

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 15 May 2012 in the Main Hall of Hunston Village Hall.

Present: Mr S Baker, Ms L Kenney (Chairman), Mr R Pagram
Mrs F Beckett, Mrs T Lock (Co-opted at the meeting)

In Attendance: Mrs C Smith (Clerk), 2 members of the public,
Mrs M Whitehead (WSCC)

The meeting commenced at 7.06pm

47/13C Election of a Chairman.

Cllr Kenney was nominated and seconded for the office of Chairman of the Council. **RESOLVED** that Cllr Liz Kenney be elected as Chairman of Hunston Parish Council. Cllr Kenney's Declaration of Acceptance of Office as Chairman of Hunston Parish Council was duly received.

48/13C Election of a Vice Chairman.

Cllr Baker was nominated and seconded for the office of Vice Chairman of the Council. **RESOLVED** that Cllr Baker be elected as Vice Chairman of Hunston Parish Council.

49/13C Co-option of a Councillor(s).

Resolved that Mrs Teresa Lock and Mrs Fran Beckett be co-opted onto Hunston Parish Council.

50/13C Questions/Comments from members of the public.

Mr Lock had expressed some interest in taking over as Tree Warden for the Parish and he raised several questions relating to the role. Mr Lock agreed to take over the role.

51/13C District and County Councillors reports.

51.1 Mrs T Tull (District Councillor)

Mrs Tull was unable to attend the meeting due to commitments at Sidlesham Parish Council.

51.2 Mrs M Whitehead (County Councillor)

The Chairman congratulated Mrs Whitehead on her re-election.

The first full County Council meeting took place yesterday. A new chairman, Amanda Jupp from Billingshurst, was elected. 48% of the Councillors are new and there will be a period of bedding in. Mrs Whitehead has been given the role of chairing the Pagham Harbour forum meetings every 6 months.

Mrs Whitehead has also taken over a role on the Canal Project Board.

Mrs Whitehead commented that there were a number of Travellers groups in the area. Sidlesham has installed a height barrier to prevent access to its playing field. The issue of Travellers was an ongoing problem as there were no transit sites in the area. Mrs Whitehead added that the new Police Crime Commissioner, Katy Bourne had made this issue one of her priorities.

52/13C Apologies for absence.

Apologies for absence were received and accepted from Cllr Bonthron and Cllr Gregory.

53/13C Councillors, Register of Members Interests.

The Clerk reminded Councillors of the need to confirm that there had been no changes to their Register of Members Interests. Councillors submitted written confirmation that there had been no changes from the previous year.

54/13C Declarations of Interest.

The Chairman and Cllr Baker declared an interest in Agenda Item 20 (Village Hall) as members of the Village Hall Management Committee.

Cllr Pagram declared an interest in Agenda Item 22 (Financial Payments) as recipient of one of the payments.

55/13C Appointment of the Responsible Financial Officer.

RESOLVED that the Clerk be reappointed as the Responsible Financial Officer for Hunston Parish Council.

56/13C Standing and Statutory Committees.

RESOLVED that there should be one Standing and Statutory Committee and that its membership should be as follows:

Planning Committee

Cllr Baker, Cllr Pagram, Cllr Beckett and the Chairman

RESOLVED that Cllr Lock and any new Councillors be nominated as substitute members who could stand in should any member of the Planning Committee be unable to attend a meeting.

It was **NOTED** that planning meetings would be called as and when required.

57/13C Parish Council representatives to various outside organisations.

RESOLVED that the Chairman should be the Council's representative to the Chichester District Association of Local Councils.

RESOLVED that the Chairman should be the Council's representative to the Sussex Association of Local Councils.

RESOLVED that Cllr Pagram and Cllr Lock should be the Council's representatives on the Manhood Peninsula Forum.

RESOLVED that Cllr Baker should be the Council's representative on the Village Hall Management Committee

RESOLVED that Cllr Pagram should represent the Council on matters relating to local policing.

58/13C Representative to oversee the Parish Council Accounts.

The Clerk briefly explained what was involved in this task.

RESOLVED that Cllr Lock should act as the Council's representative overseeing the Hunston Parish Council accounts.

59/13C Standing Orders, Financial Regulations and other Adopted Policies.

The Clerk explained that it was necessary for the Parish Council to regularly review the Standing Orders, Financial Regulations and other adopted policies. It was noted that it had been some times since the Policies had been properly reviewed.

RESOLVED that the Standing Orders, Financial Regulations and other adopted Policies are retained.

RESOLVED that Cllr Mrs Beckett and the Clerk review the Standing Orders, Financial Regulations and other adopted policies and bring recommendations to the Council on a rolling basis.

60/13C Minutes of the Council meeting held on 20 March 2013

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 20 March 2013. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

61/13C Matters arising from the Minutes of 20 March 2013.

It was noted that the Spring Clean Day scheduled for 5 May 2013 had been postponed and a new date of 15 June 2013 was agreed.

62/13C Internal Auditors report.

The Internal Auditors annual report had been previously circulated to Councillors. It was noted that there were no matters that were required to be brought to the Council's attention.

RESOLVED that the Internal Auditor's report be accepted

The Chairman expressed her thanks to the Clerk for her work involved in the completion of the end of year tasks.

63/13C Accounts for the year ended 31 March 2013, completion of the Annual Return.

The Accounts had been looked at by the Internal Auditor and had been circulated, along with a copy of the Annual Return, to Councillors in advance of the meeting.

RESOLVED that the accounts for the year ended 31 March 2013 are approved as a correct record of the Parish Council's financial position.

RESOLVED that the Chairman and Clerk sign Section 1 of the Annual Return confirming the financial position of the Council.

Councillors had to acknowledge responsibility for the preparation of the statement of accounts and to consider the response to each of the first 8 statements listed.

AGREED that "Yes" should be the response to each of the eight statements and N/A to the 9th which related to trusts.

RESOLVED that the Chairman and Clerk sign Section 2 of the Annual Governance Statement.

64/13C Council Priorities.

The Clerk suggested that in view of the number of changes in Councillors in recent months that the Council should have an informal working party meeting to bring all of the new Councillors up to date on the issues before deciding what action to take. This was agreed.

65/13C Planning application for 100 homes in Selsey.

The Clerk reminded Councillors that Selsey Town Council had asked other parishes locally to review and comment on the proposal for additional housing in Selsey.

The Chairman explained that for larger planning applications it was agreed that neighbouring parishes would review such applications.

A wide ranging discussion on the issues surrounding the proposal for such a large number of houses. This included flooding problems, sewerage capacity, road capacity, additional traffic, lack of school spaces, and lack of local employment opportunities.

It was noted that the Developers put together plans to promote travel by walking, cycling and use of public transport but the reality is that people don't use these methods of travel. Due to the location of good schools, leisure facilities and employment opportunities most people in Selsey would use their cars to travel and this in the main would mean crossing the A27.

It was also noted that Southern Water was beginning to admit that there was a capacity issue for sewerage coupled with an ageing and failing network of pipes that meant that further development should not take place.

66/13C Village Hall.

Cllr Baker gave some background to the workings of the Village Hall Management Committee which now had procedures in place ensure it had sufficient money for maintenance work. Because of the assistance of the Parish Council the Hall was in good shape going forward. The Village Hall Management Committee role was to ensure the Hall remained in good condition, complied with all necessary regulations and encouraged use. The Hall is fairly well booked up in the evenings.

The Chairman added that the Village Hall was to have its own website and the Committee will start a marketing campaign, particularly targeting businesses to take up some of the daytime capacity.

67/13C Clerks Report.

District Council news

Recommendation from Cabinet to the District Council Annual Meeting on 21 May 2013 includes:

- Change from two Area Development Control Committees to one for the whole District which would meet every 4 weeks.
- A recommendation that all .DOM applications are dealt with at Officer level regardless of whether the Parish Council or Conservancy objects.
- The Planning Applications Referral Committee is abolished.
- Electronic consultation on planning applications will be introduced to all parishes from April 2014.

There followed some discussion on the removal of the democratic process with regard to planning applications. **RESOLVED** that the Clerk be delegated to write to the District Council voicing its objections to the proposals to remove the automatic referral to the Development Control Committee where the Parish Council or Conservancy had objected to an application.

Banking arrangements

It is important to review all Council procedures from time to time and this includes the bank accounts. The Co-operative Bank has expressed its intention to review all of its banking activities earlier this year and recently there have been reports that it faces a capital shortfall. Whilst the Parish Council does not have large sums in its accounts it may be prudent now to review the existing banking arrangements. Other matters that need to be taken into consideration when changing accounts is the ability to use online banking with 3 different levels of access; view only, view and create payments and view and authorise payments. **RESOLVED** that Cllr Lock and the Clerk be delegated to review the situation and put forward a proposal for the June meeting.

Website

The Clerk explained that the current website should be redesigned using a program such as WordPress so that Councillors, where appropriate and any potential new Clerk could easily update the website. As a start the hosting company would need to be changed and the Clerk would start work shortly on a new website.

RESOLVED that the Clerk should change the hosting company to facilitate a move to a WordPress enabled website.

District Council

The Annual Meeting with the Parishes takes place on Thursday 23 May 2013. It was planned that the Chairman and Cllr Baker should attend.

Playing Field

In light of the increase in the number of Travellers groups locally it was proposed that security measures should be put in place to minimise the possibility of the playing field being targeted. **RESOLVED** that the Parish Council purchases an Anti-Ram Raid bollard which could be lowered to allow access for the grass cutters and fun fair vehicles.

68/13C Finance.

68.1 Appointed signatories to the bank accounts

The Clerk confirmed that the current signatories to the Accounts are the Chairman, Cllr Baker, Cllr Pagram and Cllr Gregory. As Cllr Gregory had resigned from the Council it was necessary to review the signatories **RESOLVED** that the Chairman, Cllr Baker and Cllr Pagram remain as the authorised bank signatories and that Cllr Beckett is added as a signatory.

68.2 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £2503.50 be made. See appendix 1 (May 2013)

68.3 Statement of Accounts

The Statement of Accounts up to 30 April 2013 was **APPROVED**. See appendix 2 (May 2013).

69/13C Items for noting or referral to a future meeting.

For the July Meeting – Clerks Annual Review.

There being no further business the Chairman declared the meeting closed at 9.10 pm

Signed _____ Date _____
Chairman