

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 17th May 2006

PRESENT – Councillors Wotherspoon (Chairman), Copeland, Edey, Jeffrey, Mansfield, Mrs Mills, Ms Ross, Mrs Willis, the Clerk and County Councillor Mrs C Freeman.

1. APOLOGIES – Councillor Chandler, District Councillor Mrs Oakley and Mr Morrison

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Mr Paul M Wotherspoon was proposed by Mr Mansfield and seconded by Mrs Mills. 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, Mansfield, Ms Ross & Mrs Willis (Chairman).

(b) **Finance Committee** – Councillors Copeland (Chairman), Mansfield & Mrs Willis.

(c) **General Purposes Committee** – Councillors Copeland, Jeffrey, Mansfield, Mrs Mills (Chairman), Ms Ross & Mrs Willis.

(d) **Parish Land & Property Committee** – Councillors Chandler, Copeland, Edey (Chairman), 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** – Vacancy

(i) **Village Hall** – Mr Chandler

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

(k) **Western Arun Highways & Transport Partnership** – Mrs Mills

(l) **Neighbourhood Management Team** – Mr Copeland

5. MINUTES – The Minutes of the Parish Council Meeting held on the 27th April 2006 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST – Ms Ross and Mrs Willis each declared a personal interest in Item 12(1) as they are mentioned within the correspondence.

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) SEERA Draft South East Plan

It was agreed not to raise any issues relating to the plan.

b) Proposed allotments – Indication of future budget for the project

Two papers and accompanying documents had been circulated to members prior to the meeting including an estimate of the cost of providing some allotments on Larksfield. Three options were provided with costs ranging from £21,000 to £58,000. Mr Copeland said he was disappointed with the options which were most expensive, bearing in mind that the most expensive option will only provide 23 allotments and the other options as few as 11 allotments. He proposed that the matter is passed to the Projects Committee to look elsewhere and suggested land to the north of Ancton Lane area may be a possibility. Mr Edey agreed and seconded his proposal. A number of members spoke and concurred. Mr Copeland asked County Councillor Mrs Freeman to become involved as the Ancton land is County Council owned. Mrs Mills thanked the Clerk for the work he had put into the project to date. Members overwhelmingly agreed to put the proposed Larksfield allotment site on hold so that the Projects Committee can revisit the proposal. The Clerk was instructed to write to Arun District Council to advise accordingly and to cancel the meeting due to be held on 9th June 2006.

c) Annual Ratification of Financial Risk Assessment Plan

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

d) Playground improvements update

The Clerk advised that an order had now been placed with the chosen contractor to supply two additional swings and two tactile panels, with the request that the equipment is installed by the beginning of July.

9. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 3rd May 2006 had been circulated to members and noted.

10. GENERAL PURPOSES COMMITTEE

i) Countryside and the Environment Advisory Sub Committee

Mr Mansfield enquired whether Grevatts Bridge had been repaired and the Clerk said he believed it had. Ms Ross said she had not walked that path for sometime so was unable to confirm the current position. Mr Edey thanked her for all her efforts in Elmer.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Prior to the meeting a detailed note was circulated by Mrs Willis in relation to the Coastal Defence Beach Survey. She said that the goal posts had changed and that this area was

way out in the cold for Government funding, particularly as the Government had overspent on existing projects so there will be no further funding until 2008. She also expressed concerns that the Environment Agency was taking over responsibility from Arun District Council. County Councillor Mrs Freeman said she does speak with the Environment Agency's local representative (Andrew Gillam) and he is aware of local issues. She suggested that Mr Gillam is invited to speak to the Parish Council as he may be receptive. Mrs Willis said she, and the Middleton on Sea Association, would prefer to deal with Arun District Council.

Mr Mansfield mentioned that the slipway half way along the Greensward was being covered with shingle and stones and suggested that rather than just being pushed back towards the sea that they should be moved a groyne to the east which was depleted of shingle. Ms Ross said it was a quite sensible suggestion particularly given that young children could become trapped by the sea in the groyne which is depleted of shingle. Mrs Willis mentioned that Arun District Council will only undertake emergency works. The Clerk was instructed to write to Arun District Council requesting the stones are moved to the depleted groyne.

iii) Liaison Advisory Sub Committee

The Clerk reported that the SALC Spring 2006 Circular had been circulated to members.

iv) Projects Advisory Sub-Committee

Nothing to report.

v) Roads & Transport Advisory Sub Committee

Nothing to report.

11. PARISH LAND AND PROPERTY COMMITTEE

Nothing to report.

12. CORRESPONDENCE

The following items had been received:-

1. Mr & Mrs Allen – Two emails (*Circulated with two responses*)
2. Clerks & Councils Direct - Newsletter
3. Mr R Hills – Letter re Monitoring Officer's advice
4. Local Council Review
5. Neighbourhood Watch – Briefing Sheet
6. ODPM – Local Authority Byelaws Discussion Paper (*Full circulation*)
7. PPI Forum (St Richards) – Notice of meeting 18th May (*Circulated*)
8. PPI Forum (West Sussex) – Notice of Meeting 16th May (*Circulated*)
9. WSCC Statement of Community Involvement 1st Review (*Full Circulation*)
10. WSCC Waste Prevention Leaflet – “For Better Tomorrows”

13. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£38,538.20
Total	<u>£39,788.20</u>

b) 2005/6 Accounts for approval/ratification

A resolution to approve the 2005-2006 Accounts together with the Bank Reconciliation as at 31st March 2006, the Significant Variances Sheet for the year ended 31st March 2006, the Annual Return and Statement of Assurance both dated 31st March 2006 was proposed by Mr Copeland, 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:

(i) Allianz Cornhill (Annual insurance)	<u>£1,328.11</u>
Total	<u>£1,328.11</u>

14. ANY OTHER BUSINESS

Mr Jeffrey provided details of youth activities at the Felpham Wing, Arun Leisure Centre. It was agreed that details will be placed in the June edition of Middleton News.

There being no further business the Chairman reminded members that the next Meeting will be held on 19th July 2006 **at 7 p.m.** and the Meeting closed at 7.40 pm.