West Itchenor Parish Council

Minutes of the Annual Meeting of West Itchenor Parish Council held on Monday 18 May 2015 in Itchenor Memorial Hall.

Present: Mr G Colbourne, Mr J Dunn, Mr C Mead-Briggs, Mr A Spencer (Chairman), Mrs S Taylor, Mrs A Trevelyan, Mr C Watson

In attendance: Mrs C Smith (Clerk), Mr G Barrett, 5 members of the public.

All elected members of the Council had duly completed a Declaration of Office which had been accepted and countersigned by the Clerk.

32/15C Election of a Chairman.

Cllr Spencer was proposed and seconded for the office of Chairman of the Council. **RESOLVED** that Cllr Spencer be elected as Chairman of West Itchenor Parish Council. Cllr Spencer's Declaration of Acceptance of Office as Chairman of West Itchenor Parish Council was duly received.

33/15C Chairman's welcome.

The Chairman welcomed everyone to the meeting expressing his thanks for having been re-elected.

34/15C Questions/comments from members of the public.

Mr Barrett referred to a report from himself and District Councillor Elizabeth Hamilton who had been unable to attend the meeting which had been circulated to Councillors. Mr Barrett will sit of the District Councils Planning Committee, Licencing Committee and Corporate Governance and Audit Committee. He is also a member of the Harbour Conservancy Board and a Trustee of Witterings Youth Centre.
Mrs Hamilton will sit on the Overview and Scrutiny Committee.

The Inspectors Report on the Chichester Local Plan is due shortly. The District Council is hopeful if will be successful and would expect to have the Local Plan adopted during the summer.

Southern Water continue to survey the network locally and have found silting in pipework. Further investigations were due in the dryer weather and these are awaited. Southern Water had stated that there was nothing wrong with system, it was functional and meets local need. However, Southern Water are having to clean out the network every 3 months therefore it would appear not to be fit for purpose. The lack of falls in the pipe network that do not currently exist have been identified and Mr Barratt is focusing on this issue.

The Youth Club having reached the point where WSCC had agreed to lease the building to East Wittering Parish Council had hit a stumbling block. The school were not keen to support the idea. £250,000 had been offered to refurbish the facilities for this project and it was hoped that this funding would not be lost.

Wates has now submitted its Appeal against the latest refusal to grant planning permission on Clappers Lane. It was hoped to get a significant number of individual speakers as possible to attend the hearing. East Wittering and Bracklesham Parish Council was moving its Neighbourhood Plan forward to be in a stronger position at the Appeal.

A meeting to discuss the planning applications for Gypsy & Traveller accommodation in Birdham earlier this evening had been well attended. An initial letter has been

approved but is being sent to Steve Hansford (CDC) to ensure that all the comments are legally correct.
The next Peninsula Forum is being held later in June to accommodate the elections and the District Council will give a presentation on Gypsy and Traveller sites.

In response to the issues with Southern Water it as noted that it was the ingress of ground water that inundated the system and caused problems. Mr Barratt asked for the Council to report any areas of concern to him and he would take them up with David Lowsley (CDC). It was reported that Southern Water had admitted the issues with ingress in Itchenor and had looked carefully at water flows. A number of problem areas had been identified and Southern Water was working on these.

35/15C Apologies for absence.
None.

36/15C Councillors, Register of Members Interests.
Councillors Register of Members interests forms had been duly completed by all Councillors and forwarded to the Clerk. These would now be sent to the Monitoring Officer at the District Council a copies would be placed on the Parish Council website.

37/15C Confirmation of receipt of meeting agendas via email.
The Clerk had received advice that Councillors should confirm in writing their acceptance to receive Agendas via email. Written confirmation was duly received from all Councillors.

38/15C Declarations of Interest.
Cllr Taylor declared an interest in Agenda Item 18 in relation to the planning applications as she had been appointed Cabinet Member for Housing and Planning at Chichester District Council.

39/15C Election of a Vice Chairman.
Cllr Colbourne was proposed and seconded for the office of Vice Chairman of the Council. **RESOLVED** that Cllr Colbourne be elected as Vice Chairman of West Itchenor Parish Council.

40/15C Appointment of the Responsible Financial Officer.
RESOLVED that the Clerk continue as the Responsible Financial Officer for the Parish Council.

41/15C Appointment of Standing and Statutory Committees and their Chairmen.
It was suggested that the arrangements for dealing with the pond and trees and such matters was a bit adhoc and maybe the formation of an Environment Committee could deal with these issues more effectively. After some discussion it was agreed that this committee needed Terms of Reference in which to operate.
RESOLVED that there should be two Standing Committees and that their membership should be as follows:
<u>Planning Committee</u>
Cllr Colbourne, Cllr Trevelyan, Cllr Mead-Briggs and Cllr Dunn.
RESOLVED that the Cllr Spencer and Cllr Watson be nominated as substitute members who could stand in should any member of the Planning Committee be unable to attend a meeting.
Both Cllr Mead-Briggs and Cllr Trevelyan were nominated as Chairman of the Planning Committee. The vote stood at 2 votes each so the Chairman of the Council used his casting vote and Cllr Trevelyan was duly elected as Chairman of the Planning Committee.

A Planning Committee meeting was scheduled for Tuesday 26 May 2015.

Environment Committee

Cllr Colbourne, Cllr Watson and Cllr Dunn would meet with the Clerk to set up Terms of Reference.

42/15C Appointment of Parish Council representatives to outside organisations

RESOLVED that Cllr Mead-Briggs and Cllr Spencer should be the Council's representatives to the Chichester District Association of Local Councils.

RESOLVED that Cllr Trevelyan should be the Council's representative to the Sussex Association of Local Councils.

RESOLVED that Cllr Colbourne and Cllr Spencer should act as the Council's representatives to the Manhood Peninsula Forum.

RESOLVED that Cllr Watson should act as the Council's liaison with the local Police.

43/15C Appointment of a representative to oversee the Parish Council Accounts.

RESOLVED that Cllr Dunn serves as the Council's representative overseeing the accounts.

44/15C Standing Orders, Financial Regulations and other adopted Policies

The Clerk explained that it was necessary for the Parish Council to regularly review the Standing Orders, Financial Regulations and other adopted policies. Details of when the Standing Order, Financial Regulations and other policies had been adopted and reviewed had been circulated to Councillors.

RESOLVED that the Standing Orders, Financial Regulations and other adopted policies continue to be used. Reviews of all policies will be scheduled throughout the year.

45/15C Confirmation of payments made by Direct Debit or Standing order.

Payments currently made by either Direct Debit or Standing Order are as follows:

Direct Debits:	Anvil Mobile (phone)
Standing Orders:	Clerk's salary
	Pension payments

RESOLVED that these payments be continued for the forthcoming year.

46/15C Minutes of the Council meeting held on 16 March 2015

The Chairman called for the approval of the Minutes of the Parish Council meeting on 16 March 2015. The Minutes were **AGREED** and the Chairman duly signed them as being a true record of that meeting.

47/15C Matters Arising from the minutes of 16 March 2015

Min 24/15C

A planning application had been expected for the Northshore site. As no such application had been received the Clerk was asked to establish what the latest position was for the site.

Cllr Watson had recently taken over as Tree Warden. He understood that the Tree Council has gps positioning for every tree with a girth in excess of 28cm. The Clerk was asked to enquire how the Parish Council could get a copy of this information.

48/15C Minutes of the Complaints Committee meeting held on 28 April 2015

The Chairman called for the approval of the Minutes of the Complaints Committee held on 28 April 2015. Cllr Watson who chaired the meeting confirmed that the Minutes were a true record of the meeting and it was **AGREED** that the Minutes be signed by the Chairman.

49/15C Members Reports

49.1 Planning – Cllr Taylor

Since the last Parish Council meeting there had been one Planning meeting. The Planning Committee had objected to changes in fenestration and a balcony at Little Court and had not objected to changes in the roof line at Beech Cottage.

Cllr Taylor reported that she had attended a recent East Wittering and Bracklesham Parish Council meeting where they had decided to pull out of the Western Manhood Consortium.

A query was raised on Old Haven as the application was now well outside of its timescale for determination.

49.2 Planning applications - 15/01287/FUL & 15/01288/FUL (identical applications for two individual families for settled Gypsy accommodation)

It was reported that application 15/01288/FUL was a repeat of an earlier application that had been refused by the District Council. The site was in an area of AONB and the application was refused as the applicant could not demonstrate that the benefits outweighed any harm.

There was an issue that related to a lack of sites for Gypsys and Travellers despite the new transit site at Westhampnet.

The Clerk reported on a similar application that had arisen in Hunston.

There was speculation as to whether the Consortium might be resurrected to deal with these planning applications.

It was agreed that the Planning Committee would review the applications in detail and send in an appropriate response.

49.3 Clappers Lane

A draft letter to the Planning Inspector had been drawn up. A East Wittering and Bracklesham Parish Council had withdrawn from the Consortium it was now up to individual parishes to send in their own comments. It was agreed to wait until the Planning meeting before sending in the Parish Council comments in case any changes may be suggested in light of the Planning Inspectors decision on the Local Plan.

It was suggested that residents should be made aware of local planning applications by email.

49.3 Neighbourhood Plan - Cllr Taylor

With a decision on the Chichester Local Plan due very shortly it was suggested that the Neighbourhood Plan Steering Group be reconvened.

50/15C Internal Auditors report.

The Clerk had also circulated a copy of the Internal Auditors report. Matters brought to the attention of the Council by the Internal Auditor included minuting of the Clerk's pay scale and weekly hours and a review of reserves.

RESOLVED that the Internal Auditors report be accepted.

51/15C Accounts for the Year Ended 31 March 2015 and completion of the Annual Return.

The Clerk had previously circulated copies of the accounts to Councillors for comment. Copies of the Annual Governance Statement (Section 2 of the Annual return) had also been circulated. The Clerk commented on the level of reserves and the need to keep them at a maintainable level.

RESOLVED that the Accounts for the year ending 31 March 2014 be approved.

RESOLVED that the Annual Governance Statement be completed and that the Chairman and the Clerk be authorised to sign the appropriate sections of the Annual Return.

52/15C Website.

A suggestion was put forward that the Parish Council website should become more of an information centre for the village and perhaps publicise activities taking place in the village. A link to the village hall website was also proposed making the Parish Council a central source of information.

Some concerns were expressed about putting too much social information on the website and the amount of time it may take to do this. It was noted that the Parish Council was involved in the welfare of people in the village and that it may not be appropriate to publicise commercial activities.

It was agreed that the Clerk would give a report at the July meeting about what may be appropriate to put on the website and the level of work that may be involved. Details on the number of people viewing the website was also requested.

53/15C Clerks Report.

Agents for the Woodger Trust had written to advise that urgent work on trees near the Pond had taken place just before the Easter bank holiday and an invoice for the work totalling £81.60. It was disappointing to note that the Agents had made no attempt to contact anyone from the Parish Council to discuss the problem. This had been taken up with the Agents. The Agent had also advised that more maintenance work may be required and had suggested an onsite meeting to review the situation.
RESOLVED that the Clerk respond to the Agents stating that it was not possible to pay for the work carried out as it had not been authorised by the Parish Council.

The General Power of Competence is a power that enables local authorities to do anything an individual can do providing it is within the law and providing the authority meets the eligibility criteria. Local Councils must meet the following set criteria for eligibility; two thirds of Councillors must have stood for election and the clerk must be qualified.

RESOLVED that West Itchenor Parish Council has met the eligibility criteria to use the General Power of Competence (Localism Act 2011 sections 1-8) as defined in section 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965).

New Councillor Training had been organised by the Sussex Association of Local Councils in Chichester on 2nd July. All three new Councillors had agreed to attend.

It was noted that the County Council was undertaking a boundary review for its Councillors. Councillors were requested to pass any thoughts onto the Clerk.

A Newsletter was being prepared which included thank yous to the retiring Councillors, welcome to the new Councillors a website update and information on the Neighbourhood Plan.

54/15C Finance.

54.1 <u>Confirmation of the Clerk's pay scale and weekly hours.</u>

The Clerk is currently on the National Joint Council for Local Government Services pay scale 29 and works an average of 11 hours a week.

The Clerk was entitled to an annual review and it was noted that this had not taken place since January 2014.

54.2 <u>Signatories to the bank accounts.</u>

The Council banks with Barclays and two of the four signatories has retired from the Council and therefore two further signatories needed to be agreed.
RESOLVED that Cllr Trevelyan and Cllr Dunn be added to the bank signatories.

54.3 Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £2,914.26 be made. See appendix 1 (May 2015)

54.4 Statement of Accounts
The Statement of Accounts up to 30 April 2015 was **APPROVED.**
See appendix 2 (May 2015).

55/15C Items for referral to the next Council Meeting.
Lease on the pond.

There being no further business the Chairman declared the meeting closed at 9.09 pm

Signed_____ Date_____
Chairman