

# WESTHAMPNETT PARISH COUNCIL

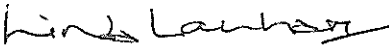
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To All Westhampnett Councillors: Cllr W Harding (Chair), Cllr J Hardstaff (Vice-Chair), Cllr S Burborough, Cllr R Fabricius, Cllr S James, Cllr C McLeish,

I hereby give notice that a Meeting of Full Council will be held at The March C of E School, Westhampnett on Monday 11<sup>th</sup> September 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 Linda Lanham, Clerk to the Council

## AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies from Members.

2. **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.

3. **MINUTES OF THE LAST MEETING**

**APPENDIX 1**

To confirm and sign the Minutes of the meeting held on 17<sup>th</sup> July 2017.

4. **MATTERS ARISING**

To deal with any matters arising from the minutes of the Council meeting

5. **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.

6. **CHAIRMANS REPORT**

7. **REPORTS FROM EXTERNAL BODIES**

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

8. **MEMBERS' REPORTS**

To receive reports from Members - to include:

- |                       |                  |
|-----------------------|------------------|
| 8.1 Travellers report | (Chairman)       |
| 8.2 Bollards report   | (Chairman)       |
| 8.3 A27               | (Cllr Fabricius) |

- 8.4 Goodwood Consultative committee (Chairman)
- 8.5 Lighting outside and inside the Parish Hall (Chairman)
- 8.6 Cycleway (Vice Chairman)

**9. PLANNING**

To receive a report by the Vice Chairman.

**10. PARISH HALL - BELLWAY**

To receive an update from the Vice Chairman.

**11. NEIGHBOURHOOD PLAN**

11.1 To receive an update from Cllr Hardstaff.

11.2 Infrastructure projects: South Downs National Park Authority are starting work on the production of an infrastructure business plan which will determine how money collected through CIL will be spent on a rolling 5 year basis, and are inviting expressions of interest for infrastructure projects.

**12. FORWARD PLANNING**

a) Telephone box at Westerton – update from the Clerk

**13. CHRISTMAS TREE TRAIL**

Proposal from Sara Watkins and Linda Lanham

**APPENDIX 2 – to follow**

**14. ROSPA – schedule of work**

**15. PARKING**

Brief Discussion of current issues and suggestions to assist in resolving the matter.

**16. FINANCIAL MATTERS**

**APPENDIX 3 - To follow**

- a. To note receipts and approve payments to end July 2017
- b. To approve Bank Reconciliation to end July 2017
- c. To note spend against budget 2017/2018
- d. Members to consider a proposal that the accounting system be changed to the Parish Council accredited scheme run by Rialtas Business Systems.

**RECOMMENDED**—that the schedule of payments and any variances in the Council's accounts are approved and that a new and more appropriate system of recording parish council income and expenditure is agreed.

**17. MODEL STANDING ORDERS AND FINANCIAL REGULATIONS APPENDIX 4**

Members to review and approve item 4, Financial Regulations.

**18. DATES OF MEETINGS TO ANNUAL MEETING**

13<sup>th</sup> November 2017, 8<sup>th</sup> January 2018, 12<sup>th</sup> March 2018, 14<sup>th</sup> May 2018 (Annual Meeting). Annual Parish Meeting 16<sup>th</sup> April (provisional)

**19. EXCLUSION OF THE PUBLIC**

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

**20. RESPONSIBLE FINANCIAL OFFICER**

**Recommendation:** with regard to the resolution made in minute no 77/17 of the July meeting, that, to support the new Parish Clerk in her role as needed, Joanna Cadman acts as Responsible Financial Officer, for a period of time to be determined.