

**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 18<sup>th</sup> October 2023**

**PRESENT** – Councillors Mrs Haywood (Chairman), Allsopp ,Harris, Hayes, Mansfield, Mrs Mills, Newton, Mrs Pendleton, Mrs Wright and the Clerk

**1. APOLOGIES (Approved) – None**  
**(Noted) - None**

**2. MINUTES** – The minutes of the Parish Council meeting held on the 20<sup>th</sup> September 2023 having been circulated were amended. Councillor Allsopp proposed an amendment to the minutes regarding agenda item 12d Guernsey Farm Shop – Community Farm. This amendment was seconded by Councillor Mansfield and following a vote members agreed unanimously to approve the minutes and the minutes were signed.

**3. DECLARATIONS OF INTEREST** – There were none.

**4. PUBLIC DISCUSSION PERIOD** – 7 members of the public attended  
The Chairman introduced the new Administration Assistant Natalie Leal to members.

**5. CHAIRMAN’S REPORT** – No report for this meeting.

**6. COUNTY COUNCILLORS REPORT**

County Councillor Mrs Pendleton reported that the council are currently working on the budgeting process for next year, efficiencies need to be made. Children Services received ‘satisfactory performance’ which is a good achievement. There is to be a conference ‘Children in Care’. Adult services more expensive and strain on budget and individuals concerned. The Fire Service are advising residents and local businesses that safe and well visits are available.

**7. DISTRICT COUNCILLOR’S REPORT**

District Councillor Mrs Haywood reported that funding for defibrillators is available from Arun District Council but requires match funding from those interested.

**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.**

The Chairman stated that she would like to move agenda item 11f ‘Update on recruitment of Parish Clerk & Administration Assistant’ to be discussed under Confidential Business as this will cover personnel matters. Councillor Allsopp proposed acceptance that this item be moved to Confidential Business, this was seconded by Councillor Mansfield and agreed unanimously by members.

**9. NEIGHBOURHOOD DEVELOPMENT PLAN**

.Councillor Dr Hayes reported that good progress was being made on evidence and information gathering and that this should be completed by the end of the year and that the writing of policies for the Neighbourhood Development Plan can start early in the New Year. A seminar is planned for the 24<sup>th</sup> November 2023 with invitations to

both Town and Parish Councils in Arun and Chichester. The seminar will cover 'Dependency of new housing development on sewerage infrastructure'. The Chairman asked if Parish Councillors can attend, Councillor Dr Hayes stated that Parish Councillors can be accommodated. The Chairman requested the position with regard to the Design Guidance & Design Codes report. The Clerk stated that he has received all comments for amendment to the report which will be sent to AECOM for updating but the main issue is what picture to go on the front of the report. Councillor Mrs Pendleton stated that she has an aerial photograph of Middleton-on-Sea which might be suitable and that this will be sent to the Clerk.

## **10. UPDATE RAMPION 2 PROPOSED WINDFARM**

Nothing to report at this time.

## **11. MATTERS ARISING**

### **a) Update on actions from previous meeting**

The Clerk having previously circulated a report to members was noted, the report covered the photocopying and distribution to members of the Design Guide and the position with regard to the village cleaning schedule.

### **b) Co-option of Parish Councillors**

Two applicants attended the meeting, Mr David Chuter and Ms Pamela Godfrey. Both applicants gave a short presentation to the Parish Council and answered questions that were raised. A signed ballot by members was then carried out and based on the result of the ballot both Mr Chuter and Ms Godfrey received the required no of votes and are elected onto the Parish Council. Both members signed the necessary documents.

### **c) Projects for Village – Finance Strategy**

Councillor Mrs Pendleton stated that the report has not been done.

### **d) Jet Skis on Elmer Beach**

Councillor Newton stated that he was waiting for a response from Arun District Council on this matter with regard to the local Byelaws. Councillor Mrs Pendleton stated any anti-social behaviour needs to be enforced by Coastguard and Police, jet skis being launched from Bognor Regis and Littlehampton require registration of the craft but no obvious enforcement. Councillor Allsopp stated that the Littlehampton RNLI will give advice. The Clerk was requested to contact our PCSO for any advice.

### **e) Arun DC Shrubbs Field Car Park Proposals**

The Chairman stated that she and Councillor Allsopp had a meeting with Arun District Council and that a report will be going to the Environmental Committee on the 21<sup>st</sup> November 2023. The Clerk having previously circulated a report to members which outlined the contents of the meeting were noted by members who raised the following points

- Installation of pay and display machine which is not fee paying but gives a count on usage of the car park will not work.
- Possibly set up road counter system
- People going to Doctors, Playgroup, Scouts, Village Hall, Felpham Colts Football will not use system – stupid idea, how do you enforce it

- Possible pre-cursor to making car park chargeable to use – do not go down this route
- Abuse of ticket machine by local youths
- Arun District Council stated that cost of running car park is around £63,00 - £65,000 per year
- Consider Parish Council take over car park with allowance from Arun District Council.
- Will cause parking on side roads

The Chairman stated that she will be attending the Arun District Council Environmental Committee meeting and will raise the concerns mentioned. The Clerk was requested to write to Arun District Council refusing to have machine in the car park and that it will be counter-productive to the community.

**f) Update on recruitment of Parish Clerk & Administration Assistant**

To be discussed under Confidential Business see agenda item 8.

**g) Review of Hobbs Allotments**

Councillor Allsopp stated that he was approached by allotment holder advising him that a number of vacant plots exist and are not being managed and losing income. If the problems exist there could be a financial cost to the Parish Council and it needs a Parish Councillor to be a representative on the Hobbs Allotments Committee. Councillor Mrs Mills stated that at the recent Neighbourhood Development Plan public meetings residents were saying that there were no vacancies and long waiting list. Councillor Chuter agreed to be the Parish Council representative and to prepare a report for the Parish Council

**12. PLANNING COMMITTEE**

The minutes dated 20<sup>th</sup> September 2023 having been circulated to members were noted

Councillor Dr Hayes stated that planning application M/46/23 which related to conditions imposed on the Care Home was not objected to by the Planning Committee. Councillor Allsopp stated that the Planning Committee do not have the technical expertise to respond to the application and rely on Arun District Council to decide. Councillor Dr Hayes stated that sewerage system in parish is overloaded and creates problems. Councillor Allsopp suggested that Councillor Dr Hayes be included on the Weekly Parish List of planning applications and to respond with any comments to either Councillor Allsopp or the Clerk which can be discussed at the Planning Committee. Councillor Dr Hayes agreed with this suggestion and the Clerk was requested to include Councillor Dr Hayes on the planning list.

**13. PARISH LAND AND PROPERTY COMMITTEE**

No minutes to circulate

**14. CORRESPONDENCE**

(a) Clerk & Councils Direct

**15. FINANCE COMMITTEE**

a) **Bank Accounts -**

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

Current Account	£ 1250.00
Business Reserve	£81153.67
<b>Total</b>	<b>£82403.67</b>

**b) Accounts for Payment**

The payments listed below amounting to £5,699.59 were approved unanimously by members.

W.S.C.C	Payroll	*	£1341.78
Carl Smith	Photographs – NDP	*	£944.00
J.Lake	Stationery	*	£63.99
Citytalk Group	CCTV Service	*	£309.00
Gallagher	Insurance	*	£1907.73
Netwise	Website Maintenance	*	£624.00
Carl Smith	Printing Design Codes	*	£88.50
J.Lake	Stationery	*	£42.59
Moore	Audit Fees	*	£378.00
Total			££5699.59

- Issued prior to meeting

**c) External Audit Report & Certificate 2022/2023**

The Clerk having previously circulated a report to members was noted. Councillor Allsopp proposed acceptance of the report and certificate and this was seconded by Councillor Newton and agreed unanimously by members

**16. ANY OTHER BUSINESS**

Councillor Mrs Mills stated that a meeting to discuss the cleaning schedule with Arun District Council is needed. The Clerk was requested to arrange a meeting.

Councillor Mansfield stated that the tree protection supports to the Oak Tree on the field and fencing need to be carried out. The Clerk to contact Bognor Regis Town Force.

**17. CONFIDENTIAL BUSINESS - Standing Order 63**

In view of the business being transacted it was proposed and seconded that the public and press were excluded from this part of the meeting when issues associated with personnel matters in respect of the recruitment of the Administration Assistant and Parish Clerk were considered.,

There being no further business the Chairman reminded members that the next meeting will be held on the **20<sup>th</sup> December 2023** at 7.00pm and the meeting closed at 8.30pm.

Unconfirmed