

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 26th May 2005

PRESENT – Councillors Wotherspoon (Chairman), Edey, Mrs Farley, Jeffrey, Mansfield, Mrs Ross, Wilkinson, Mrs Willis, the Clerk, District Councillor Mrs B Oakley (departed 7.30 p.m.), and Mr Morrison.

1. APOLOGIES – Councillors Aldridge, Chandler, Copeland, Mrs Mills and County Councillor Mrs C Freeman.

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 Wilkinson 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 Mr Edey and seconded by Mr Mansfield. 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 Edey, Mrs Farley, Mansfield, Mrs Mills, Mrs Ross & Wilkinson.
- (b) **Finance Committee** – Councillors Copeland, Mansfield & Mrs Willis.
- (c) **General Purposes Committee** – Councillors Copeland, Jeffrey, Mansfield, Mrs Mills, Mrs Ross, Wilkinson & Mrs Willis.
- (d) **Parish Land & Property Committee** – Councillors Chandler, Copeland, Edey, Jeffrey, Mrs Mills & Wotherspoon.
- (e) **Playing Fields Executive** - Councillors Chandler, Copeland, Edey, Jeffrey, Mrs Mills & Wotherspoon.
- (f) **Parish Tree Warden** – Mr Mansfield
- (g) **Pond/Green Warden** – Mrs Willis
- (h) **SALC Representative** – Mr Wilkinson
- (i) **Village Hall** – Mr Chandler
- (j) **Area Partnership Panel** – Mr Copeland
- (k) **Western Area Highways & Transport Partnership** – Mrs Mills
- (l) **Neighbourhood Management Team** – Mr Copeland, **Deputy:** Mrs Willis
(Resigned Deputy NMT position on 28.05.05)

5. MINUTES – The Minutes of the Parish Council Meeting held on the 28th April 2005 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST – Mr Mansfield declared a prejudicial interest in Item 10.5.

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) New Waste/Recycling Scheme

An extract of Arun District Council's Scrutiny minutes, dated 14th April 2005, had been circulated to members.

b) Off Site play provision, Section 106 agreement

Nothing further to report albeit the Clerk has sought an update from Arun District Council. This item is to remain on the Agenda.

c) Proms in the Park

A letter from Bognor Regis Town Council was circulated to members detailing that Council's contribution to the Proms. The Clerk also provided details of the response of other Parish Councils to the request which he had obtained from the Events Officer. After discussion, Mr Mansfield proposed a contribution of £150 (\$137 payment) which was seconded by Mrs Farley and unanimously agreed. The Clerk was instructed to make the payment from the Brought Forward Contingency fund.

d) County Local Committees

The recent response received from WSCC was circulated to members. Broadly it stated that it was up to the Parish Council to decide which of the Joint Downland Area Committee (JDAC), or the soon to be formed Western Arun Area Committee (WAAC), it had empathy with and then join that group. It also mentioned that the A259 route featured in the Western Area Transport Plan, so if that was a primary concern to members, then it may be appropriate to join WAAC. The Chairman commented that he had just been elected Chairman of the Western Area Partnership Panel and that the group will be converted into WAAC at its next meeting. This will give it both power and money. Various views were expressed and it was agreed to defer the decision until the June meeting when it is hoped that County Councillor Mrs Freeman will be in attendance. The Clerk was instructed to place the matter on June's Agenda.

e) Improvement to Rail Services

A letter from WSCC was circulated to members and it was agreed that if members wished to comment they should advise the Clerk.

f) West Sussex Statement of Community Involvement

The document was placed into full circulation for members on 6th May 2005. The final date for comments to be lodged with WSCC is 17th June 2005 and it was agreed that if members wished to comment they should advise the Clerk.

g) Unity membership

(Also to take in 12.7). In consultation with the Chairman, the Clerk wrote to the Planning Inspectorate pressing for the early implementation of the Bognor Regis Relief Road (BRRR) with a preference that it should be constructed before any houses are either (a) commenced or alternatively (b) occupied. The Clerk further advised that following last month's resolution to withdraw from Unity, all the relevant Parish and Town Councils had been advised accordingly. He had been contacted by Felpham Parish Council and subsequently Mr English (Chairman of Felpham Parish Council) also spoke with Mr Wotherspoon. A letter and accompanying papers were also received from Mr English and these were copied to all members. Latterly, an email was received detailing the recent changes in Felpham Parish Council's representation at Unity meetings. Mr English also spoke at the meeting, urging members to rejoin Unity to maximise the pressure for the building of the BRRR. Mr Wilkinson said he did not regret the decision taken at the last meeting, however, in view of the email received he was prepared to rejoin Unity. Mr Mansfield said that having read last month's minutes he was taken aback that the Parish Council had withdrawn from Unity. Mr Jeffrey was also supportive of rejoining. *Seven members signed a Special Resolution to rescind the Previous Resolution and it was unanimously agreed to rejoin Unity.* The Chairman thanked Mr English for speaking to members. The Clerk was instructed to advise all the Unity members accordingly.

h) Annual Ratification of the Financial Risk Assessment Plan

A copy of the Financial Risk Assessment Plan was circulated to all members and it was unanimously agreed to approve the plan, unamended.

i) Speedwatch

Mrs Willis obtained details of the Speedwatch scheme and the Clerk distributed copies to all members. Mrs Willis advised that the cost of the scheme was £200 and that although there were only 4 volunteers for the scheme, Inspector Darge had indicated that the scheme could still commence. Mr Edey said he was still getting a very bad reaction to the scheme in Elmer and that he would prefer the money to be put towards a pedestrian crossing or road calming measures. Mrs Ross was also against the scheme as she believed the police should police. Mr Wilkinson said he initially thought the scheme was a good idea but now had doubts and Mr Mansfield was also unhappy. Mrs Willis said it was important that the Parish Council was involved so they could have a say in the potential Speedwatch sites and mention was made that 55% of respondents to the Parish Plan questionnaire cited speeding as a problem. Mr Jeffrey said he was in favour of the scheme. The matter was deferred as no specific request for funding had been received.

9. DEVELOPMENT CONTROL COMMITTEE

Copies of the minutes dated 4th & 18th May 2005 had been circulated to members and noted.

10. GENERAL PURPOSES COMMITTEE

Copies of the minutes dated 4th May 2005 had been circulated to members and noted.

i) Countryside and the Environment Advisory Sub Committee

The Clerk advised:

- (a) A letter had been received from Arun District Council's Head of Parks and Green Space advising that she was consulting officers and members of her council regarding the request to lease land for use as allotments.
- (b) WSCC Highways Department advised that the riparian owner for the small piece of ditch where litter accumulates is 2 Kingsmead. Mr Edey reported that Elmer Sands Ltd were asking for volunteers to tidy up the ditch and the Clerk reported receipt of a letter of thanks from Mr Brown.

Mrs Willis advised that the southern end of Middleton Green, which she believed was the Parish Council's responsibility to manage, had been poorly cut by WSCC contractors and they had dislodged many of the wildflower plugs which had been planted recently. She had replanted the plugs and hopes they will grow. The Clerk reported the incident to WSCC and is still awaiting a response from the contractor.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

The Clerk reported that he had received confirmation from the MOS Association that the Parish Council will be provided with a copy of the Greensward report when received.

iii) Liaison Advisory Sub Committee

The Clerk advised:

- (a) Mrs Waller, co-ordinator of Middleton News, had tendered her resignation. The Chairman asked the Clerk to write to Mrs Waller to thank her for the excellent contribution she made to the newsletter and to wish her the best for the future. Members concurred. The Clerk reported that job advertisements had been placed in the Parish Notice Boards and in the Summer Edition of Middleton News. Members were agreed that there was a need to find a new co-ordinator promptly.
- (b) There have been incidences of vandalism on the Greensward and at the southern end of Sea Lane. The police, PCSOs and Middleton LAT have been advised.
- (c) A report of the Neighbourhood Management Team Meeting held on 12th May 2005, prepared by Mrs Willis, together with the Highlight Report for May 2005 had been circulated to members.
- (d) Sussex Police Authority has agreed its Local Policing Plan for Sussex 2005/6 and it is available for inspection on their website: www.sussexpoliceauthority.gov.uk.
- (e) Details of SALC's Composite Training weekend to be held on 10-12 June 2005 has been circulated to members.

Mrs Willis reported that the Muscovy Duck was missing from Middleton Green and there were some reports that it had been collected in a pick-up truck and may have subsequently been found dead. Both the Chairman and District Councillor Oakley provided additional information to Mrs Willis to assist with her enquiries.

iv) Projects Advisory Sub-Committee

Arun District Council have confirmed that they will be in a position to cover the costs of maintenance, inspections and insurance for the ramp(s) at Larksfield Skate Park.

v) Roads & Transport Advisory Sub Committee

The Clerk advised:

- (a) The missing MOS sign at the western end of the village had been located and WSCC Highways Department have been requested to reinstall it.
- (b) WSCC have placed a 30 mph temporary speed limit on the A259 between Felpham and Littlehampton, effective for up to 21 days from 23rd May 2005, to permit road improvements.
- (c) A report had been received of a 3 car accident at Comet Corner on 21st May. The emergency services were in attendance but it was unclear whether those involved had suffered any injuries. (*Mr Mansfield left the meeting during this item*).

11. PARISH LAND AND PROPERTY COMMITTEE

Copies of the minutes dated 18th May 2005 had been circulated to members and noted. The Clerk advised that Mr Aldridge had relinquished his Shrubbs Field duties and that Mr Edey had agreed to undertake the role. The Clerk had assumed responsibility for managing the Middleton-on-Sea Playing Fields Committee accounts. The accounts, as at 31st December 2004, had been prepared and sent for auditing. The Chairman asked the Clerk to write to Mr Aldridge to send him the Parish Council's best wishes.

12. CORRESPONDENCE

The following items had been received:-

- 1. Arun Voice – Newsletter
- 2. Cat & Rabbit Rescue Centre – Donation request
- 3. Clerks & Councils Direct - Newsletter
- 4. John L Baird (Home Farm) Ltd – Letter re vandalism**
- 5. LAMIS – Aerial mapping CD-ROM offer for parish
- 6. Local Council Review
- 7. Mr Rainger – Letter
- 8. South East Rural Towns Partnership – Newsletter
- 9. Shaping the future for Mental Health, Learning Disability and Substance Misuse in Sussex – Brochure
- 10. WSCC Dance Space Directory
- 11. Wellspring - Newsletter

**Mr Edey requested that he represents the Parish Council if a meeting is arranged with the company.

13. FINANCE COMMITTEE

a) Bank Accounts -

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

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|------------------|--------------------------|
| Current Account | £ 1,250.00 |
| Business Reserve | £36,245.74 |
| Total | <u>£37,495.74</u> |

b) 2004/5 Accounts for approval/ratification

A resolution to approve the 2004-2005 Accounts together with the Bank Reconciliation as at 31st March 2005, the Significant Variances Sheet for the year ended 31st March 2005, the Annual Return and Statement of Assurance both dated 31st March 2005 was

proposed by Mr Wilkinson, seconded by Mrs Willis 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:

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| (i) | MOS Assn (Contribution towards survey) <i>Issued 3.05.05</i> | £ 150.00 |
| (ii) | Mrs Mills (Padlock & chain) <i>Issued 4.05.05</i> | £ 16.00 |
| (iii) | Mrs Hills (100 BTCV Flower plugs) <i>Issued 18.05.05</i> | £ 79.99 |
| (iv) | Elmer Builders (Supply/fit guttering & install sign) | £ 138.00 |
| (v) | Mrs A Waller (Newsletter co-ordinator's fees/expenses) | £ 352.02 |
| (vi) | MOS Playing Fields (Transfer) | £2,000.00 |
| (vii) | Allianz Cornhill (Annual insurance) | £ 954.26 |
| (viii) | Information Commissioner (Data Protection renewal) | £ 35.00 |

Total

£3,725.27

14. ANY OTHER BUSINESS

The Chairman thanked both Mr English (Chairman, Felpham Parish Council) and Dr Ramage (Chairman, Aldwick Parish Council) for attending the meeting and providing input into the Unity discussions.

There being no further business the Chairman reminded members that the next Meeting would be held on 23rd June 2005 **at 6.30 p.m.** and the Meeting closed at 7.45 pm.