

**PATCHING PARISH COUNCIL
MINUTES OF THE AGM and GENERAL MEETING OF
PATCHING PARISH COUNCIL
HELD CONSECUTIVELY ON 17 MAY 2018
AT CLAPHAM AND PATCHING VILLAGE HALL**

Attending: Councillors Mr Matt Hall, Mr Colin Hutchison, Mr Marc Pinnell (Chairman), Mr Richard Prior.

**In Attendance Mr Jerry Fox (RFO), Mr Rick Romero (RFO),
Deborah Urquhart (WSCC)**

| <u>Agenda Item No.</u> | <u>Subject</u> | <u>Action</u> |
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| 1 | <u>EVACUATION PROCEDURES</u> H & S recommendations complied with. 10 people present Public, 4 Cllrs. MP counting in emergency. | |
| 2 | <u>APOLOGIES:</u> Councillor Paul Isaacs; Arun District Councillor Paul Bicknell (ADC) | |
| 3 | <u>ELECTION OF COUNCILLORS</u> It was agreed that the Arun District Council Code of Conduct be adopted for Patching Parish Council. All Parish Councillors to complete Register of Interests and Code of Conduct forms by 25 May in order to be sent to Arun District Council and updated on the Website MH was appointed Clerk for the meeting. | Councillors |
| 4 | <u>DECLARATIONS OF INTERESTS</u> No declarations were made <i>The Meeting was suspended for Public Questions</i> | |
| | Meeting Suspended | |
| | <u>ANNUAL PARISH GENERAL MEETING AND PUBLIC QUESTIONS</u> | |
| 1 | <u>EVACUATION PROCEDURES</u> H & S recommendations complied with. 10 people present 6 Public, 4 Cllrs. MP counting in emergency. | |
| 2 | <u>APOLOGIES:</u> Councillor Paul Isaacs; Arun District Councillor Paul Bicknell (ADC) | |
| 3 | <u>DECLARATIONS OF INTERESTS</u> No declarations were made | |
| 4 | <u>ELECTION OF CHAIRMAN</u> Cllr MP was nominated as Chairman by CH and seconded by RP and appointed as Chairman. | |
| 5 | <u>MINUTES</u> The minutes of the AGM of 17 May 2018 were approved. | |
| 6 | <u>PUBLIC QUESTIONS FOR AGM</u> | |

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| | <ul style="list-style-type: none"> • Public Rights of Way - issues to be raised in response to Public Rights of Way Maintenance Programme consultation: <ul style="list-style-type: none"> - Maintenance and obstruction issues reported at Michelgrove Lane and Myrtle Grove, with access for dogs obscured by fencing for horses. DU to raise with WSCC PRow team - France Lane to Patching Pond bridge in poor state - Barbed wire at Jew's Head Wood • Planning Issues on Patching Parish Council website - it was noted that the appointment of a Parish Clerk was expected to help with notifications. It was agreed that SALC should be contacted regarding notification of planning issues. • Felling of trees outside of conservation area - it was agreed that the process for reconsidering conservation area designation would be investigated | MP DU MP MH |
| 7 | <p><u>REPORTS:</u></p> <ul style="list-style-type: none"> • Appointment of Parish Clerk - it was agreed that the advert would be placed and leads regarding possible interest from current clerks with Clapham, Angmering and Rustington Council's followed up • RFO – The Council noted JF resignation as RFO and on behalf of all within the parish expressed their sincere thanks for his years of support and service. RR was appointed as RFO. Change to be updated on the website and notified to ADC. | MP MP |
| 8 | <p><u>PROVISIONAL DATE FOR 2020 AGM</u></p> <ul style="list-style-type: none"> • Date of next AGM scheduled for 19 May 2020 | |
| | Ordinary Meeting Resumed | |
| 5 | <p><u>MINUTES OF ORDINARY COUNCIL MEETING</u></p> <p>The minutes of the Ordinary Meeting of 4 February 2019 were approved.</p> | |
| 6 | <p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> • Item 5 - notification been passed on, action not undertaken regarding obstructing undergrowth at Coldharbour Lane • Item 6 - minutes uploaded. • Item 7 - Bus shelter proposals not being progressed at present • Item 7 - OneDrive account available to Councillors • Item 7 - Councillors confirmed no correspondence | |

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| | held in hard copy for more than 6 years | |
| 7 | <p><u>CHAIRMAN'S REPORT AND URGENT ITEMS</u></p> <p>No items raised.</p> | |
| 8 | <p><u>REPORTS</u></p> <p>It was noted that there was no report from ADC.</p> <p>DU reported:</p> <ul style="list-style-type: none"> • Pollinator Action Plan published by County Council - to be shared with Parish Hall and the school • Battery Storage scheme in Sompting • Grass Cutting season started, with dates published on the County Council website | DU |
| 9 | <p><u>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION</u></p> <p>It was noted that the current balance was £4,674.68.</p> <p>Insurance payment of £134.40 was considered and approved subject to response from Councillors by 24 May 2018</p> <p>The following financial records were agreed and signed by the Chairman and, where applicable, the Clerk:</p> <ul style="list-style-type: none"> • Annual Governance Statement assurances • Accounting Statement • Certificate of Exemption <p>The Risk Assessment was reviewed and approved.</p> <p>A SALC subscription fee of £75.93 was agreed to be paid</p> | Councillors RR |
| 10 | <p><u>COMMUNITY ACTION</u></p> <p>It was noted that the Chairman had been invited to attend an event hosted by Hall and Woodhouse, along with a guest. Details would be circulated to Councillors if interested.</p> | MP |
| 11 | <p><u>PLANNING (SDNP) AND LICENSING (ADC)</u></p> <p>It was noted that a Stop Notice had been served on "The Ranch" at Water Lane, Angmering.</p> | |
| 12 | <p><u>PARISH CORRESPONDENCE</u></p> <p>No items reported.</p> | |
| 13 | <p><u>TRAINING, EMPLOYMENT AND APPOINTMENTS</u></p> <p>RR was invited to consider RFO training opportunities</p> | RR |

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| 14 | <p><u>GDPR</u></p> <p>No items raised.</p> | |
| 15 | <p><u>ANY OTHER BUSINESS</u></p> <p>It was agreed that planning consent for traveller's vehicles on France Lane would be checked.</p> <p>It was noted that a planning application had been passed for the dwelling on Seldon Lane.</p> | MP |
| 16 | <p><u>DATES FOR 2019 MEETINGS</u></p> <p>Thursday 15 August (ordinary) (provisional) Thursday 14 November (ordinary and Precept) (provisional)</p> | |

Signed as a true and accurate record

Chairman
Patching Parish Council