



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11<sup>th</sup> FEBRUARY 2021 AT 7.00PM VIA ZOOM VIDEO CONFERENCE

<b><u>EWBPC COUNCILLORS</u></b>	Brian Reeves (BR)	Richard Ford (RF)
<b><u>PRESENT:</u></b>	Joe O'Sullivan (JOS)	Emma Cox (EC)
	Pamela Kensington (PK)	James Salamon (JS)
	Doug Holden (DH)	
	Susan Taylor (STT) (CDC Councillor)	
	Elizabeth Hamilton (EH) (CDC Councillor)	
	Graeme Barratt (CDC Councillor)	
	Pieter Montyn (PM) (WSCC Councillor)	
<b><u>APOLOGIES:</u></b>	None	
<b><u>ABSENT:</u></b>	Darren Banks (DB)	
	Dawson Parker (DP)	
	Emile Kott (EK)	
<b><u>IN ATTENDANCE</u></b>	Parish Clerk and 5 members of the public	

**21.01** **Declarations of Interest and dispensation requests**

None

**21.02** **Chairmans Announcements**

Emile Kott is intending to resign. We anticipate an additional vacancy imminently.

**21.03** **Minutes of the Council's Meeting Held on 10<sup>th</sup> December 2020.**

Accepted

**21.04** **Update on actions from previous meeting**

All had been completed

**21.05** **Public Questions**

The council had received the following questions:

*What positive provision has been made to accommodate the extra traffic that will arrive in a few months?* The parish council have had a number of meetings with the Sussex PCC to try and address summer traffic congestion, and the dialogue is ongoing. Parking enforcement is provided by CDC and again the dialogue is ongoing.

*Where is the council's commitment to the village when it allows the centre to deteriorate and become ugly and dangerous?* The Parish Council have been working on a masterplan for the area as a part of the Vision project – an update will be given later on the agenda. Cllr. Cox urged residents who wish to improve the village centre to join the Vision working group over the next few weeks.

*What advertising is being undertaken to attract younger and energised people to the role of councillor at the upcoming elections?* The upcoming elections are for West Sussex County Council and the Police and Crime Commissioner. Parish Council elections are not due again until May 2023. The Parish Council cannot comment on how the PCC and County Council are promoting their elections. We have a vacancy to be filled by co-option which is an item later on the agenda.

*How are councillors replaced that are unable to perform to the level the residents expect?*

Councillor terms of office are set out in legislation in the 1972 Local Government Act. A councillor is elected to serve the term of the council and generally leaves office four days after the latest election

(the next Parish Council elections are in May 2023, so the current councillors will end their term four days after this)

#### **21.06 District and County Councillors reports**

**EH** – First virtual all parishes meeting took place this week – 97 attendees from across the district – will probably be an approach to be taken for the future winter meetings. Budget setting is being finalised.

**GB** – Has been dealing with complaints from residents at Beeches development, which are ongoing and numerous. Many are being handled by development control team.

**STT** – Work on Local Plan is ongoing. MHCLG have advised that the new algorithm will not apply to Chichester and plan should be made on the basis of the 2017 housing allocations. Planning Advisory Service (PAS) have had a meeting with CDC to offer advice on what is required and what CDC still need to do. PAS do not think that CDC do not currently have sufficient evidence to request a moratorium on planning decisions.

**PM** – WSCC will be finalising the budget tomorrow – precept increase is expected to be 4.99%, which includes 3% for adult social care. Service reductions are not likely to be required to the level previously anticipated due to additional government funding to cover COVID costs.

PM highlighted the CDC Local Plan work, which was looking at traffic mitigation measures. This still includes the work by Peter Brett Associates, which is proposing a link road from Fishbourne to Apuldram and changes to the Whyke and Stockbridge roundabouts to make them traffic controlled crossroads with no right turns. This will funnel all traffic to the Manhood down the new link road and place traffic controls on all local traffic trying to navigate around the A27, driving vehicles in to the centre of Chichester – the impact on local traffic will be significant and WSCC do not currently support the proposals as they do not think sufficient modelling or supplementary planning has been done.

This could also have significant impacts upon the future upgrade and improvements to the A27 in RIS 3.

BR – this was not supported five years ago – highly unlikely to gain support this time.

RF – How far advanced is the Local Plan and how can we influence the options considered?

PK – The issue was raised at the all Parishes meeting Andrew Frost (CDC head of planning policy) responded that CDC did not have any other affordable options, but were trying to look at other solutions.

PM – We must push for a proper northern bypass solution. Both CDC and WSCC have voted to support a mitigated Northern Bypass – the local plan should support this approach and CDC and WSCC should be lobbying central government for this to happen.

#### **21.07 Reports from Parish Councillors on Meetings attended since 10/12/20**

**BREW Vision group** had met on 21/01/21. Update later on the agenda.

**Assets & Open Spaces** had met on 01/02/21. Minutes had been circulated to the council.

**Planning committee** had met on 18/01/21 and 08/02/21. Minutes had been circulated. The Parish Council had submitted a detailed objection to the Clappers Lane development. They had received a presentation from a developer re. land at Stubscroft Farm and were expecting an outline planning application to come forward very soon. JS added he had made contact with Surfers Against Sewage to try and campaign on water quality issues.

**SSALC Chairman's meeting** on 09/02/21. BR had attended. Sussex police gave a presentation.

**All Parishes Meeting** on 08/02/21. PK had attended.

#### **21.08 Finance**

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

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

The Clerk had successfully secured grants of £23,000 for Bracklesham Barn, which had helped to offset

some of the £36,000 losses incurred during the lockdown. A grant for £15,00 had also been secured from CDC towards refurbishment of Downview Pavillion. As a result, the Clerk did not anticipate that the requirement to draw on the general reserve would be as great as initially feared. Combined with savings that had been made throughout the year, the Clerk hoped that the budget would largely be balanced at year end.

**21.08.3** The council received the list of payments made between 01/12/20 and 31/01/21 totalling £18,387.84

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

**21.09** **Policies Review and Approval**

Council reviewed the following policies:

- a. Health and safety policy ([Appendix 3.1](#))
- b. Equalities Policy ([Appendix 3.2](#))
- c. Diversity policy ([Appendix 3.3](#))
- d. Complaints procedure ([Appendix 3.4](#))
- e. Dispensations policy ([Appendix 3.5](#))
- f. Charitable donations policy ([Appendix 3.6](#))
- g. Delegation Scheme ([Appendix 3.7](#))
- h. Publication Scheme and information available under the scheme ([Appendices 3.8 & 3.9](#))

*Council **RESOLVED** to adopt all of the policies, to be reviewed in one year's time.*

**21.10** **Vision Update**

A revised questionnaire had been circulated to councillors for approval, the aim was to send this door to door during March/April. The survey will be sent with an SAE and a leaflet explaining the project. Banners will also be placed in key locations prompting people to respond.

The ITT for improvements to Booker Green has been issued on the government Contracts Finder website. The closing date for submissions is 25/2/21. The Clerk has received a number of enquiries, so is hopeful that we will receive at least three bids.

CDC had awarded us a grant for £12K for the Booker Green improvements project.

*Council **RESOLVED** to approve the survey and proceed with the door to door mailing.*

**21.11** **Co-option to fill vacancies**

The Council currently have one vacancy and anticipate this soon increasing to two or three. The Clerk would like to advertise for new councillors using a standard application form to help make the process as fair as possible whilst in-person meetings are still not possible. The clerk would like to post the advertisement on 12/2/21, with a closing date of 4/3/21 to allow applicants to be coopted at the next meeting on 11/3/21.

*Council confirmed that his was an acceptable approach and directed the Clerk to post the advertisement on the noticeboards and social media channels.*

**21.12** **Budget 2021-22 Update**

The Clerk had submitted the precept request of £154,700 to CDC for the forthcoming financial year. The Clerk had successfully applied for a grant of £9,999 from the National Lottery to help fund youth work for 2021-22 after it had to be cut from the initial budget.

Work was still needed to raise £12,000 to fund the Christmas Lights in 2021 and would need to begin as soon as possible as maintenance and structural testing would need to be carried out over the summer months and at present there were no funds in place to deliver this.

*Cllr Ford agreed to begin investigating crowdsourcing and fundraising for the Christmas Lights as*

*Councillor Kott was unable to proceed with this.*

**21.13 Code of Conduct Update**

The Clerk had circulated the updated LGA (Local Government Association) model Code of Conduct. The expectation is that CDC will adopt the new code of conduct at their full council meeting in March. The Clerk recommended that if this happened the Parish Council should update the Parish Council code of conduct so that we were aligned with CDC. There is still ongoing work being carried out by the government Committee on Standards in Public Life, so we are expecting that a sanctions regime to accompany the Code of Conduct will follow at some point.

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD THURSDAY 11<sup>th</sup> MARCH 2021 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](http://www.ewbpc.org.uk)**

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

**Summary of Actions**

<b>Minute number</b>	<b>Action</b>	<b>Person Responsible</b>
21.09	Clerk to update review date on all relevant policies	Clerk
21.10	Vision group to progress survey/door to door mailing	RF/EC/Clerk
21.11	Clerk to advertise councillor vacancies	Clerk
21.12	CLlr Ford to investigate fund raising for Christmas Lights	RF