West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 14 March 2016 in Itchenor Memorial Hall.

Present: Mr G Colbourne, 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 (CDC), Mrs E Hamilton (CDC), 1 member of the public.

15/16C Chairman's Welcome

Chairman welcomed everyone to the meeting.

16/16C Questions/comments from members of the public.

Nothing raised.

17/16C District and County Councillor reports.

The draft plans for the Witterings youth club are being presented to Planning Officers to establish feasibility of the site. If this looked all right then an application will be submitted. Funding is coming from the Woodger Trust and the new building will also serve as a Community Centre.

The appeal hearing for the Birdham Travellers site will take place on 7/8 April. There are two hearings as there are two applications.

The Site Allocation consultation closed on 18 February and comments will be reviewed. The new Community Infrastructure Levy (CIL) came into effect on 1 February 2016.

Mr Barrett has been responsible for the Emergency Plan for Earnley, Bracklesham, East Wittering and West Wittering. It was reported that West Itchenor had an Emergency Plan and was shortly to set up a separate Flood Action Group. Mr Barrett agreed to let the Clerk have a copy of the local parishes Emergency Plan.

The Community Wardens service is to continue for 3 years.

New car park charges come into effect on 1 April 2016. Locally the Northern Crescent car park will revert to the first hour being free.
The District Council will be increasing its share of the Council tax by 2%

There has been a great deal of speculation regarding the A27 proposals. Highways England has postponed the planned consultation with the proposed northern route now being withdrawn. Local Authorities are now just waiting to see what happens.

18/16C Apologies for absence.

Apologies for absence were received and accepted from Cllr Dunn.

19/16C Declarations of Interest.

None.

20/16C Minutes of the Parish Council meeting held on 11 January 2016

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 11 January 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

21/16C Matters arising from the minutes of 11 January 2016.

It was noted that the noticeboard was still outstanding and that it would be helpful to have this completed before the end of the financial year.

The last Neighbourhood Management Panel meeting had taken place, because of the forthcoming changes to the role of the PCSO's their presence at future meetings was unlikely. It was hoped however to keep the meetings going.

It was noted that the Speed Gun training had not yet been organised.

22/16C Minutes of Planning Committee meetings, 18 January, 8 February, 29 February

The Minutes of the Planning meetings held on 18 January, 8 February and 29 February were **NOTED.**

It was reported that the Planning Committee had agreed that it would seek advice from the District Councillors about the issues surrounding Old Haven. The Clerk updated Councillors on the response from the Planning Enforcement team on matters relating to both Old Haven and Northshore.

A question was raised about the café at Northshore and it was reported that the café could operate for up to two years before planning permission was required. There was also some concern about litter but it was suggested that this may have been from people working on their boats rather than the café.

23/16C Annual Risk Assessments.

The Parish Council Risk Assessments having been updated and circulated to Councillors were reviewed.

It was noted that the trees survey was outstanding.

The Chairman reminded Councillors that all Parish Council business should be carried out using the Parish Council email addresses.

It was agreed that the Street lights, Pond and Common should be checked and added to the risk assessment. The next RoSPA inspection of the Pond was thought to be due in June 2016.

It was noted that Jane Reeves (Manhood Wildlife Officer) had offered some help with surveying the pond, common and trees. Some work on the trees was thought to be necessary.

24/16C Annual Parish Meeting.

Cllr Mead-Briggs confirmed that Mr Andrew Tyrie MP had agreed to attend the Annual Parish Meeting subject to any government issues requiring attention.

It was agreed that there would also be a presentation on flood issues. It was suggested that Jane Reeves and John Smith (Environment Agency) might also be able to attend.

There was some discussion on the inclusion of planning issues and Councillors agreed that there would be a Questions and Answers session which could cover any planning issues raised.

The meeting will start at 6pm and the Chairman agreed to arrange the refreshments. Details of the meeting to published as soon as possible.

25/16C Environment Working party update

Cllr Dunn had previously circulated an update of the work done by the Environment working party, a copy of which is appended to these minutes.

It was noted that a resident had copied the Parish Council in on communications with West Sussex Highways. Problems highlighted had arisen when the drains were made into soakaways which did not work as they should have.

It was proposed that the Parish Council makes a formal request for the rife to be classified as a main river which would mean that it fell under the responsibility of the Environment Agency (EA). It was noted that the EA had accepted responsibility for the sluice gate. However, if the rife was not kept clear then the sluice gate would be ineffective.
RESOLVED that the Parish Council makes a formal request to have the rife reclassified as a main river.

26/16C A27 Highway Improvements

It was thought that when the consultation on the revised A27 proposals materialises there will not be sufficient time to consult with residents. It was therefore suggested that when the consultation is announced the Parish Council makes residents aware of the proposals, the various lobbying groups and encourages all residents to respond to the consultation.

A question was raised about whether flyovers would be allowed as they would obstruct views of the cathedral. Tunnels may be possible but would be expensive.

27/16C Clerks Report

Practitioners Conference

A report on the Practitioners Conference had previously been circulated and was noted.

The England Coast Path

Work is underway on the England Coast Path - a new long distance National Trail around the whole of England's coast which will give people the opportunity to access and enjoy some of our most diverse and stunning landscapes. Work is about to start on the stretch from South Hayling to East Head and people are invited to one of the remaining drop in sessions at East Wittering Village Hall on 15th March and Birdham Village Hall on 18th March 2016. It was noted that the section of the harbour from Bosham to Itchenor included a great deal of private land and there were proposals to subsidise the ferry so that it ran throughout the year as this was a more cost effective option than compulsory land purchase.

Consultation on Surface Water and Drainage Supplementary Planning Document

Consultation under Regulations 12 & 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Chichester District Council is undertaking consultation on a Surface Water and Drainage Supplementary Planning Document (SPD). The Surface Water and Drainage SPD expands on the objectives and policies of the adopted Chichester Local Plan: Key Policies 2014-2029. The Plan recognises that to deliver the growth sustainably and in a timely manner, the proper management of water and an understanding of whether existing infrastructure can cope with an increased demand are important. This SPD will be a material consideration when assessing planning applications or appeals and will be reviewed and updated periodically as necessary. The information contained within the SPD will also provide useful advice to developers and consultants when preparing planning applications to ensure that their development fully considers the water environment and how it should be managed. Consultation runs from 10th March to 21 April 2016.
It was noted that this was a technical document and Councillors had nothing useful to add.

Community Support Teams (formerly known as Highways Rangers) Consultation and Future Partnership Working

The County Council is reviewing a number of services they currently deliver focusing primary on areas of discretionary service. One of these is the Community Support Teams. These teams undertake small scale street scene improvements including the following: Clearing vegetation overhanging paths, Some hedge trimming, Siding pavements and clearing unsightly weeds, Sign cleansing, Removing unlawful signs, Simple street furniture repairs and removal of sign clutter, Hand clearing drainage grips and some ditches, Clearing debris away from gully tops and small culverts

The provision of Community Support Teams, operated by the highway maintenance contractor Balfour Beatty, is an additional service that does not fulfil a statutory function. Parish and Town Councils are invited to participate in this survey with regards to whether or not they might be interested in taking on some or all of these functions.

This issue had also recently been raised at the last Peninsula Forum meeting by the Chair of Earnley Parish Council. It was not known whether Itchenor was included in the Balfour Beatty contract. The footpaths in Itchenor were taken care of by the Conservancy and issues with the ditches and drains are been addressed by the Environment working party.

It was agreed that the Clerk should ask Mr Montyn (WSCC) whether Itchenor was included in the Balfour Beatty contract and whether there would be much of a loss of work in the village.

CDC Boundary changes

Details of changes to the proposals that had been made by Selsey Town Council had been circulated. These suggestions would set the number of District Councillors to 35 rather than 36. It was suggested that having 3 members in larger wards would ensure continuity of representation when Councillors were away.

There was concern that the population was set to increase by 25% over the next few years and yet the District Council was considering reducing the number of Councillors. It was generally felt that Itchenor would be in danger of being overlooked in a larger ward and that single member wards would provide the best accountability to residents. It was noted that any decision would not become effective until the next District Council elections.

It was noted that a copy of a letter from the local Scout group to the Itchenor Memorial Hall had been received.

An update on the Quality Council status was requested. It was noted that no action had yet been taken on this matter.

28/16C Finance.

28.1 Parish Council laptop

The existing laptop is nearly 6 years old and there were significant problems after the last Parish Council meeting. There was some discussion on using the Cloud and/or a separate hard drive for back ups.

RESOLVED that subject to a budget cap of £1000 the Clerk be authorised to purchase a new laptop, suitable software and a separate hard drive.

RESOLVED that this expenditure be taken from general reserves in this financial year.

28.2 LPGS Pensions Discretions Policy

It was noted that the Pensions Discretions Policy had a number of choices that required consideration.

RESOLVED that the Pensions Discretions Policy be adopted subject to an additional review by the Chairman and Cllr Colbourne. Should there be any areas of concern the document would be brought back to the Council in May.

28.3 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £2211.99 be made. See appendix 1 (March 2016)

28.4 Statement of Accounts

The statement of accounts up to the 10 March 2016 was **APPROVED.**
See appendix 2 (March 2016)

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, Mr Barrett and Mrs Hamilton left the meeting at 840pm

29/16C Legal matters relating to the Common

The meeting with the Solicitor had been very helpful and a report on this had been circulated to Councillors for information.

It was noted that there were a number of avenues to review and that further time would need to be spent undertaking research at the Records Office.

30/16C Items for referral to the Parish Council Meeting on Monday 16 May 2016.

Risk assessments, Quality Council application, the Newsletter.

There being no further business the Chairman declared the meeting closed at 8.52pm

Signed_____ Date_____
Chairman