

TANGMERE PARISH COUNCIL

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Minutes of the ANNUAL PARISH COUNCIL MEETING held on 8 MAY 2014

Present: Cllr Irwin (Chairman), Cllr Wood (Vice Chairman), Cllr Beach (Environment Chair), Cllr Birkett (VC Chair), Cllr Boocock, Cllr Nation and Cllr Oakley (Parish, District & County Councillor)

Also present: Four members of the public, Mr G Burt (Locum Clerk) and Mrs M Monachan (Clerk)

Absent: Cllr Anscombe

No.		ACTION
2947.	<p>TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.</p> <p>The Council RESOLVED that Cllr Irwin be elected Chairman of the Parish Council for the ensuing municipal year. Cllr Irwin signed his declaration of acceptance of office and took the chair.</p>	
2948.	<p>TO ELECT THE VICE CHAIRMAN OF THE PARISH COUNCIL AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.</p> <p>The Council RESOLVED that Cllr Wood be elected Vice Chairman of the Parish Council for the ensuing municipal year. Cllr Wood signed his declaration of acceptance of office.</p>	
2949.	<p>TO RECEIVE APOLOGIES FOR ABSENCE</p> <p>No apologies were received.</p>	
2950.	<p>TO FILL THE TWO CASUAL VACANCIES VIA CO-OPTION</p> <p>One application of interest had been received from Mr Trevor Ware which had been circulated to Councillors for consideration.</p> <p>The Council RESOLVED to co-opt Mr Ware onto the Council. Cllr Ware will complete his declaration of acceptance of office and register of interests as soon as possible.</p>	Cllr Ware to sign declaration of office & complete his Register of Interests. Clerk to forward documents to CDC
2951.	<p>TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS INCLUDED ON THE AGENDA INCLUDING ANY REQUESTS FOR PECUNIARY INTEREST DISPENSATIONS AND TO REMIND ALL MEMBERS TO UPDATE THEIR REGISTER OF INTERESTS.</p> <p>The following pecuniary and non-pecuniary interests were declared: Cllr Irwin–Friend of Community Garden, Twinning Association & Tangmere Players. Cllr Beach – Community Garden Cllr Oakley – planning issues and District and County Councils Cllr Boocock & Cllr Nation – allotment holders</p>	
2952.	<p>PUBLIC QUESTION TIME</p>	

	There were no reports from the various agencies as their annual reports had been received at the Annual Parish Meeting held on 1 May.	
2953	<p>TO APPROVE THE MINUTES OF THE MEETING HELD ON 13 & 19 MARCH AND 19 APRIL 2014</p> <p>The minutes of the Parish Council meetings held on 13 and 19 March, and 15 April 2014, copies of which had been circulated to Members, were confirmed as true records and signed by the Chairman.</p>	
2954.	<p>CLERK'S REPORT:</p> <p>There was no Clerk's report. The Clerk was thanked for her work for the Council over the last eleven years.</p>	
2955.	<p>TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS FOR TANGMERE PARISH COUNCIL.</p> <p>New model Standing Orders and Financial Regulations had been produced by NALC since the Council had last reviewed its standing orders and financial regulations. Both sets of documents had been circulated to members for review.</p> <p>The Parish Council RESOLVED the following:</p> <ul style="list-style-type: none"> ▪ To re-adopt its current Financial Regulations and the Finance Committee to compare its existing regulations with the NALC model and bring its recommendations to full parish. ▪ To re-adopt its existing Standing Orders and if a need to change or modify the Order is identified during the municipal year to review them by full parish. 	
2956.	<p>TO REVIEW COMMITTEE STRUCTURES AND TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES:</p> <p>a) ENVIRONMENT b) VILLAGE CENTRE c) FINANCE d) APPEALS COMMITTEE e) RECRUITMENT PANEL</p> <p>The Council RESOLVED that the following committee Chairs be appointed:</p> <p>Environment Committee Cllr Beach</p> <p>Village Centre Cllr Birkett</p> <p>Finance Committee Cllr Irwin</p> <p>The Council APPROVED the following committee membership:</p>	

	<p>Environment Committee: Cllr Beach, Cllr Anscombe, Cllr Boocock, Cllr Birkett, Cllr Irwin, Cllr Nation, Cllr Oakley and Cllr Wood.</p> <p>Village Centre Committee: Cllr Birkett, Cllr Irwin, Cllr Oakley, Cllr Ware, Cllr Wood and the User Group Chairman.</p> <p>Finance Committee: Cllr Irwin, Cllr Beach, Cllr Birkett, Cllr Oakley and Cllr Wood</p> <p>The Vice Chair of each Committee will be elected at the first Committee meeting.</p> <p>Appeal Panel: Cllr Boocock, Cllr Nation and Cllr Wood. The Chairmanship to be determined if/when the Panel is convened. If a substitute member is required the Clerk will seek a replacement.</p> <p>Recruitment Panel: the Chairman, Vice Chair and Cllr Birkett</p> <p>Two members of the public joined the meeting.</p>	
2957.	<p>TO APPOINT AN ALLOTMENT STEWARD FOR 2014/2015.</p> <p>It was noted that Mr G Potter had been appointed acting Steward as the current Steward, Mr Strotton, had stood down due to ill health. Mr Strotton was thanked for his many years hard work as Steward and for his contribution to the formation of the allotments. The Allotment Committee currently has seven members one of which is the Allotment Steward.</p> <p>The Council RESOLVED that the acting Steward be formally appointed as Allotment Steward for 2014/2015 and re-confirmed that only the Allotment Steward is granted a dispensation from allotment fees whilst he holds the office.</p>	
2958.	<p>TO REVIEW THE COMMITTEES' TERMS OF REFERENCE.</p> <p>The Parish Council RESOLVED to adopt the Committees' Terms of Reference subject to the Cricket Club equipment, the day to day management of the recreation field, maintenance of sports equipment and the double garage being moved to the Village Centre's remit (for copy see Minute Book).</p>	
2959.	<p>TO CONFIRM MEMBERSHIP AND REPRESENTATIVES OF THE UNDER-MENTIONED WORKING PARTIES AND BODIES:</p> <p>a) VILLAGE CENTRE MANAGEMENT TEAM LOCAL PLAN PANEL TANGMERE ACTION GROUP NEIGHBOURHOOD MANAGEMENT PANEL COMMUNITY WARDEN STEERING GROUP SOUTH CHICHESTER COUNTY LOCAL COMMITTEE LAVANT VALLEY PARTNERSHIP</p>	

	<p style="text-align: center;">GOODWOOD MOTOR CIRCUIT</p> <p>The Council APPROVED the following appointments:</p> <ul style="list-style-type: none"> ▪ Village Centre Management Team – to be decided at first Village Centre Committee meeting. ▪ Local Plan Panel – it was agreed that this working party had become less relevant as there only was remained the attending of the examination. The eleven objections agreed and submitted in January will form the basis of items to be discussed with the Inspector. The Council RESOLVED to authorise the Chair and Vice Chair to represent the Council’s views at the examination. When the examination dates have been confirmed the objections will be reviewed by full parish. ▪ Tangmere Action Group – Cllr Beach, Cllr Oakley and Cllr Wood. ▪ Neighbourhood Management Panel – Cllr Beach and Cllr Wood. Cllr Oakley will attend in his capacity of District & County Councillor. ▪ Community Warden Steering Group – Cllr Beach and Cllr Wood. ▪ Neighbourhood Watch – Cllr Beach ▪ South Chichester County Local Committee – Cllr Boocock and Cllr Oakley as County Councillor. ▪ Lavant Valley Partnership – Cllr Beach, Cllr Birkett, Cllr Nation and Cllr Oakley as District Councillor. ▪ Goodwood Motor Circuit – Cllr Anscombe 	
2960.	<p>TO REVIEW AND APPROVE THE FOLLOWING PARISH COUNCIL’S POLICIES AND PROCEDURES:</p> <ol style="list-style-type: none"> a) COMPLAINTS PROCEDURE b) EQUALITY POLICY c) PROTECTION OF CHILDREN AND ADULTS AT RISK OF HARM POLICY d) GRIEVANCE PROCEDURE e) FREEDOM OF INFORMATION REQUESTS <p>The Council RESOLVED to adopt all the policies and procedures listed above and that the Village Centre should become the correspondence address for the Council. The Freedom of Information will have the address and precept amended accordingly.</p>	Clerk to amend correspondence address and FOI.
2961.	<p>TO APPROVE APPOINTMENT OF A CHILD PROTECTION OFFICER AND PRESS OFFICER.</p> <p>The Chairman volunteered to act as the Child Protection Officer and will bring the current regulations relating to CRB checks to the next full Parish meeting.</p> <p>The Vice Chair volunteered as press officer.</p>	Cllr Irwin to obtain current CRB regulations.
2962.	<p>TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS OF THE</p>	

	<p>COUNCIL AND COMMITTEES FOR THE ENSUING MUNICIPAL YEAR.</p> <p>The Council RESOLVED to adopt the 2014/2015 Meeting Schedule (for copy see Minute Book).</p>	
2963.	<p>LOCAL PLAN UPDATE.</p> <p>The meeting was informed that CDC's Cabinet has approved the submission of the Draft Local Plan to the Secretary of State and Planning Inspectorate at the end of the month. The Inspector will determine if the Draft Local Plan can go through the process or if it needs to be amended. One of main issues with local plans is the duty to co-operate. Under national planning policy CDC must talk with statutory consultees and has a very wide duty to show engagement with other authorities. The key issue one which developers will challenge will be the engagement with adjacent authorities. If adjacent local authority cannot meet its housing supply it should check to see if the shortfall can be taken by the neighbouring authority.</p>	
2964.	<p>NEIGHBOURHOOD PLAN UPDATE</p> <p>The Chairman informed the meeting that 528 questionnaires had been completed and the details will be input into the software questionnaire and circulated to members of the Task Groups. The Chairman and Vice Chairman had met with the Consortium. The Steering Group is in discussion with AiRs and rCOH on the next step for the Neighbourhood Plan. The consultation with the community will go into a State of the Parish report. The written comments from the questionnaire need to be extracted and the different groups will review the appropriate comments. It was noted that there was no support for two schools in the village and strong support for the protection of St Andrews Church. There was a poor response to the questionnaire from parents. Going forward the areas of education and transport need to be explored in greater detail. There will be a Steering Group meeting in June. The County Councillor stated that there had been a meeting with Arun and West Sussex County Councils to discuss the issue of an additional secondary school as a need will be identified for a secondary school in the locality by the middle of the next decade.</p>	
2965	<p>SECTION 106 COMMUNITY FACILITIES REQUEST</p> <p>The Council RESOLVED that the amount of detail and range of projects previously identified are sufficient to provide a need for any section 106 contributions arising from the grain store site. The annual community facility audit will be review in the next few month.</p> <p>Infrastructure delivery plan: is to identify what will be required in addition to the Community Facilities Audit in light of new development delivery. The Chairman will circulate the answers from the Neighbourhood Plan questionnaire to see what residents think the village needs with regards indoor and outdoor facilities. It was noted that the Section 106 funds need to be renegotiated by CDC due to the proposed change of housing size.</p>	
2966.	<p>TO RESPOND PLANNING APPLICATION TG/14/00860/FUL Tangmere</p>	

	<p>Cottage & TG/14/00919/ADV Business park Sign</p> <p>The District Councillor withdrew from the meeting for this item.</p> <p>The Council RESOLVED the following:</p> <ul style="list-style-type: none"> ▪ TG/14/00860/FUL: as this application addresses the objections raised by CDC to the original application the Council has no objection to this application. ▪ TG/14/00919/ADV: not to object to this application. 	Clerk to send responses to CDC.
2967.	<p>TO ARRANGE THE DISTRIBUTION OF THE ANNUAL REPORT TO ALL HOUSEHOLDS WITHIN THE PARISH.</p> <p>The Council RESOLVED that a copy of the Annual Report should be included with the delivery of the July edition of the Tangmere News.</p>	Cllr Irwin to obtain a printing quote
2968.	<p>CLERK VACANCY UPDATE</p> <p>The Council APPROVED the appointment of Mr G Burt as Locum Clerk as of 1 June 2014 to provide administrative support to the Council until a replacement Clerk has been appointed, and a comprehensive handover to the new incumbent.</p>	
2968.	<p>ANY URGENT MATTERS</p> <p>The building lease for the company which prints the Tangmere News has expired and the Council urgently needs to find a replacement for the printing of the June edition. Three quotes had been obtained.</p> <p>The Council RESOLVED to award the contract for the printing of the Tangmere News to ProCopy as it had provided the cheapest of the three quotes.</p>	
2969.	<p>CORRESPONDENCE:</p> <ul style="list-style-type: none"> a) WSCC: West Sussex Better Connected phase three update - noted. b) Email from Home Energy Efficiency Advisor for Arun and Chichester District – the Chairman is to ask for details and put an article in the Tangmere News. c) CDC: Parish Support Fund – noted. Members noted that the recreation field box barrier is on order. d) CDC: new contact details for the Waste and Recycling and/or Street Care and Cleaning - noted. e) WSCC: Parish Council Online now live - noted. 	Cllr Irwin to include details in newsletter.
2970.	<p>TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS:</p> <ul style="list-style-type: none"> a) ENVIRONMENT COMMITTEE: 26 MARCH 2014. <p>The meeting received the minutes of the Committee meeting held on 26 March 2014.</p>	

b) VILLAGE CENTRE COMMITTEE: 8 APRIL 2014.

The meeting received the minutes of the Committee meeting held on 8 April 2014

Main Door Code: since the last code change there has been problems with the door. The repair is in hand. The Chairman requested a set of keys for the changing room doors in the case of the main door not being accessible.

Solar Panels: the feed tariff has not yet been confirmed by British Gas.

c) FINANCE COMMITTEE: 23 APRIL 2013.

The meeting received the minutes of the Committee meeting held on 23 April 2014.

TO CONSIDER THE FOLLOWING RECOMMENDATIONS**(i) PARAGRAPH 976.2 Section 1 & 2 of 2013/2014 Annual Report**

The Council RESOLVED to approve the signing off of the Statement of Account and Annual Governance Statement of its 2013/2014 Annual Return by the Chairman and the submission of the signed Annual Return to the External Auditor subject to the review of the accounts by the Internal Auditor.

(ii) PARAGRAPH 977.3 New Homes Bonus Grant Applications

The deadline for the next round of NHB grant funding is 25 July. The allocation of £7,500 for Tangmere is only indicative and the Council can bid for more. The request for additional play equipment will require more funding than is available from NHB and it may be possible to seek Section 106 funds. It was suggested that the equipment could be situated on the former grain store site.

The following projects have already been identified and costings for all projects will be brought before full parish for determination of submission:

- Additional public seating
- Tree planting of verges
- Village Sign – the History Group is to specify a preferred location and permission obtained from the landowner.
- Recreation field hedging.
- Solar Thermal Installation.

(iii) PARAGRAPH 978 .2 Risk Assessment

The Finance Committee had recommended acceptance of the Risk Assessment and that Health & Safety checks should be carried out before public events by a member of the Village Centre Committee. The issue of mud on the path on the north side of the Centre from the recreation field. This is to be discussed at the next Village Centre Committee meeting and if costs involved referred to Finance.

The Council RESOLVED to accept the 2014 Risk Assessment and the introduction of Health & Safety checks for public events held at the Centre.

2971. PUBLIC SESSION

	<p>As two residents had missed the Public Session due to the change to the meeting starting time and had a specific issue to raise the Council AGREED to permit another public session. The residents stated that four months ago they were to have been a meeting with the Police to discuss anti-social behaviour in the Centre's car park. The Vice Chair explained that the PCSO had tried to contact the residents on a number of occasions and had requested a Police Inspector to meet with the residents to discuss the issue but this was not possible. The PCSO can bring the matter to the attention of his Police Sergeant. Residents were encouraged to write directly to the Police Commissioner if they are unhappy with the Police service received.</p> <p>The Council RESOLVED that the appropriate forum to address the issue of anti-social behaviour in the Village Centre's car park is the Neighbourhood Management Panel. The next meeting is on Thursday, 12 June.</p>	
2972.	<p>ANY OTHER MATTERS FOR INFORMATION ONLY.</p> <p>Cllr Nation sought the Council's support for the organising of a Village Fete in 2015. A notice will be put in the newsletter to seek volunteers.</p> <p>Following the Operation Watershed work on the field the area the area will be spiked and sanded.</p> <p>The order for the weed kill of the recreation field had been placed.</p> <p>The Village Centre Chair has ordered some grass seed for the recreation field.</p> <p>The order for the replacement bus shelter will be placed this week.</p> <p>The damage to the double garage guttering is to be raised at the next Village Centre Committee meeting.</p> <p>It was noted that the monies from the Lord Taverners for the cricket pitch maintenance had fallen into the current year's finances.</p> <p>Bye laws: three clarifications have been asked for and will be addressed shortly.</p>	

Meeting finished at 8.59pm

Date of next meeting: Thursday, 10 July 2014

Chairman:

Date:

TANGMERE PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE 2014/2015

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

NOTES

- 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 and charges.
- Local Plan Panel: working party set up whose recommendations to be brought before full Council for consideration and approval.
- Reports from each Committee to be made to the full Council.

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MEETING SCHEDULE

2014/2015

Environment Committee	Village Centre Committee	Finance Committee	Parish Council
Tuesday 7.30pm	Tuesday 7.30pm	Tuesday 7.30pm	Thursday 7.30pm
20.05.14	10.06.14	24.06.14	10.07.14
29.07.14	12.08.14	26.08.14	11.09.14
23.09.14	14.10.14	28.10.14	13.11.14
25.11.14	09.12.14	16.12.14	08.01.15
27.01.15	10.02.15	24.02.15	12.03.15
24.03.15	14.04.15	28.04.15	30.04.15*
			14.05.15#

*The Annual Parish meeting will commence at 7pm. Please note that the Annual Parish meeting is a meeting of the electorate and not a council meeting but will be chaired by the Parish Council Chairman.

The Annual Meeting of the Parish Council.

Meetings will be held at Tangmere Village Centre, Malcolm Road, Tangmere, West Sussex, PO20 2HS. All members of the public are welcome, and have a right, to attend meetings.

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