

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 Thursday 15th May 2003

PRESENT – Messrs Chandler, Copeland (in the chair from Agenda item 6), Jarvis, Mansfield (in the chair prior to Agenda item 6), Ough, Wilkinson, Mrs Farley, Mills, the Clerk, and Mr Morrison

1. APOLOGIES – Mr Wotherspoon, District Councillor Mrs B Oakley and County Councillor Mrs C Freeman

2. COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE AND UNDERTAKING TO OBSERVE THE CODE OF CONDUCT – Each member present individually signed both the Declaration and Undertaking and each was witnessed by the Clerk.

3. ELECTION OF THE CHAIRMAN OF THE COUNCIL - The Clerk requested nominations for the office of Chairman. Mr Paul M Wotherspoon was proposed by Mr Chandler and seconded by Mr Copeland. There being no further nominations Mr Wotherspoon was unanimously elected Chairman, in his absence, nem con. The Clerk confirmed that Mr Wotherspoon had already completed the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct.

4. TO IMMEDIATELY FILL, OR TO EXERCISE ANOTHER OPTION, IN RESPECT OF THE 3 VACANCIES LEFT UNFILLED BY REASON OF INSUFFICIENT NOMINATIONS – The Clerk explained the options available to the members. Mr Chandler proposed, and Mr Jarvis seconded, that the 3 people who had put their names forward for co-option should be elected and this was unanimously agreed. The co-opted members, Mr G D Aldridge, Mrs M O Ross and Mrs R Willis, individually signed both the Declaration and Undertaking and each was witnessed by the Clerk. They then took their places as members of the Council.

5. ELECTION OF A VICE CHAIRMAN – Nominations were requested for the position of Vice Chairman. Mr Chandler proposed, and Mr Aldridge seconded, Mr Wilkinson. Mr Mansfield proposed, and Mrs Mills seconded, Mr Copeland. In a ballot, Mr Copeland was elected by 7 FOR and 4 AGAINST. Mr Copeland then took the chair.

6. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMAN AND REPRESENTATIVES –

- (a) Development Control Committee** – Messrs Mansfield (Chairman), Aldridge, Chandler, Jarvis, Wilkinson & Mrs Mills.
- (b) Finance Committee** – Messrs Copeland (Chairman), Mansfield & Mrs Willis.
- (c) General Purposes Committee** – Mrs Mills (Chairman), Messrs Copeland, Mansfield, Mrs Farley, Ross & Willis.

- (d) Parish Land & Property Committee** – Messrs Aldridge (Chairman), Chandler, Ough, Wilkinson, Wotherspoon & Mrs Mills.
- (e) Playing Fields Executive** - Messrs Aldridge (Chairman), Chandler, Ough, Wilkinson, Wotherspoon & Mrs Mills.
- (f) Parish Tree Warden** – Mr Mansfield
- (g) Pond Warden** – Mrs Willis
- (h) SALC Representative** – Mr Wilkinson
- (i) Village Hall** – Mr Aldridge
- (j) Area Partnership Panel** – Mr Copeland

7. COMPLETION OF BANK MANDATE – All members signed the bank mandate requiring 4 members to sign each cheque. The new members were asked to identify themselves to the Bank during the week commencing 27th May.

8. AGREEMENT OF MEMBERS' CIRCULATION LISTS (2) – Circulation lists were agreed and the Clerk was instructed to provide an address/telephone list of members to all Councillors.

9. MINUTES – The Minutes of the Parish Council Meeting held on the 24th April 2003 having been circulated were approved and signed.

10. DECLARATIONS OF INTEREST – Mr Wilkinson declared a personal interest in respect of item 14 (i) b – Public Rights of Way as a public footpath was adjacent to his property.

11. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances – There were none

12. MATTERS ARISING

a) Parish Council Photograph –

A photograph of those members present was taken for inclusion in the Summer edition of Middleton News.

b) Renewal of Insurance –

The Clerk, having circulated a briefing note to all members regarding the level of insurance, was instructed to maintain cover at existing levels.

c) Local Traders Association -

A briefing paper had been circulated to members prior to the meeting. Mr Copeland explained that he wished to hold a meeting with local traders to ascertain whether they wished to form a Local Traders Association. Mr Chandler felt traders should join the Bognor Regis Chamber of Trade however Mr Jarvis and Mrs Mills said local traders should be given the opportunity to form a local Association if they wished. Mr Copeland proposed, and Mrs Mills seconded, that a maximum budget of £100 should be agreed to facilitate one meeting of local traders to ascertain whether a local trade association was viable. This was agreed by a majority.

d) West Sussex Local Waste Plan –

It was resolved that no representations should be made.

e) Election Expenses returns

The Clerk confirmed he had received all the returns from members.

f) School Governance

The Clerk circulated a WSCC letter to all members regarding the removal of the ‘automatic’ places for council representatives.

13. DEVELOPMENT CONTROL COMMITTEE

The Clerk:-

- (i) Read a letter from the Chief Executive, Arun District Council thanking the Council for its kind remarks about the Arun District Local Plan 2003.
- (ii) Advised that an Enforcement Notice had been issued in relation to the 2.5 metre high fence erected on the corner of Shrubbs Drive and Penn Close requiring its removal and replacement with a conifer hedge.
- (iii) Updated members regarding the Public Inquiry in respect of Manor Farm Hotel which is to be held on 4th June and advised that at least one member of the Development Control Committee should attend. Mr Wilkinson said the Council should seek representation. The Clerk was instructed to place on the DCC agenda for 21st May.
- (iv) Reported that Arun District Council had taken no action to date regarding ‘Brambles’, Comet Corner but that following representations they had now registered the complaint.
- (v) Advised that minutes of the DCC meeting held on 7th May had been circulated to all members.

14. GENERAL PURPOSES COMMITTEE

i) Countryside and the Environment Advisory Sub Committee

The Clerk advised that the South East England Regional Assembly had sent 2 documents relating to the (i) Proposed Alterations to Regional Planning Guidance, South East – Energy Efficiency and Renewable Energy and (ii) Proposed Alterations to Regional Planning Guidance, South East – Tourism and Related Sport and Recreation. Responses are required by 29th July 2003. The Clerk was instructed to refer these to the General Purposes Committee.

a) Country Park -

Nothing to report.

b) Footpaths -

WSCC that it entered into a Public Path Creation Agreement with Arun District Council on 29th April 2003 in respect of the Villa Plage footpath (now numbered 3694). Details of WSCC Public Rights of Way scheme were received. The Clerk was instructed to refer the scheme to the General Purposes committee.

c) Public Health and Keep Arun Tidy (including Seaweed problems) -

The Clerk advised:

- (i) Receipt of the WSCC Recycling Guide 2003-2005

(ii) Completion of the white lining in Shrubbs Drive car park.

d) Tree planting and Village Pond –

Arun District Council Enforcement section are investigating the none replacement of the hedgerow close to Worms Lane/Worms Hovels. Mr Mansfield expressed concerns at the apparently reduced duck population frequenting the village pond and passed details of some duck houses to the Pond Warden.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Nothing to report.

iii) Liaison Advisory Sub Committee

a) ADALC, Area Partnership Panel and associated matters including Code of Conduct -

The Clerk reported receipt of SALC Spring Circular and details of New Councillors' Courses to be held in July and September. A letter had been received from the Monitoring Officer confirming that all members must complete a new Code of Conduct registration form in respect of their interests and that there would be no exceptions. Following receipt of an email from Action in Rural Sussex regarding the adequacy of childcare needs in the Parish, a reply was formulated.

b) Newsletter -

The Clerk confirmed that the June edition will be received from the printers on 12th June.

c) Police Panel and Police Liaison -

A Sussex Police Authority Newsletter was circulated to all members. Mr Morrison reported that it was generally quieter this quarter.

d) Residents Association Committee –

Nothing to report

e) Vital Villages Scheme -

Mr Copeland advised that the minutes of the last meeting had been circulated to all members and that the next meeting was being held on 22nd May to review the draft questions for the questionnaire.

f) Young People –

The Clerk advised receipt of the Arun Youth Council minutes and agenda. He had progressed the Youths Issues meeting by writing to seek details of security lighting grants from WSCC and had obtained a Sussex Police Authority grant application form. The Clerk was instructed to refer this to the General Purposes Committee.

iv) Roads & Transport Advisory Sub Committee

Details of WSCC's reorganisation of Highways and Transport Services were advised to members.

15. PARISH LAND AND PROPERTY COMMITTEE

a) Playing Fields -

The Clerk reported that the playground will be given a safety inspection by RoSPA during June and that he will make an application for the Arun District Council grant when the receipts have been received. Mr Aldridge reported that Shrubbs Field had been vandal free for 3 weeks. The goal posts need to be welded and he believes it will be beneficial if they are fixed down permanently. The matter will be discussed by the committee on 11th June.

b) Bus Shelters and Notice Boards -

The Clerk confirmed the benches are not owned by WSCC, however, on their advice he has also written to Arun District Council to ascertain whether they own them. WSCC are also investigating the missing bench at the Land End Road/Elmer Road junction.

16. CORRESPONDENCE

The following items had been received:-

1. Clerks & Councils Direct Newsletter
2. Council for Voluntary Service – Network lunch dates
3. Local Council Review
4. Open Spaces Society – Promoting a book “Our Common Land”
5. WSCC Fire Brigade – grant request for smoke alarms
6. WSCC – Cultural Strategy for West Sussex
7. Festival of Local History – grant request

17. FINANCE COMMITTEE

a) Draft Annual Accounts

Copies of the draft accounts were circulated to members. The Clerk advised that there was a fairly tight timescale as the accounts had to be submitted to the external auditors by September 2003. Before that time the Council must sign off the accounts and the internal auditor must audit them. It was agreed that the Finance Committee will meet on 2nd July to progress matters.

b) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£31,579.84
Total	<u>£32,829.84</u>

c) Accounts for payment -

The following payments were approved nem.con and made:

(i) Allianz Cornhill (Insurance)	£ 873.29
(ii) MOS Playing Fields (issued 7 th May 2003)	£2,000.00
Total	<u>£2,873.29</u>

c) ODPM Accounts and Audit Requirements

A NALC Policy Update was circulated to all members.

18. ANY OTHER BUSINESS

There was none.

There being no further business the Chairman reminded members that the next Meeting would be held on 26th June 2003 **at 6.30 p.m.** and the Meeting closed at 7.45 pm.