

# NORTHCHAPEL PARISH COUNCIL

## DRAFT Minutes of the Annual General Meeting held at Northchapel Village Hall on Wednesday 11<sup>th</sup> May 2016 at 7.30pm

**Present:** Councillors Mr Simon Arnold, Mrs Lynda Bell, Mrs Sharon Holden, Mrs Gaye Jordan, Mr Paul Markides and Mr Willie Poste

**In attendance:** Mrs Helen Cruikshank, Parish Clerk

There were two members of the public in attendance.

### AGM BUSINESS

1. **Election of Chairman:** Nominations for Chairman were invited for the ensuing year. Councillor Lynda Bell was proposed and duly seconded. There being no other nominations, it was **RESOLVED** that **Councillor Bell** be elected Chairman of Northchapel Parish Council for 2016/17. Councillor Bell gave thanks to Mr Poste for all the hard work he has done and continues to do for Northchapel in his 6 years as Chairman and 47 years as a Councillor.
2. **Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Willie Poste was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Poste** be elected Vice Chairman for the ensuing year.
3. **Election of Lead Members of Working Parties and Committees:**
  - Allotments, Village Green and Play Area - Mr Willie Poste
  - Planning - Mr Paul Markides
  - Footpaths and Rights of Way - Mrs Daphne Trussler
  - Housing - Mrs Sharon Holden
  - Village Hall - Mrs Sharon Holden
  - Northchapel Youth - Mrs Lynda Bell
  - Website - Mr Simon Arnold
  - Winter Plan - Mr Willie Poste
  - Planning Committee: Mr Paul Markides (Chairman), Mrs Lynda Bell, Mr Willie Poste, Mr Stephen Wordsworth and Mrs Gaye Jordan
  - Finance Committee: Mrs Sharon Holden and Mr Stephen Wordsworth. Clerk to invite Mrs Jan Glover to join too.
  - Housing Working Party: Mrs Sharon Holden, Mrs Lynda Bell and Mrs Gaye Jordan
4. **To fix the dates of future meetings 2016/17**

The following dates for the Parish Council meetings were agreed:

  - ❖ Monday 4<sup>th</sup> July 2016
  - ❖ Monday 5<sup>th</sup> September 2016
  - ❖ Monday 7<sup>th</sup> November 2016
  - ❖ Monday 5<sup>th</sup> December 2016 (precept only meeting)
  - ❖ Monday 9<sup>th</sup> January 2017
  - ❖ Monday 6<sup>th</sup> March 2017
  - ❖ Monday 8<sup>th</sup> May 2017 (AGM)

All meetings are held at 8pm at Northchapel Village Hall, Pipers Lane

### PARISH COUNCIL BUSINESS

30. **Apologies for absence:** Parish Councillor Stephen Wordsworth  
Parish Councillor Daphne Trussler  
Parish Councillor Jan Glover
31. **Declarations of Interest:** There were no declarations of interest.
32. **Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 7<sup>th</sup> March 2016 were approved as a correct record and signed.
33. **Working Party Reports**
  - **Allotments, Village Green and Play Area:** Councillor Poste said there were 7 vacant plots at the allotments, he had got a man in to weed-kill these plots and do some general maintenance. The Village Green is in good condition after the football season and the Play Area is due its annual inspection in June. Councillor Poste had

received three quotes for the proposed clearance works to Pound Piece, it was decided that CCP Groundcare be awarded the work as their price was the lowest.

- **Footpaths, Hedges and Rights of Ways:** There was nothing to report.
- **Planning:** Councillor Markides said there was one outstanding retrospective planning application for April Cottage which will be discussed briefly after the meeting tonight.
- **Village Hall:** Councillor Holden reported the Village Hall was doing really well.
- **Housing:** The housing working party had met with Holly Nichols from the CDC Rural Housing Enabling Team to discuss the draft Housing survey report which summarised the key findings from the survey carried out in December. Clerk to chase Holly for an update and for answers to some queries raised.
- **Winter Plan:** Councillor Poste said there was obviously nothing to report.
- **Northchapel Youth:** Councillor Bell said sadly there had been no indication to when the Purple Bus will return. It is hoped that it would now be September.
- **Website:** Councillor Arnold said there was nothing to report but he was hoping to clean it up a bit. The website had received 10,000 hits.

#### **34. Queen's 90<sup>th</sup> Birthday celebrations**

Plans are in place for the Queen's 90th birthday celebrations on Saturday 11<sup>th</sup> June. Invitations have gone out and the closing date for registration for the children's party and coin is 22nd May. Commemorative coins/medals have been purchased by the Parish Council.

#### **35. Financial Matters**

- The Council's current financial position @ £48,937 was noted.
- The Bank reconciliation as at 3<sup>rd</sup> May 2016 at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and approved including WSCC @ £427 (Clerk's April 2016 Salary), Mrs Jean Huggett (Internal Audit 15/16) @ £50, Mrs Helen Cruikshank @ £49 (Annual Laptop security fee and APM Exps), St Michaels & All Angels @ £750 (Churchyard Mtce and Emergency tree work), Zurich Insurance Plc @ £691 (Annual Insurance renewal 2016), CCP Groundcare @ £1,116 (Grass Cutting), Southern Water @ £39 (Allotment water), Adam H Russell @ £120 (Allotment work) and B C Randall @ £140 (Village Mtce works)
- The Clerk stated that the Internal Audit 2015/16 had been carried out. Full Council approved the year-end accounts 2015/16 and Annual Return, as at Appendix 5. The Notice of Public Rights and Publication of unaudited annual return to be put up on the notice board.

#### **36. Clerks Report**

Clerk reported on several forthcoming meetings:

- SSALC Briefing and Awareness course - Tuesday 26<sup>th</sup> July - Lodsworth Village Hall 6.30-9pm
- SDNPA yearly workshop tonight - clash but also Liss on Weds 18<sup>th</sup> May 7-9.30pm
- All Parishes Meeting on Thursday 19<sup>th</sup> May at East Pallant House at 7pm. Presentations on the Waste and Recycling proposals and an update from Diane Shepherd, Chief Executive.

Please let the Clerk know if any Councillors would like to attend any of these so she can RSVP.

Clerk added that there was due to be a consultation (Monday 16<sup>th</sup> May to Sunday 12<sup>th</sup> June) on proposed changes to household recycling sites. Proposals included a reduction in opening hours - see notice in parish magazine, website and on notice board for more details

#### **37. Items to be included on the next agenda**

Housing Needs Survey Report

Please inform the Clerk of any items to go on the agenda by Monday 27<sup>th</sup> June 2016

#### **38. Date of next meeting**

Monday 4<sup>th</sup> July 2016 at 8pm

The Chairman closed the meeting at 7.55pm

Signed .....

Date .....