TANGMERE PARISH COUNCIL



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**TANGMERE PARISH COUNCIL**

**ANNUAL COUNCIL MEETING**

**Tuesday 16 May 2023**

Councillors are hereby summoned to attend the Annual Council Meeting

of Tangmere Parish Council to be held in the Main Hall

Village Centre, Malcolm Road, Tangmere PO20 2HS

on **Tuesday 16 May 2023** at **7.00pm**

11 May 2023 Caroline Davison

Parish Clerk

**AGENDA**

1. **Election of Chairman**

To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office.

1. **Election of Vice-Chairman**

To elect the Vice Chairman of the Council and to receive the Vice Chairman’s Declaration of Acceptance of Office

1. **Welcome**

Welcome to new councillors and introductions.

1. **Apologies**

To receive apologies for absence and approve reasons for absence.

1. **Declarations of Interest**

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members’ Code of Conduct.

1. **Public Participation**

Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.

1. **Minutes**

To approve as an accurate record:

1. the minutes of the Full Council meeting held on 16 March 2022 (see Appendix I)
2. the minutes of the Extraordinary Parish Council meeting held on 28 March

(See Appendix II)

1. **Co-option of New Councillors**
2. To consider applications from candidates for co-option to the two vacant seats on the Parish Council.
3. To receive Declarations of Acceptance of Office from successful candidates and welcome to Council.
4. **Minutes & Reports from Committees**

To receive the draft minutes and oral reports from Committee Chairman for the meetings indicated:

1. Environment Committee – 28 March 2023 (See Appendix III)
2. Village Centre Committee – 4 April 2023 (See Appendix IV)
3. Finance Committee – 25 April 2023 (See Appendix V)

1. **New Tangmere Allotments Advisory Group**

At the Extraordinary Parish Council Meeting held on 28March 2023 Members received a report on the formation of a new Tangmere Allotments Advisory Group. It was agreed that the decision be carried forward to this Meeting to allow sufficient time for consideration by Allotment Holders. The proposed Terms of Reference and Constitution for this Advisory Group are attached to this Agenda. (See Appendix VI)

**Recommended that:**

1. The Constitution and Terms of Reference for Tangmere Allotments Advisory Group (TAAG) be adopted.
2. The Clerk to ask allotment holders to put forward their names for membership of this group. If more than five members put their names forward, membership to be secured by anonymous random selection by Chairman of Council.
3. Members from Council for TAAG to be appointed at this Meeting under Agenda Item 11.
4. **Membership of Committees**

To appoint the membership of the Council’s Committees:

1. Finance Committee – 5 members
2. Environment Committee – 8 members
3. Village Centre – 5 members
4. Tangmere Allotments Advisory Group -
5. **Working Parties**

To review the purpose and terms of reference the Council’s Working Parties and Groups and to agree those that should continue for the Civic Year:

1. Village Centre Sustainability Project Working Group
2. Tangmere Action Group (TAG)
3. **Representatives to Outside Bodies**

To appoint Council representatives to outside bodies

1. **Internal Auditor’s Report**

To receive the final report of the Internal Auditor dated 09 April 2023. (See Appendix VII)

1. **Annual Governance Statement 2022/23**

To consider and agree the Annual Governance Statement 2022/23. (See Appendix VIII)

1. **Statement of Accounts 2022/23**

To consider and agree the Statement of Accounts 2022/23. (See Appendix IX)

1. **Appointment of Internal Auditor**

**Recommended that** Mulberry & Co be appointed as the Parish Council’s internal auditor for the financial year 2023/24

1. **Governance Documents and Policies**
2. Scheme of Delegation

To review and adopt the Council’s Scheme of Delegation. (See Appendix X)

1. Standing Orders

To review and adopt Standing Orders for the Council. (See Appendix XI)

1. Financial Regulations

To review and adopt Financial Regulations for the Council. (See Appendix XII)

1. Publication Scheme

(See attached Publication Scheme in Appendix XIII – using NALC model Publication Scheme)

**Recommended that** the new Publication Scheme be agreed for approval and adoption by Full Council on 18 May 2023.

1. Equality and Diversity Policy

(See attached Equality and Diversity Policy in Appendix XIV – using NALC model policy).

**Recommended that** the new Equality and Diversity Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Dignity at Work Policy

(See attached Dignity at Work Policy in Appendix XV – using NALC model policy).

**Recommended that** the Dignity at work Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Disciplinary Policy

(See attached Disciplinary Policy in Appendix XVI – using NALC model policy).

**Recommended that** the Disciplinary Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Grievance Policy

(See attached Grievance Policy in Appendix XVII– using NALC model policy)

**Recommended that** the Grievance Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Financial Scrutineers

**Recommended that** the Chair of the Finance Committee and one other member of the Finance Committee be appointed at the Annual Council Meeting on 18 May 2023 to inspect the accounts on a quarterly basis.

Other Policies will be reviewed and adopted at the next Full Council Meeting on 6th July 2023.

1. **Planning**
2. To consider the Council’s observations on the following planning applications:

TG/23/00617/FUL

Dementia Support

Dementia Support Sage House 110 - 130 City Fields Business Park Tangmere

Permanent use of 12 no. vehicular parking spaces.

O.S. Grid Ref. 490780/106699

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRBB8KERJIN00Ekek>

TG/23/00951/TPA - Tree Apps (TCA's and TPA's)

Address: 5 Canberra Place, Tangmere, Chichester, West Sussex, PO20 2WB

To fell 1 no. London plane tree (T59) subject to TG/90/01020/TPO.

1. To note the following planning decisions:

TG/23/00683/TCA

Mrs Chris Shipton

2 Church Farm House Church Lane Tangmere Chichester West Sussex PO20 2HA

Notification of intention to crown reduce by 2m on 1 no. Yew tree (T1) and fell 1 no. Lawson (Conifer) Cypress tree (T2).

NOT TO PREPARE A TREE PRESERVATION ORDER

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRVAYVERJMW00>

1. To consider the installation of a street sign at City Fields Way, Tangmere. (See Appendix XVIII).
2. **Recommended that** the installation of the street sign at City Fields Way be approved.
3. To agree the location of the street sign.
4. **Any other matters for information only**
5. **Date of next meeting**

The date of the next scheduled meeting is 6th July 2023.

1. **Exclusion of the Press and Public**

**Recommended that** under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

1. **Staffing Matters**

To receive report in relation to staffing matters and to consider recommendations therein.

**Public Attendance**

Members of the public are very welcome to attend this meeting. If you would like to make comments or have a view on any item on this Agenda you wish to have taken into consideration, you are invited to write to the Clerk or contact a Parish Councillor prior to the meeting.

**Filming and Use of Social Media**

During this meeting the public are permitted to film the Council in the public session of a meeting or use social media, providing it does not disrupt the meeting. The audience should not be filmed. You are encouraged to let the Clerk know in advance if you wish to film. All members of the public are requested to switch their mobile devices to silent for the duration of the meeting. (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012).

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