West Itchenor Parish Council

Minutes of the Annual Meeting of West Itchenor Parish Council held on Monday 16 May 2016 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 (CDC), 2 members of public.

The meeting commenced at 7pm

31/16C 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.

32/16C Chairman's welcome.

The Chairman welcomed members of the public to the meeting.

33/16C 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.

34/16C Questions/comments from members of the public.

A resident commented on the risk assessment report from a previous meeting. If there was an incursion of gypsys or travellers did the Parish Council have plans to deal with this. The resident suggested that the District Council were very slow to deal with such issues but that Havant Borough Council had a very good system that usually meant that such incursions were dealt with within 24 hours.

The Chairman responded that the Parish Council did not carry out a risk assessment for this issue. For the Common there is a statutory instrument to deal with this. It was felt that there were two vulnerable locations in the village. It was noted that the Parish Council did not own the land at these locations and had itself no authority to deal with eviction. A resident requested that the Parish Council carried out a risk assessment for this type of problem.

It was reported that in August 2015 Government changed the definition of travellers and travelling show people. Supplementary Planning guidance will be coming forward.

35/16C Apologies for absence.

None.

36/16C Declarations of Interest, Notification of Changes to Members' Interests and dispensation requests.

The Clerk reminded Councillors of the need to confirm any changes to their Register of Members Interests.

37/16C Appointment of the Responsible Financial Officer.

RESOLVED that the Clerk continue as the Responsible Financial Officer for the Parish Council.

38/16C Appointment of Standing and Statutory Committees and their Chairmen.

RESOLVED that there should be one Standing Committees and that their membership should be as follows:

Planning Committee

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.

RESOLVED that Cllr Trevelyan be the Planning Committee Chairman for the forthcoming year.

39/16C 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 Mead-Briggs and Cllr Watson 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.

40/16C 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.

41/16C 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.

42/16C The Power of General Competence.

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).

43/16C Minutes of the Council meeting held on 14 March 2016

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 14 March 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

44/16C Matters Arising from the minutes of 14 March 2016

Min 27/16C (page 4). It was confirmed that the footpaths in Itchenor were included in the Balfour Beatty contract.

45/16C Minutes of Planning Committee meetings, 14 March, 29 March, 11 April, 25 April

The Minutes of the Planning Meetings held on 14 March, 29 March, 11 April and 25 April 2016 were **NOTED.**

It was noted that there was no reply yet from Shona Archer on the review of Old Haven and why the decision was not to proceed with S215 notice. It was understood that Planning Officers had been in dialogue with the applicant regarding a further planning application. All previous applications sought the demolition of a Heritage Asset and it was confirmed that the Parish Council would not support any further applications that included demolition. Further discussion on this was deferred until the arrival of a District Councillor.

The Northshore enforcement notice starts on the 20 May with 6 months for compliance.

Discussions on this item recommenced at 8.25pm

Mr Barrett confirmed that he had raised issue regarding Old Haven. It was noted that there were no grounds for demolition and that there is ongoing dialogue with owners. There is a problem that owners want to demolish the house and rebuild and neither the District Council nor the Parish Council wants this. Mr Barrett explained the pressures that the enforcement team were currently under with a lack of staff and the Birdham traveller site taking up most of the available time. Ms Archer has agreed to send a summary report and he was waiting for this.

The Chairman highlighted the frustration of the Parish Council having read the best practice guide for serving Section 215 notices which works on the premise that it can be used where issues are raised by local people. Mr Barrett acknowledged this but advised that the owner could appeal against the notice and if owner wins this could be costly to CDC.

The Parish Council expressed grave concern that enforcement issues were taking so long to deal with. It appeared that the District Council has rules and regulations for planning and and no-one to enforce them.

Old Haven is one of the most prominent buildings in Itchenor. It has been boarded up for 4 years and is now susceptible to dry rot. The owner has made a deliberate decision to do this. The Parish Council had difficulty understanding that the only reason a Section 215 notice has not been served is because of a possibility that an appeal might be lost. The process of serving a Section 215 is very simple and evidence is that most of the time such a notice is effective. It was requested that Ms Archer be asked to liaise with the District Council's Historic Buildings Advisor.

The Parish Council also raised the issue of a planning application at 16 The Spinney. The Parish Council has made a recommendation to refuse the application and had requested that District Councillor Hamilton 'red card' the application. Mr Barrett suggested that if the officer has assessed the application and feels there are no real planning issues there is a high probability that Planning Committee will support the Officer's recommendation. Mr Barrett agreed to facilitate a meeting between the Parish Council and the planning officer.

46/16C Procedures for noting planning conditions and the enforcement of them.

The Parish Council knows of various infringements on planning consent. Mr Barrett was asked if the Parish Council should report these to the District Council. Mr Barrett confirmed that the District Council relied on such issues being reported. The Parish Council suggested there was not much point in doing this if the resources were stretched. Mr Barrett responded that many such breaches of planning permission do get resolved. It was noted that where a planning consent contains a number of conditions then the applicant would need to apply to the District Council to have these conditions discharged when they have been fulfilled. If this is not done, then any enforcement notices issued would appear on a Local Authority search should a home owner wish to sell in the future.

It was noted that East Wittering Parish Council had been very proactive in this, Councillors regularly went to view planning sites to ensure compliance with all the planning conditions.

The Chairman suspended the meeting to allow a resident to comment.
A resident reported that a matter had been reported to enforcement by himself and that this had been dealt with within 10 days.

Mr Barrett also reported on the proposals for the Southern Gateway which would encompass the court house, bus station, police station, job centre and old girls high school and car park. Proposals would include development for commercial and housing which would tie the whole place up. A Masterplan will be sought. This is in the very early stages at this time with bids for funding being sought. Everyone is aware of the issues regarding the level crossing.

Councillors requested the District Council use some funds to have a design competition to come up with a scheme as this should not be left to municipal designers. It was noted at the moment securing each of the sites which were individually owned would be the biggest hurdle.

The Chairman resumed the meeting (Minute 53/16C)

47/16C Minutes of the Annual Parish meeting held on 15 April 2016.
Item deferred to the July meeting.

48/16C Environment Working party.
An update on the work done by the Environment working party had been previously circulated, a copy of which is appended to these Minutes.
West Manhood Drainage Improvement Group was working with West Wittering Parish Council and some members were also involved in other groups; the National Flood forum, West Sussex flood action group forum and the surface water issues and solutions group.
It was noted that work was being done on the driveway at Lower Field to stop water coming down drive way onto the road. Other communications are ongoing dealing with issues and requesting information on what can be done.

Thanks were given to the environment working party for the work that they have done.

It was also noted that Henry Whitby (CDC Tree Officer) had given approval for the group to undertake clearance at the back of the pond.

49/16C Internal Auditors report.
The Clerk had also circulated a copy of the Internal Auditors report. It was noted that there were no matters brought to the attention of the Council by the Internal Auditor.
RESOLVED that the Internal Auditors report be accepted.

50/16C Annual Return 01/04/2016 - 31/03/2016. Approval of the Annual Governance Statement
Copies of the Annual Governance Statement (Section 1 of the Annual Return) had previously been circulated.
RESOLVED that Questions 1 to 8 be answered Yes, question 9 be answered N/A and that the declaration be duly signed by the Chairman and Clerk.

51/16C Annual Return 01/04/2015 – 31/03/16. Approval of the Statement of Accounts.
Copies of the Accounting statements for 2015/16 (Section 2 of the Annual Return) along with the bank reconciliation and statement of accounts had previously been circulated.

RESOLVED that the Accounting statements 2015/16 be approved and that the declaration be duly signed by the Chairman and Clerk.

52/16C Clerks Report.

Itchenor Sailing Club

The Clerk reported that she had received a request from Itchenor sailing Club to promote a number of club events including the forthcoming Open Day. It was agreed to put a link to the Village Diary edited by Meryl Mead-Briggs onto the homepage of the website.

Bridge by Pond

It was noted that the bridge by the pond required repairs as in places the brick work is failing. The posts and rail above are a mess and should be tidied up. It was noted that the bridge was on a list of works to be done by Highways. It was suggested that they be asked to review the priority of this work as large HGV vehicles using the bridge were pushing the brickwork sideways.

Mr Barrett arrived.

Verge by Black bungalow

The verge by the Black Bungalow was now very overgrown and required some work so that it could be used as a safe refuge for pedestrians. It was suggested that there was a need for a path from the church car park, down the hill and round the corner and it was felt there was sufficient land to do this. It would require a lot of clearing and levelling. A difficult project not easily done by volunteers. It was agreed that a more comprehensive plan would be necessary and agreed with WSCC and should be raised as matter of safety. In the meantime, it was agreed that the corner by the Black Bungalow should be strimmed. It was suggested that a contractor should be sought to continue this work and carry out maintenance work at the Pond and the environment working party would look at this matter.

CDC – Infrastructure Business Plan

Details of the Chichester District Council's Infrastructure Business Plan had been previously circulated. This was **NOTED**.

Consultation on changes to household waste recycling

WSCC is carrying out a public consultation on proposed changes to Household Waste Recycling Sites (HWRSs) across the West Sussex. The consultation will open on Monday 16 May for four weeks until Sunday 12 June, and residents are encouraged to 'Have your Say' by going online and completing the consultation. (Hard copies are available in libraries). A detailed Briefing Pack, Frequently Asked Questions will be placed on the Parish Council website. Cllr Taylor reported that she would be making a representation to keep the mobile site in East Wittering.

It was noted that Mr Barrett also intend to raise this issue at the All Parishes meeting. Suggestion had been made to have 3 skips at the site; waste, garden rubbish and recycling. There was concern that this would not result in cost savings but would result in an increase in traffic and fly tipping.

Queens 90th Birthday

The Clerk reminded Councillors that funding was still available for events to celebrate the Queen's 90th birthday. Applications need to be in by 30 May 2016 and can be made on behalf of other village organisations. It was agreed that an application for funding would be submitted on behalf of the Itchenor Society.

Request from Cllr Graeme Barrett (CDC)

On the 4 May West Wittering Parish Council meeting the Parish Councillors agreed to raise local concerns about how the A27 future plans were being addressed. They agreed send a letter to the Secretary of State for Transport and encourage residents to do the same. In support of this initiative agreement is being sought from other Manhood Parish Councils to agree to similar action as that being taken by West Wittering Parish Council.

Mr Barrett stated that there had been a positive response to using the letter from parishes except for Sidlesham and Selsey. It was suggested that a notice be placed on noticeboards with a link on the website to a copy of the letter and that the Parish Council should send the letter to the Secretary of State for Transport. Mr Barrett explained that he was trying to get some clarification on what is happening with the A27 proposals.

Mr Barrett was asked what was the objective of the letter and what evidence was there that the letter would meet this objective. The A27 capacity is reported as being 27K cars a day and was now operating at 40K cars a day. Whatever they do will always be overloaded. If Highways England is looking at increasing the flow rate along A27 this will result in restricted access to it and is not helpful to local residents. It was noted that the Harbour Conservancy is concerned about disruption. Currently around 40% of traffic is through traffic. Development further of a further 2,000 homes coming on line all feeding into A27 is likely to happen at same time as the A27 upgrade causing chaos.

A question was also raised about what CDC are doing about planning traffic around the southern gateway. Transport is affected by queues to get onto the A27. This needs to be looked into by the Transport Agency not just CDC. It was noted that the District Council has no control over the A27 as it is a trunk road. The Parish Council expressed a need to provide a better solution as the A27 issues cannot be solved in isolation.

It was noted that none of the options so far put forward take into account that the people of Chichester want to sort out the A27 links to the southern side of the city. Councillors questioned why people were only talking about what Highways wanted to offer rather than the local community putting forward what it wanted.

The Parish Council agreed that there seemed little point in sending any letter as the decisions regarding the options available had already been made and that it would wait until the official consultation was opened before deciding what action to take.

Assistant Chief Constable – Robin Smith

There have been considerable changes in Local Policing across Sussex over the last 12 months and this will continue to 2020 and beyond. Sussex Police will be reaching key milestones this year within the Local Policing Programme and the ACC would like to present parishes with an update on 16 June at West Dean College (6pm for 6.30pm start until 9.30pm).

Newsletter

The Clerk reminded Councillors of the need to put out a newsletter. Content agreed includes; information from the environment working party, reminders to keep dogs on leads when on farm lands, a Neighbourhood Watch/Police update and planning and enforcement issues.

The Chairman reverted back to Agenda Item 15 (Minute 45/16C)

Mr Barrett and the two members of public left the meeting.

53/16C Finance.

53.1.1.1 Confirmation of the Clerk's pay scale and weekly hours.
It was **NOTED** that the Clerk was currently on the National Joint Committee for Local Government Services Scale Point 30 and works an average of 11 hours a week.

53.2 Approval of the signatories to the bank accounts.
The Parish Council currently banks with Barclays. There are four signatories to the accounts; Cllr Colbourne, Cllr Dunn, Cllr Spencer and Cllr Trevelyan. There was no recommendation for any change and this was **APPROVED**.

53.3 Approval of the Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £3180.38 be made. See appendix 1 (May 2016).

53.4 Approval of the Statement of Accounts
After some discussion it was agreed to put contingent liabilities on the statement of accounts for future reference.

The statement of accounts up to 11 May 2016 was **APPROVED** and Cllr Dunn duly signed off the bank statement and bank reconciliation. See appendix 2 (May 2016)

54/16C Items for referral to the next Council Meeting.
There was a request to spend some time improving the layby opposite the Church by putting in hard-core in to mend holes.
Quality Council.

There being no further business the Chairman declared the meeting closed at 9.20pm

Signed_____Date_____