

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 28 March in the Annexe at the rear of Hunston Village Hall.

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

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

28/18C Questions/Comments from members of the public.

A resident complained about the mess left from the bonfire. Also that there was reportedly much apathy with regard the bonfire for 2018. If it wasn't going to happen could the scorched area be repaired.

The Chairman responded that the Parish Council would speak to the Community Club who ran the bonfire to get them to clear the area.

A resident expressed concern that there were reports that a new road was going to be put in to access the Forest School as part of a five year plan. Also, that the Free School playing fields would be nearby. Concern about building on agricultural land even if it is for a playing field. This will mean that car/coach parking would need to be made available.

There were also comments made about the new Free School and its size, appearance and access for students.

The resident left the meeting.

29/18C District and County Councillor reports.

Both the District Councillor, Mrs Tull and County Councillor, Mr Fitzjohn had sent their apologies.

30/18C Code of Conduct.

30.1 Declarations of interest.

None.

30.2 Requests for dispensations for disclosable pecuniary interests.

None.

31/18C Apologies for absence.

Apologies for absence were received and accepted from Cllr Betts, Cllr Gregory, Cllr Marshall and Cllr Smith.

32/18C Minutes of the Parish Council meeting of 21 February 2018.

On a proposal from Cllr Vinton, seconded by Cllr Foster it was **RESOLVED** that the Minutes of the Parish Council meeting held on 24 January 2018 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

33/18C Matters arising from the Minutes of 21 February 2018.

Min 21/18C - flytipping.

There appeared to be one bag left to be removed from the area near the allotments. It was also noted there was flytipping at the Foxbridge Drive car park and the garages

near the footpath from the main road to Orchardside. The Clerk was requested to report these areas as well.

Min 24/18C - Village tea.

Cllr Foster reminded everyone that they were needed to assist on the day. She had also spoken to Tony Brown about putting the event on the Community Club Facebook page. Help was also requested to help put up the bunting. Cllr Baker is to give a speech and be a judge for the Bake Off competition. A local resident had agreed to be photographer. Councillors were asked to arrive at 10am to set up.

It was noted that the printing had cost £130.80, the prizes will come to £64 and there will be some additional costs for sundries.

34/18C Project updates.

34.1 Relocation/addition of bus stops

There was nothing further to report.

34.2 Refurbishment of the hard-court area and Children's playground

First consultation day took place last week. Some positive responses have been received. The next event will take place on 4 April.

34.3 Traffic Regulation Order for B2145 (southbound)

The TRO application has been submitted online. The deadline for submissions for consideration by the County Local Committee is September 2018. The decision by the County Local Committee is expected to be made in October 2018.

34.4 Neighbourhood Plan

It was noted that a date in April for a review of the work previously undertaken was awaited. It was suggested that this be Friday 20 April 2018 at 9am.

35/18C Parish Council response to the A27 long list of options prepared by Systra.

Some forms completed by residents had been left with the Clerk. A summary of the responses was given. Most responses were opposed to anything on the southern route. Background information was given to the tables that had been provided showing 'online', 'offline' and 'modal' solutions.

Changes to the existing A27 were not supported unless they were drastic – such as underpasses/flyovers. It was agreed that the option of a tunnel should be explored as it allays concerns about any roads being close to either the AONB or the National Park. There was no support for any of the southern bypass options. The Parish Council agreed that it should look at the options giving consideration as to what was best for the residents of Hunston

There was concern that the Council had been given insufficient time to engage properly with residents. Also concern that residents might have been put off by comments on the forms about affordability. Councillors did not favour any online options as the disruption to the current road would be unacceptable.

36/18C Clerk's Report.

New Homes Bonus

Notification has been received that Hunston Parish Council may be able to apply for further new Homes Bonus funding from Chichester District Council. The indication is that this will amount to £3276. An application for the funding will need to be submitted by July 2018 and should the application be approved the funds will be available later in the year. Agreed that this should be applied for to put in the disabled facilities.

Data Audit

The Chairman and Clerk had met with Maureen Chaffe (Processmatters2) for the Data Audit. This was designed to establish a benchmark to see where the Parish Council was with regard to preparations for the new regulations and what still needed to be actioned. Some amendments to documentation such as automatic emails and hall booking forms was recommended for immediate action. It was noted that the Parish Council had already made significant progress on being compliant by providing tablets and Parish Council email addresses for Councillors. Ms Chaffe advised that all Parish Council emails belonged to the Parish Council and she made a strong case for using Microsoft Sharepoint. It was suggested that the Parish Council considers undertaking a technical review of its IT provision to establish what improvements or changes the Parish Council may need to effect. A full report would be sent to the Parish Council with recommendations shortly.

It was **RESOLVED** to seek a technical review of the Parish Council IT equipment.

All Parishes Meeting

The next All Parishes Meeting will be on Monday evening, 30 April 2018 at East Pallant House, Chichester. It starts at 7.00 pm, with a buffet available from 6.00 pm - and to finish by 9.00 pm. items already suggested for the agenda as follows:

- Litter Campaign and Adopt an Area
- General Data Protection Regulations
- Child Sexual Exploitation
- CSM Sport & Entertainment with information on the Velo South event in district in September

37/18C Annual Parish Meeting.

The date was set for Wednesday 25th April. It was agreed that presentations would be given on; The Precept, the A27, Communications from the Parish Council and ongoing projects. It was also agreed to hold a minutes silence at the start of the meeting to remember resident Ray Stenning who had been knocked down whilst walking along the main road and subsequently died of his injuries.

38/18C Annual Risk Assessments.

The risk assessment document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The document requires updating and it was agreed that the Clerk would do this in conjunction with the new Admin Assistant in April so that it could be approved by the Parish Council at the May meeting.

39/18C Finance.

39.1 Pensions Discretions Policy

As the Clerk is a member of the Local Government Pension Scheme the Parish Council has a legal requirement to adopt a Pensions Discretions Policy. The draft Policy had been circulated to Councillors for consideration.

RESOLVED that the Pensions Discretions Policy be adopted by the Parish Council

39.2 Schedule of Payments and Receipts

The Chairman highlighted an issue that had arisen with a recent payment to a contractor that had been diverted to an incorrect account as a result of the contractors email being hacked. The matter had been reported to the relevant authorities and efforts were being made to retrieve the money from the fraudulent account.

RESOLVED that the schedule of payments and receipts totalling £11,560.75 be approved for payment.

39.3 Financial Statement for March 2018

The statement of accounts up to 20 March 2018 was **APPROVED**.

40/18C Items for noting or referral to a future meeting.

Road issues including traffic management. Children playing sign for St Leodegars Way. Monthly report to Connect magazine.

41/18C Staff Matters

41.1 Appointment of the Administration Assistant

There had been five applications and three candidates had been shortlisted for interview which had been carried out by the Chairman and Clerk. A summary of the candidates was made and the role had been offered and accepted. It was also recommended that the post be paid on the National Joint Scales at Spinal Point 16.

RESOLVED that the proposed candidate for the role of Administration Assistant be approved and that they be paid at Spinal Point 16 of the National Joint Salary Scales for an average of 6 hours a week.

41.2 Staff appraisal

The annual appraisal for the Clerk had been carried out by the Chairman. It was noted that this had not been carried out for some time.

41.3 Staff salaries and pay scales.

As a result of a positive appraisal alongside confirmation that the Clerk had not had a pay review since 2013 it was **RESOLVED** to award an uplift in salary to Spinal Point 31.

Signed _____ Date _____
Chairman