

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea**  
**On Wednesday 18<sup>th</sup> March 2009**

**PRESENT** – Councillors Wotherspoon (Chairman), Gamester, Mrs Hall, Mrs Haywood, Jeffrey, Mansfield, Mrs Mills, Redman, Ms Ross, the Clerk, District Council Mrs Oakley, County Councillor Mrs Freeman, and Mr Morrison.

1. **APOLOGIES** – Councillors Chandler and Copeland.
2. **MINUTES** –The Minutes of the Parish Council Meeting held on the 21<sup>st</sup> January 2009 having been circulated were approved and signed.

**3. DECLARATIONS OF INTEREST**

Mrs Haywood declared a personal interest in part of Item 8.1 being the owner of the Manor House.

**4. PUBLIC DISCUSSION PERIOD**

PCSO Morge said that he hoped the potholes outside Threshers will be repaired shortly. He further advised that an additional PC had been assigned to the Neighbourhood Policing Team in the eastern sector. Local crime statistics were provided which showed that most crimes were quite low although there have been a few instances of lighting fires close to Larksfield Skate Park.

Mr Brookland said he was pleased to learn that the zebra crossing will be installed shortly and drew attention to the mess left after a bush outside Shrubbs car park had been cut back. The Chairman undertook to investigate. Mr Brookland also said that three seats in Sea Lane had moss and lichen on them and needed to be varnished. Ms Ross said she would speak with the Chairman of Middleton-on-Sea Association to ascertain the seats' ownership.

Ms Bowden said the tree adjacent to her property had still to be trimmed. The Chairman advised that a tree had been trimmed but it might be the wrong one. The Chairman agreed to look at the trees with Ms Bowden after the meeting to ensure the correct tree was cut back, although Mr Mansfield warned that the law prevented trees from being trimmed in the bird nesting season.

Mr Diggins spoke in favour of having new trees planted on the green space between the Church and Cootes Lane.

5. **ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special circumstances** – There was nothing.

## **6. MATTERS ARISING**

### **a) Future of the Community Support Scheme**

Members discussed whether to retain or disband the scheme which currently has a budget of £500 per annum. There was general agreement that the level of administration required coupled with the relatively small sums of money donated led to the conclusion that the scheme should be disbanded after 2009/2010. This was proposed by Mrs Hall, seconded by Mr Jeffrey and agreed by an overwhelming majority. The Chairman assured Mr Morrison (Bognor Regis Neighbourhood Watch) that support for that organisation will still be available through the crime prevention budget.

### **b) Proposed small woodland – Cootes Lane/Church**

Mr Mansfield said that this was a worthwhile project and he supported the option of substantial trees, but not too many, to the right of Cootes Lane, when looking from the church. Mr Gamester also supported the proposal and Mrs Haywood said that the verges should be kept clear. It was understood that the land was owned by Arun District Council (Housing Department) who would need to be approached in due course. Initially, the views of the local residents will be sought through the medium of Middleton News. Mr Gamester has agreed to supply an article and the Clerk will provide a picture.

A request was also received from local residents to have flowering cherry trees planted on the WSCC grassed areas in Sunnymead Close (outside 2-6). Mr Gamester will prepare a site map and the Clerk will then submit it to WSCC for tree licences.

### **c) Cllr Edey resignation**

Cllr Edey resigned on 18<sup>th</sup> February 2009 for personal reasons and the vacancy has been advertised on parish notice boards. Once Arun District Council's approval to co-opt has been received the vacancy will be advertised in the summer edition of Middleton News. The Clerk will make appropriate arrangements.

### **d) Commemorative item criteria**

The council received a request from Mr Holly to erect some form of memorial for the late Julia Cole as she had been very active in the community through the Jubilee Hall, Friends of Bognor Hospital and a local modern dance club. A full discussion took place about the various options and then Mr Mansfield proposed that a seat should be placed outside the village hall. This was seconded by Mrs Mills and agreed. The Clerk will speak with Mr Holly and advise him accordingly. (Permission will be required from the Trustees of the Village Hall).

The criteria for future requests was also considered and it was agreed that options included planting trees on Shrubbs Field and 'leasing' seats for a specific period during which time the lessee will undertake the maintenance of the seat. At the end of the 'lease period' the seat will revert to the Parish Council.

### **e) Dog Control Orders**

The proposed Dog Control Order was circulated to all members. Ms Ross asked who was going to police the order and was concerned that there are insufficient officers for it

to be operated properly. It was agreed not to respond to the consultation as this had been done in the first round so the document was merely noted.

**f) Midsummer Walk – Sunday 28<sup>th</sup> June 2009**

Mrs Haywood confirmed she will be organising the walk. The event will be publicised through Middleton News and posters in parish notice boards. Details of the route have yet to be worked out.

**7. DEVELOPMENT CONTROL COMMITTEE**

Copies of the minutes dated 21<sup>st</sup> January, 4<sup>th</sup> February, 18<sup>th</sup> February and 4<sup>th</sup> March were circulated and noted.

The Clerk advised that Dr Bradshaw, Middleton-on-Sea Association Planning Representative, had requested that the Clerk express thanks to Mr Gamester for attending the Arun District Council Development Control Meeting and speaking in objection to M/6/09 (Amen, 64 Sea Way).

**8. GENERAL PURPOSES COMMITTEE**

Copies of the minutes dated 18<sup>th</sup> February 2009 were circulated and noted.

**i) Countryside and the Environment Advisory Sub Committee**

The Clerk advised:

- (a) A replacement village green and pond code sign has been installed following the unauthorised removal of the previous sign.
- (b) The two solar powered, PIR activated, lights on Footpath 161 have been reported to WSCC Rights of Way Team who in turn have passed the matter to WSCC Property Department. The matter has been chased but there is no news to date.

Mr Mansfield provided a copy of the draft village green & pond management plan 2011-2015 which had been prepared at the request of the General Purposes Committee. The plan will be circulated for discussion at April's GP meeting.

**(ii) Joint Sea Defence & Land Drainage Advisory Sub Committee**

Nothing to report.

**(iii) Liaison Advisory Sub Committee**

The Clerk confirmed that the Spring edition of Middleton News had now been distributed and that the Summer edition was due out on the 8<sup>th</sup> June with the print deadline being 8<sup>th</sup> May. The Chairman said it was a very good magazine and that he received a number of favourable comments about it.

The Clerk referred to the Town and Parish Standard Issue 4, from the Standards Board for England, which required parish councils to establish a procedure for dealing with Notification procedures and liaison. It was therefore decided that:

- o The Clerk should deal with Notifications and advise the Chairman when received.

- Issues about whether to be placed on the agenda or whether to be dealt with in public or confidential session will be decided by the Clerk based on the available facts of the case.
- The Clerk will also deal with the supply of evidence or information needed by the standards committee in respect of the complaint.

**iv) Projects Advisory Sub Committee**

The Clerk advised that the £673 Village Enhancement Grant had been received in respect of the Merry End Bus Shelter refurbishment which mitigated the overall cost to £1,348. Ms Ross said the bus shelter looked very good. Mrs Haywood agreed and said that the woodwork should be regularly maintained in future.

**v) Roads & Transport Advisory Sub Committee**

The Clerk reported that work to install the new zebra crossing in Elmer Road, adjacent to One Stop and Shrubbs Car Park, will commence on 18<sup>th</sup> May. The Chairman thanked County Councillor Mrs Freeman for her assistance in obtaining the funding for this project. District Councillor Mrs Oakley reported that the residents of St Nicholas Court had expressed concern that when the crossing is installed, users of One Stop will seek to use their car park rather than crossing the road from Shrubbs Car Park.

PCSO Morge mentioned that the No Parking signs along Bankside had been removed which made it more difficult to enforce parking restrictions. The Clerk will report the matter to WSCC Highways.

**9. PARISH LAND AND PROPERTY COMMITTEE**

Copies of the minutes dated 4<sup>th</sup> February 2009 were circulated and noted.

The Clerk reported:

- (a) The Trustees of Middleton-on-Sea Playing Fields Annual Report and Accounts were circulated to all members.
- (b) The Trustees of Middleton-on-Sea Village Hall have declined Mr Gamester as the Playing Fields representative as they stated that there was no automatic right for a place on the Management Committee. The Clerk has written a subsequent letter to the Village Hall Secretary enclosing extracts from the 35 year Lease between the Parish Council and the Village Hall Trustees which specifically includes places for a member of the Parish Council and a Playing Field Trustee on the management committee. It further requires the Village Hall Management Committee to provide the Parish Council with copies of the minutes and accounts in accordance with Section 32 of the Charities Act 1960. The Village Hall AGM is being held on 19<sup>th</sup> March 2009 and their decision is awaited.
- (c) The Village Hall Management Committee have advised they will discuss the overgrown bushes and ivy at their Management Meeting on 19<sup>th</sup> March.
- (d) Twenty four new chairs have been purchased for the pavilion with the assistance of a £700 JWAAC Community Initiative Grant.
- (e) Following negotiations with the grass cutting contractor, a reduction of £6 per cut has been achieved over their proposed annual increase.

Mr Mansfield requested that the graffiti inside the bus shelter in Middleton Road, adjacent to Sea Lane, is removed. The Clerk will arrange for its removal.  
Mr Mansfield also handed the Clerk the original plans for the Diana Princess of Wales Memorial Bus Shelter.

## 10. CORRESPONDENCE

The following items had been received:-

- (1) 4Sight – Fundraising events (*General Circulation*)
- (2) Action in Rural Sussex – Newsletter
- (3) Action in Rural Sussex – West Sx Village of the Year (*General Circulation*)
- (4) Arun Co-ordinated Community Transport – Letter of Thanks (*Circulated*)
- (5) ADC ‘Options for Growth’ (*Full Circulation*)
- (6) ADC Fuel Poverty Advice – Leaflet (*Full Circulation*)
- (7) ADC – Gypsy & Traveller leaflet
- (8) Arun LSP – Our Kind of Place
- (9) BR Neighbourhood Watch – Letter of Thanks (*General Circulation*)
- (10) Citizens Advice Bureau – Letter of Thanks (*General Circulation*)
- (11) Clerks & Councils Direct
- (12) Elmer Sands Ltd – Formal complaint about Southern Water (Elmer Sands Pumping Station) sent to OFWAT (*Full Circulation*)
- (13) Millstone Landscapes Ltd – Marketing letter
- (14) Samaritans – Letter of Thanks (*General Circulation*)
- (15) Sussex Air Ambulance – Letter of Thanks (*General Circulation*)
- (16) Sussex Heritage Trust – Awards 2009
- (17) Wellspring - Newsletter
- (18) WSCC – Community Safety Connections
- (19) West Sussex Public Partnership Forum - Newsletter

## 11. FINANCE COMMITTEE

### a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£29,743.50
<b>Total</b>	<b>£30,993.50</b>

### (b) Accounts for payment -

The following payments were approved nem.con and made:

(i) A Wright & Joinery Ltd (Bus Shelter refurb) *	£ 2,324.15
(ii) Supersigns Ltd (Replacement village green sign)**	£ 218.16
(iii) Admor Ltd (Setting/Printing Middleton News)	£ 1,590.00
(iv) Andrew Houlden (Newsletter Co-ordinator)	£ 560.27
(v) Mrs P Allsopp (Newsletter Distribution)	£ 50.00
(vi) D F Allsopp (Quarterly Clerk’s fee)	£ 3,058.59
(vii) D F Allsopp (Quarterly office expenses)	£ 181.02
(viii) Arun District Council (Dog Bin annual charge)	£ 383.28
<b>Total</b>	<b>£ 8,365.47</b>

\* *Issued 4/2/09*

\*\* *Issued 4/3/09*

## **12 ANY OTHER BUSINESS**

County Councillor Mrs Freeman suggested the Development Control Committee should consider making further representations re Ford Eco Town before 30<sup>th</sup> April 2009.

District Councillor Mrs Oakley said that she will write to ADC's Head of Planning to make him aware of the formal letter of complaint made to OFWAT by Elmer Sands Ltd regarding Southern Water's alleged lack of action to improve their pumping station located on The Hard. She also mentioned that a number of dog owners were just dropping bags containing faeces on the pavement without disposing of the bags in dog bins or taking them home. Finally, she said there was a noticeable increase in flyposting.

## **13 CONFIDENTIAL BUSINESS – Standing Order 63**

In view of the confidential nature of the business being transacted the public and press were excluded from this part of the meeting when a photocopier contract was considered.

**There** being no further business the Chairman reminded members that the next Meeting will be held on **20<sup>th</sup> May 2009 at 7.00 p.m.** The meeting closed at 8.15 p.m.