



**MINUTES OF BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD VIRTUALLY ON TUESDAY 28th JULY 2020**

Due to the COVID19 Pandemic this meeting took place virtually using Microsoft Teams following government legislation allowing Parish Councils to undertake meetings in this manner until 2021.

Present: Chris Allington (Chair): Dick New (Vice-Chair): Paul Ayling: Rob Bates: Terry Bedford (via phone link): Phil Cramp: Andy Earwaker: Heather Kilroy: David Phillips: John Robinson (via phone link): Ella Simmons: Isabel Thurston: Sue Wallsgrove:

In attendance: Alison Crabb (Clerk): Nina McMaster (Assistant Clerk): District Councillor Chris Hughes: PCSO Caroline Wilson for Item 5: One member of the public

1. **Open Public Session** – One member of the public was present but did not wish to raise any specific issues.
2. **Apologies – Derek Whittington:**
3. **Declarations of Interest**
None declared at this point on the agenda.
4. **County and District Councillor Inputs**
The Clerk had spoken to County Councillor, Derek Whittington and he had nothing specific to report on and had therefore given his apologies. The Clerk did mention, however, that he had been assisting the Clerk on some individual resident issues over the last few months.

District Councillor, Christopher Hughes, updated the Council on a few issues of interest.

- ADC continues to hold all meetings virtually and the way these have operated has improved significantly.
- A motion put to the Leader of the Council by Councillor Isabel Thurston to write to the Secretary of State for Housing, Communities and Local Government, Rt Hon Robert Jenrick MP, to ask him to consider that if a council has a made Local Plan, this should be acceptable proof of enough planned housing was unanimously approved.
- Planning application permissions have been automatically extended until 1st May 2021 and some more relaxation of planning rules has just been announced by national government.
- The Development Control Committee recently considered the Reserved Matters application in response of the Dandara site (land to the east of Fontwell Avenue) and despite the officer recommendation to refuse, the Committee agreed to defer to enable the developers to address various concerns before reconsideration in October 2020.

5. Report by PCSO Caroline Wilson

PCSO Wilson joined the meeting via telephone and gave the Council an update on working collaboratively with various agencies including the Parish Council to deal with several issues that had arisen during lockdown and particularly since the easing of lockdown.

The issues included high incident levels of anti-social behaviour by groups of youths at the various playgrounds across the Parish, in particular Farnhurst Road playground and Murrells Field. The reporting of issues by individual residents to the 101 number has certainly enabled the PCSO to get more resources brought in to help with the issues and would encourage people to continue to make such reports. The PCSO and colleagues are engaging with the youths and this has worked with the majority of those spoken to however, some continue to cause problems and dealing with them is being escalated through the repeat offender scheme, which involves writing or speaking with parents.

The issue of flytipping and litter at Farnhurst Road was also being addressed through liaison with the ADC housing department due to the involvement of one of their tenants.

Domestic burglaries have also taken place so a reminder from PCSO to lock doors and windows and be vigilant.

Other issues mentioned by Councillors included an incident of an individual camping overnight on Eastergate Field, a lot of broken bottles being left on the roads and pavements in the Parish and a burnt-out car in the private car park behind the Coop. PCSO Wilson said she would investigate the camping incident and would speak to the local shops about selling bottled alcohol to youths. The Clerk would give PCSO Wilson the details of her contact in respect of the car park.

The Chair thanked PCSO Wilson for her attendance and report and for the continued support being given to the Parish Council and in particular the Clerk.

6. Minutes of the Full Council meeting held on 26h May 2020

Resolved: That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 26th May 2020 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

7. Finance

7.1 The Clerk had circulated a list of payments made since the last meeting. All payments were **noted** and no issues were raised.

7.2 The Clerk had circulated the end of the first quarter summary accounts. She made mention of some significant variances in budget and actuals, which included the professional fees for architectural services, the new boiler at Eastergate Village Hall and the additional maintenance cost which included the purchase of concrete blocks for Murrells Field. The position was **noted** and no issues were raised.

The Clerk reported on two additional financial matters that had come up since the publication of the agenda that required approval of the expenditure involved:

7.3 Replacement Windows for Eastergate Village Hall - To enable Eastergate Village Hall to reopen adequate ventilation is a major requirement. The current ground floor main hall windows cannot be opened and there is therefore an urgent need to replace them. As the Hall has yet to be vested in the Barnham and Eastergate Community Trust (although it was noted that registration of the Hall in the name of the Parish Council had finally taken place in the last few

days) it is proposed that the Council commission the works and seek to receive a donation in due course from the Trust to assist with the costs. The Assistant Clerk had sought and obtained quotes and the Council is asked to approve the lowest quote that was received from Wizard Windows and that the works are commissioned as a matter of urgency.

- 7.4 IT Requirements** - The Parish Council's current email and document storage is provided as part of the licence of the Community Trust (originally this was done for ease and cost implications for the Councillors' Licences), but it has since become clear that for security and other reasons the Council needs to be its own tenant of its email and documents. JNR Computers have quoted £1,000 to undertake the necessary document and email transfers, which because of the issues with Microsoft is quite time consuming. However, all the work can be done remotely and the Clerk has asked for it to be done during the quieter month of August. The annual cost of licences will be in the region of £600-700 and this will be built into future budgets.

Resolved:

- 1. To note the payments that had been processed since the last meeting**
- 2. To note the end of first quarter financial position**
- 3. To approve the commission of the work to replace the windows at Eastergate Village Hall**
- 4. To approve the moving of the IT system to a separate entity (or tenancy).**

8. Annual Return for 2019/20

The Clerk had circulated for approval the completed Annual Return for 2019/20, together with the Internal Audit reported prepared by R S Hall & Co.

Resolved:

- 1. To approve the Internal Audit Report as prepared by R S Hall & Co**
- 2. To approve the Annual Governance Statement for 2019/20 as detailed in the Annual Return**
- 3. To approve the Accounting Statements for 2019/20 as detailed in the Annual Return**
- 4. To approve the publication and submission of the Annual Return to the external auditor**

9. Award of Grants for 2020/21

The Council recently established a Grants Sub-Committee, with a membership of 5 councillors (currently Chris Allington, Dick New David Phillips, Rob Bates and Heather Kilroy). The role of the Sub-Committee will be to look at grant funding opportunities for the Council to undertake projects in the community and to consider applications from local organisations made under the Council's Grant Awarding Policy and to make recommendations to the Council.

Grants are usually considered annually at the Annual Parish Council meeting in May each year. However, in 2020 the Council revised the application submission date to ensure those affected by the Covid-19 pandemic were able to apply.

The budget available was £2,500 but the recommendations put forward totalled £2,639 so the Council was asked to approve an increase in the budget to enable all grants to be awarded. The following recommendations were put forward:

1. **Eastergate Cricket Club - £1,100**
2. **Arun and Chichester CAB - £500**
3. **4Sight Vision Support - £539**
4. **Kent, Sussex and Surrey Air Ambulance - £500**

Resolved: That the grants detailed above be approved and the budget adjusted to cover the additional cost. The Clerk will arrange for the organisations to be informed of the decision and for payments to be made.

10. Planning Matters

Rob Bates reported on the following matters:

The Planning and Environment Committee meeting held on 9th June that he Chaired, the minutes of which had been shared with the Council as part of the agenda for the meeting. He highlighted a couple of issues that had arisen since that meeting. The first was that whilst the Committee had agreed not to object to an application for a new additional dwelling at 'Poachers' on Eastergate Lane (BN/46/20/PL) it was refused by ADC due to its 'reliance on the motor vehicle' and the impact of the size of the house on the local area. He also mentioned the Committee decision not to object to an application for four houses to be built at Chantry Mead and Downview Road (BN/51/20/PL) that resulted in some local residents complaining about a perceived lack of Council engagement with them in respect of the application. The Clerk dealt with correspondence at the time, explaining the process involved in terms of advertising the meeting and the ability for residents to take part. The application has since been refused by ADC.

Review of Neighbourhood Plan Update – The Neighbourhood Plan Team continues to work on finalising a Draft Revised Neighbourhood Plan and a Draft Design Guide, which will be ready for the P&E Committee to review on 8th September. The next steps will be formal approval of both documents in September - which will enable the Council to refer to its 'emerging revised Neighbourhood Plan' in responding to planning applications - followed by the Reg 14 consultation with residents in respect of the proposed three sites that have been put forward for potential inclusion in the document to provide the additional housing requirements imposed on the Council by ADC. The revised plan will also include a number of new policies which will also strengthen the Council's position when responding to future planning applications.

11. Community Facilities Update

Barnham Trojans Future Use of Eastergate Facilities – Following a successful relationship with the Barnham Trojans during their initial first year hire of the facilities for youth football, the Clerk and Assistant Clerk wish to recommend to the Council that a Licence Agreement be put in place on the same terms and conditions as the initial agreement, but for a three year period. This will give the club security of facilities and the Council security of income.

Resolved: The Council approved the recommendation for the Clerk to draw up a three-year agreement.

Eastergate Cricket Club – To confirm that an agreement on the same terms and conditions as that made with Barnham Trojans has been signed for this season only (which will only run from July to September.) The Assistant Clerk has helped ensure the Pavilion meets COVID-19

requirements. Further discussions will be required during the winter season to put in place a formal agreement moving forward and to also resolve the issue of the status of the Sports Association.

Opening of Children’s Playground and MUGA – As already mentioned during the PCSO report there have been major issues at both facilities that the Parish has responsibility for. Neither facility could be made ready to be opened on 4th July due to the need to clean the Murrell’s Field playground (this was subsequently opened on 10th July) and the need for the safety inspection and grass cutting to take place at Eastergate Field Playground (as the inspection is undertaken by ADC the Clerk had been informed it wouldn’t take place until 29th July). Suitable notices were put up, but all of them were taken down by others; a number of more robust and permanent notices have been ordered and David Phillips will erect them in due course.

12. Request from Walberton Parish Council to support a boundary change

The Clerk had received a request from the Clerk of Walberton Parish Council to ask the Council to support their request to Arun District Council to move two houses in Arundel Road, Fontwell that are currently in Barnham and Eastergate Parish in to Walberton Parish. The reasons given were: the residents feel they have much more affinity with Walberton than Barnham and Eastergate; and that one of the residents wished to stand as a candidate for a current vacancy on Walberton Parish Council.

Following a short but robust discussion the Council unanimously agreed that they would not support a boundary change to move the two properties from Barnham and Eastergate Parish to Walberton Parish. The position of the houses does not prevent the occupiers from taking part in activities in Walberton Parish, nor does it preclude the occupier from becoming a Parish Councillor for Walberton Parish Council. The Council felt a boundary change – which is a costly endeavour and must be subject to public consultation could set a precedent for further small encroaching boundary changes in the future. It was also noted that there had been an opportunity for residents to have raised this issue when the Barnham and Eastergate Parish Councils merged last year and no one came forward at that time.

Resolved: That the Clerk inform the Clerk of Walberton Parish Council that the Council would not support the boundary change proposed and to inform him of the reasons behind that decision.

13. Report by Chair of the Council

Chris Allington reported that he would be involved in meetings related to the Strategic Development at Barnham/Eastergate/Westergate over the next two to three weeks. The meetings include a pre-discussion with representatives of the Southern Consortium followed by a meeting of BEWAG on 13th August. He commented that the pre-discussions were proving most useful and commented that it was a shame the Northern Consortium were not undertaking the same process. He would produce a short report for Councillors following both meetings and will raise the lack of engagement with the Northern Consortium once again at the appropriate opportunity.

14. Report by the Clerk of the Council

The Clerk gave a verbal report covering the following:

A letter had been received from Andrew Griffith MP seeking nominations for local 'Covid Community Champions' who have gone above and beyond for the community during the last few months. It was noted that all nominations would receive formal recognition (although what format that would take was not specified). A number of names and organisations were suggested, but it was agreed that the Clerk would circulate the letter and ask for further nominations and would then submit these to Mr Griffith together with a request for some funding from his constituency fund for the Chair to host a suitable 'thank you event' at one of the Community Facilities when allowed.

Litter problems had been a major issue lately and since the easing of lockdown complaints had increased. Mr McSweeney has resumed work and the Murrell's Field litter bin emptying has been increased.

Traffic problems in Lake Lane (speeding traffic and quad bikes) had been reported and passed to the PCSO.

Several requests for allotments had also been received and responded to. When/if the Parish Council ever receives land for allotments to manage a plan on how to allocate them will be required.

Remembrance Day – the Assistant Clerk has been speaking with ADC and will speak with Church representatives to see how/if this can take place and if so how it can best be managed.

15. Date of Next Meeting

The next meeting will take place on Tuesday 1st September 2020 – possibly at Barnham Community Hall if allowed, but otherwise via Teams.

Dates confirmed until March 2021 as follows:

- 13th October**
- 1st December**
- 26th January**
- 9th March**

The Meeting Closed at 9.30 p.m.

Signed by:

Chair, Barnham and Eastergate Parish Council