

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 24 May 2017 in the Annexe at the rear of Hunston Village Hall.

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

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 7pm.

37/17C 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.

38/17C 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.

39/17C Co-option of a Councillor

The Parish Council currently has two vacancies. It was agreed to promote these at the forthcoming Parish Meeting.

40/17C Questions/Comments from members of the public.

None.

41/17C District and County Councillor reports.

It was noted that the previous County Councillor Margaret Evans had not stood for election in May 2017. The new County Councillor Jamie Fitzjohn had sent his apologies as he was on holiday. Mrs Evans had sent her best wishes to all the Councillors saying she had been honoured to represent them at West Sussex and had enjoyed meeting them. The Clerk on behalf of the Parish Council had sent grateful thanks to Mrs Evans for her support and wished her well in her new role as Mayoress of Chichester City Council.

Mrs Tull had sent her apologies as the meeting clashed with that of Sidlesham Parish Council.

42/17C Apologies for absence.

None.

43/17C 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.

44/17C Appointment of the Responsible Financial Officer.

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

45/17C 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 3 members.

The Planning Committee will be called when there are applications to consider.

46/17C Parish Council representatives to various outside organisations.

Chichester District Association of Local Councils – 3/4 meetings a year

Sussex Association of Local Councils - Annually

Manhood Peninsula Forum – 4 meetings a year

Matters relating to local policing.

The Clerk gave some background to the purpose and format of each of the meetings.

RESOLVED that the Agendas when available would be circulated to all Councillors and dependant on the content and availability Councillors would agree to attend at the time of the proposed meetings.

47/17C 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

Playing Field rent

Loan repayments

Phone rental (Mobile)

Data Protection

Street Lighting

Standing Order

Staff Salaries

Pension payments

Bus shelter cleaning

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

48/17C Standing Orders, Financial Regulations and other Adopted Policies.

The Council considered its continued use of the following adopted policies

Standing Orders (adopted March 2011)

Financial Regulations (adopted March 2014)

Complaints Procedure (adopted February 2009)

Code of Conduct (adopted May 2007)

Community Engagement Strategy (adopted February 2010)

Training Policy (adopted February 2012)

Freedom of Information Policy (adopted January 2009)

Grants Policy (adopted June 2010)

Aims & Objectives (adopted October 2008)

RESLOVED that the Standing Orders, Financial Regulations and other adopted policies be retained and that the schedule for review of these be approved.

49/17C Minutes of the Council meeting held on 22 March 2017.

On a proposal from Cllr Foster, seconded by Cllr Gregory it was **RESOLVED** that the Minutes of the Parish Council Meeting held on 22 March 2017 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

50/17C Matters arising from the Minutes of 22 March 2017.

Min 30/17C - Bus Stops There was some concern over the stop opposite Oakview going southbound, a resident had complained that the stop was unsafe and had queried whether it could be moved. The Chairman explained that the County Council

would first need to undertake a risk assessment, if they deemed it safe then there could be a consultation on its relocation. It was agreed to add this to the list being pursued at this time. In addition, it was agreed that the Parish Council would look at requesting a longer stretch of footpath to the bus stop.

Min 30/17C - Playground update:

Cllr Vinton had contacted four potential suppliers, three had submitted specifications for consideration. The previous quotation obtained in 2013 had been used as a baseline for quotations. One supplier had proposed help with support for funding and engagement with community. All of the proposals were viewed and it was suggested that the Parish Council also looks at putting in a pathway from the main road to the hardcourt area for ease of access. Equipment that was easy to maintain was a significant consideration.

There was some concern that people don't use gym equipment. Consideration was also given to running training courses on how to use equipment. The Clerk was asked to contact Sidlesham Parish Council to establish whether people are using their outdoor gym equipment and what sort of items were proving popular.

It was agreed that the preferred suppliers be asked to come and present their proposals to the Parish Council. Videos or photographs of the projects they have recently worked on were considered useful.

Min 34/17C – Bridge to the playing field

The Chairman reported that a structural engineer had been to look at the bridge and would provide a written report shortly to include a longer term solution. In essence, the bridge was not unsafe but the advice received was that the Parish Council should plan for a replacement.

51/17C Internal Auditors report.

The Internal Auditors report had been circulated to Councillors. The Internal Auditor made comments about the need to actively review and update the Council's policy documents, the general reserves being on the low side, the PWLB loan had been incorrectly stated last year and this had been amended.

RESOLVED that the Internal Auditors report be accepted.

52/17C Annual Return 01/04/16 – 31/03/17 - 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.

53/17C Annual Return 01/04/16 – 31/03/17 - Statement of Accounts.

Copies of the Accounting Statements for 2016/17 (Section 2 of the Annual Return) had previously been circulated.

RESOLVED that the Accounting statements for 2016/17 be approved and that the declaration be duly signed by the Chairman and Clerk.

54/17C Clerks Report.

St John Ambulance are offering a free First Aid course at Warnham Park on Saturday 1 July 2017.

The Clerk stated that the Newsletter would be reviewed for printing shortly.

55/17C Finance.

55.1 Appointed signatories to the bank accounts.

It was noted that all the current Councillors were now signatories to the bank

accounts. Problems signing on had been identified.

55.2 Staff salary scales 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. It was **NOTED** that the Admin Assistant was currently on the National Joint Committee for Local Government Services Scale Point 15 and works an average of 4 hours a week.

55.3 Schedule of Payments and Receipts.

RESOLVED that the schedule of payments and receipts totalling £11475.38 be approved for payment.

55.4 Statement of Accounts

The statement of accounts up to 20 May 2017 was **APPROVED**.

56/17C Items for noting or referral to a future meeting.

The Clerk was request a quotation from the grass cutting contractors for clearing the footpath from the allotments to the canal.

The Clerk requested that the three remaining noticeboards be replaced with ones similar to the two that had replaced earlier in the year.

Cllr Foster reported that she had received complaints from residents about the increasing amounts of dog poo along the canal bank. She volunteered to set up a dog poo patrol made up of local residents who would clear up on a regular basis, but would also patrol the canal from time to time offering dog owners dog poo bags.

There being no further business the Chairman declared the meeting closed at 8.10pm.

Signed _____ Date _____
Chairman