

## North Mundham Parish Council

Minutes of the Meeting of North Mundham Parish Council held on 6<sup>th</sup> November 2018 in the Small Hall at North Mundham Village Centre which commenced at 19.15.

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

**In attendance** Louise Chater (Clerk), County Cllr. Jamie Fitzjohn and a representative of Sustrans.

### 139.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

Sustrans National Cycle Network representative agreed to facilitate arranging a meeting with regard to the national cycle route and to discuss the work that the parish council would like to carry out including the alternative route from Hunston to North Mundham and the Marsh Lane to Runcton Farm Shop route.

### 140.18 APOLOGIES AND REASONS FOR ABSENCE

District Cllr. Page - holiday.

### 141.18 CODE OF CONDUCT

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

### 142.18 MINUTES

On a proposal by Cllr. Neave, it was RESOLVED to agree and sign the minutes of the meeting held on 11<sup>th</sup> September 2018; this was duly completed.

### 143.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH

County Cllr. Fitzjohn expressed concern with regard to the figures regarding the A27 and the local road network included in the Local Plan Review document.

Cllr. Fitzjohn requested that residents and Parish Council write to the MP to request that she chase the finances available in the recently published budget for the national road structure for funding for improvements to the A27.

Cllr. Fitzjohn reported that he was due to attend a meeting with members of West Sussex County Council, Chichester District Council and the school governors to discuss the traffic issues associated with Chichester Free School. Concern was expressed that the parents of the free school are using the village hall car park as an overflow car park. The main issue associated with the school drop off lane is that parents cannot exit the drop off zone which results in traffic backing up on the B2145 and the A27. County Cllr. Fitzjohn is also due to meet with landowners behind the school to address the issues with regard to the path/cycle path behind the school. It was noted that negotiations

are taking place with the landowner on the corner of Whyke Road to address the pedestrian safety when exiting the footbridge over the A27 to Whyke Road.

**144.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received.

**145.18 MATTERS ARISING FROM THE MINUTES**

68.18(4) Wooden Village Hall Advertising Sign - Cllr. Neave stated that the Gala Committee had presented the Village Hall Management Committee with a cheque for £400.00 towards the cost of installing a new larger directional sign on the highway verge adjacent to the disused canal on the B2166. County Cllr. Fitzjohn agreed to discuss the issues associated with the placement of the signs in the highway with the Highways Officers.

**146.18 POLICIES**

1. Health, Safety & Welfare Policy - On a proposal by Cllr. Turnbull, it was RESOLVED to adopt the replacement Health, Safety & Welfare policy.
2. Information Security Incident Policy and report - On a proposal by Cllr Turnbull, it was RESOLVED to adopt the Information Security Incident Policy. Clerk to notify the Data Protection Officer.
3. Internal Dispute Resolution Procedure (IDRP) - On a proposal by Cllr. Turnbull, it was RESOLVED to adopt the Internal Dispute Resolution Procedure (IDRP). Clerk to notify West Sussex County Council.

**147.18 HEALTH & SAFETY**

1. Village Hall Monthly report and action required: fire exit light had been replaced and replacement fire safety signs had been purchased and were in the process of being installed.
2. Parish Council Assets - nothing to report

**148.18 GENERAL DATA PROTECTION REGULATIONS**

1. IT Support - SharePoint is now active, and the clerk is in the process of transferring documents to SharePoint. The Clerk offered to provide a training session on SharePoint and Office 365.
2. Parish Councillor email address - Confirmation required from Cllrs. Chivers, Stephens, Callaway-Lewis and the Booking Secretary that the transfer to the parish council email address has been carried out. It was noted that from 13<sup>th</sup> November only parish council email addresses should be used. The Clerk, once again, offered assistance in setting up accounts.
3. Website review of current provision and the way forward - The Parish Council's current website provider has advised that the Parish Council will need to enter into a maintenance contract to ensure the background of the website is maintained. The minimum contract would cost £160 the maximum contract would cost £619 this is in addition to the hosting fees and the domain name fees. On a proposal by the

Chairman, it was RESOLVED to transfer the website to parishcouncilwebsites.co.uk who have advised that they are able to transfer and update the background programmes for a cost of £135 and the annual maintenance fee would be £180. The site content would continue to be maintained by the Clerk. It was noted that changing the site would affect the Quality Award application submitted but Sussex Association of Local Councils have agreed to the resubmission of the application when the site has been transferred.

4. Data Sharing Contracts

- 4.1 Website Provider - new contract to be issued.
- 4.2 Village Hall Booking Secretary - awaited
- 4.3 IT Support Provider - awaited

**149.18 RESTRUCTURING COMMITTEES**

The Chairman suggested that the Parish Council consider setting up a finance committee with a similar timetable to the planning committee and the local plan agenda item could move from Full Council to the planning committee. It was agreed to put both these matters on the agenda for further consideration.

**150.18 NEIGHBOURHOOD PLAN (including Action Plan)** It was noted that the working party have not met.

The Chairman reported that at a recent meeting with Chichester District Council the Chairman and Clerk had been advised that the housing requirement allocated to the Parish of North Mundham was a minimum of 50 properties. The Neighbourhood Plan preparation was required to be ready for Regulation 14 consultation at the beginning of June 2019.

On a proposal by Cllr. Maclean, as a qualify body for the purposes of Section 61G of the Town & Country Planning Act 1990 it was RESOLVED to designate the parish boundary as the Neighbourhood Plan Area Designation under the Neighbourhood Planning (General) Regulations 2012.

It was agreed that the Clerk would facilitate and arrange the working party meetings.

**151.18 STRATEGIC ACTION PLAN**

- 1. Second quarter review - On a proposal by the Chairman, the review was accepted.
- 2. Strategic Action Plan 2019-2020 - the budget working party had prepared the first draft of the Strategic Action Plan, no further items were added to the plan.

## 152.18 LOCAL PLAN

1. House & Economic Land Assessment - Chichester District Council acknowledged the comments submitted.
2. Infrastructure Business Plan consultation period noted.
3. Chichester District Council is reviewing the proposed Chichester Local Plan Review at a special cabinet meeting on 14<sup>th</sup> November 2018, and then by full council on 20<sup>th</sup> November; if the members accept the officers' reports then consultation will commence on 13 December and end on 7 February 2019

It was agreed that the Neighbourhood Plan working party would review the Local Plan document.

## 153.18 FINANCE

- a) Bank Balances as at date of meeting - to receive a verbal report

Parish Council Accounts	
Unity Trust - Current Account	£7,725.69
Handelsbanken - Reserve Account	£86,441.02
Village Hall Account	
Unity Trust - Current Account	£29,363.79

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

<b>11th September 2018</b>	<b>Total</b>			
<b>Parish Council</b>	£			
<b>Direct Payments</b>		authorisation code	authorisation code	
Mrs Louise Chater	787.05	TR: 766215729	FN: 181497241	Salary Month 6
West Sussex County Council	214.32	TR: 766215729	FN: 181497241	Pension Month 6
HMRC	138.86	TR: 766215729	FN: 181497241	PAYE 2nd quarter
Queensbury Shelters Ltd	610.18	TR: 766215729	FN: 181497241	
<b>11th September 2018</b>	<b>Total</b>			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
SSE -	176.00			Electricity
<b>Direct Payments</b>		authorisation code	authorisation code	

Miss J Berryman	50.00	TR: 766215729	FN: 181497241	B1646 refund
<b>11<sup>th</sup> September 2018</b>	Total			
<b>Parish Council</b>				
<b>Direct Debit</b>				
Anvil Mobile	11.56			
<b>Direct Payment</b>	Total	Authorisation Code	Authorisation code	
Royal British Legion	250.00	FN: 10754579	TR: 10754579	
<b>24th September 2018</b>	Total			
<b>Village Hall</b>	£			
<b>Direct Payments</b>		authorisation code	authorisation code	
North Mundham Playing Field Trust	60.00	FN:244130620	TR: 76531479	Michele Bond
TP & TJ Reed	479.76	FN:244130620	TR: 76531479	Invoice 2708
Hallmaster	130.00	FN:244130620	TR: 76531479	village hall booking
Scotts Contractor	259.00	FN:244130620	TR: 76531479	paving/gutter work
<b>19th October 2018</b>	Total			
<b>Parish Council</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	15.06			Invoice Date12/10/18
Barclaycard	33.46			statement date 21/09/18
Sunbeams	17.18			broadband
<b>Direct Payments</b>		authorisation code	authorisation code	
Horizon Digital Ltd	804.00	TR: 95069224	FN: 637596831	Invoice 2316
S Gingell	91.21	TR: 95069224	FN: 637596831	Invoice 1949
SLCC Ltd	108.79	TR: 95069224	FN: 637596831	Invoice 126768
SLCC Ltd	215.00	TR: 95069224	FN: 637596831	Subs
West Sussex Pension	214.32	TR: 95069224	FN: 637596831	pension month 7
Mrs Louise Chater	786.85	TR: 95069224	FN: 637596831	salary month 7
Came & Company	1147.75	TR: 95069224	FN: 637596831	insurance premium

Sunbeams	37.50	TR: 95069224	FN: 637596831	outstanding broadband contribution
<b>19 October 2018</b>	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
Chichester District Council	59.20			bin emptying
Chichester District Council	59.20			bin emptying
<b>Direct Payments</b>		authorisation code	authorisation code	
TP & TJ Reed	483.59	TR: 95069224	FN: 637596831	Invoice 2718

On a proposal by Cllr. Maclean, it was RESOLVED to authorise the payments listed below which had been received following the publication of the agenda.

<b>05 November 2018</b>	Total			
<b>Parish Council</b>	£			
<b>Direct Debit</b>				
Barclaycard	133.20			Statement date 21/10/18
Information Commissioner	35.00			Data Protection Registration Fee
<b>Procurement Card</b>				
CDC	2.40			
Post Office Ltd	7.24			
<b>05 November 2018</b>	Total			
<b>Village Hall</b>	£			
<b>Direct Payments</b>		authorisation code	authorisation code	
S Gingell	28.00	AM: 178523481	TR: 52461162	Invoice 1977
Mrs F Neave	55.44	AM: 178523481	TR: 52461162	expenses

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

<b>05 November 2018</b>	Total		
<b>Cheque Payments</b>		chq No	
Mr K Phillips	14.00	300132	expenses

- c) Financial Statement - On a proposal by Cllr. Callaway-Lewis, it was RESOLVED to accept the financial Statement for September 2018.
- d) Financial Review second quarter - it was noted that Cllr. Phillips was due to carry out the second quarter review on 9th November 2018.
- e) Data Transparency Act requirements second quarter - the information has been uploaded to the website.

f) Budget Monitoring 2018/19

It was noted that no action was required for the Parish Council account however the Village Hall Budget required the following action:

Budget Code	Budget	Overspend	Action
14	Repair and Maintenance	£441.00	Vire from Village Hall Maintenance Reserve
19	Door Replacement	£529.33	Vire from Village Hall Maintenance Reserve

g) Financial Risk Assessment, Health & Safety and Insurance Review - On a proposal by the Chairman, it was RESOLVED to accept the Financial Risk Assessment and the replacement Assets Register

h) Budget 2019/20 - report from Budget Working Party

The Chairman reported that the working party had met and the area of concern is the undesignated reserves which are insufficient and therefore the working party was proposing a payment holiday for the designated reserves for the end of the current financial year and for the year ended 31<sup>st</sup> March 2019. The biggest financial risk to the Parish Council is the undesignated reserves and the costs associated with the neighbourhood plan. The biggest financial risk for the village hall management committee is the caretaker and booking secretary contract fees as the current contract expires at the end of the current financial year, however the parish council has the option to extend the contract by two years.

20.58 County Cllr. Fitzjohn left the meeting.

i) Cleaning and Caretaker Contract - year ended 31 March 2019 On a proposal by Cllr. Neave, it was RESOLVED to offer TP & TJ Reed of Crystal Cleaning Co the opportunity to extend the contract for a further two years. Any variation of terms of contract would need to be received by 5<sup>th</sup> December 2018 to be incorporated into the budget

j) Booking Secretary Contract - year ended 31 March 2019 - On a proposal by Cllr. Neave, it was RESOLVED to offer TP & TJ Reed the opportunity to extend the contract for a further two years. Any variation of terms of contract would need to be received by 5<sup>th</sup> December 2018 to be incorporated into the budget.

k) Replacement of lead and damaged roof tiles - insurance company have agreed the roof repairs must be carried out by Best Choice Roofing, however, they are unable to carry out the work for a number of weeks.

l) Bus Shelter glass replacement - nothing further to report

m) PRS - the Clerk reported that she had submitted the information to PRS several times and has received no acknowledgement or update.

n) BT Telephone boxes for adoption - the notice of completion has been received and the telephone boxes will need to be added to the assets register.

o) Awning for garden area - ~~Cllr. Chivers presented the case for the parish council to purchase the awning as a gift to Sunbeams~~ Cllr. Chivers explained that he had identified a donor who was prepared to support Sunbeams by contributing funding for an awning, though the contribution would be insufficient to cover the VAT element of the purchase. He therefore suggested that the Parish Council might

accept the donor's contribution and use its ability to reclaim VAT when purchasing the awning, and then gift to Sunbeams. Concern was expressed with regard to the ongoing maintenance of the awning and the legitimacy of the proposal. It was noted Cllr. Chivers has submitted a request to HMRC for confirmation that the transaction could take place. The Chairman requested a copy of the exact wording of the enquiry submitted and the response received to enable the parish council to consider this matter further.

21.20 Cllr. Chivers left the meeting.

#### **154.18 HIGHWAY ISSUES**

1. A27 bypass - concern was expressed that Highways England presented the mitigated route at the Arun District Council planning committee as the agreed route. On a proposal by Cllr. Phillips it was agreed that the Chairman of the Parish Council write to Gillian Keegan MP to lobby for funding for the A27 improvement scheme.
2. Community Highways Application Scheme - shared use path from Marsh Lane to Runcton Farm Shop - nothing further to report
3. National Cycle Route 2 (NCN2) Dover to Cornwall - (Marine Drive Bognor to Chichester) - nothing further to report
4. B2166 and pedestrian access Hunston to North Mundham - nothing further to report
5. Hedgerow Issues
  - 5.1 Church Road/Church Road Junction -. The Chairman has spoken to the tenant who has carried out minimal work.
  - 5.2 Mill Lane/B2166 - the owners have asked that West Sussex County Council cut the hedgerow as although the hedgerow is the landowner's responsibility due to its location it is not viable for the landowner to cut the hedgerow. West Sussex County Council will cut the hedgerow in due course prior to the bird nesting season in March. The hedgerow will not be cut back significantly as the hedgerow provides a noise and pollution barrier. With regard to enabling pedestrian access on the verge the land owners have stated that they are not prepared to enable this as they do not want to be liable should a pedestrian be injured, especially as the traffic island which would have provided a safe refuge when crossing the road has been removed by the County Council.
  - 5.3 Fisher Lane - work has been completed

#### **155.18 ENVIRONMENT**

1. Parish Caretaker - no further action, it was agreed to suspend this matter until the work on the neighbourhood plan has been completed.
2. Autumn Litter Pick -the litter pick event collected a significant amount of waste with approximately 16 people attending, including three very young children.
3. Maintenance of the disused canal adjacent to Canal Mead permissive path - it was agreed to request assistance from the canal trust on the next litter pick.



4. Camic Pond - Cllr. Callaway-Lewis agreed to speak to the landowner to request silt clearance to enable water to flow.

**156.18 EVENTS**

1. World War One Commemorative Event: the silent soldier has been installed. Cllr. Russell will lay the wreath on Remembrance Sunday. The Chairman to liaise with the British Legion Representative with regard to the planned events.
2. Open Gardens - Cllr. Turnbull agreed to run the event again, it was agreed to have a meeting with any prospective gardener owners. It was noted that the original purpose of the event was to build community relationships and not to raise funds. The meeting would amongst other things discuss the advertising strategy, the length of time the gardens are opened and if they can be opened for different lengths of time, the cost of tickets, provision of refreshment and what happens to any proceeds raised.

**157.18 CLERK'S REPORT**

1. Quality Award - On a proposal by the Chairman, it was RESOLVED that the clerk would prepare and resubmit the application when the new website is in place.
2. Parish Newsletter -All councillors to prepare articles for publication in mid-January.
3. Parish Council Logo - for thought and discussion at the next meeting.

**158.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

None.

**159.18 EXTERNAL MEETINGS**

None.

**160.18 EXTERNAL CORRESPONDENCE**

None.

Meeting closed: 21.58

Signed: \_\_\_\_\_Chairman of North Mundham Parish Council

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