

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 16th May 2018

PRESENT – Councillors Mrs Haywood (Chairman), Allsopp, Mrs Claxton, Darling, Davies, Mansfield, Mrs Mills, Shepherd, District Councillor Mrs Oakley and the Clerk.

1. APOLOGIES (Approved) – Councillors Mrs Pendleton and Pendleton.
(Noted) – Councillors Mrs Johnson and Wotherspoon

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Mrs Haywood was proposed by Mr Allsopp and seconded by Mr Davies. 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. Mr Allsopp was proposed by Mrs Claxton and seconded by Mrs Mills. There were no further nominations and Mr Allsopp was duly elected Vice Chairman.

4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES – Councillor Mrs Mills stated if the number of members that form the committees can be increased to accommodate those committees that are oversubscribed. Councillor Allsopp stated that the numbers per committee had been set a long time ago and any increase in numbers could require the quorate to be changed. Mrs Haywood stated that any member can attend any meeting of the sub committees of the Parish Council. Members agreed to stay with the current numbers of members per committee.

(a) Development Control Committee – Councillors Allsopp, Darling, Davies, Mrs Haywood, Mrs Johnson & Shepherd (Chairman).

(b) Finance Committee – This committee was oversubscribed and a signed ballot was undertaken. The Clerk counted the votes and declared the following councillors elected, Councillors Allsopp (Chairman), Mrs Claxton and Mrs Haywood.

(c) General Purposes Committee –. Councillors Mrs Claxton (Chairman), Darling, Davies, Mrs Johnson, Mrs Mills & Shepherd.

(d) Parish Land & Property Committee – This committee was oversubscribed and a signed ballot was undertaken. The Clerk counted the votes and declared the following councillors elected. 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) Village Hall – Councillor Mrs Claxton

- (h) **Village Hall** – Councillor Mrs Haywood (Trustees of MOS Playing Fields).
- (i) **JWAAC H&T Sub Committee Group** – Councillor Darling
- (j) **Hobbs Allotments & Garden Society Representative** – Councillor Davies.
- (k) **Cycle-path & Rights of Way Representative** – Councillor Mrs Johnson
- (l) **Campaign to Protect Rural England (CPRE)** – Councillor Darling

5. MINUTES – The Minutes of the Parish Council Meeting held on the 21st March 2018 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST – There were none.

7. CHAIRMAN’S REPORT

Nothing to report.

8. COUNTY COUNCILLORS REPORT

The Clerk having previously circulated the report was noted by members. Councillor Mansfield stated that there is no mention in the report to his enquiry with regard to the sale of Yapton Poultry Farm made at the last parish council meeting.

9. DISTRICT COUNCILLOR’S REPORT

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

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 – The Chairman informed members that she has received a letter from Mr Mansfield giving his resignation as a Trustee and Chairman of the Friends of Middleton-on-Sea Pond & Green Charity. Mr Mansfield stated that he did not have enough time to devote to the tasks needed and has therefore resigned. The Chairman stated that the appointment of a new Trustee and Chairman of the Trustees will be placed on the agenda for the 18th July 2018 parish council meeting. Mr Allsopp asked Mrs Mills if she would act as de facto Chairman of the Trustees until a decision is made at the next meeting. Mrs Mills agreed. The Chairman thanked Mr Mansfield for all the work he has undertaken in respect of the pond and green charity.

11. MATTERS ARISING

a) Update on actions from previous meeting

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

b) New Regulations (GDPR) for Data Protection Act

The Clerk having previously circulated a report was noted by members. The Clerk stated that work was progressing on the areas that require changes and will update members further once these are completed for consideration.

c) Update Public Conveniences

The Clerk having previously circulated the report was noted by members. Councillor Allsopp stated that this is now approved by Arun District Council.

d) Annual reconfirmation of Financial Risk Assessment

Mr Allsopp proposed acceptance of the Financial Risk Assessment for a further year which was seconded by Mrs Claxton and agreed unanimously by members.

e) Operation Watershed Fund 2018/2019

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

f) Call for Evidence Cycling & Walking Investment Strategy for Safety Review- Consultation Response

The Clerk having previously circulated the report was noted by members. Mr Allsopp stated that he has suggested responses to the six questions asked for in the consultation response and requested approval from the Parish Council. Mr Allsopp read out the six responses. Mr Mansfield proposed acceptance of the stated responses, this was seconded by Mr Shepherd and agreed unanimously by members. The Clerk to send responses.

g) Bus Strategy- Consultation Response

The Clerk having previously circulated a report was noted by members

h) Bognor Regis Town Council – Asset of Community Value (Town Hall) - Support Request

Mr Mansfield stated that the Parish Council have used the building in the past and should respond to say that we support this has an asset of community value. Members agreed unanimously and the Clerk was requested to write to Bognor Regis Town Council.

i) Elmer Sands Ltd-Projects to reduce the probability of flooding

The Clerk having previously circulated a report to members was noted. The Chairman requested the Clerk to contact Peter Trebble of Elmer Sands Ltd to thank him for keeping us informed.

j) Bathing Water Steering Group Meeting

Mrs Haywood and District Councillor Mrs Oakley attended the meeting. Southern Water are looking to see how the parish council can help to improve the water quality in Elmer. Southern Water have agreed to supply free of charge additional litter and dog bins and Arun District Council have also agreed to collect from the additional bins for no charge. The meeting also considered larger solar powered litter bins, signage and stencil kits for dog fouling. This will be for a two year period. Mr Shepherd stated that many resident associations carry out beach cleaning and need to see if these can all come together on the same day for a beach clean and to share bins along the beach. Mrs Haywood stated that a further meeting has been held with a representative from Elmer Sands Residents Association and a decision on where the bins need to be located has been agreed. Mrs Haywood requested approval to proceed which was agreed unanimously.

12. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 21st March, 4th April, 18th April, and 2nd May 2018 had been circulated to members and were noted.

13. GENERAL PURPOSES COMMITTEE

The minute dated 18th April 2018 had been circulated to members and were noted

14 PARISH LAND AND PROPERTY COMMITTEE – Nothing to report

15. CORRESPONDENCE

- (1) Clerks & Councils Direct
- (2) Defibrillator No2 Installed (*newspaper article circulated*)
- (3) Arun DC back unisex toilets (*newspaper article circulated*)

16. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,557.00
Business Reserve	£64,584.95
Total	£66,141.95

b) 2017/2018 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 31st March 2018, together with the Annual Return of the same date and in particular the Annual Governance Statement in Section 1 (Page 4) 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 Moore Stephens.

c) Uncontested Parish Election Costs (Mrs Pendleton)

The Clerk have previously circulated a report was noted by members. Mrs Claxton stated that this would increase the parish precept for next year. Mr Mansfield was concerned that 10 individuals can call an election and incur costs to the parish council without any recourse to them

d) Accounts for payment -

Admor	Middleton News	*	£1107.00
WSCC	Payroll	*	£1179.47
Gillian Fowler	Middleton News	*	£480.80
Apogee Ltd	Photocopier Charges	*	£7.42
Arun DC	Uncontested Election Costs	*	£2239.51
Total			£5014.20

- *Issued prior to meeting*

17. ANY OTHER BUSINESS

There being no further business the Chairman reminded members that the next meeting will be held on the **18th July 2018** at 7.00pm and the meeting closed at 7.55pm

