

**EARNLEY PARISH COUNCIL**

1 Charlmead, East Wittering, Chichester, West Sussex, PO20 8DN  
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Agenda for Earnley Parish Council Meeting to be held on the 24<sup>th</sup> May 2018

I hereby give notice that a meeting of Earnley Parish Council is to be held on commencing immediately after the Planning Committee Meeting at Bracklesham Barn, Beech Avenue, Bracklesham and all members are hereby summoned to attend.

- 47.18 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 48.18 ELECTION OF VICE CHAIRMAN**
- 49.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**
- 50.18 COUNTY COUNCILLOR'S REPORT**
- 51.18 DISTRICT COUNCILLORS' REPORT**
- 52.18 CODE OF CONDUCT**
  - 1. Declarations of Interest on items included on the agenda
  - 2. Dispensation requests
- 53.18 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**
  - a) National Association of Local Councils (NALC)
  - b) West Sussex Association of 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)
- 54.18 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS**
  - I. Peninsula Community Forum
  - II. Neighbourhood Watch/Neighbourhood Management Panel
  - III. WSALC
  - IV. CDALC
  - V. Chichester District Council Meeting of the Parishes
  - VI. Medmerry Stakeholders Advisory Group (MSTAG)
  - VII. West Sussex County Council South Chichester Local Committee
- 55.18 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**
  - a) Environmental Issues
  - b) Policing and Vandalism
  - c) Highways & Road Safety
  - d) Footpaths, Rights of Way and Verges
  - e) Chichester District Council Strategic Plans, Housing and Planning
  - f) Flood Issues
  - g) Finance & Budget (including quarterly checks of Parish Council Finance)
  - h) Emergency Planning

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

<sup>1</sup> Public bodies (Admission to Meetings) Act 1960

- 56.18 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**
- a) **Employment Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman and Vice Chairman
  - b) **Code of Conduct Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman and Vice Chairman
  - c) **Planning Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman and Vice Chairman
  - d) **Complaints Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman and Vice Chairman

**57.18 CONFIRMATION OF USE OF ADOPTED POLICIES**

- a) Standing Orders - adopted May 2016
- b) Scheme of Delegation - adopted 24<sup>th</sup> November 2016
- c) Retention of Documents - adopted 24<sup>th</sup> November 2016
- d) Parish Plan 2016-2021 adopted 20<sup>th</sup> April 2016
- e) Finance Regulations - adopted 17<sup>th</sup> March 2016
- f) Local Government Pensions Scheme Regulations - Statement of the Exercise of Discretions - adopted 28<sup>th</sup> September 2017
- g) Flexible Retirement Policy - 26<sup>th</sup> June 2014
- h) Grievance Policy - adopted 26<sup>th</sup> January 2017
- i) Disciplinary Policy - adopted 26<sup>th</sup> January 2017
- j) Dignity at Work, Bullying & Harassment Policy - adopted 26<sup>th</sup> January 2017
- k) Protocol of Hearings by the Employment Committee - adopted 26<sup>th</sup> January 2017
- l) Employees Code of Conduct - adopted 26<sup>th</sup> January 2017
- m) Sickness & Absence Policy - adopted 26<sup>th</sup> January 2017
- n) Equality Policy - adopted 25<sup>th</sup> 23<sup>rd</sup> March 2017
- o) Health, Safety & Welfare Policy - adopted 20<sup>th</sup> July 2017
- p) Councillor Code of Conduct - adopted 14<sup>th</sup> May 2015
- q) Dispensation Procedure - adopted 22<sup>nd</sup> November 2012
- r) Freedom of Information Publication Scheme - adopted 28<sup>th</sup> September 2017
- s) Data Protection Policy - adopted 24<sup>th</sup> November 2016
- t) Communication Policy - adopted 24<sup>th</sup> November 2016
- u) Complaints Policy - adopted 20<sup>th</sup> July 2017
- v) Staff & Councillors Training Policy - adopted 23<sup>rd</sup> March 2017
- w) Media Relations Policy - 28<sup>th</sup> September 2017
- x) Community Engagement Policy - adopted 26<sup>th</sup> January 2017
- y) Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - adopted 28<sup>th</sup> September 2017
- z) Protocol for dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2015
- aa) Tourism Policy - adopted 23<sup>rd</sup> November 2017

**58.18 HEALTH AND SAFETY**

- 1. Parish Council Office - Office Inspection to take place
- 2. Parish Council Assets

**59.18 MINUTES** - to agree and sign the minutes of the meeting held on 22<sup>nd</sup> March 2018

**60.18 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

**61.18 ANNUAL MEETING OF ELECTORS - 17<sup>th</sup> May 2018**

- a) Review of Meeting
- b) Results of Questionnaire
- c) Speakers

## **62.18 POLICY REVIEW and NEW POLICES**

1. Scheme of Delegation
2. Document Retention Policy

## **63.18 GDPR – 25<sup>th</sup> May 2018**

1. Data Audit and Data Cleansing
2. Data Protection Officer
3. IT Support
4. Website
5. Policies
6. Data Sharing Contracts

## **64.18 FINANCE**

- a) Bank Balances as at date of meeting
- b) Approval of Parish Council payments and authority to sign cheques
- c) Financial Statement - March 2018
- d) Transparency Act - March 2018
- e) Finance Review Year ended 31 March 2018, final quarter - Cllr. Carey to report
- f) Internal Audit Year Ended 31 March 2018 - completed on 23<sup>rd</sup> April 2018 - completed by Mr Mark Mulberry of Mulberry & Co
- g) Annual Return year ended 31<sup>st</sup> March 2018 - Annual Internal Audit Report
- h) Annual Return year ended 31<sup>st</sup> March 2018 - Section 1 - Annual Governance Statement 2017/18
- i) Annual Return year ended 31<sup>st</sup> March 2018 - Section 2 - Accounting Statement 2017/18
- j) End of year accounts 31<sup>st</sup> March 2018
- k) PAYE - end of year
- l) Pension - end of year
- m) VAT Claim - year ended 31<sup>st</sup> March 2018
- n) Budget Monitoring - year ended 31<sup>st</sup> March 2019
- o) Power of General Competence year ended 31<sup>st</sup> March 2019 - confirmation of compliance and adoption of the power
- p) Appointment of Responsible Financial Officer 2018/19
- q) Confirmation of Clerk's salary scale and hours 2018/19
- r) Assets Register - review & adoption
- s) Annual Standing Order and Direct Debit Payment Schedule - 2018/19
- t) Mileage Allowance Rate 2018/19 - confirmation of rate at 0.45 pence per mile
- u) Financial Risk Assessment & Insurance Review
- v) Noticeboard Clappers Lane
- w) Highway Verge - Grass Cutting
- x) Earnley Concourse - Lot 4

## **65.18 ENVIRONMENTAL MATTERS**

1. Flood Prevention Update - Cllr. Carey
2. Batchmere Lane Flood Relief Scheme
  - 2.1 Wayleave Agreement
3. Public Rights of Way and map update - Cllr. Stant

## **66.18 PARISH PLAN 2016 -2021 - OBJECTIVES**

- 1) Set objective priority for 2018/19
- 2) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - report from Working Party
  - 1.1 Village gateways
  - 1.2 "Dolly Pegs" in the Parish

- 1.3 S106 Funding for Traffic Calming in the Earnley Conservation Area
- 1.4 Signage of Almodington Lane and bridge
- 3) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 3.1 Earnley Fete/Big Lunch (national date 3<sup>rd</sup> June)
  - 3.2 Bus Shelter Volunteers -Easton Lane and First Avenue.
  - 3.3 WWWI Centenary
    - 4.4.1 Silent Solider
    - 4.4.2 Commemoration Event
    - 4.4.3 Grant Funding Chichester District Council
    - 4.4.4. WWWI Airfield Earnley - commemorative plaque

**67.18 HIGHWAYS**

1. A27 -update
2. Bus Route - Asda

**68.18 EARNLEY CONCOURSE/EARNLEY PLACE**

**69.18 RICHARDSON/SOUTH DOWNS HOLIDAY VILLAGE**

**70.18 EMPLOYMENT UPDATE**

1. End of Year Appraisal
2. Targets set for year ended 31 March 2019
3. Employment Committee - 28<sup>th</sup> June 2018
4. Councillor Training

**71.18 REPORT ON EXTERNAL MEETINGS**

**72.18 CLERK'S REPORT AND CORRESPONDENCE**

**73.18 ITEMS FOR FUTURE AGENDAS**

Signed \_\_\_\_\_ L. Chater

Clerk Earnley Parish Council

Dated \_\_\_\_\_ 16<sup>th</sup> May 2018

**Filming of meetings and use of social media**

During this meeting, the public can film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.