West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Wednesday 9 September 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

In attendance: Mrs C Smith (Clerk), Mr G Barrett (CDC), 2 Members of public

The meeting commenced at 7pm

73/15C Chairman's Welcome.
The Chairman welcomed everyone to the meeting.

74/15C Questions/comments from members of the public.
None.

75/15C District and County Councillor reports on matters affecting the Parish.
Mr Barrett had previously sent a report on local matters which is appended to these minutes.

Due to non-compliance with previous court orders the District Council is going back to court to try and resolve the issues with the Travellers at Birdham. The situation is complicated by the fact that the plots appear to have changed ownership and the original court action was against individuals. In addition the children of the families have been granted places at Birdham School which is already full.

At the recent Manhood Peninsula Partnership meeting future funding was discussed. The Partnership is currently funded by the Environment Agency, WSCC and CDC. With the completion of the Medmerry realignment programme the Environment Agency may be withdrawing their financial support. To continue the programme of work conducted by the Partnership, funding from the Parishes is sought from April 2016. In support of this request the Vice Chair of the MPP has offered to give a presentation at the December Peninsula Forum as this will give enough time for the Parishes to address the request ahead of their Precept deliberations. The amount sought from West Itchenor Parish Council is £121.20

There was acknowledgement of the recent Surface Water Management Plan summary and Mr Barrett was asked when the full report would be available. This was due shortly and it may be that the District Council would seek support from parishes in respect of ongoing monitoring and maintenance. There would be a need to ensure that riparian owners fulfilled their obligations with regard to ditch clearance was well.

Mr Barrett was asked for assistance with regard to the planning application for the Northshore site. Mr Barrett confirmed that he would be happy to listen to discussions and facilitate meetings with the Planning Officers but that he could not get involved in deliberations as he was on the District Council's Planning Committee.

In response to a question Mr Barrett clarified the different roles of the Peninsula Forum and the Manhood Peninsula Partnership.

76/15C Apologies for absence.

Apologies for absence were received and accepted from Cllr Watson.

77/15C Declarations of Interest.

Cllr Dunn declared a personal interest in Agenda Item 15 (the Common) as a resident on the Common.

78/15C Minutes of the Parish Council meeting held on 8 July 2015

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 8 July 2015. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

79/15C Matters arising from the minutes of 8 July 2015.

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Cllr Watson had been unable to gain further information regarding the GPS system and had again contacted the Tree Council and the County Tree Warden officers. A reply was awaited.

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The minutes read 'However, there was a mandate from residents given at the Annual Parish Meeting in 2013 to proceed with the neighbourhood plan; a vote had been taken'. It was pointed out that the Minutes of the Annual Parish Meeting in 2013 did not make any reference to a vote on the Neighbourhood Plan and it was felt that the reference to this was inaccurate and potentially misleading. In response it was stated that there was overwhelming support at the meeting for the Parish Council to undertake a Neighbourhood Plan. There had been a show of hands for this action and it was felt it was wrong to infer that this was not the case even though it was not clear from the Minutes.

80/15C Minutes of Planning Committee meetings of 10 July, 13 August and 24 August 2015.

The Minutes of the Planning Meetings held on 10 July, 13 August and 24 August 2015 were duly **NOTED.**

The Planning Committee continues to press for enforcement action regarding the boat moulds at Northshore. It is believed that the District Council may be pursuing action under s.215 of the Clean neighbourhoods Act' to force the business leasing the site to take action.

81/15C Operation Watershed.

The Environment working party has not yet met but will do so shortly to review all the information. The working party will prioritise where to go with Operation Watershed funds and would involve Peter Smith (WSCC) and Paul Cann (Arun DC) in those discussions.

The working party would also look at relevant policies within the terms of reference. Members of the working party had started looking a foul drainage, and noted that pipes in Itchenor were only 6 inches in diameter which was considered to be too small. It was reported that this was normal for waste flow, Southern Water contractors had previously advised that if the pipes are too big they silt up. It was noted that the foul drainage system works adequately on a normal day to day basis. It is only when there is significant rainfall that problems arise which suggested that there surface water was getting into the pipes.

82/15C Local Plan/Neighbourhood Plan.

All councillors now have copy of the Local Plan. It had been suggested that Councillors got together to review in detail the Local Plan. This would give the Parish Council a greater understanding of which policies affect Itchenor. It was suggested that this was important before any further work was undertaken on the Neighbourhood Plan. If after having undertaken a comprehensive review and understanding of the Local Plan it may still be useful to have a Neighbourhood Plan then this could be brought back to a Parish Council meeting in the future.

RESOLVED that the Parish Council would hold a number of working party meetings to review and summarise the Local Plan and how this affects planning in Itchenor.
It was further agreed that the planned public meeting on the Neighbourhood Plan would be postponed.

It was reported that the Itchenor Society had requested that Cllr Mead-Briggs look at reviewing appendix 7 of the Village Design Statement which summarises the Local Plan policies relevant to the village. This was to be done with the help of Lone Le Vey (CDC) and Linda Park (Conservancy).

It was reported that the Conservancy planning guidelines were awaiting a review but this was not understood to be imminent.

83/15C The Pond.

It was noted that the Parish Council has registered title to the area of the pond that it owns. The Land Registry plans do show reasonably clearly the extent of the Parish Council owned land. It was noted that the Environment working party will review the necessary maintenance work and report back.

84/15C Clerks Report.

An invitation to the Chichester and Arun Citizens Advice Bureau AGM had been received.

An invitation to meet with the Police and Police Crime Commissioner to discuss Community Wardens and their uses in Parish Council areas has been received. The meeting is scheduled for Thursday 8th October 2015. It was noted that East Wittering, Bracklesham, West Wittering and Earnley had a Community Warden who was highly commended for his work. Mr Barrett agreed to send a copy of the Warden's job description to the Parish Clerk. It was agreed to review the suitability of a Community Warden at the next meeting.

The next meeting between members of Chichester District Council and representatives of Parish Councils will take place on Wednesday 30 September 2015 at the Council Offices, East Pallant House, and Chichester. The meeting is expected to cover the following topics:-

- Provision of infrastructure: Infrastructure Business Plan and Section 106 Agreements
- Emergency Planning: Presentation by Michael Rowland, new Emergency Planning Officer
- Unauthorised encampments
- Question Time

It was agreed that Cllr Colbourne and Cllr Mead-Briggs would attend the meeting.

Quality Council status

In October 2011 the Parish Council gained Quality Council status. In 2013 a review of the Quality Council scheme was undertaken and a revised scheme, with three tiers is now in place. Because we had Quality Council status for a period of one year we were granted Foundation status, this being the basic level. That year expires in January 2016 and Councils are now being prompted to take action if they want to keep this Foundation status.

- 1st October – latest that councils can register with NALC, if they wish to keep an unbroken accreditation record.
- 1st November – the latest councils can submit their completed application forms to the local panel to keep an unbroken accreditation record.
- 31st January – the latest that you will have confirmation of the outcome of your application.

RESOLVED that the Parish Council registers to keep its current Foundation status with a view to obtaining the Quality Council status in the future.

85/15C Finance.

85.1 Conclusion of the External Audit.

The Clerk reported that the External Audit had been completed and there were no matters highlighted by the Auditor. A copy of the 'Notice of Conclusion of Audit' has been placed on the notice boards and the website.

85.2 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £3,454.76 be made. See appendix 1 (September 2015)

85 3 Statement of Accounts

The Statement of Accounts up to 31 August 2015 was **APPROVED.**
See appendix 2 (September 2015)

86/15C Items for referral to the Parish Council Meeting on Monday 9 November 2015.

Community wardens and Noticeboards.

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

Members of the public and Mr Barrett left the meeting at 8pm

87/15C Legal matters relating to the Common.

An update of correspondence received was reported to Councillors.
RESOLVED that a letter setting out the Parish Council's current position be sent.

A brief outline of the history of the Common and previous registration attempts was given to Councillors. Options on acquiring registration were put forward for consideration.
RESOLVED that the Parish Council seeks registration of title of the Common after advice on procedure is sought.

There being no further business the Chairman declared the meeting closed at 8.35pm.

Signed_____Date_____
Chairman