MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Parish Council Meeting
Held in the rear hall at the Jubilee Hall, Middleton-on-Sea
On 20th December 2017

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

1) **APOLOGIES (Noted)** – Councillors Darling, Davies Mrs Johnson and Wotherspoon

2) **MINUTES** – The minutes of the Parish Council meeting held on the 18th October 2017 having been circulated were amended. Following the amendments the minutes were approved and signed.

3) **DECLARATIONS OF INTEREST –** There were none.

4) **PUBLIC DISCUSSION PERIOD –** 4 members of the public were present.
Mr Bravington asked why his letter to the Clerk dated the 16th October 2017 had not been replied to. The Clerk apologised for the oversight. Mr Brookland reported that the fencing behind the public conveniences has still not been repaired. The Clerk was requested to contact Arun DC.
Mr Probert stated that the pavement at the corner of Shrubbs Drive was potentially dangerous and needed attention. County Councillor Mrs Pendleton stated that West Sussex County Council have a criteria for deciding if pavements are unsafe. Members of the public need to report such matters to WSCC so there is a record of the complaint and if there is no satisfactory response from WSCC to contact her. Currently this pavement is not considered a Health & Safety risk.

5) **CHAIRMAN'S REPORT**
Nothing to report.

6) **COUNTY COUNCILLOR'S REPORT**
County Councillor Mrs Pendleton reported on the following,
- Love West Sussex website for public to report issues.
- New Police Inspector to be appointed. Concerns over level of police support, Arun DC have asked Police Commissioner to answer questions to Overview Select Committee on police matters
- A259 cycleway progressing
- Winter gritting programme in progress, only main roads will be focused on.
- Community Resilience Programme – training through WSCC available
- Traffic Regulation Order Elmer Road/Southdean Drive approved, work to start from April 2018
- Pedestrian Crossing Middleton Road meeting to discuss arranged

- Pavement western side Yapton Road work not yet started
- Work has started with regard to drainage in churchyard.

Councillor Allsopp asked if the low cost pedestrian crossing option was being considered for Middleton Road. County Councillor Mrs Pendleton stated that this was being focused on.

7) DISTRICT COUNCILLOR'S REPORT

District Councillor Mrs Oakley reported on the following

- Contacted relevant officer at Arun DC to assist Clerk in obtaining information on Councillor Training due to lack of response by Arun DC. Information now provided and apology given to the Clerk
- Training available on Adult Safeguarding – Sex Exploitation
- Scheme of Delegation - Full Council worked to obtain agreed solution and thanked Mrs Pendleton for her chairmanship of the meeting. Mrs Oakley requested copies of planning objections made by the parish council planning committee to planning applications
- Speeding situation in village is getting worse
- Public Toilets – unisex toilets being offered, not wanted by public
- Salt Box site planning application now approved, will impact on A259
- Assisted on leaf clearance for pond and green and thanked collectors for Poppy appeal who have raised a significant amount of money

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 advised on the position with regard to the actions. The only matter that needed to be discussed was the memorial plaque. After a full discussion on this matter the meeting agreed that no memorial plaque was needed.

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b) 2018/2019 Agree Budget and set Precept

Councillor Allsopp proposed that the parish precept be set at £45,000 a 4.65% increase on the previous year. This was seconded by Councillor Mansfield and agreed unanimously by members. The Clerk to advise Arun DC accordingly.

c) Arun DC Adoption of New Code of Conduct

Councillor Allsopp stated that if the new code of conduct is approved the Parish Council will need to amend Standing Orders 53, 54 and 55 and this would invoke Standing Order 67 and a discussion and voting on this matter could not take place until the Parish Council meeting on the 21st March 2018. Councillor Mansfield advised on changes to the Register of Interests form and could see no need to go down this route. Councillor Allsopp stated that the Localism Bill 2011 has not been changed and in 2012 when the current code of conduct was introduced by Arun DC they did not implement it fully. Councillor Mansfield proposed that the Parish

Council continue with the current code of conduct and not adopt the new code of conduct. This was seconded by Councillor Pendleton and a vote was taken. 7 Councillors voted in favour of the proposer, no Councillors voted against the proposal and there was 1 abstention. The Clerk to advise Arun DC accordingly.

d) Future Liaison arrangements with Arun DC

The Clerk having circulated a draft response to members stated that questions 1-4 and 6-10 have been agreed and only question 5 which has two options with regard to the wording needed to be agreed. All members agreed to accept option 2 wording for question 5. The Clerk was requested to send the response to Arun DC

e) Speeding in Middleton & Elmer

Councillor Shepherd stated that evidence was needed on this issue and suggested that speeding be looked into in two stages, in the long term do something like gated entrances to the village and find finance, in the short term invest in some speed indicating devices (SID's). Councillor Allsopp stated that West Sussex County Council undertake speed loops and provide data and requested the Clerk to contact Barry Edmunds to ascertain the cost of installing 2 SID's with the appropriate cost for maintenance. Councillor Mansfield stated that ac series of speed loops exist in Yapton Road and have been there for 4-5 years. The Chairman requested the Clerk to see what reports could be obtained.

County Councillor Mrs Pendleton stated that she was willing to make an application to West Sussex County Council with regard to gateways for the village but to get this approved and for the work to be completed could take up to 3 years. Councillor Allsopp stated that the reporting of accident data was non-existent. County Councillor Mrs Pendleton asked that a draft proposal be undertaken by Councillor Shepherd and Councillor Allsopp. Councillor Shepherd proposed that an application for gateways in the village be made, this was seconded by Councillor Mrs Mills, a vote was taken, 6 voted in favour there were 0 votes against and there were 2 abstentions.

f) Street Scene Partnership – Bognor Regis Town Council/WSCC

The Clerk having previously circulated a letter stating that WSCC have agreed to continue the partnership was noted by members.

. **g) Councillor Training**

The Clerk having previously circulated a report was discussed by members. Councillor Mrs Pendleton asked if we can use SALC for training if we are not members. The Clerk was requested to contact SALC with regard to training courses if the Parish Council are not members. Councillor Allsopp suggested that agreement be given for the Clerk to purchase 14 copies of the "Good Councillor's Guide 2017" and at the parish council meeting in March 2018 decide if any training is needed. Councillor Allsopp stated that the new co-option process provides for training of new councillor by himself and the Clerk. Members discussed if a separate informal meeting be arranged to discuss training needs. Councillor Mrs Claxton being an ex-Training Officer was willing to offer her services for training.

The meeting agreed that the Clerk purchase 14 copies of "Good Councillors Guide 2017.

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h) Campaign to Protect Rural England (CPRE) Membership

Following a discussion by members, Councillor Mrs Mills proposed that the Parish Council apply for membership, this was seconded by Councillor Mrs Claxton and a vote was taken, 5 voted in favour, there were 0 votes against and 3 abstentions. The Clerk was requested to complete the necessary application form.

10) DEVELOPMENT CONTROL COMMITTEE

The minutes dated 18th October 2017, 1st November 2017, 15th November 2017 and 6th December 2017 having been circulated to members were noted.

1) **Assets of Community Value** – The Chairman informed members that this matter came up at a recent Development Control meeting when a member of the public was concerned with regard to The Cabin in Elmer and wished the parish council to register this as an asset of community value with Arun DC. Other parishes have registered a number of assets but Middleton-on-Sea Parish Council have no assets registered… The meeting discussed what assets could be included under Assets of Community Value but agreed at this time to make a request to Arun DC for The Cabin to be registered first and then to review other assets later**.** The Clerk was requested to apply to Arun DC.
2) **Arun DC Scheme of Delegation** – The Clerk informed members of the final wording with regard to this matter which was noted by members.

11) GENERAL PURPOSES COMMITTEE – The minutes dated 15th November 2017 having been circulated to members were noted.

1) Willow Brook-Jetting & CCTV – The Clerk informed members that Arun DC have agreed to fund the work and wish to send funds to the Parish Council, so the Parish Council can pay the contractor and recover the VAT. This was agreed to by members.

2) JWAAC Administration Fee 2018/2019 – The Clerk informed members that an email has been sent stating the Parish Council commitment to JWAAC. This was noted by members.

12) PARISH LAND AND PROPERTY COMMITTEE – The minutes of the 1st November 2017 having been circulated to members were noted.

13) CORRESPONDENCE – The following items had been received

1) Clerk & Councils Direct *(circulated)*
2) Sussex Police-West Sussex Crime Figures *(circulated).*
3) West Sussex Cycle Summit *(email circulated)*
4) Arun DC response to A27 Arundel Bypass Consultation *(letter circulated*)
5) CPRE Reports*(circulated*)
6) Chief Inspector Justin Burtenshaw District Commander for Chichester and Arun – Leaving *(email circulated)*

14). FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£50,514.44
Total	**£51,764.44**

Accounts for payment:-

Trustees Playing Fields	**Contribution**	*	**£5140.00**
WSCC	**Salary**	*	**£1179.47**
Joe Lake	**Tesco Vouchers**	*	**£177.36**
Apogee Ltd	**Photocopier Charges**	*	**£4.38**
AVG	**Software Security**	*	**£46.99**
WSCC	**Payroll Administration**	*	**£44.21**
SALC	**Membership**	*	**£147.00**
Apogee Ltd	**Photocopier Charges**	*	**£5.89**
WSCC	**Payroll**	*	**£1179.47**
Sussex Playing Fields	**Membership**	*	**£15.00**
Admor Ltd	**Printing-Middleton News**	*	**£1107.00**
Total			**£9046.77**

- *Issued prior to meeting*

15). ANY OTHER BUSINESS

Councillor Mrs Pendleton asked that the parish council meeting of the 16th May 2018 be moved due to her attendance at Arun DC on the same date. Councillor Allsopp stated that this would need to be placed on the agenda for the meeting on the 17th January 2018 and a proposal made by Councillor Mrs Pendleton that needed to be seconded.
If the proposal has a seconder then no discussion or voting can take place until the next parish council meeting on the 21st March 2018, this is in line with the parish council standing orders. Councillor Mrs Pendleton also requested that if the date of the parish council meeting is not changed that her apologies be approved. The Clerk was requested to place both matters on the agenda of the next parish council meeting.

Councillor Mrs Mills raised the state of the village pavements and that the village was looking neglected. Councillor Mansfield stated that he has reported problems to Biffa and work has been done and would provide the telephone number to the Clerk

There being no further business the Chairman reminded members that the next meeting will be held on **17th January 2018 at 7.00pm**. The meeting closed at 8.35pm.