

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Parish Council Meeting
Held in the rear hall at the Jubilee Hall, Middleton-on-Sea
On Wednesday 20th September 2023

PRESENT – Councillors Mrs Haywood (Chairman), Allsopp, Hayes, Mansfield, Mrs Mills, Newton, Mrs Pendleton (arrived 7.40pm) and the Clerk

The Chairman reported to members that Mr Paul Gamester passed away on the 25th August 2023. A minute silence was held in his memory.

1. APOLOGIES (Approved) – None

(Noted) - Mr Harris and Mrs Wright

2. MINUTES – The minutes of the Parish Council meeting held on the 19th July 2023 having been circulated were amended. Councillor Allsopp proposed an amendment to the minutes regarding the proposal to elect Mrs Johnson as Chairman for that meeting which needed to include proposer, seconder and the decision taken. This amendment was seconded by Councillor Newton and following a vote members agreed unanimously to approve the minutes and the minutes were signed.

3. DECLARATIONS OF INTEREST – There were none.

4. PRESENTATION – ARUN WEST COMMUNITY WARDEN SCHEME

Sean Harvey is the Community Warden and outlined the work that they do. The role is mainly foot patrol, engaging with the public, reporting of issues, anti-social behaviour problems but they have no enforcement powers. Councillors asked a number of questions many of which required reporting to the police. Mr Harvey will work alongside the Parish Council and any issues can be reported to the Community Warden.

5. PUBLIC DISCUSSION PERIOD – 2 members of the public attended

Mrs Christie stated the residents in Ancton Lane would like to have Quiet Lane status, this is the only remaining rural lane in the village

6. CHAIRMAN’S REPORT – No report for this meeting.

7. COUNTY COUNCILLORS REPORT – No report for this meeting

8. DISTRICT COUNCILLOR’S REPORT – The Chairman proposed a small donation in memory of Mr Paul Gamester. A plaque would also be placed on a bench in Shrubbs Field. Members agreed.

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 are none.

10. NEIGHBOURHOOD DEVELOPMENT PLAN

Councillor Dr Hayes reported that good progress was being made on the evidence and information gathering for the plan and that this work should be finished by December 2023. In early 2024 will see the starting of policies for the plan with a final target for completion of the plan at the end of 2024. Currently 30 people are involved in the NDP which is a good community effort. A meeting with Kevin Owen at Arun District Council was held in August 2023 with an agreement to ‘test’ the housing allocation number in the Arun District Council Local Plan. Reports on Housing Needs Assessment and Design Guidance and Design Codes from AECOM are being reviewed. An NDP Network which will consist of Town and Parish Councils is in the process of being set up and many are interested in joining. A seminar is planned in November 2023. Councillor Allsopp requested what is the number under the non-strategic allocation. Councillor Dr Hayes stated that the Middleton-on-Sea number has no substance. The Chairman stated that the Design Guidance and Design Codes report will be circulated to members for their comments. This is a large report and members requested a hard copy. The Clerk was requested to make arrangement to get 10 copies printed and circulated to members.

11. UPDATE RAMPION 2 PROPOSED WINDFARM

The Clerk having circulated emails with regard to this project were noted by members.

12. MATTERS ARISING

a) Update on actions from previous meeting

Cleaning Schedule – The Clerk reported that a request has been made but no schedule has been received and will continue to chase.

Updated report on pathways – Report not received

b) The Beresford – Asset of Community Value

Awaiting decision from Arun District Council.

c) Insurance 2023/2024

Councillor Mrs Mills proposed acceptance of the Insurance charge, this was seconded by Councillor Newton and agreed unanimously by members.

d) Guernsey Farm Shop – Community Farm

The Chairman stated that the idea was discussed and wanted the Parish Council to write a letter to West Sussex County Council. The Clerk stated that no letter was sent. Councillor Allsopp stated that there is no business plan or information and suggest they made contact with the charity Plunkett Foundation on grants that may be available. Councillor Dr Hayes stated that as part of the NDP the Task Group contacted WSCC and a meeting was arranged to discuss the Community Farm. Councillor Allsopp proposed that no further action would be taken until (a) planning permission was obtained for a change of use to a craft shop and (b) that a proper business plan was submitted this was seconded by Councillor Mansfield and agreed unanimously by members.

e) Quiet Lane Status

Councillor Allsopp stated that this will require a Traffic Regulation Order and enquired as to the current system. Councillor Mrs Pendleton stated that WSCC

Highways will need to make a visit to assess. Councillor Allsopp proposed that WSCC Highways be contacted to make a site visit, this was seconded by Councillor Mrs Mills and agreed unanimously by members. The Clerk to arrange a visit.

f) Finger Post Signs

Councillor Mansfield on behalf of the Parish Council thanked Mr Wright for the excellent work on the finger post signs

g) Operation Watershed Application – Willowbrook

Councillor Allsopp proposed acceptance of the application on behalf of Willowbrook, this was seconded by Councillor Mrs Mills and approved unanimously by members. Councillor Mrs Pendleton thanked the Clerk for his work on this application.

h) Parish Council – Committee Vacancies

The following Councillors agreed to stand for the following committee vacancies,
Planning – Councillor Mrs Haywood
Parish Land & Property – Councillor Allsopp
Village Hall Representative – Councillor Newton
CPRE Representative – Councillor Dr Hayes

I) Friends Pond & Green – Election of Parish Council Trustee

Mrs Mills proposed Councillor Mrs Wright for the Trustee position following the resignation from the Parish Council of Mrs Johnson, this was seconded by Councillor Newton and approved unanimously by members.

j) Tree Planting Project – Coronation Living Heritage Fund

The Chairman reported that following discussions with Arun District Council there is no land available for tree planting and so no further action to be taken.

13. PLANNING COMMITTEE

The minutes dated 5th July, 19th July, 2nd August, 16th August and 6th September 2023 having been circulated to members were noted

14. PARISH LAND AND PROPERTY COMMITTEE

The minutes dated 2nd August 2023 having been circulated to members were noted

.15. CORRESPONDENCE

- (a) Clerk & Councils Direct
- (b) Arun DC – Council Structure
- (c) WSCC News Release – Road Improvement Scheme
- (d) WSCC News Release – Highways Newsletter
- (e) WSCC News Release – Concerns over proposed infrastructure levy

16. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1250.00
Business Reserve	£76773.09
Total	£78023.09

b) Accounts for Payment

The payments listed below amounting to £7,492.25 were approved unanimously by members.

Information Commission	Data Protection	*	£35.00
Jacky Pendleton	Kings Coronation	*	£120.00
W.S.C.C	Payroll	*	£1341.78
J.Lake	Office Allowance	*	£242.00
Admor	Middleton News	*	£1195.00
Gillian Fowler	Middleton News	*	£456.69
J.Lake	Stationery	*	£216.08
W.S.C.C	Payroll	*	£1341.78
Sussex Wildlife Trust	NDP	*	£150.00
J.Lake	Stationery	*	£71.92
Tony Wright	Finger Post Signs	*	£198.00
Alison Eardley	NDP Consultant	*	£2124.00
Total			£7,492.25

- *Issued prior to meeting*

Councillor Allsopp proposed acceptance of the quotation for the replacement/repair of the CCTV cameras of £1,274.35, this was seconded by Councillor Newton and agreed unanimously by members.

17. ANY OTHER BUSINESS

Councillor Mrs Pendleton requested that a meeting be arranged to discuss projects for the village in December 2023.

Councillor Newton raised the problem of Jet Skis on the beach at Elmer.

There being no further business the Chairman reminded members that the next meeting will be held on the **18th October 2023** at 7.00pm and the meeting closed at 8.50pm.

