

**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 19<sup>th</sup> September 2007**

**PRESENT** – Councillors Wotherspoon (Chairman), Mrs Hall, Mrs Haywood, Jeffrey, Mrs Mills, the Clerk and District Councillor Mrs Oakley.

1. **APOLOGIES** – Councillors Chandler, Copeland, Edey, Mansfield, Ms Ross, County Councillor Mrs Freeman and Mr Morrison.
2. **MINUTES** –The Minutes of the Parish Council Meeting held on the 18<sup>th</sup> July 2007 having been circulated were approved and signed.
3. **DECLARATIONS OF INTEREST** – Mrs Haywood declared a personal interest having reported an incident mentioned in PCSO Morge’s report.

**4. PUBLIC DISCUSSION PERIOD**

PCSO Clive Morge provided a report and advised that crime figures overall were down. There had been a few local incidents including problems after a hockey tournament in the vicinity of Middleton Sports Club and in a kiosk at Elmer Sands. Concerns were also expressed about some recent cold calling which has been linked to criminal activity. PCSO Morge will be undertaking a leaflet drop to warn residents of the dangers. The Clerk advised PCSO Morge that there had been a number of incidents on Shrubbs Field with damage to the playground gate and notice board in Elmer Road (adjacent to the Church). It was apparent that since the bench had been removed, adjacent to Kingfisher Court, that the youths had now moved to the bench on the other side of Shrubbs Field and were continuing their anti-social behaviour. District Councillor Mrs Oakley commented that significant amounts of litter had been left after the hockey tournament and that there was an increased number of individuals riding bicycles on the pavement at speed which was particularly dangerous for elderly residents. She also mentioned a dramatic increase in dog fouling along Sundale Lane as the evenings have drawn in.

Mr Brookland drew attention to some damaged benches, which will be discussed at the next Parish Land & Property committee meeting on 7<sup>th</sup> November. He also enquired when a replacement gate will be fitted on the southern side of Shrubbs Field. The Clerk advised that the new metal gate, which will cost some £500, is currently being fabricated and will be fitted when ready.

5. **ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special circumstances** – There were none.

## **6. MATTERS ARISING**

### **a) Co-option of Mrs Hall and Mrs Haywood**

The Chairman welcomed Mrs Hall & Mrs Haywood to the council and the Clerk confirmed that the necessary Declarations of Acceptance of Office had been completed prior to the commencement of the meeting.

### **b) Adoption of the Model Code of Conduct 2007 and required amendments to Standing Orders.**

Mrs Mills proposed and Mr Jeffrey seconded that amendments to Standing Orders 50 (c), 53 (a) and 53 (b) be adopted to conform with the new Code of Conduct i.e. *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.* This was unanimously agreed.

Mr Jeffrey proposed and Mrs Mills seconded that the Revised Code of Conduct (2007) should be adopted, including the 10 General Principles of Public Life, but excluding Paragraph 12 (2). This was unanimously agreed. The Clerk advised that a Public Notice of this will be placed in a local newspaper to comply with the legislation.

Members were reminded that the Code of Conduct requires each member to submit a revised Register of Interests Form to the Clerk within 28 days i.e. no later than 17<sup>th</sup> October 2007.

The Clerk will complete the appropriate formalities

### **c) Parish Council Vacancy**

The Clerk reported that approval had been received from the District Council to co-opt a new councillor. Advertisements have been placed on parish notice boards and in Middleton News. The closing date for applications is 1<sup>st</sup> October 2007.

### **d) Bishop Tufnell CE Infants School grant**

The Clerk read a letter of thanks from the Headteacher of the school. Arrangements will be made soon for Cllr Ms Ross to present the £1,000 cheque.

### **e) Gypsy and Traveller Caravan Sites consultation**

A consultation paper from WSCC was circulated to all members. The Chairman advised that Arun District Council had agreed to have 9 pitches, rather than 11, however finding additional pitches will not be easy. There are apparently some pitches which have temporary planning permission and consideration is being given to ascertain whether these can be made permanent. Some people would also like to see the Comet Corner site expand although for that to happen additional land, owned by WSCC, would be required. Mrs Mills believed that it was best to keep the sites small. Mrs Haywood drew attention to the distribution options including the best use of planned infrastructure provision i.e. Site 6. The Clerk was therefore requested to write to County Councillor Freeman to ascertain her stance on the release of WSCC land for expanding the Comet Corner site together with WSCC Group Manager (Strategic Policy & Information), raising the other issues mentioned above.

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

Details of the meeting attended by Cllrs Jeffrey, Mrs Mills and representatives of Felpham Parish Council was circulated together with a draft Comet Corner Position Statement from WSCC (Duncan Barrett). Discussions centred around the use of the £1million S106 monies and how Felpham Parish Council could justify its use on some of their proposed road improvement schemes within Felpham village. Mrs Mills said the meeting was friendly and she believed there were real benefits in continuing to maintain attendance at these meetings.

**7. DEVELOPMENT CONTROL COMMITTEE**

Copies of the minutes dated 18<sup>th</sup> July, 1<sup>st</sup> August, 15<sup>th</sup> August and 5<sup>th</sup> September 2007 were circulated and noted.

**8. GENERAL PURPOSES COMMITTEE**

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

There were none

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

The Principal Engineer (Coastal), Arun District Council has responded to the concerns about the two groynes at the eastern end of the Greensward where there is the potential to become trapped by the incoming tide. He has advised that due to cost constraints it is not possible to fit steps, however, he has ordered a set of warning signs to ensure the general public is advised of the potential dangers. Middleton-on-Sea Association has been advised.

**(iii) Liaison Advisory Sub Committee**

The Clerk advised:

- (a) The Joint Western Arun Area Committee (JWAAC) has commenced a pilot scheme for three tier voting in respect of items delegated to JWAAC by the District Council which is due to last for nine months.
- (b) ADC's Standards Committee agenda and minutes have been circulated.
- (c) SALC's Summer Bulletin and explanation of subscription costs have been circulated to all members.

The Clerk requested agreement to spend up to £180 to purchase vouchers to give to Middleton News distributors at Christmas. The Chairman said that in recent years parish councillors who delivered Middleton News had been excluded from the voucher scheme, however, now that it is breaking even he recommended that they should be included. This was proposed by Mrs Mills, seconded by Mr Jeffrey and unanimously agreed. (*Cllrs Jeffrey and Mrs Mills have indicated they do not wish to benefit from the vouchers*). The Chairman then expressed his thanks to everyone who make Middleton News a success i.e. David & Pauline Allsopp, Andrew Houlden, together with the article providers, distributors and advertisers.

**iv) Projects Advisory Sub Committee**

The Clerk reported that a SITA small grants scheme application had been submitted on 9<sup>th</sup> August 2007 seeking £2,750 towards the cost of the kickwall. The parish council will be required to make a contribution towards the cost of the wall, if the grant is approved.

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

WSCC have advised of the termination of Bus Service 663 (Elmer to Felpham Community College) thereby saving £40,000 per annum.

Arun District Council's Community Safety Manager has advised that the Mobile SID project has been unavoidably delayed, however, she hopes to kick-start the project again soon.

An email from County Councillor Mrs Freeman regarding pedestrian crossings was circulated to members. Concern was expressed that the matter is going around in circles which is disappointing given her comments to the Annual Parish Meeting, on 16<sup>th</sup> May 2007, when she said that a crossing in Elmer Road was "at the top of the list". The Clerk has been instructed to write seeking clarification.

**9. PARISH LAND AND PROPERTY COMMITTEE**

The Clerk circulated the Shrubbs Field Warden's report for August 2007 to members of the committee given the concerns expressed in the report about high levels of both damage and vandalism on Shrubbs Field during the summer holidays. This will be discussed at the next meeting on 7<sup>th</sup> November 2007.

**10. CORRESPONDENCE**

The following items had been received:-

- (1) Action in Rural Sussex – Newsletter
- (2) ADC – Review of Council's Licensing Policy (*General Circulation*)
- (3) ADC – Parish Councillor Allowances (*Circulated*)
- (4) ADC – Our Kind of Place
- (5) Clerks & Councils Direct
- (6) CVS Arunwide – Voice Newsletter
- (7) Nick Gibb MP – Letter re Fit for the Future
- (8) Barry Giles – copy letter of objection Y/70/07 (Crematorium)
- (9) LCR (*Circulated*)
- (10) Middleton-on-Sea Assn – Letter re proposed new footpath (*Full Circulation*)
- (11) Mrs Rees – Letter of objection re proposed kickwall
- (12) South East Planning Aid – Brochure (*General Circulation*)
- (13) Sussex Safer Roads Partnership – Operation Crackdown (*Full Circulation*)
- (14) Andrew Tyrie MP - Letter re Fit for the Future
- (15) Calvin Watson – copy letter of support Y/70/07 (Crematorium)
- (16) Calvin Watson – copy letter to County Cllr Freeman re footpath
- (17) WSCC – Minerals & Waste Dev Framework update (*General Circulation*)
- (18) WSCC – Three Harbours & a Coastal Plain (*Full Circulation*)

- (19) West Sussex Credit Union – Brochure (*Full Circulation*)
- (20) West Sussex NHS PCT – 3 letters re Fit for the Future (*Full Circulation*)
- (21) West Sussex Public Partnership Forum - Newsletter

## **11. FINANCE COMMITTEE**

### **a) Bank Accounts -**

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

Current Account	£ 1,250.00
Business Reserve	£33,021.34
<b>Total</b>	<b><u>£34,271.34</u></b>

### **(b) Accounts for payment -**

The following payments were approved nem.con and made:

(i) Bishop Tufnell Infants School – (Grant)	£ 1,000.00
(ii) Middleton-on-Sea Playing Fields – (Funds Drawdown)	£ 1,500.00
(iii) SPP – (Middleton News setting/printing)	£ 1,640.00
(iv) D F Allsopp - (Clerk’s quarterly fee/expenses)	£ 2,868.14
(v) D F Allsopp – (Quarterly office expenses)	£ 149.51
(vi) A J Houlden – (Middleton News Co-ordinator)	£ 576.07
(vii) P Allsopp – (Distribution of Middleton News)	£ 50.00
(viii) Mazars – (External Auditor’s Fee)	£ 334.88
<b>Total</b>	<b><u>£ 8,118.60</u></b>

### **(c) Audited 2006/2007 Accounts**

The Clerk advised that the Annual Accounts had been given a clean audit certificate by Mazars (External Auditors).

## **12 ANY OTHER BUSINESS**

District Councillor Mrs Oakley commented about how nice it was for the new owners of Rose Cottage to open it to the general public last Saturday.

**There** being no further business the Chairman reminded members that the next Meeting will be held on **17<sup>th</sup> October 2007 at 7.00 p.m.** The Meeting closed at 8.15 p.m.