

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 4 March 2015 in Hunston Village Hall.

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

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

The Chairman convened the meeting at 6.30pm

17/15C Questions/Comments from members of the public.

None

18/15C Co-option of Councillors.

None

19/15C District and County Councillor reports.

19.1 Mrs T Tull (District Councillor)

Mrs Tull had sent her apologies as she was unable to attend the meeting.

19.2 Mrs M Evans (County Councillor)

Mrs Evans reported that the pavement outside the Post Office was due to be actioned by the end of March. Difficulties had arisen as some of the land was privately owned and therefore outside of the remit of the County Council.

The County Council and Sustrans were looking at cycle routes along the tow path and from the A27 footbridge down to Hunston. It is expected that they will be in touch with the Parish Council shortly.

The County Council agreed its budget on 13 February and has approved no increase in its share of the Council tax.

This report was given after Minute 30/15C and Mrs Evans left the meeting after the report.

20/15C Code of Conduct

20.1 Declarations of interest from Councillors on items on the agenda.

None

20.2 Requests for dispensations for disclosable pecuniary interests.

None

21/15C Apologies for absence.

There were no apologies for absence.

22/15C Minutes of the Parish Council meeting of 21 January 2105.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 21 January 2015. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of that meeting.

23/15C Matters Arising from the Minutes of 21 January 2015.

The Clerk reported that the Football Club had now paid the October invoice. There remained outstanding an invoice from December (£160) and an invoice for March (£100) had just been issued. The Football Club had signed and returned the new hiring agreements for the 2015/16 season. This will make things easier to manage for the Parish Council and the Football Club for future years.

The Clerk has advised the Football Club that the dug outs needed to be removed. It was agreed to notify them that if they were not removed by Monday 9 March the Parish Council would arrange for the dug outs to be removed.

24/15C Chairman's Report.

At the last WSALC meeting efforts were being made to regenerate the Midhurst and Petworth District Associations. It had been a year since the Surrey & Sussex ALC had split from Action in Rural Sussex and a review of finances had been undertaken.

25/15C Ongoing projects.

25.1 Neighbourhood Plan

The Clerk reported that the Neighbourhood Plan questionnaire was at the Printers and should be distributed as soon as it was available. The Survey would also then be put on the website for those who preferred to complete the survey online. The deadline for responses would be the end of March. The Clerk was thanked for her hard work in producing a professional looking questionnaire.

25.2 Additional meeting room

The new meeting room is scheduled for delivery and installation the week commencing 16 March. Approval is awaited for the electrical contractor. Once the building is in place the outside of the building needs treating with preservative. It was agreed that a working party would be formed to carry out this work.

25 3 Traffic Survey

The Clerk reported that there had been one adverse response to the photo of a proposal in the recent flyer that was delivered to all houses in the village. Unfortunately the person concerned had not read the information and had assumed that the Parish Council was proceeding with the scheme and they did not approve. It had been suggested that the Parish Council and any interested residents organised a visit to see any similar local schemes in action. Examples of similar schemes could be found locally at Rogate and Romsey Town Centre.

Further presentation on this subject would be made at the parish meeting.

26/15C Annual Parish Meeting.

Invitations had been printed and were circulated to Councillors for delivery. The Community Club had agreed to provide refreshments after the meeting.

27/15C Annual Risk Assessments.

The Parish Council risk assessments having been updated and circulated to Councillors were reviewed. It was noted that there were no areas of concern as a result of the review. The Clerk had also updated the Playground inspection sheet and advised that for insurance purposes it was necessary that an inspection should be carried out on a regular basis. It was agreed that once the new meeting room had been installed then the Councillors would undertake some of the inspections on a rota basis.

RESOLVED that the Clerk and Chairman be authorised to sign off the annual risk assessments.

28/15C Village Hall - transfer of administration to the Parish Council.

The Village Hall Management Committee meeting to approve a resolution to transfer the administration of the Charity to the Parish Council took place on 26 February 2015. Approximately 26 residents had attended the meeting expressing concerns over the proposal. The situation was clearly explained and those present seemed reassured that there would be no undue effects on hall users.

The Parish Council would have to meet three times a year as Charity Trustee and these meetings would be timed to coincide with Parish Council meetings. The first of these meetings was suggested for 1 April 2015 as there were a number of issues to address.

29/15C Dispensation to the Parish Council with regard to its role as Sole Trustee of Hunston Village Hall.

The Clerk explained that it might be necessary to grant the Parish Council dispensation when dealing with matters relating to the village hall as a result of its role as Trustee. It was agreed that the Clerk should seek advice from the District Council's Monitoring Officer.

RESOLVED that the Council grants dispensation in relation to the Hunston Village Hall for all its Councillors for the remainder of the Councillor's term of office whilst the Clerk seeks the appropriate advice from the Monitoring Officer.

30/15C Clerk's Report.

Drop in sessions.

No-one came to the first session. Four people came to the second session. Although none were interested in becoming parish councillors they wanted to talk to the Parish Council about other issues. This highlighted the importance of having a regular open session for residents.

Parish Council elections

Nomination forms for the elections will be collected by the Clerk next week and then advertised on the website and Facebook. The need for the existing Councillors to do some networking to try and encourage others to join was highlighted.

Hunston Copse

The Clerk had been contacted by a concerned resident as a good deal of clearance work was being undertaken in Hunston Copse. The District Council confirmed that the copse itself and no special protection and none of the trees were subject to preservation orders. The Clerk had also contact Langmeads who had confirmed that they were undertaking some clearance work to put in a cabin and a toilet which would then be used for classroom activities for local children.

Broadband

The Parish Council was asked to approve the installation of Broadband for the village hall. It was agreed that this would be a useful marketing tool for both the hall and the extra meeting room. **RESOLVED** that the Clerk be authorised to review suppliers and order a suitable broadband package for the hall.

Appointment of Mark Mulberry as Internal Auditor for 2014/2015.

The Clerk asked the Parish Council to approve the re-appointment of Mark Mulberry as the Parish Council's Internal Auditor for this year.

RESOLVED that Mark Mulberry be appointed as Internal Auditor for the year ended 31 March 2015.

31/15C Finance.

32.1

Additional bank account for the Village Hall

The Parish Council having taken over as Charity Trustee of the Village Hall is required to keep separate accounts for the Village Hall. The Village Hall Management Committee had been using Barclays Bank but had been unable to instigate online banking facilities. It was proposed that a new account marked as 'Hunston Parish Council as Trustee of Hunston Village Hall' be opened with Unity Bank which also operated a good online banking facility.

RESOLVED that the authorised signatories sign the letter to Unity Bank to open a new account for village hall funds.

- 32.2 Village Hall Advisory Service subscription
The Parish Council was requested to consider upgrading its existing subscription to the Village Hall Advisory service provided by AiRS. It was felt that this may be advisable as the Parish Council establishes itself in the role of Sole Trustee.
RESOLVED that the Parish Council upgrades its subscription to the AiRS Village Halls Advisory Service at a cost of £67.50.
- 32.3 Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £5,799.58 be made. See Appendix 1 (March 2015)
- 32.4 Financial Statement for March 2015
The statement of accounts up to 28 February 2015 was **APPROVED**.
See appendix 2 (March 2015)
- 32/15C Staff pay and hours of work.**
The Parish Council undertook a review of the Clerk's salary & hours in light of the added responsibility for the Village Hall and other staff. **RESOLVED** to increase the Clerk's hours to an average of 17 per week effective from 1st April 2015 at the new rate for spinal point 30. This is to be reviewed in three months time and the Clerk was asked to keep a record of the number of hours actually worked each week as the Council was concerned that more than the agreed hours were currently being worked.
- 33/15C Budget 2015/16**
In light of the Parish Council taking over as Sole Trustee of the Hall a number of initial changes were made to the budget. It was agreed that the Clerk should seek appropriate advice regarding the issue of pay where the Clerk had a role working for the Parish Council as well as a role for the Parish Council as Trustee of the village hall.
Small changes were also suggested to the spreadsheets used for reporting finances.
- 34/15C Items for noting or referral to a future meeting.**
None raised

There being no further business the Chairman closed the meeting at 8.22pm.

Signed _____ Date _____
Chairman