

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 19th May 2021

PRESENT – Councillors Mrs Johnson (In the Chair), Harris, Knight, Mansfield, Mrs Mills, Newton, and the Clerk

1. APOLOGIES (Approved) - None

(Noted) – Councillors Ball, Mrs Haywood, Jones & Mrs Pendleton

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Councillor Mrs Haywood was proposed by Councillor Mansfield and seconded by Councillor Mrs Mills. There being no further nominations Councillor Mrs Haywood was duly elected Chairman. Councillor Mrs Haywood who gave her apologies for the meeting will sign the Declaration of Acceptance of Office at the earliest opportunity.

3. ELECTION OF A VICE CHAIRMAN – Nominations were requested for the position of Vice Chairman. Councillor Mrs Johnson was proposed by Councillor Mrs Mills and seconded by Councillor Newton. There being no further nominations Councillor Mrs Johnson was duly elected Vice Chairman. Councillor Mrs Johnson due to the absence of Mrs Haywood took the chair for the meeting.

4. PHOTOGRAPH

A photograph of the parish councillors was not taken due to COVID-19 restrictions and the reduction in parish councillors.

5. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –

The Clerk having previously circulated the Councillors committee preferences was noted by members. Councillor Mansfield proposed that these be approved en bloc this was seconded by Councillor Mrs Mills and approved unanimously by members

(a) **Development Control Committee** – Councillors Mrs Johnson, Mrs Haywood, Harris, Jones, Knight & Newton

(b) **Finance Committee** – Councillors Mrs Haywood, Newton & Mrs Pendleton

(c) **General Purposes Committee** – Councillors Mrs Johnson, Mrs Mills, Jones & Ball.

(d) **Parish Land & Property Committee** – Councillors Mrs Haywood, Mrs Johnson, Newton, Mrs Pendleton & Mrs Mills.

(e) **Playing Fields Executive** – Councillors Mrs Haywood, Mrs Johnson, Newton, Mrs Pendleton & Mrs Mills

(f) **Parish Tree & Ditch Warden** – Councillor Mansfield.

(g) **Village Hall** – Councillor Mrs Johnson

- (h) Village Hall** – Councillor Mrs Haywood (Trustees of MOS Playing Fields).
- (i) Joint Western Arun Area Committee** – Councillor Jones.
- (j) Hobbs Allotments & Garden Society Representative** – Councillor Harris
- (k) Cycle-path & Rights of Way Representative** – Councillor Mrs Johnson
- (l) Campaign to Protect Rural England (CPRE) Representatives** – Councillors Mrs Johnson & Jones
- (m) Community Speed Watch Organiser** – Councillor Jones

6. MINUTES – The Minutes of the Parish Council Meeting held on the 7th April 2021 having been circulated were approved..

7. DECLARATIONS OF INTEREST – There were none.

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

No report for this meeting.

10. MATTERS ARISING

a) Update on actions from previous meetings, 3rd March & 7th April 2021

The Clerk having previously circulated a report was noted by members. Members agreed not to change their current email addresses to, gov.uk. Members discussed the proposed planting in Shrubbs Field. Councillor Mansfield agreed to draw up a planting plan.

b) Update Neighbourhood Development Plan.

Members agreed to defer discussion on this matter until the next Parish Council meeting in July 2021. The Clerk to place this on the agenda for the next meeting.

c) Update Rampion 2

Councillor Harris stated that there was not enough information and local residents need to be informed. Councillor Mrs Johnson stated that Rampion 2 was more of an inshore windfarm not offshore. Councillor Mansfield stated that Rampion 2 should be further offshore but this would place it in the shipping lanes. Councillor Mrs Mills stated that if Rampion 2 cannot meet the criteria set then the Parish Council should object. Councillor Newton stated that Bognor Regis Town Council have opposed it and he has concerns with tourism and loss of jobs. Councillor Mrs Mills suggested that a further meeting with Rampion be held to ascertain the final details of Rampion 2 to include local residents at a public meeting. The Clerk was requested to contact Rampion to arrange the public meeting.

d) Update Arun DC New Amendment to Code of Conduct

Following discussion on this matter Councillor Mansfield proposed that the Parish Council stay with the current Parish Council Code of Conduct and not adopt the new

Arun DC Code of Conduct. This was seconded by Councillor Mrs Mills and approved unanimously

e) Annual reconfirmation of Financial Risk Assessment

Councillor Newton proposed acceptance of the above for a further year which was seconded by Councillor Harris and agreed unanimously by members.

f) Update Purchase of Emergency Equipment

The Clerk having previously circulated a report was noted by members. Councillor Mrs Johnson stated that the Laptop, Projector and Projector Screen should be removed from the purchase of emergency equipment and purchased as a parish council asset to be used for the whole of the parish council. Councillor Mansfield asked what type of generator and pumps are being purchased. It was agreed that the Clerk to speak with Councillor Mansfield so that the correct equipment can be purchased. Members agreed for the purchase of the emergency equipment within the report

g) Paperless Parish Council

The Clerk having previously circulated a report was noted by members. Members discussed the lack of broadband within the village hall and requested the Clerk contact the Village Hall committee to see what can be done. Councillor Mansfield raised a possible issue of certain papers having to be hard copy under an Act of Parliament. The Clerk was requested to seek advice on this matter.

Councillor Knight proposed approval that the parish council go “paperless”, this was seconded by Councillor Newton and approved by members subject to checking that there are no restrictions.

h) Facebook on Parish Council

Councillor Mrs Mills stated that Facebook was needed on the parish council website to assist in providing information to the local community. Facebook will only be used to provide information only and no commenting on information. Members agreed to go forward with Facebook on the parish council website and the Clerk was requested to contact Netwise to provide the link.

11. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 3rd March, 17th March, 7th April, 21st April and 5th May 2021.having been circulated to members were noted.

12 GENERAL PURPOSES COMMITTEE

The minutes dated 21st April 2021 having been circulated to members were noted

13 PARISH LAND AND PROPERTY COMMITTEE

No meeting minutes to circulate

14. CORRESPONDENCE

The following items had been received:-

- (1) Clerk & Councils Direct
- (2) WSCC Coronavirus Updates (*9 reports circulated*)
- (3) Arun DC Coronavirus updates (*11 reports circulated*)
- (4) Arun DC response to A27 Arundel By Pass (*circulated*)
- (5) WSCC News Release – 300 candidates for WSCC elections (*circulated*)
- (6) WSCC News Release – Ash Dieback (*circulated*)
- (7) WSCC News Release – WSCC Libraries reopen (*circulated*)
- (8) WSCC News Release – New property development initiative (*circulated*)
- (9) WSCC News Release – Retractable river bridge to be repainted (*circulated*)
- (10) WSCC News Release – Cycling safety improvement works–Felpham (*circulated*)
- (11) WSCC News Release – Health Leaders Lockdown exit (*circulated*)
- (12) Arun DC – Felpham NDP Modifications (*circulated*)
- (13) WSCC Transport Plan Review (*circulated*)

15. FINANCE COMMITTEE

a) Bank Accounts -

The Clerk reported on the following Bank Accounts

Current Account	£ 1250.00
Business Reserve	£125952.19
Total	<u>£127202.19</u>

b) 2020/2021 Accounts for approval/ratification

It was proposed by Councillor Mrs Mills, seconded by Councillor Harris and unanimously resolved to accept the Annual Accounts dated 31st March 2021. The Clerk will now forward these to the internal auditor for approval.

f) Accounts for payment –

Communicorp	Subscription	*	£100.00
Parish Online	Subscription	*	£216.00
WSCC	Payroll	*	£1226.56
Joe Lake	Stationery	*	£146.34
WSCC	Payroll	*	£1226.56
Admor Ltd	Middleton News	*	£1107.00
Arun DC	Services	*	£3975.95
Allbright Ltd	Sports Pavilion	*	£15583.24
Gillian Fowler	Middleton News	*	£480.34
WSCC	Payroll	*	£1226.56
WSCC	Payroll Admin	*	£47.30
WSCC	Payroll	*	£1225.87
Total			£26561.72

- Issued prior to meeting

16. ANY OTHER BUSINESS

Councillor Mrs Mills enquired if any more information has been received regarding the dew pond at Poultry Farm. Councillor Mansfield stated that no more information has been received. The Clerk was requested to contact Kevin Macknay and Paul Cann.

Councillor Mansfield stated if it was possible to get the dew pond at the Poultry Farm protected. The Clerk was requested to investigate.

Councillor Harris advised that graffiti was on the bus shelter and toilet block wall. The Clerk to contact Bognor Regis Town Force to remove it.

Councillor Mrs Johnson requested that an invitation to attend a Parish Council meeting be sent to our new PCSO. The Clerk was requested to contact the new PCSO and arrange a meeting.

There being no further business the Chairman reminded members that the next meeting will be held on a date to be confirmed in July 2021 at 7.00pm and the meeting closed at 8.15pm.

Unconfirmed