

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 16th December 2009

PRESENT – Councillors Copeland (In the chair), Gamester, Mrs Hall, Mrs Haywood, Jeffrey, Mansfield, Mrs Mills, Mrs Phillips, Redman, Watson, the Clerk, and PCSO Morge.

- 1. APOLOGIES** – Councillors Mrs Claxton, Wotherspoon, District Councillor Mrs Oakley and County Councillor Mrs Coleman.
- 2. MINUTES** –The Minutes of the Parish Council Meeting held on the 21st October 2009 having been circulated were approved and signed.

3. DECLARATIONS OF INTEREST

Mr Gamester declared a personal interest in part of item 4, 6(d) & 6(f) being a member of the Jubilee Hall committee. Mrs Haywood declared a personal interest in Items 6(g) & 6(i) being the owner of The Manor House and a member of Middleton Sports Club. Mr Redman declared a personal interest in 8(i)(a) being the owner of the land adjacent to footpath 161. Mr Watson declared a personal interest in part of item 8(v) being a nearby resident of the Middleton Road footpath (northside).

4. PUBLIC DISCUSSION PERIOD

Ms Bowden advised that on 9th October a student party took place in the Jubilee Hall until 11.45 p.m. which was rowdy, extremely noisy and to which the police were called. Plastic chairs were also stolen from the gardens of residents in Kingfisher Court. She requested that the hirers should not be permitted to hire the Jubilee Hall again. Mr Gamester said he would take it up with the Jubilee Hall Committee. Ms Bowden also asked when the potholes in the Elmer Road footpath adjacent to St Nicholas Church will be filled in. She was reminded that County Councillor Mrs Coleman undertook, at the 15th July 2009 meeting, to inspect the footpath and take appropriate action.

Mr Brookland commented on how good the planter looks now the children from Bishop Tufnell Junior School have started to tend it. He reminded the meeting that some of the safety surface on the swings needs replacing and also said that WSCC Highways should remove the former ‘Free Car Park’ pole as it was rusting away. The Clerk said the safety surface repair is in the hands of the contractor but given their workload it may be a while before it is repaired. Mr Jeffrey will raise the latter at the next JWAAC H&T sub committee meeting.

PCSO Clive Morge gave the local crime statistics and said that he had been using the SID (Speed Indicator Device) machine the day before across the parish. The police had also been using a speed camera in Middleton Road and will be using it in other roads across the parish in the coming weeks.

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

6. MATTERS ARISING

a) 2010/2011 Budget

The Finance Committee proposed keeping the precept level at £37,000 for 2010/2011 against budgeted costs of £40,760. The shortfall of £3,760 will be absorbed by anticipated 'free cash' within the bank balances. There will be an estimated cash surplus, as at 31st March 2010, of some £12,500 after allowing £3,000 to go towards the CCTV project. The Finance Committee has recommended that once the final size of the council's contribution is known that a specific reserve is established to cover the cost of major repairs/replacement of future play equipment. Mrs Hall proposed acceptance of the budget and this was seconded by Mr Jeffrey and unanimously agreed. The Clerk will advise Arun District Council accordingly.

b) Community Support Requests

A paper was circulated to members detailing 7 community support requests which were received against a budget of £500. This is also the final year when such payments will be made. After some discussion it was proposed by Mrs Mills, seconded by Mr Jeffrey and unanimously agreed to give the following five applicants £100:

4Sight, Bognor Regis Neighbourhood Watch, Citizens Advice Bureau, Samaritans and Sammy Transport.

The Clerk will notify all applicants of the result of their applications.

c) Illegal Parking on Zebra Crossing

Following District Councillor Barbara Oakley's letter to One Stop Head Office about parking on their forecourt and the suggestion to install retractable bollards, a response has been circulated to members. One Stop's reply states that they wish to continue to let their customers park on the forecourt and suggest that concerns about safety should be taken up with WSCC Highways or the police. Members noted the response and agreed to take no action.

d) CCTV Follow-up meeting – 6th January 2010

The Clerk reported that both he, and Mr Gamester, met another CCTV company for a further quote, this time being based on four fixed cameras looking at the car park, pavilion, play ground and scout hall. The installation, running and maintenance costs are substantially less than the original quotation. Presently funding of £6,000 is available (JWAAC £2k, ADC £1k and the Parish Council £3k). Members agreed to proceed, in principle, pending the outcome of January's meeting.

e) Bishop Tufnell Junior School Planter project

The Clerk advised that a request had been received from the school for the £100 of agreed funding to be used towards a sign to be fixed on the fence behind the planter showing their involvement together with the names of their sponsors. Mrs Phillips has reviewed the requirements and believes that she can get an A3 size sign made up for approximately £40, subject to design agreement with the school. Mr Mansfield suggested that the sign had a polycarbonate panel in the front to prevent graffiti and other weathering damage. Mr Watson proposed the purchase of the sign which was seconded

by Mrs Hall and unanimously agreed. Members said they were very impressed with the work undertaken by the school and requested the Clerk to write accordingly.

f) Fencing part of Shrubbs Field

The Clerk reported that the Trustees of Middleton-on-Sea Village Hall had now signed the Parish Council's letter dated 16th July 2009 agreeing to the required conditions to enable the playschool to fence off an area of grass on the north side of the Jubilee Hall.

g) Middleton Green and Pond Clear-Up – Saturday 2nd January 2010

It was confirmed that the clear-up will proceed on 2nd January 2010, now that the tree remedial works have been completed.

h) Future of Joint Area Committees (JACs)

A letter was circulated to all members from the Leader of Arun District Council (Gill Brown) following her meeting with the Deputy Leader of West Sussex County Council (Lionel Bernard). It appears that he is "resolute in pushing forward with withdrawing direct and formal involvement of the County Councillors in JACs". Gill Brown is therefore calling a meeting of Town and Parish Council representatives early in the New Year to consider the way forward. The Chairman is unable to attend so Mrs Haywood has agreed to represent the Parish Council.

i) Response to Middleton-on-Sea Association letters/emails

Following various letters and emails from MOSA complaining about the way Middleton Pond and Green were being managed, the Clerk wrote a detailed, and balanced, response setting out the parish council's position in the hope of bringing the correspondence to an end. However, the letter did not achieve its objective and a further email was received. Members therefore discussed the matter in some detail, recognising that some 90% of those who attend the annual clear-up are MOSA members, but also being fully cognisant that the cost of maintaining the green and pond falls to the whole parish through the parish precept. It was agreed that in future more groups such as local schools, scouts and guides will be encouraged to assist in the clear-up to make it a proper community project. Members saw no benefit in entering into further correspondence with MOSA and felt that the Clerk's original letter was a succinct summary of the council's position. The Clerk was instructed to advise MOSA.

7. DEVELOPMENT CONTROL COMMITTEE

Copies of the minutes dated 21st October, 4th November and 2nd December 2009 were circulated and noted.

8. GENERAL PURPOSES COMMITTEE

A copy of the minutes dated 18th November 2009 (not quorate) were circulated and noted.

i) Countryside and the Environment Advisory Sub Committee

The Clerk advised:

- a) A dead tree has fallen across Footpath 161 and this has been advised to WSCC Rights of Way by Mrs Haywood.

- b) WSCC Public Rights of Way have recently cleared 495 metres of vegetation and repaired one stile.
- c) The tree surgeon has undertaken the remedial work on Middleton Green in accordance with the 2009 Middleton Green Tree Audit.

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

Elmer Sands Ltd will be meeting Southern Water's Senior Engineer (John Challoner) and Fran Ward of OFWAT in December to progress the ongoing sewage problems. The Environment Agency has now produced 12 Catchment Flood Management Plan (CFMP) summary documents for the Southern Region which will be available on their website from 21st December 2009.

(iii) Liaison Advisory Sub Committee

The Clerk advised that as a result of Threshers going into Administration, only £50 of the £190 of vouchers were successfully used by the distributors of Middleton News. The parish council has therefore lodged a claim with the Administrator as an unsecured creditor and has purchased a further £140 of Tesco vouchers to replace the valueless Threshers vouchers. The December Edition of Middleton News was expanded from 16 to 20 pages owing to an increase in advertisements, with the additional £400 printing costs being covered by advertisers. The newsletter remains in financial surplus despite the additional voucher costs this year.

iv) Projects Advisory Sub Committee

Nothing to report

v) Roads & Transport Advisory Sub Committee

The WSCC Highways two year works programme has been received, however, members were concerned to note that the Middleton Road (Merry End to The Byway – Northside) footpath scheme has been dropped. This was a substitute scheme for a footpath on the southern side of Middleton Road which was already funded. The Clerk was instructed to write to press the case for its early reinstatement.

Details of the recent JWAAC Highways & Transport sub group was advised to members. The Clerk advised that a letter had been received from Mrs Waller requesting the release of police information after an accident. The Clerk had advised her that it is not available because of Data Protection issues. She wrote to Nick Gibb and the Clerk has responded to him following confirmation from the police that they will only release information to parties involved in the accident.

9. PARISH LAND AND PROPERTY COMMITTEE

Nothing to report.

10. CORRESPONDENCE

The following items had been received:-

- (1) Action in rural Sussex - newsletter
- (2) ADC – Revenue Budget savings (*Full circulation*)
- (3) ADC Introduction Course for Clerks & Councillors (*Full circulation*)

- (4) Clerks and Councils Direct
- (5) Mrs Mulvany – Letter (*Circulated*)
- (6) PCSO Clive Morge Blog (November & December) (*Full circulation*)
- (7) Royal British Legion Poppy Wreath acknowledgement
- (8) Sussex County Playing Fields AGM notice & 2008/2009 Accounts
- (9) Mrs Waller letter re release of police information (*Full Circulation*)
- (10) WSCC – Landscape Character Management Guidelines
- (11) WSCC Minerals & Waste Development Framework (*Full Circulation*)
- (12) West Sussex Public Partnership Forum - newsletter

11. FINANCE COMMITTEE

A copy of the minutes dated 2nd December were circulated and noted.

a) Bank Accounts -

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

Current Account	£ 1,250.00
Business Reserve	£49,670.60
Total	£50,920.60

(b) Accounts for payment -

The following payments were approved nem.con and made:

1. Admor Ltd (Setting/Printing Middleton News)	£ 1,987.50
2. Andrew Houlden (Newsletter co-ordinator)	£ 552.35
3. Mrs P Allsopp (Newsletter Distribution)	£ 50.00
4. D F Allsopp (Quarterly Clerk's fee)	£ 3,035.97
5. D F Allsopp (Quarterly office expenses)	£ 165.94
6. Society of Local Council Clerks (Annual Fee)	£ 135.00
7. P Wotherspoon (Chairman's Honorarium)	£ 250.00
8. K W Tree Care (Middleton Green tree works)	£ 250.00
TOTAL	£ 6,426.76

(c) Accounts previously paid.

Kevin Wymbs (Tree Audit) *	£ 80.00
Middleton-on-Sea Playing Fields (Drawdown) *	£ 2,000.00
D F Allsopp (Tesco vouchers for Mid News distributors) *	£ 140.00
Middleton Village Hall #	£ 50.00
Middleton-on-Sea Playing Fields #	£ 50.00
Arun District Council #	£ 100.00
TOTAL	£ 2,420.00

* Issued 18/11/09

Issued 29/10/09 (Distribution of £200 from Lloyds Pharmacy poster display)

12 ANY OTHER BUSINESS

There being no further business the Vice Chairman reminded members that the next Meeting will be held on **20th January 2010 at 7.00 p.m.** The meeting closed at 8.15 p.m.