

Apuldram Parish Meeting

1 Charlmead East Wittering Chichester West Sussex PO20 8DN

Email: [clerk@apuldramparishmeeting.org.uk](mailto:clerk@apuldramparishmeeting.org.uk)

**Notes of the Chairman's Advisory Group Meeting which commenced at 6.45pm on Thursday 29<sup>th</sup> February 2024 at Rock House Dell Quay.**

Present: Matthew Higgs (Chairman), Mark Moranne (Vice Chairman), Marsha Jones, Sandi McCartney, David Bagnell, John Welch, Helena Dupee and Harriet O'Sullivan.

In attendance: Louise Chater (Clerk).

**01.24 Apologies**

Graham Pound's apologies were noted.

**02.24 Communication**

1. Telephone - no progress has been made on this as the Clerk is waiting for the Barclays account mandate to be updated to be able to enter into a contract.
2. Computer - purchased matter closed.

**03.24 Finance**

1. Financial Report - it was noted that as at 14<sup>th</sup> February 2024 the account balance stood at £11,659.79 (including the ring fenced operation watershed funds). The Clerk had produced an asset's register and had updated the insurance policy to include the speed indicator device.

It was noted that the insurance policy was due for renewal on 10<sup>th</sup> April 2024, a quote had been received in the sum of £168.00 from the current providers Zurich Municipal, this was within the proposed budget. The Policy covers:  
Two wooden village gateways sum insured £2,446.50 excess £100  
Speed Indicator Device £6,000.00 excess £100  
Public Liability £12,000, 000.00  
Employers Liability £10,000,000  
Fidelity Guarantee £25,000.00 - this is sufficient to cover the funds held by the Parish Meeting.

2. The change to the Barclays Bank mandate was submitted to Barclays in December. However, other than receiving the bank statements no further progress has been made by Barclays. It was agreed that the Clerk would meet with Sandi to put in a call to Barclays.
3. Alternative Banking - the clerk has commenced the opening of the Unity Trust Bank, however, a number of members have failed to provide the required information to enable the account to be opened.

4. Operation Watershed Funds held in Reserves - it was noted that the Clerk had contacted West Sussex County Council and had obtained information on the original grant which was to carry out the following works:
  - The silted and blocked section of ditch between the cycle track layby at the southern end of the lane to the section of ditch near to the Double Barn Units, in the sum of £2,700.00 + VAT
    - The section of ditch on the east side of the road from Rymans Pond north to the Apuldrum Centre, in the sum of £3,900.00 +VAT

The Clerk at the time had advised that VAT was not claimable by Parish Meeting's and therefore there was a shortfall in the funding as the grant application had been submitted excluding VAT. The Clerk has requested clarification from the Auditor in relation to Parish Meeting's claiming VAT and is awaiting a response.

It was noted that flooding continues to be an issue at this location. West Sussex County Council had recently carried out root cutting works and CCTV inspection of the drainage network, but the work being carried out did not directly relate to the all of the works associated with the grant application. The grants officer has agreed to a telephone call once a report has been received following these works. The clerk has submitted photos of the ongoing issues and residents who are directly affected by the flooding at this location have agreed to keep a log.

5. Hedgerows - it was noted that the landlord of the pub had agreed to cut back the hedgerow in the autumn.
6. [Chichester District Council Infrastructure Business Plan](#) and Community Infrastructure Levy (CIL), the Clerk confirmed that Parish Meetings do not receive CIL funding directly, however, the District Council will work with the parish meeting in relation to any funds received. The Clerk is due to attend a CIL briefing meeting on 4<sup>th</sup> March, and will seek clarification on if a parish meeting should submit projects to the Infrastructure Business Plan. If it is confirmed that a Parish Meeting can submit projects it was agreed to submit footpath 179 extension/diversion.

#### 04.24 Highways

1. Three Parishes Traffic Group (30mph project for Birdham Road (A286)) Marsha Jones advised that a meeting date is being arranged.
2. Traffic Regulation Order (TRO) Apuldrum Lane (South) and Dell Quay Road. Helena Duppee reported that County Councillor Donna Johnson has advised that the public consultation is being actively prepared.
3. The Clerk had submitted a request to Chichester District Council to carry out a litter pick Apuldrum Lane (South). This had been assigned a job reference (101000043495), however no indication had been received as to when the works would be completed. Dell Quay Sailing Club are carrying out a foreshore litter pick on Saturday 16<sup>th</sup> March on the harbour front.

## 05.24 Footpaths

1. Footpath 179 Diversion - no further update received from Donnington Parish Council in relation to CIL funding. It was agreed to start the pre-application consultation process.
2. Salterns Way Cycle Route - the clerk has written to the Harbour Conservancy, response awaited.

## 06.24 Flooding

1. Church Road and Apuldram Lane (South) - it was noted that West Sussex County Council addressed the issue of flooding preventing access to the church the night before the funeral.
2. Culvert under road John Walsh agreed to report the issues at this site again.

## 07.24 D-Day Commemorative Event 6<sup>th</sup> June 2024 - update from working party

The project is progressing well, currently working on the timing more information will be issued shortly.

The Sailing Club are due to carry out the risk assessment in relation to the beacon, and funding is being investigated.

The working party is next due to meet on the 2<sup>nd</sup> April.

## 08.24 Clerks Report

### 1. Policies

The Clerk advised that the adopted [Standing Orders](#) states that in addition to the annual meeting (which is held between 1<sup>st</sup> March and 1<sup>st</sup> June) at least three other ordinary meeting shall be held. The Council year commences on the 1<sup>st</sup> May; the annual meeting is booked for 23<sup>rd</sup> May, the next meeting is booked for 21<sup>st</sup> November. Following discussion it was requested that the clerk review the standing order and it was suggested that only one ordinary meeting was required.

The Clerk expressed concern about the status of the Chairman's Advisory Group. The standing orders make reference to Committees. The Clerk advised that the Parish Meeting can delegate the power to spend and decision making a committee, however, a working party has no decision making authority or power to spend. However, committees have to meet in public therefore a meeting place would have to be booked. It was noted that the Chairman's Advisory Group had previously meet three times a year and it was requested that the clerk investigate booking the Education Centre for these meetings and at the next parish meeting consideration be given to the formation of a Chairman's Advisory Committee.

The Standing Orders refer to financial regulations, however there do not appear to be any financial regulations in place. The Clerk will work on producing Financial Regulations ready to be adopted at the next parish meeting.

The Parish Meeting is subject to the Freedom of Information and publication scheme requirements and this does not appear to be in place and will prepare this for adoption at the next parish meeting.

2. The Clerk confirmed that she had completed the Data Protection registration procedure and will commence work on a Data Protection Policy and a Document Retention Policy for adoption at the next parish meeting.
3. It was noted that the Assets Register will need to be noted at the next parish meeting.
4. Parish Council Website - it was noted that the Clerk continue to work on updating the website. There is an issue with the Domain Name Registration, which is still held in the name of a previous clerk and an old gmail address which has been closed down by google. The Clerk is working with the website provider to try and address this issue but the parish may need to purchase a new domain name, this would be the ideal opportunity to comply with the push for parish councils and parish meetings to have a .gov.uk domain name.

#### 09.24 Items for noting or future agendas

- Three Harbours Strategy 2024-2028 consultation , it was noted that Mark Moranne has agreed to review and submit comments in relation to this consultation.
- Speed Indicator Device (SID) it was noted that the Clerk had added the SID to the assets register, she had found the record of payment and the operating instructions. It was noted that on the invoice there was no indication that the SID was second hand and had a two year return to base warranty, which expired in July 2022. It was noted that the unit was supplied with two batteries, a trickle charger and a USB data collection cable. It was agreed that Sandi approach the previous chairman to retrieve this equipment. It was requested that the Clerk investigate a part exchange with the manufacture.

It was also noted that the minutes refer to the SID being moved to different locations, the clerk to request a copy of the licence from West Sussex County Council Highways.

There being no further business the meeting closed at 20.22pm