



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 20<sup>th</sup> May 2021 AT  
7.00PM AT BRACKLESHAM BARN**

**EWBPC COUNCILLORS** Brian Reeves (BR) Richard Ford (RF)  
**PRESENT:** Joe O’Sullivan (JOS) James Salamon (JS)  
Pamela Kensington (PK) Alan Whitcher (AW)  
Doug Holden (DH) Emma Cox (EC)  
Mike Dicker (MD) joined meeting after  
item 21.57  
  
Susan Taylor (STT) (CDC Councillor)  
Graeme Barratt (CDC Councillor)  
Pieter Montyn (PM) (WSCC Councillor)

**APOLOGIES:**

Elizabeth Hamilton (EH) (CDC Councillor)

**ABSENT:**

**IN ATTENDANCE** Parish Clerk and 8 members of the public

**21.46 Election of Chairman**

The meeting was opened by the outgoing Chair, Brian Reeves. Nominations were sought for Chairman.

*Proposed by Cllr Kensington, seconded by Cllr, O’Sullivan, **Cllr Reeves was elected Chair for the next twelve months.***

**21.47** Nominations were sought for Vice-Chair. *Proposed by Cllr Kensington, seconded by Cllr Salamon, **Cllr O’Sullivan was elected Vice-Chair for the next twelve months.***

**21.48 Declarations of Interest and dispensation requests**

None

**21.49 Chairmans Announcements**

Cllrs Kott and Banks had left the council and so there were now two vacancies. Notices had been posted. Co-option was expected to take place in July if no election poll was claimed.

**21.50 Minutes of the Council’s Meeting Held on 8<sup>th</sup> April 2021.**

Accepted.

**21.51 Update on actions from previous meetings**

Birdham PC had responded to our queries affirming that funding for the Greenway would be sought from local parishes and businesses. Council agreed that this was sufficient reassurance to support their request and a letter of support should be written.

A letter had been sent to CDC re. HELAA maps, which were being reassessed to include all flooding sources.

A letter had been sent to secretary of State for Education re. 16-19 transport costs.

**21.52 Public Questions**

None

**21.53 District and County Councillors reports**

**GB** – Members bulletin had been circulated. Planning application re. mobile telephone mast has been red-carded at CDC. Cllr Barrett requested that EWBPC make a representation at the CDC planning committee meeting when the item comes forward.

**STT** – Air Quality consultation is currently open to residents. Improvements at Stockbridge Roundabout and Orchard Road mean that they no longer meet the threshold for designation as Air Quality Management Zones.

**PM** – Cabinet and committee appointments will be confirmed on 21/5/21. WWTW update; PM has been advocating for improvements to the sewage network that discharges in to Sidlesham WWTW as this has been overlooked until now. PM is promoting the Birdham Greenway route, which is not currently a WSCC priority.

**21.54** **Reports from Parish Councillors on Meetings attended since 08/04/21**

**Planning committee** had met on 12/04/21 and 04/05/21. Minutes had been circulated. EWBPC had considered the application for a screening opinion on an Environmental Impact Assessment for 320 homes on land at Stubcroft Farm. The parish council had submitted a detailed objection requesting that a full EIA be carried out that examines the cumulative effect of *all* of the current proposed developments.

The council have received quotes for preparing our own traffic impact assessment to look at the cumulative impacts of all of the proposed developments on the local road network, including the stockbridge and Donnington roundabouts. The cost for this has been quoted at £2950.00. The planning committee would like to proceed with this work. STT suggested that we approach neighbouring parishes to contribute.

*Council **agreed to proceed with the traffic impact assessment**, with any spending approved by the Chair, Vice-Chair and Clerk under the scheme of emergency delegation.*

**Village Hall Committee** - 13/5/21 – New reps will be needed.

**SOSCA Meeting** – Brian Reeves had attended the SOSCA parishes meeting on 17/05/21.

Representatives of 25 parishes were present. Problems with inappropriate developemnt are widespread and driven by national planning policy which does not account for local conditions when allocating housing figures and has forced 100% of the Chichester District housing allocation to be distributed within 30% of the available land as the South Downs National Park is excluded from the plan area.

**21.55** **Finance**

**21.54.1** The Chairman had previously agreed and signed the bank reconciliation.

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

**21.54.3** The council received the list of payments made between 01/04/21 and 30/04/21 totalling £34,675.69.

**21.54.4** The council noted the S.137 expenditure in 2020-21 of £600.00.

*Council **RESOLVED** to ratify the bank reconciliation, finance reports, payment schedule and annual S.137 expenditure.*

**21.56** **BREW Vision Update**

Questionnaires had been distributed and website was live. 218 on-line and 28 postal responses had been received so far. A drop-in event was planned for 28/5/21 from 4pm – 8pm at Bracklesham Barn. Analysis of the survey results would be shared widely with the public once available.

Drop-in session confirmed on 28/5/21.

Cllr O’Sullivan asked if Terra Firma could be asked to attend the drop-in session.

Cllr Kensington advised she had not received her leaflet. Clerk to check with Dor 2 Dor distribution.

**21.57** **Co-option to fill vacancy**

Representations were made by the three applicants and then members voted on their preferences. The results were as follows:

Round one: Mike Dicker 4 votes, Juliet Johnson 3 votes, Clare Walsh 1 vote.

No candidate secured an outright majority of votes cast, so Clare Walsh was eliminated and a second round of voting was required.

Round two: Mike Dicker 4 votes, Juliet Johnson 4 votes.

No candidate secured an outright majority of votes cast and so the Chairman was required to exercise his casting vote in favour of Mike Dicker.

*Mike Dicker was duly **CO-OPTED** on to the council and proceeded to complete his declaration of office. Cllr Dicker then joined the meeting.*

**21.58 Policy and Document Review**

The following key policies and documents were reviewed as per council standing orders:

- a. Code of Conduct.
- b. Standing Orders.
- c. Financial Regulations.
- d. Complaints procedure
- e. GDPR policy
- f. Media Policy
- g. Terms of reference for committees

*Council **RESOLVED** to adopt the policies.*

**21.59 Banking arrangements**

The council reviewed the authority to allow the council to make electronic payments via on-line banking

*Council **RESOLVED** to maintain the existing authority to use on-line and electronic banking.*

**21.60 Review of Assets, Insurance Arrangements and Risk Assessments**

The council reviewed the asset register, council risk assessments and insurance arrangements, including the proposed renewal schedule for 2021-22. The renewal premium from WPS (year two of a three year agreement) was £2859.66 for the Council guard protection, plus an addition premium of £370.15 for cyber security insurance.

*Council **RESOLVED** to renew the insurance with WPS for 2021-22 as per the renewal quotation and policy schedule.*

**21.61 To review the internal auditors report**

The council had received the internal auditors report which had raised no issues or concerns.

*Council **NOTED** receipt of the internal auditors report.*

**21.62 Approval of the Annual Governance and Accountability Return (2020/21) Part 3**

- a) Council reviewed the annual governance statement and agreed that all of the conditions had been met.

*Proposed by the Chairman council **APPROVED** the annual governance statement for signature*

*by the Chairman and the Clerk.*

b) Council reviewed the annual financial and accounting statements including:

- Asset register
- Bank reconciliation
- Reserves reconciliation
- Balance sheet
- Income & Expenditure for FY 2020-21

*Proposed by the Chairman council **APPROVED** the financial and accounting statements for signature by the Chairman and the RFO.*

The documents were signed by the relevant parties in order to be sent to the external auditors for review.

**21.63 To agree the council meeting schedule to May 2022**

The Clerk had prepared a draft schedule of all council and standing committee meetings up to the end of May 2022.

*Council **RESOLVED** to adopt the proposed annual meeting schedule.*

**21.64 Committee Appointments**

The following appointments were made:

**Planning**

- Cllr Reeves (ex-officio)
- Cllr Kensington
- Cllr O'Sullivan
- Cllr Holden
- Cllr Dicker

**Assets and Open Spaces**

- Cllr Reeves (ex-officio)
- Cllr Ford
- Cllr Whitcher
- Cllr Salamon
- Cllr Holden

**Staffing**

- Cllr Reeves (ex officio)
- Cllr Kensington
- Cllr Cox
- Cllr O'Sullivan

**21.65 To review and make appointments to the following working groups**

**Neighbourhood Plan**

- Cllr Reeves
- Cllr Holden

Cllr O'Sullivan  
Cllr Dicker

**Events**

Cllr Ford  
Cllr Cox  
Cllr Salamon

**Environment**

Council requested that this be opened up and members of the to the community be invited to lead.

**BREW Vision**

Cllr Cox  
Cllr Ford  
Cllr Salamon  
Cllr O'Sullivan  
Cllr Reeves

**21.66 To make appointments to the following external organisations**

**Sub group of the Chichester Assoc. of Local Councils (CDALC)**

Cllr Kensington  
Cllr Holden

**Village Hall Management Committee**

Cllr Reeves  
Cllr Ford

**West Sussex County Council Local Committee**

Cllr Kensington  
Cllr Holden

**Manhood Peninsula Partnership (MPP)**

Cllr Reeves

**Local Business Alliance (LBA)**

Cllr Holden

**Youth Club Committee**

Cllr Cox  
Cllr Ford

**Community Wardens Panel**

Cllr Kensington  
Cllr Whitcher

**Surface Water Issues & Solutions**

Cllr Salamon

**Patient Participation Group**

Cllr Whitcher  
Cllr Reeves

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD THURSDAY 10<sup>th</sup> JUNE 2021 AT 7PM AT BRACKLESHAM BARN**

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](http://www.ewbpc.org.uk).

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_

### Summary of Actions

Minute number	Action	Person Responsible
21.54	Clerk to advise GB Associates that we wish to proceed with the traffic impact analysis	CLERK
21.56	Clerk to invite Terra Firma to attend drop in session on 28/5/21	CLERK
21.56	Clerk to confirm with Dor 2 Dor that distribution of flyers is complete	CLERK