

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 19th May 2010

PRESENT – Councillors Wotherspoon (Chairman), Copeland, Gamester, Mrs Haywood, Jeffrey, Mrs Mills, Mrs Phillips, Redman, Watson, the Clerk, District Councillor Mrs Oakley and PCSO Morge.

1. APOLOGIES –Councillors Mrs Claxton & Mansfield. County Councillor Mrs Coleman.

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Mr Paul M Wotherspoon was proposed by Mr Copeland and seconded by Mr Jeffrey. 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 Wotherspoon and seconded by Mrs Mills. There were no further nominations and Mr Copeland was duly elected Vice Chairman.

4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –

- (a) **Development Control Committee** – Councillors Gamester (Chairman), Mrs Claxton, Mrs Haywood, Jeffrey, Mansfield & Watson.
- (b) **Finance Committee** – Councillors Copeland (Chairman), Mrs Haywood & Watson.
- (c) **General Purposes Committee** – Councillors Gamester, Jeffrey, Mansfield, Mrs Mills (Chairman), Mrs Phillips & Watson. Co-optees (non-voting) Copeland, Dr Greaves (St Nicholas Church) and Mr Hammond (Village Hall committee)
- (d) **Parish Land & Property Committee** – Councillors Copeland, Gamester, Mrs Haywood (Chairman), Jeffrey, Mrs Mills & Wotherspoon.
- (e) **Playing Fields Executive** - Councillors Copeland, Gamester, Mrs Haywood (Chairman), Jeffrey, Mrs Mills & Wotherspoon.
- (f) **Parish Tree Warden** – Mr Gamester
- (g) **Pond/Green Warden** – Mr Mansfield
- (h) **Village Hall** – Mr Copeland
- (i) **Village Hall** – Mr Gamester (Trustees of MOS Playing Fields)
- (j) **Joint Western Arun Area Committee** – Mr Jeffrey. Mr Copeland (Substitute)
- (k) **39 Club Representative** – Mrs Phillips

5. MINUTES – The Minutes of the Parish Council Meeting held on the 17th March 2010 having been circulated were approved and signed.

6. DECLARATIONS OF INTEREST –

Mr Watson declared a personal interest in item 8(c) being a nearby by resident. Mr Wotherspoon declared a personal interest in item 8(e) being a client of the Newholme Dental Surgery.

7. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances – PCSO Morge provided details of the latest crime figures and said he is now speaking to the transport managers of companies where their lorries are seen parking on the zebra crossing zig-zags. He also mentioned that there was some inappropriate driving in Shrubbs Car Park at night and that he hopes to obtain the car registrations from the recently installed CCTV cameras.

8. MATTERS ARISING

a) Potential additional Gypsy & Traveller site within the parish

The Clerk provided members with a copy of minute 23 (D02) from the Joint Downland Area Committee's meeting held on 19th April 2010. The extract stated "*Mrs Coleman confirmed that Richard Perry from WSCC was in discussions with Ian Sumnall at ADC and they were looking at alternative land for a gypsy and traveller site including land adjoining, but separate to, Ryebank in Middleton*". The Clerk read from the West Sussex Gazette dated 4th March 2010 where it was clear that there was substantive opposition in Barnham to the locating of a Gypsy & Traveller site at Angel's Nursery, Yapton Road as recommended by the Baker Associates Report. The Clerk then read a letter from Mr Mansfield who was not present at the meeting. Mr Watson said he had lived in Middleton for 32 years and had never heard of any anti social behaviour from the site. Mr Copeland said the parish council could not consider hearsay evidence and that any decisions will have to be arrived at on planning grounds and in conjunction with the Baker Associates Report.

The Chairman said the suggestion of an additional site in Middleton goes against all planning obligations and that the site had been rejected by the Baker Associates Report because the site was on a bad road, was more than a mile away from services, schools, a doctors' practice and a food store. Sites had been identified by the Baker Report but Ryebank was not one of those sites.

Mr Jeffrey asked why County Councillor Mrs Coleman, who is the ward member for Middleton, failed to advise the Clerk of these matters which are clearly of great concern to this parish. Members also commented she was not present at the meeting and had not been to a parish council meeting since 16th September 2009, which, if she had been a parish councillor would have led to her removal from the council.

District Councillor Mrs Oakley also voiced her concerns that some deal was being done in the background.

Members then instructed the Clerk to:

- (a) Write to the Chief Executive of Arun District Council to ascertain precisely what conversations he has had with WSCC and to require provision of all

- (b) Write to County Councillor Mrs Coleman requesting that she makes an extra effort to attend the next parish council meeting (21st July 2010) so that she can explain why this parish council was not kept informed by her. Further, to obtain her confirmation that she will fight at the highest level within WSCC to ensure no additional gypsy and traveller sites are developed in Middleton. There are also a number of other issues which members, and the public, wish to raise directly with her.

b) Councillor Vacancy

Following the resignation of Mrs Hall, the required notice to offer a by-election has been displayed. Arun District Council now confirm that the statutory 14 working days have passed and that no requests have been made for an election. The vacancy can therefore be filled by co-option. The Clerk confirmed the vacancy is being advertised in Middleton News with the closing date for applications being set on 30th July 2010.

c) Footway Improvement Scheme – Northern side of Middleton Road

The Clerk wrote to the Cabinet Member for Strategic Planning and Transport, WSCC on 18th April and received a response from the Highways Manager in which she advised that she was unable to guarantee funding for the scheme or provide any assurance that the scheme might be implemented. Mr Watson said he had also received an email from the Highways Manager and that the information she provided was not accurate. He believed that rather spending a minimum of £60,000 on the scheme which would involve widening the footpath into Middleton Road, an easier solution was to cut back the overgrowth on the north side of the path and have a shallow camber. Mr Watson produced a quotation from a local contractor to do the work for £4,250! It was agreed that Mr Watson will pass all his papers to the Clerk who will write again to WSCC Highways and County Councillor Mrs Coleman.

d) Worms Wood 10th Anniversary Celebration Invitation

The Woodland Trust are planning a 10th anniversary celebration of Worms Wood and have invited the community to organise a local community event in the wood in August 2010. The Trust is offering £100 grant to assist in the organisation and to provide a free community tree planting pack of 420 trees. The Clerk has registered for the project and Mr Gamester is liaising with Maria Wildman (ADC). Mrs Mills suggested involving the scouts and guides and Mrs Phillips suggested involving Bishop Tufnell Junior School. It was agreed that Mr Gamester deal with all related matters.

e) Flansham Park Dental Services

The Clerk wrote to the Chief Executive, NHS West Sussex on 22nd April 2010 but has only received a holding response to date. A copy of NHS West Sussex's response to Nick Gibb MP has been circulated together with a dental services briefing note for JWAAC. An email from Mrs Jasper, who is a Middleton resident and actively involved in the campaign to retain the dental services, was also provided to members. District Councillor Mrs Oakley said she had also had contacts with Mrs Jasper. It was

unanimously agreed that as the matter had now been escalated to JWAAC it was better dealt with, on a co-ordinated basis, at that level and that the parish council will take no further action. Mr Watson mentioned a large sign which was apparently being erected at Newholme Dental Surgery, Middleton Road and enquired if it had planning permission. The Clerk advised that it was in Felpham parish and outside this council's remit.

f) Annual Ratification of Financial Risk Assessment Plan

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

g) Parish Midsummer Walk – Sunday 27th June 2010

Mrs Haywood said the route was prepared and that the walk will be going to St Nicholas Church and then on to Elmer along the foreshore. Posters are being placed in notice boards and the event features on the front page of Middleton News.

9. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 17th March, 7th April and 21st April 2010 had been circulated to members and were noted.

10. GENERAL PURPOSES COMMITTEE

The minutes dated 21st April 2010 had been circulated to members and were noted.

i) Countryside and the Environment Advisory Sub Committee

Nothing to report.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Ongoing email correspondence between Linda Smith (Elmer Sands), Arun District Council and Felpham Parish Council regarding the connection of Site 6 foul water systems to the Hoe Lane pumping station and its impact at Elmer Sands has been circulated to members.

iii) Liaison Advisory Sub Committee

The Clerk advised:

- (a) A JWAAC paper detailing changes to the Neighbourhood Police Team was circulated to all members. This confirms that PCSO Clive Morge will remain in Middleton.
- (b) There is ongoing correspondence and email traffic from local parish councils complaining about the timing of a meeting being organised by WSCC's CLC Working Group to discuss its future with Joint Area Committee members.
- (c) Middleton News will be published on 7th June and will be 20 pages owing to the number of articles received. Advertising income is a little down this quarter so a small loss may be incurred albeit well within the £2,000 budget allocation.

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) Action in Rural Sussex – Newsletter
- (2) Clerks & Councils Direct
- (3) Elmer Sands Ltd – Minutes of 26th April 2010 AGM
- (4) Just Different – Grant request – Letter declining sent
- (5) PCSO – Local Priorities for April & May 2010
- (6) WSCC – Deferral of Bus Shelter Scheme until 2011/2012

13. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£46,738.20
Total	£47,988.20

b) 2009/2010 Accounts for approval/ratification

A resolution to approve the 2009-2010 Accounts together with the Bank Reconciliation as at 31st March 2010, the Significant Variances Sheet for the year ended 31st March 2010, the Annual Return and Statement of Assurance both dated 31st March 2010 was proposed by Mr Copeland, seconded by Mr Watson and unanimously agreed. The previously mentioned documents were signed by the Chairman and the Clerk (Responsible Finance Officer). As the accounts have already been audited by the internal auditor, the Clerk will forward them to Mazars.

c) Accounts for payment -

The following payments were approved nem.con and made:

(1) Broker Network Ltd (Parish Council Insurance renewal)	£1,171.76
(2) Middleton-on-Sea Playing Fields (Partial Drawdown)	£1,500.00
Total	£2,671.76

d) Accounts paid at the General Purposes Committee – 21st April 2010

The following accounts were approved nem.con

Harraway Tree Services (Inspection of Horse Chestnut tree)	£ 440.63
R P Huskisson (Internal Auditor)	£ 100.00
Danwood Finance Ltd (Photocopier Lease)	£ 44.87
Danwood Group Ltd (Photocopier usage charge)	£ 14.52
TOTAL	£ 600.02

14. ANY OTHER BUSINESS

The Chairman requested that a salary review (Confidential Business) is placed on July's agenda and Mr Watson requested that CCTV results are also placed on the same agenda.

There being no further business the Chairman reminded members that the next Meeting will be held on 21st July 2010 **at 7 p.m.** and the Meeting closed at 8.08 p.m.