West Itchenor Parish Council

Minutes of the Annual Meeting of West Itchenor Parish Council held on Monday 8 May 2017 in Itchenor Memorial Hall.

Present: Mr G Colbourne, Mr J Dunn, Mr A Spencer (Chairman), Mrs A Trevelyan, Mr C Watson

In attendance: Mrs C Smith (Clerk), Mrs E Hamilton (CDC), Mr P Montyn (WSCC) 2 members of public

The meeting commenced at 7pm.

35/17C 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.

36/17C Chairman's welcome.

The Chairman commented that he had forgotten at the Annual Parish Meeting to thank Councillors for their hard work.

37/17C Election of a Vice Chairman.

Cllr Dunn was proposed and seconded for the office of Vice Chairman of the Council. **RESOLVED** that Cllr Dunn be elected as Vice Chairman of West Itchenor Parish Council.

38/17C Questions/comments from members of the public.

A residents expressed regret that the trees on the Itchenor Road near the Church had been cut down and that the concerns of the Parish Council were not listened to.

39/17C Apologies for absence.

Apologies for absence were received and accepted from Cllr Mead-Briggs and Cllr Taylor.

40/17C Declarations of Interest.

There were no declarations of interest made. The Clerk reminded Councillors of the need to confirm any changes or otherwise to their Register of Members Interests. Cllr Trevelyan had confirmed to the Clerk that there were no changes to her Register of Interests.

41/17C Appointment of the Responsible Financial Officer.

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

42/17C Appointment of Standing and Statutory Committees.

RESOLVED that there should be one Standing Committee and one working party and that membership should be as follows:

Planning Committee

Cllr Watson, Cllr Trevelyan, Cllr Mead-Briggs and Cllr Dunn.

RESOLVED that the Cllr Spencer and Cllr Colbourne 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.

Environment Working Party
Cllr Dunn, Cllr Colbourne and Cllr Watson
RESOLVED that Cllr Dunn continues as Chairman of the Environment Working Party.

43/17C Appointment of Parish Council representatives.

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 Dunn be the Council's representative on the West Manhood Drainage Improvement Group

RESOLVED that Cllr Dunn be the Council's representative on the SWISH subgroup of the Manhood Peninsula Partnership.

RESOLVED that Cllr Dunn be the Council's representative on the West Sussex Flood Action Group

RESOLVED that Cllr Dunn be the Council's representative on the National Flood Forum.

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

44/17C 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 policies will be scheduled throughout the year.

45/17C 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)
	Information Commissioners Office (data protection)
Standing Orders:	Clerk's salary
	Pension payments

RESOLVED that these payments be continued for the forthcoming year.

46/17C 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).

47/17C The Minutes of the Council meeting held on 13 March 2017.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 13 March 2017. It was **RESOLVED** that the Minutes as presented be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

48/17C Matters Arising from the minutes of 13 March 2017.

Min 29/17C - Unauthorised work on the rife. This had been reported to the relevant authority although the Parish Council had heard nothing back. The work undertaken may have implications on further work that may need to be done next year.
The issue had been raised with people at the County Council, Environment Agency and Conservancy. There was concern that there was no enforcement being pursued. Mr Montyn (WSCC) agreed to take this up on behalf of the Parish Council.
Cllr Dunn had walked the area three times with the Environment Agency who had agreed that something should have been done about the work.
With the concerns about the non-enforcement of policies Mr Montyn agreed to take this up with the County Council solicitor.

Min 24/17C Planning
It was noted that Mr Barrett (CDC) had previously agreed to take up enforcement issues on Northshore and Old Haven with the relevant Officers. The outcome of this was not known.
Mrs Hamilton (CDC) had reported that enforcement on Old Haven had been closed as some tidying up had taken place and a new planning application had been submitted. Mrs Hamilton had also agreed to chase up the situation at Northshore.

Min 30/17 C – All Parishes meeting
Cllr Watson had forgotten to attend but it was noted that Cllr Taylor would have attended as a District Councillor.

49/17C Minutes of Planning Committee meetings of 20 March, 3 April, 19 April 2017.

The Minutes of the Planning Committee meetings held on 20 March, 3 April and 19 April 2017 were **NOTED**.
The application for Oldfield House had been refused.
There was further discussion on the trees on the Itchenor Road. In the Conservation Area either the trees are subject to a TPO or not. If no TPO is placed on the trees then by implication they can be removed. It was agreed that Cllr Watson would contact Henry Whitby to see what the justification was for allowing them to be removed. It was also suggested that the trees had been on highways land, therefore not under the ownership of the applicant as stated in the planning application.

50/17C Environment Working party update.

An update on the work done by the Environment working party had been previously circulated, a copy of which is appended to these Minutes.
At a meeting with Southern Water, they had agreed to communicate more regularly with the Parish Council. Cllr Dunn is now having regular one to one meetings with Kevin Macknay. Mr Macknay would also be attending the next SWISH meeting.
There has been no response from WSCC regarding an owner who refused to do anything about their ditch. Mr Montyn agreed to chase this.

The Environment Agency is planning to raise the sea wall with its own funds, particularly where there are some dips. Cllr Dunn had asked when this was going to be done and is awaiting response.
The Pond work is ready to go except for funding. There was disappointment that no money was coming from Operation Watershed despite having been told there would be. It was suggested that there was a requirement for the Parish Council to make arrangements to secure funding from a variety of sources and that a Councillor be appointed to deal with such funding requests. Concern was also raised about the Operation Watershed requirement for three quotations. The approved contractor was Landbuild and when other contractors know this they are unwilling to spend time quoting.

The Chairman agreed to undertake the paperwork for Operation Watershed funding and to obtain the necessary quotes.
The Parish Council had also approved budget spending for the clearing of the gulley drains. The priorities for one days work would be by Shipton Green. Work was needed on clearing the ditches first to make it worthwhile.

Cllr Watson reported on the Lantra Tree Survey course. The Parish Council would need to undertake a survey at some stage. An electronic survey would be easier to update. There is a surveying device it may be possible to borrow from CDC which will be used to do survey work around pond. The Flow team are carrying out wildlife surveys around the pond at the moment.
The Parish Council has the original management plan for the pond dated 1985. This can be updated with the trees on it. An A3 version would have the 2017 map of trees and planting. It was agreed that it may be useful to have photo's and GPS positions of relevant trees on the map. Plotting the central position of the core of each tree, its type and state would enable the creation of a management plan which Henry Whitby would be happy to sign off.

RESOLVED that Cllr Watson be authorised spend up to £500 on creating the survey and management plan of the trees in the village.

51/17C Problems with verges

Several incidents where there have been disputes were highlighted. The County Council Highways seem reluctant to get involved in who has to maintain verges.
Now the Parish Council is looking at mapping exercises on the pond should this extend to verges throughout the village to protect the community assets. The problem arises in the Highways don't own any of the land, but there is some sense in having these verges registered as belonging to the parish.
There was concern that owning the land would put an obligation on the Parish Council to carry out work.
The recent adverse possession claim from the owners of The Black Bungalow was highlighted. If a verge is privately owned, then owner is responsible for the ditch. Ensuring ditches are kept clear was seemingly not enforceable. There followed some debate on the issue.
It was suggest that the Parish Council makes contact with Highways to establish the lawful situation and establishes where Land Registry titles extend to.
It was agreed that Cllr Dunn and Cllr Spencer would follow this up with Highways.

52/17C Internal Auditors report.

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

53/17C Annual Return 01/04/16 – 31/03/17 – 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.

54/17C Annual Return 01/04/16 – 31/03/17 – Approval of the Statement of Accounts.

Copies of the Accounting statements for 2016/17 (Section 2 of the Annual Return) along with the bank reconciliation and statement of accounts had previously been circulated.
RESOLVED that the Accounting statements 2016/17 be approved and that the declaration be duly signed by the Chairman.

55/17C Clerks Report.

Insurance

The Parish Council's insurance is due for renewal on 1 June 2017. The Brokers have this year provided quotations from three companies and the recommendation is that the Parish Council uses Inspire/Axa. **RESOLVED** that the insurance quotation from Inspire/Axa be accepted.

Requests for memorials

The Clerk had received requests from Reynolds Funeral Directors and Mr Martin Gallagher regarding memorial benches.

The Parish Clerk was asked to refer these requests to the Conservancy.

Birdham Parish Council

The Clerk to Birdham Parish Council has written extending an invitation to their Annual Parish Meeting this Saturday 13 May 2017 where the A27 issues will be raised. The Chairman explained the A27 workshop.

Mr Montyn had explained that workshops were to work out what people want from a new bypass. Four Parish Councils have decided to do this together and have been asking for guidance. This is not about designing a road but to establish what people want from any improvements.

Parish Online Training day

A free one day course at County Hall North, Horsham (10am – 4pm)

Cllr Watson agreed to attend.

Peninsula Forum Meeting – 5 June 2017

The next meeting will take place on 5 June at West Wittering Village Hall, subjects include Operation Watershed, Pagham Harbour and Medmerry sea defences and the Harbour Conservancy.

56/17C Finance.

55.1 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.

55.2 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**.

55.3 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £9114.01 be made. See appendix 1 (May 2017).

55.4 Statement of Accounts

The statement of accounts up to 1 May 2017 was **APPROVED** and Cllr Dunn duly signed off the bank statement and bank reconciliation. See appendix 2 (May 2017)

57/17C Items for referral to the next Council Meeting.

Assets of community value, policies.

There being no further business the Chairman declared the meeting closed at 8.50pm.

Signed_____Date_____
Chairman