



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 12<sup>th</sup> MARCH 7.00pm AT  
BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM BAY**

**EWBPC COUNCILLORS** Doug Holden (DH) Dawson Parker (DP)  
**PRESENT:** Brian Reeves (BR) Joe O'Sullivan (JO'S)  
Emile Kott (EK) Pamela Kensington (PK)  
  
Susan Taylor (CDC Councillor) (STT)

**APOLOGIES:** Darren Banks (DB)  
Emma Cox (EC)  
James Salamon (JS)  
Becky Salamon (BS)  
Richard Ford (RF)  
Graeme Barratt (BG) (CDC Councillor)  
Pieter Montyn (PM) (WSCC Councillor)  
Elizabeth Hamilton (EH) (CDC Councillor)

**IN ATTENDANCE** Parish Clerk plus 5 members of the public

**20.14 Declarations of Interest and dispensation requests**

The Clerk had received a dispensation request from Cllr O'Sullivan for the Citizens' Advice Bureau (CAB) as he is a volunteer advisor. Council resolved to grant the dispensation.

**20.15 Minutes of the Council's Meeting Held on 13<sup>th</sup> February 2020.**

The minutes were agreed as an accurate record and approved.

**20.16 Update on Actions from Previous Meeting**

The Chairman ran through the action points from the previous meeting, which had all been completed.

**20.17 Public Questions**

None

**20.18 To Receive Reports from District and County Councillors:**

**Susan Taylor (CDC)** – Cabinet approved a grant to Worthing Housing Association for a development of 12 dwellings in Middleton Close for affordable rent for local people – this has been delivered via developer contributions from S106 receipts. Cllr. Taylor attended a Risk Management meeting with the chief executive, looking at the response to Coronavirus and how residents will be supported. WSCC are leading the response to Parish Council coordination and communication.

All parishes had received the latest update on the Local Plan and that it will lapse in July 2020. There is currently no anticipated delivery date for the Local Development Scheme. Cllr O'Sullivan asked if this meant that it would now leave the parish vulnerable to development.

Cllr confirmed that this was the case, although development would still have to demonstrate that it was appropriate and would be subject to normal planning laws and requirements. After 15<sup>th</sup> July CDC will not be able to demonstrate that they have an adequate 5-year housing supply as their requirement for delivery will increase by nearly 50% to 628 dwellings per year and it is likely that developers may try and bring new schemes forward after this date.

**20.19 Reports from Parish Councillors on Meetings Attended Since 13/02/20**

- All Parishes Meeting – BS attended and circulated minutes
- South Chichester CLC – PK and DH attended and have circulated notes on the meeting
- Manhood Peninsula Forum – BS & EC attended.
- Assets Meeting – was not quorate, but the members present met with the Football Club and discussed the pitch report, to be considered later on the agenda.
- BREW Vision meeting – A consultant, Terra Firma, has been appointed to look at the village masterplans, due to finish the work programme by 18<sup>th</sup> August.
- S&P Broadway – Promoter/land agent for the site on the West side of Church Road. Currently looking to put 226 houses on the site, the number is dictated by CDC housing density requirements. We raised our concerns re. traffic impacts on Church Road and would like consideration to be given to how alternative access routes could be provided.

**20.20 Finance**

**20.20.1** The Chairman had agreed and signed the bank reconciliation.

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

**20.20.3** The council received the list of payments made between 01/02/20 and 29/02/20 totalling £7,579.94

*Council **RESOLVED** to approve the payment schedule.*

*Council **RESOLVED** to take £7099 for the Bracklesham Barn boiler replacement from the Bracklesham Barn Ear Marked Reserve.*

**20.21 Approval of Household Waste Recycling Service Agreement**

The Clerk had circulated the proposed agreement with WSCC and recommended that the council approved signing it, subject to the requested amendments being made.

*Council **RESOLVED** to sign the agreement to maintain the service, with an initial commitment of no more than £5.17 per band D property being added on to the precept from 2021/22, subject to our requests being incorporated into the final document.*

**Action: Clerk to advise WSCC and other parishes of the council decision.**

**20.22 New Homes Bonus Funding Allocation 2020**

The Clerk had advised councillors that the indicative allocation for funding in 2020 was £15,000 and requested that councilors propose suitable projects for investigation and community consultation. The following projects were put forward:

Cllr Kott: Could we do something with local care agencies to provide more support for local vulnerable residents who may be isolated because of the Coronavirus outbreak to help with shopping, supplies, etc.? Cllr. Parker suggested that we could do this using money from general reserves sooner than waiting until the autumn for NHB funding. The Clerk agreed to contact WSCC to discuss further what support could be provided.

Cllr Reeves: Downview pavillion – needs a lot of work to improve it and some of the money could be used for this.

Cllr Cox: Village centre improvements once Terra Firma have completed their work it could be used to help deliver some of the projects identified.

Cllr Cox: The money could be used to fund a volunteer coordinator to help build up the community task force and deliver some work schemes.

**Action: Clerk to contact WSCC communities team to see how we can help to support vulnerable residents in the short term.**

**20.23 To Approve the Meeting Schedule to April 2021**

The Clerk had prepared a draft meeting schedule to April 2021 and asked councillors to approve or amend as required.

After much discussion, two options were proposed:

Proposal 1: As per proposed meeting schedule, alternate bi-monthly Parish Council and Assets and Open Spaces meetings held at 7pm on the second Thursday of the month.  
For 2, Against 3.

Proposal 2: Monthly Parish Council meetings, with the Parish Council meeting to start directly after the Assets and Open Spaces meeting in June, September, November, January and March. The Assets and Open Spaces meeting to start at 6pm. The Clerk advised that if this scheme was adopted, then on the nights when both meetings were held the Parish Council meeting would not generally commence until 8pm and could finish at 10pm, resulting in four hours of continuous meetings for councillors and members of the public attending.  
For 3, Against 2

*Council **RESOLVED** to adopt proposal 2, monthly Parish Council meetings, except August and bi-monthly Assets & Open Spaces meetings, to be held on the second Thursday of the month, with the Parish Council meeting commencing directly after the conclusion of the Assets & Open Space meeting.*

**20.24 Business Plan Update**

Council noted the update to the business plan and agreed to hold a review meeting early in the new financial year to ensure it was still fit for purpose.

Council have achieved a lot of the items in the plan, but the volunteer database has not progressed.

Website redevelopment will have to be outsourced as Cllr. Kott does not currently have the capacity to undertake the work in order to meet the completion deadline of September 2020.

Councillor drop-in surgery is not being used. Cllr. O'Sullivan suggested that it be dropped as it is so poorly attended, particularly given the current Coronavirus situation. Councillors agreed to cease the surgery with immediate effect and to re-visit the decision in 6 months' time.

**Action: Clerk to arrange business plan review meeting.**

**20.25 Football Pitch Update**

The Clerk had circulated the FA pitch inspection report, which had included a number of recommendations for works to be carried out. Three quotations had been provided by FA recommended contractors to complete the improvements. The Football Club requested that Grasstex be appointed to complete the works.

*Council **RESOLVED** to appoint Grasstex to complete the improvement works, subject to CDC agreeing to allow the 2019 NHB grant funding to be spent on the revised pitch improvement programme.*

**Action: Clerk to request grant variation from CDC.**

**20.26 Any Urgent Matters that the Chairman Wishes to Bring to the Attention of the Council**

**Coronavirus update:** The Clerk requested that CDC Cllr Taylor speak to the environmental Health team at CDC to ask for cleaning guidance and protocols for community buildings to ensure that we are doing all that we can to keep users safe. Council accepted that this may entail additional cleaning requirements at the barn, which could increase running costs.

In the short term the Clerk had ordered supplies of anti-viral spray, hand sanitiser and cleaning wipes to be left in all rooms for hirers and users to access.

Cllr Parker requested that we install wall mounted hand sanitisers in the Kitchen, entrance halls, each of the main rooms and the parish office.

Council agreed, in consultation with representative of the Royal British Legion and the local history society present at the meeting, to reschedule the planned VE Day event on 7<sup>th</sup> May for 15<sup>th</sup> August, VJ Day instead. The decision on whether to proceed with this event would be made in early June so that if circumstances demand, there is plenty of time to cancel the event and clearly communicate to the public the reasons for this.

DP requested that the council keep the hours of operation for the office under review and have a plan in place to respond to any changes as the public health emergency unfolds.

Council agreed that they would cancel the April film screening and make a decision on May once we have a clearer picture on what is happening.

***Action: Clerk to advise cleaners of revised requirements once CDC environmental health have confirmed a suitable schedule***

***Action: Clerk to advise all community partners of the change to the VE Day event***

***Action: Clerk to investigate installing wall mounted hand sanitizer dispensers throughout Bracklesham Barn***

***Action: Clerk to cancel April film screening***

***Action: Clerk to prepare business continuity plan in the preparation for further Coronavirus disruption.***

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD THURSDAY 9TH APRIL AT 7PM AT BRACKLESHAM BARN, BEECH AVENUE, BRACKELSHAM BAY, PO20 8HU**

**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

<b>Minute number</b>	<b>Action</b>	<b>Person Responsible</b>
20.21	Action: Clerk to advise WSCC and other parishes of the council decision to agree to sign the HWRS agreement.	Clerk
20.22	Action: Clerk to contact WSCC communities team to see how we can help to support vulnerable residents in the short term of the Coronavirus.	Clerk
20.24	Clerk to arrange Business Plan review meeting.	Clerk
20.25	Clerk to request NHB2019 Grant variation from CDC to fund pitch improvement works.	Clerk
20.26	Action: Clerk to advise cleaners of revised requirements once CDC environmental health have confirmed a suitable schedule	Clerk
20.26	Action: Clerk to advise all community partners of the change to the VE Day event	Clerk
20.26	Action: Clerk to investigate installing wall mounted hand sanitizer dispensers throughout Bracklesham Barn	Clerk
20.26	Action: Clerk to cancel April film screening	Clerk
20.26	Action: Clerk to prepare business continuity plan in the preparation for further Coronavirus disruption.	Clerk