

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 5 October 2016 in the Annexe at the rear of Hunston Village Hall.

Present: Mr S Baker (Chairman), Mrs S Gregory, Mr P Marshall, Mr S Solliss,
Mr C Vinton

In attendance: Mrs C Smith (Clerk), 1 member of public

101/16C Questions/Comments from members of the public.

None.

102/16C District and County Councillor reports.

102.1 Mrs T Tull (District Councillor)

Mrs Tull was unable to attend the meeting.

102.2 Mrs M Evans (County Councillor)

Mrs Evans was unable to attend the meeting.

103/16C Code of Conduct.

103.1 Declarations of interest.

None.

103.2 Written requests for dispensations for disclosable pecuniary interests.

None.

104/16C Apologies for absence.

Apologies for absence were received and accepted from Cllr Foster and Cllr Furlong.

105/16C Minutes of the Parish Council meeting of 20 July 2106.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 20 July 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

106/16C Matters arising from the Minutes of 20 July 2016.

It was noted that the new admin assistant, Jane Quainton had started work.

107/16C Minutes of the extra Parish Council meetings of 7 September and 21 September 2016.

The Chairman called for the approval of the Minutes of the extra Parish Council meetings held on 7 September and 21 September 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meetings.

108/16C Matters arising from the extra Parish Council meetings.

None

109/16C Neighbourhood Plan.

A proposal on how to progress the Neighbourhood Plan had been received and circulated to Councillors. A brief update on what the Neighbourhood Plan was and the weight it carried in planning terms was provided. It was noted that the engagement of rCOH would be useful to help provide a clearer understanding of the process and to identify whether a Neighbourhood Plan is worth pursuing.

RESOLVED that the Parish Council engages the services of rCOH for a briefing

meeting to be held with Councillors.

110/16C Maintenance Issues

Details of the required on the playground repairs were reported. Two quotes had been received giving a breakdown of costs. It was noted that the work to install the benches on the playing field had already taken place as funding had already been received for this project.

It was also noted that one of the legs on the toddlers' swings was in need of repair. It was agreed that Cllr Gregory would make some enquiries about the welding repairs to the slide.

RESOLVED that the contractor be authorised to undertake the following work.

- Breakout and re-set 4 no. timber fence posts that have become loose in the ground.
- Supply and install replacement 1.0 m x 1.2 m high gate with weldmesh panel, re-using existing gate furniture.
- Supply and install replacement 1.85 m x 1.2 m high gate with weldmesh panel, re-using existing gate furniture.
- Breakout and remove from site 2 no. rotten timber sleeper benches.
- Dispose waste off site.

111/16C Clerk's Report.

New Homes Bonus

The Clerk reported that the application for the New Homes Bonus funding of £5378.33 had been successful. This money was earmarked to replace the roof light in the hall passageway which was broken and leaking.

112/16C Newsletter.

The Clerk reminded the Council of the need to keep residents abreast of issues and Parish Council activities. Items to go into the Newsletter included; spotlight on the new Councillors and Admin Assistant, the A27 consultation, funding for the village hall and repairs to the playground.

113/16C Timing and frequency of Parish Council meetings.

The timing of Parish Council meetings had gone awry due to the recent A27 consultation and the recruitment of new Councillors. It was agreed that from November Parish Council meetings would be held on the fourth Wednesday of the month.

114/16C Finance.

114.1 The conclusion of the External Audit for 31 March 2016

The Clerk reported that the External Audit had been completed. The Auditor had queried the specified amount for the Loan outstanding and the Clerk had queried this with him. A copy of the 'Notice of Conclusion of Audit' and of the Annual Return has been placed on the main notice board and the website.

114.2 West Sussex Pension Fund (Smaller Scheduled Bodies) – pooling consultation

Due to the requirement to keep employer contribution rates as stable as possible, the Administering Authority (WSSC) allows town and parish councils to be treated as pooled for the purpose of setting contribution rates. Town and parish councils (which currently collectively form the Smaller Scheduled Bodies pool) are pooled as a way of sharing experience and smoothing out the effects of costly, but relatively rare events, such as ill health retirements or death in service. The recommendation is to remain in the pool.

RESOLVED that Hunston Parish Council will remain within the West Sussex Pension Fund (Smaller Scheduled Bodies) pool.

- 114.3 Local Government Finance Settlement consultation
 The Government is consulting on proposals to extend referendum principles (the requirement to hold a referendum if the proposed council tax increase exceeds a set threshold) to parish and town councils for the first time. The specific proposals set out in the 2017/18 Local Government Finance Settlement Technical Consultation only cover the larger, higher spending parishes. However, the Government is also seeking views on the possibility of extending referendum principles to all parish councils.
- 114.4 Budget working party.
 The Clerk explained the usefulness of having a small working party to look at setting the draft budget for approval by the Council. **RESOLVED** that the Parish Council sets up a budget working party. Membership of the working party to be the Clerk, Cllr Gregory and Cllr Foster. It was also agreed to add costs for footpath clearance to the budget for 2017/18.
- 114.5 Payment staff salaries by Standing Order.
 A recommendation was made that the Admin Assistant be paid monthly by Standing Order in line with the current arrangements for the Clerk. **RESOLVED** that the salaries for all staff be paid monthly by Standing Order.
- 114.6 Schedule of Payments and Receipts
RESOLVED that the payments listed in the Schedule of Payments and Receipts totalling £6925.37 be made. (see appendix 1 – October 2016)
- 114.7 Financial Statement for September 2016
 The Council was asked to consider virements of £500 each from the Parish Noticeboard Renewal budget to Office expenses and Miscellaneous expenditure to cover the expected overspend for the year.
RESOLVED that virements of £500 each from the Parish Noticeboard Renewal budget to Office expenses and Miscellaneous expenditure
 The statement of accounts up to 30 September 2016 was **APPROVED** and Cllr Gregory duly signed off the bank statement and bank reconciliation.
- 115/16C Items for noting or referral to a future meeting.**
 None.

Signed _____ Date _____
 Chairman