

UNCONFIRMED MINUTES

ANNUAL MEETING

YAPTON PARISH COUNCIL

The Annual Meeting of the Yapton Parish Council was held on the 14th May 2018 at the Yapton & Ford Village Hall.

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

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council), and 13 members of the public.

Apologies for absence were received from Parish Councillors Mr Clark and and District Councillor Hilary Flynn.

CHAIRMAN

1. *Resolved* - That Mr Haymes be 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. Mr Haymes and Mr Ambler made declarations of interest in relation to any matters relating to Arun District Council as they are both Members of Arun District Council.

MINUTES OF THE MEETING HELD ON 8TH MAY 2017

6. The minutes of the meeting held on the 8th May 2017 were approved as a correct record and signed by the Chairman.

APPOINTMENT OF COMMITTEES

7. *Resolved* - It was agreed that Councillors Tony Kendal and Michael Pickthall be appointed to the Allotments Committee.
8. *Resolved* - It was agreed that Councillors Derek Ambler, Mrs Pam Evans, Michael Pickthall and Chris Sprules be appointed to the Emergency & Resilience Committee.
9. *Resolved* - It was agreed that Councillor Derek Ambler, Peter Dunkley, James Gadd, Tony Kendall and Mrs Vicky Newman be appointed to the Planning Committee.
10. *Resolved* - It was agreed that Councillor Peter Dunkley 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.

ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

14. *Resolved* - That Councillor Derek Ambler and Michael Pickthall 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.

YAPTON, FORD & CLYMPING PLANNING ADVISORY GROUP

15. *Resolved* - That Councillors Tony Kendall and Mrs Vicky Newman be appointed as the Council's representatives on the Yapton, Ford & Clymping Planning Advisory Group for the ensuing year. Councillor Chris Sprules was appointed as the substitute member for the joint committee.

YAPTON NEIGHBOURHOOD PLAN STEERING GROUP

16. The Council agreed to the setting up of a Yapton Neighbourhood Plan Steering Group to review the existing "made" neighbourhood plan and to appoint Councillors Derek Ambler, James Gadd, Tony Kendal and Mrs Vicky Newman as the Council's representatives on the group.

FINANCE

Audit of Accounts for the year ended 31 March 2018

17. 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 2016/17 and 2017/18 financial years and a bank reconciliation statement and members.
18. *Resolved* – That the Statement of Accounts prepared by the Responsible Financial Officer for the year ended 31 March 2018 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

19. *Resolved:* That the Delegation arrangements to Committees, Sub-Committees, Staff and Other Local Authorities as set out in the Standing Orders be noted by the Council.

REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

20. *Resolved:* That the revised Standing Orders as circulated with the agenda be approved.
21. The Clerk reported that due to a recent update of the model Financial Regulations by NALC, he had been unable to complete the review in time for this meeting. The Clerk would submit updates required to the Financial Regulations agreed by the Council on the 9th March 2015, to the July meeting of the Parish Council.

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

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

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

23. *Resolved:* The Council noted the list of Assets in the Councils ownership as at 31st March 2018.

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

24. *Resolved:* The Council noted the current level of cover provided by the Council's Insurance Policy with Aviva as part of a three-year contract which is due to be re-tendered in December 2018.

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

25. *Resolved:* The Council agreed the following Subscriptions to Other Bodies:
- National Association of Local Councils
 - West Sussex Association of Local Councils
 - Arun District Association of Local Councils
 - Council for the Protection of Rural England
 - Information Commissioner
 - Society of Local Council Clerks (Clerk)

REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

26. *Resolved:* The Council approved the new Council's Complaints procedure which had been circulated with the agenda. (*Copy attached to the Minutes*) and which will be 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

27. *Resolved:* The Council's procedures for dealing with FOI requests and Data Protection matters are posted on the Council's website. The Council noted that new policies on Data Protection, Document Retention and Information Security for both Councillors and Staff were agreed by the Parish Council on the 12th March 2018.

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

28. *Resolved:* The Council noted that a new policy for dealing with the press/media was agreed by the Parish Council on the 12th March 2018, 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

29. *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 or at the conclusion of the Planning Committee. The Planning Committee usually meets on the same day, commencing at 7pm.

The following dates apply to 2018/19:

July 9th

September 10th

November 12th

January 14th

March 11th

May 20th (Annual Meeting)

(3rd Monday to allow for Parish Elections taking place on 4th May 2019)

DATE OF NEXT ANNUAL MEETING: 20TH MAY 2019

The meeting closed at 7.42pm

CHAIRMAN