

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 16th October 2019

PRESENT – Councillors Mrs Haywood (Chairman), Mrs Claxton, Davies, Harris, Mrs Johnson, Jones, Mansfield, Mrs Mills, Newton, Shepherd, and the Clerk

1. APOLOGIES (Approved) – Councillor Mrs Pendleton
(Noted) – None

2. MINUTES – The minutes of the Parish Council meeting held on the 18th September 2019 having been circulated were amended. Following the amendments the minutes were approved and signed.

3. DECLARATIONS OF INTEREST

Councillors Mansfield and Mrs Mills declared a non-pecuniary interest in item 10(c) being nearby residents.

4. PUBLIC DISCUSSION PERIOD – Five members of the public were present
Mr Brookland raised the issue of the pothole at the entrance to the car park in Shrubbs Drive which has still not been repaired. The Clerk was requested to report it again.
A member of the public raised the state of the overgrown footpaths, Councillor Mrs Johnson agreed to look into the situation.

5. CHAIRMAN’S REPORT

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

6. COUNTY COUNCILLORS REPORT

The Clerk reported that County Councillor Mrs Pendleton has not sent in a report as she would like to know from members what they require. Councillor Mansfield stated that it should include actions taken by our County Councillor on behalf of the parish. Councillor Mrs Johnson stated that updates on the A259 and other road issues. Councillor Jones stated that there have been a number of issues recently at County Hall and need to be kept in the picture. Councillor Mrs Claxton stated Comet Corner progress needs to be included, if this is to take another 5 years before anything is done that will be at least 20 years that this has gone on and the money spent on the cycle path should have gone to Comet corner.

7. DISTRICT COUNCILLOR’S REPORT

The Clerk having previously circulated the report was noted by members. Councillor Shepherd stated that it was a very good factual report and the County Councillors report should be the same the parish council needs to be told what is going on.

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 at this time.

10. MATTERS ARISING

a) **Update on actions from previous meeting** - The Clerk having previously circulated a report was noted by members.

b) **Parish Council Imposed Layout** – Councillor Mansfield stated that the new layout was working well especially during the recent planning meetings.

c) **Planting of native woodland (Trees)**

Councillor Mansfield stated that a wildlife corridor from A259 at Comet Corner down Yapton Road up to the proposed care home site be considered, the types of tree would all be native woodland on land earmarked as Non-Strategic Housing. The Chairman stated that planting near the road may inhibit the A259 or Yapton Road if WSCC decide to widen the roads and we may lose our rural identity. Councillor Mrs Johnson stated that grants for trees from the Forestry Commission are available which include wildwood and wildlife packs and we would need to decide how many was required when making an application. Councillor Mansfield reported that Elmer Sands Estate have offered to the Parish Council some trees for planting and a site would need to be found, Shrubbs Field could take some. The Chairman requested that the Clerk include this item on the agenda for the next Trustees meeting. Councillor Mrs Mills asked if West Sussex County Council will allow us to plant the trees on A259 and Yapton Road, the area does flood every winter but the trees may absorb some of this water. The Chairman stated that a plan needed to be drawn up showing a map of the site, trees to plant and how many are needed and what costs the Parish Council may have to fund. The Chairman requested that the Clerk together with Councillors Mrs Johnson and Mansfield prepare a proposition that can go to West Sussex County Council as part of the Parish Council’s climate change initiative, a draft of this to be sent to all Councillors.

d) **Letter to Environment Agency**

Councillor Mansfield stated that members have been circulated with the letter and photographs that were sent to the Environment Agency and also their response. Councillor Mansfield stated that in the response from Environment Agency they refer to a Community Group and would like to know if the parish can be part of it. The Chairman requested the Clerk to contact the Environment Agency.

- e) **Review of Capital Assets**
The Clerk having previously circulated a report was noted by members. The Chairman stated that the Sports Pavilion is waiting for a proposal from Felpham Colts on how this building could be improved. Councillor Jones stated that there was not much income from the parish assets. The Chairman stated that when the leases were renewed it showed that no money was taken from the Village Hall or the Scout Hall, the Parish Council has no involvement and we do not have to pay for maintenance and are run as community assets. Councillor Mrs Johnson stated that a storage area within the Sports Pavilion is needed for the emergency equipment. The Chairman stated that the Sports Pavilion is under used and could create more income and will be discussed at the next Parish Land & Properties committee meeting. Councillor Shepherd stated that this matter should not be carried over to the next agenda for further discussion, this was agreed by members.
- f) **Co-option of New Councillor**
Members agreed that the notice of a vacancy for one Councillor be placed on the notice boards and Arun District Council advised. The Clerk was requested to deal with this matter.
- g) **Annual Audit for year ending 31st March 2019**
The Clerk reported that the new external auditor has noted two minor errors within the accounts submitted, one relates to a box on the internal auditor report not being ticked and a date that needed amending, other than these two points the accounts have been signed off and no review will be undertaken.
- h) **Mobile Library Service**
The Chairman stated that this service is needed and we need to find out more information with regard to volunteers for home delivery service. The Chairman reported that a 5G service was being discussed at Arun DC and was now seeking community buildings that would be interested in this type of connection, we could include the village hall, scout hall, church and other sites by creating a hub, it will require BT connection but cabling is free and will provide fast connection. The Chairman would like the parish council to have this facility, this was agreed by members. The Clerk was requested to draft a letter and to advise interested parties on what we intend to do.
- i) **JWAAC Survey**
The Clerk having previously circulated the report was noted by members. The Chairman thanked Councillor Jones for completing the survey.
- j) **Dedicated Parish Council Website**
The Clerk having previously circulated a report required members to decide on which company to select to provide the new parish council website. Councillor Mrs Mills stated that based on the price and that the website will look good her choice would be Netwise, this was also agreed by a number of councillors. The

decision was put to a vote, that Netwise be selected to provide the new parish council website this was proposed by Councillor Mrs Johnson and seconded by Councillor Mrs Mills, all members voted in favour of the proposal with one member voting against. The Clerk stated that at the last meeting it was suggested that a small sub-committee be set up for this project, following a brief discussion the sub-committee will consist of Councillors Mrs Mills, Jones and the Clerk. The Clerk was requested to advise Netwise and the other companies that were unsuccessful.

k) Meeting with Local Businesses

Councillor Harris reported that he was preparing a list of businesses and will set up a further meeting with them and discuss the use of the new website. The Clerk was requested to obtain details of the landlords who own the businesses.

Councillor Davies enquired as to whether a Christmas tree was being organised, Councillor Mrs Mills stated that for this year there will be lights on the pond and green and hopefully in future years we can improve.

l) Remembrance Day Service

The Chairman reported the church in Middleton will be holding a service and all are invited.

11. DEVELOPMENT CONTROL COMMITTEE

(a) The minutes dated 4th September and 18th September 2019 having been circulated to members were noted.

12. GENERAL PURPOSES COMMITTEE

No meeting minutes to circulate

13. PARISH LAND AND PROPERTY COMMITTEE

No meeting minutes to circulate

14. CORRESPONDENCE

(a) Clerk & Councils Direct

(b) WSCC 30 ways to be prepared in September (*circulated*)

(c) Environment Agency – Elmer Flood Management Scheme (*circulated*)

(d) A27 Arundel Bypass Public Updated Consultation (*circulated*)

(e) Felpham PC – Publicising a plan proposal/modification proposal
Consultation (*circulated*)

15. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£43,466.84
Total	<u>£44,716.84</u>

b) **Accounts for Payment**

Royal British Legion	Wreath	*	£25.00
Moore	External Audit Fee	*	£360.00
WSCC	Payroll	*	£1228.36
Admor Ltd	Middleton News	*	£1107.00
Gillian Fowler	Middleton News	*	£505.11
Total			£3,225.47

- *Issued prior to meeting*

16. ANY OTHER BUSINESS

The Chairman informed members of the recent PCSO Allocation & Deployment briefing report sent out by the Clerk. The Chairman also made reference to the recent report circulated by the Clerk in respect of Arun DC Standards Best Practice Members Code of Conduct and stated that the Parish Council decided not to accept Arun DC Code of Conduct and to continue with our own. There are a number of areas that need to be reviewed in the best practice document so please send in any comments you have to the Clerk and we may need to review our decision

Councillor Shepherd raised the condition of the frontage of Elmer Garage and the Clerk was requested to write to them. Councillor Shepherd also requested that the village gateways be installed at the other two locations that were agreed. The Clerk to contact WSCC Highways and Glasdon UK to agree what gateway would be acceptable. Councillor Mrs Mills stated that if the gateways cannot have a speed sign on then they are not needed.

Councillor Mrs Johnson informed members that Community Resilience Training is on the 31st October 2019 at Felpham Community Centre.

Councillor Mrs Claxton updated members on Community Speed Watch. Most of the volunteers have now been trained and that she can now train those that need it. Approval was also given to purchase the necessary equipment.

Councillor Mansfield reported that the pond/drain on the Yapton Poultry Farm site has been ploughed over by the farmer, it is important that this is re-instated and the Clerk was requested to contact West Sussex County Council.

There being no further business the Chairman reminded members that the next meeting will be held on the **18th December 2019** at 7.00pm and the meeting closed at 8.32pm

