

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea
On Wednesday 21st May 2008

PRESENT – Councillors Wotherspoon (Chairman), Chandler, Copeland, Edey, Gamester, Mrs Hall, Mrs Haywood, Jeffrey, Mansfield, Mrs Mills, Redman, Ms Ross, the Clerk and Mr Morrison.

1. APOLOGIES – District Councillor Mrs Oakley, County Councillor Mrs C Freeman and PCSO Morge.

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Mr Paul M Wotherspoon was proposed by Mr Chandler and seconded by Ms Ross. There being no further nominations Mr Wotherspoon was duly elected Chairman. Mr Wotherspoon then took the Chair and signed the Declaration of Acceptance of Office.

3. ELECTION OF A VICE CHAIRMAN – Nominations were requested for the position of Vice Chairman. Mr Copeland was proposed by Mrs Mills and seconded by Mr Chandler. There were no further nominations and Mr Copeland was duly elected Vice Chairman.

4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –

(a) **Development Control Committee** – Councillors Edey, Gamester (Chairman), Jeffrey, Mansfield, Mrs Mills and Ms Ross.

(b) **Finance Committee** – Councillors Copeland (Chairman), Mrs Hall and Jeffrey.

(c) **General Purposes Committee** – Councillors Gamester, Mrs Hall, Jeffrey, Mansfield, Mrs Mills (Chairman), Ms Ross. Co-optees (non-voting) Copeland, Mrs Brown (Comet Corner Action Group), Dr Greaves (St Nicholas Church) and Mrs Willis (Pond/Green Warden)

(d) **Parish Land & Property Committee** – Councillors Copeland, Edey, Gamester, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

(e) **Playing Fields Executive** - Councillors Copeland, Edey, Gamester, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

(f) **Parish Tree Warden** – Mr Gamester

(g) **Pond/Green Warden** – Mrs Willis (co-opted non-voting)

(h) **Village Hall** – Mr Chandler

(i) **Joint Western Arun Area Committee** – Mr Copeland

5. MINUTES – The Minutes of the Parish Council Meeting held on the 19th March 2008 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST –

Mrs Haywood advised that she had sought guidance from Arun District Council's Solicitor/Monitoring Officer with regard to whether she had any interest in Middleton Green and the footpath thereon. It was agreed that she did not have a prejudicial interest but that it may be appropriate to declare a personal interest. Further, Mrs Haywood agreed to lodge a copy of the 1932 Deed of Covenant between the owner of the Manor House and WSCC with the Clerk for retention with her Register of Interests.

Mrs Haywood and Ms Ross both declared a personal interest in item 10 (ii) being members of the Middleton-on-Sea Association.

7. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances – The Chairman reported that he had attended Felpham Parish Council's Awards evening on 13th May 2008.

8. MATTERS ARISING

a) Parish Midsummer Walk – Sunday 22nd June 2008

The Clerk advised that Mrs Haywood has organised the walk which will start from Middleton Green at 2 p.m. on Sunday 22nd June. The event will be publicised by being featured on the front page of the Summer Edition of Middleton News and by posters which Mrs Haywood will obtain from WSCC. The Chairman thanked Mrs Haywood for her efforts and Ms Ross said she will also help out.

b) Insurance Renewal

The Parish Council insurance is due for renewal on 1st June. The Allianz renewal notice shows a further 4.4% increase in costs and an additional policy clause which is more restrictive on playground related issues. A quotation has been obtained from Norwich Union, which based upon a 3 year LTA (long term agreement), will save £359 renewal cost. Mrs Mills proposed the Norwich Union policy is accepted and this was seconded by Mr Edey and unanimously agreed. The Clerk will cancel the Allianz policy and contemporaneously set up the Norwich Union cover.

c) Annual Ratification of Financial Risk Assessment Plan

Members ratified the present Financial Risk Assessment Plan for a further year.

d) Zebra Crossing Update

Mr Copeland said that he was very pleased to report that JWAAC had agreed to include the pedestrian crossing, adjacent to One Stop, within the 2009/2010 Highway Works programme. This was confirmed in an email from County Councillor Mrs Freeman who indicated it will be a local priority for 2009/2010. Mrs Mills said she was amazed how long this had taken given that she was on a local highways committee 5 years ago and was told the crossing would be a 'quick win'. The Chairman thanked Mr Copeland for his efforts.

e) West Sussex Lighting Operation Times Consultation

Members agreed to retain the previously agreed stance on parish lighting i.e. part lit in residential areas and all night dimmed on traffic routes. The Clerk will advise WSCC accordingly.

9. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 19th March, 2nd April and 16th April 2008 had been circulated to members and were noted.

10. GENERAL PURPOSES COMMITTEE

The minutes dated 16th April 2008 had been circulated to members and were noted.

i) Countryside and the Environment Advisory Sub Committee

Nothing to report.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Mrs Hall represented the Parish Council at the River Arun to Pagham Flood & Erosion Management Strategy Workshop on 29th April 2008 together with District Councillor Mrs Oakley and David Szynowski (Middleton-on-Sea Association) and circulated a detailed meeting note to members. The Chairman thanked her for attending and preparing the note. Mrs Hall will also be attending a Seminar on Coastal Defence at Arun District Council (restricted to Parish/Town Councils only) on 21st July 2008.

Mr Mansfield said that Middleton-on-Sea Association had missed an opportunity when they pushed the shingle off the Sea Way slipway back into the sea. He said if further thought had been given to the exercise the shingle could have been placed in the groyne where the breastwork needs protection. The Clerk was instructed to contact Mr Szynowski (Middleton-on-Sea Association).

iii) Liaison Advisory Sub Committee

The Clerk reported:

- (a) Councillors Mrs Hall and Jeffrey will be attending an "Introduction to Arun District Council" course on 7th November 2008.
- (b) The Chairman will be attending a meeting called by WSCC to discuss the Statement of Partnership with Local Councils on 9th June 2008.
- (c) A letter was received from Arun District Council enclosing a draft Dog Control Order for consideration. Ms Ross said that as a dog owner/walker she was concerned at the high level of dog fouling and the number of unruly dogs on the beaches. She cited examples of people walking more than 4 dogs where the animals adopt a pack attitude and the level of control left much to be desired. She also questioned how many dog wardens there are in the area and how frequently they patrol to stop dog fouling. Mrs Haywood said she is a member of the PCSO's panel and a very regular complaint is dog fouling. The Clerk was requested to write to ADC.

iv) Projects Advisory Sub-Committee

The Clerk confirmed that the kickwall on Shrubbs Field was installed and operational. The £2,750 grant from SITA is awaited.

v) Roads & Transport Advisory Sub Committee

Nothing to report.

11. PARISH LAND AND PROPERTY COMMITTEE

A note entitled Playground Issues has been circulated to all members.

12. CORRESPONDENCE

The following items had been received:-

1. Action in Rural Sussex – Newsletter
2. Arun Crime & Disorder Reduction Partnership Plan 2008-2011
3. ADC Greening Campaign
4. Arun & Chichester Voice – Newsletter
5. Brighter Bognor Briefing Note
6. Clerks and Councils Direct (*Full Circulation*)
7. LCR (Local Council Review) (*Full Circulation*)
8. SEERA Housing Strategy 2008-2011 (*Full Circulation*)
9. WSCC Connections
10. WSCC Materials Resource Management Contract (*General Circulation*)
11. West Sussex Academies Programme
12. West Sussex PCT “Fit for Future” (*General Circulation*)
13. West Sussex Public Partnership Forum – Newsletter
14. West Sussex Sustainability Forum

13. FINANCE COMMITTEE

a) Bank Accounts -

The Clerk reported on the following **Bank Accounts**

Current Account	£ 1,250.00
Business Reserve	£44,972.43
Total	<u>£46,222.43</u>

b) 2007/8 Accounts for approval/ratification

A resolution to approve the 2007-2008 Accounts together with the Bank Reconciliation as at 31st March 2008, the Significant Variances Sheet for the year ended 31st March 2008, the Annual Return and Statement of Assurance both dated 31st March 2008 was proposed by Mr Edey, seconded by Mrs Hall and unanimously agreed. The previously mentioned documents were signed by the Chairman and the Clerk (Responsible Finance Officer). The Clerk was instructed to contact the Internal Auditor in order that the internal audit can be completed. The Clerk was thanked for his work on the accounts.

c) Accounts for payment -

The following payments were approved nem.con and made:

(i) Middleton-on-Sea Playing Fields (Drawdown to cover cashflow)	£1,500.00
Total	<u>£1,500.00</u>

d) Accounts paid at the General Purposes Committee – 16th April 2008

The following accounts were approved nem.con

Communicorp (Clerks & Councils Direct) <i>issued 2 April 2008</i>	£ 214.00
E P Clark & Co Ltd (Resurface Middleton Green footpath)	£ 1,727.25
Panasonic UK Ltd (Photocopier quarterly charge)	£ 82.19
MOS Playing Fields (Drawdown to cover cashflow)	£ 3,000.00
David Eastlake (Trees for Shrubbs Field)	£ 117.28
TOTAL	£ 5,140.72

14. ANY OTHER BUSINESS

Mr Edey said he was concerned about the safety of the stones which are cemented into the concrete outside the main entrance to the Jubilee Hall. Mr Chandler said he will raise the matter with the Jubilee Hall Committee.

There being no further business the Chairman reminded members that the next Meeting will be held on 16th July 2008 **at 7 p.m.** and the Meeting closed at 7.40 p.m.