

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held in the rear hall at the Jubilee Hall, Middleton-on-Sea**  
**On 21<sup>st</sup> March 2018**

**PRESENT** – Councillors Mrs Haywood (Chairman), Allsopp, Mrs Claxton, Darling, Davies, Mrs Johnson, Mansfield, Pendleton, Shepherd, Wotherspoon, County & Parish Councillor Mrs Pendleton, District Councillor Mrs Oakley and the Clerk.

- 1) **APOLOGIES (Noted)** – Councillor Mrs Mills
- 2) **MINUTES** – The minutes of the Parish Council meeting held on the 17<sup>th</sup> January 2018 having been circulated were approved and signed.
- 3) **DECLARATIONS OF INTEREST** – Councillor Wotherspoon informed members that he will make a statement with regard to agenda item 9(f) later.

- 4) **PUBLIC DISCUSSION PERIOD** – 5 members of the public were present.  
Miss Bowden stated that she had spoken to a lady who used the litter bin to dispose of her dog poo bag and requested that more dog bins be provided. District Councillor Mrs Oakley stated that a litter bin can be used if there is no dog bin within a reasonable distance. Mr Brookland raised the issue of the fencing around the public conveniences which had still not been repaired, also the bollards opposite the One Stop require repair, the road sign in Yapton Road was dangerous and also in need of repair and there is a tree in the grounds of the Jubilee Hall that overhangs onto the pavement and needs cutting back. The Clerk reported that all the items above have been reported except for the tree and he will contact the Jubilee Hall Committee to get this done. Councillor Wotherspoon asked the Clerk to send the emails that have been sent to Arun DC with regard to the fencing repairs.  
Mr Long of 177 Middleton Road raised his concerns with regard to the visibility of seeing traffic on the bend by his house and if he could locate a mirror to improve the situation. He has contacted County Councillor Mrs Pendleton and District Councillor Mrs Oakley on this matter and it appears that WSCC will not give approval. The meeting discussed the situation and advised Mr Long that the mirror could be sited on private land, WSCC could not support the idea but could not stop it and Mr Long agreed to see what can be done and look at the costs involved. The Chairman stated that the Parish Council could see no objections to a mirror being sited on private land. Mr Cooper advised members of the Bognor Regis Cycle Forum Open Evening on the 27<sup>th</sup> March 2018 and Councillors were invited to attend. Mr Cooper was looking to the Parish Council to appoint a “cycle champion” in line with other parishes and was also looking to obtain the Parish Council’s plans for cycling. The Chairman stated that the appointment of a “cycle champion “ will be known at the Annual Parish Council meeting in May 2018 when the committee’s and other appointments are agreed. Councillor Mansfield raised his concerns regarding cyclists cycling on the road when a cycle path is available.

## **5) CHAIRMAN'S REPORT**

The Chairman stated that defibrillator No2 is now installed at The Cabin in Elmer and thanked County Councillor Mrs Pendleton and Councillor Mansfield for attending the event with other organisations for pictures which will be in the Spring 2018 edition of Middleton News and the local papers.

## **6) COUNTY COUNCILLOR'S REPORT**

The Clerk having previously circulated the report was noted by members. Councillor Mansfield requested details of the sale of Yapton Poultry Farm and what it included for 27.94 acres. County Councillor Mrs Pendleton stated that it relates to the 13 houses being built on the site at this time but will investigate and report back. Councillor Allsopp enquired about the field on Elms Farm, County Councillor Mrs Pendleton stated that the sale only covers the farm buildings.

## **7) DISTRICT COUNCILLOR'S REPORT**

District Councillor Mrs Oakley reported on the following

- Arun District Council has produced a balanced budget, which is a very real achievement given the financial pressures. The District rate has increased by just under 3% and provides all its services to residents for £3.39 a week under Band D.
- Arun DC embarking on a programme of council house building to help those on the housing list which includes some Middleton residents, who will also benefit from the new leisure centre currently under construction in Littlehampton as well as the many improvements which have been made to Felpham Leisure Centre.
- Of particular interest to young people is the start-up of 810 new businesses and the work Arun DC is doing with the Local Enterprise Partnership and others to develop local industrial strategies and to obtain funding for skills training.
- Involved in discussions concerning the effect of the decision to delegate householder applications to Planning Officers, and the decision by Officers to change some of the existing public conveniences to unisex facilities. Also member of two working parties one of which is revising the Council constitution and the other looking at policy relating to Council Tax rebates.
- Dealing with problems raised by residents in Elmer Road regarding unauthorised parking. Concerned about speeding traffic especially on the Middleton, Elmer and Yapton roads and wonder what additional problems will be created if the new cycleway on the A259 encourages cyclists to leave the lane at Comet Corner and continue down the designated cycle route of Middleton Road and through the village?
- Recently attended fire training at Arun DC and will be attending further training on the Data Protection Act. Attended the community tea party held at Felpham College in conjunction with the Bognor Rotary Club and have received details of the first meeting with Southern Water to discuss improvements in bathing water quality.

Councillor Allsopp asked if the National Planning policy would affect Arun DC in terms of housing numbers and any impact on the recently modified Local Plan. Mrs Oakley stated that meetings are being arranged to discuss the situation. Councillor Wotherspoon advised the meeting that planning applications where Members of Parliament get involved and costs arise that these are then charged to Arun DC and the ratepayers will pay through council tax.

**8) ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special considerations.** – There was nothing.

**9) MATTERS ARISING**

**a) Update on actions from previous meeting**

The Clerk having previously circulated a report was noted by members. Councillor Wotherspoon advised the meeting that bullet point 3 on the cleaning schedule needs to have the additional wording after Zone 2 area of “and as such would normally require” before a twice weekly sweep and litter pick. Councillor Mansfield asked where the “Silent Soldier” was to be located and advised that the Trustees of the Pond & Green are agreeable to locating it on the green by the pond. Councillor Mrs Johnson suggested that the location should be more prominent and suggested the Greensward. After further discussion the Clerk was requested to speak with Peters Newsagents with regarding to location.

**b) Proposal to amend Standing Order 2(b)**

The Clerk having previously circulated a report was noted by members. Councillor Mrs Pendleton stated her reasons for the amendment which relates to the date of the Parish Council Annual Statutory meeting being on the same date as an important meeting at Arun District Council every year which she has to attend. The resolution ***“The Statutory Annual Meeting: In a year which is not an election year shall be held on the second Wednesday in May”***. Councillor Mrs Pendleton proposed the resolution which was seconded by Councillor Pendleton.

Councillor Allsopp stated that the lease with the Jubilee Hall gives free use of the hall to the Parish Council for the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month throughout the term of the 50 year lease and this was passed unanimously by all members in January 2014. Councillor Allsopp also pointed out that the Clerk has sent out dates for all meetings in 2018 and Councillors will have made arrangements around these dates, also the accounts have to be signed off for the May meeting after review by the Finance committee and Internal Auditor. Councillor Wotherspoon asked the Clerk to respond with regard to the accounts and the Clerk stated that with the resignation of the Internal Auditor recently the audit by the new Internal Auditor may require more questions and diligence in that the Internal Auditor has to sign off the accounts for review by the External Auditor. If the Parish Council votes for the amendment then as Clerk he will do his best to get these signed off in time. Councillor Pendleton stated that an Accounting Software package may be suitable going forward, Councillor Allsopp advised that the Clerk has developed the accounts on Excel and does not see the need for accounting software.

The Chairman then called for a vote. Councillor Mansfield called for a named vote

under Standing Order No 9. A named vote was taken, 3 councillors voted for the resolution (Councillors Mrs Pendleton, Pendleton and Wotherspoon), 8 councillors voted against (Allsopp, Mrs Claxton, Darling, Davies, Mrs Haywood, Mrs Johnson, Mansfield and Shepherd) and there were no abstentions.

**c) Approval of Councillor Apologies**

The Clerk having previously circulated a report was noted by members. Councillor Wotherspoon stated that if you cannot attend a meeting you contact the Clerk who will accept and record your apology. Councillor Allsopp proposed that the Parish Council approve the apologies for absence for Councillor Mrs Pendleton and Councillor Pendleton for the May 2018 meetings, this was seconded by Councillor Davies and approved unanimously.

**d) Update following refusal to accept Arun DC Code of Conduct**

The Clerk having previously circulated a report was noted by members. Councillor Allsopp proposed acceptance of the wording with regard to Declarations of Interest that the Clerk has suggested which will be shown on all committee agendas which reads, *“Members who have interests should declare the interest now or before the item is discussed. The member must declare the nature of the interest and whether it is Pecuniary or Non-Pecuniary. If it is Pecuniary the member will leave the meeting whilst the item is discussed”*. Councillor Wotherspoon seconded the proposal and approved unanimously

**e) New Regulations (GDPR) for Data Protection Act**

The Clerk having previously circulated a report was noted by members. The Chairman stated that this matter will be re-visited at the next meeting when the Clerk will prepare a further report following his training.

**f) Proposal for approval to keep open the Public Conveniences**

The Clerk having previously circulated a report was noted by members. Councillor Wotherspoon stated that as the Arun District Council Cabinet member with responsibilities for Public Conveniences he will not take part in the discussion but listen and make a decision at a meeting at Arun District Council. The Chairman stated that she was against unisex toilet facilities but the refurbishment may include hot water facility but the refurbishment design would need to be looked into. Councillor Allsopp stated that the proposal requires Arun DC to maintain the toilet facilities for the next ten years. Following a question from Councillor Pendleton on Arun DC response to the proposal, Councillor Allsopp stated that they indicated acceptance. The meeting discussed further the need to reject unisex toilet facilities and it was agreed to include this in the letter to Arun DC outlining the proposal. Councillor Allsopp proposed acceptance of the proposal this was seconded by Councillor Mansfield, a vote was taken and 9 Councillors voted for the proposal, there were no votes against and two abstentions. The Clerk to write to Arun DC with the proposal.

**g) Councillor Training & Parish Council Skill Set**

The Chairman thanked all members for reading the Good Councillors Guide. Councillor Mrs Pendleton stated that different skill sets make up a team and if the Parish Council knows what skill sets it needs such as, accounting, environment, people skills it can decide what training needs there are. The Chairman requested the Clerk to place this on the agenda for the July 2018 Parish Council meeting when the make-up of committees is known. Councillor Pendleton stated that NALC run a number of training courses that may be of interest. The Chairman stated that Councillors wishing to improve through training will be encouraged to do so. Councillor Wotherspoon stated that when representing people you need skill set competence in various areas and how to deal with situations.

**h) Armistice Day Celebrations**

The Chairman stated that the Parish Council will not take the lead in this matter, Councillor Mrs Pendleton agreed to report back to the other parishes involved.

**i) West Sussex County Council – New Approach to Grant Funding**

The Clerk having previously circulated a report was noted by members.

**j) Bognor Regis Cycle Forum – Open Evening “Parish Council Plans”**

This item was covered within public discussion.

**k) Key request for CCTV cupboard – Jubilee Hall request for written approval**

The Chairman stated that the Jubilee Hall committee have agreed to provide a key. Councillor Mrs Claxton stated that both she and the Clerk have DBS clearance to view the CCTV. Councillor Allsopp suggested a simple letter stating DBS checked and that Parish Council agree for them to hold a key. This was agreed by members. The Clerk to write letter to Jubilee Hall

**10) DEVELOPMENT CONTROL COMMITTEE**

The minutes dated 17<sup>th</sup> January 2018, 7<sup>th</sup> February 2018, 21<sup>st</sup> February 2018 and 7<sup>th</sup> March 2018 having been circulated were noted by members.

**11) GENERAL PURPOSES COMMITTEE**

The minutes dated 21<sup>st</sup> February 2018 having been circulated were noted by members.

- 1) Update JWAAC Meeting Minutes**–The Clerk having previously circulated a report to members was noted. Councillor Allsopp asked Councillor Wotherspoon about Arun District Council continued involvement in JWAAC. Councillor Wotherspoon stated that the Highways & Transport Sub-Group within JWAAC is important. A number of parishes pay no contribution towards the administration charge and parishes that do contribute will pay more. County Councillors can only vote and Arun District Council are considering their options. County Councillor Mrs Pendleton stated that it was West Sussex County Council money being spent so only County Councillors vote but in her opinion all should be allowed to vote

## 12) PARISH LAND AND PROPERTY COMMITTEE

The minutes dated 7<sup>th</sup> February 2018 having been circulated to members were noted.

## 13) CORRESPONDENCE – The following items had been received

- 1) Clerk & Councils Direct (*circulated*)
- 2) A259 makes dangerous road list (*newspaper article circulated*)
- 3) Variation to Parking Charges 2018 (*email circulated*)
- 4) West Sussex County Council – Winter Offer (*email circulated*)
- 5) PCC Newsletter (*email circulated*)
- 6) Your Energy Sussex Tariffs (*email circulated*)
- 7) Velo South Cycle Race (*email circulated*)

## 14). FINANCE COMMITTEE

### a) Bank Accounts -

The Clerk reported on the following **Bank Accounts**

Current Account	£ 1,250.00
Business Reserve	£45,374.67
<b>Total</b>	<b><u>£46,624.67</u></b>

### b) Appointment of new Internal & External Auditors

The Clerk having previously circulate a report was noted by members

#### Accounts for payment:-

CPRE	Membership	*	£36.00
WSCC	Payroll	*	£1179.47
Communicorp	Clerk & Councils Direct	*	£219.00
Freeflow Drains	Operation Watershed – Willow Brook	*	£1560.00
SALC	Good Councillors Guide	*	£73.80
Bognor Regis Town Force	Repairs Signs	*	£223.80
Apogee Ltd	Photocopier Charges	*	£7.01
WSCC	Payroll	*	£1179.47
Royal British Legion	Silent Soldier	*	£250.00
Cable Terminology Ltd	Defibrillator No2	*	£320.40
Joe Lake	Stationery	*	£191.61
Apogee Ltd	Photocopier Charges	*	£6.50
WSCC	Payroll Administration	*	£44.21
WSCC	Payroll	*	£1179.47
Joe Lake	Defib Plaque & Postage	*	£68.82
Arun District Council	Dog Bins/ Car Park Charges	*	£3975.95
Total			£10515.51

- Issued prior to meeting

**15). ANY OTHER BUSINESS**

The Chairman stated that the Sussex Clubs for Young People wish to meet with parish councils to discuss the needs of young people in the community. The Chairman asked the Chairman of the General Purposes Committee if he was agreeable to meet with their representatives. Councillor Davies agreed and the Clerk was requested to arrange a meeting.

Councillor Shepherd stated that Climping now have gated entrances to reduce speeding with the signage being very prominent

There being no further business the Chairman reminded members that the next meeting will be held on **16<sup>th</sup> May 2018 at 7.00pm**. The meeting closed at 8.52pm.

