

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held remotely using Zoom**  
**On Wednesday 15th July 2020**

**PRESENT** – Councillors Mrs Mills (In the Chair), Davies, Harris, Jones, Mansfield, Newton, and the Clerk.

- 1. APOLOGIES (Approved)** – Councillors Mrs Haywood & Mrs Pendleton  
**(Noted)** - Councillor Mrs Johnson
- 2. MINUTES** – The minutes of the Parish Council meeting held on the 1<sup>st</sup> July 2020 having been circulated were approved. Minutes will be signed once meetings on Zoom are not required
- 3. DECLARATIONS OF INTEREST** – There were none.
- 4. PUBLIC DISCUSSION PERIOD** – No members of the public were present.
- 5. CHAIRMAN’S REPORT** – Nothing to report.
- 6. COUNTY COUNCILLORS REPORT** – The Clerk having previously circulated the report was noted by members.
- 7. DISTRICT COUNCILLORS 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 were none
- 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 to members was noted.
  - b) Meeting Dates – Parish Council & Arun DC** – The Clerk informed members that this meeting was to decide if members wished to consider changing some of the Full Parish Council meeting dates so they did not clash with Arun DC meeting dates so that Councillors Mrs Haywood and Mrs Pendleton could attend both Parish and District Council meetings. If members wish to agree to the change then this would need to be proposed and seconded and voted on. The Clerk will then place this item on the next full Parish Council agenda which will require an amendment to the Standing Orders. Councillor Mrs Mills stated that at the last meeting the general feeling was to change some months of the full Parish Council meetings from the third Wednesday of the month

to the 1<sup>st</sup> Wednesday of the month. Councillor Mansfield stated that the date for the Annual Parish Council meeting cannot change. Following further discussion Councillor Newton proposed acceptance of changing some of the full Parish Council meetings to the 1<sup>st</sup> Wednesday of the month this was seconded by Councillor Harris and agreed unanimously by members. The Clerk was requested to place this item on the next full Parish Council meeting agenda.

**c) Vacancy for Councillor** – The Clerk having previously circulated a report was noted by members. Councillor Mrs Mills stated that due to the current situation with regard to Coronavirus that the co-option process may need to be more flexible. The Clerk informed members that he has received an application from a local resident and will forward it to members. The Clerk was requested to review dates and times for training and meeting with fellow Councillors.

**d) Update Barn (Farm Shop) – Guernsey Farm** – The Clerk having previously circulated a report to members was noted. Councillor Jones enquired about the house next to the barn. Councillor Mansfield stated that the house had not been lived in for some time and was now boarded up to deter vandals, making 3 empty properties in the village. Councillor Mansfield informed members that further investigation of the site shows that it was known before as Newlands Farm and therefore the barn should be referred to as Newlands Barn.

**e) Approval of Traffic Regulation Order – Elmer Road** – The Clerk having previously circulated the Traffic Regulation Order was noted by members. Councillor Harris raised concerns over parking in side roads off Elmer Road.

**11. Development Control Committee** – The minutes dated 15<sup>th</sup> January, 5<sup>th</sup> February, 4<sup>th</sup> March, 3<sup>rd</sup> June, 17<sup>th</sup> June and 1<sup>st</sup> July 2020 having been circulated to members were noted

**12. General Purposes Committee** – a) The minutes dated 19<sup>th</sup> February and 17<sup>th</sup> June 2020 having been circulated to members were noted.

**b) JWAAC Highways & Transport Sub-Group – removal of democratic services** – The Clerk having previously circulated a report was noted by members.

**13. Parish Land & Property Committee** – The minutes dated 5<sup>th</sup> February and 3<sup>rd</sup> June 2020 having been circulated to members were noted.

**14. Correspondence:**

- (a) Clerks & Councils Direct**
- (b) Soft Sand Review** (*email circulated*)
- (c) Arun DC – Adoption of Open Space, Playing Pitches, Built Sport Facilities and Parking Standards** (*email circulated*)
- (d) WSCC Permit Scheme Consultation** (*email circulated*)
- (e) Proposed TRO Elmer Road** (*email circulated*)

- (f) **WSCC – Sustainability & Energy Update** *(email circulated)*
- (g) **Environment Agency – details maintenance work in parish** *(email circulated)*
- (h) **WSCC News Release – Financial impact of COVID-19** *(email circulated)*
- (i) **WSCC News Release – Response to COVID-19** *(email circulated)*
- (j) **WSCC – A27 Chichester Bypass possible future funding** *(email circulated)*
- (k) **Arun DC – Coronavirus Act 2020 – impact on decision making** *(email circulated)*
- (l) **Closure of Household Waste Re-cycling Centres** *(email circulated)*
- (m) **Arun DC – Public Spaces Protection Order** *(email circulated)*
- (n) **Arun DC – Community Infrastructure Levy (CIL) Guidance Notes** *(email circulated)*
- (o) **Arun DC – Confidential briefings to Town & Parish Councils** *(all reports circulated by email)*
- (p) **Arun DC – Letter to Government regarding funding of next tranche to District Councils** *(email circulated)*
- (q) **WSCC News Release – Reopening of Household Waste Recycling Sites** *(email circulated)*
- (r) **WSCC News Release – Governance Committee agrees way forward on Council meetings** *(email circulated)*
- (s) **Arun DC – Report from Chief Executive on Council’s response to COVID-19 Pandemic** *(email & report circulated)*
- (t) **WSCC News Release – Proposals for 21km of temporary cycle ways in West Sussex** *(email circulated)*
- (u) **WSCC News Release – Initial funding of up to £784,000 for emergency safe space cycling and walking measures** *(email circulated)*
- (v) **WSCC News Release – Sussex Day** *(email circulated)*
- (w) **WSCC News Release – Greener on-street parking charges with 25% reduction for low-emission vehicles** *(email circulated)*
- (x) **WSCC News Release – Ten Year climate change plan to be examined** *(email circulated)*
- (y) **WSCC News Release – Chief Fire Office pays tribute to staff** *(email circulated)*
- (z) **WSCC News Release – Businesses thanked for their continued support during Coronavirus pandemic** *(email circulated)*

**15. Finance Committee:**

<b>(a) Bank Accounts:</b>	<b>Current</b>	<b>£1,250.00</b>
	<b>Business Reserve</b>	<b>£75,160.74</b>
	<b>Total</b>	<b>£76,410.74</b>

- (b) **2019/2020 Accounts/Annual Return for approval/ratification:**-It was proposed by Councillor Jones, seconded by Councillor Harris and unanimously resolved to accept the Annual Accounts dated 31<sup>st</sup> March 2020, together with the Annual Return of the same date and in particular the Annual Governance Statement in

Section1 (Page 4) of the return was approved The previously mentioned documents will be signed by the Chairman and the Clerk (Responsible Finance Officer). The Clerk will forward the Annual Return to Moore Stephens.

(c) **Accounts for payment**

<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1228.36</b>
<b>Communicorp</b>	<b>Clerk &amp; Councils</b>	<b>*</b>	<b>£120.00</b>
<b>Neighbourhood Watch</b>	<b>Signs</b>	<b>*</b>	<b>£160.00</b>
<b>JWAAC</b>	<b>Admin Fee</b>	<b>*</b>	<b>£130.00</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1228.36</b>
<b>Geosphere</b>	<b>Subscription</b>	<b>*</b>	<b>£216.00</b>
<b>Communicorp</b>	<b>Legal Updates</b>	<b>*</b>	<b>£75.00</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1228.36</b>
<b>Arun DC</b>	<b>Toilets &amp; Dog Bin Fees</b>	<b>*</b>	<b>£3975.95</b>
<b>Villages in Focus</b>	<b>Advert VE Day</b>	<b>*</b>	<b>£65.00</b>
<b>Weston's</b>	<b>Tree Planting</b>	<b>*</b>	<b>£1494.00</b>
<b>Bognor Regis Town Force</b>	<b>Repairs</b>	<b>*</b>	<b>£622.29</b>
<b>Gillian Fowler</b>	<b>Middleton News</b>	<b>*</b>	<b>£471.56</b>
<b>Joe Lake</b>	<b>Stationery</b>	<b>*</b>	<b>£88.02</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1228.36</b>
<b>Bognor Regis TF</b>	<b>Repairs</b>	<b>*</b>	<b>£1299.58</b>
<b>Admor</b>	<b>Printing COVID 19</b>	<b>*</b>	<b>£656.00</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1226.56</b>
<b>Royal British Legion</b>	<b>Crosses</b>	<b>*</b>	<b>£43.50</b>
<b>WSSC</b>	<b>Payroll Admin</b>	<b>*</b>	<b>£48.44</b>
<b>Easyhosting</b>	<b>Website</b>	<b>*</b>	<b>£44.70</b>
<b>Arun DC</b>	<b>Election Costs</b>	<b>*</b>	<b>£5495.62</b>
<b>AVG</b>	<b>Website</b>	<b>*</b>	<b>£40.56</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1226.56</b>
<b>Joe Lake</b>	<b>Zoom Upgrade</b>	<b>*</b>	<b>£143.88</b>
<b>WSSC</b>	<b>Payroll</b>	<b>*</b>	<b>£1226.56</b>
<b>Total</b>			<b>£23783.22</b>

*\* Issued prior to meeting*

**16 Any Other Business** – Councillor Newton informed the meeting that at a recent Elmer Sands Board Meeting it was stated that a vehicle/s were driving on the beach which is part of the Nature Reserve which is managed by Natural England. The Clerk was requested to make some enquiries.

There being no further business the Chairman reminded members that the next meeting will be held on the **16<sup>th</sup> September 2020** at 7.00pm and the meeting closed at 7.34pm

