

Chidham & Hambrook Parish Council

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10 May 2019

MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend a meeting of Chidham & Hambrook Parish Council to be held at **7:00pm** on **Thursday 16 May 2019** in Chidham Village Hall.

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr M Gilby, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

Signed: *B Jones*

Mrs B Jones **Clerk and RFO**

AGENDA

1.	Election of the Chairman and signing of the Declaration of Acceptance of Office
2.	Election of Vice-Chairman
3.	Apologies for absence Apologies have been received from Cllr J Sheppard and Cllr R Perri.
4.	Declaration of interests 04.1 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. 04.2 To consider any Dispensation Requests received by the Clerk not previously considered.
5.	Minutes To approve and sign the minutes of the Parish Council meeting held on 4 April 2019 (attached).
6.	Matters Arising from the Minutes (if not on the agenda for discussion)
7.	Public Open Forum Members of the public are invited to raise matters or to ask questions. <i>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.</i>
8.	Receive Reports 08.1 Parish Council Chairman 08.2 District Councillors

	08.3 County Councillor 08.4 Clerk & RFO
9.	<p>Council structure</p> <p>09.1 To consider the structure of the Council (Statutory, Standing and Advisory Committees) (attached) and to appoint members to standing committees and advisory groups.</p> <p>09.2 To review and approve the terms of reference of standing committees and advisory groups. (attached).</p> <p>09.3 To consider and approve the dates of 2019-20 meetings (attached).</p>
10.	<p>Council membership and representation on other bodies</p> <p>10.1 To review the Parish Council's representation at meetings:</p> <ul style="list-style-type: none"> - CHEMROUTE – The Chichester to Emsworth Cycle Route – Cllr P MacDougall - CDC All Parishes Meeting - CDALC – Chichester District Association of Local Councils - CDC Bournes Forum – Cllr P MacDougall - Friends of Maybush Copse Committee – Cllr P MacDougall - Safer Routes to School Group – Cllr J Towers - Chidham & Hambrook Village Hall Management Committee – Cllr J Towers
11.	<p>Progress updates from Parish Council Advisory Groups</p> <p>11.1 Neighbourhood Plan Steering Group Mr S Johnson will report on current developments with the Neighbourhood Plan review. The Council is requested to agree the revised Terms of Reference (attached).</p> <p>11.2 Parish drainage (Cllr C Archer) Report (attached) with updates on Pinewood Cot Lane highways work and Pynham Meadow drainage.</p>
12.	<p>Committee Minutes and Reports</p> <p>12.1 Planning Committee 18 April 2019 unadopted minutes (attached)</p> <p>12.2 Finance Committee 30 April 2019 unadopted minutes (attached) The Finance Committee has made 5 recommendations to be considered by the Parish Council.</p> <p>12.3 Broad Road and Chidham Lane laybys and footway to south of school (attached) (Cllr J Towers) – <i>Minute 0177-19 8c</i></p> <p>12.4 Parish Tree Wardens (attached) (Cllr C Archer) - <i>Minute 0177-19 8d</i> The committee is requested to consider and agree the Terms of Reference for Parish Tree Wardens.</p> <p>12.5 Linda Wilkinson bench (attached) (Cllr M Gilby) <i>Minute 0177-19 8e</i></p> <p>12.6 Youth Council (attached) (Cllr R Perri)</p> <p>12.7 Broad Road speeding (Cllr P MacDougall)</p> <p>12.8 Motion re Children's Services, WSCC (attached) (Mrs J Towers)</p> <p>12.9 Litter and Dog Bins (attached) (Cllr M Gilby)</p>
13.	<p>Finance and Governance</p> <p>13.1 To authorise payments including invoices received following publication of the agenda (attached)</p> <p>13.2 To consider the quotes for work/materials (attached)</p> <p>13.3 To approve the payment to the Clerk of additional hours worked over the last two months as per her contract (20 hrs at £15 p.h. totalling £300).</p> <p>13.4 To note receipt of the first precept payment for 2019-20 in the sum of</p>

	<p>£23,575.00 and a CIL payment in the sum of £3,072.29.</p> <p>13.5 To consider a request from Chidham Hambrook & Nutbourne East Housing Action Group for a grant of £99.00 from the Chidham and Hambrook Parish Council Grant Fund (attached).</p> <p>13.6 To consider a request from Chidham and Hambrook Village Hall for a grant of £350.90 for wifi provision at the hall from the Chidham and Hambrook Parish Council Grant Fund (attached).</p> <p>13.7 Authorised bank signatories/online users – Cllrs P MacDougall, J Towers and C Archer currently have authorisation to sign cheques and to handle online banking payments. Consider the addition of one further member to cover absences.</p>
14.	<p>Meeting Dates Planning Committee – Thursday 23 May 2019 Annual Parish Meeting – Thursday 30 May 2019 at 7.30 (Refreshments at 7.00pm) Village Hall (upstairs) Parish Council – Thursday 6 June 2019, St Wilfrid’s Church Hall</p>
15.	<p>Items for the next meeting</p>
16.	<p>Any Other Business Meeting to conclude by 9pm (<i>Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours</i>).</p>

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

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.