

## **EARNLEY PARISH COUNCIL**

### **MINUTES OF EARNLEY PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON THURSDAY 23<sup>rd</sup> MAY 2013**

**PRESENT:** Cllrs. Keith Martin (Chairman), Colin Field (Vice Chairman), Bob Norris, Chris Charter and Sandy Simpson.

**In attendance:** Mrs. Louise Chater (Clerk) and two members of the public.

#### **35.13 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

On a proposal by Cllr. Norris, it was RESOLVED to elect Keith Martin as Chairman. The Declaration of Acceptance of Office was duly completed.

#### **36.13 ELECTION OF VICE CHAIRMAN**

On a proposal by Cllr. Simpson, it was RESOLVED to elect Colin Field as Vice Chairman for the Parish Council.

#### **37.13 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

#### **38.13 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr. Grahame Barrett – prior meeting.  
County Cllr. Pieter Montyn – District Council meeting.  
District Cllr. Peter Clementson – holiday.  
PCSO Bainbridge – prior meeting.

#### **39.13 COUNTY COUNCILLOR'S REPORT**

None.

#### **40.13 DISTRICT COUNCILLORS' REPORT**

District Cllr. Barrett provided a written report which had been previously circulated.

#### **41.13 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda – None.
2. Dispensation requests – None.

#### **42.13 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.

On a proposal by Cllr. Norris, it was RESOLVED to maintain membership of the above bodies.

#### **43.13 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

- I. Peninsula Community Forum – Cllr. Martin and Cllr. Field
- II. Neighbourhood Watch/Neighbourhood Management Panel – Cllr. Simpson.
- III. SALC/Action in Rural Sussex – representation as required.
- IV. Chichester District Association of Local Council – Cllr. Field.
- V. Manhood Parishes Road Safety Group – no longer functioning
- VI. South Chichester County Local Committee – representation as required.
- VII. Chichester District Annual Meeting of the Parishes – Cllr. Field.
- VIII. Medmerry Stakeholders Group – Cllr. Field and Martin.

#### **44.13 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**

- I. Environmental Issues (including Pond Warden) – Cllr. Charter.
- II. Policing and Vandalism – Cllr. Simpson.
- III. Highways and Road Safety – Cllr. Charter.
- IV. Footpaths, Rights of Way and Verges – Cllr. Martin.
- V. Chichester District Council Strategic Plans, Housing and Planning – working group as required.
- VI. Flooding issues – to be assigned in due course.
- VII. Finance and Budget (including checks of the Parish Council Finances) – Cllr Martin.
- VIII. Emergency Planning – Agenda Item for further discussion.
- IX. Waste Management – representation as required.

**AGENDA**

#### **45.13 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**

1. Employment Committee and review of terms of reference – it was RESOLVED that Cllrs. Simpson, Charter and Martin of the Parish Council sit on the Employment Committee. The terms of reference were confirmed.
2. Code of Conduct Committee and review of terms of reference – it was RESOLVED that all members of the Parish Council sit on the Code of Conduct Committee. The terms of reference were confirmed.
3. Planning Committee and review of terms of reference – it was RESOLVED that all members of the Parish Council sit on the Planning Committee. The terms of reference were confirmed.

#### **46.13 CONFIRMATION OF USE OF ADOPTED POLICIES**

1. Standing Orders – adopted 14<sup>th</sup> July 2010.
2. Financial Regulations – adopted on 25<sup>th</sup> March 2009.
3. Health & Safety Policy – adopted on 25<sup>th</sup> March 2009.
4. Equal Opportunities Policy – adopted on 25<sup>th</sup> March 2009.
5. Complaints Procedure – adopted on 25<sup>th</sup> March 2009.

6. Code of Conduct – adopted 8<sup>th</sup> May 2007.
7. Freedom of Information Act Publication Scheme and Schedule of Charges – adopted 28<sup>th</sup> January 2009.
8. Media Relations Protocol – adopted 14<sup>th</sup> July 2010.
9. Community Engagement – adopted 22<sup>nd</sup> March 2012.
10. Disciplinary Procedure – adopted 27<sup>th</sup> September 2012.
11. Grievance Procedure – adopted 27<sup>th</sup> September 2012.
12. Anti-Harassment Policy – adopted 27<sup>th</sup> September 2012
13. Sickness Policy – adopted 28<sup>th</sup> March 2013.

On a proposal by Cllr. Martin, it was RESOLVED to continue to use the above adopted policies. However, it was agreed a working party consisting of Cllr. Charter, Martin, Simpson and the Clerk review the Standing Orders during the course of the training session the speaker highlighted this issue.

#### **47.13 MINUTES**

On a proposal by Cllr. Norris it was RESOLVED to agree and sign the minutes of the meeting held on 23<sup>rd</sup> April 2013; this was duly completed.

#### **48.13 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

None.

#### **49.13 FINANCE**

- a) Bank Balances from latest bank statements – as at today the balance stood at £52,289.09
- b) Approval of Parish Council payments and authority to sign cheques

	Total	Cheque No	
East Wittering & Bracklesham Parish Council	26.50	300109	refreshments for parish assembly
Came & Company	265.00	300110	insurance premium
Doug Goodman	50.00	300111	bus shelter clearance February/March 2013
Staples Ltd	78.00	300112	stationary and ink
Mrs. Louise Chater	205.75	300113	expenses
Sussex Association of Local Councils	600.00	300114	training
Chichester District Council	350.00	300115	Community Warden Grant
East Wittering & Bracklesham Parish Council	59.71	300116	street light Bookers Lane
Anvil Mobile Ltd	32.95	dd	parish council phone
Anvil Mobile Ltd	20.28	dd	parish council phone
Mrs. Louise Chater	364.51	so	salary
West Sussex County Council	103.84	so	pension contribution

On a proposal by Cllr. Field, it was RESOLVED to make payment and sign the cheques; this was duly completed.

- c) Financial Report 31<sup>st</sup> March 2013 – On a proposal by Cllr. Field, it was RESOLVED to accept and sign the financial report for March 2013, this was duly completed.
- d) Contactor for cleaning bus shelters – Andrew Griffith had submitted a quote in the sum of £25.00 per month, for one visit per month to keep tidy and weed free. Any repairs to the shelters would be completed at a separate agreed cost. On a proposal by Cllr. Field, it was RESOLVED to instigate a contract with Mr. Andrew Griffith and it would be reviewed annually. **CLERK**
- e) Appointment of Responsible Financial Officer – On a proposal by Chairman, it was RESOLVED that Mrs. Louise Chater continued as the Responsible Financial Officer.
- f) Appointment of Internal Auditor for financial year 2013/14 - On a proposal by Cllr. Charter, it was RESOLVED to appoint Mark Mulberry as the Internal Auditor. It was agreed the Clerk would write to Mrs. Griffith and thank her for the service provided in the past. **CLERK**
- g) Confirmation of Clerk’s Salary Scale and Hours of work – It was confirmed that the Clerk was contracted to work on average 10 hours per week on scale point 19.
- h) Financial Risk Assessment and Insurance – On a proposal by Cllr. Norris, it was RESOLVED to accept the Risk Assessment Register for 2013/14.
- i) Section 137 Allowance – The Clerk reported that the S137 rate was £6.98. With 411 registered electors the amount available was £2868.78.
- j) Assets Register – On a proposal by Cllr. Field, it was RESOLVED to accept the Assets Register as at 23<sup>rd</sup> May 2013. On a proposal by Cllr. Field it was resolved to carry out a rolling programme to replace the three notice boards. It was agreed the notice board in Earnley Village Centre was the first priority. **AGENDA**
- k) Annual Return – Section 1 Statement of Accounts – On a proposal by Cllr. Field, it was RESOLVED to accept the statement of account as an accurate record and these were duly signed by the Chairman and the Clerk.
- l) Annual Return – Section 2 Annual Governance Statement – On a proposal by Cllr. Field, it was RESOLVED to complete Section 2 and this was duly completed and signed by the Chairman and the Clerk.
- m) End of Year Accounts – On a proposal by Cllr. Charter it was RESOLVED to accept the end of year accounts as an accurate record and these were duly signed by the Chairman and the Clerk.
- n) Internal Audit Year Ended 31 March 2012 – report from internal auditor and clerk’s response – the internal auditor had made no comments or raised any areas of concern.
- o) Annual Standing Order Payment List

<b>Standing Orders</b>			
Mrs. Louise Chater	Salary	Monthly	£364.51
West Sussex County Council	Pension	Monthly	£103.84

<b>Direct Debit</b>			
Anvil Mobile	Parish Council Telephone	Monthly	Variable

On a proposal by Chairman, it was RESOLVED to sign the Standing Order and Direct Debit payment schedule; this was duly completed.

- p) PAYE – end of year – it was noted the Clerk had completed the year end procedure and no payments were outstanding.
- q) Pension – end of year – it was noted the Clerk had completed the year end procedure and no payments were outstanding.
- r) Pension – Discretionary policies – the Clerk reported that she had attended a workshop at West Sussex County Council and the Parish Council was required to write discretionary policies. The group had requested assistance from Sussex Association of Local Councils.
- s) Review of Council and/or employees membership to other bodies – On a proposal by Cllr. Field, it was RESOLVED to maintain membership of the Society of Local Council Clerks.

**CLERK**

### 50.13 LOCAL PLAN CONSULTATION

The Clerk confirmed that all comments had been submitted and registered on the consultation document.

### 51.13 ENVIRONMENTAL MATTER

1. Flooding in Parish – nothing further to report
2. Flood Group – the group had been formed the Clerk had forwarded information on operation Watershed to Mr. Carey.
3. Bookers Lane Flood Alleviation Scheme – scheme had been approved by the board to proceed to the second stage.
4. Earnley Diversion Channel – Cllr Norris reported that the scheme was generating a lot of dust.
5. Drove Lane Ditches and Culverts - the Chairman reported the ditch had been cleared the entire length, two culverts had been removed and some remained in place and remained blocked.

9.10pm Mrs Wilkes left the meeting.

### 52.13 ANNUAL PARISH MEETING

1. Action – Closer liaison with Birdham Parish Council with regard to their preferred area of development south of A286/B2179 which would have a direct affect on the parish.
2. Review of meeting:
  - The meeting was well attended and it was considered a worthwhile exercise distributing an invite to every household.
  - Displays useful and interesting.
  - It was agreed to send an evaluation form to those who had provided email address/postal address.
  - It was agreed to once again include a request for email addresses in the next Parish Newsletter.

**AGENDA**

- Further consideration needed to be given to the provision of drinks, although there was a long wait for the drinks to be available the system was financial viable. Those attending were hesitant to help themselves to food the location of the buffet table needs to be reviewed.
- Cllr Field suggested that the Council could focus on rural crime for next year and invite the Rural Crime and Wildlife Officer and local Police Sergeant. Final decision to be made nearer the time.

The Chairman thanked the Clerk for the work carried out preparing for the meeting. It was noted the Clerk had written and thanked the speaker for their presentation and Jane Reeve for her display.

### **53.13 REPORT ON EXTERNAL MEETINGS**

1. MSTAG – Cllr. Field reported that the Environment Agency would be responsible for maintaining waterways and the RSPB would be responsible for the ditches within the Medmerry Realignment Scheme. The Environment Agency was currently costing for the provision of telemetry the Earnley Rife.
2. Training Session - the Clerk was thanked for her work arranging the training session it was considered a valuable event.

### **54.13 CLERK'S REPORT AND CORRESPONDENCE**

Chichester District Housing Strategy 2013 - 2018 – Cllrs. Charter, Martin and Simpson to draft a response for the Clerk to submit.

### **55.13 ITEMS FOR FUTURE AGENDAS**

Affordable Housing – Housing Needs Survey.

The meeting closed at 9.27pm

Signed \_\_\_\_\_ Chairman to Earnley Parish Council

Dated \_\_\_\_\_

After the meeting had closed Cllr. Norris gave a short speech and announced his intention to retire from the council. The Clerk requested written confirmation be addressed to the Chairman.