

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 21 May 2014 in the Main Hall of Hunston Village Hall.

Present: Mr S Baker, Ms L Kenney (Chairman), Mr L New, Mrs R Pagram

In attendance: Mrs C Smith (Clerk), Mrs M Evans (WSCC)

The meeting commenced at 7.05pm

54/14C 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.

55/14C 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.

56/14C Co-option of a Councillor(s).

No-one had come forward to be co-opted.

57/14C Questions/Comments from members of the public.

There were no members of the public present.

58/14C District and County Councillor reports.

58.1 Mrs T Tull (District Councillor)

Mrs Tull was unable to attend the meeting as she was in attendance at Sidlesham's Annual Parish Council meeting.

58.2 Mrs M Evans (County Councillor)

Mrs Evans advised that Travellers were back in the area. They had been in the car park of Chichester College although they had been moved today. She highlighted the fact that further funding was available through 'Operation Watershed'.

The Highways Agency was undertaking another strategic assessment for the A27.

A number of scams are in circulation at the moment. A person rings saying they are from the Police and ask you to ring your bank and confirm your bank details. However they do not hang up and when you try and call the bank the scammer is still on the phone and collects your details. Other scams highlighted include; receiving a text message asking them to confirm an appointment with the NHS and emails from yahoo asking for personal details.

59/14C Apologies for absence.

Apologies were received and accepted from Cllr Solliss.

60/14C 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.

61/14C 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.

- 62/14C Appointment of the Responsible Financial Officer.**
RESOLVED that the Clerk be reappointed as the Responsible Financial Officer for Hunston Parish Council.
- 63/14C 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 Solliss and the Chairman
RESOLVED that Cllr New 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.
- 64/14C 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 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.
- 65/14C Representative to oversee the Parish Council Accounts.**
The Clerk briefly explained what was involved in this task. It was agreed that this would be deferred until the Council was back up to full compliment.
- 66/14C 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 the Financial Regulations had been revised in March 2014.
RESOLVED that the Standing Orders, Financial Regulations and other adopted Policies are retained.
RESOLVED that the Aims and Objectives, Community Engagement Strategy, Grants Policy and Complaints Policy be reviewed during the year.
- 67/14C The Minutes of the Council meeting held on 19 March 2014**
The Chairman called for the approval of the Minutes of the Parish Council meeting held on 19 March 2014. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.
- 68/14C Matters arising from the Minutes of 19 March 2014.**
It was agreed to remind Mrs Tull about the panels surrounding Littlemead.
- 69/14C Updates on ongoing projects.**
69.1 Neighbourhood Plan
The Clerk reported that Tom Bell (CDC- Neighbourhood Planning Officer) had recently left the District Council. A replacement is being sought. In the meantime Tracey Flitcroft would help with any assistance the Steering Group may require.
A small group from the Steering Group has been working on a questionnaire for completion by residents. It was hoped that this would soon be available for issue.
Cllr Baker advised that a meeting had been held and the questionnaire should be ready soon.

- 69.2 Traffic calming/cycle routes
The Clerk reported that Tracey Webb (WSCC) had advised that an initial assessment shows that there is insufficient width to fit a feasible cycle route over a high proportion of the main road. Unfortunately, the County Council is unable to offer any alternatives due restrictions in width caused by the bus route.
It was agreed that the Parish Council would have to review the options. Further investigation would be made into the installation of village gates at the edge of the road and 'SLOW' road markings.
- 69.3 Church Lane Pond
The Clerk reported that permission to undertake maintenance at the Pond had been granted. It came with caveats but it was a good step forward. The Clerk suggested there was a need to have a meeting with Jane Reeves and perhaps someone from the County Council who can advise on how best to give the pond a good clear out and that she and Cllr Solliss had made a start on this.
- 69.4 Big Lunch
The Clerk reminded Councillors that the Big Lunch had been scheduled to take place on Sunday 27 July. Playinnovation were coming down with demo Street Snooker equipment and Team GB Handball Captain and Olympian Bobby White would also be attending. The Clerk stressed the importance of promoting this event within the village. Councillors agreed to set up a working group to help with this.
- 69.5 Regeneration of the Basketball court
The Clerk reported that work on providing information for the regeneration of the basketball court was well underway. Playinnovation had provided a draft proposal and were helping with the necessary information to apply for funding with 'Sport England' and Veolia. They would also help with obtaining appropriate quotes from two other providers. A poster showing what could be achieved with regeneration was shown to the Council. The plans were very well received by the Parish Council. The Clerk reported that applications for funding were already underway.
- 70/14C Internal Auditors report.**
The Internal Auditors annual report was 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
- 71/14C Accounts for the year ended 31 March 2014, 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 2014 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.
- 72/14C Annual Parish Meeting.**
The draft outline for the Parish Meeting was circulated. It was suggested that a poster advertising the Annual Meeting was put up in the Village Hall on polling day and the Clerk agreed to do this. It was agreed that the Parish Council would organise refreshments for the evening.

73/14C Village Hall.

Cllr Baker reported that funding for the kitchen was in place. The floor had been completed and the kitchen units had arrived and their installation would start shortly. The electrics had been completed and all the plumbing was in place and it was hoped that the installation of the units would take around four days. A few sundry items were still required such as a new fire blanket and fire extinguishers, heat mats and chopping boards.

A Plaque is being made will go over the hatch reading, 'Kitchen by Sylvarna Design - May 2014. It was noted that Sylvarna had gone out of their way to be helpful with the design and purchase of the new kitchen. There will be an official opening ceremony in due course.

Cllr Baker reported that once the kitchen had been finished there were no other major problems with the hall.

74/14C Clerks Report.

The popular Operation Watershed 'Active Communities Fund' set up in 2013 by the County Council to help communities tackle flooding issues has been extended for a further year.

A request has been received from the Football Club regarding the maintenance of the football pitch. It was agreed that this would be reviewed at the June meeting once some information had been gathered.

The Clerk highlighted a project from the Manhood Peninsula Partnership, 'Green Links across the Manhood Peninsula' (GLaM). The proposals seek to influence those people and organisations who can help improve green links across the Manhood Peninsula. It is looking into improving and extending the network of public footpaths and cycle routes across the Peninsula. It was agreed that Councillors would review the information and relay comments back to the Clerk to pass on.

75/14C Finance.

75.1 Appointed signatories to the bank accounts.

In view of the recent change from the Co-operative Bank to Unity Bank it was agreed to make no changes to the existing signatories at this time.

75.2 Schedule of Payments and Receipts.

RESOLVED that the payments listed in the schedule of payments and receipts totalling £1232.88 be made. See appendix 1 (May 2014).

75.3 Statement of Accounts

The Statement of Accounts up to 30 April 2014 was **APPROVED**.
See appendix 2 (May 2014)

76/14C Items for noting or referral to a future meeting.

No additional items were raised.

There being no further business the Chairman declared the meeting closed at 8.37pm

Signed _____ Date _____
Chairman