

**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 17<sup>th</sup> May 2023**

**PRESENT** – Councillors Mrs Haywood, Allsopp, Dr Hayes, Harris, Mrs Johnson, Mansfield, Mrs Mills, Newton, Mrs Wright and the Clerk

**1. APOLOGIES (Approved) -**  
(Noted) – Mrs Pendleton

**2. COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE AND UNDERTAKING TO OBSERVE THE CODE OF CONDUCT.**

Each member present individually signed both the Declaration and Undertaking and each was witnessed by the Clerk

**3. ELECTION OF THE CHAIRMAN OF THE COUNCIL** – Nominations for the position of Chairman were requested. Councillor Mrs Haywood was proposed by Councillor Mrs Johnson and seconded by Councillor Mrs Mills. There being no further nominations Councillor Mrs Haywood was duly elected Chairman. Councillor Mrs Haywood then took the Chair and signed the Declaration of Acceptance of Office.

**4. ELECTION OF A VICE CHAIRMAN** – Nominations were requested for the position of Vice Chairman. Councillor Dr Hayes proposed Councillor Mrs Mills who was not willing to stand. Councillor Allsopp was proposed by Councillor Mansfield and seconded by Councillor Newton. There being no further nominations Councillor Allsopp was duly elected Vice Chairman.

**5. PARISH COUNCILLORS PHOTOGRAPH FOR MIDDLETON NEWS** – A photograph of the Parish Councillors was taken for inclusion in Middleton News

**6. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –**

The Clerk having previously circulated to Councillors the committee preferences was noted by members. The Clerk informed members that the only committee that is oversubscribed is Finance which is allowed 3 members but 5 members have requested to be on this committee. The Clerk stated that Standing Orders does allow for committees to be increased in membership if it so wishes. Following discussion on the subject it was proposed by Councillor Newton and seconded by Councillor Mrs Mills that the Finance committee be increased to 5 members. A vote was taken and the proposal was approved. Councillor Appointments to the various Committees are as follows

(a) **Planning Committee** – Councillors Allsopp, Mrs Johnson, Harris, Newton and Mrs Wright

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

- (c) **Parish Land & Property Committee** – Councillors Mrs Haywood, Mrs Johnson, Newton, Mrs Mills. Mrs Pendleton. & Mrs Wright
- (d) **Playing Fields Executive** – Councillors Mrs Haywood, Mrs Johnson, Newton, Mrs Mills, Mrs Pendleton & Mrs Wright
- (e) **Parish Tree & Ditch Warden** – Councillor Mansfield.
- (f) **Village Hall** – Councillor Mrs Johnson
- (g) **Village Hall** – Councillor Mrs Haywood (Trustees of MOS Playing Fields).
- (h) **Hobbs Allotments & Garden Society Representative** – No representative at this time
- (i) **Cycle-path & Rights of Way Representative** – Councillor Mrs Wright
- (j) **Campaign to Protect Rural England (CPRE) Representatives** – Councillor Mrs Johnson
- (k) **Community Speed Watch Organiser** – Councillor Newton

**7. MINUTES** – The minutes of the Parish Council meeting held on the 15<sup>th</sup> March 2023 having been circulated were amended. Councillor Mrs Mills proposed an amendment to item 12b and this was seconded by Councillor Mrs Johnson and approved by members. Following the amendments approval of the minutes was proposed by Councillor Mrs Mills and seconded by Councillor Mrs Johnson which were approved and signed.

**8. DECLARATIONS OF INTEREST** – Councillor Allsopp declared a non-pecuniary interest in respect of item 13i being a nearby resident of Shrubbs Drive

**9. 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.

**10. FORWARD PLAN** – The Clerk having circulated the final updated report was noted by members.

**11. NEIGHBOURHOOD DEVELOPMENT PLAN** – Councillor Dr Hayes reported that over 500 Questionnaires are being recorded and results will be available in early June 2023. At the first public meeting 148 people attended and gave widespread support. Two of the Task Groups will require new Chairman and this is being reviewed. There was a meeting with our Consultant on the 20<sup>th</sup> April 2023 and she will be providing actions for the Task Groups to consider for evidence and information gathering. The Parish Council have secured grant funding for two important reports to be prepared namely an Housing Needs Assessment and Design and Design codes for housing. The Chairman thanked all those involved on this important piece of work and need to keep residents closely informed. Councillor Newton stated that for the next public meeting it requires discussion with residents and advertising of NDP meetings. Councillor Dr Hayes stated that the social media needs for the NDP are to be discussed.

**12. UPDATE RAMPION 2 PROPOSED WIND FARM** – No report for this meeting

### 13. MATTERS ARISING

- a) **Update on actions from previous meeting** – The Clerk having circulated a report to members was noted. The review of Parish Council meeting dates is to be discussed under agenda item 13c. An invitation was sent to Middleton Scouts to attend the Kings Coronation Event.
- b) **Chairman’s Honorarium & Parish Councillors Allowances** – The Chairman stated that she will not be taking the Honorarium. Councillor Newton proposed that the Councillors Allowance is not taken, this was seconded by Councillor Allsopp and approved unanimously by members
- c) **Review of Parish Council schedule of meeting dates** – Councillor Allsopp stated that the Clerk will send out the dates for the year and these should not change.
- d) **Parish Council processes to be approved** – The Clerk having previously circulated a report was noted by members. Councillor Allsopp stated that the minutes do not need to show proposer, seconder and vote details they need to be as short as is consistent with clarity and accuracy.
- e) **Parish Council Issues to be resolved** – The Clerk having previously circulated a report to members was noted. Members discussed predetermination within planning. Councillor Allsopp stated that the Localism Act abolished predetermination and planning decisions to be taken on planning issues with an open mind.
- f) **Annual reconfirmation of Financial Risk Assessment** – Members agreed to the reconfirmation of the Financial Risk Assessment for a further year.
- g) **Community Warden Scheme** – Members agreed to keep this scheme under review.
- h) **Guernsey Farm Buildings – Letting Particulars** – Councillor Mansfield stated that it is possible that the two large cowshed buildings may have asbestos in them. Members discussed the possibility of getting Listed Buildings consent on this site and the Clerk was requested to make another application.
- i) **Resurfacing of Shrubbs Drive** – Councillor Allsopp stated that Shrubbs Drive is in a terrible state with potholes and trenches in the road. The road has not been resurfaced in 35 years although two side roads have been resurfaced recently. Councillor Allsopp requested approval for him and the Clerk to meet with WSCC Highways, this was agreed by members.

### 14. PLANNING COMMITTEE

The minutes dated 1<sup>st</sup> March, 15<sup>th</sup> March, 5<sup>th</sup> April and 19<sup>th</sup> April 2023 having been circulated to members were noted

## 15 PARISH LAND AND PROPERTY COMMITTEE

No minutes to circulate

## 16. CORRESPONDENCE

The following items had been received:-

- (1) Clerk & Councils Direct
- (2) WSCC News Release – County Council supports bid to tackle abuse & intimidation towards local councillors (*circulated*)
- (3) WSCC News Release– A259 Consultation Bognor to Littlehampton (*circulated*)
- (4) WSCC – Speed Limit Policy Revision (*circulated*)
- (5) WSCC News Release – Resurfacing works in march 2023 (*circulated*)

## 17. FINANCE COMMITTEE

### a) Bank Accounts -

The Clerk reported on the following Bank Accounts

Current Account	£ 1250.00
Business Reserve	£63,890.02
<b>Total</b>	<b><u>£65,140.02</u></b>

b) **2022/2023 Accounts for approval** – The Clerk having previously circulated the accounts to members were noted. Councillor Allsopp proposed acceptance of the accounts and this was seconded by Councillor Mrs Johnson and approved unanimously. These will now go to the Internal Auditor for review. Councillor Allsopp requested the Clerk to draw up a Letter of Engagement for the new Internal Auditor to sign

### c) Accounts for payment –

WSCC	Payroll	*	£1341.78
Arun DC	Toilet & Dog Bin Contribution	*	£3975.95
J.Lake	Stationery	*	£73.15
J.Lake	Emergency Equipment	*	£129.95
Arundel Arboretum	Trees	*	£216.00
Lasermark	Plaque	*	£36.00
Admor	Flyer – NDP	*	£316.00
J.Lake	Stationery & Website	*	£138.09
Admor	Printing Questionnaire	*	£2082.00
Dor-to-Dor	Delivery Flyer & Questionnaire	*	£504.00
Junping Jacks	Bouncy Castle	*	£75.00
Gillian Fowler	Middleton News	*	£472.03
Alison Eardley	Consultant – NDP	*	£1800.00
WSCC	Payroll	*	£1341.78

WSCC	Payroll Administration	*	£48.96
Admor	Middleton News	*	£1195.00
<b>Total</b>			<b>£13745.69</b>

- Issued prior to meeting

#### **18. ANY OTHER BUSINESS**

Councillor Allsopp gave his apologies for the next Parish Council meeting on the 19<sup>th</sup> July 2023

The following items to be placed on the agenda for the Parish Council meeting on the 19<sup>th</sup> July 2023

- Councillor Harris – Sewage discharge into sea
- Councillor Harris – The Beresford position regarding Tesco

There being no further business the Chairman reminded members that the next meeting will be held on the 19<sup>th</sup> July 2023 at 7.00pm and the meeting closed at 8.20pm.

Unconfirmed