

HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 19 March 2014 in Hunston Village Hall.

Present: Mr S Baker, Ms L Kenney (Chairman), Mr L New, Mr R Pagram
Mr S Solliss

In attendance: Mrs C Smith (Clerk), Mrs M Evans (WSCC), Mrs T Tull (CDC – until 8.15pm)

The meeting commenced at 7.30pm

35/14C Questions/Comments from members of the public.

There were no questions raised.

36/14C Co-option of Councillors.

The two residents who had previously expressed an interest in joining the Parish Council were not present at the meeting. It was therefore noted that the two vacancies remain.

37/14C District and County Councillor reports.

37.1 Mrs T Tull (District Councillor)

Mrs Tull had nothing specific to report. Mrs Tull was asked to investigate the large panels that remain around Littlemead, on the main road.

37.2 Mrs M Evans (County Councillor)

The next County Council meeting will be held in Chichester College due to a problem with the council chamber. Mrs Evans highlighted a number of areas that the County Council was investigating, including; difficulties in arranging appointments at your local surgery and concerns about the performance of Stroke Services within West Sussex. The County Council had earlier in the day held a seminar for Councillors on helping local councils to help WSCC help themselves.

Mrs Evans was asked to look at the status of the ongoing road issues.

38/14C Code of Conduct

38.1 Declarations of interest.

The Chairman and Cllr Baker declared an interest in Agenda Item 16 (Village Hall) as members of the Village Hall Management Committee.

Cllr Pagram declared an interest in Item 18 (finance).

38.2 Requests for dispensations for disclosable pecuniary interests.

No requests were made.

39/14C Apologies for absence.

There were no apologies for absence.

40/14C Minutes of the Parish Council meeting of 19 February 2014.

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 19 February 2014. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

41/14C Matters Arising from the Minutes of 19 February 2014.

The abandoned car has been removed from the Car Park.

42/14C Chairman's report.

The Chairman had circulated a report in advance of the meeting. It was noted that the Surrey and Sussex Association of Local Councils (SSALC) continue to provide a system of ongoing training and support to Town and Parish Councils with a focus on raising their profile. Most Parish Councillors now are dedicated volunteers who give their time and energy to improve their communities.

The Chairman also reminded Councillors of the need to respond to communications promptly, particularly as there were a lot of projects on the go at this time.

43/14C Reports from external meetings.

Peninsula Forum

Cllr Pagram had provided a written report which was circulated to Councillors prior to the meeting. Aspects of the report were highlighted including;

- The work of West Sussex County Council on traffic issues.
- SelseyWorks which offers a range of services, courses and opportunities for business owners, start-ups, those in work, those searching for work and those needing advice and support.
- Voluntary Action Arun and Chichester, a free service to voluntary organisations that offers assistance on a wide range of services.

44/14C Ongoing projects.

44.1 Neighbourhood Plan

The Clerk reported that there had been no further meetings but the Steering Group was working on a number of questionnaires that should start to be issued shortly.

44.2 The Pond

The Clerk reported that she had contacted Strutt & Parker to establish whether the Parish Council could (through a working party) be allowed to get in and tidy up the area around the pond on Church Lane. This is an important part of the drainage in Church Lane and it is very much hoped that the Church Commissioner will grant permission for work to be carried out. A response is still awaited.

Cllr Solliss reported that his meeting with Jane Reeve had been postponed to this coming Friday.

44.3 Highways Issues

Issues include the proposed traffic calming scheme and the Clerk reported that she was chasing progress on this with the Officers at WSCC.

44.4 Cycle routes

The Clerk reported that she had made a start on this by identifying the relevant land owners. The next stage will be to approach them and see if negotiations are possible. The Clerk raised the question of the contribution to leisure activities from the Section 106 funds as part of the development at Foxbridge Drive. Mrs Tull was asked to look into this.

45/14C Policy for dealing with requests to film/record Parish Council meetings.

Although there are currently no regulations that demand that people are allowed to record meetings it is being actively encouraged by Government. Draft Policies had been circulated for consideration by Councillors. Councillors expressed some concern about the need for good quality equipment and people mis-using any recordings.

RESOLVED to defer any action on the use of recordings until legislation made this a legal requirement.

46/14C Financial Regulations.

Copies of the Financial Regulations with the proposed amendments had previously been circulated to Councillors for consideration. The Clerk explained the reasons for the deletions and insertions which included up update on online banking.

RESOLVED that the Financial Regulations as amended be adopted with immediate effect.

47/14C Parking issues on St Leodegars Way and Orchardside.

The Parish Council was aware that there are parking issues at the junction of St Leodegars Way and Orchardside. The grass verges have been use for parking and are in a terrible state. Consideration was given to asking the County Council to put in a decent size layby to help alleviate the parking problems. The Parish Council agreed to ask the County Councillor, Mrs Evans to take this forward for consideration.

48/14C Appointment of the Internal Auditor.

The Clerk proposed the re-appointment of Mark Mulberry as the Parish Council's Internal Auditor for this year.

RESOLVED that Mark Mulberry be appointed as Internal Auditor for the year ended 31 March 2014.

49/14C Annual Parish Meeting.

The Clerk reminded the Parish Council that the date and subject matter need to be agreed for the Annual Parish Meeting. This needs to be held before 1st June. Historically we have held it in April in place of the April Parish Council meeting. Councillors agreed that there was insufficient time to prepare for an Annual Meeting in April. **RESOLVED** that the Annual Parish Meeting be held on Wednesday 28 May, subject to the hall being available.

Presentations would take place were possible on the major projects the Parish Council was currently working on, including the Neighbourhood Plan, the Big Lunch, the proposed cycle route and the refurbishment of the hall kitchen.

50/14C Village Hall.

Cllr Baker advised that a number of quotes had been received for the kitchen unit. It had been hope that one company may be able to supply and fit the new kitchen but the delay in availability of the fitters had been unacceptable. Cllr Baker will collate all the necessary information to enable the Clerk to apply for the funding from the Section 106 funds.

The Chairman also reported that a new Bookings Secretary was now in post.

51/14C Clerk's Report.

Report from Clerk's Training

The Clerk highlighted a presentation from the Chairman of a Parish Council who has worked very hard to build up an extraordinary working relationship with West Sussex County Council (WSSCC). Examples of the level of activities the Parish are now undertaking with the support of WSSCC were relayed.

Safer West Sussex Partnership

The Safer West Sussex Partnership is inviting residents, businesses and partner agencies from across West Sussex to participate in its survey on crime and disorder. Each year the partnership conducts a comprehensive review, bringing together information from a range of sources to produce a picture of where crime is occurring, the types of crimes people are suffering from and what agencies and organisations are doing to deal with the issues. Using this information the Partnership can identify which crimes and areas of work are priorities for the year which is then published in a County Community Safety Agreement.

To support this review the Partnership is seeking the views of people who live and work in West Sussex in order to steer the delivery of services underneath its priorities. We would like you to tell us which of our ten priorities are most important to you and how you would allocate resources if you were in charge of the budgets.

Youth Club

Unfortunately the Youth Club has lost yet another youth leader. Recruitment looks to be difficult and organisers no longer get any support from West Sussex Youth Services. Given this background, the youth club did not commence in January, and realistically it is unlikely that the Youth Club will be running again properly until after Easter. The Youth Club has returned the £300 donation made to it and will make a further approach if it manages to restart after Easter. The Council expressed their disappointment at the demise of the Youth Club.

Spring Clean day

The Clerk asked Councillors if they wished to promote another Spring Clean Day this year. It was agreed that this was not necessary at this time as Mr Withall was doing a great job at keeping large areas of the village litter free. It was also noted that Cllr Solliss did regular litter picks at the north end of the village. It was agreed to obtain a further litter picker for Cllr Baker who agreed to look after the Foxbridge area.

Chichester District Council

Chichester District Council has prepared a Community Infrastructure Levy Preliminary Draft Charging Schedule for public consultation. The Community Infrastructure Levy (CIL) Regulations enable local authorities to set a levy on new development which is used to contribute to the costs of community infrastructure such as roads, schools and parks. The Council has been working on setting a levy alongside the Draft Chichester Local Plan: Key Policies. The Preliminary Draft Charging Schedule relates to Chichester District, excluding the area within the South Downs National Park.

The Council is inviting views on the Preliminary Draft Charging Schedule; draft payments by instalments policy; and draft regulation 123 list, both included as annexes to the Preliminary Draft Charging Schedule.

52/14C Finance.

52.1 Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £1232.88 be made. See appendix 1 (March 2014).

52.2 Financial Statement for March 2014

The Statement of Accounts up to 28 February 2014 was **APPROVED**.
See appendix 2 (March 2014)

53/14C Items for noting or referral to a future meeting.

No additional items were raised.

There being no further business the Chairman declared the meeting closed at 8.46pm

Signed _____ Date _____
Chairman