

EARNLEY PARISH COUNCIL

Minutes of the Annual General Meeting of Earnley Parish Council held on 26th May 2016

PRESENT: Cllrs. Keith Martin, Robert Carey, Chris Charter and Sandy Simpson

In attendance: Mrs. Louise Chater (Clerk), District Cllr. Susan Taylor, County Cllr. Pieter Montyn and one member of the public.

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

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

41.16 ELECTION OF VICE CHAIRMAN

On a proposal by the Chairman, it was RESOLVED to elect Chris Charter as Vice Chairman.

42.16 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

Speeding in the Parish in particular in Clappers Lane: - concern was expressed that the speed signs were obscured by overgrown hedgerows. The Chairman responded that speeding was included as the first priority in the Parish Plan. There would be some changes to the road when the 110 properties were built, including traffic calming associated with the conservation area. The Parish Council had meet with West Sussex County and when this moves forward we will engage the community during the consultation.

The Chairman also stated that the Parish Council were looking for residents to assist with speed check monitoring. It was requested that the resident speak to his neighbours to get them involved in the speed watch scheme.

43.16 APOLOGIES AND REASONS FOR ABSENCE

None.

44.16 COUNTY COUNCILLOR'S REPORT

County Cllr. Montyn reported that the cabinet Members for Highways were due to meet with Highways England Chief Executive to discuss the proposed consultation on the A27.

19.36 two members of the public arrived.

19.37 one member of the public arrived.

45.16 DISTRICT COUNCILLORS' REPORT

District Cllr, Taylor reported that the District Council had submitted recommendation to Boundary Commission to form a large ward consisting of Birdham, Itchenor, West Wittering, East Wittering & Bracklesham Parish Council and Earnley represented by three

members.

Review of the Local Plan had commenced currently it was mainly concentrating on housing including the Objectively Assessed Needs Assessment.

The District Council were working on a regeneration project for Chichester this was in the early stages. County Cllr. Montyn stated that the County Council were also involved in this project.

46.16 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

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

- a) National Association of Local Councils (NALC)
- b) West Sussex Association Local Councils (WSALC)
- c) Chichester District Association of Local Councils (CDALC)
- d) Society of Local Council Clerks (SLCC)
- e) Institute of Local Council Clerks (ILCC)

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

48.16 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

- I. Peninsula Community Forum - Cllrs. Martin and Charter.
- II. Neighbourhood Watch/Neighbourhood Management Panel - Cllr. Simpson.
- III. WSALC - Cllrs Carey and Charter.
- IV. CDALC- Cllr Simpson and representation as required.
- V. Chichester District Council Meeting of the Parishes - Cllrs Martin and Simpson.
- VI. Medmerry Stakeholders Advisory Group (MSTAG) - Cllr Martin.
- VII. West Sussex County Council South Chichester Local Committee - Cllr. Carey and representation as required.

49.16 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

- a. Environmental Issues - Cllr. Simpson.
- b. Policing and Vandalism - Cllr. Simpson.
- c. Highways & Road Safety - Cllr. Charter.
- d. Footpaths, Rights of Way and Verges - Cllr. Martin.
- e. Chichester District Council Strategic Plans, Housing and Planning - working party as required.
- f. Flood Issues - Cllr. Carey.
- g. Finance & Budget (including six monthly checks of Parish Council Finance) - Cllr. Carey.

h. Emergency Planning - Cllrs. Carey and Charter.

50.16 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- 1) Employment Committee - It was confirmed that the adopted terms of reference remained in place. All members of the parish council sit on the Employment Committee and on proposal by the Chairman, it was RESOLVED to elect Sandy Simpson as Chairman. The Declaration of Acceptance of Office was duly completed.
- 2) Code of Conduct Committee - It was confirmed that the adopted terms of reference remained in place. All members of the parish council sit on the Code of Conduct Committee and on proposal by the Chairman, it was RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed.
- 3) Planning Committee - It was confirmed that the adopted terms of reference remained in place. All members of the parish council sit on the Planning Committee and on proposal by the Chairman, it was RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed.
- 4) Complaints Committee - It was confirmed that the adopted terms of reference remained in place. All members of the parish council sit on the Complaints Committee and on proposal by the Chairman, it was RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed.

51.16 CONFIRMATION OF USE OF ADOPTED POLICIES

- a) Financial Regulations - adopted 26th June 2014 and updated 17 March 2016
- b) Standing Orders - adopted 23rd January 2014
- c) Complaints procedure - adopted 14th May 2016
- d) Equal Opportunities Policy - adopted on 25th March 2009
- e) Health & Safety Policy - adopted 25th March 2009.
- f) Code of Conduct - updated 25 March 2009
- g) Freedom of Information Act Publication Scheme & Schedule of Charges - adopted 28th January 2009
- h) Media Relations Protocol - adopted 14th July 2010
- i) Community Engagement - adopted 22nd March 2012
- j) Disciplinary Procedure - adopted 27th September 2012
- k) Grievance Procedure - adopted 27th September 2012
- l) Anti-Harassment Policy - adopted 27th September 2012
- m) Sickness Policy - adopted 28th March 2013
- n) Flexible Retirement - adopted 26th June 2014
- o) Local Government Pension Scheme Statement of Exercise of Discretions - adopted 26th June 2014
- p) Protocol for dealing with dealing with Planning Application Consultation - adopted 25th June 2016

On a proposal by the Chairman, it was RESOLVED to continue to use the above adopted policies. It was noted that the clerk was due to

attend training on the pension discretionary policies and these would be reviewed following the training.

52.16 MINUTES

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meetings held on 20th April 2016; this was duly completed.

53.16 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

54.16 EMPLOYMENT COMMITTEE

1. Approval of recommendations - on a proposal by Cllr. Simpsons it was RESOLVED to accept the recommendations of the Employment Committee
2. Annual Appraisal took place on 17th March 2016
3. Targets for 2016/17
 - a. To continue to raise the profile of the Parish Council and the attendance to the annual parish assembly
 - b. Work with Councillors and the Community to produce a parish plan and put it into action
 - c. To maintain all current procedures
 - d. Financial Reports, Budgets, for review in discussion, the format of budget and monthly reports
 - e. To meet the councillors responsible for finance for quarterly review of accounts
 - f. Earnley Fete
 - g. Community Engagement with Volunteers
4. Approval of Employment Committee Minutes - On a proposal by Cllr. Carey, it was RESOLVED to agree and sign the minutes of the meetings held on 20th April 2016; this was duly completed.

55.16 FINANCE

a) Bank Balances as at date of meeting - £15,249.46

b) Approval of Parish Council payments and authority to sign cheques

Direct Debit			
Anvil Mobile Ltd	12.73	dd	parish council phone - April 2016
Standing Order			
Louise Chater	419.06	so	salary - April 2016
West Sussex County Council	127.72	so	pension - April 2016
Mrs Louise Chater	442.06		Salary - May 2016
West Sussex County Council	136.06		pension - May 2016
Direct Payment		authorisation code	
Mulberry & Co	118.80	KM: 246967407	Audit Fees for year

		SS: 880772966	ended 31 March 2016
East Wittering & Bracklesham Parish Council	52.00	KM: 246967407 SS: 880772966	April and May room hire
Chichester District Council	350.00	KM: 246967407 SS: 880772966	Community Warden Contribution
Came & Company	276.49	KM: 246967407 SS: 880772966	Insurance Renewal
Mrs Louise Chater	27.75	KM: 246967407 SS: 880772966	expenses
Alto Card			
Pro Copy	64.00		100 copies of Spring Newsletter
Cash	130.00		postage 1.20, stationary 0.79, printing 127.83
card fees	1.00		cash withdrawal fee
Cartridge People	21.12		printer cartridges

On a proposal by Cllr. Charter, it was RESOLVED to ratify the above payments.

- c) Budget Monitoring 2016/17 - no action required.
- d) Approval of financial statement - the Clerk reported that the April papers were not ready for approval.
- e) Power of General Competence - The Clerk confirmed that the Council conformed with the requirements of the Act. On a proposal by Cllr. Carey it was RESOLVED to adopt the Power of General Competence for the financial year ended 31 March 2017
- f) Appointment of Responsible Financial Officer - on a proposal by Cllr. Carey it was RESOLVED the Clerk continue in the role of Responsible Financial Officer.
- g) Appointment of Internal Auditor for financial year ended 31 March 2017 - on a proposal by Cllr. Carey, it was RESOLVED to appoint Mark Mulberry of Mulberry & Co as the internal auditor.
- h) Financial Risk Assessment and Insurance - On a proposal by Cllr. Chater it was RESOLVED to accept the financial risk assessment.
- i) Section 137 Allowance - the Clerk confirmed that the rate for 2016/17 was £7.42
- j) Internal Audit Year Ended 31 March 2015 - report from internal auditor and Clerk's response. The internal audit report raised no areas of concern, the reported contained a typing error therefore the Clerk had requested that report be reissued.
- k) Annual Standing Order and Direct Debit Payment List

Standing Orders			
Mrs Louise Chater	Salary	Monthly	
West Sussex County Council	Pension	Monthly	
Direct Debit			
Anvil Mobile	Parish Council Telephone	Monthly	Variable
Public Works Loan Board	Flood Alleviation Loan	six monthly	284.24

On a proposal by the Chairman it was resolved to sign the standing

order and direct payment list.

- l) PAYE end of year had been completed and there were no outstanding payment.
- m) Pension end of year had been completed and there were no outstanding payments
- n) Bus shelter cleaning contract - it was noted that the contactor had not invoiced the parish council since signing the contract in June 2015. On a proposal by the Chairman terminate the contract any invoices for outstanding work to be submitted within one of termination.
- o) Approved Mileage Allowance Rate 2016/17 - confirmation of rate at 0.45 pence per mile up to 10,000
- p) Traditional Finger Post Maintenance - On a proposal by the Chairman it was RESOLVED to accept the quote from Heritage Finger Post Signs to restore the three arm sign at Bookers Lane in the sum of £865.00. There was £200 in the current year on a proposal by Cllr. Charter it was RESOLVED to vire £350 from community warden (code 21) £65 from noticeboard replacement (code 28) and £250 from the allocated reserves.

57.16 DELEGATION OF AUTHORITY

On a proposal by Cllr. Charter, it was RESOLVED to add the following to the Standing Orders as item 3 (c) ii: To respond on behalf of the Council to consultations from Government, Government agencies, the Local Government Association, other local authorities, professional bodies and all other similar organisations, relevant to the work of the Council and so long as:

- (i) it is not possible to assess and present the matter to the Council within the prescribed time for response; or,
- (ii) the matter is considered to be of a relatively minor or straightforward nature not requiring prior debate by the Council

58.16 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey reported that West Sussex County Council had listed the Bookers Lane/Bell Lane as a high priority project. Further work and assessment would take place when the rife had dried out in the summer; if the water voles had moved away, then the work would take place.
Almodington Scheme - the Landowner required a technical report from the Environment Agency prior to giving consent.
The Chairman reported that following the work to install a culvert adjacent to Earnley Manor Close the road had started sinking this had been reported to West Sussex County Council.
2. Finger Post Update - Cllr. Martin reported that the columns had been installed all the castings were now available and the work would be completed shortly.
3. Household Waste Recycling Sites Consultation - On a proposal by Cllr. Carey it was RESOLVED to submit a suggestion that

consideration be given to reducing the mobile sites to once a fortnight. It was agreed to notify adjoining parish councils of the suggestion. **CLERK**

59.16 PARISH PLAN 2016 -2021.

It was noted that the Parish Plan had been circulated to all residents. Copies had been issued to Chichester District Council, West Sussex County Council, adjoining Parish Council's, RSPB, Earnley Concourse, Sussex Police, Community Warden, District and County Councillors.

It was agreed that the plan become a standard agenda item and moving forward allocate tasks **AGENDA**

60.16 PARISH VOLUNTEERS

Cllr Simpson reported that there had been a number of meetings and the team grows each time. It was considered important to keep the volunteers on board after the fete and get them involved in projects within the Parish Plan.

The Earnley Residents Association had requested the Chairman and Cllr. Simpson to attend their inaugural meeting to discuss the parish plan and parish links. **KM/SS**

61.16 HIGHWAYS

1. A27 Consultation - on a proposal by the Chairman it was resolved to submit a letter to the Secretary of State on the basis that the process had not been transparent and it was not clear why the decisions had been made. It was agreed to upload the standard letter to website **CLERK**
2. A27 Freedom of Information Request - the Highways England had responded, however, they had withheld the significant information. On a proposal by the Chairman it was RESOLVED to request a review of the information provided. **CLERK**
3. Section 106 Contribution - Land East of Barton Way - a meeting had been with West Sussex County Council it was noted that the Parish Council were required to submit an application. **CLERK**

20.26pm two member of the public left the meeting

62.16 EARNLEY FETE - 18th June 2016

1. Volunteers - the number of volunteers was increasing however, more were required.
2. Equipment - had been arranged.
3. Queen's 90th Birthday Celebration Grant - the Clerk reported that the grant had been provided in full to cover the cost of purchasing commemorative cups, decorations, soft drinks and food.
4. Advertising - the estate agent boards would be put up shortly

in approximately 15 locations. The posters were being distributed to local shops, caravan parks, schools etc. and press release had been submitted to Chichester Observer.

5. Risk Assessments - had been drafted and sent to the landowner. Came & Company had been notified of the event and had confirmed cover for the event.
6. Celebrity - The Clerk had written to Keith Richards response awaited.
7. Raffle - it was noted that Michael Frith had kindly donated two prints, Julia Bowering and Cllr. Carey were currently visiting shops in East Wittering and Sandy Simpson was covering Chichester and West Wittering.

63.16 EARNLEY CONCOURSE/EARNLEY PLACE

It was noted that the concourse had requested a meeting with regard to the future of the concourse; date to be arranged.

64.16 ANNUAL MEETING OF ELECTORS - 19th May 2016

1. Review of Meeting - it was noted that 15 residents attended the meeting were a different audience from previous years, however, it was disappointing that the normal attendees did not attend. The feedback from the meeting was positive.
2. Speakers - the Clerk confirmed that she had written and thanked the speakers.

65.16 REPORT ON EXTERNAL MEETINGS

None.

66.16 CLERK'S REPORT AND CORRESPONDENCE

1. Parish Councillor Vacancy - it was noted that the District Council had confirmed that no election had been called and the Parish Council could now co-opt a member. Clerk to email the residents who had expressed an interest in becoming a parish councillor prior to the next meeting and invite them to attend.

CLERK

67.16 ITEMS FOR FUTURE AGENDAS

None.

The meeting closed at 20.51pm

Signed _____ Chairman Earnley Parish Council

Dated _____