

(DRAFT) MINUTES OF THE ANNUAL GENERAL MEETING OF PATCHING PARISH COUNCIL HELD ON 16TH MAY 2024 AT 19:00 AT CLAPHAM AND PATCHING VILLAGE HALL

Present: Councillors - Chairman Mr Rick Romero (RR), Mr Marc Pinnell (MP), Mrs Karen Coleman (KC), Mrs Heidi Stevens (HS), Mr David Taylor (DT)
In attendance – Mr Richard Prior (RFO)(RP), Mrs Victoria Pinnell (administrator)(VP),
Members of the public: 8

Agenda item	Subject	Action
	RR opened the meeting as Chairman and thanked the public for their attendance.	
1	APOLOGIES FOR ABSENCE DU sent apologies for her absence; MP advised that he would be late.	
2	ELECTION OF CHAIRMAN RR stood down as Chairman. DT nominated RR for election as new Chairman. HS seconded. Unanimous re-election.	
3	SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN RR signed.	
4	ELECTION OF VICE CHAIRMAN Vice chairman position not required	
5	CODE OF CONDUCT Not discussed	
6	DATA PROTECTION Councillors confirmed that they have read and understood PPC’s GDPR policies; that they do not hold any personal data in any manner contrary to those policies; and that they agree to disclose any known, potential, or perceived data breaches. This includes that used by the Coronation Committee.	
7	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA There were no Declarations of Interest by Councilors pertaining to agenda items or in terms of pecuniary and non-pecuniary interest.	
8	REGISTER OF INTERESTS No interests registered.	

9	<p>CANDIDATE SPENDING RETURN</p> <p>Nil</p>	
10	<p>APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL ORDINARY MEETING HELD ON 8th FEBRUARY 2024</p> <p>Approval nominated by RR; DT seconded.</p>	
16	<p>REPORT FROM PCSO / NPT REPRESENTATIVE</p> <p>Sergeant Daniel West from Arun & Chichester Neighbourhood Policing Team attended.</p> <p>Described how the teams cover the area, Barry Bastable PCSO will be responsible for Patching.</p> <p>Yearly report of crimes in Clapham and Patching – including an abusive driver, a dispute between two neighbours, theft of a trailer, keying a car...</p> <p>101 – nationwide non-emergency police number</p> <p>999 – for emergencies, including escaped goats which may cause an obstruction in the road</p> <p>Non-urgent incidents may be reported online</p> <p>arun@sussex.police.uk - for non-urgent questions for the NPT</p> <p>Contacts to be posted on the PPC website.</p>	VP
11	<p>PUBLIC FORUM</p> <p>A parishioner informed PPC that livestock such as goats should have a DEFRA holding number re. Patching Pond. DT to liaise with Matt Hall.</p> <p>Arrival of a long reach digger noted at the Pond. Photo already taken for forwarding to SDNPA.</p> <p>A parishioner reported that the lamp post was being used as a source for electricity to the Pond. DT to confirm and report if necessary.</p> <p>A parishioner reported that there may be someone living in a caravan at the woodyard.</p> <p>DT updated those present on discussions undertaken in regard to speeding limits along Long Furlong / A280. A meeting was held between Clapham Parish Council (CPC), Clapham and Patching CofE Primary School, and Highways. Currently the average speed has been measured at 38mph past the village. A reduction from 40mph to 30mph will be sought. As this was not on the agenda to be discussed at this meeting, PPC agreed that whilst it would in principle resolve to submit a Traffic Regulation Order, in</p>	<p>DT</p> <p>MP</p> <p>DT</p> <p>?</p> <p>DT</p>

	<p>consultation with CPC, it would call an extraordinary council meeting to affirm this position. This will allow parishioners to be consulted. DT to advise CPC of their need to put it on their agenda for their meeting 29/05. RR to call an extraordinary meeting in mid-June to vote.</p> <p>DT updated those present on speeds through Patching Village. He has designed a flyer to letter drop throughout the village and on to cars / vans parking. Flyers to be dropped over the course of a week and then again a month later. Flyers handed out for comments, one parishioner felt that wildlife should be included as there have been incidents of collisions with deer. A parishioner requested a speed reduction should also include Arundel Road. DT to liaise with Highways. MP to investigate QR codes for the flyers.</p>	<p>RR</p> <p>DT / MP</p>
12	<p>OUT GOING CHAIRMAN'S REPORT</p> <p>A new battery has been purchased for the defibrillator.</p> <p>A portrait of King Charles III has been supplied to PPC free of charge. RR to liaise with the Village Hall Committee about having it hung there.</p> <p>A sewage spill was reported behind the Village Hall / pumping station. Southern Water attended and found there was no significant contamination.</p> <p>RR gave thanks to the Councillors, RFO and administrator for their work.</p>	RR
13	<p>PLANNING REPORT</p> <p>Planning report circulated to council before the meeting.</p> <p>Planning application received for a change of use from a 'garden' to a secure dog walking field in the field next to the World's End pub. The council debated the detail of the application. It resolved that an objection should be submitted, as the application is contrary to several policies with the NHP (noise, parking, ecology, landscape impact). MP to submit an objection, pending a request for further information from the LPA regarding the implication of change of use. MP to notify parishioners local to the site to ensure that they are aware of the application.</p>	MP
14	<p>REPORT FROM WEST SUSSEX COUNTY COUNCILLOR</p> <p>Not present.</p>	
15	<p>REPORT FROM ARUN DISTRICT COUNCILLOR</p> <p>Not present.</p>	
17	<p>CORRESPONDENCE</p> <p>Email received about felling of trees at Brickyard Cottages, Clapham. MP to respond.</p>	MP

18	<p>REVIEW OF ACTIONS UNDERTAKEN 2023/2024</p> <p>DT updated those present about access to the pond, continuing to investigate ownership of the strip of access land.</p> <p>MP updated those present about Operation Watershed, information to be emailed out.</p>	
19	<p>FINANCIAL REGULATIONS</p> <p>The Council considered amendment to its Financial Regulations, following receipt of new template regulations from SSALC. The Council resolved that its current Regulations did not require amendment.</p>	
20	<p>STANDING ORDERS</p> <p>The Council resolved that no amendments are required to its Standing Orders.</p>	
21	<p>BANK ACCOUNT</p> <p>No changes are needed.</p>	
22	<p>FINANCIAL REPORTS 2023/24</p> <p>Current account has £8914.94 Events account has £873.68 - reminder that it had previously been agreed that it should go towards a new sound system at the village hall so that both communities could benefit.</p> <p>MP recommended the Draft budget for approval. DT seconded. The budget was approved.</p>	
23	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024 CERTIFICATE OF EXEMPTION</p> <p>The annual accounts are exempt from external audit as the Parish Council has a turnover of less than £25000</p>	
24	<p>ANNUAL INTERNAL AUDIT REPORT 2023/24</p> <p>Since the annual accounts are exempt from external audit an audit report will be completed by an internal auditor, Sue Isaacs</p>	
26	<p>ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA</p> <p>DT – to draft a petition for the light pollution at the Clapham depot</p> <p>KC – flagged up a traffic camera on the Arundel Road, this was to monitor queuing onto the roundabout for 24hrs</p>	

	RP – felt that the Neighbourhood Plan was up for review, MP stated that there is no fixed period for reviewing it.	
27	DATE, TIME AND LOCATION OF NEXT MEETING VP to organise extraordinary meeting Next PPC ordinary meeting - Village Hall, Thursday 15 th August 2024 VP to check the availability of the Village Hall on a Tuesday for subsequent meetings	VP