(DRAFT) MINUTES OF THE AGM & ORDINARY MEETINGS OF PATCHING PARISH COUNCIL
TUESDAY 5TH MAY 2026, 1900
THE COMMITTEE ROOM AT CLAPHAM AND PATCHING VILLAGE HALL

Present: Councillors – Mr Marc Pinnell (MP), Mrs Karen Coleman (KC), Mr Tim Watney (TW), Mr Stephen Coleman (SC)
In attendance – Mrs Victoria Pinnell (VP), Mrs Sue Isaacs RFO (SI), Ms Deborah Urquhart (DU)
Members of the public: 1

1	**APOLOGIES FOR ABSENCE** Cllr David Taylor	
2	**ELECTION OF CHAIRMAN** A. MP proposed by TW, seconded by SC B. MP signed Declaration of Acceptance of Office form and witnessed by TW and SC	
13	**REPORT FROM WEST SUSSEX COUNTY COUNCILLOR** The inaugural meeting of the New Authority was held. Local Government Reform – previous suggestions have been rejected by Government. Adur, Worthing & Arun are being considered as a single unitary area. This area has many draws on costs for social care and a lack of funding from business rates and council tax, it has been suggested that it would be in deficit from its formation. Technical consultation continues. MP – on behalf of the Parish thanked DU for her work with and for the Parish and Parish Council.	
3	**DATA PROTECTION** Councillors confirmed the following: A. That they have read and understood PPC's GDPR policies. B. That they do not hold any personal data in any manner contrary to those policies. C. That they agree to disclose any known, potential, or perceived data breaches.	
4	**DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA** Councillors confirmed that they did not have any declarations of personal and/or prejudicial pecuniary or non-pecuniary interests in relation to items on this Agenda. Councillors also confirmed they are not in arrears with council tax.	
5	**REGISTER OF INTERESTS** MP informed those present that the Register of Interest published by the monitoring officer has changed slightly.	

	Interests are otherwise up to date.	
6	**APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL ORDINARY MEETING HELD ON TUESDAY 27th JANUARY 2026** Nominated by KC, seconded by TW and signed / witnessed.	
7	**REVIEW AND ADOPTION OF GOVERNANCE DOCUMENTS** Documents were shared with Cllrs prior to the meeting and will be published on the PPC website. A. Data Protection Policy – reformatted and checked for validity. Adoption proposed by SC and seconded by KC. B. Financial Regulations – updated 04/11/2025, reviewed with no further amendments. Adoption proposed by TW and seconded by SC. C. Code of Conduct – reviewed for validity. References to the clerk have been changed to administrator, adoption proposed by SC and seconded by TW. Code of Conduct forms signed by Cllrs. D. Insurance Cover – renewal due 1/6/2026, SI to update with regards to changes to number of councilors / volunteers and administrator's salary. Future budget to allow for excess payments when claiming on the insurance. E. Asset Register – laptop, noticeboard, defibrillator and Christmas tree lights. F. Policies due for consideration – No complaints policy in place at present, MP to develop. Vexatious complaints to be included when done. Council Risk Assessment – undertaken or renewed yearly. Adoption proposed by TW and seconded by SC Standing Orders to be updated before the next meeting.	VP MP MP / SI
8	**REVIEW OF COUNCIL'S SUB-COMMITTEES, WORKING GROUPS AND DELEGATIONS** No subcommittees or working groups within the council, review not required.	
9	**REVIEW OF COUNCIL'S ANNUAL SUBSCRIPTIONS** NALC / WSALC – used for training, advice and templates ICO – legal requirement Microsoft 365 – considered good practise	
10	**REPORT FROM OUTGOING CHAIRMAN** Circulated to Cllrs before the meeting. To be shared on the PPC website .gov emails Transfer to new emails under way, RFO email in place, other Cllrs to set up. Webpage to transfer to new domain name. TW to liaise with Maureen Chaffe and Clapham Parish Council. Operation Watershed Councillors discussed capacity to progress this initiative. With existing commitments, it was agreed to seek support from parishioners. Highway Speed Reduction	VP TW MP DT

	Ongoing, awaiting update from DT PROW New gates in places KC to contact Spearfield Stud with regards to dog access to their footpaths Tractor Run MP has reminded the organisers of their commitment to restore the verges damaged during the last event. The Fox Public House MP has contacted Beccy Cooper re lack of enforcement, no response received Southern Water Southern Water now claim that the hole in the verge at the bottom of France Lane / opposite the Worlds End Pub is not due to any of their works. MP to send an official letter of complaint. Updated Cllrs re Local Government Re-organisation and National Park Local Plan Review (including Land Availability Assessment). Roots Planning application rejected but the CCTV and containers remain. Cityfibre Work completed.	KC MP
11	**PLANNING REPORT** No planning report	
12	**REVIEW OF ACTIONS UNDERTAKEN 2025/2026** KC - scrambler bike use in the area continues despite reports to the police. Residents encouraged to continue to report via 111.	
14	**REPORT FROM ARUN DISTRICT COUNCILLOR** Not present	
15	**REPORT FROM PCSO / NPT REPRESENTATIVE** Not present	
16	**PUBLIC FORUM** No items raised.	
17	**CORRESPONDENCE** Parishioners continue to share updates and video evidence relating to burning waste at The Fox Pub, no enforcement action taken by ADC / WSCC / EA	
18	**FINANCIAL REGULATIONS** See Governance Documents, Item 7	
19	**BANK ACCOUNT** No changes made to access or signatories SI / MP / KC / TW – any 2 required.	

20	**RFO REPORT** Report circulated to Cllrs before the meeting – no questions raised RFO to review current bank due to banking charges SI waiting confirmation of assets depreciation. Pensions declaration submitted to Pensions Regulator	SI
21	**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/2026 CERTIFICATE OF EXEMPTION** The Council considered the Certificate of Exemption for the financial year ended 31 March 2026. It was resolved that, as the Council's gross income and gross expenditure both fell below £25,000 and the authority met the qualifying criteria, the Council would certify itself as exempt from a limited assurance review. It was further resolved that the Chair and the Responsible Financial Officer be authorised to sign the Certificate of Exemption and that the Certificate be submitted to the external auditor by the prescribed deadline.	MP SI
22	**ANNUAL INTERNAL AUDIT REPORT 2025/26** The Council received and considered the Annual Internal Audit Report for the financial year ended 31 March 2026. The council recognised that the audit remains to be finalised. It was resolved that the report be noted and accepted as is, and the Chair and the Responsible Financial Officer be authorised to further consider any recommendations made within the final report. It was noted that the Internal Audit Report would inform the Council's responses within the Annual Governance Statement.	MP SI
23	**ANNUAL GOVERNANCE RETURN 2025/2026** The Council considered the Annual Governance Statement (Section 1) for the financial year ended 31 March 2026. It was resolved that the Council approved the Annual Governance Statement, having reviewed the effectiveness of its system of internal control and governance arrangements. The Chair and councillor KC were authorised to sign Section 1 of the Annual Governance and Accountability Return. Annual Governance and Accountability Statement 2025/2026 exemption forms completed – signed by MP and KC, to be submitted by SI.	SI

	SI to confirm if it requires publication on the PPC website.	SI
24	**ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA** SC to hand over progression of Operation Watershed to other villagers involved. PPC contacted by new owner of Patching Pond regarding the history of complaints at the pond. MP shared a timeline of information.	SC
25	**SCHEDULE OF FORTHCOMING MEETINGS AND DATE, TIME AND LOCATION OF NEXT MEETING** 4th August 2026, 1900, Committee Room at the Village Hall	VP