

EARNLEY PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 14th MAY 2015 IN THE RICHARDSON ROOM, BIRDHAM VILLAGE HALL

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

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

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

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

33.15 ELECTION OF VICE CHAIRMAN

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

34.15 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

35.15 APOLOGIES AND REASONS FOR ABSENCE

District Cllr. Ian Curbishley - prior commitment

36.15 COUNTY COUNCILLOR'S REPORT

No report received.

37.15 DISTRICT COUNCILLORS' REPORT

The Chairman welcomed Susan Taylor it was noted that District Cllr. Graeme Barrett had provided her with some information with regard to the issues affecting the parish and it was intended to have a meeting to brief her in due course. The Chairman requested that Cllr. Taylor request enforcement case be made available on the website as the officers did not keep parishes up to date. The Parish Council offered to hold a briefing session for both new District Councillors.

38.15 CODE OF CONDUCT

1. Review and Adoption of Code of Conduct Policy - on a proposal by Cllr. Carey, it was RESOLVED to adopt the Code of Conduct Policy.
2. Register of Interest Form - to be completed by all Councillors by 8th June 2015.
3. Declarations of Interest on items included on the agenda - none.
4. Dispensation requests - none.
5. Review and Adoption of Complaints Policy - On a proposal by Cllr Simpson, it was RESOLVED to adopt the Complaints Policy.

ALL

39.15 ELECTION RESULTS AND CO-OPTION OF PARISH COUNCILLOR

It was noted that the Parish Council was one councillor short and was required to adopt a member by 30th June 2015. The Clerk had advertised the vacancy on the notice boards, website and sent an email to all contacts on the resident's circulation list with no success. It was noted that all the councillors had already approached residents and had not as yet found a resident prepared to be co-opted.

AGENDA

All councillors were reminded to submit their declaration of expenses to Chichester District Council even if it was a "nil expenditure" declaration.

ALL

40.15 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) Campaign to Protect Rural England (CPRE) - it was agreed to withdraw
- e) Society of Local Council Clerks (SLCC)
- f) Institute of Local Council Clerks (ILCC)

On a proposal by Cllr. Charter it was RESOLVED to maintain membership of the above bodies other than CPRE it was agreed not to renew membership.

41.15 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

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

42.15 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 - Cllr. Carey and Cllr. Chater

43.15 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- 1) Employment Committee - it was RESOLVED that all members 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 references remained in place.
- 2) Code of Conduct Committee - 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 references remained in place.
- 3) Planning Committee - it was RESOLVED that all members of the Parish Council sit on the Planning 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 references remained in place.
- 4) Complaints Committee - On a proposal by Chairman, it was RESOLVED to form a complaints committee and adopt the terms of reference. It was RESOLVED that all members of the Parish Council sit on the Complaints Committee and to elect Cllr. Charter as Chairman. The Declaration of Acceptance of Office was duly completed.

44.15 CONFIRMATION OF USE OF ADOPTED POLICIES

- a) Standing Orders - adopted 23rd January 2014
- b) Financial Regulations - adopted 26th June 2014
- c) Health & Safety Policy - adopted 25th March 2009 - All **ALL** Councillors to read and sign statement to compliance.
- d) Equal Opportunities Policy - adopted on 25th March 2009
- e) Freedom of Information Act Publication Scheme & Schedule of Charges - adopted 28th January 2009
- f) Media Relations Protocol - adopted 14th July 2010
- g) Community Engagement - adopted 22nd March 2012
- h) Disciplinary Procedure - adopted 27th September 2012
- i) Grievance Procedure - adopted 27th September 2012
- j) Anti-Harassment Policy - adopted 27th September 2012
- k) Sickness Policy - adopted 28th March 2013
- l) Flexible Retirement - adopted 26th June 2014
- m) Local Government Pension Scheme Statement of Exercise of Discretions - adopted 26th June 2014
- n) Dispensations procedure and guide - adopted 22nd November 2012

On a proposal by Chairman, it was RESOLVED to continue to use the above adopted policies.

45.15 MINUTES OF THE MEETING HELD ON 26th MARCH 2015

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meetings held on 26th March 2015; this was duly completed.

46.15 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

19.27pm County Cllr. Pieter Montyn arrived and gave his report:

1. Operation Watershed applications - the Earnley had been approved however there is a period of appeal by the applicants who have been refused. Cllr. Carey thanked County Cllr. for his assistance
2. Although County Cllr. Montyn was no longer a District Councillor he would continue to follow the Clappers Lane application. The Chairman expressed his concern with regard to the negotiations for the S106 agreement associated with the application.
3. County Cllr. Montyn agreed to request further information with regard to the power to remove signs.

19.37pm County Cllr. Montyn left the meeting

47.15 FINANCE

a) Bank Balances from latest bank statements - as at 14th May 2015
£13,735.98

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

Direct Debit			
Anvil Mobile Ltd	11.46	dd	parish council phone - March 2015
Public Works Loan Board	284.24	dd	Flood Alleviation Loan Payment
Standing Order			
Mrs Louise Chater	670.64	so	salary - March 2015
Mrs Louise Chater	389.31	so	Salary - April 2015
West Sussex County Council	110.04	so	pension contribution - March 2015
West Sussex County Council	115.61	so	pension contribution - April 2015
Cheque Payment		cheque no	
Chichester District Council	350.00	300226	Community Warden
West Sussex ALC	145.26	300227	NALC/WSALC Subscription
SSALC Ltd	17.00	300228	LCR subscription

East Wittering & Bracklesham Parish Council	26.00	300229	Room hire
Mulberry & Co	108.90	300230	Internal Audit year ended 31 March 2015
Staples Ltd	4.47	300231	paper
Staples Ltd	87.92	300232	printer cartridges and paper
Mrs Louise Chater	86.37	300233	expenses
Staples Ltd	7.49	300234	laminating name tags

On a proposal by Cllr. Carey, it was RESOLVED to make payment and sign the cheques including the additional payment to Staples Ltd (7.49) as listed above.

- c) Budget Monitoring 2015/16 - no virements were required.
- d) Approval of financial statement - On a proposal by Cllr. Carey, it was RESOLVED to accept March 2015 & April 2105 financial statements.
- e) Power of General Competence - The Clerk confirmed that the Parish Council complied with the requirements to enable the Parish Council to adopt the Power of General Competence. On proposal by Cllr. Carey it was RESOLVED to adopt the Power of General Competence.
- f) Appointment of Responsible Financial Officer - on a proposal by the Chairman, it was RESOLVED the Clerk continue in the role of Responsible Financial Officer
- g) Appointment of Internal Auditor for financial year ended 31 March 2016 - on a proposal by Cllr. Chater, it was resolved to appoint Mark Mulberry as the internal auditor.
- h) Confirmation of Clerk's salary scale and hours of work - it was confirmed the Clerk was contracted to work on average 10 hours per week on scale point 21
- i) Financial Risk Assessment and Insurance - On a proposal by Cllr. Carey, it was RESOLVED to accept the financial risk assessment. On a proposal by Cllr. Carey, it was RESOLVED to accept the quote provided by Came & Co in the sum of £265.00 and enter into a three year agreement. On a proposal by Cllr. Charter, it was RESOLVED to write the cheque and make payment.
- j) Section 137 Allowance for year ended 31 March 2016 is £7.36 per registered elector.
- k) Assets Register year ended 31 March ~~2016~~ 2015 - On a proposal by Cllr. Carey, it was RESOLVED to accept the Assets Register.
- l) Annual Return year ended 31 March 2015 - Section 1 Statement of Accounts - On a proposal by Cllr. Charter, 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) Annual Return year ended 31 March 2015 - Section 2 Annual Governance Statement - On a proposal by Chairman it was RESOLVED to complete the annual governance statement and this was duly completed and signed by the Chairman and the Clerk.

- n) End of year accounts 31 March 2015 - On a proposal by Cllr. Carey, it was RESOLVED to accept the statement of accounts as an accurate record and these were duly signed by the Chairman and the Clerk.
- o) Internal Audit Year Ended 31 March 2015 - report from internal auditor and Clerk's response. - "I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and a model for good practice. I am therefore pleased to report that I can sign off the annual return positively". There were no points to bring forward.
- p) Annual Return year ended 31 March 2015 - Section 4 Annual Internal Audit Report - the internal auditor had made no comments or raised any areas of concern.
- q) Annual Standing Order and Direct Debit Payment List

Standing Orders			
Mrs Louise Chater	Salary	Monthly	£389.31
West Sussex County Council	Pension	Monthly	£115.61
Direct Debit			
Anvil Mobile	Parish Council Telephone	Monthly	Variable
Public Works Loan Board	Flood Alleviation Loan	six monthly	284.24

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

- r) PAYE - end of year - payroll services had completed the year end procedure and no payments were outstanding.
- s) Pension end of year - the clerk had completed the year end procedure and no payments were outstanding
- t) Transparency Act for smaller councils - Approval to attend course on 19th May 2015 - On a proposal by Chairman, it was RESOLVED the Clerk attend.
- u) LSA Heritage Trail Grant - On a proposal by Cllr. Simpson it was RESOLVED to make a Power of General Competence Grant in the sum of £20.00
- v) Bus shelter cleaning contract - The bus shelter cleaner had not invoiced the Parish Council in 2014/15 as he completed the work when visiting other sites locally. On a proposal by Cllr. Charter, it was RESOLVED to renew the contract with Andrew Griffith of Andrews Gardening Services at a rate of £75.00 per quarter for work to be completed once a month.
- w) Approved Mileage Allowance Rate 2015/16 - It was confirmed that elected members and the clerk were entitled to claim at a rate at 45p per mile for the first 10,000 miles.
- x) Local Councils Explained - purchase of book - On a proposal by Cllr. Charter was agreed to purchase one copy.

CLERK

CLERK

48.15 LOCAL PLAN

1. Draft for consultation: Air Quality Action Plan for Chichester District - consultation closes 8th June 2015 - no comment.

49.15 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey reported that two bids had been submitted to operation watershed; the first for £30,000 to cover work required for Somerley consisting of upper Bookers Lane and lower Bell Lane. The second for £2,000 for the Holdens farm ditch clearance work.

The culvert replacement, removal and ditch work had been completed in Almodington; it was noted that the funding provided by operation watershed was not required and Cllr. Carey had written to West Sussex County Council requesting the funding be used for Almodington phase two.

Cllr Carey agreed to speak to the Environment Agency to request RC copies of the photographs of the work completed.

2. Bridge Footpath 51 - Cllr. Martin had reviewed the pipework it did not appear to be an issue.
3. Footpath Bell Lane - Cllr. Martin had reported the issue to "Love West Sussex" three times no work had taken place. The community services group had been disbanded in the cuts the officer considered the path was accessible. Clerk to contact CLERK County Cllr. Montyn.

50.15 PARISH OBJECTIVES

Cllr. Charter reported that a meeting had taken place with a District Council officer to assist with production of an electronic and paper survey. The District Council would provide a digital link which could be embedded into the Parish Council website. The officers had agreed to input papers copies and they proposed to complete the analysis by the end of October.

51.15 REVIEW OF ANNUAL PARISH ASSEMBLY - 18th March 2015

1. Review of Minutes - the minutes were considered to be an accurate record of the meeting.

52.15 REPORT ON EXTERNAL MEETINGS

None.

53.15 CLERK'S REPORT AND CORRESPONDENCE

1. Earnley Concourse - a further request for a meeting had been sent no response had been received - matter closed.
2. Earnley School - history - the Clerk reported that she had been contacted by former pupils of the school who were currently investigating the history of the school and were attempting to locate other past pupils. The Clerk had facilitated a meeting with

one of the former trustees. They had agreed to write an article for the newsletter.

3. Parish Council Newsletter - the Clerk had commenced work on the newsletter and requested an update on the flood alleviation, Parish objectives and report on the past year from the Chairman.
4. Power to remove signs - matter covered under the County Cllrs report.

54.15 ITEMS FOR FUTURE AGENDAS

None.

Meeting closed 20.40pm

Signed _____ Chairman of Earnley Parish Council

Dated _____