

NCONFIRMED MINUTES

ANNUAL MEETING

YAPTON PARISH COUNCIL

The Annual Meeting of the Yapton Parish Council was held on the 8th May 2017 at the Yapton & Ford Village Hall.

Present: Mr Ambler, Mrs Sally Beard, Mrs Pamela Evans, Mr Gadd, Mr Haymes, Mrs Vicky Newman, Mr Pickthall and Mr Sprules.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council), and 16 members of the public.

Apologies for absence were received from Parish Councillors Mr Clark and Mr Kendall and District Councillor Mr English.

CHAIRMAN

1. *Resolved* - That Mr Haymes be re-elected Chairman of the Parish Council for the ensuing year. Councillor Haymes signed the Declaration of Acceptance of Office form.

VICE-CHAIRMAN

2. *Resolved* – That Mr Pickthall be elected Vice-Chairman of the Parish Council for the ensuing year. Councillor Pickthall signed the Declaration of Acceptance of Office form.

ACCEPTANCE OF OFFICE FORMS

3. To note that the acceptance of office forms of the Chairman and the Vice-Chairman of the Council have been duly signed and countersigned by the Clerk of the Council.

DECLARATIONS OF INTEREST

4. Members were reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda.
5. There were no declarations of interest made by Members of the Council.

MINUTES OF THE MEETING HELD ON 9TH MAY 2016

6. The minutes of the meeting held on the 9th May 2016 were approved as a correct record and signed by the Chairman.

APPOINTMENT OF COMMITTEES

7. *Resolved* - It was agreed that Councillor Michael Pickthall be appointed to the Allotments Committee.
8. *Resolved* - It was agreed that Councillors Derek Ambler, Mrs Sally Beard, Michael Pickthall and Chris Sprules be appointed to the Emergency & Resilience Committee. It was suggested that the Clerk of the Council investigate the possibility of the preparation of the Parish Council's Emergency Plan and associated activities be joined with the neighbouring parish councils of Ford, Clymping, Walberton and Middleton.
9. *Resolved* - It was agreed that Councillor Derek Ambler, James Gadd, Tony Kendall and Mrs Vicky Newman be appointed to the Planning Committee.
10. *Resolved* - It was agreed that Councillor Mrs Sally Beard be appointed to the Playing Field Committee.
11. *Resolved* – It was resolved that the terms of reference for committees be left unchanged.

VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVES

12. *Resolved* - That Councillors Derek Ambler, Tony Kendall and Chris Sprules be appointed as the Council's three representatives on the Village Hall Management Committee for the ensuing year.

REPRESENTATIVE ON JOINT WESTERN ARUN AREA COMMITTEE

13. *Resolved* – That Councillor Michael Pickthall be appointed as the Council's representative on the Joint Western Arun Area Committee for the ensuing year. Councillor Chris Sprules was appointed as the substitute member for the joint committee. The Council was informed that there was a membership fee of £164 per annum for attendance at the Joint Committee's Highways and Transport Sub-Group. It was agreed that Councillor Pickthall should attend the first meeting of the Sub-Group and report back on whether to attend future meetings and pay the membership fee.

ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

14. *Resolved* - That Councillor Derek Ambler and Mrs Vicky Newman be appointed as the Council's representatives on the Arun District Association of Local Councils for the ensuing year. These appointees would also be the Council's nominated representatives to attend the Annual General Meetings of the West Sussex Association of Local Councils (WSALC) Ltd.

FINANCE

Audit of Accounts for the year ended 31 March 2017

15. The Council noted that in connection with the audit arrangements, an Annual Return had to be completed by the Parish Council. This included (i) a report by the Internal Auditor (audit completed by Rachel Hall of R S Hall & Co) (ii) an explanation of variances between 2015/16 and 2016/17 financial years and a bank reconciliation statement and (iii) an Annual Governance Statement to be signed by the Chairman on behalf of the members.

16. *Resolved* – That the Statement of Accounts prepared by the Responsible Financial Officer for the year ended 31 March 2017 together with the accompanying Annual Governance Statement, as read out at the meeting, be approved by the Council and signed by the Chairman. (*copies attached to minute book*).

REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

17. *Resolved*: That the Delegation arrangements to Committees, Sub-Committees, Staff and Other Local Authorities as set out in the Standing Orders and agreed by the Council on the 9th March 2015 be noted.

REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

18. *Resolved*: That the Standing Orders and Financial Regulations as agreed by the Council on the 9th March 2015 be noted.

REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

19. *Resolved*: The Council noted that there are currently no such arrangements.

REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

20. *Resolved*: The Council noted the list of Assets in the Council's ownership as at 31st March 2017.

CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

21. *Resolved*: The Council noted the current level of cover provided by the Council's Insurance Policy with Aviva.

REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

22. *Resolved*: The Council agreed the current Subscriptions to Other Bodies including the following bodies:
National Association of Local Councils
Sussex and Surrey Association of Local Councils
Council for the Protection of Rural England
Information Commissioner
Society of Local Council Clerks

REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

23. *Resolved*: The Council noted that Council's Complaints procedure is available on the Council's website.

REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

24. *Resolved:* The Council noted the current procedures as set out on the Council's Website.

REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

25. *Resolved:* The Council noted that there are currently no such written procedures and that initial enquiries are dealt with by the Chairman or the Clerk of the Council.

DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL

26. *Resolved:* The Council noted that Meetings of the Parish Council are generally held on the 2nd Monday in alternate months (commencing in January each year) in the Yapton and Ford Village Hall, Main Road, Yapton, commencing at 7.30pm. The Planning Committee usually meets on the same day, commencing at 7pm.

The following dates apply to 2017/18:

July 10th

September 11th

November 13th

January 15th (Changed to 3rd Monday to allow more time for agenda preparation following Christmas and New Year holiday period)

March 12th

May 14th (Annual Meeting)

DATE OF NEXT ANNUAL MEETING: 14TH MAY 2018

CHAIRMAN