

Chidham & Hambrook Parish Council

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Chairman of the Council: Philip MacDougall

29th June 2018

MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend the Annual Meeting of Chidham & Hambrook Parish Council to be held at **7.00 pm on Thursday 5th July 2018** in Chidham Village Hall.

Lisa Wilcock Locum Clerk

AGENDA

1. **Apologies for Absence.** Apologies given in advance received from District Councillor Jonathan Brown, Cllr Jacky Sheppard, Cllr Jane Towers and possibly Cllr Ina Littlefield.
2. **Declaration of interests.**
 - a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.
 - b) To consider any Dispensation Requests received by the Clerk not previously considered.
3. **New Clerk and Responsible Financial Officer**
To introduce and minute the new Clerk and RFO of Chidham and Hambrook Parish Council.
4. **Election of a rolling Vice Chairman for following month.**
5. **Minutes**
To approve and sign the Part I Minutes of the Annual Parish Council Meeting held on 7th June 2018.
6. **Matters Arising from the Minutes**
7. **Public Open Forum**
Members of the public are invited to raise matters or ask questions.
Standing order: The period of time designated for public participation at a Council in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the Council. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes
8. **Reports** - to receive relevant brief reports from the:
 - a) Parish Council Chairman (verbal report)
 - b) District Councillors
 - c) County Councillor
9. **Data Protection**
Adoption of GDPR Policy.
10. **Defibrillators** – to determine maintenance procedures for each device.
11. **Finance and Corporate**
 - a) **Annual Return** – Locum Clerk to handover Annual Return paperwork to appointed Clerk and RFO and Chairman for authorisation. **Action: to be posted to external auditor before 15th July 2018.**
 - b) **Authorisation of Payments** To authorise Payments to 28th June 2018.
 - c) **Online Banking by the Parish Council** Update on application for additional authorised persons to undertake online banking activities on behalf of the Parish Council.
 - d) **Clerk Computer** - Update on purchase of new computer.

12. NHB Application

The Parish Council has to submit requests for NHB applications by 30th July 2018, £10,684 NHB money is available. Applications earmarked for discussion are:- hearing loops for the Village Hall, 6 benches and fences, The Dell, Interpretation Boards – 3 quotations are needed for each application. Council to agree on applications at this meeting. Paperwork to be submitted to Chichester District Council by 30th July 2018.

13. Brief Progress Updates by representatives of Parish Council Task Forces:

To receive brief progress updates from the Task Forces.

- a) **Business Plan** – update on progress/adoption – Cllr Philip MacDougall.
- b) **Road & Footway** - to be carried to next meeting.
- c) **Linda Wilkinson Memorial Bench** – Has been installed, Cllr Andy Collins to discuss.
- d) **Land acquisition** – update on progress – Cllr Philip MacDougall.
- e) **Operation Watershed Projects** – update on progress – Cllr Cliff Archer.
- f) **CHEMROUTE** – update on the program. Cllr Philip MacDougall.

12. Litter

To be carried to next meeting.

13. Planning Committee

- a) To note the minutes of the Planning Committee Meeting held on 19th June 2018.
- b) To receive a brief update report from the Chairman of the Planning Committee in respect of recent Planning Matters.

14. Meeting Dates

- a) The next Parish Council Meeting will be held at 7.00pm on Thursday 2nd August 2018 in Chidham Village Hall.

15. Any Other Business

Meeting to conclude by 9pm.

Standing Order: 3 w A Council meeting should not normally exceed a period of (2) hours.

16. Exclusion of Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

17. Confidential Business in Closed Session

- a) To approve and sign the Part II Minutes of the Parish Council Meeting held on 7th June 2018.
- b) To discuss staffing matters.

END

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME.