

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 18 May 2016 in the Annexe at the rear of Hunston Village Hall.

Present: Mr S Baker (Chairman), Mrs S Gregory, Mr S Solliss

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 7.30pm

34/16C Election of a Chairman.

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

35/16C Election of a Vice Chairman

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

36/16C Questions/Comments from members of the public.

None.

37/16C District and County Councillor reports.

37.1 Mrs T Tull (District Councillor)

Apologies sent.

37.2 Mrs M Evans (County Councillor)

Recorded personal thanks to Liz for the work done.

West Sussex Fire & Rescue are working with MIND to deal with the increasing number of front line personnel who suffer PTSD. The possibility of the Police Crime Commissioner would also oversee the Fire service is under review.

Negotiations are ongoing to get Highways England to hold a 12-week consultation when the A27 proposals are finally revealed, probably toward the end of June.

The work at the A27 end of the B2145 relates to the entrance to the quarry. A footpath was to be installed on the eastern side of the road. However due to the application at the Carmelite Convent this is likely to transfer to the western side of the road. In the meantime, the County Council will be undertaking other footpath improvement work north of the footbridge

Mrs Evans was asked about the Members Big Society Fund and agreed to support an application from the Village Hall.

38/16C Apologies for absence.

Apologies for absence were received and accepted from Cllr Furlong.

39/16C Declarations of Interest and Notification of Changes to Members' Interests.

The Clerk reminded Councillors of the need to confirm any changes or otherwise of their Register of Interests.

40/16C Appointment of the Responsible Financial Officer.

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

41/16C Standing and Statutory Committees.

The Council discussed how best it was going to operate over the forthcoming term.

RESOLVED that there be one 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.

Village Hall Committee

4 meetings a year plus 2 full Trustee meetings

All Councillors would sit on this Committee with there being a Quorum of 4 members.

Representatives from the Bowls Club, WI, Lunch Club, Brownies and Community Club would be invited to sit on the Village Hall Committee.

42/16C Meeting dates for the rest of the Council year.

RESOLVED to revert to holding meetings once a month with the exception of April and August. These meeting would be held on the 4th Monday of the month.

Meetings will start at 6.30pm except when there is a Planning, Village hall or Trustee meeting when they will start after these meetings.

Village Hall meetings will start from July and will take place in January, March, July and September. Trustee meetings will take place in May and November.

The Parish Council reserves the right to call additional extraordinary meetings should the need arise.

43/16C 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 Solliss should be the Council's representatives on the Manhood Peninsula Forum.

44/16C 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)	Bus shelter cleaning

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

45/16C Standing Orders, Financial Regulations and other Adopted Policies.

The Clerk explained that it was necessary for the Parish Council to regularly review the Standing Order, Financial Regulations and other adopted Policies. It was agreed that a review of the Policies would take place later in the year when the Council was back to its full complement of Councillors.

46/16C Confirm and sign the Minutes of the Council meeting held on 23 March 2016.

The Chairman called for the approval of the Minutes of the Parish Council meeting

held on 23 March 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

47/16C Matters arising from the Minutes of 23 March 2016.

A decision on the Pensions Discretions Policy is deferred to the July meeting as the Clerk is attending training on this during June.

48/16C Internal Auditors report.

The Internal Auditors report had been circulated to Councillors. The only recommendation made was that a Councillor should sign the bank reconciliation and bank statement at each meeting and that this person should not be the Chairman.

RESOLVED that the Internal Auditors report be accepted.

49/16C Annual Return 01/04/2015 – 31/03/2016. The Annual Governance Statement.

Copies of the Annual Governance Statement (Section 1 of the Annual Return) had previously been circulated.

RESOLVED that questions 1 to 9 be answered Yes and the declaration be duly signed by the Chairman and Clerk.

50/16C Annual Return 01/04/2015 – 31/03/2016. Statement of Accounts.

Copies of the Accounting Statements for 2015/16 (Section 2 of the Annual Return) had previously been circulated.

RESOLVED that the Accounting statements for 2015/16 be approved and that the declaration be duly signed by the Chairman and Clerk.

51/16C Arrangements for the Annual Parish meeting.

Invitations have been sent to residents. The Chairman will give a summary of the agenda items, highlighting what the Parish Council has been doing and seeking volunteers for the Parish Council and village hall committee.

The Community Club is providing refreshments.

52/16C New Councillors.

Councillors acknowledged the need for people to come forward. It was noted that very often there was a lack of understanding of the constraints the Parish Council has to work under. It was agreed that the lack of Councillors would be highlighted at the Parish Meeting. There was some concern that dealing with the public in groups can actually be quite intimidating. Councillors were looking for a good balance of people to sit on the Parish Council and the difficulties with this were discussed.

It was agreed that more extensive use of a Facebook page and more frequent newsletters may help stimulate interest in the work of the Parish Council.

It was agreed that the copy deadline for the first newsletter would be 15 June 2016 and the subjects covered would include; an update on ditches and the demise of the Highways teams, traffic calming, a plea for Councillors, a village activities section, finance and spotlight articles on local people.

53/16C Clerks Report.

The next All Parishes meeting at the District Council takes place on 19 May at 7pm. It was agreed that the Chairman would try and attend.

West Sussex County Council is conducting a consultation on proposed changes to Household Waste Recycling Sites (HWRSSs). Details will be made available on the website.

The next Peninsula forum meeting will be held on 6 June at Birdham village hall. Cllr Solliss will attend this meeting.

54/16C Finance.

54.1 Review of appointed signatories to the bank accounts.

The Clerk reported that there were only currently two Councillors able to authorise payments or sign cheques. It was recommended that both remaining Councillors be signatories to the account to ensure that payments can be made promptly should any Councillor be away or unable to get online.

RESOLVED that Cllr Gregory 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 £19875.86 be made. See appendix 1 (May 2016).

54.4 Statement of Accounts

The Statement of Accounts up to 30 April 2016 was **APPROVED** and Cllr Gregory duly signed off the bank statement and bank reconciliation.

See appendix 2 (May 2016)

55/16C Items for noting or referral to a future meeting.

Signed _____ Date _____
Chairman