

Chidham & Hambrook Parish Council

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1 May 2020

MEETING OF THE PARISH COUNCIL

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to remotely 'attend' the Council's Finance Committee meeting on **Thursday 7 May 2020 at 6:00pm**.

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr M Gilby, Cllr R Gowlett, 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. 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 5 March 2020 - *attached*.
4. **Matters Arising from the Minutes (if not on the agenda for discussion)**
5. **Public Open Forum**

If a member of the public wishes to attend the meeting, please contact the Clerk to be sent a link to join via Zoom or submit any questions via email by 6:00pm the day before the meeting.

Members of the public are invited to raise matters or to 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.

6. **Receive Reports**
- 6.1 Parish Council Chair
- 6.2 District Councillors

6.3 County Councillor

6.4 Clerk & RFO

6.5 Council membership, representation on outside bodies and meeting dates

6.5.1 To note the membership of committees and representation on outside bodies *attached*.

6.5.2 To note the dates of 2020-21 meetings *attached*.

7. Committee Minutes and Reports

7.1 Planning Committee

The Planning Committee scheduled for 19 March 2020 was cancelled. Planning applications responses have been agreed electronically and submitted to CDC (*available on CHPC website*).

7.2 Neighbourhood Plan Steering Group

7.3 Finance Committee

The draft minutes of the meeting held on 30 April 2020 are *attached*. There are a number of recommendations from the committee to be considered.

7.4 Drainage and Sea Defence (Cllr C Archer)

Update on work of the Ditch Warden and on the Pynham Meadow Ditch *attached*.

7.5 Tree Warden (Cllr C Archer)

7.6 Covid-19 Community Volunteer Group (Cllr J Towers)

7.7 Parish Council Website Project

The Clerk has sought quotes for developing a new website. A proposal for this website project is *attached*.

7.8 Review of Policies

Equality and Diversity Policy

Data Protection Policy

Health and Safety Policy

Media and Communications Policy

Freedom of Information Policy

Volunteering Policy

Complaints Procedure

7.9 Speed Indicator Devices (SID) Group (Cllr R Gowlett)

8. Finance and Governance

8.1 To authorise invoices for payment – *attached*

8.2 To note Direct Debit/Standing Orders made – *attached*

8.3 To acknowledge receipt of credits paid to the Council's bank accounts– *attached*

8.4 To ratify payments made (agreed via email for payment) – *attached*

9. Meeting Dates

Neighbourhood Plan Steering Group – 1 June

Parish Council – 4 June 2020

Staffing Committee – 25 June 2020

10. **Items for the next meeting**

11. **Any Other Business**

Meeting to conclude by 9pm (*Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours.*)

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.

