

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 20 May 2015 in the Annexe of Hunston Village Hall.

Present: Mr R Bates, Mrs B Delaney-Beckford, Ms L Kenney (Chairman),
Mr S Solliss, Mr S Baker.

In attendance: Mrs C Smith (Clerk), Mrs T Tull (CDC)

The meeting commenced at 6.30pm

35/15C Election of Chairman and receipt of Declaration of Office.

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.
A warm welcome was extended to the new Councillors.

36/15C Co-option of Councillors.

Two candidates had put themselves forward for co-option. Mr Baker had previously been a Parish Councillor and Mr Furlong had contacted the Clerk indicating his willingness to be co-opted although he was unable to make the meeting. **RESOLVED** that both candidates be co-opted onto Hunston Parish Council. The Chairman welcomed Cllr Baker to the meeting and his Declaration of Acceptance of Office was duly received. It was noted that the Clerk would be meeting with Cllr Furlong the following week.

37/15C 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.

38/15C Questions/Comments from members of the public.

None

39/15C District and County Councillor reports.

39.1 Mrs T Tull (District Councillor)

Mrs Tull reported that she was very pleased to remain in office. She remains Chair of the Corporate Governance and Audit Committee and was delighted to have been nominated to the Board of the Chichester Festival Theatre. The Local Plan had now been approved by the Planning Inspector and would soon be adopted by the District Council.

Mrs Tull then left the meeting

39.2 Mrs M Evans (County Councillor)

Work on the new footbridge over the A27 was progressing and the County Council was looking at ways of linking this up with the existing cycle network. Musculoskeletal services were still under debate. Responding to questions Mrs Evans confirmed that meetings had taken place regarding the possible cycle routes as well as traffic calming issues along the B2145. It was noted that Selsey Town Council had put forward suggestions for the entire length of the B2145 but that the Parish Council was keen to ensure that its desire to ensure that traffic speeds were reduced was not overridden.

Mrs Evans then left the meeting.

40/15C Apologies for absence.
None.

41/15C Councillors, Register of Members Interests.
Councillors Registers of Members Interests were duly received. These would be sent to the District Council Monitoring Officer and put on the Parish Council website in accordance with current regulations.

42/15C Declarations of Interest.
None

43/15C Appointment of the Responsible Financial Officer.
RESOLVED that the Clerk be reappointed as the Responsible Financial Officer for Hunston Parish Council.

44/15C Appointment of Standing and Statutory Committees.
The Council discussed how best it was going to operate over the forthcoming term.
RESOLVED that there be two Committees and their membership be as follows:
Planning Committee
All Councillors would sit on this Committee with there being a quorum of 4 members.
The Planning Committee will be called when there are applications to consider.

Environment Committee

Cllr Baker, Cllr Bates, Cllr Delaney-Beckford and Cllr Solliss would sit on this Committee with Cllr Furlong being invited to attend on his return.
The Environment Committee would deal with matters relating to traffic calming, ditches, flooding and cycle routes. Meetings would be scheduled on an 8 week cycle.

45/15C Appointments of Parish Council representatives to 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 Solliss & Cllr Bates should be the Council's representatives on the Manhood Peninsula Forum.
RESOLVED that Cllr Baker should represent the Council on matters relating to local policing.

46/15C Payment of Standing Orders and Direct Debits.
Councillors were asked to approve the continued payment of the following payments by Standing Order or Direct Debit.

Direct Debit	Standing Order
Playing Field rent	Clerks Salary
Loan repayments	Pension payments
Phone rental (Mobile)	
Phone rental (Broadband)	

In addition it was agreed that payments for the cleaning of the bus shelters would be paid quarterly by Standing Order.

RESOLVED that the payments list above be paid by Standing Order or Direct Debit as stated.

- 47/15C Standing Orders, Financial Regulations and other Adopted Policies.**
In light of the changes to the meeting schedule and the formation of a number of Committees it was **NOTED** that the Standing Orders would require amendment. Notwithstanding this change it was **AGREED** to continue use of the current Standing Orders, Financial Regulations and other adopted Policies. A review of all the Policies would be undertaken throughout the year.
- 48/15C Minutes of the Council meeting held on 4 March 2015.**
The Chairman called for the approval of the Minutes of the meeting held on 4 March 2015. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of that meeting.
- 49/15C Matters arising from the Minutes of 4 March 2015.**
Min 32/15C
In light of the requirement for the Clerk to take on the role of Bookings Secretary the Clerk's paid hours were increased to 18 per week.
Min 33/15C
The Clerk had spoken to Ian Davison (Sussex Association of Local Councils) who had suggested that the Parish Council simply charge the Village Hall a set lump sum for the services of the Clerk in dealing with Village Hall matters and Trustee Meetings. Agreed
- 50/15C Ongoing projects.**
50.1 Neighbourhood Plan
The survey had resulted in 77 paper copies and 33 online responses which represented 20% of the village. In terms of surveys this was an excellent response. The surveys needed analysing now and it was suggested that the Steering Group should be resurrected to undertake this task. A number of Councillors volunteered to enter the details of the paper surveys online to aid effective analysis.
- 50.2 Traffic calming/cycle routes
The Clerk has met with representatives from the County Council, and Selsey cycle forum regarding possible provision of a cycle route from Selsey via Hunston to Chichester and general traffic calming plans for this side of the Peninsula.
- 50.3 Church Lane Pond
Operation Watershed funding had been received from the County Council and Jane Reeve (Manhood Wildlife Officer) was arranging for the work to be undertaken in September 2015 to avoid disturbance to the farmers and wildlife.
The proposal is to dig out the roadside ditches, remove the tree from the ditch junction, (CDC permission gained) Conservation Area, and to cut back the vegetation that covers the ditch carrying water across a farmer's field to Bremere Rife. Once this ditch can be seen it will also be restored. The ditches along the lane need to be dug out, in some cases completely reinstated, and joined to the main ditch that will then connect all these tributaries to the Bremere Rife. The water from the fields will be caught and directed off the roads, and the ditches will get re-levelled, preventing backflow and flooding.
- 50.4 Regeneration of the Basketball court
There was nothing to report at this stage.
- 51/15C Internal Auditors report.**
The Internal Auditors annual report was circulated to Councillors. It was noted that the Chairman's Allowance as currently paid should be subject to PAYE. It is possible to pay this as a loan with the Chairman providing receipts for money spent with any unspent funds being returned to the Parish Council at the end of the year. It was

agreed that the Chairman would claim expenses as necessary.

It was agreed to use the SALC expenses form for Councillors claiming travel or other expenses.

RESOLVED that the Internal Auditor's report and the recommendation within be accepted.

52/15C Accounts for the year ended 31 March 2015, 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 2015 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 nine statements listed.

AGREED that "Yes" should be the response to each of the statements including the last one which related to trusts.

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

53/15C Clerks Report.

The Clerk reminded Councillors of the need to have returned their election expenses forms.

New Councillor Training was available locally on 2 July 2015 with an introduction to the County Council being held on 8 July 2015. Cllr Bates and Cllr Delaney-Beckford agreed to attend these meetings.

A letter had been received from Deloitte, acting on behalf of the Church Commissioners making representations regarding possible development of the land south of Meadow Close. The details were considered and concerns were raised about a wide range of issues including; access to any possible development, flooding of the area, the lack of infrastructure to support a higher level of housing and possible implications of there being a covenant on the land that prevents any development before 2030. It was agreed that the Clerk should respond to Deloitte highlighting the Parish Council's concerns.

Cllr Baker declared an interest in this item as a Director of Foxley Meadows.

Transfer of land by Foxbridge Drive. The Solicitor for Foxley Meadows had written to the Parish Council with details of the transfer. It was noted that the Parish Council had already approved the acquisition of the land.

RESOLVED that the Clerk instruct Solicitors to act on its behalf in the transfer.

RESOLVED that the Clerk respond to the Solicitor for Foxley Meadows confirming the Parish Council agreement to make a contribution towards their costs subject to a maximum amount of £1000.

54/15C Finance.

54.1 Appointment of signatories to the bank accounts.

The Chairman and Cllr Baker are currently the only signatories to the accounts. It was noted that all payments whether made by cheque or online required the authorisation of two councillors.

RESOLVED that Cllr Bates and Cllr Solliss be added to the list of signatories.

54.2 Confirmation of the Clerk's salary scale and weekly hours.

It was **NOTED** that the Clerk was currently on the National Joint Committee for Local Government Services Scale Point 30 and works an average of 18 hours a week.

54.3 Schedule of Payments and Receipts.
RESOLVED that the payments listed in the schedule of payments and receipts totalling £27,971.33 be made. See appendix 1 (May 2015).

54.4 Statement of Accounts
The Statement of Accounts up to 30 April 2015 was **APPROVED**.
See appendix 2 (May 2015)

55/15C Items for noting or referral to a future meeting.

The Clerk was requested to send a letter of thanks to Gerry Mann for his work in organising the VE Day anniversary Beacon lighting, to Julian Broad for reciting the address and to Joshua Mann for lighting of the beacon.

There being no further business the Chairman declared the meeting closed at 8.30pm

Signed _____ Date _____
Chairman