



# 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, Cllr C Moth and Cllr M Smith.

I hereby give notice that a Meeting of Full Council will be held at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP on Monday 21<sup>st</sup> June 2021 at 7pm and you are hereby summoned to attend such meeting.

The Hall is large, well ventilated and the tables and chairs will be well spaced to meet socially distanced requirements. The Hall has its own QR code for Trace purposes. Depending on the relaxation (or not) of the Covid rules on 21st June, it is possible / likely that masks will need to be worn apart from when the Councillors and anyone else is speaking.

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

1	<b><u>OPEN FULL COUNCIL MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b>	<b><u>CMcL</u></b>
2	<b><u>DISCLOSURE OF INTERESTS:</u></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><u>CMcL</u></b>
3	<b><u>CONFIRM MINUTES OF THE LAST FULL PC MEETING held on 5<sup>th</sup> May 2021</u></b>	<b><u>CMcL</u></b>
4	<b><u>MATTERS ARISING:</u></b> To deal with any matters arising from the Minutes of the last meeting.	
5	<b><u>REPORTS FROM EXTERNAL BODIES:</u></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. <b><u>To include CCTV recording on paths in the Parish</u></b>	
6	<b><u>MEMBERS' REPORTS:</u></b> To receive reports from Members where not covered in agenda below.	<b><u>ALL</u></b>
7	<b><u>PLANNING MATTERS:</u></b> To receive a report on recent planning applications.	<b><u>LFL / ALL</u></b>
8	<b><u>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK:</u></b>	<b><u>LFL</u></b>
9	<b><u>NHB 21/22 at £13,281, Closing date for applications is 5pm Fri 30th July 2021:</u></b> Quotes being obtained?	<b><u>LFL</u></b>
10	<b><u>ANNUAL PARISH MEETING 11<sup>th</sup> JULY IN WESTHAMPNETT COMMUNITY HALL:</u></b> Combine with Community Event. Decide Timing, Content and Manning of Meeting, and of the Community Summer Event.	<b><u>ALL</u></b>

11	<p><b>COMMUNITY HALL:</b> (Mr Richard Skillern standing in for Cllr Holden)</p> <ol style="list-style-type: none"> <li>1. Update on use of the Hall from 17<sup>th</sup> May 2021</li> <li>2. Update on Bookings / Refunds / Finances</li> <li>3. Use of the Village Green for outdoor classes? And if agreed, number limits?</li> <li>4. Update on Care of Building</li> <li>5. Summer Event 11<sup>th</sup> July</li> <li>6. Hall Audio Visual purchase</li> <li>7. Any other business</li> </ol>	<p><u>RS</u> <u>RS</u> <u>RS</u> <u>RS</u> <u>RS</u> <u>CM</u> <u>RS</u></p>
12	<p><b>KEEPING THE PARISH LOOKING GOOD – VILLAGE VOLUNTEERS:</b> An Update including Noticeboard and Goal Posts renovations.</p>	<p><u>CMcL</u></p>
13	<p><b>THE MARCH SCHOOL DECKING PROJECT – REQUEST FOR FUNDING FROM PARISH CIL:</b> To consider request.</p>	<p><u>ALL</u></p>
14	<p><b>SUGGESTED PURCHASE &amp; RE-PURPOSE THE BT PHONE BOX IN WESTERTON:</b> Results of the Survey, and Plan next steps.</p>	<p><u>ALL</u></p>
15	<p><b>PROJECT TO PROVIDE OUTDOOR SPORTS EQUIPMENT - TABLE TENNIS TABLE &amp; GOAL POSTS:</b> The following are some of the items that need deciding before proceeding with each: Location, Permission? Surface, Purchase, Delivery, Assembly, Play!</p>	<p><u>ALL</u></p>
16	<p><b>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA:</b> Queens Platinum Jubilee; to be celebrated in June 2022.</p>	<p><u>ALL</u></p>
17	<p><b>INSURANCE RENEWAL:</b> To ratify the decision to accept the revised Hiscox quotation from Came &amp; Co at £3,194.93</p>	<p><u>ALL</u></p>
18	<p><b>PARISH FINANCIAL MATTERS:</b></p> <ol style="list-style-type: none"> <li>1. To approve the Accounts to 31<sup>st</sup> May 2021</li> <li>2. To approve the Asset Register as at 31<sup>st</sup> March 2021</li> <li>3. To approve the Asset Register as at 31<sup>st</sup> May 2021, including the Cub Mower, revalued Building cover etc</li> <li>4. To note that the statutory deadline for return of the annual audit forms to the external auditor is 30<sup>th</sup> June 2021.</li> <li>5. <u>Internal Audit 2020-2021:</u> Council should consider its recommendations and approve a plan to complete any actions identified, if needed.</li> <li>6. <u>Section 1 - Annual Governance Statement 2020/21:</u> Council must approve this statement before it is submitted. Recommended: That the Annual Governance Statement for year ended 31st March 2021 is approved.</li> <li>7. <u>Section 2 – Accounting Statements 2020/21:</u> Council must approve these statements before it is submitted. Recommended: That the Accounting Statements for year ended 31st March 2021 is approved.</li> <li>8. <u>Approve Internal Auditor for 2012/22 Audit:</u> Continue with local auditor R S Hall &amp; Co. Recommended: That R S Hall &amp; Co act as Internal Auditors for this financial year ending 31st March 2022.</li> <li>9. Any other Business related to the Internal or External Audit.</li> <li>10. To review a Grant request for 2021/22 from St Peters Church (was £800 for 2019/20 &amp; 2020/21, £1000 in the budget)</li> <li>11. Any other business</li> </ol>	<p><u>LFL /</u> <u>ALL</u></p>
19	<p><b>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS:</b></p>	<p><u>LFL /</u> <u>ALL</u></p>
20	<p><b>DEALING WITH LOCAL ISSUES:</b></p>	<p><u>ALL</u></p>
21	<p><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.</p>	
22	<p><b>DATE OF NEXT FULL PARISH COUNCIL MEETING:</b> 12<sup>th</sup> July 2021</p>	<p><u>LFL</u></p>
23	<p><b>CLOSE MEETING</b></p>	<p><u>CMcL</u></p>

**END OF AGENDA**