

EARNLEY PARISH COUNCIL

MEMBERS OF EARNLEY PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL TO BE HELD ON THE 24th MAY 2012 COMMENCING IMMEDIATELY AFTER THE ANNUAL PARISH ASSEMBLY MEETING

47.12 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

48.12 CO-OPTION OF MEMBER TO THE COUNCIL

49.12 ELECTION OF VICE CHAIRMAN

50.12 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA - this is limited to ten minutes to allow members of the public to a) make representations b) answer questions or c) give evidence relating to business to be transacted (the public are welcome to stay and observe the rest of the meeting).

51.12 APOLOGIES AND REASONS FOR ABSENCE

52.12 COUNTY COUNCILLOR'S REPORT– when Parish Councillors may ask questions

53.12 DISTRICT COUNCILLORS' REPORT– when Parish Councillors may ask questions

54.12 CODE OF CONDUCT – Declarations of Interest on items included on the agenda

55.12 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES

- a) National Association of Local Councils
- b) Sussex Association of Local Councils
- c) Chichester District Association of Local Councils
- d) Campaign to Protect Rural England

55.12 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

- I. Peninsula Community Forum
- II. Neighbourhood Watch/Neighbourhood Management Panel
- III. SALC/Action in Rural Sussex
- IV. Chichester District Association of Local Councils
- V. Manhood Parishes Road Safety Group
- VI. South Chichester County Local Committee
- VII. Chichester District Annual Meeting of the Parishes
- VIII. Medmerry Stakeholders Group

56.12 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

- I. Environmental Issues
- II. Policing and Vandalism

- III. Highways and Road Safety
- IV. Footpaths, Rights of Way and Verges
- V. Chichester District Council Strategic Plans, Housing and Planning
- VI. Flooding issues
- VII. Finance and Budget (including checks of the Parish Council Finances)
- VIII. Pond Warden
- IX. Emergency Planning
- X. Waste Management

57.12 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- 1. Employment Committee
- 2. Code of Conduct Committee

58.12 CONFIRMATION OF USE OF ADOPTED POLICIES

- 1. Standing Orders – adopted 14th July 2010
- 2. Financial Regulations – adopted on 25th March 2009
- 3. Health & Safety Policy – adopted on 25th March 2009
- 4. Equal Opportunities Policy – adopted on 25th March 2009
- 5. Complaints Procedure – adopted on 25th March 2009
- 6. Code of Conduct – adopted 8th May 2007
- 7. Freedom of Information Act Publication Scheme and Schedule of Charges – adopted 28th January 2009
- 8. Media Relations Protocol – adopted 14th July 2010

59.12 MINUTES – to agree and sign the minutes of the meeting held on 22nd March 2012

60.12 MATTERS ARISING FROM THE MINUTES – not already on the agenda

61.12 PLANNING

- 1. Applications considered since the last meeting

E/12/00832/FUL
 Ms Sandy Oxley
 Marsh Farm Cottage Drove Lane Earnley Chichester
 Construction of agricultural barn.

- 2. Applications to be considered at the meeting

E/12/01610/LBC
 Mr T Kinross
 Poplars Farmhouse Batchmere Road Almodington Earnley
 Alterations to outbuilding to facilitate use as ancillary accommodation including roof lights, windows, staircase and internal partitioning.

- 3. Update on Decisions made by Chichester District Council
- 4. Appeals, licence applications and enforcement matters

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting ¹

¹ Public bodies (Admission to meetings) Act 1960

5. Planning future arrangements and organisation

6. Planning correspondence

Chichester District Association of Local Councils: Planning in the Chichester District (letter addressed to Trevor Leggo) – Parish Council’s comments to be submitted by 31 May 2012.

7. Affordable Housing – The Way Forward

62.12 FINANCE

- a) Bank Balances from latest bank statements – to receive a verbal report
- b) Approval of Parish Council payments and authority to sign cheques
- c) Financial Report March and April 2012 – approval
- d) Website – options, costs and resolution on way forward
- e) Appointment of Responsible Financial Officer
- f) Appointment of Internal Auditor for financial year 2012/13
- g) Confirmation of Clerk’s Salary Scale and Hours of work
- h) Financial Risk Assessment and Insurance Review (Report Attached)
- i) Power of Well Being/Power of General Competence
- j) Section 137 Allowance
- k) Assets Register
- l) Annual Return – Section 1 Statement of Accounts
- m) Annual Return – Section 2 Annual Governance Statement
- n) End of Year Accounts
- o) Internal Audit Year Ended 31 March 2012 – report from internal auditor and clerk’s response
- p) Annual Standing Order Payment List
- q) PAYE – end of year
- r) Pension – end of year
- s) Letter to amend payment to clerk’s salary by standing order following tax code change
- t) Data Registration
- u) Review of Council and/or employees membership to other bodies

63.12 DIAMOND JUBILEE

64.12 WEST SUSSEX COUNTY COUNCIL COMMUNITY ACTION PLANS

65.12 MEDMERRY MANAGED REALIGNMENT SCHEME

66.12 ENVIRONMENT REPORT – report by Cllr Norris

- a) Public Rights of Way
- b) Hayden’s & Morgan’s Pond
- c) Earnley Wildlife & Bio Diversity Group

67.12 NEIGHBOURHOOD WATCH

68.12 SOUTH CHICHESTER LOCAL COMMITTEE – report by Cllr Bayley

69.12 ROAD SAFETY IN THE PARISH

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70.12 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

71.12 CLERK'S REPORT AND CORRESPONDENCE

72.12 CALENDAR OF MEETINGS OF EARNLEY PARISH COUNCIL

Signed *L.Chater* Clerk to Earnley Parish Council

Dated *18th May 2012*

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