

TANGMERE PARISH COUNCIL



MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 10 MAY 2018

Present:

Councillors- Andrew Irwin (Chairman), Kate Beach, Roger Birkett, Rebecca Hilton, Kirsten Lanchester, Simon Oakley, Trevor Ware.

In attendance:

Louise Steele – Locum Clerk
and two members of the public

No.		ACTION
1	AGENDA ITEM 1 – ELECTION OF CHAIRMAN Upon the proposal of Cllr Birkett seconded by Cllr Beach Cllr Irwin was elected Chairman of the Council for the civic year 2018/19.	
2	AGENDA ITEM 2 – ELECTION OF VICE-CHAIRMAN Upon the proposal of Cllr Ware seconded by Cllr Beach Cllr Birkett was elected Vice Chairman of the Council for the civic year 2018/19.	
3	AGENDA ITEM 3 – APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllr James Stanbridge and Cllr Matthew Gover-Wren	
4	AGENDA ITEM 4 – TO RECEIVE DECLARATION OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.	
5	AGENDA ITEM 5 – PUBLIC QUESTION TIME A member of the public raised a question as to the type of fence around Bader Heights. It was explained that the existing chain fence is to be retained and that a planning enforcement case has been raised at CDC about retention of the fence on the southern side of the site. A further question was asked for a reminder about whom to contact when the holding tank in Churchwood Drive emits a foul smell; the answer has been put into the Tangmere News and is environmentalhealth@chichester.gov.uk Another question concerned what could be done about a car driver in Churchwood Drive who apparently empties a car ash tray – this again should be reported to Environmental Health and brought to the attention of the Community Wardens. The final question concerned paint down a drain in Haleybridge Walk – this should be reported to Environmental Health/the Environment Agency and WSCC Highways.	
6	AGENDA ITEM 6 – MINUTES Two amendments were made in manuscript to the minutes of the meeting of Council held on 8 March 2018; at the end of minute 71 the words “Cllr Oakley returned to the meeting” were added and at Minute 77 the word “Mannock “ was substituted for “Malcolm”. With those amendments the minutes were agreed as an accurate record and signed as such by the Chairman who also initialled the manuscript amendments.	

	The minutes of the extraordinary meeting held on 5 April 2018 were agreed as an accurate record and signed as such by the Chairman.	
7	<p>AGENDA ITEM 7 – CHAIRMEN’S REPORTS</p> <p>The Chairmen’s reports from the undermentioned Committee meetings were received and the minutes of the same meetings were noted. Some amendments to the draft minutes of those meetings were suggested.</p> <ul style="list-style-type: none"> i. Environment Committee – 20 March & 19 April 2018 ii. Village Centre Committee – 5 April 2018 iii. Finance Committee – 1 May 2018 	
8	<p>AGENDA ITEM 8 – DELEGATION TO THE COUNCIL’S COMMITTEES AND THEIR TERMS OF REFERENCE</p> <p>The delegation to, and the terms of reference of, the Council’s Committees was reviewed and, with amendment, agreed. The agreed Committee Terms of Reference and Delegated Powers 2018/2019 are appended to these minutes.</p>	
9	<p>AGENDA ITEM 9 – MEMBERSHIP OF THE COUNCIL’S COMMITTEES</p> <p>Membership of the Council’s Committees was agreed as follows:</p> <p>FINANCE COMMITTEE Cllr Beach Cllr Birkett Cllr Irwin Cllr Oakley Cllr Stanbridge</p> <p>ENVIRONMENT COMMITTEE Cllr Beach Cllr Birkett Cllr Hilton Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Stanbridge Cllr Ware</p> <p>VILLAGE CENTRE Cllr Birkett Cllr Gover-Wren Cllr Hilton Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p> <p>APPEALS PANEL Cllr Birkett Cllr Gover-Wren</p>	
10	<p>AGENDA ITEM 10 – COUNCIL REPRESENTATIVES TO OUTSIDE BODIES</p> <p>Council appointments and appointment of representatives to outside bodies were agreed as follows:</p> <p>SAFEGUARDING VULNERABLE GROUPS OFFICER Cllr Ware</p>	

	<p>PRESS OFFICER Cllr Irwin</p> <p>DATA PROTECTION OFFICER Cllr Stanbridge</p> <p>TANGMERE ACTION GROUP (TAG)) Cllr Beach Cllr Birkett Cllr Gover-Wren Cllr Oakley Cllr Ware</p> <p>SOUTH CHICHESTER COUNTY LOCAL COMMITTEE Cllr Beach Cllr Lanchester</p> <p>LAVANT VALLEY PARTNERSHIP Cllr Beach Cllr Birkett Vacancy</p> <p>CHICHESTER DISTRICT ASSOCIATION OF LOCAL COUNCILS (CDALC) Cllr Birkett Cllr Irwin</p> <p>WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS CONF/AGM Cllr Birkett Cllr Ware</p> <p>NEIGHBOURHOOD WATCH Cllr Beach Vacancy</p> <p>COMMUNITY WARDENS STEERING GROUP (@CDC) Cllr Beach Cllr Irwin</p> <p>GOODWOOD MOTOR CIRCUIT CONSULTATIVE COMMITTEE (GMCCC) Cllr Ware</p> <p>GOODWOOD AERODROME CONSULTATIVE COMMITTEE (GACC) Cllr Ware</p> <p>TANGMERE ALLOTMENT COMMITTEE Cllr Irwin Mrs Oliver Stewards</p>	
11	<p>AGENDA ITEM 11 – STANDING ORDERS Upon the recommendation of the Finance Committee, revised Standing Orders were reviewed and adopted.</p>	
12	<p>AGENDA ITEM 12 – FINANCIAL REGULATIONS Upon the recommendation of the Finance Committee, revised Standing Orders were</p>	

	reviewed and adopted.	
13	<p>AGENDA ITEM 13 – POLICIES AND PROCEDURES</p> <p>The following Parish Council policies and procedures were reviewed and approved. Council decided upon further action as indicated:</p> <ul style="list-style-type: none"> • Complaints Procedure • Equality Policy (review further and bring revised policy to a future meeting) • Protection of Children and Adults at Risk of Harm Policy • Grievance Procedure • Freedom of Information requests (henceforth to be referred to a “Publication Scheme” and to be updated and brought to a future meeting). <p>It was further noted that the Council needs a data protection policy</p> <p>AP1 Revise Equality Policy AP2 Update Publication Scheme AP3 Draft Data Protection Policy</p>	Clerk
14	<p>AGENDA ITEM 14 – ANNUAL GOVERNANCE STATEMENT 2017/18</p> <p>Members considered a draft of the annual governance statement for 2017/18 and agreed the statement.</p>	
15	<p>AGENDA ITEM 15 – STATEMENT OF ACCOUNTS 2017/18</p> <p>Members considered a draft of the Statement of Accounts 2017/18 and agreed the statement subject to internal audit.</p>	
16	<p>AGENDA ITEM 16 – NALC PAY SCALES</p> <p>Members adopted the 2018/19 NALC pay scales noting that currently no employee is paid in accordance with the scales.</p>	
17	<p>AGENDA ITEM 17 – YOUTH SERVICES FUNDING</p> <p>Cllr Ware asked Members to consider whether the parish council should replace what West Sussex County Council used to fund, namely a youth worker in charge and a support youth worker. The underlying question is whether the Youth Club is an outside body or a parish council service. Some costs associated with the proposal were discussed. Members indicated that they were, in principle, positive but wished to see a more detailed proposal that would address the legal, employment and safeguarding implications.</p> <p>AP4 Detailed proposal regarding funding of youth services.</p>	Cllr Ware
18	<p>AGENDA ITEM 18 – FORMAT OF COUNCIL AND COMMITTEE AGENDAS AND OTHER PAPERS</p> <p>The Locum Clerk raised the issue of some minor changes to the format of agendas. It was agreed that the Clerk should implement the changes which would include preparing a separate notice of meeting with the agenda headings for public display rather than displaying the full agenda.</p> <p>AP5 Change format of agendas and introduce Notice of Meeting</p>	Clerk
19	<p>AGENDA ITEM 19 – ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>There were none.</p>	

Date of next meeting: 5 July 2018

Chairman:

Date:

Tangmere Parish Council

COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS 2018/2019

ENVIRONMENT	VILLAGE CENTRE	FINANCE
Planning applications	Overseeing/special responsibility for Village Centre	Accounts/audit/banking
Traffic and transport	Overseeing Village Centre staff and volunteers	Grants
Footways/roads/access	Users Groups	Insurance
Rights of Way	Village Centre Bookings and Hiring Policy	Precept Budgeting
Trees and TPOs	Double Garage	Staff matters (Clerk and RFO), including salary
Allotments	Bookings for the recreation field.	Licences
Community Garden	Maintenance of sports equipment and sports pitches.	Legal matters
Horse Field	Pop-up	Financial contracts and licences
Recreation Ground and other open spaces	Risk assessments relating to all of the above.	Newsletter
Car Park at recreation field		Risk assessments relating to all of the above.
Public seats/bus shelters/notice boards (Tangmere Road)		
Services/Lighting/Public Utilities		
Litter and dog fouling		
Risk assessments relating to all of the above.		

NOTES

1. All Committees to have delegated powers other than for the following matters which must be confirmed by the full Council – Precept, legal action, determination of borrowing limit, fees & charges, GDPR & data protection.
2. Local Plan Panel: working party set up whose recommendations to be brought before full Council for consideration and approval.
3. Reports from each Committee to be made to the full Council.

The following areas are the responsibility of the VC Committee: Shrubs and borders adjacent to the VC (as at present); hedging to south and east of car park plus section between the container and garage; paving to front and rear; Bicycle Shelter. The VC Committee is responsible for maintenance specifically related to booked sports activities on Rec. Field (e.g. Cricket, Football and in MUGA). The Parish Council is responsible for all other items on and around the Recreation Field not listed above. The VCC is responsible for the routine maintenance and repairs of the internal and external fabric of the building, but that the Parish Council is responsible for major capital items, such as, say a new roof or windows. *Finance Cttee 16/12/2015 Min 1029.13-15 refers.*