



Appendix 1

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 12th NOVEMBER 2020 AT 7.00PM VIA ZOOM VIDEO CONFERENCE

EWBPC COUNCILLORS PRESENT:

Dawson Parker (DP) Vice- Chairman	James Salamon (JS)
Joe O’Sullivan (JOS)	Emma Cox (EC)
Pamela Kensington (PK)	Richard Ford (RF)
Doug Holden (DH)	Darren Banks* (DB)
Emile Kott (EK)	*Cllr Banks was unable to participate due to technical problems
Elizabeth Hamilton (EH) (CDC Councillor)	
Graeme Barratt (CDC Councillor)	
Pieter Montyn (PM) (WSCC Councillor)	

APOLOGIES:

Brian Reeves (BR) Chairman
Susan Taylor (STT, CDC Councillor)

IN ATTENDANCE Parish Clerk and 4 members of the public

20.79 Chairmans Announcements

The Vice-Chair announced that the Chairman, Brian Reeves was currently unwell in hospital and unable to attend the meeting. The council had sent flowers and wished him well for a swift recovery.

The Vice Chair announced that the Council had been awarded a £5,000 COVID recovery grant from Chichester District Council to help support Bracklesham Barn.

20.80 Declarations of Interest and dispensation requests

None

20.81 Minutes of the Council’s Meeting Held on 8th October 2020.

DH noted that he was present. The amended minutes were then agreed as a correct record and **approved** for signature.

20.82 Update on actions from previous meeting

Completed

20.83 Public Questions

No public questions had been received.

20.84 District and County Councillors reports

EH – Initiatives magazine has now been sent out – it was compiled before the second lockdown was announced. It includes the Christmas waste collection dates. The multi story car park in Avenue de Chartres will be free to use for all weekends in December.

GB – Members bulletin had been previously circulated. HELAA and HEDNA have now been updated and are available on the council website. Parishes will shortly be advised of new housing allocations

PM – Has again requested that Southern Water investigate ground water infiltration issues in the area. Southern Water have recently been heavily fined for the excessive number of discharge events in Chichester Harbour. WSCC is currently working on balancing the budget – they still have a shortfall of approx. £25 million in this financial year, increasing to £40 million by the end of next year. They are currently undertaking a service review to consider what services could feasibly be cut or reduced. PM had received a complaint from a resident about the state of the verges in Tideway and will respond to the complainant. DH -noted that the main issues are caused by the number of vehicles and the lack of parking spaces.

20.85 **Reports from Parish Councillors on Meetings attended since 08/10/20**

BREW Vision group met on 22/10/2020, update later on the agenda.

The Skatepark Group met on 14/10/2020, update later on the agenda.

Planning committee had not met but had made 5 x delegated decisions via email.

20.86 **Finance**

20.86.1 The Chairman had previously agreed and signed the bank reconciliation.

20.86.2 The council received a statement of the current financial position and budget monitor.

20.86.3 The council received the list of payments made between 01/10/20 and 31/10/20 totalling £22,966.16

*Council **RESOLVED** to ratify the bank reconciliation, finance reports and payment schedule.*

20.86.4 The council considered the ongoing use of electronic banking and the list of direct debits and standing orders.

*Council **RESOLVED** to continue with the current electronic banking arrangements and to continue paying the listed suppliers via direct debit and/or standing order.*

20.86.5 The council reviewed the current banking mandate and agreed to add two additional signatories to the account.

*Council **RESOLVED** to add Councillors O’Sullivan and Kensington as signatories to the banking mandate.*

20.87 **To agree the process for co-option for the council vacancy**

The council discussed the process for co-option and the need to remain open and accessible to all applicants regardless of internet access. The Vice- Chair proposed that given the new lockdown and increased restrictions the matter be deferred until the December meeting, subject to lockdown restrictions being lifted, when a clearer view could be taken on if in-person representations and voting would be permissible.

*Council **RESOLVED** to delay the cooption process until the current lockdown restrictions are lifted.*

20.88 **To receive an update from the BREW Vision group**

The consultants Terra Firma had completed the initial masterplan document a couple of

minor amends had been proposed to the Stocks Lane Junction and also to improve disability access to the beach/foreshore. The original intention had been to run a series of public consultation events throughout the autumn of 2020 and the spring of 2021. Due to the current COVID restrictions, the ability to run in-person events will be very limited. Although some of the work can be moved on-line, the restrictions will make many hard to reach residents and groups even harder to engage with, so more traditional methods such as a door to door maildrop may now need to be considered in order to reach the maximum number of people. The website will also need to be altered as it now needs to reflect the Terra Firma document and actively seek residents feedback on the proposals. EC agreed to prepare a paper outlining suitable proposals for discussion with the working group.

20.89 To approve acceptance of the revised terms and conditions of the Local Government Pension Scheme (LGPS)

WSCC had made changes to the current terms and conditions of the LGPS to take account of changes in Pension regulations and a variation agreement required signature to accept the new terms.

*Council **RESOLVED** to accept the revised terms and conditions and authorised the Clerk to sign the new agreement.*

20.90 To approve signing the Mobile Household Waste Services Agreement with WSCC.

The Clerk had circulated the proposed final agreement from WSCC for the ongoing provision of the mobile HWRS.

*Council **RESOLVED** to authorise the Clerk to sign the agreement.*

20.91 To review and adopt the following policies, authorities and documents

Council reviewed and adopted the following policies/authorities and documents ahead of the interim audit:

- a. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- b. Review of the terms of reference for committees;
- c. Review and adoption of appropriate standing orders and financial regulations;
- d. Confirmation of arrangements for insurance cover in respect of all insurable risks and review of risk assessments;
- e. Review of the Council's and/or staff subscriptions to other bodies;
- f. Review of the Council's complaints procedure;

*Council **RESOLVED** to adopt all of the presented policies/authorities and documents without alteration, to be reviewed again at the next Annual Council Meeting in May 2021.*

20.92 Christmas Lights Update

Lights were currently being installed on the lampposts in East Wittering and Bracklesham. The Christmas tree in the village centre will be installed on 19th November. There will be no formal switch on event this year due to the ongoing COVID restrictions.

20.93 To consider grant application received under the small grants scheme

The Council had received 4 applications under the grant funding scheme:

*Council **RESOLVED** to issue grant funding as per the schedule outlined below:*

Applicant	Amount Requested	Purpose	Amount Awarded	Notes	Relevant power
Wittering Village Pre School	£5,000	Business support and new equipment	£0	Ineligible as a private business	n/a
Carpet Bowls Club	Unspecified	Contribution towards new mats	£250	The group have lost £240 in income since March 2020	Local Govt. (Miscellaneous Provisions) Act 1976, s.19
Foresight	£245	Outreach service to support people with sight loss living in the parish	£250		Local Govt. Act 1972, s.137
Homestart	Unspecified	Outreach service to provide early support for struggling families	£250	Cost of support if £1,200 per family per year	Local Govt. Act 1972, s.137

20.94 **Response to CDC Infrastructure Business Plan Consultation**

The Clerk recommended that the Parish Council request that the following projects are added to the IBP:

- All projects in the Terra Firma Masterplan document
- Off-road all-weather cycle path from Medmerry to Bracklesham Park
- Off Road all-weather cycle path from Bracklesham Lane to Church Road
- Skatepark
- New bus pull-ins on Bracklesham Lane
- Pedestrian crossing in Bracklesham Lane
- Downview football pavilion refurbishment
- Medical facility in Bracklesham
- Sewage system improvements

This will aid in preparing grant funding applications in the future as well as assist in helping to secure developer contributions towards vital community infrastructure.

*Council **RESOLVED** to add the recommended projects to the IBP.*

20.95 **Skatepark Update**

The working group met on 14/10/20 and had revised the proposed ITT document which had been circulated to the Council. The Parish Council are awaiting receipt of funds from the Skatepark Group before proceeding to the next stage.

DP asked if a specific site at Downview had yet been allocated – RF confirmed that a specific site at Downview has not been assigned, but a maximum area/size for the skatepark had been specified.

JOS – the skatepark group was to be formally constituted and registered as a charity and asked if this had been progressed. RF advised that this was in progress.

JS wanted to confirm that the tender was clear that all work was at bidders own risk with no formal commitment to proceed from the council. RF confirmed that this was correct.

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD THURSDAY 10th DECEMBER AT 7PM VIA ZOOM.

These minutes are in draft form until approved by the council at the next meeting and may be amended by resolution. Copies of all unapproved minutes, agendas and more information about East Wittering and Bracklesham Parish Council can be found on the Parish Council's web site: www.ewbpc.org.uk

Signed _____ Chair

Date _____

Summary of Actions

Minute number	Action	Person Responsible
20.86	Clerk to arrange changes to banking mandate to add extra signatories	CLERK
20.88	Cllr Cox to prepare revised communications plan for BREW Vision	EC
20.89	Clerk to send signed agreement for LGPS to WSCC Pension Service	CLERK
20.90	Clerk to sign and return HWRS agreement to WSCC	CLERK
20.91	Clerk to update all relevant documents with next review date	CLERK
20.93	Clerk to advise grant applicants of council decision	CLERK
20.94	Clerk to submit identified projects to CDC for inclusion on the IBP	CLERK
20.95	Clerk to send Bank details to skatepark group	CLERK