

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea**  
**On Thursday 26<sup>th</sup> June 2003**

**PRESENT** – Councillors Wotherspoon (Chairman), Aldridge, Mrs Farley, Jarvis, Mansfield, Mrs Mills, Mrs Ross, Wilkinson, Mrs Willis, the Clerk and Mr Morrison

**1. APOLOGIES** – Councillors Chandler, Copeland, Ough, District Councillor Mrs B Oakley and County Councillor Mrs C Freeman

**2. MINUTES** – The Minutes of the Annual Parish Council Meeting and the Annual Parish Meeting held on the 15<sup>th</sup> May 2003 having been circulated were approved and signed.

**3. DECLARATIONS OF INTEREST** – Councillors Mrs Farley, Mansfield, Mrs Mills, Mrs Willis and Wotherspoon declared a personal interest in Agenda Item 7 (iii) (b), Newsletter, as each delivers the Middleton News. Mr Wilkinson declared a personal interest in Agenda Item 12, Public Discussion, – as he is a member of St Nicholas' Church.

**4. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances** – The Chairman expressed his thanks to Mr Mansfield for the role he undertook at the Annual Parish Council Meeting.

**5. MATTERS ARISING**

**a) defra – The Good Councillors Guide**

It was agreed, nem con., to order a copy of the Guide for each member (12) at a cost of £2 each, as recommended by SALC. The Clerk was instructed accordingly.

**b) Annual Review of Financial Risk Assessment -**

Following the circulation of copies of the Financial Risk Assessment to all members it was proposed by Mr Wilkinson, seconded by Mr Jarvis and resolved unanimously to leave the assessment unchanged. The Assessment will be reconsidered in May 2004.

**c) Bognor Indoor Skate Project -**

A proposal submitted by The Bognor Fun Bus Company Ltd for a one-off capital grant towards the Indoor Skate Project was fully discussed. It was proposed by Mr Aldridge, seconded by Mrs Farley and resolved unanimously to decline the request. The Clerk was instructed to write accordingly.

**d) West Sussex Minerals Local Plan -**

The Clerk advised receipt of the Notice of Adoption which had been circulated to members.

**e) Communications -**

The Clerk circulated a paper to all members detailing the Council's previous policy on correspondence and media relations which was ratified, nem con.

**f) Sponsorship Request -**

A sponsorship request submitted by Mrs Waller for Daniel England was fully discussed. It was declined as the Community Fund was for the community, not individuals, and allocations are only made in December. It was proposed by Mr Aldridge, seconded by Mr Wilkinson, and agreed nem con. to hold over the request until December.

**g) Bank Mandate -**

The Clerk thanked those members who had visited the bank to complete the identification formalities but advised that as a member had still to complete the formalities the mandate was still ineffective. It was hoped the papers could be completed promptly.

**h) Change of committee membership -**

Mr Wilkinson asked to relinquish his membership of the Parish Land & Property Committee and become a member of the General Purposes Committee. Mr Copeland agreed to become a member of the former committee. To enable this transfer to be effective, it was proposed by Mr Mansfield, seconded by Mrs Mills and resolved unanimously that the General Purposes Committee membership should be increased from 6 to 7. The Clerk will produce a revised committee structure list.

**6. DEVELOPMENT CONTROL COMMITTEE**

Mr Mansfield advised that the committee had been very active, meeting 3 times since the last full Council meeting and had also made representations at the Public Inquiry relating to Manor Farmhouse. It had objected strongly to 2 planning applications at 14 Sea Way (M/68/03) and Sheepwash Barn (M/66/03), the latter being submitted by Arun District Council. In view of a potential conflict of interest, the Development Control Committee has asked for the planning application to be referred to the Government Office for the South East for a fully independent decision to be taken. The Clerk passed details of Arun District Council's Conservation Award scheme to Mr Mansfield.

**7. GENERAL PURPOSES COMMITTEE**

**i) Countryside and the Environment Advisory Sub Committee**

**a) Country Park -**

Nothing to report.

**b) Footpaths -**

The Clerk reported receipt of 2 letters from WSCC relating to (a) the 6 month temporary closure of public footpath 165, due to the dangerous condition of Grevatt's Bridge, and (b) the Statement & Map submitted under section 31, Highways Act 1980 relating to Land off Ancton Way, Middleton-on-Sea. This does not change the Definitive Map but confirms the existence or otherwise of public rights of way over the area of land in question.

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

The Clerk advised that he had held a meeting with ADC's Car Parks Manager on 17 June and was advised that required improvements to Shrubbs Drive Car Park, to comply with the Disability Discrimination Act 1995 (DDA), will cost £11,250 in 2004 and a further £10,000 when phase 2 is completed. DDA improvements to the toilets will cost £11,500. As the Parish Council makes a contribution to both there could be cost implications in the future. The Chairman said a lot of money was made on car parks (£500k last year). Mr

Wilkinson commented that the old ADC policy was that car parks were self supporting and Mrs Willis said they were a local amenity. Copies of both WSCC Wastes Management Services Best Value Review and WSCC Stakeholder Engagement Final Report had been received and were available to members, if required.

**d) Tree planting and Village Pond –**

Mrs Willis reported that she had attended the first part of her pond warden's course, relating to Flora and that further modules will follow. Mr Mansfield provided her with details of the Bio-Diversity Forum, which is being held at the Wetlands Trust, in case she was able to attend. A letter was received from BTCV requesting a donation and it was agreed to defer any decision until December. The Clerk was instructed to write.

The Clerk reported he had met WSCC Insurance & Risk Manager regarding the £10 million Public Liability Insurance requirement. Whilst he had obtained some concessions, risk assessments would have to be submitted to WSCC for consideration before the PLI requirement could be reduced. After some discussion it was agreed, nem con., that R.N.S. Ltd should be employed to plant the 15 trees in November and that the Parish Tree Warden will supervise the work. The Clerk was instructed to progress the matter.

**ii) Joint Sea Defence and Land Drainage Advisory Sub Committee**

Details of the £50,000 coastal protection emergency works along the Greensward were received from Arun District Council. It was agreed that Mrs Willis should attend the Coastal Defence Strategy Key Consultees meeting on 1 July 2003.

**iii) Liaison Advisory Sub Committee**

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

The Clerk reported:

- (a) Receiving details of the Quality Parish Council Scheme from defra.
- (b) Receipt of a video and workbook from the Standards Board. The Clerk was instructed to place into circulation.
- (c) Provision of the Arun 2003. The Clerk was instructed to place into circulation.
- (d) ADC will undertake a review of Polling Stations post the 2003 elections later in the year. It was agreed that no comment was necessary.
- (e) The next meeting of the Western Area Partnership panel will be held on 17 July.
- (f) Mrs Willis will be attending a New Councillor's Course in September. It was resolved unanimously to pay the cost of £145.
- (g) NALC have issued details of the new audit Practitioners' Guide 2003, which has been circulated to all members.

The Chairman advised that he had received a letter from Arun District Council detailing the cleansing zones in the parish and the cleansing frequency of the zones. The Clerk was instructed to circulate the letter.

**b) Newsletter -**

The Clerk circulated a paper to members suggesting that a reception should be held for distributors and advertisers of Middleton News to celebrate its first anniversary. It was proposed that the reception will be held on 3 September. The costs can be covered from the surplus made to date and it was proposed by Mr Mansfield, seconded by Mr

Wilkinson and agreed unanimously that a budget of £500 should be made available for the event (S137). The Clerk advised that the Vital Villages group had agreed to donate £150 towards Tombola prizes for the deliverers at the reception as a gesture of thanks for delivering the questionnaires this September. A number of positive comments were made about Middleton News and Mrs Mills said it had exceeded expectations. She said this was due in large measure to Mrs Waller and she proposed that with immediate effect Mrs Waller's performance bonus should be increased from £50 to £100. This was seconded by Mr Mansfield and unanimously agreed. Mrs Farley and Mr Wilkinson volunteered as reserve newsletter deliverers.

**c) Police Panel and Police Liaison -**

The Chairman reported that he had attended the Bognor Regis Sector Neighbourhood Watch AGM, which was a splendid evening, and thanked Mr Morrison for his invitation. Mr Morrison advised that Marianne Sheraton had been appointed as the new Chairman and that Andy Evans was the Vice Chairman. He further reported that Sgt Paul Gaffney was on extended sick leave and that figures obtained from the police indicated a 50% reduction in all reported crime. The police have confirmed that when the schools break up they will be targeting youth gathering. Mr Wilkinson commented that the One Stop Shop had stopped selling alcohol to individuals under 21 years and that a security guard was now present in the evenings.

**d) Residents Association Committee –**

Nothing to report

**e) Vital Villages Scheme -**

The Clerk advised that the group had agreed to donate £150 for Tombola prizes at the Newsletter reception.

**f) Young People –**

The Clerk advised that Arun District Council proposed to hold a Leisure Event on Shrubbs Field in September to encourage local youths to join clubs. Mrs Mills said this was a result of the Crime & Disorder meeting and suggested the event was supported on the basis that ADC were organising and financing the event. Mrs Ross seconded the proposal and it was agreed nem con. ADC advised that the Youth Shelters Seminar due to be held on 3 July had been cancelled.

**iv) Roads & Transport Advisory Sub Committee**

The Clerk reported that, to date, 29 letters had been received relating to Comet Corner. These had been passed to County Councillor Mrs Freeman and she had indicated that she was liaising with Lt Col Pemberton (WSCC Cabinet Member) regarding a response.

**8. PARISH LAND AND PROPERTY COMMITTEE**

**a) Playing Fields -**

Mr Aldridge reported that the new playground netting had been installed in the playground and that the gate was repaired. The new emergency sign was being fitted at the weekend. Whilst there had been no recent vandalism, the goal posts had now broken completely and arrangements were being made for their removal. Mr Aldridge was going to make enquiries regarding alternative football posts like those at Elmer Sands. The Clerk reminded committee members that there will be a Crime Prevention Meeting on 16 July to which other interested parties have been invited and also advised that ADC's

Village Enhancement Grant had been received. Arrangements are being made for the applicant of the Shrubbs Field Warden position to be interviewed.

**b) Bus Shelters and Notice Boards -**

The Clerk advised that ADC confirmed they had no direct interest in the local benches so arrangements were being made by Mr Aldridge to have them repaired.

**9. CORRESPONDENCE**

The following items had been received:-

1. Wellspring – West Sussex - Newsletter
2. West Sussex Public Partnership Forum - Newsletter

**10. FINANCE COMMITTEE**

**a) Bank Accounts -**

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

Current Account	£ 1,250.00
Business Reserve	£29,370.07
<b>Total</b>	<b><u>£30,620.07</u></b>

**(b) Accounts for payment -**

The following payments were approved nem.con and made:

(i) Data Protection (Annual Licence)	£ 35.00
(ii) Selsey Printing & Publishing (Newsletter)	£1,050.00
(iii) Mrs A Waller (Newsletter)	£ 200.14
(iv) D F Allsopp (Clerk's quarterly fee & expenses)	£2,539.56
(v) D F Allsopp (Quarterly postages/telephone calls)	£ 52.58
(vi) SLCC (2 updated audit book inserts) <i>Chq issued 21.5.03</i>	£ 21.98

**Total** **£3,899.26**

**15. ANY OTHER BUSINESS**

The Clerk reported that following a very successful broadband campaign the trigger level had been achieved and that BT had established the broadband live date as 24 September 2003.

**16. PUBLIC DISCUSSION PERIOD**

Father William showed a model of the proposed church extension and explained that if approved it will both double seating capacity and provide a dual use facility. Mrs Waller thanked the members for approving the newsletter reception and said she only ever heard positive comments about the newsletter. Mrs Brown thanked Mr Aldridge for arranging the installation of the netting and asked that some copies of Middleton news are placed in the foyer of the Jubilee Hall. Mrs Mulvaney placed on record her thanks for the dropping of the kerbstones at the junction of Yapton and Middleton Roads which make it much safer to cross.

**There** being no further business the Chairman reminded members that the next Meeting would be held on 24<sup>th</sup> July 2003 **at 6.30 p.m.** and the Meeting closed at 7.50 pm.