

**MIDDLETON-ON-SEA PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea**  
**On Wednesday 20<sup>th</sup> May 2009**

**PRESENT** – Councillors Wotherspoon (Chairman), Gamester, Mrs Haywood, Jeffrey, Mansfield, Mrs Mills, Redman, Ms Ross, the Clerk, District Councillor Mrs Oakley, County Councillor Mrs C Freeman and Mr Morrison.

**1. APOLOGIES** –Councillors Chandler, Copeland & Mrs Hall

**2. ELECTION OF THE CHAIRMAN OF THE COUNCIL** – Nominations for the position of Chairman were requested. Mr Paul M Wotherspoon was proposed by Mr Mansfield and seconded by Ms Ross. There being no further nominations Mr Wotherspoon was duly elected Chairman. Mr Wotherspoon then took the Chair and signed the Declaration of Acceptance of Office.

**3. ELECTION OF A VICE CHAIRMAN** – Nominations were requested for the position of Vice Chairman. Mr Copeland was proposed by Mrs Mills and seconded by Mr Jeffrey. There were no further nominations and Mr Copeland was duly elected Vice Chairman.

**4. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMEN AND REPRESENTATIVES –**

**(a) Development Control Committee** – Councillors Gamester (Chairman), Mrs Haywood, Jeffrey, Mansfield, Mrs Mills and Ms Ross.

**(b) Finance Committee** – Councillors Copeland (Chairman), Mrs Hall and Mrs Haywood.

**(c) General Purposes Committee** – Councillors Gamester, Mrs Hall, Jeffrey, Mansfield, Mrs Mills (Chairman), and Redman. Co-optees (non-voting) Copeland, Dr Greaves (St Nicholas Church) and Mrs Weston (Village Hall committee)

**(d) Parish Land & Property Committee** – Councillors Copeland, Gamester, Mrs Haywood, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

**(e) Playing Fields Executive** - Councillors Copeland, Gamester, Mrs Haywood, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

**(f) Parish Tree Warden** – Mr Gamester

**(g) Pond/Green Warden** – Mr Mansfield

**(h) Village Hall** – Ms Ross

**(i) Village Hall** – Mr Gamester (Trustees of MOS Playing Fields)

**(j) Joint Western Arun Area Committee** – Mr Jeffrey

**5. MINUTES** – The Minutes of the Parish Council Meeting held on the 18<sup>th</sup> March 2009 having been circulated were approved and signed.

## **6. DECLARATIONS OF INTEREST –**

There were none

**7. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances** – The Clerk circulated a response from the Minister of State for Care Services in respect of the Parish Council's letter regarding current pharmaceutical regulations. As the response was contrary to previous advice received from the NHS Primary Support Service so the Clerk spoke with the PCSS. He was advised that the parish is within a "Non-Controlled Area", which by definition is 'urban in nature' whereas the minister had written on the parish on the basis of being designated a 'rural area'. District Councillor Mrs Oakley said she was appalled at the amount of money being expended with the process to agree a site for a pharmacy in Middleton and the Chairman said he had elevated the issue to JWAAC as there appeared to be problems with pharmacies across the area. County Councillor Mrs Freeman said she was also raising the issue at JDAAC. The Clerk was instructed to write to the minister, via Nick Gibb MP, to point out his erroneous response and to seek a corrected reply.

## **8. MATTERS ARISING**

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

Mrs Haywood said the organisation of the walk was progressing well and that Mr Mansfield had provided her with historical information about Ancton. There will be some stiles and gates to negotiate and it is hoped the walk will get as far as Grevatts Bridge. Mr Gamester has agreed to arrange refreshments at half distance. The Clerk confirmed that the event was being publicised on the front page of Middleton News and that posters were being placed in the Parish Council notice boards. Mrs Haywood said that next year she proposed to design a flat route so that it will be open to all.

### **b) Dog & Litter Bin review 2008/2009**

Arun District Council have been undertaking the review since August 2008 which is due to be completed by December 2009 with this parish being reviewed in September 2009. Ms Ross said dog excrement was being thrown into hedges at Worms Wood as there were neither dog bins or rubbish bins installed. Mr Jeffrey mentioned Sundale Lane and District Councillor Mrs Oakley suggested a rubbish bin is installed at the Yapton Road end of the lane. Mention was also made that a rubbish bin was needed in Middleton Road, near Tudor Close. The Clerk was instructed to write to ADC accordingly.

### **c) Shrubbs Car Park – Safer Parking Award**

The Clerk reported that the car park had been awarded the Park Mark Safer Parking Award. This award is given on an annual basis by the Police to car parks that have achieved the required standard which is designed to reduce crime and the fear of crimes.

### **d) Zebra Crossing Start Date**

County Councillor Mrs Freeman said she was very disappointed to have to say that the start date for the zebra crossing had been delayed from 8<sup>th</sup> June to the 22<sup>nd</sup> June and this was due entirely to May Gurney scheduling. She said she was very cross about the matter and will be keeping a close eye on the matter.

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

The Clerk said that the handrail, whilst practical, did not look as neat as the handrail installed by Arun District Council. County Councillor Mrs Freeman said she had recently held a meeting with Tracey Webb, Area Manager, WSCC Highways to discuss a number of matters including the handrail and that the situation was going to be reappraised. Mrs Freeman said that if there were problems then she should be advised and she can always take the matter up through Keiran Stigant.

Ms Ross said the handrail looked dreadful and the bollards along the verge also looked dreadful. She hoped that with the installation of the zebra crossing, and its zig-zag lines, the bollards could be removed.

Mr Gamester raised the issued of the design of the bus shelter opposite The Elmer which was out of keeping with the other shelters. It was explained that the shelter was funded through Section 106 funding from the developers of Willowbrook but it was recognised that better consultation was needed in future.

**f) Annual Ratification of Financial Risk Assessment Plan**

Members ratified the present Financial Risk Assessment Plan for a further year.

**g) "Give us two hours and help make a difference" – WSCC seminar**

Mrs Hall was due to report about the seminar but was unable to attend this meeting. The Clerk was instructed to carry over the matter until the next meeting.

**9. DEVELOPMENT CONTROL COMMITTEE**

The minutes dated 15<sup>th</sup> April and 6<sup>th</sup> May 2009 had been circulated to members and were noted.

**10. GENERAL PURPOSES COMMITTEE**

The minutes dated 15<sup>th</sup> April 2009 had been circulated to members and were noted.

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

The Clerk advised that a joint partnership of WSCC, Arun District Council and ISS Waterers have now replaced two stiles on Footpath 160 with kissing gates which have improved access for walkers. Ms Ross said that the newly installed kissing gates, at the eastern end of Larksfield, will much improve access for those with disabilities or pushchairs. She requested that the Clerk writes to express the council's thanks. Mrs Mills asked that thanks were recorded for Ms Ross who has pursued this matter for sometime.

**ii) Joint Sea Defence and Land Drainage Advisory Sub Committee**

Arun District Council will be holding a seminar on Tuesday 9<sup>th</sup> June on the Arun to Pagham Flood and Erosion Risk Management Strategy and the Clerk and two other representatives have been invited to attend. It was agreed that Ms Ross will attend and that Mr Szynowski (Middleton-on-Sea Association) will also be invited to attend. The Clerk will action.

The Chairman mentioned that the Services Director, Arun District Council has drawn up a schedule of drainage problems in the District which will be presented to the District Council's Performance Scrutiny Committee on 16 June 2009. Elmer drainage problems

have been included and the Clerk advised that drainage problems in West Close have now been added to the schedule.

**iii) Liaison Advisory Sub Committee**

The Clerk reported Middleton News will be available on 28<sup>th</sup> May 2009.

**iv) Projects Advisory Sub-Committee**

The Clerk advised that the Vice Chairman met the local Sustrans representative with a view to progressing the coastal cycle route between Bognor Regis and Littlehampton which avoids the use of the A259. The Clerk has confirmed this to Sustrans in writing but it is noted that Felpham Parish Council's policy is to promote a cycle route alongside the A259 between Comet Corner and Littlehampton Bridge. It is therefore suggested that the two councils need to liaise about this.

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

The Clerk reported:

- a) The reason the bollards are not illuminated along Middleton Road is due to a cabling fault, not bulb failure. Whilst a 'job' has been raised, the timescale for the repair to be effected is unsure.
- b) The JWAAC Highways & Transport Sub Group have submitted a schedule of Traffic Regulation Order (TRO) priorities and have requested the council's priorities. As TRO work in the parish is prioritised 3<sup>rd</sup> & 4<sup>th</sup> during 2009 it was agreed that this was acceptable. The Clerk will confirm in writing.
- c) A WSCC strategy entitled "A future for Fingerposts" has been issued. It was agreed that it is too complicated, too costly (requiring £10m public liability insurance) and too bureaucratic. The Clerk was instructed to write to the WSCC Cabinet Member with a copy to JWAAC Highways & Transport Sub Group.

**11. PARISH LAND AND PROPERTY COMMITTEE**

The Clerk advised that there had been a number of acts of vandalism and anti-social behaviour around the pavilion and playground in recent weeks. Ms Ross thanked the Clerk and Field Warden for clearing up the rubbish and repairing the damage on a Bank Holiday weekend.

The Village Hall committee have now cut back the overgrown bushes and ivy along the fencing adjoining Elmer Road. Mr Gamester said that the top fencing wire still needed replacement.

**12. CORRESPONDENCE**

The following items had been received:-

- (1) Action against Bullying – Newsletter
- (2) Action in Rural Sussex – Newsletter
- (3) Arun Neighbourhood Network - Newsletter
- (4) Arun & Chichester Voice – Newsletter
- (5) Clerks & Councils Direct
- (6) Equality & Human Rights Commission – Public Sector Duties
- (7) Felpham Parish Council – Press Release re Quality Council status

- (8) ICIS – Newsletter
- (9) Mr Mobbs – Letter & response regarding recently installed bollards
- (10) WSCC - Connections
- (11) West Sussex Public Partnership Forum – Newsletter

**13. FINANCE COMMITTEE**

**a) Bank Accounts -**

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

Current Account

Business Reserve

**Total**

£ 1,250.00

£42,566.63

**£43,816.63**

**b) 2008/9 Accounts for approval/ratification**

A resolution to approve the 2008-2009 Accounts together with the Bank Reconciliation as at 31<sup>st</sup> March 2009, the Significant Variances Sheet for the year ended 31<sup>st</sup> March 2009, the Annual Return and Statement of Assurance both dated 31<sup>st</sup> March 2009 was proposed by Mrs Mills, seconded by Ms Ross and unanimously agreed. The previously mentioned documents were signed by the Chairman and the Clerk (Responsible Finance Officer). As the accounts have already been audited by the internal auditor, the Clerk will forward them to Mazars.

**c) Accounts for payment -**

The following payments were approved nem.con and made:

- (i) Danwood Finance (Photocopier Lease rental) – Issued 6<sup>th</sup> May 2009 £ 43.91
- (ii) R Huskisson (Internal Auditor) £ 100.00
- (iii) Broker Network Ltd (Parish Council Insurance renewal) £1,197.51
- (iv) ADC (Contribution to Shrubbs Car Park) £1,780.00

**Total**

**£3,121.42**

**d) Accounts paid at the General Purposes Committee – 15<sup>th</sup> April 2009**

The following accounts were approved nem.con

Panasonic UK Ltd (Photocopier quarterly charge)	£ 42.71
<b>TOTAL</b>	<b>£ 42.71</b>

**14. ANY OTHER BUSINESS**

Mr Mansfield requested that consideration of whether to adopt clause 12(2) of the Code of Conduct be placed on the July 2009 agenda.

Ms Ross said she was concerned about the deterioration in the coastline at Elmer and asked that to be placed on the July 2009 agenda.

**There** being no further business the Chairman reminded members that the next Meeting will be held on 15<sup>th</sup> July 2009 **at 7 p.m.** and the Meeting closed at 8.05 p.m.