

Chiddingly Parish Council

www.chiddingly.gov.uk

Chairman

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Clerk

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9th May 2017

Members of Chiddingly Parish Council are summoned to the **Annual Parish Council Meeting** to be held on **16th May 2016** commencing at 1930 hours in Chiddingly Village Hall.

Signed: *Claudine Feltham* Clerk to Chiddingly Parish Council.

AGENDA

1. The Election of the Chairman of Chiddingly Parish Council.
 2. Election of Vice Chairman of Chiddingly Parish Council.
 3. Receive the Declaration of Acceptance of Office from the incoming Chairman
 4. Receive the declarations of acceptance of office from all incoming members.
 5. Apologies and reasons for absence.
 6. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.
 7. Minutes of 18th April 2017 Parish Council Meeting to be agreed and signed as a true record.
- The meeting is then suspended for 10 minutes, if required, for the Public to express a view or ask a question about any item on the following agenda.*
8. Clerk and Councillor reports arising from the minutes of 18th April 2017 not covered elsewhere in the agenda:
 9. Councillor Reports:
 - 9.1. Cllr Ann Newton (WDC).
 - 9.2. Cllr Nick Bennett (ESCC)
 10. Correspondence: *no items at the time of publishing the agenda*
 11. Jubilee Field and verge
 - 11.1 Jubilee verge – Installation of bollards – a meeting has been requested with Marisa Hayes and a representative from the Traffic Safety Team.
 - 11.2 Dog Waste Disposal Unit – update from Cllr Luke
 12. Jubilee Play Park
 - 12.1 Play park bench – Cllr Strong
 13. Glebe Field – update from Cllr Goss
 14. Councillor Reports:

- 14.1 Village Shop – Cllr O’Hare
- 14.2 Saturday Morning Market – Cllr O’Hare. (Cllr B Marchant due to attend 3rd June 2017)
- 14.3 Footpaths – Cllr Luke
- 15 Highways
- 15.1 Speeding in Highlands Lane – traffic survey – Cllr Goss
- 15.2 Meeting with Highways Steward. Cllr Strong – has been arranged for 25th May 2017
16. Village Car Park
- 16.1 Repair of noticeboard on recycling centre fence – update from Cllr Newham
- 17 Annual Grants – an update from Cllr Goss with regards to the survey
- 18 Possible extension of the school car park – update from Cllr Goss
19. Financial Matters - Clerk
- 19.1 To approve and authorise accounts payable (as detailed on the payment list).
- 19.2 Internal audit report – Clerk
- 19.3 End of year finance report – Clerk
- Please note that due to the year end procedures on our finance system RBS it will not be possible to provide the bank reconciliations for April 2017, this will have to be completed at our next meeting.*
- 20 Insurance. Review the insurance quote provided by Zurich and resolve to agree this for 2017/2018.
- 21 Policies, Financial Regulations and Standing Orders. To review, and amend if required, the following documents:
- Standing Orders
 - Financial Regulations
 - Freedom of Information Policy
 - Media Policy
 - Risk Assessment
 - Fixed Asset Register
- 22 Roles and responsibilities. To resolve:
- 22.1 Chair of the Planning Committee
- 22.2 Vice Chair of the Planning Committee
- 22.3 Councillors for the Planning Committee
- 22.4 Representative for Parish Planning Panel
- 22.5 Councillors for the Finance Working Party
- 23 Resolve which members will have areas of special responsibility. The current areas are:
- 23.1 Jubilee Field - Ray Strong, Hilary Luke, Beryl Marchant
- 23.2 Footpaths & Bridleways - Hilary Luke & Cliff Marchant
- 23.3 Highways - Steve Newham
- 23.4 Village Hall Committee - Patrick O’Hare
- 23.5 Lachelle Link - Mike Goss
- 23.6 Parish Church/PCC - Patrick O’Hare
- 23.7 Village Car Park & Recycling Centre - Hilary Luke
- 23.8 Emergency Planning - Steve Tolhurst & Rod McDermott
- 23.9 Tree Warden - Andy Barnes
- 23.10 Jubilee Garden - Hilary Luke
- 23.11 Neighbourhood Watch - Mike Goss

23.12 Police - Julian Richards

23.13 Veolia - Julian Richards

24 Resolve to (usually) hold the Parish Council meeting on the third Tuesday of the month and the Planning Committee Meeting on the fourth Tuesday of the month.

25 Change of meeting date in September. Chiddingly Festival have requested the use of the Village Hall on 26th September. Consider combining the parish council and planning meeting and hold both on 19th September 2017.

26 Planning Application for consultation – [WD/2017/0763/FR](#)

Location: Stream Farm Stables, Dern Lane, Chiddingly, BN8 6HG

Description: Retrospective application for detached annexe outbuilding.

- *The Annual Parish Council Assembly will take place on 23rd May 2017.*