



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11th MAY 2023 AT 7.00PM AT BRACKLESHAM BARN

<u>EWBPC COUNCILLORS</u>	Brian Reeves (BR)	Pamela Kensington (PK)
<u>PRESENT</u>	Joe O'Sullivan (JOS)	Joanna El-Batal (JEB)
	Doug Holden (DH)	Emma Cox (EC)
	Alan Whitcher (AW)	Danny Grigg (DG)
	Richard Ford (RF)	

<u>OTHER COUNCILLORS</u>	Elizabeth Hamilton CDC Councillor (EH)
<u>PRESENT</u>	

<u>APOLOGIES</u>	Pieter Montyn WSCC Councillor (PM)
	Iain Ballantyne CDC Councillor (IB)
	Mark Chilton CDC Councillor (MC)
	James Salamon (JS)

ABSENT

<u>IN ATTENDANCE</u>	Parish Clerk, Deputy Parish Clerk, 16 members of the public (MoP)
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23.56 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.***

23.57 Election of Vice Chairman.

Nominations were sought for Vice-Chair.

*Proposed by Cllr Kensington, seconded by Cllr Ford, **Cllr O'Sullivan was elected Vice-Chair for the next twelve months.***

23.58 Declarations of Interest and dispensation requests

None

23.59 Public Questions.

The work on Booker Green has shortcomings, the standard of workmanship on the concrete pads is poor. Was the contract put out to tender? Were the tenders properly evaluated and were background checks carried out? Who was the designated supervisor of works? Material used to back fill contained broken glass and broken pottery. **BR** – The Council uses contractors from a list of CDC approved contractors. The Parish Clerk supervises all contractors as best she can. As soon as the notice appeared on social media regarding the glass, contact was made with the contractor. The Clerk and her Deputy have been down to Booker Green daily to check and collect glass. As a Council, we have had incidents of glass on all 3 of our open spaces; in every instance we follow the same procedure to clear the glass as quickly as we can, to ensure we meet our insurance requirements. We continue to make regular inspections and collect any glass found. The contractor has not been paid; we are currently reviewing the situation with them.

When the contract was put to tender, was there a specification put out for them to tender to and has all the work been carried out? **BR** – The tender was set up by the previous clerk. The current Clerk will look for the information.

RF – BREW Vision has been ongoing for 3 years now; we have a summary of all the meetings and consultations carried out on Booker Green, which shows very few members of the public attended. The Council has previously asked if residents of Booker Green would form a residents' association to make communication easier. We would advise members of the public to attend the Assets and Open Spaces meeting on 16th May at 2.00pm in Bracklesham Barn. Why are no plans for Booker Green on The Council website? **Clerk** The plans are on the website and can be found linked to The Meeting Agenda for 8th December 2022.

BR Communication is a huge issue – how do we communicate?

RF How do the members of the public think it would be best to reach out to them?

DH We have a vacancy on the Parish Council and would welcome anyone interested in applying to become a Parish Councillor.

At a recent meeting of The Royal British Legion an item was raised as to who owns the War Memorial. **The Clerk** advised that she is already in communication with the RBL Branch Secretary on this matter.

Paperwork from RBL Head Office states that the RBL can no longer organise the Memorial Parade on 11th November; would The Parish Council be able to do this? **BR** The Parish Council already organises the road closure and insures the event. The Clerk asked the member of the public to bring in to her the information from RBL Head Office and will see how we can take this forward.

23.60 Minutes of the Previous Meeting Held on 13th April 2023 ([appendix 1](#))

The minutes of the meeting held on 13th April 2023 were agreed as a true record and signed by The Chair. (JS & DH)

23.61 Chairman's Announcements

With regards to the School Swimming Pool, The Woodger Trust had a meeting at the same time as The Council meeting on 13 April and agreed to give £50K to the school for the swimming pool, therefore our £20K will no longer be needed. Work has now started on the pool.

EC had raised the topic at the previous Council Meeting that she would like to see the school pool made available for other children in local parishes that do not have access to school swimming lessons - e.g., Birdham and West Wittering. She would like to see how the school could make the pool available in school holidays, again to the wider community, as this is a significant amount of CiL funding.

23.62 Update on Actions from Previous Meeting

All Completed

23.63 Reports from District & County Councillors

EH – Induction of new Councillors has taken place over the past 3 days. Next week the first Full Council meeting will be held. CDC's Supporting You Campaign has new 5 staff members to help people with the cost-of-living crisis.

A member of the public asked why there have been two artisan markets in East Wittering Village? **BR** Council had asked how to celebrate the events; the only person to come up with a suggestion was the lady that organises the artisan market. This brings us back to

communication. **EC** There has been a lot of conversation regarding disappointment over things that haven't happened, yet no one has come forward with any ideas to support. We are here to support community events, come and join us by volunteering to be a member of the events or Local Business Alliance working groups.

23.64 Reports from Parish Councillors on meetings attended since 13/04/23

Planning Meeting held 24/4/23. 3 applications considered 2 with no objection and 1 objection.

BR, JOS and Clerk met with Alison Stevens & Tania Murphy CDC to discuss beach access. No grant funding for the project of a beach access ramp would be available from CDC Place Team and costs for the provision and ongoing maintenance of a beach access ramp would have to be raised from other sources.

A full business case would need to be drawn up to prove the requirement for, and provide full costing for the provision of and ongoing maintenance of, the beach access ramp. This would also need to include a detailed information on how the aggressive nature of the sea in East Wittering would affect the structure, with a recent study showing that the tidal range is now up to 6 metres and the wave height 4 metres, with the shingle volume net annual movement being between 3,000 and 10,000 cubic metres.

Other concerns to be considered would be the requirement to gain access to the ramp to leave the beach once the tide has started to come in – would the groynes prevent access to the ramp? And what would be the window for use of the ramp everyday – would the costs of providing and maintaining the ramp be justified against the hours when use is available only during low tide and we already have a disabled accessible beach within a mile at West Wittering. CDC were also asked if they would be prepared to clear access to the beach at 3 twittens; they have investigated this and do not have the manpower. Clerk to obtain quotes from alternative companies.

Clerk attended Chichester All Parishes Police meeting on 27/4. West Sussex will have 20 new PCSOs from the next intake. Currently all PCSOs are deployed in Chichester City Centre between 2pm & 5pm to provide a high visibility presence, due to a huge problem with anti-social behaviour. It is hoped that this model of community policing can be replicated into our areas.

Deputy Clerk met with Trevor Clayton, Senior Highways Officer at WSCC regarding the halted road works on Bracklesham Road. He advised that they had originally dug the hole to replace two kerb stones, discovered a shallow water pipe, consulted with Portsmouth Water who inspected and said it was fine. Trevor will now arrange for works to be completed on the kerb stones.

23.65 Budget Update

1. Bank reconciliation approval. ([appendix 2.1](#))
 2. Statement of current financial position and budget monitor ([appendix 2.2](#))
 3. Summary of payments made between 01/04/23 and 30/04/23. ([appendix 2.3](#))
- Council **APPROVED** the list of payments from 01/04/23 to 30/04/23 totalling £49,306.30
The Clerk asked to reallocate funds from The Election reserve to the Training Budget.
Council **APPROVED** the reallocation of funds

23.66 Policy and document review: To review and adopt the following items:

1. Code of Conduct ([appendix 3.1](#))
2. Standing Orders. ([appendix 3.1](#))
3. Financial Regulations. ([appendix 3.3](#))
4. Complaints procedure ([appendix 3.4](#))
5. GDPR policy ([appendix 3.5](#))
6. Social Media Policy ([appendix 3.6](#))
7. Terms of reference for committees ([appendix 3.7.1](#), [3.7.2](#), [3.73](#))
8. Delegation scheme ([appendix 3.8](#))
9. Dispensations policy ([appendix 3.9](#))

AW As there are no changes would the Council be happy to approve them all in one resolution?

Council **RESOLVED** to adopt the polices as presented (**EC BR**)

- 23.67** **Banking Arrangements.** To review and approve the authority for the council to continue to make electronic payments via on-line banking. ([appendix 4](#))
Council **RESOLVED** to approve the continuation of electronic payments via on-line banking
JEB agreed to be added to the list of Councillors approved to authorise payments.
- 23.68** **Review of Assets and Risk Assessments** ([appendix 5.1](#), [5.2](#), [5.3](#), [5.4](#), [5.5](#))
JEB The columns in the Assets Register headed Condition of Equipment and Useful Life Estimate are not complete. Could these be completed to assist in the forward planning and budgeting for replacements. **Clerk** to complete.
Council **RESOLVED** to accept the Asset Register and Risk Assessments.
- 23.69** **To agree the council meeting schedule to May 2024** ([appendix 6](#))
The Clerk had prepared a draft schedule of all council and standing committee meetings up until the end of May 2024.

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

23.70 **Appointments to Standing Committees:**

The following appointments were made.

Planning

Cllr Reeves (ex-officio)
Cllr Kensington
Cllr Holden
Cllr Whitcher
Cllr El-Batal
Cllr O'Sullivan

Assets and Open Spaces

Cllr Reeves (ex-officio)
Cllr Ford
Cllr El-Batal
Cllr Holden
Cllr Whitcher
Cllr Grigg

Staffing Committee

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

Confirmation of Continuance of and Appointments to Working Groups:

The following appointments were made

1. Neighborhood Plan

Cllr O'Sullivan
Cllr El-Batal
Cllr Reeves
Alan Pettengale (MoP)

2. Events

Cllr Cox
Cllr Ford
Cllr Grigg
Cllr Salamon
Jane Challoner (MoP)

3. BREW Vision

Cllr El-Batal
Cllr Cox
Cllr Ford
Cllr Salamon
Cllr O'Sullivan
Heather Brooks (MoP)
Kim Pettengale (MoP)

4. Community Highways Scheme & Traffic Regulation Order

Cllr Holden
Cllr El-Batal
Cllr Reeves

5. Local Business Alliance

Cllr Grigg
Cllr Ford
Jane Challoner (MoP)
John Mullan (MoP)

23.72 To make appointments to the following external organisations

The following appointments were made.

1. **Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)**
Cllr Kensington
Cllr Holden

2. **Village Hall Management Committee (5 meetings per year)**
Cllr Reeves
Cllr Ford
Cllr El-Batal

3. **West Sussex County Council County Local Forum (4 times per year)**
Cllr Kensington

4. **Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)**
Cllr Reeves

5. **Youth Club Committee (6 per year)**
Cllr Ford
Cllr Cox

6. **Community Wardens Panel (2 times per year)**
Cllr Kensington
Cllr Whitcher

7. **Surface Water Issues & Solutions (SWISH) (4 times per year)**
Cllr Salamon

8. **Green Links across the Manhood Peninsula (GLaM) (4 times per year)**
Cllr Holden

9. **Patients Participation Group**
Cllr Whitcher

23.73 Skate Park Update

RF As discussed in December 2022, the Parish Council requested that CANVAS Spaces create a skatepark design that was within the scope of the ITT. The purpose of the skatepark workshop is to provide an open discussion format, where CANVAS will present their solution and the Parish Council will be able to ask questions. We have an opportunity to provide a facility that will benefit the community for many years to come and we have the responsibility to understand the impact of our decisions. It would be great to have as many Parish Councillors as possible attend, the dates that have been proposed by CANVAS are:

12th June 2023 day or evening

13th June 2023 day or evening

14th June 2023 day or evening

15th June 2023 day or evening

Council **AGREED** to set a date for the presentation on 13th June 2023 at 3.30pm. Clerk to inform Canvas Spaces.

RF and Clerk to prepare an agenda and list of questions to be included in the presentation. to be sent to Canvas Spaces

23.74 **To agree to rescind the decision Minute ref 23.48 from the meeting of 13th April 2023 regarding the school swimming pool grant.**

Council **RESOLVED** to agree to rescind the motion in 6 months' time, as per our Standing Orders.

23.75 **To agree an Insurance Provider** (appendix 7)

JOS Take advice of the broker and opt for Supplier A.

Council **AGREED** to Supplier A providing the Annual Insurance

The Meeting closed at 8. 33pm

Minute ref	Action	Responsible
23.59	Find the tender information for the work carried out at Booker Green	CLERK
23.64	Obtain quotes for shingle clearance to allow beach access	CLERK
23.68	To complete the missing information on the Assets Register	CLERK
23.69	To update website and notice boards with annual meeting Calendar	CLERK
23.73	To advise Canvas Spaces of the agreed date and time for their presentation	CLERK
23.73	Prepare an agenda and list of questions to be included in the presentation, to be sent to Canvas Spaces	CLERK & RF

The date of the next meeting is Thursday 8th June 2023 at 7.00pm, Bracklesham Barn



T Glithero, Parish Clerk, 12th May 2023