



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
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To All Westhampnett Parish Councillors: Cllr C McLeish (Chairman), Cllr W Holden (Vice-Chairman), Cllr T Ashcroft, Cllr S Burborough, Cllr S James and Cllr C Moth.

**DUE TO THE CORONAVIRUS PANDEMIC THE MEETING WILL BE ONLINE.**  
**(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)**

I hereby give notice that a Meeting of Full Council will be held online via Zoom on Wednesday 5<sup>th</sup> May 2021 at 7pm and you are hereby summoned to attend such meeting.

Full details of how to join the Zoom meeting will be provided by the Parish Clerk to Councillors by email, and any other person wishing to join the meeting should email the Parish Clerk to request these details.

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

Please note that the new Councillor Code of Conduct 2020 has been adopted. Please see PC website for the full Code. However this extract should be noted:

As a councillor: In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police.

Yours sincerely,

Mrs Linda F Lanham, Clerk to the Council

## AGENDA

|    | <u>ANNUAL MEETING OF THE FULL COUNCIL, FOLLOWED BY FULL COUNCIL MEETING</u>  |                  |
|----|--|------------------|
| 1  | <u>OPEN ANNUAL MEETING OF THE FULL COUNCIL &amp; TAKE APOLOGIES</u>  | <u>CMcL</u>      |
| 2  | <u>ELECTION OF CHAIRMAN FOR 2021/22:</u> The Council will elect a Chairman for the forthcoming year  | <u>LFL</u>       |
| 3  | <u>DECLARATION OF ACCEPTANCE OF OFFICE:</u> The duly elected Chairman will make a Declaration of Acceptance of Office  | <u>LFL</u>       |
| 4  | <u>ELECTION OF VICE-CHAIRMAN FOR 2021/22:</u> The Council will elect a Vice-Chairman for the forthcoming year  | <u>LFL</u>       |
| 5  | <u>DECLARATION OF ACCEPTANCE OF OFFICE:</u> The duly elected Vice-Chairman will make a Declaration of Acceptance of Office   | <u>LFL</u>       |
| 6  | <u>CHAIR CONTINUES THE MEETING</u>   | <u>Chair</u>     |
| 7  | <u>DISCLOSURE OF INTERESTS:</u> 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. | <u>Chair</u>     |
| 8  | <u>APPOINTMENT OF COMMITTEE MEMBERS AND APPOINTMENT OF EXPERTS</u><br>Finance, Community Hall, Village Green, Planning.  | <u>Chair</u>     |
| 9  | <u>ANNUAL REPORT OF THE COUNCIL GIVEN BY THE PREVIOUS CHAIRMAN FOR THE Y/E 31st MARCH 2021</u>   | <u>CMcL</u>      |
| 10 | <u>ANNUAL REPORT ON THE UNAUDITED ACCOUNTS OF THE COUNCIL FOR THE Y/E 31st MARCH 2021</u>  | <u>LFL</u>       |
| 11 | <u>CLOSE THE ANNUAL MEETING OF THE FULL COUNCIL.</u>   | <u>Chair</u>     |
| 12 | <u>OPEN FULL COUNCIL MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u>  | <u>Chair</u>     |
| 13 | <u>PARISH COUNCILLOR VACANCY</u><br>An application to be considered as a Parish Councillor has been received from Marvin Smith. There is a vacancy on the Parish Council which can be filled by co-option, and a decision will be made by a majority vote.   | <u>LFL / ALL</u> |

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| 14 | <b>DISCLOSURE OF INTERESTS:</b> 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.   | <b>Chair</b>                                 |
| 15 | <b>CONFIRM MINUTES OF THE LAST FULL PC MEETING</b> held on 12 <sup>th</sup> April 2021   | <b>Chair</b>                                 |
| 16 | <b>MATTERS ARISING:</b> To deal with any matters arising from the Minutes of the last meeting.   |  |
| 17 | <b>REPORTS FROM EXTERNAL BODIES:</b> including District and County Councillors and local organisations; reports to be submitted by email to the Parish Clerk for circulation to Councillors prior to the meeting. Questions to be taken at the meeting.<br><b>To include CCTV recording on paths in the Parish</b>   |  |
| 18 | <b>MEMBERS' REPORTS:</b> To receive reports from Members where not covered in agenda below.<br><u>SDNP Dark Skies April 21<sup>st</sup> – Report to be circulated prior to the Meeting</u>   | <b>SB / ALL</b>                              |
| 19 | <b>PLANNING MATTERS:</b> To receive a report on recent planning applications, and update on the Appeal for WH/20/02824/OUT Proposed development North of Madgwick Lane, Westhampnett.  | <b>LFL / ALL</b>                             |
| 20 | <b>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK:</b>  | <b>LFL</b>                                   |
| 21 | <b>NHB 21/22 at £13,281, Closing date for applications is 5pm Fri 30th July 2021:</b> Discuss possible use - blackout for Community Hall? Quotes to be obtained?   | <b>ALL</b>                                   |
| 22 | <b>COMMUNITY HALL:</b> (Mr Richard Skillern standing in for Cllr Holden)<br>1. Update on use of the Hall from 17 <sup>th</sup> May 2021<br>2. Update on Care of Building<br>3. Update on Bookings / Refunds<br>4. Summer & Christmas Events<br>5. Hall Audio Visual purchase<br>6. Any other business  | <b>RS<br/>RS<br/>RS<br/>CM<br/>CM<br/>RS</b> |
| 23 | <b>GOODWOOD DRIVE-IN CINEMA:</b> Review of event 17 <sup>th</sup> April – 5 <sup>th</sup> May  | <b>LFL</b>                                   |
| 24 | <b>KEEPING THE PARISH LOOKING GOOD – VILLAGE VOLUNTEERS:</b> A brief update  | <b>CMcL</b>                                  |
| 25 | <b>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA:</b>   | <b>ALL</b>                                   |
| 26 | <b>PARISH FINANCIAL MATTERS:</b><br>1. To note receipt of first half of the precept at £28,525 on 16 <sup>th</sup> April 2021<br>2. To approve the Accounts to 30 <sup>th</sup> April 2021<br>3. To approve the Asset Register as at 31 <sup>st</sup> March 2021<br>4. To approve the Lloyds Bank Account as at 31 <sup>st</sup> March 2021<br>5. To approve/ratify documents required for Internal Audit including Financial Regs, Standing Orders, Investment policy etc<br>6. Insurance Renewal: To consider quotation received for renewal date 1 <sup>st</sup> June 2021<br>7. Any other business | <b>LFL / ALL</b>                             |
| 27 | <b>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS:</b>   | <b>LFL / ALL</b>                             |
| 28 | <b>DEALING WITH LOCAL ISSUES:</b>  | <b>ALL</b>                                   |
| 29 | <b>QUESTIONS BY THE PUBLIC:</b> Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council.  |  |
| 30 | <b>DATE OF NEXT FULL PARISH COUNCIL MEETING:</b> 14th June at 7pm – This may have to be changed to fit Covid rules   | <b>LFL</b>                                   |
| 31 | <b>CLOSE MEETING</b>   | <b>Chair</b>                                 |

**END OF AGENDA**