

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Parish Council Meeting
Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea
On 15th September 2010

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

1. **APOLOGIES** – Councillor Mrs Phillips, PCSO Morge and County Councillor Mrs Coleman.
2. **MINUTES** –The Minutes of the Parish Council Meeting held on the 21st July 2010 having been circulated were approved and signed.

3. DECLARATIONS OF INTEREST

Mr Mansfield declared a personal interest in Items 6(g) being known to John Bailey, 6(j) being involved in repair of fingerpost and prejudicial interests in both Items 6(h) and 13 being a customer of Butler & Co and 11 (b)(11) being the acquirer of daffodil bulbs from Manor Nursery. Mr Wotherspoon and Mr Jeffrey each declared a personal interest in Item 6(b) being deliverers of Middleton News. Mrs Haywood declared a personal interest in Item 8 (i) being the owner of the Manor House.

4. PUBLIC DISCUSSION PERIOD

The Chairman advised Mr Brookland that the kerbs at the entrance to Shrubbs car park had now been dropped and that the weeds had been removed from Shrubbs Drive. Mr Brookland expressed his thanks and went on to raise two other matters – the new metal gate at the southern entrance of Shrubbs Field needs adjustment and the hedge near the public toilets needs cutting.

5. 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 attended the Armed Forces Day celebrations on 27th June and therefore had to give his apologies for not attending the Midsummer Walk as the date clashed. He also attended the Bognor Regis Police Sector Neighbourhood Watch Association AGM which was held on 3rd June 2010.

6. MATTERS ARISING

a) Vacancy for a Parish Councillor

Mrs Pendleton and Mr Thomas both applied for the single co-opted vacancy and each gave a short presentation explaining why they wished to become a councillor and answered questions posed to them. Mr Gamester, seconded by Mr Mansfield, requested a signed ballot so ballot papers were given to each member. The signed ballot papers were counted by the Clerk who advised that Mr Paul Thomas had won by a substantial majority. Mr Thomas signed the required declarations and took his place as a councillor. The Chairman welcomed him to the Parish Council.

b) Middleton News Co-ordinator/Christmas Vouchers

The Clerk reported that over twenty applications were received for the Co-ordinator's position and that he interviewed the three applicants with the most potential. Miss Gillian Fowler was appointed as Co-ordinator as her skill set was most appropriate to the roll.

The Clerk requested approval to spend up to £200 on Tesco vouchers for distributors of Middleton News. This was proposed by Mrs Mills, seconded by Mr Jeffrey and agreed by an overwhelming majority. Mr Jeffrey advised he did not require any vouchers.

c) Footway Improvement Scheme – Middleton Road

Councillors Jeffrey, Watson and the Clerk met County Councillor Mrs Coleman, Tracey Webb (WSCC Highways Manager) and Jill Mills (Highways Officer), on 9th August 2010, in Middleton Road to discuss a low cost solution to improving the footway. County Councillor Mike Coleman was also present but did not take part directly in the discussions. At the request of Mrs Coleman, a detailed report was submitted to her by the Clerk and a response is currently awaited. The Clerk indicated that if a repair could be effected for say £9,000, and if the Parish Council was to contribute a third of the cost then there may be a chance of the repairs being undertaken. Mr Copeland said he was opposed to any such contribution as it represented 'the thin end of the wedge' especially when the repair was WSCC Highways' responsibility. Mr Jeffrey felt there was merit in making a contribution as this may make a deal which might not be possible without the funding. It was agreed to note everyone's comments and await a response from County Councillor Mrs Coleman.

d) Larksfield & Worms Wood Walk-about

This is being organised by Arun District Council and the Woodland Trust to celebrate the 10th birthday of Worms Wood and will be held on Saturday 18th September between 10:00 – 12:30.

e) CCTV Anti Climb spike

The Clerk advised that earlier in the summer, just before the Summer Fete, unknown individuals managed to deflect the CCTV cameras sight lines and coincidentally a theft of alcohol and cigarettes occurred in the sports pavilion. This was despite anti-climb paint being spread on the CCTV mast. It was therefore suggested that an anti-climb spike is fitted to the mast as a deterrent. The Clerk approached the installation company both about the spike and also the poor night performance of a couple of CCTV cameras and was told that the Parish Council must arrange for "high level access" and recommended the provision of a tower scaffold for the company to deal with these matters. Members expressed astonishment at this and it was agreed that the Clerk will write to the Director (Dan Isom) about this matter. Mr Gamester proposed, and Mrs Mills seconded, the proposed purchase of the anti climb spike when access issues were resolved, and this was agreed by an overwhelming majority.

f) Village Enhancement Grant

The Clerk confirmed that an application for £1,100 has been made for outdoor exercise equipment aimed at middle aged / older people costing circa £3,300. The application will be decided at JWAAC on 22nd September 2010.

g) Replacement bench & plaque in Elmer Road

The Clerk advised that the new bench was installed on 8th September and that the surrounding areas were strimmed by Cllr Watson and the Clerk and his wife also cleared the paved area of weeds prior to installation. A vote of thanks to all was recorded. It was also confirmed that the original plaque has been installed on the seat and it was agreed that another plaque should be fitted stating "Replacement bench supplied by Middleton-on-Sea Parish Council. September 2010". Mr Mansfield requested that the plaque is placed on the lower seat bar to allow space for the Bailey family to place a plaque on the middle bar. The Clerk will order a plaque.

Mrs Haywood asked whether there was a maintenance schedule for refurbishing the council's seats. The Clerk advised there wasn't but that he had just undertaken a review and there are only two seats along Elmer Road which needed refurbishment. Mrs Haywood proposed, and Mrs Claxton seconded their refurbishment and this was agreed. The Clerk was instructed to arrange for the refurbishment of the benches.

h) Quotation for refurbishment of Bus Shelter in Elmer Road

As two quotations had been received for the refurbishment it was agreed to discuss whether to proceed with the work in open session and then to discuss the pricing in confidential business. The Chairman felt that the refurbishment should proceed. Mr Copeland proposed the complete refurbishment of the bus shelter and this was seconded by Mr Gamester and unanimously agreed.

Mr Mansfield left the room during these discussions.

i) Bognor Regis Town Carnival

A letter was received from Bognor Regis Town Council inviting a representative to attend a meeting on 28th September to discuss future carnivals. No one volunteered to attend the meeting, however, subsequently Mrs Haywood contacted the Clerk and agreed to represent the council.

j) Finger Post – Junction Middleton Road & Sea Lane

The Clerk confirmed that a new arm for the post had been fabricated and that Mr Mansfield had straightened the two arms. Mr Thomas thanked the Parish Council for undertaking the repair.

k) Code of Conduct 12 (2)

Members considered whether to adopt Paragraph 12 (2) at the full Parish Council meeting on 15th July 2010. A valid resolution was laid before the council proposing that Paragraph 12 (2) should be utilised for 6 months and a further valid resolution was laid before the council proposing that Paragraph 12 (2) should not be adopted. In accordance

with Standing Order Number 67, these motions have stood adjourned, without discussion until this council meeting (15th September 2010).

A full discussion took place regarding the benefits and disadvantages of adopting Paragraph 12 (2) and then a vote was called proposing the adoption of Paragraph 12 (2). The vote was lost (4 in favour and 5 against) so there will be no change to the Code of Conduct.

7. DEVELOPMENT CONTROL COMMITTEE

Copies of the minutes dated 21st July, 18th August and 1st September 2010 were circulated and noted.

8. GENERAL PURPOSES COMMITTEE

i) Countryside and the Environment Advisory Sub Committee

Mr Mansfield advised that he has arranged a bulb planting session at Middleton Green on Saturday 9th October and has been in touch with the schools and scouts in this regard. He invited all members of the council to assist at the event. It has also been agreed that the Annual Village Green clear-up will be on Saturday 8th January 2011 with a 10.30 a.m. start.

The Clerk advised that routine maintenance of the public rights of way has been undertaken and that a further visit will occur in 9 months time. Feedback from the Managing Public Rights of Way in West Sussex event, held on 21st July, which was attended by Mrs Haywood has been placed into general circulation.

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

Arun District Council's Emergency Planning Officer has advised that a National Flood exercise is being undertaken on 8th March 2011 which will involve both West Sussex County Council and Arun District Council. The Parish Council was invited to consider whether to undertake a 'cascade test' of its own Emergency Plan. It was agreed to refer the matter to the General Purposes Committee for a decision.

(iii) Liaison Advisory Sub Committee

The next JWAAC meeting is on Wednesday 22nd September at 7 p.m. at The Royal Norfolk Hotel.

iv) Projects Advisory Sub Committee

Nothing to report

v) Roads & Transport Advisory Sub Committee

The Clerk reported that the corroded remains of a post which supported the "Free Car Park Sign" which is located at the entrance to Shrubbs Drive still has to be removed by WSCC Highways. The offending post was reported to WSCC Highways by the Parish Council, with photographic evidence, in February 2009 and despite numerous emails from the Clerk and Mr Jeffrey (JWAAC H&T representative) the post still remains. At a meeting with Tracey Webb on the 9th August 2010 she confirmed that the contractor had already been paid to remove the post but they had failed to do so. She even made the statement that if necessary she would come and remove it herself. In a final attempt to

get WSCC to remove the post, the Clerk has put them on notice that if it is not removed by 1st November then the whole saga, and a picture will appear in the winter edition of Middleton News. The Chairman advised that Arun District Council had requested the removal of the post, by email, in March 2009 but to no avail. The matter can be raised with County Councillor Mrs Coleman at the next meeting.

The council has been asked to comment on the Draft Bognor Regis Transport Plan and it has been agreed to comment on two issues:

- The proposed Felpham cycle scheme which will take cyclists along Merlin Way, Moraunt and Silver Birch Drives. If cyclists are to use the footways then they will need widening and if the road is to be used these will also need to be widened considering the number of parked cars and pedestrians. The preferred option is for the cycle scheme to be routed elsewhere.
- Felpham Traffic Management Scheme – Whilst it is recognised that some traffic management will be needed at the roundabout where Flansham Lane meets the new Hoe Lane roundabout to prevent through traffic entering Felpham, this must not be to the detriment of local Elmer and Middleton traffic/buses wishing to use Middleton Road/Felpham Way to access Bognor Regis (High Street).

9. PARISH LAND AND PROPERTY COMMITTEE

Nothing to report.

10. CORRESPONDENCE

The following items had been received:-

- (1) Arun & Chichester Citizens Advice Bureau AGM Invitation 21st Oct 2010
- (2) Clerks and Councils Direct
- (3) WSCC Your Day, Your Say consultation
- (4) WSCC Safe Place Awards – Grant Application

11. FINANCE COMMITTEE

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£36,282.64
Total	<u>£37,532.64</u>

b) Accounts for payment -

The following payments were approved nem.con and made:

(1) Jubilee Village Hall (Contribution Memorial Gardens)*	£ 1,000.00
(2) John Butler (Builders) (Refurbishment of 3 benches)*	£ 215.00
(3) B Cursons (Repair of fingerpost)*	£ 165.00
(4) Anchorfast Ltd (Elmer bench)*	£ 378.35
(5) Admor (Printing Middleton News)*	£ 1,590.00
(6) D Allsopp (Quarterly fees & office expenses)	£ 3,747.21
(7) D Allsopp (Middleton News Co-ordinator fee)	£ 500.00
(8) Mazars (External Auditors fees)	£ 470.00
(9) P Allsopp (Distribution of Middleton News)	£ 50.00
(10)D Allsopp (Reimbursement web hosting fee)	£ 12.00
(11)Manor Nursery (Daffodil bulbs for Middleton Green)	£ 49.95
Total	<u>£ 8,177.51</u>

**Issued between 28th July 2010 – 27th August 2010*

Mr Mansfield left the room whilst this item was being dealt with.

(c) Annual Return for year ended 31 March 2010

The Clerk confirmed that Mazars (External Auditors) had given the accounts a clean audit.

12 ANY OTHER BUSINESS

Mr Watson requested that at the next Parish Council meeting an item shall be placed onto the agenda suggesting the southern footway in Middleton Road (B2132) be designated a cycle path.

District Councillor Mrs Oakley advised that she had been to a presentation about Arun's new way for dealing with Sheltered Housing called Places for People. She also advised that 4Sight was starting a local group for partially sighted/blind people, based in St Nicholas Church Hall. The first meeting is on 16th September 2010. Following the collapse of Connaught, she also reported that hopefully Arun District council have made alternative arrangements.

13 CONFIDENTIAL BUSINESS – Standing Order 63

In view of the nature of the business being transacted the public and press were excluded from this part of the meeting when a bus shelter refurbishment contract was considered.

There being no further business the Chairman reminded members that the next Meeting will be held on **20th October 2010 at 7.00 p.m.** The meeting closed at 8.45 p.m.