

HUNSTON PARISH COUNCIL

Minutes of the Annual Meeting of Hunston Parish Council held on Wednesday 23 May 2018 in the Annexe.

Present: Mr S Baker, Mr D Betts, Mrs J Foster (Chair), Mrs S Gregory, Miss A Smith

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 7.04 pm.

42/18C Election of a Chairman.

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

A vote of thanks was expressed to Cllr Baker for all of his hard work over the past few years.

43/18C Election of a Vice Chairman

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

44/18C Questions/Comments from members of the public.

None.

45/18C District and County Councillor reports.

Neither Mr Fitzjohn or Mrs Tull were available to attend the meeting and had sent their apologies.

46/18C Apologies for absence.

Apologies for absence were received and accepted from Cllr Vinton and Cllr Marshall.

47/18C Declarations of Interest, Notification of Changes to Members' Interests and Dispensation requests.

There were no declarations of interest or dispensation requests. The Clerk reminded Councillors of the need to confirm any changes or otherwise of their Register of Interests.

48/18C Appointment of the Responsible Financial Officer.

On a proposal from the Chairman, seconded by Cllr Smith it was **RESOLVED** that the Clerk be reappointed as the Responsible Financial Officer for Hunston Parish Council.

49/18C 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.

50/18C 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.

51/18C 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 registration
Street Lighting

Standing Order

Staff Salaries
Pension payments
Bus shelter cleaning

On a proposal from Cllr Gregory, seconded by Cllr Baker it was **RESOLVED** that the Standing Order payments for the year be authorised.

52/18C Standing Orders, Financial Regulations and other Adopted Policies.

The Council considered its continued use of the following adopted policies

Standing Orders (revised July 2017)
Financial Regulations (revised July 2017)
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)

RESOLVED that the Standing Orders, Financial Regulations and other adopted policies be retained and that a working party be set up to review these and additional policies required. Working party members to be Cllr Foster, Cllr Baker, Cllr Smith and Cllr Gregory in conjunction with the Clerk.

53/18C Minutes of the Council meeting held on 22 March 2018.

On a proposal from Cllr Betts, seconded by Cllr Gregory it was **RESOLVED** that the Minutes of the Parish Council Meeting held on 22 March 2018 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

54/18C Matters arising from the Minutes of 22 March 2018.

Min 33/18C – the fly-tipping that had been reported by the allotments had gone, however a window had now appeared there. The Clerk was asked to report this.

Min 36/18C – the All Parishes Meeting. There had been a presentation on litter and what's being done. Dog bins are being phased out. The District Council is encouraging communities to adopt an area. The Parish Council may well look at this. The District Council is also trialling a green dog walking scheme which uses technology to discover when dog bins are full.

There was a presentation on GDPR by Nick Bennett (DCD) who was very reassuring and available to help.

There was also a presentation on child sexual exploitation. There are some children on the register in the Chichester area at any one time. Staff on the railways have received training to spot vulnerable children.

There was a presentation on the Velo South cycling event. 15,000 riders start and finish at Goodwood and would be travelling through some areas in the district.

Min 37/18C – The Parish Council had talked about putting a plaque on a bench on the canal in memory of resident Ray Stenning. WSCC has refused permission. Councillors reviewed other places that a memorial could be placed. It was suggested that a planter might be a fitting tribute. The Chairman agreed to speak to Mrs Stenning about the idea.

Min 39/18C – an update was given on the defrauded payment.

It was noted that Cllr Vinton was organising a traffic management meeting. Having made a decision to put an update in the local monthly Connect magazine, the Chairman reported that the protocol is to make a donation to have space in the magazine. The Chairman agreed to speak to the editor of the magazine to establish what level of contribution may be required.

55/18C Internal Auditors report.

The Internal Auditors report had been circulated to Councillors. The Internal Auditor made comments about the general reserves being on the low side. Grateful thanks were given to the Clerk for her work in preparing for this years audit.

On a proposal from Cllr Baker, seconded by Cllr Betts it was **RESOLVED** that the Internal Auditors report be accepted.

56/18C Annual Return 01/04/2017 – 31/03/2018 - Annual Governance Statement.

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

On a proposal from Cllr Baker, seconded by Cllr Gregory it was **RESOLVED** that questions 1 to 9 be answered Yes and the declaration be duly signed by the Chairman and Clerk.

57/18C Annual Return 01/04/2017 – 31/03/2018 - Statement of Accounts.

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

On a proposal from Cllr Baker, seconded by Cllr Gregory it was **RESOLVED** that the Accounting statements for 2017/18 be approved and that the declaration be duly signed by the Chairman and Clerk.

58/18C Working party to review hiring agreements for the playing field.

It was noted that the football season had now ended and that before the new season it would be necessary to have in place a new hiring agreement for the football club.

It was agreed that the working party would meet on Friday 8 June at 9am.

59/18C General Data Protection Regulations.

A report on the Data Audit including its recommendations had been circulated to Councillors. There followed some discussion on the recommendations. It was agreed that the Clerk would follow up on the training for the Council and also for assistance on IT issues.

The Clerk advised that Government had accepted an amendment to the Data Protection Bill that may remove the requirement for Parish Councils to appoint a Data Protection Officer (DPO). Notwithstanding that, she felt that it would be prudent for the Parish Council to approve the appointment of a DPO for the first year to assist with any potential teething problems.

On a proposal from Cllr Gregory, seconded by Cllr Smith it was **RESOLVED** that the Parish Council appoints Maureen Chaffe as the Data Protection Officer for a period of one year.

A privacy notice had been produced and circulated to Councillors. It was noted that this would be added to the Data Protection page of the Parish Council website along with information on Data Subject Access requests.

On a proposal from Cllr Betts, seconded by Cllr Baker it was **RESOLVED** that the Privacy Notice be adopted and placed on the Parish Council website.

60/18C Clerks Report.

BuildABetterA27 Group

The BABA27 Group had met the previous week when the final report from the Consultants Systra had been presented. A letter from Earnley Parish Council was also read out. An email had also been received from Graeme Barratt (CDC Councillor) asking for an indication of the Parish Council view on the options presented.

After some discussion on the proposals it was agreed that a new northern route could be mitigated but a southern route could not. It was agreed that the Parish Council should push for a single option, that being a fully mitigated northern route.

The County Council is holding a briefing session on the Local Plan Review on 6 June 2018. Cllr Baker indicated he may be able to attend subject to checking other commitments.

The next Peninsula Forum meeting will be held at Itchenor Memorial Hall on Monday 4 June 2018. The Chairman and Cllr Betts indicated they may be able to attend.

61/18C Finance.

61.1 Appointed signatories to the bank accounts.

It was noted that the appointed signatories were currently Cllr Baker, Cllr Foster, Cllr Gregory, Cllr Vinton and Cllr Marshall. Given that there would be elections in 2019 it was agreed to make no changes at this time.

61.2 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 31 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 16 and works an average of 6 hours a week.

61.3 Schedule of Payments and Receipts.

On a proposal from Cllr Smith, seconded by Cllr Betts it was **RESOLVED** that the schedule of payments and receipts totalling £11,055.10 be approved for payment.

61.4 Statement of Accounts

The statement of accounts up to 22 May 2018 was **APPROVED**.

62/18C Items for noting or referral to a future meeting.

The pedestrian crossing near the shops had caused some difficulties for wheelchair users as there was a dip in the crossing which was hard to navigate. The Clerk advised that this should be reported to the County Council via the website. It was agreed that the Clerk would report this on behalf of the Parish Council.

The hardcourt and playground projects to be added to the next agenda.
The next CDALC meeting will be on 23 July 2018. Cllr Betts would attend.
It was noted that the Selsey Neighbourhood Plan was at the consultation stage and that Sidlesham's neighbourhood Plan was progressing.
Cllr Smith commented that a newsletter should be produced now and items for inclusion could include; the new Parish Council chair, the A27, updates on the hardcourt area and playground, the Ray Stenning memorial, a Neighbourhood Plan update, the village tea, plans for an event in September, the new landlord of the Spotted Cow and the Travellers.

There being no further business the Chairman declared the meeting closed at 8.50pm

Signed _____ Date _____
Chairman