

007-18 Public Open Forum

No matters were raised.

008-18 Reports

a) Chairman

The Chairman had nothing to report.

b) District Councillor Andy Collins

The District Councillor had nothing to report.

District Councillor Jonathan Brown

A written report was circulated to the Parish Councillors in advance of the meeting. A question was raised as to whether the key worker post for the homeless had been filled but the District Councillor was unaware if this had been filled or not.

District Councillor Penny Plant

It was reported to the Council that outline planning permission had been granted for 750 homes at White House Farm. The Local Plan was going to take longer than originally stated as there was a need for a transport plan which is now being put together.

The Parish Council were asked if they had any questions - various options with regard to transport routes were discussed. District Councillor Jonathan Brown assured the Council that concerns raised within the consultation process were addressed and although there was a low response to the consultation process alternative proposals were being made. District Councillor Penny Plant reported on the reasons the Southern Gateway was dismissed due to practical reasons of using a bridge including clearance height and incline requirements and land needed to accommodate a bridge long enough.

Cllr Jane Towers raised to the Council that they had missed the chance to respond to two very important consultations – The Bus Strategy and the Fire and Rescue Strategy - as emails to the former Clerk's email address were not being picked up. The Council discussed the possibility of an extraordinary meeting to meet the consultation deadline but the Council felt that it was too late. The Councillors were encouraged to submit a response themselves on line anyway. It was **agreed** that the Chairman would put together a letter together to circulate to the Parish Councillors before it is sent out.

Action: Cllr Philip MacDougal to write a response to the Fire and Rescue on behalf of the Parish Council. *After the meeting it was agreed that Lisa Wilcock would be given the Clerk's laptop for her duration as Locum Clerk.*

It was reported to the Council that a Training Session at Southbourne was to be held on 19th May and the subject was Water Voles.

c) County Councillor

No report given.

d) Acting Clerk and RFO

Cllr Cliff Archer had met Mandy Rodgers to put the Parish Council financial records in good shape. The Council thanked Mandy for her hard work. It was raised to the Council that the Parish owned defibrillators need annual maintenance checks. Also the 2 new bus shelters would need regular maintenance undertaken. It was also brought to the Councils attention that the Annual Report to the external auditor was due at the next meeting which would be raised under agenda item 11.

It was discussed that the pads had an expiry date which needed to be noted for replacement. The Chairman offered to make contact with a contact to advise the council on how best to maintain the defibrillators professionally. **Action: Chairman to report back to the Council with advice, Clerk to add defibrillators to the asset register.**

009-18 Committee Appointments

Noted that Parish Council Chairmen may attend ex officio at any committee meeting of which they are not a member but are not permitted to vote. The Parish Council agreed unanimously to the appointments set out in the table below. *Since the meeting Cllr Jane Towers withdrew from the Finance Committee:-*

Membership of Committees and Advisory Committees From May 2018

X = Chairman

2 = Parish Ditch Warden is one of the Co-optees for DRASDAC

Councillor	Planning Committee	Finance Committee	POSAC	DRASDAC	Staffing Committee
Cliff Archer	X			X	
Stephanie Cecil			X		
Andy Collins	X		X		X
Marie Gilby	X	X			
Geoffrey Hyde		X		X	X
Ina Littlefield	X		X		
Philip MacDougall		X	X		
Jacky Sheppard		X			X
Jane Towers	X		X		
Rachel Perri			X	X	X
QUORUM	3	3	4	3	3
COMPLEMENT:					
COUNCILLORS	7	7	7	5	4
CO-OPTED	0	0	3	2	0

0010-18 General Data Protection Regulations (GDPR)

A report was given at the last meeting (minute 254-18) where no decision was taken as it was felt a high level of expenditure. Cllr Jacky Sheppard attended the All Parishes Meeting where a presentation was given by Nicholas Bennett, the Legal & Democratic Services Manager and Monitoring Officer Chichester District Council. It was during this presentation where there was discussion as to a rethink on whether Parish Council's needed a Data Officer or not. It was **agreed** that Cllr Andy Collins would email a copy of the powerpoint presentation to the Parish Councillors. The Parish Council wish it to be recorded that they are working towards GDPR and are in the process of obtaining guidelines which are appropriate to the Parish Council. It was **agreed** that the finances based upon ProcessMatters2 quotation would be added to the budget. **Action: Clerk and Cllr Cliff Archer** to add the costs to the Parish Council budget.

0011-18 Finance and Corporate

a) Financial Statement

A financial report was distributed to the Council compiled by Cllr Cliff Archer and Mandy Rodgers. Questions regarding the report were answered. Cllr Cliff Archer noted that the Watershed payments were agreed as reported at the last meeting but further tasks were outstanding which needed to be completed by the end of May. It was **agreed** that the Locum Clerk would put together the VAT 126 reclaim form on behalf of Parish Council for Cllr Cliff Archer to sign off and submit. It was **agreed** that the Locum Clerk would pass the financial information provided by Cllr Cliff Archer and Mandy Rodgers along with the Annual Return form to the Internal Auditor (RS Hall and Co). It was **proposed** by Cllr Jane Towers that the wifi grant for the Village Hall should be taken out of the Local Organisation budget, this was **agreed** unanimously. **Action: Cllr Cliff Archer to update budget.**

b) Authorisation of Payments

Cllr Cliff Archer had provided a list of payments, which was circulated amongst the Councillors. It was **agreed** that payment records of bank accounts, sort codes and home addresses should be omitted from the published report on the website.

The Council **agreed** to authorise the following payments by BACS;

- Climate Project Services Ltd - £100.80
- Greenbarnes Ltd - £8.37
- Rachel Foister - £89.43
- CM & DIE Archer - £67.99
- ProcessMatters2 - £400.00

Payment authorised at previous meeting but processed after May meeting.

- Enfield Speciality Doors - £752.40

Action: Cllrs Archer and Collins

The Council agreed to authorise the following payment by Cheque;

- Chidham & Hambrook Village Hall – use of Hall - £59.50

Action: Cllrs Archer & Collins

- c) **Online Banking by the Parish Council** – it was **agreed** that both Cllr Cliff Archer and Cllr Andy Collins would continue to authorise payments on behalf of the Parish Council following the meeting.
- d) **Election of Acting Clerk and RFO**– Cllr Cliff Archer stood down from the role and the Chairman. The re-election of Clerk and RFO was deferred to Part II of the meeting.

0012-18 Brief Progress Updates by representatives of Parish Council Task Forces:

- a) **Governance** – it was **agreed** that Cllr Geoffrey Hyde should research what the requirements are and to form a task force to action them. The Chairman is to be kept updated with progress.
- b) **Business Plan** – The Chairman circulated a draft business plan to all Councillors for their comments with items highlighted in red that needed a decision. The next task is to look at the next 20 years and work backwards. It was **agreed** that the updated business plan would be emailed to Councillors for their comment.
- c) **Road & Footway** – Cllr Jane Towers reported that the survey was now ready to go to print and that Park Community School should be able to print it. It was **agreed** that the costs of £70-80 would be set aside for the printing costs. The distribution rota was discussed and Cllr Marie Gilby would be added in place of the late Linda Wilkinson. It was **agreed** that Cllr Jane Towers could meet with Stephen to see if an online version could be made available.

- d) **Linda Wilkinson Memorial Bench** – Cllr Andy Collins reported that the base was now ready and that the bench could now be ordered but the company that was going to be used had gone out of business so the family were looking for a different supplier.

0013-18 Planning Committee

- a) Minutes from the Planning Committee on 17 April 2018 were distributed to the Councillors.
- b) An update on planning applications would be given at the next meeting but new plans in Harbour Way and The Avenue had been put forward.

0014-18 Annual Parish Meeting Tuesday 22nd May 2018

The Council discussed the flyer and it was noted that the Park Community Centre in Havant may wish to do the printing on behalf of the Parish Council. It was **agreed** that Cllr Geoffrey Hyde would put together the flyers mindful of the timings of the evening. It was **proposed** by Cllr Jane Towers that 1000 flyers should be printed by 14th May 2018 for distribution with the survey as per minute 0012(b) this was **seconded** by Cllr Stephanie Cecil. **Action:** Cllr Geoffrey Hyde to prepare flyer in time to go to print on 14th May.

0015-18 Meeting Dates

The next meeting Parish Council meeting will be held on 7th June 2018. The Annual Parish Meeting will be held on 22nd May 2018.

0016-18 Any Other Business

The Chairman thanked Cllr Cliff Archer for his work during his tenure as Acting Clerk and RFO and for his time as Chairman.

Cllr Jane Towers asked about the New Home Bonus and time scales for plans to be submitted. The Chairman said he had a meeting already planned with Shona Turner and he would make further enquiries during that meeting.

Part I of the meeting closed at 2055.