

# PATCHING PARISH COUNCIL

To all Members of the Council

You are hereby summoned to attend an ordinary meeting of the Parish Council, to be held at The Junction, Clapham on Monday 04 February at 7.00 pm.

**Marc Pinnell**  
Chairman

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## AGENDA

1. EVACUATION PROCEDURES
2. APOLOGIES
3. PARISH COUNCIL QUORATE
4. ELECTION OF CHAIRMAN AND CO-OPTION OF COUNCILLORS
5. DECLARATION OF INTERESTS

*The Meeting will now be suspended.*

4. PUBLIC QUESTIONS

*The Meeting will now be resumed.*

5. **MINUTES:** confirm the Minutes of the Ordinary Council Meeting held on 17<sup>th</sup> May 2018 and meetings of Thursday 16<sup>th</sup> August 2018 and of 15<sup>th</sup> November 2018)
6. **MATTERS ARISING from and PROGRESS ON ACTIONS** (if not listed elsewhere in the Agenda) of Meeting of 15<sup>th</sup> November 2018)
7. **CHAIRMAN'S REPORT & URGENT ITEMS**
8. **REPORTS:**

Arun District Council (ADC) – Ward Councillor

West Sussex County Council (WSSC) – Division Councillor

Surrey and Sussex Association of Local Councillors (SSALC) – Representative T.b.c

9. **FINANCE, INCLUDING APPROVAL OF EXPENDITURE & ADMINISTRATION**
  - Finance Report on current position
  - Approval of agreed expenditure

# PATCHING PARISH COUNCIL

- Signing of cheques
- **Precept**

## 10. COMMUNITY ACTION

- Bus shelter
- Parish Website
- **Any Other Matters Arising**

## 11. PLANNING (UNDER SDNPA) & LICENSING (UNDER ADC)

**Applications received:** to be advised

**Licensing:** Nil

## 12. PARISH CORRESPONDENCE

Various emails reference other items discussed elsewhere.

- Correspondence relating to constitution of Patching Parish Council – Cllr MP

## 13. TRAINING, EMPLOYMENT & APPOINTMENTS

- Recruitment of additional councillors
- Recruitment / training of a new Responsible Financial Officer (RFO)
- Appointment of new Chair
- Frequency of meetings

## 14. DATES FOR 2019 MEETINGS

- Ordinary Meeting and Annual General Meeting – 16<sup>th</sup> May 2019 tbc

PATCHING PARISH COUNCIL

# NOTICE OF ORDINARY MEETING OF THE COUNCIL

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**Monday 4<sup>th</sup> February 2019**

**19:00 hours**

**The Junction, Clapham**

**Please join us**

**THE FUTURE OF YOUR PARISH COUNCIL**

The Parish Council is now quorate following the appointment of Arun District Councillor Paul Bicknell to the Parish Council.

At the Ordinary Meeting the following will be discussed:

- the co-option of up to two additional councillors
- the setting of annual precept with potential to increase to facilitate appointment of a clerk.

# Patching Parish Council – Your Council

**What is a parish council?** A parish or town council is an elected local authority. It is the tier of local government which is closest to the people.

**What do parish councillors do?** Councillors have an active interest and concern for their local community. They represent local people and work in partnership with them and others when necessary. They help facilitate the provision of local services and facilities and take decisions that form the policy of the Council.

Councillors are not paid and have to abide by a local government code of conduct and declare their financial interests in the parish. Councillors must also declare a personal or prejudicial interest in any matter under discussion at a parish council meeting.

**Why should I become a parish council / what does the parish council do for me?** You should consider becoming a parish or town councillor if:

- You want to do more for your community,
- you want to spend your time productively, and
- you can think, listen and act locally.

**Patching Parish Council responds on behalf of parishioners to planning policy and planning applications.**

- **For example** - the Council prepared a Neighbourhood Plan which informs South Downs National Park Authorities response to local development.
- **For example** – the Council seeks the views of directly impacted parishioners on local planning applications, responding on average to over 12 applications per quarter.

Patching Parish Council advocates and supports local initiatives to improve our village and the quality of life of parishioners.

- **For example** - the Council secured over £6,000 in grants to complete drainage improvements along France Lane.
- **For example** – the Council purchased and arranges installation of Christmas Tree lights annually.

Patching Parish Council advises parishioners where it can and directs them to relevant resources where it cannot on a range of aspects of village life.

- **For example** - the Council advised parishioners affected by rat infestation on council and commercial pest control.
- **For example** – the Council advised parishioners affected by illegal overnight parking how to contact County Council / Police to address the problem.

## **What effort is required?**

As with most things, the more you put in, the more you (and your community) will get out. Generally speaking, being a small parish, the workload of Parish Councillors is small - a few hours a month and attendance at a quarterly evening meeting.

When faced with significant local development applications, as has happened on a number of occasions in the past, the work of the Parish Council can increase to respond to this. In these circumstances parishioners are much more engaged! Should the council dissolve there would be now standing local body to seek support from.

## **What are the eligibility requirements?**

Initially, you will have little knowledge of council work but this, together with experience and confidence, will follow.

As a new councillor you will bring to the council fresh enthusiasm and new ideas, a care for your community and a willingness to learn. You should want to take the Council and Parish forward.

A candidate for a parish or town council is qualified if, when nominated:

- a. he or she is a British subject or or a citizen of any member state of the European Union or eligible Commonwealth citizens,
- b. is 18 years of age, and
- c. is either in the list of electors for that Parish or Town or has during the whole of the preceding twelve months:
  - i. occupied land as owner or tenant in it, or
  - ii. had a principal place of work there, or
  - iii. resided in or within three miles of it.

Should you be interested in becoming a Parish Councillor please join us on 04th February at the next Parish meeting or contact:

Marc Pinnell: 01903 871327

Paul Isaacs: 01903 871683