

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held in the rear hall at the Jubilee Hall, Middleton-on-Sea**  
**On Wednesday 20<sup>th</sup> March 2019**

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

**1. APOLOGIES (Approved)** – None  
**(Noted)** – None

**2. MINUTES** – The Minutes of the Parish Council Meeting held on the 16<sup>th</sup> January 2019 having been circulated were approved and signed.

**3. DECLARATIONS OF INTEREST** – Councillor Shepherd declared a non-pecuniary interest in item 10(f) being a member of the Residents Association. Councillors Pendleton and Mrs Pendleton also declared a non-pecuniary interest in 10(f) being residents on Southdean Estates Limited.

**4. PUBLIC DISCUSSION PERIOD** – Five members of the public were present.

Mr Gibbs raised concerns with regard to the bus shelter by Sea Lane, there are two steps that lead down to the bus shelter and these are dangerous. Councillor Wotherspoon stated that originally the shelter was level with the road but when West Sussex County Council put in the pavement the steps were put in place so you could enter the shelter. Councillor Mansfield suggested that a dropped kerb into the bus shelter be investigated. The Clerk was requested to see what could be done.

Mr Probert informed the council that the ENT unit at Bognor Regis War Memorial hospital is to close and patients now need to go to St Richard's hospital in Chichester. The Clerk was requested to investigate.

Miss Bowden raised concern with speeding and requested that 30mph speed signs be installed in Middleton. Councillor Mrs Claxton stated that the Middleton Speed Watch Group was looking for more volunteers and soon volunteers will be using cameras in the village to report speeding motorists to the police for them to take the necessary action.

Mr Brookland stated that the fencing opposite the One Stop shop needs repairing and also a plastic bollard needs removing. Councillor Wotherspoon agreed to investigate with regard to the fencing. Mr Brookland also requested information on the road sign that is dangerous. The Clerk reported that this has been inspected by West Sussex County Council and they have decided that the road sign is stable and does not need any repair. The Clerk to send to Mr Brookland the report on Love West Sussex.

**5. CHAIRMAN'S REPORT**

Nothing to report

## **6. COUNTY COUNCILLORS REPORT**

The Clerk having previously circulated the report was noted by members. Councillor Mansfield thanked County Councillor Mrs Pendleton for her comprehensive report. Councillor Allsopp stated that the West Sussex County Council consultation with regard to the proposed crematorium which would cut across the cycleway showed no issues. Mr Christopher Cooper has stated that the cycle survey is irrelevant. West Sussex County Council own document supporting the cycle way states that a 30% increase over the next 3 years with 88,000 trips per annum and it would appear that this report was not consulted. County Councillor Mrs Pendleton stated that she could not comment at this stage. Councillor Allsopp raised the issue of the sale of Yapton Poultry Farm which states that County Councillor Mrs Pendleton was consulted on the matter and that the deadline for contracts is the 31<sup>st</sup> May 2019. County Councillor Mrs Pendleton stated that she could not comment on the matter. Councillor Mansfield stated that has this information is in the public domain why no comment. County Councillor Mrs Pendleton stated that she has not been advised that this is in the public domain so cannot comment.

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

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

**8. ITEMS not otherwise on the Agenda which the Chairman is of the opinion should be considered as a matter of urgency due to special circumstances** – There was nothing

## **9. FORWARD PLAN**

Nothing to report.

## **10. MATTERS ARISING**

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

The Clerk having previously circulated a report was noted by members. Councillor Mansfield stated that the Environment Agency were contacted with regard to clearing the Ryebank Rife which needs desilting. Councillor Mansfield requested that at the next Parish Council meeting on the 15<sup>th</sup> May 2019 that the parish council consider arranging a meeting with the Environment Agency. The Clerk was requested to include this on the next meeting agenda. Councillor Wotherspoon supported the request for a meeting and confirmed that the Elmer Sands flood scheme was going ahead and has not been put on hold.

### **b) Village Gateways**

The Clerk having previously circulated a report to members was noted. The Chairman stated that permissions are in place subject to West Sussex County Council Highways approval of the locations agreed. Councillor Allsopp stated that £2,000 is in the budget for 2019/2020. Councillor Mansfield requested that one location be agreed for installation of the village gateways now, the committee agreed that Comet Corner is the agreed first installation of the village gateways, this was proposed by Councillor

Mansfield and seconded by Councillor Shepherd and agreed unanimously by members. Councillor Mrs Pendleton stated that going for grant funding was a good idea.

**c) Sub-Committees Unconfirmed Minutes to be uploaded to Parish Council Website**

Councillor Allsopp stated that this parish council does not place these minutes on the website but other parish councils do and requested that these be uploaded to the website with immediate effect. This was agreed unanimously by members. The Clerk to update the website.

**d) Friends of Pond & Green Minutes**

The Clerk having previously circulated the report was noted by members. The Chairman raised a query with regard to the Treasurers report. Councillor Mrs Mills, Chairman of the Pond & Green charity stated that these are old minutes and following discussions with the Parish Council the point raised will be covered in the minutes of the next meeting.

**e) SSEN Community Resilience Grant Fund**

Councillor Mrs Johnson stated that the application forms for requesting a grant have been received and a list of equipment which will total £4,000-£5,000 is in the process of being drawn up. The equipment will be split between Middleton and Elmer. Members discussed what items of equipment are being requested which included, generators, pumps and other equipment. The Chairman requested that the grant application be completed as the final date for applications is 23<sup>rd</sup> May 2019.

**f) Request from Southdean Estates Ltd for waste bins**

Councillor Wotherspoon stated that the Clerk has forwarded a letter from Southdean Estates Ltd to him which requested that waste bins be provided. Councillor Wotherspoon reported that two temporary bins will be in place before Easter and this will be reviewed to see if a more permanent solution can be found. The Clerk to advise Southdean Estates Ltd.

**g) Parish Map**

The Clerk having previously circulated a report to members was noted, and it was decided that no map was required.

**11. DEVELOPMENT CONTROL COMMITTEE**

(a) The minutes dated 16<sup>th</sup> January, 6<sup>th</sup> February, 20<sup>th</sup> February and 6<sup>th</sup> March 2019 having been circulated to members were noted.

**12. GENERAL PURPOSES COMMITTEE**

**(a) JWAAC Committee Meeting 6<sup>th</sup> February 2019 Minutes**

The Clerk having previously circulated the minutes were noted by members.

**(b) JWAAC Survey**

Councillor Darling agreed to complete the survey and send it to the Clerk.

**(c) Annual Update on Public Rights of Way**

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

(d) **Minutes dated 20<sup>th</sup> February 2019** – The minutes having been circulated to members were noted.

**13. PARISH LAND AND PROPERTY COMMITTEE**

The minutes dated the 6<sup>th</sup> February 2019 having been circulated to members were noted.

**14. CORRESPONDENCE**

- (1) Clerks & Councils Direct
- (2) Letter from Bishop of Chichester – St Nicholas Church
- (3) Single Issue Soft Sand Review
- (4) Velo South Update
- (5) PCSO's Vital Role in our Communities
- (6) WSCC Review of fees and charges 2019/2020
- (7) Arun DC Parish Council Elections Information
- (8) Bognor Post Article – Homes in Yapton
- (9) NHS Our Health & Care – future events

**15. FINANCE COMMITTEE**

(a) **Minutes dated 6<sup>th</sup> March 2019** – The minutes having been circulated were noted by members.

(b) **Approval of VAT Relief for Willowbrook Operation Watershed Grant**  
This was agreed by members.

(c) **Bank Accounts -**

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

Current Account	£ 1,250.00
Business Reserve	£51,956.96
<b>Total</b>	<b><u>£53,206.96</u></b>

d) **Accounts for Payment**

<b>WSCC</b>	<b>Payroll</b>	<b>*</b>	<b>£1230.70</b>
<b>Communicorp</b>	<b>Clerk &amp; Councils Direct</b>	<b>*</b>	<b>£219.00</b>
<b>Apogee</b>	<b>Photocopier Charges</b>	<b>*</b>	<b>£9.56</b>
<b>WSCC</b>	<b>Payroll</b>	<b>*</b>	<b>£1230.70</b>
<b>J.Lake</b>	<b>Stationary</b>	<b>*</b>	<b>£88.13</b>
<b>J.Lake</b>	<b>AVG</b>	<b>*</b>	<b>£49.99</b>
<b>WSCC</b>	<b>Payroll</b>	<b>*</b>	<b>£1230.70</b>
<b>WSCC</b>	<b>Payroll Admin</b>	<b>*</b>	<b>£45.29</b>
<b>Arun DC</b>	<b>Toilet &amp; Dog Bin Charges</b>	<b>*</b>	<b>£3975.95</b>
<b>Total</b>			<b>£8080.02</b>

- *Issued prior to meeting*

**16. ANY OTHER BUSINESS**

District Councillor Mrs Oakley suggested that residents be contacted who have boats who could respond to emergencies as part of the Emergency Resilience Group. Councillor Mrs Johnson stated that there has been a lack of response from residents with regard to emergency planning meetings.

There being no further business the Chairman reminded members that the next meeting will be held on the **15<sup>th</sup> May 2019** at 7.00pm and the meeting closed at 7.52pm

