

PATCHING PARISH COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING AND ORDINARY MEETING OF
PATCHING PARISH COUNCIL**

**HELD ON 14 MAY 2020
by VIDEOCONFERENCE**

**Attending: Councillors Mr Marc Pinnell, Mr Paul Isaacs, Mr Richard Prior,
Mr Colin Hutchinson, Mr Matt Hall**

Also present: Deborah Urquhart (WSCC), Mr Rick Romero (Clerk/RFO)

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Action</u>
1	<u>APOLOGIES:</u> PCSO Beth Fidling (retrospective)	
2	<u>ELECTION OF CHAIRMAN</u> Cllr Isaacs was proposed by RP and MH, seconded by CH and agreed as Chairman for the year ahead. The Council voted unanimously in favour.	
3	<u>DECLARATIONS OF INTERESTS</u> RR declared an interest as applicant for an ongoing (trees) planning application referred to in Chairman's report	
AGM - 1	<u>ANNUAL PARISH GENERAL MEETING AND PUBLIC FORUM</u> <i>The Annual Parish General Meeting was not suspended for questions as no parishioners had attended</i>	
AGM -2	<u>MINUTES</u> Minutes of the 2019 Annual Parish General Meeting on 16 May 2019 were reviewed and approved. CH requested a copy of 16/05/2019 minutes	RR
AGM-3	<u>PUBLIC QUESTIONS FOR AGM</u> There were no public questions.	
AGM-4	<u>REPORTS</u> <u>Refer to Minutes of Ordinary Meeting</u>	

PATCHING PARISH COUNCIL

AGM-5	<p><u>PROVISIONAL DATE FOR 2021 AGM</u></p> <p>Thursday 20th May 2021 (TBC)</p>	
	<p><u>The Annual Parish General Meeting was closed, and the Ordinary Meeting resumed.</u></p> <p><i>The Ordinary Meeting was not suspended for questions as no parishioners had attended</i></p>	
5.	<p><u>MINUTES OF PREVIOUS COUNCIL MEETING</u></p> <p>Minutes of the meeting on 06 February 2020 were approved, (proposed RP and seconded MH).</p>	
6	<p><u>MATTERS ARISING from meeting of 06 February 2020</u></p> <p><i>□ Lack of representation from ADC, WSCC, SDNPA - PPC to advertise dates in advance. Survey of other parishes to check whether ADC is attending parish council meetings in the area. Consideration of SDNPA representation at parish level.</i></p>	
	<p>MP approached 18 AD local councils, the majority response being that there is good attendance by ADC however many have an ADC councillor also as local councillor. Other smaller councils indicated that ADC councillors do occasionally attend. An approach to Democratic Services at ADC was suggested. Clarification required as to whether PB is still the correct councillor to invite.</p> <p>• <i>heavy flow of water in gullies in road after heavy rain understood to be result of burst water pipe. Concerns regarding condition of gullies at the top of France Lane. CCTV and gully jetting at France Lane been undertaken over last few years. PPC to write to WSCC to seek advice on repairs to drainage and to write to Alex Lock, landowner around issues. Parishioners invited to collect photo evidence of areas of concern.</i></p> <p>MP spoke with Alex Lock. It was considered that much water enters the road from the fields north of 'Wellcroft'. AL suggestion to dig a trench/embankment to aid control of field runoff at that point. WSCC contacted by routine flood report. It was considered that reporting should continue, including photographs, of the France Lane/Arundel Road junction.</p> <p>PI commented that parts of the gulleys where they join the road in France Lane are regularly manually cleared by residents. MP suggested that AL might be approached to</p>	<p>PI</p> <p>MP</p>

PATCHING PARISH COUNCIL

	<p>clear those areas as he already undertakes(as riparian owner) to maintain the main gulleys.</p> <ul style="list-style-type: none"> • <i>Still no response from SDNPA regarding equestrian development at Myrtlegrove and Michelgrove.</i> <p>RP has not yet managed to contact the Enforcement Officer. Intends to contact planners regarding possible contravention of policies.</p> <ul style="list-style-type: none"> • <i>Litter picking correspondence with McDonalds</i> <p>There has been no follow-up from McD. PI to contact them again.</p>	<p>RP</p> <p>RP</p> <p>PI</p>
7	<p><u>CHAIRMAN'S REPORT AND URGENT ITEMS</u></p> <ul style="list-style-type: none"> • Parish Clerk now appointed from 6 April 2020. Chairman expressed appreciation, on behalf of PPC, of voluntary work done prior to appointment. • Correspondence relating to C&P School. MP queried the possibility of offering support, in collaboration with 	
	<p>Clapham, to South Downs Education Trust regarding academisation. PI offered to talk with Clapham in this respect.</p> <ul style="list-style-type: none"> • Planning - All Councillors requested to inspect Planning Portal and assess these two items: • SDNP/20/01700/LDP - The Ranch Water Lane Angmering. This was thought to be part of Angmering and no response has been made by PPC. • SDNP/20/01691/PRE - Old Selden Farm 146 Selden Lane Patching – no response yet from PPC 	<p>PI</p> <p>PI, MP, RP, CH, MH</p>

PATCHING PARISH COUNCIL

8	<p><u>REPORTS</u></p> <p>Arun District Council - none submitted</p> <p>West Sussex County Council - DU reported on:</p> <ul style="list-style-type: none"> • Covid-19 update • Security issues concerning videoconferencing • Plea for motorists to only undertake essential travel (now superseded) • Community Initiative Funding • Reopening of HWRS • DU will also follow up on item 6 <i>lack of representation</i> • DU commented that the drains at the junction of France Lane/Arundel road had been jetted but were blocked again within a week. Operation Watershed money is still available. • Possibility of a survey to determine the cause was discussed. MP felt that the run off from the fields contributed to the silt. • RP commented that the gulley just above Harrow House always overflows due to a collapsed drain further down. RP agreed to investigate the best course of action. • PI agreed to make available the CCTV survey from before. • MP stressed the relevance of inundation of water to Arundel Road and the consequent danger to life when it freezes. DU to follow up with highways. 	<p>RP</p> <p>PI</p> <p>DU</p>
9	<p><u>FINANCE, INCLUDING APPROVAL OF EXPENDITURE AND ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Formal approval of expenditure – attention drawn to Account Summary for May 2020 • Financial Report – balance just under £7200, second 	

PATCHING PARISH COUNCIL

	<p>tranch of precept still due. Budget forecasts EOY close balance at £4800, a close match to ROP forecast of £4813</p> <ul style="list-style-type: none"> • Expected payments for year – attention to drawn to highlighted items on budget for May 2020 • Variations from budget – nothing significant as it is still early in the new financial year • VAT return – none submitted as HMRC criteria not met in terms of amount to be claimed or duration of claim. • Initialling of invoices – minor deviations from policy due to coronavirus issue. Each payment has been approved by at least two and authorised by two. Each invoice has been marked with a record of who authorised/approved and when. • Expense Claims – claim submitted by Clerk/RFO • Internal Audit – completed and forms approved: <ul style="list-style-type: none"> ◦ Internal audit report ◦ Analysis of variances ◦ Bank reconciliation ◦ Public rights period notice ◦ Conclusion of audit • AGAR – forms approved for Chairman’s signature: <ul style="list-style-type: none"> ◦ Certificate of exemption ◦ Annual governance statement ◦ Accounting statements <p>Approval of all forms proposed by PI and seconded by MH</p>	<p>PI</p>
<p>10</p>	<p><u>COMMUNITY ACTION</u></p> <ul style="list-style-type: none"> • Road safety page added to website • Defibrillator - RR had found that: <ul style="list-style-type: none"> ◦ there was little interest in the community ◦ No suitable site (with power) had been found ◦ We do not have the financial resources • Mixed views were expressed by the council. It was suggested that a fund-raising scheme might be appropriate. RR offered to oversee any future acquisition, installation and training if there were sufficient interest. MP reminded all that there had been some support at the last council meeting and suggested the use of Community Funding as referred to by DU earlier. MP affirmed that he is strongly in favour of a defibrillator for the village. 	<p>RR MP MH</p>

PATCHING PARISH COUNCIL

	<p>MH suggested an approach to the Public House might be worthwhile. To be investigated further and discussed again at next meeting.</p> <ul style="list-style-type: none"> • PROW fingerposts <p>A fallen post has been notified to PROW by MP PROW have stated that they will not take action on a single post RR stated that he is aware of several other posts that are either fallen or in a bad state of repair It was suggested that a notice be placed on the website asking parishioners to notify the Clerk of any fingerposts requiring attention, with location and photograph if possible, for presentation collectively to PROW. DU offered assistance if required</p>	
11	<p><u>PLANNING (SDNP) AND LICENSING (ADC)</u></p> <p>Applications: covered as Chairman’s Report Licensing: Nil</p>	
12	<p><u>NEW PARISH DOCUMENTS FOR APPROVAL</u></p> <p>The following documents, previously submitted to the Council for inspection, were approved:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Expenses Claim Form and Expenses Policy • Risk Assessment • Code of Conduct • Electronic Summons • Clerk Job Description and Employment Contract <p>Approval of all of the above proposed by PI, and unanimously supported by the other councillors.</p> <p>All Councillors should acknowledge their agreement to receive ‘Summons to Meetings’ by email.</p> <p>It was unanimously agreed that a <i>de minimis</i> approach to administration should be adopted in the future.</p>	MP, RP, CH

PATCHING PARISH COUNCIL

13	<p><u>ITEMS RECEIVED AFTER AGENDA PUBLICATION</u></p> <ul style="list-style-type: none">• Charcoal burning at Myrtle Grove causing problems for resident. Summary of this issue received by email dated 14/05/2020 via CH. <p>Spear Field footpaths inaccessible to dog walkers – DU commented that this was investigated by PROW officer and found to be legal, irrespective of the inaccessibility for dogs that has been imposed by boarding. CH to contact SDNPA in this respect. MP drew attention to previous communications from PROW in this respect. RR to search records and pass to CH.</p> <ul style="list-style-type: none">• Insurance – it was agreed to opt for the three year commitment at a slightly reduced price – proposed by PI and seconded MH. RR to proceed with payment setup.• Parish Online – determined to be no longer required. Cancellation proposed by PI and seconded CH. RR to proceed with cancellation.	CH RR RR RR
14	<p><u>TRAINING, EMPLOYMENT AND APPOINTMENTS</u></p> <ul style="list-style-type: none">• Appointment of Clerk from 06 April 2020• Training course due end of March 2020 was cancelled	
15	<p><u>DATE FOR NEXT MEETING</u></p> <p>Thursday 13 August 2020</p>	

Signed as a true and accurate record



Chairman
Patching Parish Council