

## **EARNLEY PARISH COUNCIL**

### **MINUTES OF EARNLEY PARISH COUNCIL ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 15<sup>th</sup> MAY 2014**

**PRESENT:** Cllrs. Keith Martin, Colin Field, Sandy Simpson and Chris Charter

**In attendance:** Mrs. Louise Chater (Clerk), County Cllr. Pieter Montyn and three members of public.

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

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

#### **33.14 ELECTION OF VICE CHAIRMAN**

On a proposal by Cllr. Charter, it was **RESOLVED** to elect Colin Field as Vice Chairman.

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

None.

#### **35.14 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Robert Carey - holiday.

#### **36.14 COUNTY COUNCILLOR'S REPORT**

County Cllr. Montyn reported;

1. Pedestrian Crossing on B2198 funding would be via the Pebble Reach development.
2. 160 dwellings off Clappers Lane - the officers continue to request information from the traffic consultant. The submission of the report to Chichester District Council was imminent.
3. Better Roads Website - showed Bookers Lane works but did not show the road north of the Church. County Cllr. Montyn **PM** agreed to investigate.

4. Following the recent meeting with Southern Water there had been no further update.
5. The Local Plan had been sent to the Secretary of State for Examination.
6. Planning Enquiry into 46 dwellings on Church Lane Birdham was due to resuming on 20 May 2014

7.35pm County Cllr. Montyn left the meeting.

#### **37.14 DISTRICT COUNCILLORS' REPORT**

Written report circulated.

#### **38.14 CODE OF CONDUCT**

1. All Councillors were requested to review their register of interest and provide written confirmation of no change or immediately provide the Clerk with an updated copy. - New Register of Interest received from Cllr. Martin. Written confirmation of no changes was received from Cllrs. Simpson, Field and Charter.
2. Declarations of Interest on items included on the agenda - none.
3. Dispensation requests - none.

**AGENDA**

#### **39.14 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
- e) Society of Local Council Clerks

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

#### **40.14 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 Councils - Cllr. Field
- V. South Chichester County Local Committee - representation as

required

- VI. Chichester District Meeting of the Parishes- Cllr. Field and Cllr. Martin
- VII. Medmerry Stakeholders Group - Cllr Field and Cllr Martin

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

- I. Environmental Issues - 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 party as required
- VI. Flooding issues - Cllr. Carey
- VII. Finance and Budget (including checks of the Parish Council Finances) - Cllr. Charter
- VIII. Emergency Planning - Cllr. Field

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

1. Employment Committee, confirmation of use of adopted terms of reference and election of Chairman - it was RESOLVED that Cllrs. Simpson, Charter and Martin of the Parish Council sit on the Employment Committee. It was RESOLVED to elect Sandy Simpson as Chairman. The Declaration of Acceptance of Office was duly completed. It was confirmed that the adopted terms of reference remained in place.
2. Code of Conduct Committee, confirmation of use of adopted terms of reference and election of Chairman - it was RESOLVED that all members of the Parish Council sit on the Code of Conduct Committee. It was RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed. It was confirmed that the adopted terms of reference remained in place.
3. Planning Committee, confirmation of use of adopted terms of reference and election of Chairman it was RESOLVED that all members of the Parish Council sit on the Planning Committee. It was RESOLVED to elect Colin Field as Chairman. The Declaration of Acceptance of Office was duly completed. It was confirmed that the adopted terms of reference remained in place.

#### **43.14 CONFIRMATION OF USE OF ADOPTED POLICIES**

1. Standing Orders - adopted 23<sup>rd</sup> January 2014

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. Field, it was RESOLVED to continue to use the above adopted policies. However, it was agreed to form a working party consisting of Cllrs. Carey, Charter and Simpson to review the Financial Regulations.

**CC/SS/RC**

**44.14 MINUTES**

On a proposal by Cllr. Field, it was RESOLVED to agree and sign the minutes of the meeting held on 27<sup>th</sup> March 2014; this was duly completed.

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

23.14 (e) Meeting facilities at Southdowns Holiday Camp - having visited the facilities available the Clerk reported that there were no internet facilities or projectors etc therefore it was considered only suitable for use on an ad-hoc basis.

**CLERK**

**46.14 FINANCE**

- a) Bank Balances as today's date - £58,970.64
- b) Approval of Parish Council payments and authority to sign cheques

Direct Debit			
Anvil Mobile Ltd	25.46	dd	parish council phone - April 2014
Public Works Loan Board	284.24	dd	Loan Payment
<b>Standing Order</b>			

Mrs Louise Chater	351.44	so	salary
West Sussex County Council	99.44	so	pension contribution
<b>Cheque Payments</b>		cheque no	
Broker Network Ltd	272.95	300166	insurance premium
Mr A Griffith	133.20	300167	notice board repair
Chichester District Council	350.00	300168	Community Warden Contribution
East Wittering & Bracklesham Parish Council	26.00	300169	Room Hire
Helen Williams	105.00	300170	Excel updates
Mulberry & Co	73.50	300171	Audit Fees for year ended 31 March 2014
Mrs Louise Chater	112.61	300172	Expenses
SEE Contracting Ltd	116.98	300173	Street lighting repair

On a proposal by Cllr. Field, it was RESOLVED to make payment and sign the cheques including the additional cheque to SEE Contracting as listed above.

- c) Approval of financial Statement - On a proposal by Cllr. Charter, it was RESOLVED to accept the financial report for March 2014.
- d) Appointment of Responsible Financial Officer - On a proposal by the Chairman, it was RESOLVED that Louise Chater continued as the Responsible Financial Officer.
- e) Appointment of Internal Auditor for financial year 2014/15 - On a proposal by the Chairman it was RESOLVED to appoint Mark Mulberry as the Internal Auditor.
- f) 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.
- g) Financial Risk Assessment and Insurance - On a proposal by Cllr. Charter, it was RESOLVED to accept the Risk Assessment Register for 2014/15.
- h) Section 137 Allowance - The Clerk reported that the S137 rate was £7.20 with 411 registered electors the amount available was £2959.20
- i) Assets Register year ended 31 March 2015 - On a proposal by Cllr. Field, it was RESOLVED to accept the Assets Register.
- j) Annual Return year ended 31 March 2014 - Section 1 Statement of Accounts - On a proposal by the Chairman, it was RESOLVED

to accept the statement of accounts as an accurate record and these were duly signed by the Chairman and the Clerk.

k) Annual Return year ended 31 March 2014 - 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 Clerk.

l) End of Year Accounts 31 March 2014 - On a proposal by Cllr. Field, it was RESOLVED to accept the statement of accounts as an accurate record and these were duly signed by the Chairman and the Clerk.

m) Internal Audit Year Ended 31 March 2014 - report from internal auditor and clerk's response:

Risk Management: "I would recommend the risk assessments are updated to include such items as loss of Clerk". The Clerk's response - the risk assessment for 2014/15 had been reviewed to include loss of Clerk and bank failure.

Budget & Precept: "I would recommend council increase the amount of details in its internal communications in respect of overspends, and perhaps update the financial regulations accordingly". On a proposal by Cllr. Charter it was resolved that when spending reaches 10% before budget limit the matter must be reported to council and the decision minuted. A working party had been set up to review the financial regulations.

Annual Return year ended 31 March 2014 - Section 4 Annual Internal Audit Report: the internal auditor had made no comments or raised any areas of concern.

n) Annual Standing Order Payment List

<b>Standing Orders</b>		
Mrs Louise Chater		£352.65
West Sussex County Council		£99.44
<b>Direct Debit</b>		
Anvil Mobile	Parish Council Telephone	Variable

On a proposal by Cllr. Charter it was RESOLVED to agree and sign the annual standing order and direct debit payment schedule; this was duly completed.

o) PAYE - end of year - Payroll Services had completed the end of year procedure and no payments were outstanding.

p) Pension - end of year - The Clerk had completed the year end procedure and no payments were outstanding.

q) LPGS Pension 2014 - Discretionary polices - On a proposal by Cllr. Charter, it was agreed to form a working party consisting of Cllrs. Carey, Charter and Simpson to review the draft

**AGENDA**

**RC/SS/CC**

Discretionary Pension Policies and the associated flexible retirement policy

r) Traditional Finger Post Maintenance - quotes awaited

#### **47.14 LOCAL PLAN**

Nothing further.

#### **48.14 ENVIRONMENTAL MATTERS**

The Clerk reported a letter had been received from Manhood Wildlife & Heritage Group requesting the Parish Council adopt Almodington No-Man's Land. It was noted the Parish Council had reviewed this matter previously, however, it was agreed the Clerk would contact the Clerk of Sidlesham to discuss the process used in Sidlesham to adopt the pond. **CLERK**

#### **49.14 COMMUNITY LED PLAN**

The Clerk reported that she had held a conversation with David Hyland Chichester District Council; he had stated that the plan would not be adopted as a planning document but he advised there is still merit in producing a plan that records the parishioners' wishes. The clerk had also had a conversation with Ed Dickinson West Sussex County Council; he had been enthusiastic about the production of a plan that record parishioners concerns and could be used as an evidence base. Both representatives had agreed to attend the annual parish assembly to take questions on Community Led Plan's.

The chairman requested Cllrs. Charter and Simpson give a presentation on the Community Led Plan at the Annual Parish Meeting prior to the opportunity for the public to ask questions of the Council and the representatives of Chichester District Council and West Sussex County Council. **CC/SS**

#### **50.14 ANNUAL PARISH MEETING 29<sup>th</sup> May 2014 commencing at 7pm**

1. Flyers - to be printed and circulated for delivery. **ALL**
2. Speakers - Robert Carey and Ken Davenport would give a presentation on behalf of the Flood Prevention Group.
3. Display's - Flood Prevention Group, Footpaths and the Definitive Map 2026 and Parish Council Elections May 2015
4. Chairman's Report - in conjunction with the Clerk the Chairman would prepare a power point presentation **KM/CLERK**

**51.14 REPORT ON EXTERNAL MEETINGS**

All Parishes Meeting - 1<sup>st</sup> May 2014 long discussion on the Travellers Transit Site.

**52.14 CLERK'S REPORT AND CORRESPONDENCE**

None.

**53.14 ITEMS FOR FUTURE AGENDAS**

None.

The meeting closed at 8.30pm

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

Dated \_\_\_\_\_