

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Parish Council Meeting
Held remotely using Zoom
On Wednesday 25th November 2020

PRESENT – Councillors Mrs Haywood (Chairman), Ball, Davies, Harris, Mrs Johnson, Jones, Knight, Mansfield, Mrs Mills, Newton, Mrs Pendleton and the Clerk.

1. **APOLOGIES (Approved)** – None
(Noted) - None
2. **MINUTES** – The minutes of the Parish Council meeting held on the 21st October 2020 having been circulated were amended. Following the amendment the minutes were approved. Minutes will be signed once meetings on Zoom are not required
3. **DECLARATIONS OF INTEREST** – Councillor Knight declared a non-pecuniary interest in respect of item 9(a) with regard to Scouts HQ fencing being a member of the Scouts committee. Councillor Mrs Mills declared a non-pecuniary interest in respect of item 6(b) being a nearby resident of a possible proposed housing development.
4. **PUBLIC DISCUSSION PERIOD** – Two members of the public were present. Maryon McDonald stated that the Clerk recently attended a meeting on behalf of the Parish Council in respect of Rampion 2 organised by Natural PR who represent Rampion Wind Farm. The meeting relates to setting up of Project Liaison Groups and the notes that the Clerk took at the meeting have been marked Strictly Private & Confidential and wished to know why. The Clerk stated that this was the first meeting of the PLG's and therefore until he received clarification from Natural PR that these notes could be released to the public they had been marked Strictly Private & Confidential. The Clerk reported that Natural PR have sent minutes of the meeting and the next meeting is due to take place in January 2021 and will be in contact with Natural PR to see if they are in agreement for the information to go into the public domain. The Clerk stated that an organisation called Protect Coastal England may also wish to make a presentation to the Parish Council in respect of Rampion 2. Colin Ross also attended the meeting as an observer.
5. **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
6. **MATTERS ARISING**
 - a) **Update on actions from previous meeting** – The Clerk having previously circulated a report was noted by members. All questions received after the presentation from Rampion Wind Farm have been responded to and circulated to members. Arun DC have not yet responded to the possibility of supplying Parking Enforcement Officers with body cameras. The Parish Council have registered their commitment to St

Nicholas Church that they will take part in the Christmas Tree Festival. Councillor Mrs Mills stated that photographs will be taking of the decorated tree and requested the Parish Council make a donation to the Church Bell Tower Restoration fund. After some discussion Mrs Mills proposed that a donation be made this was seconded by Councillor Harris and approved by members. The donation will be for £50 and the Clerk was requested to raise a cheque.

b) Housing & Economic Land Availability Assessment (HELLA) Community

Infrastructure Levy (CIL) & Neighbourhood Plan – Councillor Mrs Johnson reported on a meeting she attended organised by Arun DC Planning with regard to the above. The meeting was geared towards those parishes with a Neighbourhood Plan and also for parishes to identify areas of where Community Infrastructure Levy could be spent. Councillor Harris stated that he attend a CIL meeting and as this parish council has no Neighbourhood Plan we would receive CIL income at a lower rate and also stated that he understood that we could join up with a neighbouring parish and be part of their plan. The Chairman and Councillor Mrs Pendleton stated that this was not possible. Members then went into a discussion as to whether or not the Parish Council consider having a Neighbourhood Plan. The discussions covered the cost of doing such a project although grants towards the overall cost are available, the reasons why the Parish Council have not done a Neighbourhood Plan which tended towards most of the land in the parish being owned by West Sussex County Council for possible housing development. The Village Design Statement was seen as a good starting point many years ago but now needs updating with possibly Neighbourhood Plan. The Chairman stated that Donna Moles of Arun DC has offered to do a presentation to the Parish Council on preparing a Neighbourhood Plan and suggested that this was the way forward so that members can get an understanding on what is required. Members agreed to the Chairman's suggestion and the Clerk was requested to contact Donna Moles to arrange a meeting.

c) Update A259 Bognor Regis to Littlehampton Feasibility Study – Councillor Mrs Johnson reported that the cost is expected to be in the region of £29 million pounds and improved pedestrian and cycle facilities are being investigated which will move project into higher priority and remove the possibility of funding being removed. A full business case is expected at the end of 2022 early 2023 with funding approve project to commence 2023-2024. Councillor Mrs Pendleton stated that planners are optimistic about the project.

d) NatWest Bank Communication Issues – The Clerk having previously circulated a report to members was noted. A response from the bank has not yet been received.

e) Parish Council Sub-Committee Vacancies – Councillor David Knight stated that he would like to join the Development Control Committee, Councillor Mrs Pendleton wished to join Parish Land & Property Committee, Councillor Newton wished to join the Finance Committee and Councillor Ball wished to join the General Purposes Committee as an observer and to decide later if he wished to be a member of this committee. Members approved the appointment of parish councillors to the various sub-committees

f) Survey – WSCC Transport Plan Review - The Clerk informed members that he needed comments from members so that a response to the Transport Plan can be made. Councillor Mrs Mills stated that a transport link to Barnham would be helpful and recent changes has meant that for residents to get to Bognor Hospital there is no direct bus connection from Middleton-on-Sea

7. Development Control Committee – The minutes dated 21st October and 4th November 2020 having been circulated to members were noted

8. General Purposes Committee – Nothing to report.

9. Parish Land & Property Committee – The minutes dated 4th November 2020 having been circulated to members were noted. The meeting discussed the proposal made by the Scouts with regard to fencing off part of their site on Shrubbs Field. Councillor Mrs Johnson stated that an additional meeting of the Parish Land & Property committee was called to discuss this proposal and agreed to approve the fencing project which will now go to the full Parish Council for a final decision. Councillor Knight stated that this would be a good quality fence and provide safety for the cubs and scouts. Councillor Mrs Pendleton stated that it was important that the design of the fencing does not detract from the ambience of the area and that it is not solid fencing. Councillor Mrs Pendleton questioned if the Charities Commission can provide any guidance as to what can be done on the field. The Chairman stated that the Scouts HQ have a long lease which does not mention fencing. Councillor Ball was concerned that a large solid wooden fence would spoil the look of Shrubbs Field. Councillor Mrs Johnson stated that the plan of the fencing which is inside of existing fencing does not obstruct. The Clerk was requested to circulate to members the sketch and report from Scouts HQ on the proposed fencing and for it to be placed on the agenda at the next full Parish Council meeting.

10. Correspondence:

- (a) **Clerks & Councils Direct**
- (b) **WSCC – News Releases COVID-19** (*4 reports circulated*)
- (c) **Arun DC – Briefing reports COVID-19** (*5 reports circulated*)
- (d) **WSCC News Release – On street parking charges review** (*circulated*)
- (e) **WSCC News Release – Major Service to retractable red bridge at Littlehampton** (*circulated*)
- (f) **WSCC Highways, Transport & Planning Update** (*circulated*)
- (g) **Arun DC Public Space Protection Orders – relating to the control of dogs** (*circulated*)
- (h) **Arun DC – Walberton PC Neighbourhood Plan Modification Proposal** (*circulated*)
- (i) **WSCC Proposed modifications to Soft Sand Review** (*circulated*)
- (j) **WSALC Board Meeting Notes** (*circulated*)

11. Finance Committee:

(a) Bank Accounts:	Current	£1,250.00
	Business Reserve	£137,221.29
	Total	£138,471.29

(b) Accounts for payment

Joe Lake	Stationery	*	£130.72
MAS Seeds	Part of Grant Pond & Green	*	£510.00
Royal British Legion	Wreath & Crosses	*	£77.50
Moore	External Audit Fee	*	£360.00
WSCC	Payroll	*	£1226.56
AVG	Computer Security	*	£68.23
	Total		£2373.01

** Issued prior to meeting*

16 Any Other Business

Councillor Mrs Mills raised a question with regard to the double yellow lines along the Elmer Road. Councillor Mrs Pendleton stated that the double yellow lines have been marked out at the bottom of Elmer Road, the rest of the lines along Elmer Road has been set up as a maintenance job to be done and will be completed over the next few months. If no yellow lines were there before they will stay without double yellow lines. And that the parking restriction is now no parking all year round. Councillor Knight raised three items to go on the agenda at the next Parish Council meeting, 1) Parking problems Ilex Way 2) Speeding, possibility of 20mph limit 3) Car repairs being carried out on the public highway with a number of cars parked nearby possibly local business. Councillor Mrs Pendleton wished to be placed on the agenda at the next full Parish Council meeting of introducing Drainage on Shrubbs Field to carry away surface water from Southdean Drive.

The Clerk was requested to place all the above items on the next full Parish Council agenda.

There being no further business the Chairman reminded members that the next meeting will be held on the **16th December 2020** at 7.00pm and the meeting closed at 8.18pm

Unconfirmed