

## North Mundham Parish Council

Minutes of the Meeting of North Mundham Parish Council held on the 3<sup>rd</sup> July 2018, in the Small Hall at North Mundham Village Centre which commenced at 19.15

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

**In attendance:** Louise Chater (Clerk).

### **98.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

### **99.18 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Peter Stephens - ill health.

District Cllr. Chris Page - holiday.

County Cllr. Fitzjohn - prior engagement.

### **100.18 CODE OF CONDUCT**

Declarations of Interest of items included on the agenda - none.

Dispensation Request - none.

### **101.18 MINUTES**

Cllr. Chivers requested that the minute 77.18 be amended to read "The school only has one all-weather pitch therefore it is likely for the foreseeable future that the free school will continue to use the playing field facilities and the footfall will remain the same for the foreseeable future." Following this amendment on a proposal by Cllr. Phillips, it was RESOLVED to agree and sign the minutes of the meeting held on 1<sup>st</sup> May 2018; this was duly completed. On a proposal by Cllr. Wall, it was RESOLVED to agree and sign the minutes of the Extra Ordinary Meeting held on 5<sup>th</sup> June 2018; this was duly completed.

### **102.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received.

### **103.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received.

### **104.18 MATTERS ARISING FROM THE MINUTES**

1. Cllr. Maclean expressed residents' gratitude for the comments submitted with regard to South Mundham Farm, and it was noted that the Planning Officers have supported the Parish Council comments.
2. 68.18(4) Wooden Village Hall Advertising Sign - Cllr. Neave reported that she has visited the developer who have confirmed that they will replace the sign in due course.

### **105.18 POLICIES**

None.

#### **106.18 NORTH MUNDHAM VILLAGE HALL MANAGEMENT COMMITTEE**

Guttering repair inspection highlighted the issue that the lead has been stolen. Cllr. Neave to submit a police report and the clerk to contact the insurance company to submit a claim.

#### **107.18 HEALTH & SAFETY**

1. Village Hall Monthly report and action required - nothing outstanding and the monthly inspection has taken place.
2. Parish Council Assets - nothing to report.

#### **108.18 GENERAL DATA PROTECTION REGULATIONS**

1. Data Audit report attached - consideration to be given to recommendations - the report was accepted, and it was agreed that the Clerk would report on the progress made at each meeting.
2. Data Cleansing - the clerk continued to work on the data cleansing. It was agreed that only the Clerk's data would be migrated to the new system by the IT provider. All councillors were required to cleanse their data.
3. Data Protection Officer Contract - On a proposal by Cllr Chivers, it was RESOLVED to sign the agreement, this was duly completed.
4. IT Support - On a proposal by Cllr. Wall, it was RESOLVED that subject to due diligence checks it was agreed to engage Horizon Ltd.
5. Website - The Clerk had been reviewing various website packages and would in due course produce a list of various providers for the councillors to review.
6. Policies - On a proposal by the Chairman, it was RESOLVED to purchase the suite of policies from the Data Protection Officer
7. Data Sharing Contracts - the County Council had issued a data sharing contract which was signed by the Chairman. The Clerk would need to issue Data Sharing Contracts to payroll services, village hall booking secretary and website provider.

#### **109.18 PARISH PLAN**

The working party have not moved this matter forward, but a recent meeting with Chichester District Council has indicated that the Parish Council may need to review the decision not to compile a neighbourhood plan. Representatives of North Mundham and Hunston Parish Councils have been invited to attend a meeting with Chichester District Council to receive further information regarding housing in North Mundham & Hunston.

#### **110.18 LOCAL PLAN - update**

Nothing further

## 111.18 FINANCE

### a) Bank Balances as at date of meeting

Parish Council Accounts	£
Unity Bank - current account	6,701.66
Handelsbanken - reserve account	77,334.97
Village Hall Account	£
Unity Bank - current account	28,641.16

### b) Payments - On a proposal by Cllr. Neave, it was RESOLVED to ratify the payments listed below:

24 May 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	11.78			Apr-18
Barclaycard	21.20			21 May 2018
<b>Standing Orders</b>				
Legal & General	2.34			Ill Health insurance
Sunbeams	18.75			Broadband
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	1397.34	TR: 352381926	FN: 786902709	Salary Month 2
WSCC Pension Fund	460.82	TR: 352381926	FN: 786902709	Pension Month 2
<b>Procurement Card</b>				
Office Outlet	21.20			stationary
24 May 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
Chichester District Council	59.20			Waste Collection
<b>Direct Payments</b>		authorisation code	authorisation code	
TP & TJ Reed	517.68	TR: 352381926	FN: 786902709	Invoice 2666

06 June 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
<b>Standing Orders</b>				
Legal & General	15.08			Ill Health insurance
<b>Direct Payment</b>		authorisation code	authorisation code	
Mr S Gingell	91.21	TR: 762961374	FN:13782265 7	Invoice 1878
Open Gardens	5.00	TR: 762961374	FN:13782265 7	donation to website
<b>Procurement Card</b>				
Post Office Ltd	15.90			Open Gardens Packs
06 June 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
Chichester District Council	59.20	TR: 762961374	FN: 137822657	Waste Collection
SSE	515.84	TR: 762961374	FN: 137822657	Gas
22 June 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	11.35			Billing period May 2018
<b>Standing Orders</b>				
Sunbeams	17.18			Village Hall Broadband
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	787.05	TR: 874364023	FN: 723655019	Salary month 3
West Sussex County Council Pension Fund	214.32	TR: 874364023	FN: 723655019	Pension month 3
HMRC	546.66	TR: 874364023	FN: 723655019	PAYE first quarter
<b>Procurement Card</b>				
Open Gardens National Directory	5.00			Open Gardens Advert
Bizcard Uk	75.00			300 Open Garden Tickets
22 June 2018	Total			

Village Hall	£			
<b>Direct Debit</b>				
Chichester District Council	59.20			Waste Collection
SSE	238.35			Electricity
<b>Direct Payments</b>		authorisation code	authorisation code	
TP & TJ Reed	489.89	TR: 874364023	FN: 723655019	Invoice NO 2677
27 June 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Barclaycard	90.90			Statement Date 21 June 18
<b>Direct Payment</b>		authorisation code	authorisation code	
Mrs Louise Chater	80.58	TR	FN:	Expenses

On a proposal by Cllr. Chivers, it was RESOLVED to make payment and sign the cheque listed below:

27 <sup>th</sup> June 2018	Total	Cheque No	
Mrs F Neave	77.99	300129	Catering Trolley

- c) Financial Statement - On a proposal by Cllr. Phillips, it was RESOLVED to accept the financial statements for April & May 2018.
- d) Budget Monitoring 2018/19 - no action required.
- e) Replacement of Parish Clerk's Laptop - the IT provider had provided a specification for a computer but concern was expressed with regard to the reliability of the proposed brand. On a proposal by the Chairman, it was RESOLVED that the Clerk purchase a solid-state laptop to a maximum price of £750.00. Cllr. Maclean agreed to provide the clerk with a specification.
- f) Bus Shelter glass replacement quote - On a proposal by the Chairman, it was RESOLVED to accept the quote 7003 in the sum of £508.48 to supply & fit the replacement glass.
- g) PRS - users questionnaire and way forward - it was agreed that Cllr. Neave would contact the outstanding users for information to enable the Clerk to contact PRS.

- h) Open Gardens - monies raised were £302.13 which was a decrease on the last year due to fewer gardens providing refreshments. On a proposal by the Chairman it was RESOLVED to donate the monies raised to Home Start. It was agreed that in future the decision for what the money is being raised for would be made prior to the event and it would be included on the ticket. Any future event would need to be discussed earlier, and it was agreed to ask the volunteers who are opening the gardens how long they wish to open their garden.
- i) Hall Floor Maintenance - On a proposal by Cllr. Neave, it was RESOLVED to accept and instruct Hutchinson Flooring to deep clean, buff and lacquer the floor in both hall, as per the quote 38245 in the sum of £836.60 (excluding VAT).
- j) Proposed increase in Village Hall Hire fees - On a proposal by Cllr. Neave, it was RESOLVED to accept the Hall Committee's recommendation to increase the hall fees from 1<sup>st</sup> September 2018 as per the list below:

Usage	Room	Current Fee	Increased Fee
Monday to Friday	Small Hall	£7.00	£7.50
Monday to Friday	Main Hall	£10.00	£11.00
Monday to Friday	Both Halls	£14.00	£15.00
Saturday and Sunday before 5pm	Both Halls	£15.00	£17.50
Saturday and Sunday after 5pm	Both Hall	£20.00	£17.50

It was agreed that the Clerk would notify regular hall users when issuing the bills.

- k) BT Telephone boxes for adoption - it was agreed that the Clerk would follow the matter up.

#### **112.18 PLAYING FIELD COMMITTEE**

Cllr Chivers reported that preparation for the gala were well underway.

#### **113.18 HIGHWAY ISSUES**

1. A27 bypass - it was noted that the County Council and District Council have both submitted their statement to Highways England confirming that they support the northern bypass
2. Community Highways Application Scheme - shared use path from Marsh Lane to Runcton Farm Shop - the clerk will complete the application form, and it was agreed that County Cllr. Fitzjohn and the Chairman would review the application prior to submission.

3. National Cycle Route 2 (NCN2) Dover to Cornwall - (Marine Drive Bognor to Chichester) - awaiting meeting dates from Sustrans representative.
4. B2166 and pedestrian access Hunston to North Mundham - it was noted that the Clerk and Chairman had met with representatives of Hunston Parish Council, County Cllr. Jamie Fitzjohn and West Sussex County Council Highways Officer to discuss potential alternative route. On a proposal by the Chairman, it was RESOLVED that the Chairman approach the landowner in North Mundham.

#### **114.18 ENVIRONMENT**

1. Parish Caretaker - meeting to discuss potential tasks to be arranged.
2. Chichester District Council adopt an area - it was agreed to put an article in the parish newsletter.
3. Autumn Litter Pick - it was agreed to hold the next litter pick on Saturday 6<sup>th</sup> October commencing at 10.00
4. Maintenance of the disused canal adjacent to Canal Mead permissive path - nothing further to report

#### **115.18 ANNUAL MEETING OF ELECTORS - 5<sup>th</sup> March 2018**

1. Draft Minutes for review - The minutes were reviewed, and it was agreed that they were an accurate record of the meeting

Review of Questionnaire results

##### **About this evening**

1. What was the most interesting item this evening?
  - A27 & Composting
  - Future Plans for solving problems
  - Talks
2. What was the least interesting item this evening?
  - No comments were made
3. Do you value the time to meet with the councillors with light refreshments  
Y/N  
2 yes  
1 abstained

##### **About the Parish**

1. What do you like most about living in the parish?
    - Village Atmosphere
    - Friendly people
    - New to area so cannot comment
  2. What do you like least about living in the parish?
    - A27
    - HGV's
- Is there anything we can do to change this?
- One resident responded keep trying

### **116.18 CLERK'S REPORT**

1. Quality Award - no further update
2. Conservation Area Assessment - Chichester District Council Conservation Area Officer has responded that due to staff shortages it is unlikely that the District Council will be unable to undertake the making of an entirely new designation for a conservation area and has recommended that the Parish Council consider charting the undesignated heritage assets in the parish when preparing a neighbourhood plan.
3. World War One Centenary - 11<sup>th</sup> November 2018 - Chichester District Council Grant - it was noted that the District Council will permit the grant to be used for the purchase of a silent soldier and it was agreed to fix it to the village hall wall adjacent to North Mundham Primary School.
4. September meeting date - It was agreed to hold the meeting on the 4<sup>th</sup> September; it was noted that the Chairman would not be available.

### **117.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

1. Hedgerow Issues: Church Road/Church Road junction and Mill Lane/B2166
2. Ditch and culverts issues - to be included in the next newsletter
3. Camic Pond - clerk to complete a land registry search
4. STOMP meeting due to take place on 4<sup>th</sup> September - Cllr. Chivers to report

### **118.18 EXTERNAL MEETINGS**

1. Manhood Peninsula Forum report on New Homes Bonus - it was noted that the Parish Council was not due to be assigned any New Homes Bonus, however the Parish Council can apply to use adjoining parishes' funds if that development has an effect on the parish.

### **119.18 EXTERNAL CORRESPONDENCE**

1. Stoney Meadow Opening 16<sup>th</sup> July @ 11am - Cllrs. Turnbull, Chivers and Neave confirmed that they would like to attend the opening.

Meeting closed: 21.37

Signed \_\_\_\_\_ Chairman North Mundham Parish Council

Dated: \_\_\_\_\_