2 | HMRC | VAT Payment | 7,139.59 |
| **Total** |  |  | **33,575.59** |

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| **18.5** | **Schedule of Account for Payment**

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| Ref | Who | What  | Amount£ |
| 18.5.1 | Unity Trust Bank | Bank Charges March | 8.70 |
| 18.5.2 | HMRC | Tax/NI | 202.07 |
| 18.5.3 | WSALC Ltd | Including NALC Subscriptions | 472.72 |
| 18.5.4 | Aragorn Hosting Ltd | Website 12 Months Hosting + SSL on Dedicated Server | 180.00 |
| 18.5.5 | Associated Roadways Ltd | SMRG Repairs to Car Park | 800.00 |
| 18.5.6 | Dor-to-Dor | APM Leaflets | 366.00 |
| 18.5.7 | Ms A Colban | Salary April 2025 | 1,198.33 |
| 18.5.8 | Ms A Colban | Expenses 13.3 to 9.4.2025 | 44.72 |
| 18.5.9 | HMRC | NI | 72.26 |
| 18.5.10 | RKEC Ltd | SMRG Floodlights | 8,250.00 |
| 18.5.11 | CDC | SMRG – Emptying of Bins | 61.30 |
| 18.5.12 | Trojan Timber Products | Repairs to Bus Shelter, South side Selsey Road near Lockgate Road | 202.46 |
| 18.5.13 | Ginger Sings & Graphics | SMRG – Playground Outdoor Gym Sign Refurbishment | 121.14 |
| 18.5.14 | Ginger Signs & Graphics | SMRG – New Changing Room Sign | 96.45 |
| 18.5.15 | Steve Tilbury Consultants | Preparation of Planning Representation in respect of Planning Application 25/00814/FUL | 1,125.00 |
| 18.5.16 | CDC | Contribution for MMP Project Officer | 250.00 |
| 18.5.17 | Scanstation | Black Ink Cartridge | 13.00 |
| 18.5.18 | M French | Body Cam | 49.99 |
|  | **Total** |  | **13,514.14** |

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|  | Cllr A Harland proposed, and Cllr Mellodey seconded the summary of income and expenditure at 18.4.1 to 18.5.18 be accepted. All agreed. |
| **19.** | **Requests for Future Agenda Items:** - to be emailed to the Clerk. |
| **20.** | **Date of Next Meeting**: 11th June 2024 at 7.30pm in the Parish Rooms |

Meeting ended 21.06 pm

Alison Colban, Parish Clerk, Sidlesham Parish Council