

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**Held in the rear hall at the Jubilee Hall, Middleton-on-Sea**  
**On Wednesday 17<sup>th</sup> May 2017**

**PRESENT** – Councillors Mrs Haywood (Chairman), Allsopp, Mrs Claxton, Davies, Mrs Johnson, Mansfield, Mrs Mills, Shepherd, and the Clerk.

**1. APOLOGIES** – Councillors Mrs Pendleton, Pendleton, Wotherspoon and District Councillor Mrs Oakley

**2. ELECTION OF THE CHAIRMAN OF THE COUNCIL** – Nominations for the position of Chairman were requested. Mrs Shirley Haywood was proposed by Mrs Johnson and seconded by Mr Shepherd. There being no further nominations Mrs Haywood was duly elected Chairman. Mrs Haywood then took the Chair and signed the Declaration of Acceptance of Office.

**3. ELECTION OF A VICE CHAIRMAN** – Nominations were requested for the position of Vice Chairman. Mrs Nicky Mills was proposed by Mrs Haywood and seconded by Mr Davies. There were no further nominations and Mrs Mills was duly elected Vice Chairman.

**4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –**

- (a) **Development Control Committee** – Councillors Allsopp, Davies, Mrs Haywood, Mrs Johnson & Shepherd (Chairman).
- (b) **Finance Committee** – This committee was oversubscribed and a signed ballot was proposed by Councillor Allsopp and seconded by Councillor Mrs Claxton. The Clerk counted the votes and declared the following councillors elected, Councillors Allsopp (Chairman), Mrs Claxton and Mrs Haywood.
- (c) **General Purposes Committee** – Councillors Davies (Chairman), Mrs Claxton, Mrs Johnson, Mrs Mills & Shepherd.
- (d) **Parish Land & Property Committee** – Councillors Allsopp (Chairman), Mrs Claxton, Davies, Mrs Haywood, Mrs Johnson & Mrs Mills.
- (e) **Playing Fields Executive** – Councillors Allsopp (Chairman), Mrs Claxton, Davies, Mrs Haywood, Mrs Johnson & Mrs Mills.
- (f) **Parish Tree Warden** – Councillor Mansfield.
- (g) **Pond/Green Warden** – This position will now be under the responsibility of the Friends of Middleton-on-Sea Pond & Green Charity.
- (h) **Village Hall** – Councillor Mrs Claxton
- (i) **Village Hall** – Councillor Mrs Haywood (Trustees of MOS Playing Fields).
- (j) **Joint Western Arun Area Committee** – Councillor Allsopp and Councillor Mrs Claxton (substitute).
- (k) **JWAAC H&T Sub Committee Group** – Councillor Allsopp & Councillor Mrs Claxton (substitute).
- (l) **Hobbs Allotments & Garden Society Representative** – Councillor Davies.

**5. MINUTES** – The Minutes of the Parish Council Meeting held on the 15<sup>th</sup> March 2017 having been circulated were amended. Following the amendment the minutes were approved and signed.

**6. DECLARATIONS OF INTEREST** –

Councillor Allsopp declared a non-pecuniary interest in respect of agenda item 11(f) being a distributor and former editor of Middleton News. Councillors Davies, Mrs Haywood and Mansfield also declared a non-pecuniary interest in agenda item 11(f) being distributors of Middleton News.

**7. CHAIRMAN’S REPORT**

Nothing to report.

**8. COUNTY COUNCILLORS REPORT**

County Councillor Mrs Pendleton gave her apologies to the meeting and submitted a report which was circulated to members and noted. Mrs Mills stated that this report was an improvement from past reports. The Chairman welcomed our new County Councillor and this was echoed by members.

**9. DISTRICT COUNCILLOR’S REPORT**

District Councillor Mrs Oakley was unable to attend the meeting and the Clerk read out her report to members which was noted.

**10. 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.

**11. MATTERS ARISING**

**a) Co-option of new Councillor**

The Chairman stated that the two candidates will give a short presentation. The Council will then go into “Confidential Business” to take recommendations from the co-option panel and for members to discuss the candidates. The “Confidential Business” session will then close and the candidates and public will return to the meeting so that voting can be completed.

The two candidates, Mr David Darling and Mrs Jean Lacey both gave a short presentation then the candidates and the public were asked to leave the meeting as the Council moved into “Confidential Business – Standing Order 63”.

The candidates and public were asked to join the meeting following the end of “Confidential Business” so that members can vote on the election of a new councillor. Members resolved to proceed with a signed ballot. The Clerk counted the signed votes and it was declared that Mr David Darling was duly elected as a Parish Councillor and he then completed the required documentation.

The Chairman stated that there were vacancies on two committees, namely Development Control and General Purposes and that Councillor Darling could become a member of these committees if he wished. He duly accepted.

**b) Responses to Arun Local Plan 2011-2031 Main Modifications**

The Chairman thanked Councillors Allsopp and Mansfield for their responses to the local plan. Councillor Mansfield asked why the planning committee had not raised any responses. The Chairman stated that the comments from Councillor Allsopp covered any planning response. Councillor Shepherd agreed and stated that the planning committee could add no additional value to the responses already made. The Clerk was requested to advise Arun DC of the council's responses to the local plan.

**c) Parish Liaison Meeting**

The Clerk having previously circulated the report was noted by members. Councillor Allsopp advised that a further meeting is planned in June 2017. Arun DC are looking for councils to provide areas for housing development to meet their unidentified local plan target of 1,250 houses. Councils are not in favour in allocating additional land and have concerns that their neighbourhood plans may need to be amended and re-aligned with Arun DC local plan or require approval from residents. The Clerk was requested to write to Arun DC to advise them that the parish council have no intentions at this time to complete a neighbourhood plan.

**d) Meeting Arun DC – Public Conveniences**

The Clerk having previously circulated a report was noted by members. The Chairman stated that we have not had any response from Arun DC following the meeting.

**e) Annual reconfirmation of Financial Risk Assessment**

Members ratified the present Financial Risk Assessment Plan for a further year.

**f) Middleton News – is it best media for informing community**

Councillor Shepherd stated that we need to know what people in Middleton want and suggested that a questionnaire be put together for the summer fete. The Chairman stated that Middleton News was not done to make a profit and is dependent upon contributions from people, if another avenue is considered then this will need to be costed. Councillor Allsopp said that he was involved with Middleton News for 12 years and found it to be the best way to communicate and it was agreed that it be delivered by hand to every household. The cost of each issue is £79 and is acceptable. Middleton has a population of around 5,000 people with an average age of 60+ or 41% of the population and some do not know what social media is. It is a good magazine and keeps residents up to date, it is the “jewel in the crown” and suggested that the survey questionnaire be put in Middleton News. Councillor Mansfield agreed with Councillor Allsopp. Councillor Mrs Claxton mentioned that residents look forward to receiving Middleton News, other magazines are full of adverts. Councillor Allsopp stated that there is a rule for Middleton News in that 33% space is given to advertisers with the remainder for articles and it is government policy that councils produce a local newsletter.

Councillor Mrs Johnson advised that the benefits to the community outweigh the cost to the parish council. Councillor Mrs Mills stated that we do not want to lose Middleton News which includes lots of local information but perhaps residents need something in addition to the magazine as well and we need to find out what is needed and someone to manage it.

Councillor Shepherd stated that Middleton News has been available for 15 years without change and we now need to listen to people. Councillor Allsopp stated that the parish council has a rule that all correspondence will be dealt with by the Parish Clerk and if another system is brought in this will need to be controlled by the clerk. The Chairman stated that Middleton News can be showcased at the summer fete with a collection of old and new issues. The Clerk was requested to draft a village survey questionnaire for the General Purposes Committee to review and amend and to bring this to the full parish council.

**g) Update – Friends Pond & Green Charity**

**Handover** – The Clerk reported that the Charity have now appointed a Secretary and Treasurer and he has handed over all documents. There is one final document which is a Deed Of Covenant that needs to be signed by the Charity and West Sussex County Council to meet Land Registry regulations.

**Legal Fees** – The Clerk stated that the fees to date are within the agreed amount approved by members.

Councillor Allsopp stated that now we are in a new financial year a cheque should be raised for the agreed donation of £2,000 to the Pond & Green Charity, this was agreed by all members.

Councillor Mansfield requested that the Pond & Green Charity be granted permission to use the Middleton logo. This was agreed by all members.

**12. DEVELOPMENT CONTROL COMMITTEE**

The minutes dated 15<sup>th</sup> March, 5<sup>th</sup> April, 19<sup>th</sup> April, and 3rd May 2017 had been circulated to members and were noted.

**13. GENERAL PURPOSES COMMITTEE**

The minutes dated 19<sup>th</sup> April 2017 had been circulated to members and were noted

**14 PARISH LAND AND PROPERTY COMMITTEE** – Nothing to report

**15. CORRESPONDENCE**

- (1) Clerks & Councils Direct
- (2) Letter and response cancellation of Chichester A27 scheme (*circulated*)
- (3) DCLG letter – Neighbourhood Development Planning in Arun DC (*circulated*)
- (4) Highways & Transport Integrated Works Programme 2017/2018 (*circulated*)
- (5) Bersted PC – Public meeting proposed housing development (*circulated*)
- (6) Arun DC Local Plan 2011-2031 Consultation (*notice boards*)
- (7) WSCC-A259 Tree Works Flansham to Climping FAQ (*circulated*)

## 16. FINANCE COMMITTEE

### a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£58,834.99
<b>Total</b>	<b><u>£60,084.99</u></b>

### b) 2016/2017 Accounts/Annual Return for approval/ratification (*circulated*)

It was proposed by Councillor Allsopp, seconded by Councillor Davies and unanimously resolved to accept the Annual Accounts dated 31<sup>st</sup> March 2017, together with the Annual Return of the same date and in particular the Annual Governance Statement in Section 1 (Page 2) of the return was approved. The previously mentioned documents were signed by the Chairman and the Clerk (Responsible Finance Officer). The Clerk will forward the Annual Return to PKF. Councillor Allsopp gave a vote of thanks to the Clerk for all his work on the accounts.

### c) Accounts for payment -

<b>BT</b>	<b>Telephone Charges</b>	*	<b>£104.88</b>
<b>WSCC</b>	<b>Payroll</b>	*	<b>£1180.02</b>
<b>Knight Fencing</b>	<b>Flood Alleviation Works</b>	*	<b>£1778.45</b>
<b>Friends Pond &amp; Green Charity</b>	<b>Parish net contribution</b>	*	<b>£2932.25</b>
<b>ALERA</b>	<b>Flood Alleviation Works</b>	*	<b>£1225.00</b>
<b>Admor</b>	<b>Middleton News</b>	*	<b>£1107.00</b>
<b>Gillian Fowler</b>	<b>Middleton News</b>	*	<b>£536.25</b>
<b>WSCC</b>	<b>Payroll</b>	*	<b>£1180.02</b>
<b>Total</b>			<b>£10043.87</b>

- *Issued prior to meeting*

## 17. ANY OTHER BUSINESS

Councillor Allsopp requested that the current co-option process be reviewed and amended where necessary. It was agreed that the Clerk will produce a draft for members to consider.

Councillor Mrs Claxton reported that there are 3 cars in the car park waiting to be towed away if they are not moved. Also the car parking lines in the Shrubbs Drive car park are due to be renewed once quotes are received by Arun DC.

Councillor Shepherd reported that the police are doing some testing to identifying the speeding problem in Middleton. Three tests will be carried out on 100 vehicles.

There being no further business the Chairman reminded members that the next meeting will be held on the **19<sup>th</sup> July 2017** at 7.00pm and the meeting closed at 8.20pm

