



MINUTES OF A COUNCIL MEETING HELD ON

Wednesday 13th September 2017 in St George's church at 20:00 hrs

Members present: Mrs C. Brown (chairman), Mrs K Mackellar, Mr N Ryder (& clerk), Mr D Stiles, Mr K Tregunna

Also attending: Dr Kate O'Kelly (WSCC), Mr Andrew Shaxson (CDC).

1. Apologies: Mr D Dawtrey, Ms R Hodgson
2. Disclosure of Interests: None.
3. Public Questions: [see item 14 for discussion of both]
 - a. If you created a playground, would it be fully fenced?
 - b. What routes are you proposing for cycle-ways
4. Reports from district and county councillors
 - a. AS (CDC) suggested that the proposed SDNPA local plan should be on the agenda for the council's next meeting as the consultation deadline will be shortly afterwards; he noted that the CDC all-parishes meeting was in a week's time (KT will attend); and he reported that Trevor Leggo, SSALC CEO had had a stroke.
 - b. KOK (WSCC) reported: that opening times for WSCC household waste recycling sites were to be changed again and notices would be circulated; that the Big Hello event in Midhurst had allowed an unexpectedly large number of local organisations to show their services and improve their co-ordination; that she had supported several Big Society Fund bids; and that she had arranged three local drop-ins (see website).
5. Minutes of last meeting – 9th July 2017: These were approved and signed
6. Update on emergency / community resilience plan and WSCC community winter offer
 - a. DS reported that the basics of the Community Resilience Plan were now in place, with the WSCC winter arrangements agreed, and ready to build on further in terms of local resources - he and NR were considering creating a list of emergency resources (eg chain saws and trained first-aiders) with contact details, and a register of people at risk in cases of flooding, electrical outages etc
 - b. He had submitted a bid to the Scottish and Southern Energy Resilient Communities Fund for a grant to pay for half of an emergency equipment store but had been notified that competition for these funds is tough.
 - c. KOK had identified another funding source for which the Parish Council cannot apply, but the PCC could and he would suggest to the church PCC that they make an application by the November closing date.
7. Finance summary:
 - a. The bank mandate had been changed, with KT replacing John Daborn
 - b. The council's 2016-17 annual return had been approved by the external auditor and put on the website
 - c. The council had received £500 compensation from Natwest for a security breach involving their failure to remove the former clerk from mobile phone text alerts regarding our account. It was agreed that this amount would be transferred to the amenity fund and discussed further under item 14 below. As part of this discussion it was agreed that equipment bought by the amenity fund for use in the church would be given to the church, rather than belonging to the council, subject to satisfactory agreements with the PCC. If any equipment (or materials used to make them) included large amounts of VAT, the council would consider reclaiming this before making the donation.
 - d. Payment was authorised for £57.60 to SSALC and for £250 to Midhurst Community Bus.
8. Committee membership: NR was appointed as a member of the finance and planning committees, which he attends anyway as clerk.
9. Road signs for Southdowns Manor: NR reported that the officer at WSCC who previously handled "tourist road signs" has been "re-allocated" but that, with the help of KOK, he had been in contact with another WSCC officer who has agreed to process the agreed signage to the venue to avoid traffic using Terwick Lane.
10. Roadside advertising in the SDNP: The planning committee meeting earlier in the evening had agreed that the complaint about the advertising outside Ayling garden centre had now been adequately addressed. NR reported that, in the course of dealing with this complaint, he had been told by the SDNPA that they were considering restrictions or guidelines on this issue and would be interested in the council's views.

After some discussion, it was agreed that the Town and Country Planning (Control of Advertisements) Regulations 2007 are already very strict and no further restrictions are required. However, it might be helpful if more guidance was available to parishes about these regulations and who is responsible for enforcing them. The clerk was to draft a message to the SDNPA for approval by the chairman.

11. A27 consultation: The council had been urged to respond to the consultation and CB had completed the survey.
12. Planning update: The planning committee meeting earlier in the evening had raised no objections to an application for Dumpford Manor Farm and had agreed to ask for more information about an application for Mottistone Cottage, Terwick Hill. It had also heard that the CDC enforcement department had invited the owner of Terwick Mill House to present his case in an “interview under caution”, after which CDC would decide whether to take the case to court.
13. Local events:
 - a. The Trotton fete had made about £2,500, despite the rain and coinciding with the Goodwood Revival and a local circus. It was proposed to hold a “debrief” meeting to discuss suggestions for next year.
 - b. As DD was not present, it was agreed that discussion of the bonfire should be postponed until his return. It was noted that Aylings garden centre had offered to host the event.
14. Potential submissions to SDNP re Infrastructure projects: Three potential suggestions had been discussed and council members had agreed to follow up:
 - a. Cycle-way: DS explained that various routes were under discussion in the Midhurst Area Cycling forum and the council was only proposing that some agreed route should be in the infrastructure plan
 - b. Play area: CB explained that RH had agreed to look at this but had not yet reported back
 - c. Visitor centre at church: KT had met a churchwarden to consider this idea. After discussion, however, there appeared to be some confusion over priorities and overlap between this idea and the amenity plan already discussed at meetings of CB, RH and NR with the rector and churchwarden. It was agreed that KT and NR should seek another meeting with the church PCC to clarify the plans. All members would be invited.
15. Data Protection: NR had attended a SSALC briefing on the new regulations that will come into force in May 2018 and it was agreed that he should be the council’s data protection officer. He had completed a “readiness survey” at the briefing and an online one from the Information Commissioners Office since, and reported that he believed the council was ready in technical terms and he could deal with the remaining requirements. He warned, though, that any council member holding personal information (eg address or contact details) as a result of his/her council work should either securely dispose of it immediately or report it to him with details of the data held and its use.
16. Dementia-friendly community proposal: After some discussion, KOK agreed to report back at the next meeting on practical steps the council could take.
17. Date of next meeting: 8th November 2017

Action points

Person	Agenda item	Agreed action	Date by
NR	4a	Add SDNPA local plan to next agenda	Done
DS	6a	Report back on SSE Resilient Communities Fund application	8/11/2017
DS / NR	6d	Progress emergency resources register	8/11/2017
DS	6c	Suggest application for funds by PCC	asap
NR	7d	Make payments to SSALC and Midhurst Community Bus	asap
NR	10	Draft email to SDNPA re roadside advertising	asap
NR	13a	Liaise with fete committee re “debrief”	asap
DS / RH	14a / b	Progress proposals / applications	asap
KT / NR	14c	Arrange meeting with PCC and report back	asap
All	15	Destroy all personal details held on behalf of council or notify NR of details and use	asap
KOK	16	Report back to next meeting re practicable dementia-friendly ideas	8/11/2017

Signed

(Carola Brown, chairman)

Date: 8th November 2017