

EASTERGATE PARISH COUNCIL

3rd May, 2018

At a Meeting held at Eastergate Parish Hall

PRESENT

Mr C Allington (Chairman), Mr P Cramp, Mrs H Kilroy and Mr D New

District Councillor Mr Hughes, Project Manager Mr Marsden, Facilities Manager Mrs McMaster and 1 parishioner were in attendance

ELECTION OF CHAIRMAN FOR THE YEAR 2018/2019

88. **Resolved:** That Mr C Allington be elected Chairman of the Council for the year 2018/2019.

ELECTION OF VICE CHAIRMAN FOR THE YEAR 2018/2019

89. **Resolved:** That Mr D New be elected Vice Chairman of the Council for the year 2018/2019.

PUBLIC QUESTION TIME

90. Members were asked what could be done about sink holes appearing between properties in Elm Grove South and new properties being built under EG/107/17/DOC. A parishioner complained that ADC officers would not attend and deal with an alleged breach of condition. District Councillor Mr Hughes said that he had made enquiries at the district council and was assured that, if a plan clearly showing the problem that needed to be considered, was received then an engineer would attend to review the matter. It was alleged that there was a clear breach of conditions applied to the planning approval. The parishioner agreed to provide such a plan and Councillor Hughes agreed to assist wherever possible with the problem.

MINUTES

- 91 **Resolved:** That the minutes of the meeting held on the 5th April 2018, having been circulated, be taken as read and approved as a correct record, save for minute 81 which was amended to reflect that the CFM pension should be backdated to the start of their employment, and be signed by the Chairman.

COUNTY AND DISTRICT COUNCILLORS REPORT

92. District Councillor C Hughes advised members of matters relating to Bognor Regis and Littlehampton Swimming Pools. The ADC Electoral Reform Committee meeting had been held this evening and the vote for merging BPC and EPC had a response of 37.69% of whom 80.56% had voted in favour. The vote in favour from both parishes had been 80% or more. The recommendation was that the merger of the parish councils be referred to full council with a recommendation to approve. A possible date for the merger was the 1st December 2018. The Full council meeting to deal with the matter would likely be the July or September meetings.

PROJECT MANAGER AND CFM REPORTS

93. Members had received written reports, with photographs, from the above. Members noted that a sub-committee meeting had been held and that action items were being delivered. It was reported that the fire extinguishers and other equipment in the pavilion had all been condemned by the fire service inspector. Tenders for annual maintenance were to be obtained by the end of July. The CFM alerted Members to a short holiday absence and Rachel from Barnham Hall would be on call. Members were advised of the PAT testing course and examinations undertaken by the project manager. A report from the plumbers was referred to. It was suggested that the pavilion might pose a risk of Legionnaires Disease. It was recommended that a Water Kit be purchased to test for risk. Members considered that the risk was not likely due to the nature of use of the water. Members were advised that the Search Engine Optimisation was being implemented and that Twitter was now linked to the council website. Mention was made of the possibility of the Sportsfield and Pavilion being taken into the Hall charity but there would need to be a licence so that the advantageous VAT position of the council was not lost. The need to upgrade the e-mail system platform was considered and an upgrade to 365 office was suggested.
94. **Resolved 1:** That the reports be accepted and expenditure authorised.
95. **Resolved 2:** That the Clerk terminate the existing Fire service contract forthwith.
96. **Resolved 3:** That the Project Manager obtain tenders for the annual fire equipment maintenance by the end of July
97. **Resolved 4:** That payment be made to Rachel at the current CFM hourly rate.
98. **Resolved 5:** That the Project Manager investigate whether a Water Testing Kit is necessary.
99. **Resolved 6:** That the Project Manager be authorised to purchase an improved 365 Office platform and the expense be refunded to him.

PLANNING & ENVIRONMENT

100. Members heard of decisions made and discussed the application for improved lighting at the Co-operative store. Members discussed the Local Plan and the fact that parish councils in the Chichester District were benefitting from the new homes bonus whilst those in Arun district were not. The matter had been raised with the local MP and ward councillors but no reply had been received. The Chairman reported meetings with 2 developers including land to the East of Fontwell Avenue and one under AL/15/17. The BENP would be updated when the District Council provided details of the housing requirements for the parishes. Concern was expressed as to Sec. 106 funds and the increasing housing requirements. The Local Plan was being delayed and there was a meeting anticipated at ADC in July. The housing requirements would likely be known after that meeting.
101. **Resolved:** That concern as to timing of lighting be advised to ADC regarding application EG/21/18/A

CORRESPONDENCE

102. Members had received copies of correspondence. Members were referred to the Community Land trust that was being pursued by Aldingbourne Parish Council. A meeting had attracted some 70 + volunteers and there was a request for EPC to be represented. Members were advised of correspondence received from a parishioner, largely relating to the Annual Parish meeting but the questions were very difficult to understand and no response was able to be made. A request from Walberton PC to place advertising for the community weekend had been received. The Chairman reported that developers had seen a copy of the council's "wish list" correspondence with ADC and they had indicated that they found the requests to be very reasonable.
103. **Resolved 1:** That the Clerk advise WPC to place adverts in public area of noticeboards

PARISH HALL

104. Members had no additional questions following the CF Managers report.

SPORTSFIELD

105. Members were advised that the works at the pavilion had met with the approval of a representative of the cricket club.

FINANCIAL STATEMENTS

106. The Clerk had circulated the statements for April by e-mail and at the meeting. Mr Cramp confirmed that he was part way through completion of forms to become a signatory on the council's accounts. The Clerk reported the extent of spending and concern as to appropriate budgeting for the next five months before the second precept instalment is to be received.
107. **Resolved 1:** That the financial statements be approved and payments be authorised.
108. **Resolved 2:** That the Chairman and Clerk meet to prepare an appropriate budget proposal.

ANNUAL ACCOUNTS FOR AUDIT

109. Members had received a copy of the Annual Audit Governance Statement. The Clerk referred to the previous year's report relating to the separation of functions between completion of the accounting process and review of governance by an Internal Auditor. The Clerk has arranged for that process to be separated and the answer to question six was, therefore, to be "no" . Members considered each question and approved the completion of the form
110. **Resolved:** That the Annual Governance Statement be approved, as completed, and signed by the Chairman and the Clerk

WAR MEMORIAL

111. There was no further progress to report.

RISK ASSESSMENT REVIEW DOCUMENT

112. Members were advised that this matter was to be undertaken by the Project Manager and would be reported to the council at the July meeting.

ANNUAL PARISH ASSEMBLY 2018

113. Members considered the APA to have been a success with a good turnout. It was noted that a coffee morning had raised funds for a defibrillator.

COMMITTEES

114. Members considered that no alteration was necessary until the proposed merger with BPC.

MEETINGS OF OTHER BODIES

115. None.

MATTERS ARISING FROM THE MINUTES

116. The Project manager requested the amended minutes as he needed to make the amendments to those held online.

OPEN FORUM

117. None.

DATE OF NEXT MEETING

118. **Resolved:** The date of the next meeting will be 7th June, 2018.

Signed : Dated :