

WESTHAMPNETT PARISH COUNCIL

Locum Clerk, Mrs Lisa O'Sullivan
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To All Westhampnett Councillors: Cllr W Harding (Chair), Cllr J Hardstaff (Vice-Chair), Cllr S Burborough, Cllr R Fabricus, Cllr S James, Cllr C McLeish, Cllr C Moth

I hereby give notice that the Annual Meeting of Full Council will be held at The March C of E School, Westhampnett on Monday 15th May 2017 at 7pm and you are hereby summoned to attend such meeting.

Members of the Press and Public are entitled to attend the meeting and are encouraged to do so.

Yours sincerely,



Mrs Lisa O'Sullivan
Locum Clerk to the Council

AGENDA

1. ELECTION OF CHAIRMAN FOR 2017/2018

Council will elect a Chairman for the forthcoming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The duly elected Chairman will make the Declaration of Acceptance of Office.

3. ELECTION OF VICE-CHAIRMAN FOR 2017/2018

Council will elect the Vice-Chairman for the forthcoming year.

4. APOLOGIES FOR ABSENCE

To receive apologies from Members.

5. DISCLOSURE OF INTERESTS

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

6. QUESTIONS BY THE PUBLIC

Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council.

7. REPORTS FROM EXTERNAL BODIES

To receive reports / updates from external bodies including District and County Councillors and local organisations.

8. MINUTES OF THE LAST MEETING

APPENDIX 1

To confirm and sign the Minutes of the meeting held on 20th March 2017.

9. MATTERS ARISING

To deal with any matters arising from the minutes of the Council meeting held on 20th March 2017.

10. MEMBERS' REPORTS

To receive apologies from Members.

11. PLANNING

17/01038/TPA Holmwood House, Claypit Lane. Cllr Hardstaff has asked Mr Bob Holeman to report. Councillors to agree whether or not to object. Cllr Hardstaff has offered to formulate a response when she returns from holiday.

WH/16/02827/FUL (Appeal Notification Letter - Maudlin Mill) Cllr Hardstaff recommends a response along the following lines, Council to discuss.:

- The Parish Council endorses the reasons for refusal given by Chichester District Council.
- The Council is concerned about the location of the proposed building so close to the highway; the visual impact and business expansion in this rural location.

SDNP/17/01391/FUL Cllr Hardstaff has no objection to this application, Council to discuss.

12. NEW HOMES BONUS

Council to consider whether it has any projects suitable to bid for. New Homes Bonus (Parish Allocations) aims to:

- To improve quality of life for the community, and stimulate cohesive and vibrant communities
- To allocate monies and reward communities where significant development has occurred
- To facilitate infrastructure where there are deficits within a community or area
- To enhance local facilities available to new and existing residents
- To encourage communities to identify their needs and work collaboratively to address them

Westhampnett is entitled to bid for up to £1358.

13. BANKING ARRANGEMENTS

RECOMMENDED

- a) The Clerk is authorised to contact all financial establishments that the Council holds accounts with to change the correspondence address to her home address.
- b) The Clerk is also authorised to contact NS&I to request change of signatories on that account to mirror those currently in place for Barclays bank accounts.

14. COMMUNITY HALL

To receive an update from the Chairman.

15. NEIGHBOURHOOD PLAN

The Plan is progressing (slowly). David Brixey is helping Cllr Hardstaff with the draft document. They had hoped to present it to councillors for review at the meeting on May 15 but still have some more work to do. The draft document will hopefully be completed before the following meeting in July.

16. ISSUES WITH RUBBISH / BINS

Cllr Burborough to give detail on two issues - rubbish on Stane Street and bins left on Stane Street by Biffa.

17. CHRISTMAS TREE / LIGHTS SWITCH ON ROMAN WALK

To hear a proposal from Sara Watkins / Linda Lanham.

18. FINANCIAL MATTERS

APPENDIX 2

- a. To note receipts and approve payments for April 2017
- b. To approve Bank Reconciliation to end April 2017
- c. To note spend against budget 2017/2018

RECOMMENDED – that the schedule of payments and any variances in the Council's accounts are approved.

19. END OF YEAR ACCOUNTS 2016-2017

APPENDIX 3

The Unaudited Financial Statements for year ending 31st March 2017 are attached.

RECOMMENDED: That the Unaudited Financial Statements for the year ending 31st March 2016 are approved.

20. INTERNAL AND EXTERNAL AUDIT AND GOVERNANCE STATEMENTS 2016-2017

The Council's internal audit will take place on Tuesday 16th May. There will need to be an Extraordinary meeting of Council to approve the audit statements before they can be sent to the External Auditor. Date to be agreed.

21. MODEL STANDING ORDERS AND FINANCIAL REGULATIONS

The Council's standing orders and financial regulations have not been reviewed for some time and are out of date. Council to agree that the Clerk should review and bring draft new Standing Orders and Financial Regs to the next Full meeting of Council.

22. EXCLUSION OF THE PUBLIC

RECOMMENDED: That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

23. RECRUITMENT OF PARISH CLERK

APPENDIX 4

Locum Parish Clerk, Mrs Lisa O'Sullivan, has agreed to stay on as permanent Clerk from 1st June 2017. To agree the confidential contract of employment attached.

**** End of Agenda ****