

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea**  
**On Wednesday 18<sup>th</sup> July 2007**

**PRESENT** – Councillors Wotherspoon (Chairman), Edey, Gamester, Jeffrey, Mrs Mills, Ms Ross, the Clerk, County Councillor Mrs Freeman and Mr Morrison.

1. **APOLOGIES** – Councillors Chandler, Copeland, Mansfield, and District Councillor Mrs Oakley.
2. **MINUTES** –The Minutes of the Annual Parish Council Meeting and the Annual Parish Meeting held on the 16<sup>th</sup> May 2007 having been circulated were approved and signed.
3. **DECLARATIONS OF INTEREST** –Ms Ross declared a personal interest in Item 5f being a member of the Middleton-on-Sea Association. Mrs Mills declared a personal interest in part of Item 11 being an employee of RWS Trust.

**4. ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special circumstances** – The Chairman advised that he had received a letter of resignation from the Clerk, and that in accordance with the terms of his contract he will relinquish the role on 30<sup>th</sup> June 2008. The Chairman and members proposed a vote of thanks to the Clerk for his efforts to make this Parish Council one of the best in the Arun area. It was then proposed by Mrs Mills and seconded by Ms Ross that a committee comprising the Clerk and a maximum of 3 members should be established immediately to agree the terms of employment and job description for a future clerk. Anyone wishing to be on the committee should speak with the Clerk promptly.

The Chairman also reported that he had attended the Bognor Regis & District Scout Association AGM on 20<sup>th</sup> June 2007 and the Bognor Regis Police Sector Neighbourhood Watch Association AGM on 7<sup>th</sup> June 2007.

PCSO Clive Morge provided recent local crime figures which were down, with the exception of violent crime which was up (2 incidents). He also mentioned that he is in the process of establishing a Neighbourhood Forum which will comprise one representative from both Middleton and Elmer. He requested that details of his police web page and police telephone numbers are placed in Middleton News.

**5. MATTERS ARISING**

**a) Standing Order Amendments**

The Clerk advised that amendments to Standing Orders 50 (c), 53 (a) and 53 (b) will be required to conform with the new Code of Conduct being adopted in September. It was proposed by Mrs Mills, seconded by Ms Ross *that in each case the words “Part 2 of the Statutory Instrument No 3576 (The PC (Model Code of Conduct) Order 2001” should be deleted and the words “Part 2 of the Statutory Instrument No 1159 (The Local*

*Authorities (Model Code of Conduct) Order 2007” should be substituted. In order to comply with Standing Orders the matter was adjourned without discussion until the next Parish Council meeting.*

**b) Code of Conduct/Public’s right to speak**

Members considered a paper circulated by the Clerk which covered (a) whether or not to adopt Paragraph 12 (2) of the new Code of Conduct, (b) whether to incorporate the 10 General Principles of Public Life and (c) whether the public should be able to ask questions at the end of the meeting and when they should be able to speak at future Parish Council meetings. Following a full discussion each of the items was voted upon:

- (a) Mrs Mills proposed, Ms Ross seconded and it was unanimously agreed *NOT to adopt Paragraph 12 (2) of the new Code of Conduct.*
- (b) Mrs Mills proposed, Mr Gamester seconded and it was unanimously agreed *to incorporate the 10 General Principles of Public Life (Selflessness, Honesty and Integrity, Objectivity, Accountability, Openness, Personal Judgement, Respect for others, Duty to uphold the law, Stewardship and Leadership) as part of the Code of Conduct.*
- (c) Mr Gamester proposed, Mr Jeffrey seconded and it was unanimously agreed *that the Public Discussion Period should be at the beginning of the meeting and that there should be no opportunity for the public to ask questions at the end of the meeting. The resolution passed on 24<sup>th</sup> November 2005 about the length of the Public Discussion Period remains apposite.*

**c) Parish Council Vacancies**

The Clerk reported that approval had been received from the District Council to co-opt two new councillors. Two applications had been received from (1) Anna-Marie Hall and (2) Shirley Haywood. Mr Edey proposed that both applicants should be co-opted and this was seconded by Mrs Mills and unanimously agreed. The Clerk was instructed to contact the applicants and invite them to September’s Parish Council meeting.

The Clerk advised that he had written to Mr Paul English to advise him that as he had not signed his Declaration of Office within two months of the Parish Council election his position on the Parish Council was annulled. Contemporaneously, Mr English had written advising that he did not wish to take up his seat. Procedures to seek a replacement councillor have commenced.

**d) SEEDA Grant**

An email from the Community Leadership Support Officer, Action in Rural Sussex regarding the availability of a SEEDA grant, subject to the successful completion of a “Healthcheck”, was discussed by members. The Clerk advised that the procedure is quite lengthy and will have to involve the whole community in a similar way to the Parish Plan. It was agreed to take no action and to note the email.

**e) Bishop Tufnell CE Infants School funding request**

A letter was received from the Chair of Governors seeking £1,000 of funding to assist the Infants School in enhancing its outdoor facilities. The letter stated that this was a ‘one-off’ request and that at least 50% of the pupils attending the school live within this parish.

Felpham Parish Council have previously provided substantive funding. After some discussion Ms Ross proposed agreeing to the request, with the funds coming from the Brought Forward Contingency Fund. This was seconded by Mr Gamester and unanimously agreed. It was further agreed that Ms Ross will formally present the cheque in due course. The Clerk was instructed to advise the Infants School.

**f) Greensward Coastal Defences**

With the approval of the Chairman, Mr Szynowski (MOSA Coastal committee member) addressed the meeting with regard to the two problems currently being encountered on the Greensward, namely wooden planks left by the sea defences contractor and no escape route from some of the groynes. He said that MOSA and the Parish Council had the same concerns and thanked the Parish Council for their support. Ms Ross said she spends a lot of time on the beach and that there is no escape from the groynes. Further, since the 'remedial work' was carried out, it is now possible for children to enter, and get trapped behind areas of planking. She said there were no safety railings fitted to prevent anyone falling off the Greensward onto the beach and the situation is extremely dangerous. The situation is made worse by a lack of life saving equipment in the area. General concern was also expressed about the tone of the response from ADC's Principal Engineer – Coastal. The Clerk was requested to seek to arrange a meeting between all interested parties (District Councillor Mrs Oakley, Ms Ross, Mr Szynowski and ADC's Principal Engineer – Coastal).

**g) Comet Corner/JWAAC/S106 Site 6 monies**

The Chairman and Mr Jeffrey provided a report about the JWAAC meeting at which the County Councillors present agreed to support Felpham Parish Council's proposals albeit voting was very confused. Mr Jeffrey said it was obvious that Felpham Parish Council had been lobbying County Councillors to support their proposal and that this Parish Council needs to be more pro-active in future. The Chairman said that Section 106 monies could not be used on some of Felpham's proposed projects as they are 'existing' projects which are specifically excluded from S106 funding. County Councillor Mrs Freeman confirmed that JDAAC had voted in favour of supporting the use of the S106 funds for Comet Corner and that JEAAC did not commit itself. She has written to the WSCC Cabinet Member for Highways & Transport pressing the case for funding of Comet Corner and has received a response advising that a Definitive Statement will be issued when all data has been collated. Lt Col Tex Pemberton has also agreed to attend a meeting once the Definitive Statement has been issued.

**6. DEVELOPMENT CONTROL COMMITTEE**

Copies of the minutes dated 6<sup>th</sup> June, 20<sup>th</sup> June and 4<sup>th</sup> July 2007 were circulated and noted.

**7. GENERAL PURPOSES COMMITTEE**

Copies of the minutes dated 20<sup>th</sup> June 2007 were circulated and noted.

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

The Clerk advised that a new whitebeam tree had been planted on Middleton Green to replace the vandalised tree. Further, it had been necessary to fell a dead tree on the

northern side of Shrubbs Field following a complaint by a member of the public and confirmation from the Parish Tree Warden that the tree needed to be removed. The Clerk was instructed to place the subject of a replacement tree on the Parish Land and Property Committee's next agenda.

County Councillor Mrs Freeman provided a report about her inspection of the pavements in Elmer Road with Mr Edey. She has taken up the problem of severe cracking with the WSCC Area Highway Manager and will report back in due course. She also reported that she had held a meeting with a parishioner regarding the footpath on the north side of Middleton Road and the proposed new footpath on the south side between Merry End and the shops. She has temporarily stopped work on the new footpath pending clarification about widths and stated that no action can be taken to correct the adverse camber on the northern side. Ms Ross said that it is a dangerous footpath and that children, the infirmed and elderly people in wheel chairs had great difficulty traversing the footpath.

**(ii) Joint Sea Defence & Land Drainage Advisory Sub Committee**

See 5 (f) above.

**(iii) Liaison Advisory Sub Committee**

Arun Crime and Disorder Reduction Partnership have advised of the establishment of a dedicated reporting line. Incidents can be reported on **01903 737870** (24 hour answerphone) or email [antisocial.behaviour@arun.gov.uk](mailto:antisocial.behaviour@arun.gov.uk).

**iv) Projects Advisory Sub Committee**

An estimate has been received for £2,356 (plus vat) for a 2.4 metre high by 4.8 metre wide kickwall, incorporating a basketball hoop. Mr Jeffrey is currently investigating if a grant can be obtained to defray the costs involved.

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

Following a request for the Mobile SID to be deployed within the parish, a formal response is awaited from the Community Safety Manager.

Mr Edey asked County Councillor Mrs Freeman about the proposed pedestrian crossings in Elmer Road and Flansham Park. She said that a decision was imminent and was likely to come at the full council meeting on 20<sup>th</sup> July 2007. The crossings have apparently been costed at £20,000 each and are 2 of 5 high priority crossings needed across the area.

**8. PARISH LAND AND PROPERTY COMMITTEE**

Copies of the minutes dated 6<sup>th</sup> June 2007 were circulated and noted.

The Clerk advised that the roof of a slide in the playground had been removed as an Arun District Council's inspector believed it was dangerous. The Rospa Play Area Safety Report has been received and distributed to members of the committee. It will be discussed at the next meeting.

## 9. CORRESPONDENCE

The following items had been received:-

- (1) Action in Rural Sussex – Annual Review 2006/7
- (2) Allotments Regeneration Initiative - Letter
- (3) ADC – Mid Term Review of Priorities (*Circulated*)
- (4) ADC – Smokefree England (*Circulated*)
- (5) Clerks & Councils Direct
- (6) Ms de Cruz – Letter re litter bin in Friary Close
- (7) ICIS – Newsletter
- (8) Local Council Review (*Circulated*)
- (9) WSCC – Adoption of High Quality Waste Facilities (*Fully Circulated*)
- (10) WSCC Governor Services – Clerking Agency
- (11) West Sussex PCT – eBulletin 11 (*Circulated*)

## 10. FINANCE COMMITTEE

### a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£30,760.72
<b>Total</b>	<b>£32,010.72</b>

### (b) Accounts for payment -

The following payments were approved nem.con and made:

(i) Panasonic UK – (Photocopier rental/charges)	£ 85.88
(ii) KW Tree Care – (Plant whitebeam, fell tree on Shrubbs Field)	£ 246.00
<b>Total</b>	<b>£ 331.88</b>

### (c) Accounts paid at General Purposes Committee – 20<sup>th</sup> June 2007

The following payments were ratified and approved nem.con:

MOS Playing Fields (Partial Drawdown)	£ 1,500.00
PDP (Removal/repair of bench and fitting signs)	£ 660.00
Hallsigns (No smoking signage)	£ 253.80
D F Allsopp (Quarterly Clerk's fee)	£ 2,868.14
D F Allsopp (Quarterly postages/telephone calls)	£ 110.37
SPP (Setting & Printing Middleton News)	£ 1,640.00
Andrew Holden (Middleton News Co-ordinator)	£ 549.39
Pauline Allsopp (Middleton News Distribution)	£ 50.00
Information Commissioner (Data Protection annual fee)	£ 35.00
R P Huskisson (Internal Auditor)	£ 100.00
<b>TOTAL</b>	<b>£ 7,766.70</b>

## **11. ANY OTHER BUSINESS**

Ms Ross asked that it should be noted that the Dog Bins on the seafront along the greensward are not fit for purpose. She understands that these are funded by MOSA with the emptying undertaken, albeit infrequently, by Arun District Council.

Mrs Mills asked that the Clerk writes again to West Sussex PCT to press the case for St Richards Hospital to be a Major General Hospital as a new consultation process has commenced. The Chairman said we should press for at least the status quo particularly given the additional houses which will soon be built.

## **12. PUBLIC DISCUSSION PERIOD**

Mr Brookland said he was pleased to note that the additional bollards opposite One Stop had now been installed. He also said that the metal gate at the southern end of Shrubbs Field was broken and needed repair. Mr Edey agreed to contact the contractor.

**There** being no further business the Chairman reminded members that the next Meeting will be held on **19<sup>th</sup> September 2007 at 7.00 p.m.** The Meeting closed at 8.35 p.m.