

**PRESENT:** Cllrs. Denia Turnbull (Chairman), Tim Russell (Vice Chairman), Annie Maclean, Frances Neave, Peter Stephens, Keith Phillips and Paul Chivers

**In attendance:** Louise Chater (Clerk) and District Cllr Chris Page

**24.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

**25.18 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Callaway- Lewis - work commitment

Cllr. Hugo Wall - illness

**26.18 CODE OF CONDUCT**

1. Declarations of Interest of items included on the agenda - Cllrs Russell & Turnbull declared an interest in 35.18(f) as Committee members of North Mundham French Exchange Group.

2. Dispensation Request - none.

**27.18 MINUTES**

On a proposal by Cllr. Phillips, it was RESOLVED to agree and sign the minutes of the meeting held on 2<sup>nd</sup> January 2018; this was duly completed.

**28.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received

**29.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

District Cllr. Page has been made aware that the working party have been briefed by Systra on the A27, the list of options is not particularly long and does include at least one option which is a northern route. The Community forum will be given a briefing on 15<sup>th</sup> March 2018, after the briefing the Parish Council and residents need to make comments on the proposals by 29<sup>th</sup> March 2018.

District Cllr. Page reported that the caravan on the Vinnetrov Road is now subject to enforcement proceedings and the possible breaches of licence and planning conditions at Lakeside Caravan Park are being investigated.

**30.18 HEALTH AND SAFETY**

1. Village Hall Monthly report and action required - has been completed; no action required.

2. Parish Council Office - Office Inspection is due to take place on 14<sup>th</sup> March 2018

3. Parish Council Assets - it was noted that one pane of glass had been smashed on the bus shelter at the Junction of Brookside and B2166. It was agreed to obtain a quote for three broken panels.

**CLERK**

4. Risk Assessments - The clerk had updated the office risk assessment, and this will be used to assess the office during the inspection on 14<sup>th</sup> March. **TR**

**31.18 MATTERS ARISING FROM THE MINUTES**

None.

**32.18 POLICIES**

1. Replacement Policies - On a proposal by the Chairman, it was **RESOLVED** to adopt the Flexible Retirement Policy.
1. Policies Reviewed
  - 1.1 Data Protection - no action currently required but will need to be reviewed again when GDPR comes into force in May 2018
  - 1.2 Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - no action currently required but will need to be reviewed again when GDPR comes into force in May 2018
  - 1.3 Complaints Committee Terms of Reference - no action required.
  - 1.4 Complaints Policy - no action currently required but will need to be reviewed again when GDPR comes into force in May 2018

**33.18 PARISH PLAN (including action plan)**

Cllr. Maclean reported that the working party had met and prepared the briefing for the annual meeting of electors and to agree the way forward. Several volunteers come forward at the Annual Meeting of Electors. A meeting with the volunteers will be arranged for mid-April. **AM**  
It was noted that the Chairman of MARRA will approach the committee members to see if they would consider working with the Parish Council.

**34.18 GENERAL DATA PROTECTION REGULATIONS - 25<sup>th</sup> May 2018**

1. Training - it was noted that Cllrs. Stephens and Callaway-Lewis required training; all other councillors had taken part in the training event. **PS/RCL**
2. Audit - On a proposal by the Chairman, it was **RESOLVED** to instruct Maureen Chaffe of Process Matters2 to carry out the audit.
3. Data Protection Officer - On a proposal by Cllr. Russell, it was **RESOLVED**, to engage Maureen Chaffe of Process Matters2 as the Data Protection Officer.
4. IT Support - it was noted that the Clerk had contacted several companies regarding IT Support and the way forward - further information is awaited.

5. Website - it was noted that the privacy statement would need to be reviewed. A review of the website provision would be made following completion of the assessment of the quality award application
6. Data Cleansing - to be carried out following the audit.
7. Policies - will be provided by the Data Protection Officer.
8. Data Sharing Contracts - to be written for payroll and booking secretary.

### 35.18 FINANCE

a) Bank Balances as at date of meeting

Parish Council	£
Unity Trust - Current Account	63.33
Handelsbanken - Reserve Account	68,492.26
Village Hall	£
Unity Trust - Current Account	26,612.65

b) Payments - On a proposal by Cllr. Russell, it was RESOLVED to ratify the payments listed below:

24 January 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	12.30			telephone - December 2017
<del>Barclaycard</del>	<del>23.78</del>	-	-	<del>21 December 2017</del>
Barclaycard	121.44			21 January 2018
<b>Standing Orders</b>				
Mrs Louise Chater	748.46			Salary month 10
WSCC Pension Fund	214.10			pension month 10
NMPF	125.00			ground rent
<b>Cheque Payments</b>			chq no	
Christin Arnold	12.08		300304	Connect Subs/postage
<b>Procurement Card</b>				
Office Outlet	106.40			hard drive & Stationery
24th January 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
Chichester District Council	56.60			waste collection
<b>Direct Payments</b>		authorisation code	authorisation code	
Tim Croucher	376.80	TR: 544468120	FN: 970575944	replacement tap/urinal flush

TP & TJ Reed	489.98	TR: 544468120	FN: 970575944	invoice no 2611
<b>Cheque Payments</b>		chq No		
Mrs F Neave	81.64	20326874		External Sign
26 February 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	11.60			Jan-18
<b>Standing Orders</b>				
Mrs Louise Chater	748.26			Salary - month 11
West Sussex County Council Pension Fund	214.10			Pension - Month 11
<b>Direct Payment</b>		authorisation code	authorisation code	
Parish Magazine Printing	92.27	FN: 798262593	TR: 692224050	579 copies Winter Newsletter
SLCC Enterprises Ltd	298.80	FN: 798262593	TR: 692224050	Practitioners Conference
SALCC Ltd	28.80	FN: 798262593	TR: 692224050	Clerks Training - GDPR
SALCC Ltd	57.60	FN: 798262593	TR: 692224050	Cllr Russell Training - GDPR
<b>Procurement Card</b>				
Cartridge People	48.90			printer cartridges
CXS Host	144.00			Website Hosting Fee
26 February 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
SSE	859.28			Gas
Chichester District Council	56.60			waste collection

On a proposal by Cllr. Russell, it was RESOLVED, to make payment listed below:

06 March 2018	Total			
<b>PARISH COUNCIL</b>	£			
<b>Direct Debit</b>				
Barclaycard	192.90			21 February 2018
<b>Funds Transfer</b>				
Handelsbanken	10,000.00			Funds transfer to Unity Trust Account

Direct Payment		authorisation code	authorisation code	
David Chaffe	400.00	TR: 447731262	FN: 318614951	GDPR Training - Process Matters2
Mrs Louise Chater	204.58	TR: 447731262	FN: 318614951	expenses
<b>06 March 2018</b>	Total			
<b>Village Hall</b>	£			
Direct Payments		authorisation code	authorisation code	
The Lock Centre	120.00	TR: 447731262	FN: 318614951	service of alarm
TP & TJ Reed	481.78	TR: 447731262	FN: 318614951	Invoice February
S Gingell	26.00	TR: 447731262	FN: 318614951	Invoice 0001810
TP & TJ Reed	517.08	TR: 447731262	FN: 318614951	Invoice 2638

- c) Financial Statement - On a proposal by Cllr. Russell, it was RESOLVED to accept the financial statements for December and January.
- d) Budget Monitoring 2017/18 - no further action.
- e) End of Year Virements to allocated reserves - On a proposal by Cllr. Russell, it was RESOLVED to make the following virements.

Item	Code	amount	action
Election Expenses	15	500.00	Vire to routine elections fund
War Memorial	43	1000.00	Vire to dedicated reserve
Play Ground Equipment Replacement Reserve	45	2000.00	Vire to dedicated reserve
Village Hall Rebuilding Fund	47	3000.00	Vire to dedicated reserve
Village Hall Car Park Reserve	49	1000.00	Vire to dedicated reserve
Asset Maintenance Reserve	50	450.00	Vire to dedicated reserve
Parish Maintenance			Vire to Asset Maintenance reserve
Neighbourhood Plan	54	2750.00	Vire to new reserve
Neighbourhood Plan Uplift	24	1500.00	Vire to new reserve
Bus Shelter Improvement	42	1000.00	Vire to Asset Maintenance reserve
Office Equipment	11	144.43	Vire to dedicated reserve

- f) Grant Applications and Payments - the Parish Council had obtained the residents views at the Annual Meeting of the Electors, and following a presentation by both organisations there was positive support for both organisations.

Applicant	Reason for grant	Sum requested	Power	Payable to
North Mundham Parish Seniors Christmas Lunch	Annual Senior Christmas Lunch provided free to approximately 70 parishioners N. Mundham, S. Mundham and Runcton	300.00	Power of General Competence	North Mundham Parish Seniors Lunch

It was noted that the application submitted by the North Mundham Senior Christmas Lunch organisation complies with the grant awarding policy as the event is designed to enhance the quality of life of the residents and promote the parish in a positive light. Although the Parish Council support the aims of the group; on a proposal by Cllr. Chivers, it was RESOLVED not to make the grant on this occasion as there is no demonstrable need, due to the current financial situation. Should the need arise the Parish Council will review any future grant application.

Applicant	Reason for grant	Sum requested	Power	Payable to
North Mundham French Exchange	Making & Fixing of a sign in the Village Hall building to mark the exchange association with La Lucerne d' Outremer, Normandy. To reciprocate the sign unveiled by the Mayor and French Exchange Committee on our visit in 2016. It would be good to show we have the support of our parish council. The La Lucerne Committee is backed and funded by the Mayor's Office	128.38	Power of General Competence	North Mundham French Exchange

It was noted that the application from the French Exchange was not valid as it did not comply with item 10 of the grant policy as the work had already been completed. The Clerk confirmed that this does not preclude the group from making a further application.

- g) New Homes Bonus - 2018/19 - it was noted that the Parish Council was not eligible for a New Homes Bonus Grant in 2018/19. It was agreed that the Clerk request clarification on the payment for New Homes Bonus for affordable homes and the number of homes required to comply with the policy.
- h) Precept- the precept requested had been submitted to Chichester District Council.
- i) BT telephone boxes for adoption - no further update
- j) Bus Shelter Cleaning Contract - On a proposal by Cllr. Maclean, it was RESOLVED to renew the contract with Runcton Cleaning Services.

CLERK

### **36.18 LOCAL PLAN**

Nothing further.

### **37.18 STRATEGIC ACTION PLAN 2017 -18 - Update**

1. Quality Award - submitted
2. Canal Mead Footpath - completed
3. Parish Plan - working group formed
4. Monitor Development of School Lane - decision notice issued May 2017. Conditions 17, 18 & 22 were refused.
5. Website - SSL Certification to be put in place shortly
6. Hall Marketing - The hall is currently used to capacity with a small number of slots to allow for ad-hoc bookings
7. Curtain & Curtain Poles - completed
8. Clerk & Councillor Training - GDPR training taken place. Clerk's training plan for financial year 2018/19 adopted
9. Good Governance of Parish - GDPR needs further consideration policy review, Data Protection Officer, IT support & Data Cleansing.

### **38.18 PLAYING FIELD COMMITTEE**

Cllr Chivers reported that there are moles in the playground and the white lining is lifting in the car park; both are being monitored.

### **39.18 VILLAGE HALL MANAGEMENT COMMITTEE**

The Clerk, Chairman of the Village Hall Management Committee and Cllr. Maclean are due to meet to discuss Performing Rights Society Licence requirements.

The Chairman thanked Cllr. Phillips and Mr Phillips for installing the Village Centre sign.

#### 40.18 HIGHWAY ISSUES

1. A27 bypass - it was agreed to hold an extra ordinary parish council meeting on 27<sup>th</sup> March 2018 to obtain the residents views on the suggestions and to enable the Parish Council to submit its response.
2. Footpath adjacent to Canal Mead - it was noted that a tree had partially blocked the path; this has been reported to West Sussex County Council.
3. Community Highways Application Scheme - Shared Use Path from Marsh Lane to Runcton Farm shop
  - 3.1 Response from Residents - to date the Clerk had received 28 positive responses from residents., Several residents have requested that consideration be given to including a light-controlled crossing by the farm shop to enable easy access to the shops on the opposite side of the road. This had been noted but would not be part of the initial plan due to budget restraints.
  - 3.2 Response from Businesses - nothing further to report.
4. Layby - adjacent to Wheatlands - meeting with West Sussex County Council due to take place on 8<sup>th</sup> March 2018.
5. Layby adjacent to the Walnut Tree - meeting with West Sussex County Council due to take place on 8<sup>th</sup> March 2018.
6. Church Road Traffic Monitoring - one resident had responded that there was not an issue with speeding. One further resident had requested an update; however, they had not advised of any specific problems. Therefore, it was agreed that that the matter was closed.
7. Visibility - Tree on B2166 at the Junction of Mill Lane it was noted that work on the ivy had taken place, tree condition report awaited.
8. Marsh Lane Road Closure on 20 March 2018 for pot hole repair. **AGENDA**  
The residents of Marsh Lane have expressed concern about the number of large lorries using Marsh Lane and had requested weight restrictions signage.

#### 41.18 ENVIRONMENT

1. Drainage Ditch Honer Lane - lack of movement of water - concern has been expressed that several of the field access culverts were collapsing due to the size of the vehicles entering the fields. The Clerk has requested photos and grid references to enable her to contact the landowners. **HW/CLERK**
2. Community Green Offer - West Sussex County Council - no further update.



3. Light Pollution Meeting with Vitacress - it was noted that the representatives had agreed to attend a meeting on the 27<sup>th</sup> March 2018. However, due to the need to call an extra-ordinary parish council meeting it was agreed to postpone the meeting CLERK
4. British Spring Clean 4<sup>th</sup> March 2018 - due to the adverse weather conditions leading up to the event it was postponed, and it was agreed to reschedule the event to 25<sup>th</sup> March meeting at 3pm at the Village Hall
5. Parish Caretaker - it was agreed to form a working party consisting the Clerk, Cllrs. Maclean, Turnbull, Stephens and Wall to discuss the role. CLERK/AM/  
DT/PS/HW
6. Maintenance of the Disused Canal adjacent to Canal Mead permissive path - it was noted that West Sussex County Council were responsible for this area, but they had advised that they were not planning on carrying out any maintenance work on this area. Therefore, it was agreed to contact the Canal Trust to discuss the options available. CLERK

**42.18 FRENCH EXCHANGE- TWINNING 10-13<sup>th</sup> May 2018**

There are 30 visitors, the host families and the programme of events has been organised and this information will be published in due course. The twinning sign has been installed.

**43.18 ANNUAL MEETING OF ELECTORS - 5<sup>th</sup> March 2018**

1. Review of Meeting - It was noted that the Woodhorn representative was very interesting and he had offered a guided tour to be arranged in due course. CLERK

Although the meeting was very long there was a considerable amount of engagement with the residents. The completed questionnaires received were positive.

**44.18 CLERK'S REPORT**

1. Quality Award - the panel was currently not able to convene due to a lack of members this was being addressed by Sussex Association of Local Councils.
2. Appraisal - is due to take place on 14<sup>th</sup> March 2018 TR
3. Dementia Awareness session - 24<sup>th</sup> April 2018 10.30-11.30 in the small hall at North Mundham Village Hall. 20 places available. ALL
4. Conservation Area Assessment - the Clerk had emailed Chichester District Council, but no response had been received.
5. World War One - Centenary 11<sup>th</sup> November 2018
  - 5.1 Lighting of Beacon - it was agreed to light the beacon on the 10<sup>th</sup> November.
  - 5.2 Grant Funding from Chichester District Council - a grant is available in the sum of £250.00 and it was agreed to hold a

celebration event on the evening of 10<sup>th</sup> November.

District Cllr. Page offered to contact the George Regis band on behalf of the parish council.

- 5.3 Royal British Legion Silent Soldier - On a proposal by the Chairman it was resolved to investigate further with the view to purchase.

**CLERK**

**45.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

1. Highway verges, in particular, Runcton Lane and Fisher Lane.
2. Trees in the parish
3. Royal Wedding 20<sup>th</sup> May - Cream Tea

**46.18 EXTERNAL MEETINGS**

1. Cllr. Chivers - the Stomp meeting was cancelled due to weather conditions. It was agreed to request clarification of the new date.

**CLERK**

**47.18 EXTERNAL CORRESPONDENCE**

None.

Meeting closed at 21.21

Signed: \_\_\_\_\_ Chairman North Mundham Parish Council

Dated: \_\_\_\_\_