

## EARNLEY PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL HELD ON 25<sup>th</sup> MAY 2017

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

In attendance: Louise Chater (Clerk)

**39.17 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

On a proposal by Cllr. Charter, it was RESOLVED to elect Keith Martin as Chairman for the year ended 30 April 2018; the declaration of acceptance of office was duly signed.

**40.17 ELECTION OF VICE CHAIRMAN**

On a proposal by the Chairman, it was RESOLVED to elect Chris Charter as Vice Chairman of Earnley Parish Council for the Council year ended 30 April 2018, the declaration of acceptance of office was duly signed.

**41.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

**42.17 APOLOGIES AND REASONS FOR ABSENCE**

District Cllr. Taylor - prior engagement.

**43.17 COUNTY COUNCILLOR'S REPORT**

No report received.

**44.17 DISTRICT COUNCILLORS' REPORT**

District Cllr. Martin stated that during his induction, he had been advised that it would be better if he did not give the District Council report, therefore it was considered appropriate that District Cllr. Taylor continued attending the meeting.

**45.17 CODE OF CONDUCT**

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

**46.17 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**

On a proposal by the Chairman, it was RESOLVED to maintain membership of the bodies listed below:

- 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)

**47.17 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS**

The following Councillors agreed to accept responsibility for the areas listed below:

- I. Peninsula Community Forum - Cllr. Charter would be the lead member and the other Councillors would attend in rotation.
- II. 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 Carey & Simpson.
- VI. Medmerry Stakeholders Advisory Group (MSTAG) - Cllr. Martin.
- VII. West Sussex County Council South Chichester Local Committee - Cllr. Carey and representation as required.

#### 48.17 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

The following Councillors agreed to accept responsibility for the areas listed below:

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

#### 49.17 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- a) **Employment Committee** - On a proposal by the Chairman, it was confirmed the adopted terms of reference would remain in place. All members of the Parish Council sit on the Employment Committee and on a proposal by Cllr. Charter, it RESOLVED to elect Sandy Simpson as Chairman. The Declaration of Acceptance of Office was duly completed.
- b) **Code of Conduct Committee** - On a proposal by Cllr. Charter, it was confirmed the adopted terms of reference would remain in place. All members of the Parish Council sit on the Code of Conduct Committee and on a proposal by Cllr. Simpson, it RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed.
- c) **Planning Committee** - On a proposal by the Chairman, it was confirmed the adopted terms of reference would remain in place. All members of the Parish Council sit on the Planning Committee and on a proposal by Cllr. Carey, it RESOLVED to elect Chris Charter as Chairman. The Declaration of Acceptance of Office was duly completed.
- d) **Complaints Committee** - On a proposal by the Chairman, it was confirmed the adopted terms of reference would remain in place. All members of the Parish Council sit on the Complaints Committee and on a proposal by the Chairman, it RESOLVED to elect John Stant as Chairman. The Declaration of Acceptance of Office was duly completed.

#### 50.17 CONFIRMATION OF USE OF ADOPTED POLICIES

On a proposal by Cllr. Charter, it was RESOLVED to continue to use the adopted policies listed below:

- 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 June 2014
- 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) Equal Opportunities Policy - adopted 25<sup>th</sup> March 2009
  - o) Health, Safety & Welfare Policy - adopted 25<sup>th</sup> March 2009
  - 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> January 2009
  - 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 14<sup>th</sup> May 2015
  - v) Staff & Councillors Training Policy - adopted 23<sup>rd</sup> March 2017
  - w) Media Relations Policy - adopted 14<sup>th</sup> July 2011
  - x) Community Engagement Policy - adopted 26<sup>th</sup> January 2017
  - y) Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - adopted 23<sup>rd</sup> July 2015
  - z) Protocol for dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2015

**51.17 MINUTES**

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meeting held on 23<sup>rd</sup> March 2017; this was duly completed.

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

None.

**53.17 FINANCE**

- a) Bank Balances as at date of meeting £16,346.56
- b) Approval of Parish Council payments and authority to sign cheques  
On a proposal by Cllr. Carey, it was RESOLVED to ratify the payments listed below:

19 April 2017	Total			
<b>Direct Debit</b>				
Anvil Mobile	15.50			Phone March 2017
Public Works Loan Board	284.24			Loan Payment
<b>Standing Order</b>				
Mrs Louise Chater	437.97	KM :80816188	SS: 129909613	Salary month 1
West Sussex	134.55	KM :80816188	SS: 129909613	Salary month 1

County Council				
<b>Direct Payment</b>		authorisation code	authorisation code	
Chichester District Council	350.00	KM 823837012	SS: 409443449	Community Warden
East Wittering & Bracklesham Parish Council	27.50	KM: 80816188	SS: 129909613	meeting room hire
West Sussex ALC	139.03	KM :80816188	SS: 129909613	Subscription
Mrs Louise Chater	58.46	KM :80816188	SS: 129909613	expenses
<b>Cheque Payment</b>			cheque No	
Sandy Simpson	17.20		300338	
<b>Procurement Card</b>				
Spaldings	106.82			Litter picking equipment
<b>18 May 2017</b>	Total			
<b>Direct Debit</b>				
Anvil Mobile	18.84			Phone April 2017
<b>Standing Order</b>				
Mrs Louise Chater	437.97			Salary month 2
West Sussex County Council	134.55			Salary month 2
<b>Direct Payment</b>		authorisation code	authorisation code	
Diane Malley MAAT	73.00	KM: 712772952	SS :210906232	Payroll Services
East Wittering & Bracklesham Parish Council	22.00	KM: 712772952	SS: 210906232	meeting room hire
Mulberry & Co	122.04	KM: 712772952	SS :210906232	Audit Fees year ended 31 March 2017

Parish Magazine Printing	38.34	KM: 712772952	SS :210906232	Printing - annual meeting invite and fete flyer
Came & Company	288.46	KM: 712772952	SS: 210906232	Insurance premium
Procurement Card				
Office Outlet	32.97			Stationery
Iceland	34.79			Annual Meeting of Electors

- c) Financial Statement - On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for March 2017 and April 2017
- d) Finance Review final quarter - Cllr. Carey reported that he had carried out the final quarter review (copy attached). VAT claim for year end outstanding and will check that this had been completed at the end of first quarter.
- e) Power of General Competence - The Clerk confirmed that the Parish Council complied with the requirements to adopt the Power or General Competence. On a proposal by Cllr Charter, it was RESOLVED to adopt the Power of General Competence.
- f) Section 137 Allowance year ended 31 March 2018 - the rate was confirmed at £7.57 per elector
- g) Appointment of Responsible Financial Officer 2017/18 - On a proposal by the Chairman, it was RESOLVED that Mrs Louise Chater, Parish Clerk, would remain as the Responsible Financial Officer for the year ended 31 March 2018.
- h) Confirmation of Clerk's salary scale and hours worked - it was confirmed that the Clerk would work an average of 10 hours per week on scale point 24.
- i) PAYE - end of year - payroll services had completed the year end procedure and no payments were outstanding.
- j) Pension - end of year - the Clerk had submitted the year end report; it was noted that the Parish Council had over paid by £1.51 due to a rounding error. It was noted that the Parish Council contribution for year ended 31 March 2017 will remain at 21.7%
- k) Mileage Allowance Rate 2018/19 -On a proposal by Cllr. Carey it was confirmed that mileage allowance would remain at a rate at 0.45 pence per mile for the first 10,000 miles.
- l) Annual Standing Order and Direct Debit Payment Schedule - On a proposal by Cllr. Carey, it was RESOLVED to sign the Standing Order and Direct Payment schedule for 2017/18; this was duly completed.
- m) Assets Register - on a proposal by the Chairman, it was RESOLVED to adopt the updated Assets Register. It was agreed to contact the ENVIRONMENT AGENCY, with regard to ownership of the signs and the addition on the assets register
- n) Annual Return year ended 31<sup>st</sup> March 2017 - Section 1 - Annual Governance Statement 2016/17 - On a proposal by Cllr. Stant, it was RESOLVED that the Chairman complete Section 1 of the Annual Governance Statement. This was duly completed and signed by the

**AGENDA**

Chairman and Clerk.

- o) Annual Return year ended 31<sup>st</sup> March 2017 - Section 2 - Accounting Statement - On a proposal by Cllr. Stant, it was RESOLVED to accept Section 2 Accounting Statement, this was duly signed by the Chairman.
- p) Annual Return year ended 31<sup>st</sup> March 2017 - Section - Annual Internal Audit Report - it was noted that the internal auditor had completed the Annual Internal Audit report. The Clerk had meet with the Internal Auditor on 25<sup>th</sup> April 2017 and reported that Mr. Mark Mulberry of Mulberry and Co had stated in his report "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 pleased to report I can sign the annual return positively". No actions were required. On a proposal by Cllr. Simpson, it was RESOLVED to accept the report.
- q) End of year accounts 31<sup>st</sup> March 2017 - On a proposal by Cllr. Carey, it was RESOLVED to accept the year end accounts. This was duly signed by the Chairman and the Clerk.
- r) Financial Risk Assessment & Insurance Review year ended 31 March 2018 - On a proposal by Cllr. Charter, it was RESOLVED to accept the Financial Risk Assessment
- s) Budget Monitoring year ended 31<sup>st</sup> March 2018 - no action required.

#### **54.17 ENVIRONMENTAL MATTERS**

- 1. Flood Prevent Update - Cllr. Carey reported that utilities investigation has taken place and quotes were being sort to complete the work on the Almodington diversion route.
- 2. Public Rights of Way - Cllr. Stant advised that footpath width is being compromised by new hedgerow grow due to neglect by the landowner. It was agreed the Clerk would contact Cathy Eels.

**CLERK**

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

- 1) Set Objective Priority for 2017/18 - it was agreed to maintain the focus on Objective 1 and Objective 5.
- 2) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - Cllr. Chater would peruse the village gateways with the County Council once again.
- 3) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 3.1 Earnley Fete - Saturday 10<sup>th</sup> June 2017, Earnley Grange, Almodington Lane, 14.00-17.00
  - 3.1(1) Stalls - significant increase in the number of stalls and volunteers assigned.
  - 3.1(2) Tasks - all tasks assigned
  - 3.2 Bus Shelter Volunteers -Easton Lane and First Avenue bus shelters still require volunteers.
  - 3.3 Community Clean Up - 25<sup>th</sup> March 2017

#### **56.17 HIGHWAYS**

- 1. A27 - Highways Agency/Secretary of State Update - the Chairman stated that the A27 Executive Summary published in March 2017 stated that approximately 46% of the traffic is through traffic based on analysis carried out 2016. Highways England South Coast Central Route Strategy March 2017 has been published, consultation for the Road Investment Strategy II has commenced
- 2. A27- Community Workshops West Sussex County Council - 22<sup>nd</sup> June

2017 Bracklesham Barn - It was agreed that Cllr. Carey would attend this meeting. Cllr. Martin would be attending as a District Councillor.

2.1 Western Manhood Parishes - it was agreed to arrange a joint facilitated meeting with West Itchenor, Birdham, West Wittering, and East Wittering & Bracklesham Parish Councils.

**57.17 EARNLEY CONCOURSE/EARNLEY PLACE**

Nothing further.

**58.17 RICHARDSON'S HOLIDAY VILLAGE**

It was noted that Chichester District Council had issued an enforcement notice. Further discussions have taken place with the parties involved.

**59.17 ANNUAL MEETING OF ELECTORS - 18<sup>th</sup> MAY 2017**

1) Review of Meeting - it was very disappointing that the personal invites didn't increase the number, it was agreed to investigate the 2015 agenda as a significant number of residents had attended this meeting.

**CLERK**

2) Speakers - the clerk had written to Stephen Webster and thanked him for his presentation. It was agreed to ask Jane Reeve Manhood Heritage and Wildlife Project to give a presentation on ditch survey at the 2018 meeting.

**60.17 REPORT ON EXTERNAL MEETINGS**

1. Cllr. Simpson reported that the CDALC meeting presentation on Health & Wellbeing was very interesting. Examples were provided of other parish activities, friendship group, seniors lunch club and medical car club and locally Selsey town council is negotiating the provision of a dentist. The Parish Council discussed the provision of a service, however, it was considered that currently there did not appear to be a need.

2. All Parishes Meeting - A presentation was given on changes to business rates, the District Council was anticipating the changes would potentially bring in an extra £50 million funding however by the time the government had taken their cut it only left the District Council with an estimated £2 million.

**61.17 CLERK'S REPORT AND CORRESPONDENCE**

1. The Clerk reported that the VAT Claim for the year ended 31 March 2017 had been submitted in the sum of £378.30

**62.17 ITEMS FOR FUTURE AGENDAS**

1. Flood Risk Management

Meeting closed 20.16

Signed \_\_\_\_\_

Chairman Earnley Parish Council

Dated \_\_\_\_\_