

**MINUTES OF THE PROCEEDINGS OF THE VIRTUAL MEETING OF
COUNCIL HELD ON THURSDAY 25 JUNE 2020 AT 6.00PM**

- PRESENT:** The Mayor (Councillor Plowman)
The Deputy Mayor (Councillor J Hughes)
Councillors Apel, Barrie, Bell, Dignum, Gaskin, Gershater, Joy
C Hughes, K Hughes, Lishman, Sharp and Scicluna
- APOLOGIES:** Councillor Carter
- IN ATTENDANCE:** Town Clerk, Deputy Town Clerk Mayor's Chaplain, Mayoral/Administrative
Assistant and Member Services Support Officer
West Sussex County Councillors Jamie Fitzjohn, Jeremy Hunt and
Simon Oakley
Joe Stack, Chichester Observer
- ABSENT:** Councillors Bowden and Harry

Retrospective apologies were received from Councillor Turbefeild.

1 APOLOGIES FOR ABSENCE

As recorded above

2 MINUTES OF COUNCIL

RESOLVED that the minutes of the Meeting of Council held on 4 December 2019 (Pages 110-116) Special Meeting of Council held on 24 February (Pages 151-153) and Council-in-Committee Meeting held on 11 March 2020 (Pages 157-158) having been printed and circulated be approved, adopted and signed as a correct record at a later date.

3 MAYOR'S ANNOUNCEMENTS

The Mayor said that he would like to express his grateful thanks to Councillors and staff for all their hard work during the Covid-19 Pandemic. He also wished to thank the Residents Associations and community networks and groups who had come together to support each other during this challenging time.

The Mayor also mentioned the following:

- (i) The Mayor's Hardship Fund – which, through grants and donations, was helping many people in need.
- (ii) Spirit FM which was sadly threatened with closure. The Mayor was attending a campaign to save the radio station which was taking place in Northgate Car Park on Saturday 27 June 2020 at 8.00pm.

4 QUESTIONS

To answer questions (if any) from members of the public being residents of the City pursuant to Standing Order 27.

There were no questions.

5 APPOINTMENT OF BAILIFF – 2020/2021

THIS APPOINTMENT WOULD HAVE CUSTOMARILY BEEN MADE AT THE ANNUAL MEETING OF COUNCIL ON 13 MAY 2020

The Mayor explained that the Bailiff was usually appointed at the Annual Meeting of Council each year. This year because of the Covid-19 pandemic the meeting had been cancelled. The current Mayor (Councillor Plowman) and Deputy Mayor (Councillor J Hughes) had previously been re-elected and would continue for another term as the requirement to hold an Annual Meeting of the City Council did not apply this year under the new meeting regulations.

It was moved by Councillor Scicluna, seconded by Councillor Bell and unanimously RESOLVED that Councillor Turbfield be appointed Bailiff of the City until the date of the next Annual Meeting of the City Council.

6 DISCRETIONARY GRANTS – TO NOTE THAT THESE HAVE ALREADY BEEN PAID TO THE ORGANISATIONS

• Arun and Chichester CAB	£1,500.00
• Chestnut Tree House	£1,833.33
• Chichester Counselling	£2,000.00
• Childrens Book Fest	£778.57
• Chichester Information Shop for Young People	£2,142.86
• Festival of Chichester 2020	£1,625.00
• Chichester Youth Adventure Trust	£1,250.00
• Home Start	£2,666.67
• Lifecentre	£2,245.71
• Pregnancy Options Centre	£2,214.29
• SPRING	£1,750.00
• Stonepillow	£3,283.33
• The Four Streets Project	£5,000.00
• UK Harvest	£2,860.41
• Voluntary Action Arun and Chichester	£2,285.71
• West Sussex Scout Council	£1,250.00

7 MINUTES OF COMMITTEES

(a) Planning Committee

It was moved by Councillor Joy, as Chairman of the Committee, that the minutes of the meetings held on 11 December 2019, 8 January 2020, 5 February 2020, 4 March 2020 and 27 May 2020 be approved and adopted.

Councillor Joy drew the City Council's attention to the following recommendation:

Planning & Conservation Committee – 8 January 2020
Minute 102 – Chemroute – A Safer Cycle Route from Chichester to Emsworth promoting safe and confident cycling in Chichester and West Sussex

It was RECOMMENDED to Full Council that a City Council Representative on Chemroute be approved.

It was therefore proposed, seconded, put to the vote and RESOLVED that Councillor Joy be the City Council's representative on Chemroute.

The Mayor commented on Minute 112 of 5 February 2020 – application CC/19/03077/FUL (23 Lavant Road) and was pleased to advise that, following the City Council's objection, this application had been refused by Chichester District Council.

Councillor Gershter commented on Minute 101 of 5 February 2020 – Neighbourhood Plan Questionnaire and the amount of effort that had gone into producing this. He enquired as to the status of the data collected. The Mayor advised that the Planning Adviser had correlated this information and this would be discussed at the Neighbourhood Plan Steering Group.

Councillor Apel commented that the whole issue of cycling and sustainability merited the formulation of a Task and Finish Group. However, Councillor Bell would like to see these two issues dealt with separately and said that cycling matters were of utmost importance at this time. He said that sustainability and the environment could be discussed by the Planning and Conservation Committee in the first instance.

It was therefore proposed, seconded, put to the vote and RESOLVED that a Task and Finish Group be set up to discuss primarily cycling matters and that sustainability and the environment issues could be discussed as and when necessary. The remit of the Group would be discussed at their first meeting. Further RESOLVED that the membership of the Group would be discussed separately.

Councillor Apel said that she wished to serve on the group.

The Mayor referred to Minute 6 of 27 May 2020 – Safer Cycling and Pedestrian Schemes. Post Meeting Note regarding the allocation of CIL funds. He said that one route had been adopted by West Sussex County Council and that routes would also be looked at by Chichester District Council. Other routes would be looked at on their merits and further information was awaited from West Sussex County Council.

Councillor Sharp referred to Minute 114 of 5 February 2020 – Tree Summit, which had been cancelled due to Covid-19. She said that it would be more practicable to consider holding the Tree Summit in the New Year, it has previously been suggested that this could be re-arranged for the Autumn 2020 but it was felt that this would be too rushed under the current circumstances. However, the situation would be kept under review with perhaps the 'conference' aspect of the Tree Summit being held remotely.

The Mayor supported this idea as more realistic. It was therefore, proposed, seconded put to the vote and RESOLVED that Councillors Sharp and Barrie, with Tree Warden (Paul Chatfield) in liaison with the Member Services Support Officer, explore other means of facilitating conferencing.

It was RESOLVED that the original motion put by Councillor Joy that the minutes of the meetings held on 11 December 2019, 8 January 2020, 5 February 2020, 4 March 2020 and 27 May 2020 be approved and adopted.

(b) Community Affairs Committee

- 3 February 2020 (pages 132-142)
1 June 2020 (pages 7-13)

It was moved by Councillor C Hughes, as Vice-Chairman of the Committee, that the minutes of the meetings held on 3 February 2020 and 1 June 2020 be approved and adopted.

The Mayor commented on Minute 52 – Policing and Security in the City and said that it was good to have Chief Inspector Jon Carter present at that meeting; who had dealt swiftly with a recent incident at the Council House.

The Mayor made reference to Minute 60 – VE/VJ Celebrations. He said that everyone had made a tremendous effort and the general atmosphere had been very good. Councillor Scicluna said that she had some excellent video footage from the Pallants Residents Associations. Councillor Sharp said that the community spirit had been really encouraging on the day.

Councillor Sharp enquired about the Chichester District Council's offer of funding for VE/VJ celebrations made prior to the Covid-19 pandemic and asked if this had been applied for. She also asked whether there were any plans to mark VJ day in August.

The Town Clerk said that he had met with the Mayor's Chaplain regarding VJ day and that plans were in the early stages but would of necessity be on a much smaller scale than Remembrance Sunday. Arrangements would be made to mark this occasion but the exact format would be determined around what guidance was applicable at the time. Further details would follow nearer to the date.

Councillor Bell said that VJ day was of particular significance to the Royal Sussex Regiment because of the local connection. He added that it was important to note that this was also the anniversary of the Atomic Bomb in Hiroshima.

The Deputy Town Clerk added that ideas had been discussed about how to use the £250 offered by Chichester District Council, namely a tree planting, lighting under the portico. The Deputy Town Clerk said that the £250 had not been applied for due to the Covid-19 pandemic and that she would pursue this with the District Council. The Mayor said that this could then be used towards VJ day celebrations.

Councillor Sharp commented on Minute 39 – The Future of Rumboldswyke School and was pleased to note that the campaigning against the closure of Rumboldswyke school had been successful and that the school would not now close. She commented that there had been five schools threatened with closure and that all but one, which had been re-located, would now remain open.

Councillor Sharp said that she had written letters of thanks to all those involved with the campaigning.

The Mayor further commented that Rumboldswyke School had previously been asked to take part in the Junior Mayor for the Day event which it was hoped could be re-arranged for later in the year.

Councillor Gershater referred to Minute 6(d) – Chichester City Council Business Plan (2019-2023) He said that a Plan would need to be created that would be more fit for purpose and he sought guidance about moving forward. He said that a

highly focussed Business Plan, that interfaced with the Neighbourhood Plan and other plans within the community, would need to be produced.

It was RESOLVED that the original motion put by Councillor C Hughes that the minutes of the meetings held on 3 February 2020 and 1 June 2020 be approved and adopted.

(c) Finance Committee

14 January 2020 (pages 124-131)

- Property Sub-Committee – 7 January 2020

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the Committee held on 14 January 2020 be approved and adopted.

Councillor Scicluna drew the City Council's attention to the following Recommendation:

- (i) Minute 109 – The Market House

Amended to read: *“status of **Letting**” of Unit 4 etc etc Not “Selling” as appears on the agenda.*

It was RECOMMENDED to Full Council that Orion Developments (Southern) Ltd be required to provide updates on the status of letting of Unit 4 to each Finance Committee.

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 14 January 2020 be approved and adopted

9 June 2020 (pages 14-26)

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the Committee held on 9 June 2020 be approved and adopted.

Councillor Scicluna drew the City Council's attention to the following Recommendations:

- (i) Minute 8 – Internal Control Policy and Risk Management Plan

It was RECOMMENDED to Full Council on Thursday 25 June 2020 that the amended Internal Control Policy and Risk Management Plan be adopted and signed by the Mayor and Responsible Financial Officer.

- (ii) Minute 9 – Statement of Accounts 2019/2020

It was RECOMMENDED to Full Council on Thursday 25 June 2020 that the Statement of Accounts 2019/2020 be approved and signed by the Mayor and the Responsible Financial Officer.

- (iii) Minute 11 - Annual Governance Statement (Part 1 of the Annual Return)

It was RECOMMENDED to Full Council on Thursday 25 June 2020 the Annual Governance Statement (Part 1 of the Annual Return) be approved and signed by the Mayor and the Responsible Financial Officer.

(iv) Minute 12 - Account Statements (Part 2 of the Annual Return)

It was RECOMMENDED to Full Council on Thursday 25 June 2020 that the Accounting Statements (Part 2 of the Annual Return) 2019/2020 be approved and signed by the Mayor and Responsible Financial Officer.

(v) Minute 13 - Internal Audit

It was RECOMMENDED to Full Council on Thursday 25 June 2020 that the following be approved:

- (a) The Internal Audit Plan for the financial year 2020/2021
- (b) The appointment of Mr Steven James as the Internal Auditor for the financial year 2020/2021

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 9 June 2020 be approved and adopted.

The Mayor gave thanks to the Deputy Town Clerk for all her hard work in putting together the Finance information under testing times.

The Mayor referred to the following:

- Minute 19 – Website Upgrade Project
- Minute 20 – Agenda and Minuting Software
- Minute 21 – Council House Telephone System Upgrade

He gave grateful thanks to the Member Services Support Officer for all his work in progressing these matters.

8 REPRESENTATIVES ON OUTSIDE BODIES

Councillor Sharp, as the City Council's representative for the Information Shop for Young People updated members. She said that following a report she had received from them that it had become apparent that young people seemed reluctant to use the telephone. This was particularly apparent during the current situation regarding Covid-19. They were therefore having to re-think their way of working to include webchats etc. and were working towards this. The Mayor hoped that the Mayor's Hardship Fund could help and said that there was a system being investigated for the provision of refurbished equipment such as laptops to assist with this.

9 WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

Councillor Scicluna mentioned one of the City Council's Civic Award winners, Captain Len Butt, who was, sadly, in hospital following a fall. He had received a Civic Award in 1986 and was the City Council's longest serving Civic Award Winner. It was suggested that an appropriate card be sent on behalf of the City Council. The Mayoral/Administrative Assistant would arrange this.

Post Meeting Note: A "Get Well" card had been sent on behalf of all City Councillors and Staff to Captain Butt at Petersfield Hospital.

Councillor Sharp referred to an initiative for tree planting and said that, in working together with Tree Warden Paul Chatfield and Residents Associations, over £1,000 had been raised enabling funding for 8 trees. She hoped that, in the future, the City Council and West Sussex County Council's Space Hive would consider match funding money raised by residents. This was noted for the next meeting of the Finance Committee.

Councillor Gershater said that he was a member of the Chichester Community Network (CCN) who met once a week for an hour. He commented on the co-operativity on particular issues and said he hoped that it would continue as it was a really good first response system.

The Mayor commented that Councillor Bell had also attended the CCN meeting and commended Councillor Carter for her work in connection with CCN.

Councillor Bell said that it would be beneficial to have representation from the East Ward on CCN.

Councillor Sharp emphasised the importance of getting younger people involved with the Residents Associations.

The Mayor commented on the increase in use of the foodbanks.

Councillor Sharp said that there was crisis funding available.

Councillor Sharp wished to record thanks to the Residents Associations. The Mayor in addition wished to thank the Local authorities and The Community Hub for their sterling work during the crisis.

10 REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCIL'S WARD MEMBERS

West Sussex County Councillor Jamie Fitzjohn reported on the following:

He wished to give grateful thanks to everyone for all the hard work during the Covid-19 Pandemic. He commented on the spirit of the community across the whole of the county and that this should never be forgotten. He made particular reference to the work of the Residents Associations the CCN and the many unpaid volunteers.

He referred to the young carers across the county, some only 8 years old, looking after parents and relatives and the wonderful work being done by the support officers. Young carers had been contacted and much had been learnt from this about how to deliver the service in the future.

He commented on the temporary cycle route and on the funding available. Officers had worked hard to go through the ideas that had come in and had applied for the first tranche of funding based on these ideas. He thought that the City Council's Task and Finish Group was a good idea and said that a lot of work had already been done by Chichester District Council and that this could be beneficial for the City Council by working together.

The motorcycle noise on the A27 was of concern and a task group for the north had been set up to look at this. Penalty notices had been issued and Highways England and the Police were aware of the problems. Councillor Fitzjohn would update the City Council accordingly.

West Sussex County Councillor Jeremy Hunt commented on the West Sussex donate a tree scheme but emphasised the importance of ensuring that the young trees were adequately watered.

He said that he hoped to be able to attend a CCN meeting in the future.

He commented that all Councils had worked well together during these testing times. Food parcels would be available until the end of August but that funding in the future was of concern.

West Sussex County Councillor Simon Oakley also commented that the funding challenges regarding the economic impact of Covid-19 would be ongoing. Prioritisation of services was the key. Significant schemes had come forward such as the Sustainable Transport Package, Walking Cycling Strategy.

Councillor Gershater was concerned about contingency planning if there was to be a second wave of Coronavirus.

Councillor Oakley replied that now that Community Hub and the databases were in place this should prove less challenging. He said that the track and trace system would continue to be worked on.

The Community Initiative Fund and Space Hive were already in place. The household waste and recycling site was working well. The Citywide Parking Management Plan was being discussed and would be reported on in the next few weeks.

11 CALENDAR OF MEETINGS 2020/21

The Mayor referred to the Calendar of Meetings attached to the Agenda and said that the Planning and Conservation Committee had been moved to now take place on a Thursday (instead of a Wednesday) and would be at the earlier time of 2pm. He added that it was more practicable for the foreseeable future to hold evening meetings during the day and that these would be advised as and when necessary.

The Town Clerk said that, on behalf of the staff, it was very much appreciated for meetings being held during the late afternoon as opposed to evening.

Councillor Sharp wished to thank the Member Services Support Officer for putting together and hand delivering the Agenda papers. The Member Services Support Officer corrected this in that the Mayoral/Administrative Assistant had put the papers together for which thanks were given.

Councillors commented on the volume of paper used (although with the full annual accounts before the City Council on this occasion, additional paper was an inevitability for this meeting) and the Member Services Support Officer said that he was working on procedures to refine this which would hopefully alleviate the issue.

12 QUESTIONS

There were no questions from members of the Council pursuant in Standing Order 24.

13 COMMON SEAL

RESOLVED that the Common Seal be affixed to any documents necessary to give effect to the resolutions passed at this meeting.