

Chidham & Hambrook Parish Council

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29 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 attend a Zoom meeting of the Parish Council on **Thursday 4 June 2020 at 10.30am**. If a member of the public wishes to attend the meeting, please contact the Clerk to be sent a link to join via Zoom. Alternatively please submit any questions you wish to be raised at the meeting by email by 5:00pm the day before the meeting.

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**

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
7. **Committee Minutes and Reports**
 - 7.1 Planning Committee
Planning applications responses have been agreed electronically and submitted to CDC (*available on CHPC website*).
 - 7.2 Website Project (*to be circulated*)

- 7.3 Development of the meadows (Cllr P MacDougall)
- 7.4 WSCC Highways Trees Offer - request for funding by Parish Council (*previously circulated* and TPO update (*to be circulated*)) (Cllr C Archer)
- 7.5 WSCC Highways Grass cutting schedule (Cllr J Towers)
- 7.6 West Sussex Joint Minerals Local Plan (Cllr C Archer)
Cllr C Archer has suggested that the Planning Committee take over a watching brief on this matter.
- 7.7 IT Course (Cllr G Hyde)
- 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 Annual Governance and Accountability Report (AGAR)
 - 1. To note the internal auditor's report on 2019-20 Accounts (*attached*)
 - 2. To consider the 2019-20 AGAR including the Council's 2019-20 Financial Statement and the information on variances and to authorise the Chairman to sign the AGAR and send it to the council's external auditors for review (*attached*)
 - 3. To agree the dates set for the period of exercise of public rights and publication of the unaudited AGAR for the period Monday 15 June 2020 to Friday 24 July 2020 by notice on the website
- 9. **Meeting Dates**
 - Staffing Committee – 25 June 2020
 - Parish Council – 2 July 2020
 - Neighbourhood Plan Steering Group – 6 July 2020
 - Planning Committee – 16 July 2020
 - Finance Committee – 23 July 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.