

TANGMERE PARISH COUNCIL



MINUTES OF THE MEETING OF THE COUNCIL HELD ON 14 MAY 2020

Present:

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Kate Beach, David Blythe, Simon Oakley, Paul Spencer-Ellis James Stanbridge and Trevor Ware,

In attendance:

Louise Steele - Clerk
Five members of the public

No.		ACTION
311	<p>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE Apologies were received from Councillor Kirsten Lanchester.</p>	
312	<p>AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS</p> <p>Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council.</p>	
313	<p>AGENDA ITEM 3 – PUBLIC PARTICIPATION</p> <p>Four matters were raised by members of the public, one was in relation to the item of correspondence included at Agenda Item 9 and is recorded at that part of these minutes.</p> <p>The second was a question about when construction of the bund around the recreation field would commence and Cllr Birkett reported that it would start wee commencing 18 May 2020.</p> <p>The third was a question about the planning enforcement process in relation to 17 Nettleton Avenue and the residents were provided with some up to date information about process and timescales.</p> <p>The fourth matter was representations about two trees recently planted on the recreation field. Members emphasised that they would normally expect to be consulted before anything was planted on the Parish Council's land but indicated that they would be minded to grant consent retrospectively. It was agreed that the matter should form an agenda item for a meeting of Council (or the Environment Committee) in September 2020 at which point, in consultation with the young person concerned, a decision would be reached on whether to retain the trees in that position or relocate them (and if relocated the new location).</p>	

314	<p>AGENDA ITEM 4 - THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 (“THE 2020 REGULATIONS”)</p> <p>Members considered the 2020 Regulations and their specific implications for Tangmere Parish Council and confirmed that this and future meetings would be held under the 2020 Regulations.</p> <p>Members resolved, under the 2020 Regulations, to defer the Annual Meeting of Council until such time as the meeting can take place face to face and in public or, for a full calendar year.</p> <p>Members noted that the 2020 Regulations are silent on the matter of the Annual Meeting of Electors (or annual parish meeting) and accepted the Clerk’s advice that, in her view, the current ban on public assembly quite simply superseded the duty (set out in the Local Government Act 1972 Schedule 12 Para 14) to convene an annual meeting of electors. The Council resolved to convene an extraordinary meeting of electors as soon as normal public assembly is permitted.</p> <p>Finally Members considered the calendar of meetings for May and June and agreed to cancel the scheduled meetings of the Environment and Village Centre Committee meetings but to proceed with the Finance Committee meeting scheduled for 16 June 2020.</p>	
315	<p>AGENDA ITEM 5 – AGENCY REPORTS</p> <p>The following reports were received.</p> <ul style="list-style-type: none"> i. Community Wardens’ Report The Clerk had not requested a report from the Community Wardens’ and consequently none was received. ii. County and District Councillor’s Report Councillor Oakley reported orally on how Chichester District Council and West Sussex County Council are dealing with the Covid-19 crisis; stressing the financial challenges that both authorities are facing. Councillor Oakley said that there was likely to be a review as to whether New Homes Bonus would be allocated in 2020/21. <p>Cllr Oakley answered questions from Cllr Spencer-Ellis and the Chairman about cycle paths, specifically as they relate to the Strategic Development Location.</p>	
316	<p>AGENDA ITEM 6 – MINUTES</p> <p>The minutes of the ordinary meeting held on 5 March 2020 were approved as an accurate record and signed as such by the Chairman.</p>	
317	<p>AGENDA ITEM 7 – MINUTES & REPORTS FROM COMMITTEES</p> <p>The draft minutes and oral reports from Committee Chairmen for the following meetings were received.</p> <p style="padding-left: 40px;">Environment Committee – 17 March 2020</p>	

318	<p>AGENDA ITEM 8 - REPORT OF THE COVID-19 WORKING PARTY Members received the report of the Covid-19 Working Party (attached to these minutes)</p> <p>Councillors recorded their appreciation to all volunteers and thanks especially to Gloria Shingler and Sue Saunders for their great work in organising the delivery of food.</p>	
319	<p>AGENDA ITEM 9 – CORRESPONDENCE Members considered an email dated 17 April 2020 received by the Clerk, and representations made (at Agenda Item 3) by the resident who had written the email. The subject matter was footpaths in the vicinity of Marsh Lane and concern that the landowner had taken steps to block access to a field, south of Easthampnett Lane and west of Marsh Lane and the assertion that this was a right of way that had been in regular use for more than 20 years.</p> <p>The resident clarified that she had received information directly from Cllr Oakley about the Definitive Map Modification Order process but that it was her preference that the Parish Council initiate the process.</p> <p>The Chairman referred to correspondence between him, Cllr Oakley (in his role as County Councillor) and the Clerk that the took place while the Clerk researched the scope of the problem. That correspondence included advice from Cllr Oakley about the DMMO process. Members felt unable to make a decision because they had not been party to that correspondence and it was agreed that the correspondence would be shared and further discussion would take place between Councillors via email and that if she felt able the Clerk would exercise her delegated authority to initiate the DMMO process.</p>	
320	<p>AGENDA ITEM 10 - ACTIONS CARRIED OUT BY THE CLERK UNDER DELEGATED AUTHORITY Members noted the following actions carried out by the Clerk on grounds of urgency, using her delegated authority and, following consultation with the Chairman of the Council, Chairmen of Committees and other Councillors as appropriate:</p> <ul style="list-style-type: none"> 18/03/20 Choice of photos for backgrounds etc on new website 19/03/20 £190 spent on 1,400 Community Support Flyers for Covid-19 31/03/20 £118.65 (net) spent on packing materials for food parcels 27/04/20 £58.80 (net) spent on packing materials for food parcels 29/04/20 £432.50 (net) spent on a chest freezer 05/05/20 Comment on planning application 20/00838/DOM (Proposed single storey side and rear (annex) extension. 16 Haleybridge Walk Tangmere PO20 2HG) 	
321	<p>AGENDA ITEM 11 – INTERNAL AUDITOR’S REPORT Members received the final report of the Internal Auditor dated 16 April 2020 and noted that there were no new recommendations since the interim internal audit of November 2019 and that most recommendations were either implemented or being progressed. It was agreed that with immediate effect Financial Regulations 4.1 (third bullet point) and 4.5 be amended to give the Clerk authority to spend up to £1,000 (increased from £500) in the circumstances set out in each regulation.</p>	

322	<p>AGENDA ITEM 12 – ANNUAL GOVERNANCE STATEMENT 2019/20 Members considered and agreed the Annual Governance Statement 2019/20 considering the questions posed and the evidence that justified answer yes to each question.</p>	
323	<p>AGENDA ITEM 13 – STATEMENT OF ACCOUNTS 2019/20 Members considered and agreed the Statement of Accounts 2019/20; members heard that there were new emergency regulations and that the Clerk would bring forward a timetable for public inspection of the accounts and external audit when it was clear when the office could be opened.</p>	
324	<p>AGENDA ITEM 14 – FINANCIAL MATTERS This matter was deferred until the Finance Committee scheduled for 16 June 2020.</p>	
325	<p>AGENDA ITEM 15 – VILLAGE CENTRE MATTERS Members received an oral update from the Chairman of the Village Centre Committee. Deep cleaning of the Centre is being undertaken during May. Some work has been undertaken to clear the guttering and there have been some woodwork repairs to the garage.</p>	
326	<p>AGENDA ITEM 16 – UPDATES ON CURRENT PROJECTS</p> <ul style="list-style-type: none"> • Boundary of Recreation Field – work to construct the bund starts week commencing 18 May 2020. • Youth Play Equipment – installation to commence early June. • Website – is currently in development and all Councillors have access to it. The Clerk will ask Members to update their Registers of Interest; it was agreed that the website is to be entirely staff-managed. When the website goes live there will be a new domain name (www.tangmere-pc.gov.uk) and email addresses for all Councillors. A policy is required. • New Banking Arrangements – the new bank accounts are open, the old current accounts are closed, but the bulk of funds are still in the old deposit accounts and should be transferred within a week of this meeting. 	
327	<p>AGENDA ITEM 17 – ANY OTHER MATTERS FOR INFORMATION Members noted that in accordance with Government guidelines the tennis court was now open and a net has been installed on the Multi-Use Games Area. Tangmere News will be in soft copy for June and July and potentially returning to hard copy for August/September. The Speed Indicator Devices are being moved regularly in accordance with the agreed schedule.</p>	

Date of next meeting: 9 July 2020

Chairman:

Date: