

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 15th October 2008

PRESENT – Councillors Wotherspoon (Chairman), Jeffrey, Mansfield, Mrs Mills, Redman, Ms Ross, the Clerk and District Councillor Mrs Oakley.

APOLOGIES – Councillors Chandler, Copeland, Edey, Gamester, Mrs Hall, Mrs Haywood, County Councillor Mrs Freeman and Mr Morrison.

1. MINUTES –The Minutes of the Parish Council Meeting held on the 17th September 2008 having been circulated were approved and signed.

2. DECLARATIONS OF INTEREST

Ms Ross declared a personal interest in part of item 3 being both a member of the Middleton-on-Sea Association and the proprietor of a business opposite Merry End bus shelter.

3. PUBLIC DISCUSSION PERIOD

PCSO Clive Morge said that the Larksfield skatepark was a roaring success and enquired when the replacement bus shelter in Elmer Road, opposite the Elmer Hotel, will be installed. The Chairman advised that Arun District Council's replacement bus shelter is on long delivery and will not be installed until the end of October. PCSO Morge also provided the latest local crime statistics and answered questions raised by both councillors and members of the public.

The Chairman responded to issues raised by the public at September's meeting. He advised that the pot holes were in the access road to Shrubbs Car Park and are the responsibility of WSCC. The District Council were considering the request to provide hand rails on the steps from the car park into Elmer Road albeit there may be legal issues to resolve and the Parish Tree Warden (Cllr Gamester) will examine the tree in Shrubbs Car Park and report back.

Ms Bowden said there was still a lot of noise in Shrubbs Car Park late at night together with some unusual vehicle activities. PCSO Morge asked her to continue to report the incidents and confirmed that the police have visited the car park in the late evening, on an irregular basis.

Mr Brookland said the planter needed tidying up and the Chairman agreed to chase this up. He also mentioned some large potholes in the car park outside Threshers and asked for action. As this is private land, it is outside the remit of the Parish Council so PCSO Morge agreed to deal with the matter.

Mr Watson asked when footpath improvements on the north side of Middleton Road will be started. The Clerk advised that it is anticipated that the proposed works will be included in the draft 2009/2010 Highways Programme, which will require ratification by the Joint Western Arun Area Committee. Subject to approval, the works should be completed by April 2010. Mr Watson also enquired who deputises for the PCSO when

he is on holiday and who is responsible for the cleansing of the Merry End bus shelter. He was advised that the Felpham PCSO deputises, when required, and that Arun District Council's contractor, Verdant, is responsible for cleaning the shelters on an 'as and when needed' basis. The issue of a vagrant sleeping in the shelter was also raised and Ms Ross said that this is a Social Services or Police matter. She also said that she cleans the shelter from time to time, when required.

Terri Claxton reported that additional Neighbourhood Watch signs had been erected in Elmer Road and Ancton Lane as a deterrent to criminal activity. She also mentioned she had visited Ted Chandler and provided an update. Jenny Brown said she had seen Mr Chandler being wheeled around Middleton a couple of weeks ago.

4. ITEMS not otherwise on the Agenda but which the Chairman considered to be a matter of urgency due to special circumstances – There was nothing to consider.

5. MATTERS ARISING

a) Merry End Bus Shelter

The Clerk confirmed that a tender for the refurbishment of the bus shelter had been sent to five contractors and that the tender details are advertised on the parish notice board. Quotations have to be submitted by 31st October 2008 and the work must be completed and invoiced by 1st March 2009.

b) Gypsy, Traveller and Travelling Showpeople Sites Study

The Clerk reported that the council's response had been sent to Baker Associates and copies have been placed into general circulation. Mr Mansfield said that the council must vigorously object to any enlargement of the existing site and the Clerk drew attention to those precise requirements in the council's response.

The Chairman made reference to a Planning Inspector's decision, elsewhere, where an illegal gypsy site was formally approved on the basis of the gypsy's personal needs and circumstances.

c) ADC Village Enhancement Grants

Details of the scheme were circulated to all members prior to the meeting. The scheme provides a third of the cost of any approved project up to a maximum grant of £5,000. Mr Mansfield suggested an application should be made to partially cover the cost of the bus shelter refurbishment. The closing date for applications is 28th November 2008. (*As quotations will not be available until 1st November, this matter will be referred to the General Purposes Committee on 19th November 2008*).

7. DEVELOPMENT CONTROL COMMITTEE

Copies of the minutes dated 17th September 2008 and 1st October 2008 were circulated and noted.

8. GENERAL PURPOSES COMMITTEE

i) Countryside and the Environment Advisory Sub Committee

The Clerk advised:

- (a) The annual Village Green Clear-Up will be on Saturday 3rd January 2009.
- (b) The Guides and Brownies planted daffodil bulbs at the bottom of Layne End Road on 12th October, having previously planted shrubs around the Obelisk.
- (c) Arun District Council have reported the closure of the public toilets in Shrubbs Car Park on 10th October owing to complicated water supply and plumbing problems. It was anticipated the toilets will reopen on 15th October.

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

Nothing to report

(iii) Liaison Advisory Sub Committee

The Clerk advised:

- (a) Ford Parish Council have written advising that the Remembrance Sunday Service will be held on 9th November at the Commemorative Garden, Yapton Road, Ford at 12.30 p.m.. Members are invited to the short wreath laying service. The Clerk confirmed that a wreath was being purchased and that former councillor Bernard Hills will be representing the Parish Council at the wreath laying ceremony.
- (b) Members have been invited by the Chairman of Arun District Council to attend the full council meeting on 22nd October 2008 when feedback from the Local Strategy Partnership Conference and the State of the District debate will be presented.

iv) Projects Advisory Sub Committee

A letter was received from Felpham Parish Council regarding the “Health Check for Bikes” trial events. The third, and final, trial will be held Saturday 25th October in Arun Leisure Car Park and members are invited to attend. Felpham Parish Council has decided to support and fund the scheme for 2009/2010 with a donation of £1,500 and asked whether Middleton Parish Council or Bognor Regis Town Council wished to part fund the project. The Chairman said he has put the date in his diary. There was no enthusiasm to provide funding and the letter was noted. The Clerk will respond to Felpham Parish Council accordingly.

v) Roads & Transport Advisory Sub Committee

There was nothing to report.

9. PARISH LAND AND PROPERTY COMMITTEE

There was nothing to report. The next committee meeting is on 5th November 2008.

10. CORRESPONDENCE

The following items had been received:-

- (1) Communities & Local Government – The making & enforcement of byelaws
- (2) ICIS News - Newsletter
- (3) Town & Parish Standard – Issue 3 – (*General Circulation*)
- (4) WSCC Community Safety Connections
- (5) 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	£45,471.57
Total	<u>£46,721.57</u>

Mr Mansfield sought confirmation that none of the Parish Council's funds were held in Icelandic bank accounts or were at risk. The Clerk confirmed that no funds were held with Icelandic Banks. He advised that the Parish Council accounts are maintained solely with NatWest Bank plc, which is part of the RBS, in which H.M. Government is purchasing a circa 40% stake.

(b) Accounts for payment -

The following payments were approved nem.con and made:

(i) Royal British Legion Poppy Appeal (Wreath S137)	£ 25.00
(ii) 2 nd Middleton-on-Sea Brownies (Plants and bulbs S137)	£ 15.00
(iii) Mazars (External Auditor Fee)	£ 334.88
(iv) D F Allsopp (Middleton News vouchers)	£ 190.00
(v) D F Allsopp (Website Domain renewal and hosting)	£ 21.97
(vi) Panasonic U.K. Ltd (Quarterly photocopier charges)	£ 46.96
Total	<u>£ 633.81</u>

(c) Audited Accounts 2007/2008

The Clerk confirmed that the annual accounts had received a clean audit certificate from the external auditors (Mazars). He also advised that next year's accounts must be submitted a month earlier (June 2009) to the external auditors, so it will be essential to ensure they are approved at the May 2009 full council meeting.

12 ANY OTHER BUSINESS

Mr Mansfield asked whether, as a matter of policy, a zero increase in the precept can be agreed for 2009/2010. The Clerk advised that this issue will have to be considered at the next (December) meeting when budgets are considered, however, he will be mindful of the request when drawing up the budgets.

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 funding of a project was considered.

There being no further business the Chairman reminded members that the next Meeting will be held on **17th December 2008 at 7.00 p.m.** The Meeting closed at 8.10 p.m.