

North Mundham Parish Council

Minutes of the Meeting of North Mundham Parish Council held on the 2nd January 2018

PRESENT: Cllrs. Denia Turnbull (Chairman), Tim Russell (Vice Chairman), Annie Maclean, Rob Callaway-Lewis, Frances Neave and Keith Phillips.

In attendance: Louise Chater (Clerk), District Cllr Chris Page, County Cllr. Jamie Fitzjohn and three members of the public.

01.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

A resident expressed concern regarding the proposed temporary road closure of Church Road to enable the laying of a replacement gas main. The road closure is proposed for 5 days. The original diversion was via Post Office Lane; however, this has been reviewed as it was highlighted that this route was inappropriate. There are 20-50 heavy goods vehicles travelling on this stretch of road per day and the resident felt that this could potentially cause substantial damage to the verges in Post Office Lane. The resident has requested that the County Council consider the road closure being extended to include closing Post Office Lane completely south of Enford Mead to prevent vehicles using this route.

A different resident asked why traffic lights cannot be used. A resident with highways experience stated that the road is not wide enough bearing in mind the extent of the work required.

Could Traffic Lights be installed on either end of Post Office Lane to make it a one-way road? Post Office Lane is very narrow and is not wide enough for large goods vehicles.

Cllr. Russell stated that West Sussex County Council have agreed to sign post the diversion via Runcton Lane.

Another resident expressed concern that vehicles will have already travelled down Church Road and will have to carry out a three point turn to use the diversion route.

If damage is caused who will be responsible? County Cllr. Fitzjohn stated that it is very unclear as it will depend on the location of the damage and how it was caused.

The Chairman asked the resident with highways experience for his advice on the way forward: He recommended that the Parish Council request a partial closure of Post Office Lane or contact Southern Gas to request the job be completed via 'Moling'. Clear early signage should be provided on the B2166 not at the closure point as neither of the end points have a suitable turning point for vehicles.

19.34pm Three members of public left the meeting.

02.18 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Stephens - work commitment.

Cllr. Chivers - personal

Cllr. Wall - holiday

03.18 CODE OF CONDUCT

1. Declarations of Interest of items included on the agenda - none.
2. Dispensation Request - none.

04.18 MINUTES

On a proposal by Cllr. Callaway-Lewis, it was RESOLVED to agree and sign the minutes of the meeting held on 7th November 2017; this was duly completed.

05.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH

County Cllr. Fitzjohn reported that the A27 working party, in addition to Officers, consists of the seven elected members who bound the A27. The brief has been prepared and has been submitted to the BABA27 to be signed off. Two tenders have been received and the documentation has been reviewed, a vote has been held, the parties will be advised, and the contractor's details will be published. Highways England, including the Head of Highways England, has agreed to attend a BABA27 meeting to answer questions - this will be once the consultant's work has been completed.

Cllr. Fitzjohn confirmed that the disused Canal is owned by the County Council however they do not carry out any maintenance. The County Council are willing to sign over the responsibility for maintaining the canal. If a working group is formed (not the Parish Council) the group can apply for funding.

A cycle path on B2145 is not possible due to the width of the road. A footpath might be viable from St Josephs to Hunston. Cllr. Fitzjohn is working on other routes.

What does the Parish Council want to do with the layby.? The layby at Wheatlands is part of the official highway and therefore can be made smaller or it can be closed.

The Walnut Tree unofficial layby is due to be inspected by Highways.

06.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH

No report received.

07.18 HEALTH AND SAFETY

1. Village Hall Monthly report and action required - the Health and Safety inspection has been completed. The PAT Testing has been completed and one piece of equipment was disposed of as it failed the test.
2. Parish Council Office - PAT Testing has been completed.
3. Parish Council Assets - bus shelter it was noted that two panes had been smashed, it was agreed to delay the replacement of the panes.

08.18 MATTERS ARISING FROM THE MINUTES

None.

09.18 POLICIES

1. Local Government Pension Scheme Discretions Policy - On a proposal by Cllr. Russell, it was RESOLVED to continue to use the policy adopted on 17th November 2017.

10.18 PARISH PLAN (including action plan) - report from working party

On a proposal by Cllr. Maclean, it was agreed that the Parish Plan Working Party will meet 6th February following the Planning Committee meeting.

11.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)- 25th May 2018

It was noted that the Clerk and Cllr. Russell would be attending a course on 6th February 2018.

The current advice being issued is that the Clerk cannot be the Data Protection Officer and it is currently unclear if a councillor can hold this role.

The Clerk has currently received one quote in the sum of £650 which could be reduced to £600 if Earnley engage the same provider. SALC are currently in talks with a company and have stated that it will on average cost £150.00 per council. NALC are looking for confirmation from Parish Councils to see if they would commit to signing up to provision of the sum of £300 per year.

Following discussion, it was considered more appropriate to wait for further information from SALC.

NALC have advised that they are currently working on a Toolkit to assist Parish Councils with the requirements.

It was noted that the current registration fee of £35.00 per year would remain in place.

12.18 FINANCE

a) Bank Balances as at date of meeting

Parish Council Accounts	£
Unity Trust - Current Account	4797.29
Handelsbanken - Reserve Account	68492.26
Village Hall Account	£
Unity Trust - Current Account	24797.29

b) Payments - On a proposal by Cllr. Neave, it was RESOLVED to ratify the payments made

30 November 2017	Total			
PARISH COUNCIL	£			
Direct Debit				
Sunbeams	18.75			broadband village hall
Anvil Mobile	11.56			Telephone
Barclaycard	25.00			
Standing Orders				
Mrs Louise Chater	748.26			Salary - month 8
WSCC - Pension Fund	214.10			Pension - month 8
Funds Transfer				
Village Hall	12323.91			B&M Plant Hire/SSALC invoices
Direct Payment		authorisation code	authorisation code	
SSALC Ltd	66.00	FN: 168835110	TR:769386319	Training - Cllr Maclean
Mrs L Chater	108.65	FN: 168835110	TR:769386319	Expenses
Procurement Card				
Facebook	4.00			boosted post fee
Cartridge People	11.98			printer cartridges
30 November 2017	Total			
Village Hall	£			
Direct Debit				
Chichester District Council	56.60			Waste Collection
SSE	236.17			Electricity
Direct Payments		authorisation code	authorisation code	
TP & TJ Reed	513.00	FN: 168835110	TR:769386319	Invoice 2585
11 December 2017	Total			
PARISH COUNCIL	£			
Direct Debit				
Anvil Mobile	11.51			Telephone - November 2017

11 December 2017	Total			
Village Hall	£			
Direct Payments		authorisation code	authorisation code	
TP & TJ Reed	525.00	TR:24631392	FN:876152754	Invoice 2598
Encompass	60.00	TR:24631392	FN:876152754	invoice 2781
19 December 2017	Total			
PARISH COUNCIL	£			
Standing Orders				
Mrs Louise Chater	748.26	FN:948507698	TR: Expired	Salary - Month 9
WSCC - Pension Fund	214.10	FN:948507698	TR: Expired	Pension - Month 9
North Mundham Playing Field Trust	125.00			Playing Field Rent
Direct Payment		authorisation code	authorisation code	
S Gingell	88.55	FN:948507698		Bus Shelter Cleaning November
North Mundham Playing Field Trust	1457.42	FN:948507698		Playing Field Maintenance Costs
HMRC	109.95	FN:948507698		PAYE third quarter
19 December 2017	Total			
Village Hall	£			
Standing Order				
Chichester District Council	56.60			Waste collection
Cheque Payments		chq No		
Mrs F Neave	47.56	300127		Gastronorm Stainless Steel Pan

On a proposal by Cllr. Neave, it was RESOLVED to make the payment of the invoices received following publication of the agenda

02 January 2018	Total	
PARISH COUNCIL	£	
Direct Debit		
Barclaycard	23.78	statement 21 December 17

Procurement Card			
Land Registry		15.00	Fisher Common Searches
2nd January 2018	Total		
Village Hall	£		
Direct Payments		authorisation code	authorisation code
Michele Bond	100.00		Hall deposit refund
S Gingell	26.00		window cleaning

c) Financial Statement - On a proposal by Cllr. Russell, it was RESOLVED to accept the financial statements for October and November 2017

d) Budget Monitoring 2017/18

Item	Code	Overspend	Reason	Action
Parish Council Account				
SLCC & Institute Membership	9	97.00	Shared expenditure with EPC	Invoice Submitted No action required
Pension Ill Health Insurance	21	43.49	backdated payment	No action
Canal Mead Footpath	38	132	skip hire	No action
Item	Code	Overspend	Reason	
Village Hall Account				
Village Hall Account	17	525.08	Curtain tie backs in the sum of £369.90 additional expenditure	Transfer from VH general reserves

e) Transparency Act requirements - for the third quarter have been completed.

f) Grant Applications and Payments

Participatory Budgeting Expenditure and Emergent Requests - total budget £400.00. Following discussion, it was agreed to make payment of the grants listed below. The Participatory Budgeting grants would be put to a vote at the annual meeting of electors meeting to be held on 5th March 2018, all applicants to be contacted to request they comply with the grant policy and complete the application form in full or they will not be considered.

Organisation	Budget Code	Budget Provision	Purpose of the Grant	Amount Requested	Total cost of project	Power to Spend	Payable to:	Cheque Number and sum payable
Manhood Peninsula Partnership	37	341.40	Provision of officer	341.40 (0.60 x 569 dwellings)	8038.80	Power of General Competence	CDC	£341.40 20298300
Citizens Advice Arun & Chichester	26	150.00	To provide funding towards the core funding costs of the Chichester Advice Centre	150.00		LGA 1972 s 142	Citizen Advice Arun & Chichester	£150.00 20298300

- g) Local Council Review Subscription - On a proposal by Cllr. Callaway Lewis, it was RESOLVED not to renew the subscription.

20.34pm District Cllr. Page arrived.

- h) Budget 2018/19 - report from budget working party
h.1 Draft Budget - Cllr. Russell reported on the progress made by the working party:
The reserves had been reviewed and recommendation had been made for the target for funding required and dates for the provision of this figure. On a proposal by Cllr. Phillips, it was resolved to accept the recommendations of the working party, for the target dates and funding required. On a proposal by Cllr. Phillips, it was agreed to rename the Neighbourhood Plan Reserve and Neighbourhood Plan Uplift Reserve to Parish Plan Reserve and Parish Plan Uplift Reserve. To rename Election Reserve to By Election Reserve and to set up two new reserves called Routine Election and Marsh Lane to Runcton Farm Shop Shared Use Path. Cllr. Russell reported that the Parish Council had not been actively setting aside funds for the general reserves and therefore they had dropped below the guidelines to hold six months of the expenditure budget in general reserves. The working party were recommending a provision of £1500.00 which would give a general reserve of 4.2 months and this was agreed.
GDPR on a proposal by Cllr. Maclean, it was agreed to put £285.00 which included the provision for the annual registration fee of £35.00
On a proposal by Cllr. Russell, it was RESOLVED to set the expenditure budget at £36163.34

h.2 Council Tax Support Grant - it was noted that this was the final year that the Parish Council would receive the Council Tax Support Grant. The Grant had been confirmed in the sum of £1113.23

h.3 Precept - The Council Taxbase had been set at £607.4 On a proposal by Cllr. Russell, it was RESOLVED to set the Precept request at £36550.11 and this would result in an increase on the Band D council tax payment of 2.99% which is equivalent to £0.03 per week and an annual charge of £60.17

h.4 Council Tax Referendum Principles - The Secretary of State had confirmed that the Council Tax Referendum Principles would not be imposed on Parish Councils for the financial year ended 31 March 2019

h.5 Village Hall Business Plan and Condition report

h5.1 Insulation condition report 14.05 - Cllr. Neave advised that following professional advice the project can not be completed due to the roof design; further consideration needs to be given to this when the replacement roof is required.

h5.2 Two pairs of timber single glazed casement doors main hall - condition report 8.06 - to be replaced with double glazed security fire exit doors.

h5.3 Guttering condition report 7.04 - having completed the inspection the work currently required is very limited.

h.6 Village Hall Draft Budget - On a proposal by Cllr. Neave, it was RESOLVED to set the expenditure budget at £15561.00

i) North Mundham Village Hall

1. Maintenance Programme - Curtains and Poles - completed

2. Ladies' Loo - a leak from the water heater has been repaired.

2.1 Skirting - is wet from the water leak.

2.2 Hand dryer - is in working order however, investigations are taking place for a more efficient dryer.

3. Boiler Room door - repairs have been completed.

4. Men's Loo - urinal sensors to be replaced.

5. Tea Kitchen taps require replacement.

6. Outside signage has been ordered.

j) BT telephone boxes for adoption - BT had confirmed that the signed contract for sale had been received and the notice of completion would be sent when the electricity had been disconnected.

k) Clerk's Training Plan 2018 - On a proposal by Cllr. Russell, it was RESOLVED to accept the Clerk's Training Plan.

13.18 LOCAL PLAN - No further update.

14.18 PLAYING FIELD COMMITTEE - No report received.

15.18 VILLAGE HALL MANAGEMENT COMMITTEE

1. Airs Conference 14th November 2017 - Cllr Neave stated that this was a very useful event covering Marketing and Systems.

16.18 HIGHWAY ISSUES

1. A27 bypass - no further update.
2. Footpath adjacent to Canal Mead
 - 2.1 Permissive Rights - it was noted that the Agreement had been signed.
 - 2.2 Fencing adjacent to Palmer Place - no further update.
3. Community Highways Application Scheme - Shared Use Path from Marsh Lane to Runcton Farm shop
 - 3.1 Response from Residents - 25 residents have emailed the Clerk in support of the project and no correspondence has been received opposed to the project.
 - 3.2 Response from Businesses - to date the Clerk has only received one response from the local businesses which supported the provision of the path and they have stated that they will consider a financial pledge as the project progresses. It was agreed that the clerk would follow up the request for a letter of support with the local businesses.
4. Road Closure - Church Road - 12 February 2018 for 5 days - it was agreed to request road closure signage be placed on B2166 to ensure vehicles do not enter Church Road.
5. Layby - adjacent to Wheatlands - On a proposal by Cllr. Russell, it was RESOLVED to request the closure of the layby which would be planted with trees. Cllr. Fitzjohn stated that further investigations will need to take place, in particular, why the water lies there for so long.
6. Layby adjacent to the Walnut Tree - the clerk had been contacted by residents expressing concern regarding lorries parking in the unofficial layby on the Vinnetrow Road. The issue was not with the lorries but with the noise generated by the running of the vehicles to power the generators. The Clerk had contacted the company concerned but to date had not received a response. It was noted that West Sussex County Council highways were due to inspect the area.
7. Church Road Traffic Monitoring - County Cllr. Fitzjohn has advised that the Parish Council will be required to fund any traffic monitoring at this location, the Parish Council require the support of the County Cllr and the following information is required to gain Cllr. Fitzjohn's support: specific issues, exact locations, details of whether this is a community concern.
8. Tree on B2166 at the Junction of Mill Lane - West Sussex County Council are due to carry out an initial inspection and remove some of the lower level foliage and once this work has taken place then a further assessment will take place to ensure the tree is safe.

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17.18 ENVIRONMENT

1. Drainage Ditch Honer Lane - lack of movement of water - no report received.
2. Community Green Offer - West Sussex County Council - no further update.
3. Light Pollution Meeting with Vitacress - The Clerk had spoken to the owner of Vitacress who had agreed to arrange a meeting following the Christmas break. He had advised that Vitacress lights only operated in the daytime. He advised that Chichester District Council representatives had attended the site and were visiting all the glass houses to ensure they complied with the planning conditions in relation to lighting. It was noted that the Vitacress glass houses were built prior to the light pollution requirements. It was noted that the light pollution was particularly bad this evening.
4. British Spring Clean 2-4th March 2018 - It was agreed to take part in this event on Sunday 4th March 2018 meeting at the Village Hall at 3pm, the litter pick would be followed by refreshments.

ALL

18.18 FRENCH EXCHANGE TWINNING

Cllr Turnbull advised that the design for a sign is due to be put to the French Exchange committee and the Village Hall Management Committee have agreed the for the proposed sign.

The Fine Dining evenings have been very successful and will enable more events to take place.

21.30pm County Cllr. Fitzjohn left the meeting.

19.18 ANNUAL MEETING OF ELECTORS - 5th March 2018 commencing at 19.00

1. Speaker - It was agreed that the Clerk would follow up the request for a representative from Langmeads to attend.
2. Presentations:
 - 2.1 Chairman's Report including the Parish Plan
 - 2.2 Cllr. Russell Finance.
 - 2.3 Grants - Participatory budgeting.
 - 2.4 Update of A27 District Cllr. Page.
 - 2.5 2.5 Refreshments - Cllr. Turnbull to provide drinks and each councillor to provide a plate of nibbles.

CLERK

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20.18 CLERK'S REPORT

1. Quality Award - has been submitted to Sussex Association of Local Councils for assessment.
2. Stoney Meadow - Local Lettings Event 17th November 2017 - although the Parish Council advertised the event widely the event was poorly attended. However, after the event the Clerk has referred several people to the District Council.
3. Health & Wellbeing Survey -completed.

21.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

1. Internet Connection in South Mundham is very poor following the 'improvement' and the installation of the fast fibre. District Cllr. Page offered to investigate. **AGENDA**
2. Royal Wedding - May 2018 **AGENDA**
3. Due to his late arrival District Cllr. Page gave his report:
District Cllr. Page advised that he had reported the caravan parked in the layby on the Vinnetrow Road and continued to work towards the removal of the caravan.
He also continues to work on the provision of yellow hatch boxes on the A27.
The District Council has recently appointed a Homeless Officer. The Enforcement Officers have to date fined 300 people during the anti-litter campaign.

22.18 EXTERNAL MEETINGS

1. Cllr. Maclean attended the Peninsula Community Forum - What if Campaign. The resilience officer can provide equipment following a presentation. Presentations were also given on Dementia Friendliness awareness, the Destination Management Plan, Sustainable Tourism on Manhood Peninsula and the Local Plan Review.
2. Social Prescribing - the Chairman, Cllr. Neave and the Clerk attended a meeting on Social Prescribing at Chichester District Council. This project is being rolled out across the District, and further guidance and assistance will be provided in due course.

23.18 EXTERNAL CORRESPONDENCE

None.

Meeting Closed at 22.02pm

Signed _____

Chairman to North Mundham Parish Council

Dated _____