West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 12 March 2018 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 P Montyn (WSCC), 1 member of public

The meeting commenced at 7pm.

19/18C Chairman's Welcome

The Chairman welcomed everyone to the meeting.

20/18C Questions/comments from members of the public.

No questions raised.

21/18C District and County Councillors Reports.

With the absence of the two District Councillors, Cllr Taylor reported that grant funding had been made available for training for independent retailers and shop fronts in East Wittering.

Mr Montyn gave some feedback on issues raised at the previous meeting.
He had facilitated a meeting between Chris Dye (WS Highways). He had raised the issues with the sea wall with a senior official at the Environment Agency who had referred it back to Gordon Wilson (EA).
Mr Montyn had also met with Kevin Macknay (WSCC) to talk about issues in Itchenor. Matt Jackson has been assigned to deal with the enforcement issues that had been raised.
With regard to the sea wall there was a difference in opinion as to whether repairs had actually taken place or not. This has been taken up by Kevin Macknay, but it will be up to the Environment Agency to make contact. Mr Montyn agreed to follow this up with Gordon Wilson (EA).

WSCC has agreed a 4.95% increase on its share of the Council Tax. An explanation will be provided with residents Council tax bills. Mr Montyn highlight two areas that cannot be controlled, adult services accounts for 35% of the budget and young people's services half of this again. These two areas are demand led. The County Council is making representation to Government for a longer-term solution.

Mr Montyn was asked about people being displaced from London boroughs. Was there any veto on this and could the County Council charge for this provision? The response was, that where special units are involved then yes there are charges made.

Mr Montyn was asked about the forthcoming Build A Better A27 meeting and that parishes were being asked to disseminate information to residents. There wasn't much time to organise such a meeting given that the information would not be available until 15 March 2018. Mr Montyn advised the Parish Council to organise a meeting as best they could and that the information would be made available in the afternoon of the 14 March.

22/18C Apologies for absence.

None.

23/18C Declarations of Interest.

Cllrs Spencer, Taylor, Colbourne and Mead-Briggs declared an interest in Agenda Item15, speed limits as they live within the proposed limits.

24/18C Minutes of the Parish Council meeting held on 8 January 2018.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 8 January 2018. Changed Matt Davies to Matt Davey. It was **RESOLVED** that the Minutes of the Parish Council meeting on 8 January 2018 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

25/18C Matters arising from the minutes of 8 January 2018.

Old Haven appeal

There was no update. It was noted that the Parish Council had written to the Planning Inspectorate indicating the Parish Council's intention to register as an interested party to the proceedings.

26/18C Minutes of Planning Committee meetings, 15 January, 12 February 2018.

The Minutes of the Planning Committee Meetings of 15 January and 12 February 2018 were **NOTED.**

It was noted that the appeal for Owl & Pheasant Cottages had been dismissed.

27/18C Environment Working party update.

A report from the Environment Working Party was submitted and is appended to these Minutes.

Points to note:

No-one has come forward with any proposals to manage the rife as a group so this matter will be removed from the list of issues. The Environment Agency has a recommended contractor who could give a price for work to be done.

It was reported that residents view was that there was no point doing anything with the rife until the sea wall and sluice gate had been sorted.

The Parish Council is still waiting for outflow volumes from the EA. This would help the Parish Council and residents understand how this works.

There are issues relating to maintenance of the verges. The County Council cuts are only 1m wide. However, the village has verges wider than this. A quotation had been received to recover the ditch between Pond Cottage and Itchenor Gate. This involves the clearance of the remaining tree stumps and bramble growth back to the ditch. Behind the ditch is normal hedge. Once brambles are cleared the Parish Council would hope that Highways routine maintenance would keep this clear.

A number of riparian owners are making a difference. Mr Montyn had earlier reported that attention was being given to enforcement matters. The new partnership process from WSCC had been circulated.

RESOLVED that the quotation for the remedial work be approved and that the costs be taken out of general reserves in this financial year.

It was agreed to let people know of the impending work via the website, noticeboards and email circulation.

28/18C Tree Surgery in the village.

This related to the maintenance work in the item above.

29/18C Correspondence.

Details of the correspondence received from a resident regarding recent work to remove trees from ditches in the village had been circulated.

During discussion of this item members asked Cllr Mead-Briggs to take the minute in view of the distress caused to the Clerk by this correspondence.

Following a review of all the correspondence it was **RESOLVED**:

- The Chairman write to the resident explaining the Parish Council's position.
- Members wish to record that they offer the Clerk their full support for the distress caused by the pejorative correspondence that she has received from the resident and for her measured response.

30/18C Assets of Community Value.

As had been requested at the previous Parish Council meeting information had been sought from neighbouring parishes regarding their experiences in listing assets of community value. There was a brief discussion on the use of the assets and the requirements to further the social wellbeing of the local community.
It was noted that there had been successful challenges to listings involving a chain of pubs.
It was **RESOLVED** that the Parish Council would consider registering a number of assets in the village. It was also agreed that Cllr Colbourne would draft a letter to the owners of the assets explaining the Parish Council reasons behind wanting to list the assets before proceeding to register the assets with Chichester District Council.

31/18C 100 Anniversary of the end of World War 1.

It was reported that the soldiers were made out of aluminium and stood approximately five foot high. It was noted that after some discussions that some residents and the Itchenor Society had been in favour of the Parish Council marking the centenary by purchasing a 'Silent Soldier'.
After some discussion it was agreed that the most suitable place would be just inside the church wall at the top of the hill.
It was **RESOLVED** that the Parish Council would purchase a Silent Soldier subject to permission being granted for it to be sited in the church yard.

32/18C Parking restrictions in the village.

Deferred to May meeting.

Mr Montyn had spoken to the Conservancy and they were willing to talk to the Parish Council about parking charges. It was noted that business rates for car parking were less than the usual advertised rates.

33/18C Speed limits in the village.

The Clerk and Chairman had met with Chris Dye (WSCC) who had been very helpful. Information on speed limits had been previously circulated. It was noted that there were set criteria for the provision of speed limits and it was felt that the chances of getting a 20mph speed limit in the village were low.
It was noted that the County Council had removed the requirement to base any decision on actual speeds. There were concerns that the village was filled with vulnerable road users with no pavements or verges to act as refuge areas.
There was a short discussion on whether it was worth considering an application to change the speed limit. It was agreed that an application should be made and Cllr Mead-Briggs agreed to put together a paper regarding the speed limit.

Mr Montyn left the meeting at 8.40pm

34/18C General Data Protection Regulations.

A report on the new General Data Protection Regulations (GDPR) had been previously circulated. The report outlined a number of areas where action from the Parish Council

was recommended. This included a Data Audit, training for Councillors and an SSL Certificate for the Parish Council website.
It was noted that GDPR was causing issues for a number of organisations.
It was **RESOLVED** that the Parish Council authorise the costs for;

- A Data Audit
- Training for Councillors
- An SSL Certificate for the Parish Council website.

35/18C Annual Risk Assessments.

The Parish Council Risk Assessments having been updated and circulated to Councillors were reviewed. The Clerk highlighted the changes made in relation to the GDPR requirements.
The annual risk assessments were then approved and signed by the Chairman.

36/18C Annual Parish Meeting on 6 April 2018.

Details of the Annual Parish Meeting were received. It was agreed to talk about the proposed parking restrictions and the 20mpg speed limit. It was noted that Commodore of the Sailing Club would be asked to speak.
The Clerk reported that the Agenda would need to be put up by 20 March 2018.

37/18C Clerks Report.

Broadband at Itchenor Memorial Hall

A request has been received from Itchenor Memorial Hall for assistance with the cost of supplying broadband to the village hall. The monthly phone line and broadband cost will be approx. £24 a month. The standard connection charge is £25 and the necessary tree work to enable the telephone line to be connected is likely to be about £200.

The connection charge and tree work costs will be incurred this financial year and the monthly payments will start in March. Total cost for the financial year ended 31 March 2018 is estimated at £249.00.

Most village halls have broadband and this would be of benefit to the Parish Council for planning meetings and Council meetings. It would also be a useful facility for the other users of the hall.
A question was raised as to whether the hall rents will go up to help with costs. This was not known.

It was **RESOLVED** that the Parish Council would make an agreed contribution of £300 to the end March 2019. The Parish Council would then review annually its contribution of up to 50% of the annual costs each year.

Velo South

CDC has issued an email about a brand new cycling event that will be coming to the district on 23 September of this year. Velo South will welcome 15,000 cyclists to the Chichester and Horsham districts, covering a distance of 100 miles. Setting off from Goodwood Motor Circuit, cyclists will head out on a picturesque route through West Sussex, showcasing the beauty of local villages and countryside. The event promises to be one of the UK's biggest cycling events and is an excellent opportunity to promote our area to visitors, encourage cycling and embrace a new and exciting event.
In addition, an email from a resident in Compton has been sent to the organisers, supporting organisations and Parish Councils spelling out the difficulties the event may cause and the lack of any consultation regarding the road closures. This email has been forwarded to Councillors.

External Auditor

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The new External Auditors for the next 5 years will be Moore Stephens (LLP).

BABA27 - proposals

The next meeting of the Build a Better A27 group takes place on Thursday 15 March 2018. Before this meeting has taken place, Parish Councils have been requested to share the information that will be made available at this meeting with their residents and to provide feedback to the group by 29 March 2018. It was **RESOLVED** to hold an extraordinary meeting on Tuesday 20 March 2018 at 7.45pm.

38/18C Finance.

38.1 The appointment of Mulberry & Co as Internal Auditors - year ended 31 March 2018.

The Clerk proposed the re-appointment of Mulberry & Co as the Parish Council's Internal Auditor for this year.

RESOLVED that Mulberry & Co be appointed as Internal Auditor for the year ended 31 March 2018.

38.2 Pensions Discretions Policy

As the Clerk is a member of the Local Government Pension Scheme the Parish Council has a legal requirement to adopt a Pensions Discretions Policy. The draft Policy had been previously circulated to Councillors for consideration.

RESOLVED that the Pensions Discretions Policy as presented be adopted by the Parish Council.

38.3 Schedule of Payments and Receipts

On a proposal by the Chairman it was **RESOLVED** that the payments listed in the schedule of payments and receipts totalling £10,131.63 be made.

38.4 Statement of Accounts

The Statement of Accounts up to the 1 March 2018 was **APPROVED.**

39/18C Items for referral to the Parish Council Meeting on Monday 14 May 2018.

Speed Limits, Parking restrictions subject to the annual meeting.

40/18C Legal matters relating to the Common.

Nothing to report

There being no further business the Chairman declared the meeting closed at 9.26pm

Signed_____Date_____
Chairman