

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 27th May 2004

PRESENT – Councillors Wotherspoon (Chairman), Copeland, Edey, Mansfield, Mrs Mills, Mrs Ross, Wilkinson, Mrs Willis, the Clerk, District Councillor Mrs B Oakley, County Councillor Mrs C Freeman and Mr Morrison

1. APOLOGIES – Councillors Aldridge, Chandler, Mrs Farley & Ough

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL - The Clerk took the Chair requesting nominations for the office of Chairman. Mr Paul M Wotherspoon was proposed by Mr Mansfield and seconded by Mrs 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 Wilkinson. There were no further nominations and Mr Copeland was duly elected Vice Chairman.

4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMAN AND REPRESENTATIVES –

- (a) **Development Control Committee** – Councillors Mansfield (Chairman), Aldridge, Edey, Mrs Mills, Mrs Ross & Wilkinson.
- (b) **Finance Committee** – Councillors Copeland (Chairman), Mansfield & Mrs Willis.
- (c) **General Purposes Committee** – Councillors Mrs Mills (Chairman), Copeland, Mrs Farley, Mansfield, Mrs Ross, Mrs Willis & Wilkinson.
- (d) **Parish Land & Property Committee** – Councillors Aldridge (Chairman), Chandler, Copeland, Edey, Mrs Mills & Wotherspoon.
- (e) **Playing Fields Executive** - Councillors Aldridge (Chairman), Chandler, Copeland, Edey, Mrs Mills & Wotherspoon.
- (f) **Parish Tree Warden** – Mr Mansfield
- (g) **Pond Warden** – Vacant
- (h) **SALC Representative** – Mr Wilkinson
- (i) **Village Hall** – Mr Aldridge
- (j) **Area Partnership Panel** – Mr Copeland

5. MINUTES – The Minutes of the Parish Council Meeting held on the 22nd April 2004 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST – There were none

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

8. MATTERS ARISING

a) Financial Risk Assessment –

The annual review of the Financial Risk Assessment was undertaken and it was unanimously agreed to leave the document unchanged.

b) Middleton Pond & Green – Proposal to have an independent annual audit of the trees/agreement of the roles for the Pond Warden and Parish Tree Warden –

Following discussions at the General Purposes Committee, Mrs Mills proposed that an annual audit of the trees on Middleton Green should be undertaken by a professional tree surgeon and that the report should be submitted to the Parish Council so that appropriate action could be agreed and implemented. Further, a specific report on a Silver Birch (T17), a Willow (T8) and an oak (T7) was requested on this occasion. This was seconded by Mrs Willis and agreed by an overwhelming majority. The Clerk was instructed to contact Mr Fradgley to make appropriate arrangements. Mrs Willis mentioned that the boughs of the large Chestnut tree adjacent to Middleton Road were in need of cutting back as they were hanging over the footpath. It was agreed, nem.con, that the Clerk should investigate whether the Parish Council or West Sussex County Council is responsible for the tree and then arrange for appropriate remedial action to be taken.

Mrs Willis wished to know the specific roles of the Parish Tree Warden and the Pond Warden and how they interfaced at the Pond/Green. It was agreed to refer the matter back to the General Purposes Committee for further discussion.

c) Revised Site for Middleton Village Notice Board -

The Clerk explained that the Notice Board located on the north side of the Obelisk was in need of replacement and that following discussions at the Parish Land & Property Committee it was recommended that a replacement notice board could be sited on the south side of Middleton Road to the east of the Sea Lane bus shelter, subject to the approval of West Sussex County Council. Mr Mansfield asked why the committee were looking for a new place for the notice board as it was already on a good site. Mr Copeland said that many people did not know it was there and that a more prominent position was appropriate. A proposal to leave the notice board on its existing location was proposed by Mr Mansfield and seconded by Mr Wilkinson. A further proposal to approach WSCC about the recommended site was proposed by Mr Copeland and seconded by Mrs Willis. Following a vote the latter proposal won by a majority and the Clerk was instructed to approach WSCC.

d) WSCC Draft Policy on Coastal & Riverside Paths –

A copy of WSCC's proposals had been circulated to all members together with Elmer Sands Ltd & MOS Association. The latter wrote requesting that the Parish Council seek to include the Greensward within Appendix 1 of the document which will require its nine

monthly inspection and this was unanimously agreed. The Clerk was instructed to write to WSCC.

e) Village Action Plan – Final Draft

A copy of the Final Draft had been circulated to all members and they were requested to comment on the document. Mr Wilkinson said he gave full marks to the organisers of the plan together with those that thought up the questions contained in the questionnaire. He also raised some points within the document and felt that the action plan could be firmer. The Chairman said that the Village Action Plan (VAP) can only suggest and encourage and Mr Copeland said that it was a document for people, including the Parish Council, to buy into. Mrs Mills was encouraged by the comments and said this was what the VAP committee wanted. The document was therefore noted and the comments were passed on to the VAP committee for consideration.

f) Sussex Police – Post Implementation Review (FOR)

An email from the Strategic Review Unit of Sussex Police had been received and copied to members. It sought the Parish Council's response in respect of two questions:

- (a) To what extent has FOR achieved its aims of greater visibility and accessibility in your neighbourhood?
- (b) How effective has working in partnership been in addressing the issues of the local community?

Mr Copeland said the questions were to compare 2002/3 with 2003/4. He said there had been no partnership with the local community and no working with the community although he welcomed the formation of the LAT. Other members concurred and the Clerk was instructed to respond. County Councillor Mrs Freeman said she had received the same email and had responded in similar vein.

9. DEVELOPMENT CONTROL COMMITTEE

The minutes of the 5th & 19th May committee meetings had been circulated and the Clerk advised that Planning Applications BE/45/04 and FP/92/04 (Site 6) were available for inspection at Arun District Council. Comments should be sent to Arun District Council no later than 24 June 2004.

10. GENERAL PURPOSES COMMITTEE

The minutes of the 5th May committee meeting had been circulated to members.

i) Countryside and the Environment Advisory Sub Committee

The Clerk advised:

- (a) A letter had been received from Arun District Council relating to the Shrubbs Car Park Recycling Facility which advised that plans had been drawn up to increase the number of bins and to compound the Facility. The work is currently out to Tender and it is hoped the work will be completed, as soon as possible.
- (b) A sub committee of ADC's Environment and Community Safety Scrutiny Committee is carrying out a review of the provision of public conveniences in the district. An invitation was extended for a representative to attend a meeting on 15th June to discuss the matter. Unfortunately no member was able to attend.

- (c) The Countryside Agency advised that a copy of the conclusive map of registered common land and open country for South East England (Area 1) is now available on their website: www.countryside.gov.uk/access/mapping
- (d) The WSCC Access Ranger will be visiting the parish during June and ADC have been requested to clear the accumulated rubbish from the southern end of Footpath 161.
- (e) WSCC have invited a representative to attend the consultation process for the Materials Resource Management Contract. Unfortunately no member was able to attend.

The Chairman advised that following representations to Arun District Council he understood a replacement rubbish bin will be fitted adjacent to the Princess Diana memorial bus stop.

Correspondence from the Chief Executive, Arun District Council and Clymping Parish Council regarding the proposed New Materials Recycling Facility at Ford was circulated to members and the Clerk read a letter from Mr Waight, Cabinet Member for Strategic Planning & Environment, WSCC about the same issue. County Councillor Mrs Freeman said the planning application had still to be received and that she had set out her position in a letter published in the Bognor Regis Observer. Concern continued to be expressed that WSCC was deciding an application in which it had an interest and Mr Mansfield suggested that the Parish Council could, in due course, write to the Government Office for the South East asking for the planning application to be 'called in'. A resolution that *'This Parish Council is completely opposed to the development of the New Materials Recycling Facility at Ford and will take all appropriate steps to oppose it on an ongoing basis'* was proposed by Mr Mansfield, seconded by Mr Copeland and unanimously agreed. The Clerk was instructed to keep the matter on the Agenda until it is resolved.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Mrs Willis and the Clerk attended a meeting at Arun District Council on 21st May which was also attended by Nick Gibb MP, District Councillor Mrs Oakley, representatives of MOS Association and ADC Officers to discuss the improvements/repairs to the coastal defences between Hannah's Groyne and Old Point. The Officers advised that the Coastal Defence Strategy indicated a priority score of 7 with a cost of works estimated at £731,000. Under present DEFRA guidelines, only projects with a priority score of 15 and above will be dealt with by 2005/6, and in view of that, ADC will not commence drawing up a scheme at this stage. Nick Gibb MP agreed to table a series of written/oral questions to Elliott Morley MP, Minister of State, DEFRA and will also liaise with the Norfolk North MP who has similar problems. ADC Officers confirmed emergency works will continue to be undertaken, where required. No further meetings are planned.

iii) Liaison Advisory Sub Committee

The Clerk advised:

- (a) Details of the local Standards Committee (Complaints Hearing) of 13th May 2004 had been circulated to all members.
- (b) Arun District Council are holding 2 workshops relating to Draft Arun Priorities – Phase 2 on the 8th and 15th June and a representative was invited to attend. Unfortunately no member was available.

- (c) Mr Wilkinson will attend a SALC Land & Legal Issues training day on 8th June at a cost of £50.
- (d) Sussex Police Authority has agreed its Local Policing Plan for Sussex 2004/5 and it is available for inspection on their website: www.sussexpoliceauthority.gov.uk.

iv) Roads & Transport Advisory Sub Committee

Sussex Safety Cameras will be deploying their SID (Speed Indicator Device) on 2nd June 2004 in Elmer, Middleton and Yapton Roads.

11. PARISH LAND AND PROPERTY COMMITTEE

The minutes of the 19th May committee meeting had been circulated to members. The Clerk advised that the notice board for Elmer was nearing completion and that the storage garage on Shrubbs Field will be demolished during the last 2 weeks of June. The cost of purchasing a replacement 20 foot storage container will be £1,170 + vat (£1,375). Mrs Mills proposed that the storage container should be purchased, and installed, and then be donated to the Trustees of Middleton-on-Sea Playing Fields in lieu of a similar sum of funding for the upkeep of Shrubbs Field. The proposal was seconded by Mrs Willis and approved by a majority. The Clerk was instructed to progress the matter. Following receipt of a letter from the Jubilee Hall Booking Secretary advising of an increase in the rear hall rental for committee meetings, the Parish Land and Property Committee recommended that future bookings should only be for the 1st and 3rd Wednesday evenings and that the 2nd Wednesday evening should be released thereby saving £84 per annum. This was proposed by Mrs Mills, seconded by Mrs Willis and unanimously agreed. The Clerk was instructed to advise the Jubilee Hall Booking Secretary.

12. CORRESPONDENCE

The following items had been received:-

- 1. Arun Voice - newsletter
- 2. Clerks & Councils Direct Newsletter
- 3. Local Council Review
- 4. Wellspring (West Sussex)
- 5. West Sussex Health & Social Care NHS Trust Business Plan 2004-2005

13. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£30,115.63
Total	<u>£31,365.63</u>

b) 2003/4 Accounts for approval/ratification

A resolution to approve the 2003-2004 Accounts together with the Bank Reconciliation as at 31st March 2004, the Significant Variances Sheet for the year ended 31st March 2004, the Annual Return and Statement of Assurance both dated 31st March 2004 was proposed by Mr Wilkinson, seconded by Mrs Ross 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.

c) Accounts for payment -

The following payments were approved nem.con and made:

(i) Jubilee Hall (Village Action Plan Hall Hire)	£ 11.00
(ii) Cllr M Copeland (Course travelling expenses)	£ 16.00
Total	<u>£ 27.00</u>

14. ANY OTHER BUSINESS

Mr Wilkinson asked whether the Elmer bus shelter, which was on the opposite side of the road to the bus stop, was still required. His comments were noted.

Mr Edey expressed concerns at the potential danger to school children having to cross Flansham Park, close to its junction with Middleton Road, and asked that Felpham Parish Council were made aware of these concerns. The Clerk was instructed to write.

District Councillor Mrs Oakley advised that the street sign in Sundale Lane had been vandalised, that she had supported the Parish Council's letter to Arun District Council regarding the New Materials Recycling Facility and that she was pressing for resolution of the skate park issue at Larksfield. She also provided details of a SEEDA Small Rural Towns grant programme for which only Arundel and Middleton qualify within the ADC area. The Clerk was asked to investigate.

County Councillor Mrs Freeman advised that the design phase for the Comet Corner junction was almost complete and that a request to Central Government for £700,000 to provide project funding will be made in June with a response expected in December 2004. Mrs Freeman will be showing Henry Smith, Leader of WSCC, around the area next week and will place special emphasis on Comet Corner. Finally, she provided a progress report on the enforcement action being pursued by WSCC against Southern Water in respect of their Ford treatment facility.

There being no further business the Chairman reminded members that the next Meeting would be held on 24th June 2004 **at 6.30 p.m.** and the Meeting closed at 7.45 pm.