

PATCHING PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF PATCHING PARISH COUNCIL
HELD ON 04 FEBRUARY 2019 AT THE JUNCTION, CLAPHAM

Attending: Councillor Mr Marc Pinnell (Acting Chairman), Councillor Mr Paul Isaacs, Councillor Mr Paul Bicknell, Mr Jerry Fox (RFO)

Agenda Item No.	Subject	Action
1	<p><u>EVACUATION PROCEDURES</u> H & S recommendations complied with. 11 people present, 7 Public, 3 Cllrs (MP, PI, PB), 1 RFO (JF), 1 WSCC Cllr (Mrs Urquhart). Cllr MP counting in emergency.</p>	
2	<p><u>APOLOGIES</u> None</p>	
3	<p><u>UPDATE ON GOVERNANCE AND CONSTITUTION OF THE COUNCIL</u> Cllr MP had advised parishioners at the last Meeting that the PC was inquorate. Following discussion with Arun DC, Councillor Paul Bicknell has been appointed to the PC to make it again quorate, under Section 91(1) of the LGA 1972. This enables the PC to be quorate; to co-opt two further PCllrs (to total five); and then function. It is anticipated that Cllr PB will stand down at the May 19 election where candidates will be invited to stand for election to the PC.</p>	
3	<p><u>DECLARATIONS OF INTERESTS</u> No declarations were made <i>The Meeting was suspended for Public Questions</i></p>	
4	<p><u>ELECTION OF CHAIRMAN and CO-OPTION OF COUNCILLORS</u> Following the delayed arrival of Cllr PB, Cllr MP was confirmed as Chair for the Meeting (proposed PI, seconded PB) It was noted that the current 'non standing' Chairman issue would be reviewed and addressed by the incoming PC following the May 2019 election. Cllr MP proposed the co-option of Roy Hogan and Matt Hall to the PC until the May 2019 election (seconded PI). Co-option Forms, Code of Conduct, and Declarations of Interest were provided to both by Cllr PB. Completed forms to be forwarded to ArunDC by Cllr MP.</p>	Cllr MP
5	<p><u>PUBLIC QUESTIONS</u> Cllr MP opened the meeting to a range of discussion. Jerry Fox noted that the verge between Seth Evans property and Coldharbour Lane was obstructed by the verge. Would it be possible for this to be cleared? Cllr Urquhart [WSCC] advised that she would raise this with WSCC; otherwise suggested that the PC seek volunteers from the Parish or parents from the school to clear the path. Cllr MP asked for comments on the plans for the PC. As a reminder he noted that</p> <ul style="list-style-type: none"> • Precept request is due 8th February (so should ideally be agreed at this mtg) • RFO resigns WEF 31st March19 • At the last Mtg, 5 people said that they were willing to stand /act as Cllrs (Tom Powys-Keck; Colin Hutchinson; Richard Prior; Rick Romero; Matt Hall); and that 	Cllr DU [WSCC]

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	<p>his and Cllr PI positions + Mr Hogan to be reviewed but we will both remain through any transition at minimum.</p> <p>Colin Hutchison –Noted that he would be prepared to stand if the precept was sufficient to pay for a Parish Clerk to manage admin / minutes / etc JF noted that precept options would be discussed later. Cllr DU noted that the Clerk has legal standing whether or not paid. Matt Hall – agreed with this and suggested that there was a need for continuity but also to provide an acceptable workload for Cllrs. Rick Romero – would be happy to consider becoming the new RFO</p> <p>Other matters</p> <ul style="list-style-type: none"> • Relatively little planning activity in the last quarter – refer to Chairman’s Report. • Cllr MP noted the recent sad and untimely death of long term parish resident and supporter Tony Crowther. The PC offered condolences to family and friends. <p><i>The Meeting is now resumed</i></p>	
6	<p><u>MINUTES OF PREVIOUS PARISH COUNCIL MEETINGS:</u></p> <p>The Minutes of previous PC meetings were reviewed and approved as follows. 17 May 18: Included for completeness. Minutes accepted. Meeting was not quorate, but actions were considered later and approvals for expenditure were agreed. 16 August 18: Accepted. Proposed Cllr MP, seconded Cllr PI. 15 November 18: Accepted. Proposed Cllr MP, seconded Cllr PI. It was noted that signed copies of the minutes remained to be uploaded to the PC website.</p>	Cllr PI on receipt of pdf signed copies.
7	<p><u>MATTERS ARISING from and PROGRESS ON ACTIONS from ORDINARY COUNCIL MEETING of November 2018:</u></p> <ul style="list-style-type: none"> • Co-option of new Councillor Roy Hogan: CLOSED • Bus shelter: Cllr MP to contact Mrs Chinn for a handover of current status. Cllr Urquhart suggested contacting SDNPA for potential funding if not done previously; additionally advised that Findon PC may have sheds available which could be used; and further that WSCC have a crowd funding initiative which may be helpful. ON HOLD • Parish Website: ACTIONS ONGOING: <ul style="list-style-type: none"> ○ Confirm what statutory content is required from Arun DC and document retention requirements (see GDPR) ○ Procure additional required content per ADC (minutes, agendas, financial reports, financial regulations, declarations of interest, Chairman’s Report etc.) ○ Cllr MP noted that most records are available on the PC OneDrive site, and offered to confirm that councillors had resource to this resource. OPEN • GDPR: 	<p>Cllr MP</p> <p>Cllr MP</p> <p>Cllr PI</p> <p>Cllr MP</p>

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	<ul style="list-style-type: none"> ○ GDPR would be added as an agenda item in future meetings. (OPEN) ○ Cllrs to confirm no PC correspondence held on personal email accounts for longer than one month. ○ Cllrs to confirm hard copy correspondence more than 6 years old securely destroyed unless statutory requirements determine otherwise. 	<p>Chair Cllrs</p> <p>Cllrs</p>
8	<p>CHAIRMAN’S REPORT, URGENT ITEMS:</p> <p>No urgent items.</p>	
9	<p>REPORTS:</p> <p><u>Arun District Council (ADC) – Ward Councillor, Cllr P Bicknell</u> No updates</p> <p><u>West Sussex County Council (WSSC) Division Councillor, Cllr Mrs D Urquhart</u> No further updates</p> <p><u>South Downs National Park Authority (SDNPA) – SDNPA Representative</u> No report received</p> <p><u>Joint Eastern Arun Area Committee</u> Parish Council representation not feasible due to meeting timing; minutes received and reviewed –no actions.</p> <p><i>Please refer to the corresponding Websites for updates</i></p>	
10	<p>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION:</p> <p>The PC thanked The Junction for providing access to meeting facilities at short notice due to the late change of date for the meeting.</p> <p>Approval of Agreed Expenditure. None.</p> <p>Administration RFO JF noted that expenditure for the current year was on budget. Reserves had reduced by £150 in the year. JF noted that Mrs Sue Isaacs had been briefed on assisting with Internal Audit.</p> <p>Precept JF noted that the precept was currently £6.02/per Band D household. Total precept is (6.02*123) £740. Cllr MP proposed options for the FY19 precept:</p> <ol style="list-style-type: none"> 1. Hold as is (declined following vote – no support) 2. Increase to facilitate appointment of paid clerk (and potentially RFO) (see below) 3. Dissolve to Parish Meeting and remove need for precept (Option declined as Parish Meeting is now off the table) 	

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	<p>4. 'Move forward' option – significant increase. (Cllr PB proposed an increase to £5981 [£48/household] based on SSALC guidelines which suggested ~£7k including Cllrs expenses. Declined following vote 1 for, 4 against)</p> <p>Following discussion, the PC agreed to set a precept based on option #2 at £4000/yr (representing £38 / household). This allowed for payment of a clerk <u>if necessary</u> at approx. £1500/year (2hr/wk at £14/hr), and would allow the PC to continue based upon earlier discussions. This precept included sums for website maintenance, and the training of new councillors / RFO etc, 2019 estimated election expenses (£150) and a contribution towards restoring reserves. It was noted that the incoming PC could modify this as required in future years. RFO to advise Arun DC.</p>	RFO JF
11	<p>COMMUNITY ACTION:</p> <ul style="list-style-type: none"> • Operation Watershed: The most recent survey had revealed a number of issues beyond a simple drainage job, including the intrusion of multiple other services on the failing drains, which would require a multi-agency response. Cllr Urquhart recommended that PPC contact Sue Furlong at WSCC for advice on how to move forwards. OPEN ITEM • Bus shelter – on hold 	Cllr PI
12	<p>PLANNING:</p> <ul style="list-style-type: none"> • No applications of note in the period <p>Licensing: Nil</p>	
13	<p>PARISH CORRESPONDENCE:</p> <ul style="list-style-type: none"> • Various emails reference other items discussed elsewhere and recorded on Parish OneDrive account. • Selected items noted under the agenda. • Correspondence relating to the constitution of Patching PC. • Election Notice, May 2019. Cllr MP noted that the Parish Election Notice had been received. Cllr MP to post on the website. Candidates for election were encouraged to apply. 	Cllr MP
14	<p>TRAINING, EMPLOYMENT AND APPOINTMENTS:</p> <ul style="list-style-type: none"> • Patching PC Clerk, Patching PC RFO Replacement, and new councillors are required as discussed elsewhere. Candidates are identified for all positions except Clerk. Further actions to await induction of new PC following May 2019 elections. • Cllr PB suggested PC meeting frequency be increased to 6 rather than 4 per annum. Decision for new council in May. 	
15	<p>Date of Next Meeting: 16th May 2019 (Provisional) (Ordinary and AGM, TBC by new council following election)</p> <p>Cllr MP closed the meeting at 8:00pm</p>	

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Signed as a true and accurate record

Chairman
Patching Parish Council

DRAFT