

**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 15<sup>th</sup> July 2009**

**PRESENT** – Councillors Wotherspoon (Chairman), Copeland, Mrs Haywood, Jeffrey, Mansfield, Mrs Mills, the Clerk, District Council Mrs Oakley and County Councillor Mrs Freeman.

**1. APOLOGIES** – Councillors Chandler, Gamester and Mrs Hall. Also Norman Morrison.

**2. MINUTES** –The Minutes of the Annual Parish Council Meeting and Annual Parish Meeting held on the 20<sup>th</sup> May 2009 having been circulated were approved and signed.

**3. DECLARATIONS OF INTEREST**

Mrs Haywood declared a prejudicial interest in part of Item 8.1 being the owner of the Manor House and the affected trees.

**4. PUBLIC DISCUSSION PERIOD**

PCSO Morge provided the latest crime statistics for June 2009 which showed a sharp rise in anti-social behaviour which he put down partly to him being on holiday. He also acknowledged damage to the playground equipment, activity in Shrubbs Car Park at night and groups of youths causing problems on the beach.

Terry Claxton said Neighbourhood Watch was recruiting new members and mentioned that fines are being issued for cars which are not correctly parked, i.e. within the white lines, in Shrubbs Car Park.

Joan Phillips said she had just returned from Arun District Council's Development Control Committee where the Tesco Express application (FP/133/08) had been approved. She was not pleased with the result as she had opposed the application.

Ms Bowden complained about the condition of the footpath in Elmer Road close to St Nicholas' Church. County Councillor Mrs Freeman agreed to inspect the footpath but said that generally Middleton footpaths were in better condition than many parts of the county. She also agreed to inspect the road outside Shrubbs Car Park.

Mr Brookland said he was pleased to see that the benches and seats on Shrubbs Field were being refurbished but complained that the seat in Middleton Road, adjacent to Sea Lane, needed cleaning. Mr Mansfield volunteered for this task. Mr Brookland also said the planter needed tidying up. (See 6n)

District Councillor Mrs Oakley said she was very disappointed with the Tesco Express (FP/133/08) result.

**5. ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special circumstances** – The Chairman reported that he has recently attended Bognor Regis Neighbourhood Watch Association AGM (28<sup>th</sup> May), Friends of Bersted Brooks Woodland Fun Day (13<sup>th</sup> June) and Bognor Regis Girlguiding Division Night (22<sup>nd</sup> June).

**6. MATTERS ARISING**

**a) Parish Midsummer Walk – 28<sup>th</sup> June 2009**

Members thanked Mrs Haywood for organising the event and Mr Gamester for providing refreshments during the event. Everyone agreed it was excellent and there were calls for it to be repeated next year. District Councillor Mrs Oakley said it was a very social occasion at the refreshment stop. The Chairman apologised for not attending the event.

**b) Zebra Crossing – Delayed start date**

County Councillor Mrs Freeman explained that the delay from 8<sup>th</sup> June to 22<sup>nd</sup> June was due to May Gurney overrunning on a previous contract. The delay until 6<sup>th</sup> July was apparently caused by some materials not being available. The delays from 6<sup>th</sup> July until the actual start on 9<sup>th</sup> July were said to have been caused by ‘inclement weather’ and a ‘more urgent job’. Mrs Freeman said these excuses were unacceptable and that she had raised the matter robustly with the WSCC Leader (Henry Smith), Chief Executive (Mark Hammond) and Executive Director Customers & Communities (Kieran Stigant). All have offered their personal apologies and are investigating the matter.

**c) WSCC Handrail from Shrubbs Car Park to Elmer Road**

County Councillor Mrs Freeman advised that the work will be done as soon as possible but that no date had been set. The steps will also be repaired at the same time. The Chairman confirmed that Arun District Council did not wish to accept responsibility for the steps or rail, as they belong to WSCC. The Clerk advised that he had seen the rails delivered earlier in the day so hopefully they will be installed quickly.

**d) Code of Conduct 2007 – Paragraph 12 (2)**

This item was placed on the agenda at the request of Mr Mansfield. The Clerk explained the implications of adopting the paragraph which essentially permits a parish councillor with a prejudicial interest to speak as if they were a member of the public, however, it will also require the council to operate public speaking and comments from the PCSO, District and County Councillors in a more regimented manner. Mr Mansfield put the case for its implementation and other members commented. Mr Copeland proposed that the paragraph is not adopted now but that the position is reviewed in July 2010. This was seconded by Mrs Haywood and agreed by an overwhelming majority.

**e) Cllr Mary Ross resignation**

Ms Ross has tendered her resignation for personal reasons. Members requested the Clerk to write to express their thanks to Ms Ross for her involvement in many aspects of the Parish Council since 15<sup>th</sup> May 2003. It was unanimously agreed that Mrs Haywood will take over responsibility for walking the parish footpaths and liaising with WSCC Rights

of Way department. It was agreed that Ms Ross's other duties i.e. being a member of the Development Control Committee and the council's representative to the Jubilee Hall will be held over until the September meeting when, hopefully, the new co-optees can take on these tasks.

**f) Co-option of two new Councillors**

The Clerk confirmed that there were five applications from parishioners to become parish councillors and that Arun District Council had confirmed that two councillors may be co-opted. It was initially suggested that the Chairman together with the four sub-committee chairmen should interview the candidates and give their recommendation to the Parish Council, however, Mr Mansfield felt all members should have the opportunity to interview the candidates and vote. The Clerk was therefore instructed to arrange a meeting on Wednesday 19<sup>th</sup> August at 7 p.m. to which the candidates will be invited. Their CV's will be circulated to members.

Mrs Mills enquired about the position of Mr Chandler and the Chairman provided an update. All agreed it was a sensitive issue and Mr Copeland undertook to contact him.

**g) Deterioration in the coastline at Elmer**

The item was placed on the agenda at the request of Ms Ross. The Clerk advised that the Environment Agency's 'Planning for the Future' draft document does confirm the loss of beach material around the rock islands but the Environment Agency will ensure that some periodic recharge is undertaken.

**h) Surcharge of Foul Water Elmer**

The Clerk reported that Arun District Council's Assistant Director of Planning Services had written to confirm that "it would be appropriate to explore the possibility of imposing a temporary embargo on granting planning permission for any development which would be likely to exacerbate the problems that exist. This would include domestic extensions as well as new dwellings". The likely catchment is being identified and the Parish Council will be invited to comment. District Councillor Mrs Oakley advised that the matter will be discussed at ADC's next Performance Scrutiny meeting. The Clerk confirmed that he was still awaiting Elmer Sands Ltd directors to provide some suitable dates for a meeting.

**i) Appointment of Parish Representative to ADC's Standards Committee**

At the request of Arun District Council's Solicitor this item was placed on the agenda and circulated to all members. It was noted.

**j) "Give us two hours and help make a lifetime of difference" – WSCC Seminar**

This item was brought forward from May's agenda as Mrs Hall was unable to attend that meeting. Mrs Hall is unable to attend this meeting so the item will now be dropped from the agenda.

**k) Fencing Part of Shrubbs Field**

The Parish Council owns the freehold of Shrubbs Field and part of it is leased to the Trustees of Middleton on Sea Village Hall. The Chairman of Trustees has written to the

council, on behalf of one of its hirers (Jubilee preschool), requesting approval to install galvanised play specification bow top fencing and a gate on the northern side of the Jubilee Hall to facilitate a 'free flow' facility for the children. This will have the effect, when in use, of preventing the use of the northern entrance door to the rear hall and it is understood that alterations to the existing fire door on the southern side will be required, including a disabled access ramp.

The Clerk advised that the grass contractors will increase their rates if that section of the grass required cutting after the fence is installed and various other issues were identified. Mr Copeland said the starting point was that the parish council wanted to be as helpful as possible to promote the playgroup but that it should protect its position with sensible conditions. The Chairman said that the Village Hall was very tardy in resolving the overgrowing bushes adjacent to Elmer Road and wondered what will happen to the fenced off area out of hours. Mrs Mills suggested the Village Hall may wish to put up a sign telling dog owners not to permit their dogs within the fenced off area albeit recognising that it would be difficult to enforce. After some discussion seven conditions were agreed:

1. The Village Hall committee will be responsible for cutting the grass within the fenced off area at their cost.
2. All fencing must be maintained to a high standard and any damaged fencing must be replaced, as soon as possible.
3. No change of surface within the fenced off area will be permitted. (i.e. it must remain as grass).
4. No permanent equipment can be installed within the fenced off area and the area must be cleared of all items/equipment when not in use.
5. The two access gates must be locked open when the area is not in use.
6. All legal requirements including full compliance with Fire Safety and Disability Discrimination Act must be complied with at all times.
7. If any of the conditions (1-6) are not fully complied with then the Parish Council reserves the right to terminate the agreement.

Mr Copeland proposed that approval was granted to the Trustees of Middleton on Sea Village Hall to erect the fence subject to the seven conditions above. This was seconded by Mr Mansfield and unanimously agreed. The Clerk was instructed to write accordingly.

**l) Vandalism meeting – suggested date – Wednesday 2<sup>nd</sup> September at 7 p.m.**

The Clerk reported that he had now received confirmation from Avisford Medical Centre, the Jubilee Hall Committee and Middleton-on-Sea Scouts that they will attend a meeting to discuss vandalism. It was agreed to hold a meeting on 3<sup>rd</sup> September at which PCSO Morge, District Councillor Mrs Oakley and all Parish Councillors will be invited. Further, Mr Jeffrey and the Clerk are meeting a CCTV provider to ascertain the cost of installing CCTV so that a grant application to 'Community Cashback' can be submitted before 7<sup>th</sup> August. The Clerk will write accordingly.

**m) Village Hall nomination for GP committee**

The Village Hall committee have requested that Stuart Hammond becomes their non-voting representative in succession to Joyce Weston. This was unanimously agreed. The Clerk will write accordingly.

**n) Bishop Tufnell Junior School – Suggestions for community project**

A paper was circulated to members seeking ideas for the school to become involved in community projects. Mr Jeffrey suggested they took over responsibility for the planter in Elmer Road and the Chairman agreed, subject to consulting Philippa Dart over what to plant.

Bulb planting and a Village Pond project was also suggested, both of which Mr Mansfield undertook to manage.

The Clerk will contact the Headteacher.

**7. DEVELOPMENT CONTROL COMMITTEE**

Copies of the minutes dated 20<sup>th</sup> May, 3<sup>rd</sup> June, 17<sup>th</sup> June and 1<sup>st</sup> July 2009 were circulated and noted.

**8. GENERAL PURPOSES COMMITTEE**

Copies of the minutes dated 17<sup>th</sup> June 2009 were circulated and noted.

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

Mr Mansfield provided a final copy of the village green & pond management plan 2011-2015. The Clerk was instructed to submit it to WSCC.

The Clerk read an email from the Chairman, Middleton-on-Sea Association expressing concern over the canopy of trees at the entrance to Sea Lane as far as Middleton Sports Club. The council was asked to give sympathetic consideration to pruning some of the higher branches. The email also stated that Mr & Mrs Haywood had been asked by the WSCC Highways Department to prune some of their trees. The Clerk then read a statement from Mrs Haywood which stated, inter alia, “The WSCC Highways have not requested that we prune any of the trees facing Sea Lane. Her statement regarding this matter is therefore totally incorrect”. Mr Mansfield said the tree canopy looked spectacular and as WSCC don’t consider it a danger it will be subject to the usual tree audit and any dead and dying branches will be removed.

*Mrs Haywood left the meeting whilst the above mentioned item was discussed.*

Mr Mansfield also said he had been offered 12 walnut trees in excess of 4 feet tall by a local resident which could be planted in Cootes Lane area. The Clerk said Mr Gamester (Tree Warden) had yet to prepare a map in order that an application can be made to WSCC for licences. This also applies to Sunnymead Close. **Members asked that an action point was put in the minutes for Mr Gamester.**

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

Nothing to report.

**(iii) Liaison Advisory Sub Committee**

A note from Mr Jeffrey regarding the 1<sup>st</sup> July JWAAC meeting was circulated to all members. The Chairman said he was the 'new third person' at JWAAC. The minutes of ADC's Standard Committee have been placed into General Circulation.

**iv) Projects Advisory Sub Committee**

Nothing to report

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

The Clerk advised that a response had been received from WSCC Cabinet Member for Strategic Planning and Transport regarding the strategy guidance note relating to fingerposts and that it had been circulated to all members. The Clerk also enquired whether the bollard lighting had been repaired. Mr Copeland indicated that only some had been repaired but it was agreed not to chase the matter. Mr Copeland also reported that road surveys were being undertaken at Comet Corner, Arun Chase and the Oystercatcher Public House.

**9. PARISH LAND AND PROPERTY COMMITTEE**

Copies of the minutes dated 3<sup>rd</sup> June 2009 were circulated and noted.

**10. CORRESPONDENCE**

The following items had been received:-

- (1) Mr & Mrs Allen – Guernsey Farm issues. (*Full circulation together with letters to ADC & WSCC*)
- (2) Arun Renewable Energy Advice Service – Official Launch (*Full Circulation*)
- (3) Clerks & Councils Direct
- (4) CVS-Arunwide – Voice Newsletter
- (5) Environment Agency - Consultation Arun - Pagham draft flood & erosion risk management strategy (*Full Circulation*)
- (6) Littlehampton Churches Together AGM (*Full Circulation*)
- (7) West Sussex Connections

**11. FINANCE COMMITTEE**

**a) Bank Accounts -**

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

Current Account	£ 1,250.00
Business Reserve	£32,847.32
<b>Total</b>	<b>£34,097.32</b>

**(b) Accounts for payment -**

The following payments were approved nem.con and made:

(i) Danwood Finance (Photocopier lease)	£ 43.91
(ii) SLCC (Charles Arnold Baker 8 <sup>th</sup> edition)	£ 55.60
<b>Total</b>	<b>£ 99.51</b>

<b>(c) Accounts paid at General Purposes Committee – 17<sup>th</sup> June 2009</b>		
Information Commissioner (Data Protection Annual Renewal Fee)	£	35.00
MOS Playing Fields (Funds Drawdown)	£	1,500.00
Pauline Allsopp (Middleton News Distribution)	£	50.00
Andrew Houlden (Middleton News Co-ordinator)	£	575.01
D F Allsopp (Quarterly postages/telephone calls)	£	160.91
D F Allsopp (Quarterly Clerk's fee)	£	3,035.97
Admor Ltd (Setting & Printing Middleton News) <i>Issued 3/6/09</i>	£	1,590.00
<b>TOTAL</b>	<b>£</b>	<b>6,946.89</b>

## **12 ANY OTHER BUSINESS**

Mrs Mills said she cannot distribute Middleton News to the hospital whilst the Swine Flu alert is on. District Councillor Mrs Oakley asked that PCSO Clive Morge be thanked for changing his shift to manage the cars in Shrubbs Car Park whilst it was being patched up. The Clerk arrange.

**There** being no further business the Chairman reminded members that the next Meeting will be held on **16<sup>th</sup> September 2009 at 7.00 p.m.** The meeting closed at 8.48 p.m.