

Chidham & Hambrook Parish Council

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31 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 6 June 2019** at **St Wilfrid's Church Hall, Broad Road, Hambrook.**

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.	Apologies for absence
2.	Declaration of interests
2.1	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.
2.2	To consider any Dispensation Requests received by the Clerk not previously considered.
3.	Minutes To approve and sign the minutes of the Parish Council meeting held on 16 May 2019 (attached).
4.	Matters Arising from the Minutes (if not on the agenda for discussion)
5.	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>
6.	Receive Reports
6.1	Parish Council Chair
6.2	District Councillors
6.3	County Councillor
6.4	Clerk & RFO
7.	Committee Minutes and Reports
7.1	Planning Committee 23 May 2019 unadopted minutes (attached)
7.2	Neighbourhood Plan Steering Group

	Mr S Johnson will report on current developments with the Neighbourhood Plan review.
7.3	Parish Drainage (Cllr Archer)
7.4	Parish Tree Wardens (Cllr C Archer)
	a) Introduction of Volunteer Parish Tree Wardens
	b) Adoption of Terms of Reference for Parish Tree Wardens - the Parish Council is asked to adopt the attached Terms of Reference
	c) Appointment of Parish Tree Wardens - the Parish Council is asked to appoint Mike Bulpett as Parish Tree Wardens Adviser and Roger Hayles and Clive Timlin as Parish Tree Wardens, as per the details given in the attached Parish Tree Wardens
7.5	Policy on engaging in early discussions on development projects - to be circulated
7.6	Broad Road speeding (Cllr P MacDougall)
7.7	Litter and Dog Bins (Cllr M Gilby) – to be circulated
7.8	Noticeboard at The Nook, Broad Road (<i>minute 013-19.2</i>)
7.9	Soft Sand Review of the West Sussex Joint Mineral's Local Plan (Cllr C Archer)
7.10	Chichester District Association of Local Councils representative (<i>minute 010-19</i>)
7.11	Grass cutting around the parish
7.12	Recognising those who do good work around the parish
7.13	Report and matters arising from APM
8.	Finance and Governance
8.1	To authorise payments including invoices received following publication of the agenda (attached)
8.2	To note the internal auditor's report on 2018-19 Accounts
8.3	To consider the Annual Governance and Accountability Return 2018-19 (including the certificate completed and signed by R S Hall & Co. (Section 3), the accompanying Annual Governance Statement (Section 1), the Council's 2018-19 Financial Statement and a list of variances.
8.4	CIL Annual Monitoring Report (AMR)
8.5	Authorised bank signatories/online users
9.	Meeting Dates
	Planning Committee – Tuesday 18 June 2019 (Chidham Village Hall upstairs)
	Staffing Committee – Thursday 13 June 2019
	Parish Council – Thursday 4 July 2019
10.	Items for the next meeting
11.	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>).

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.