

## North Mundham Parish Council

Minutes of the Meeting of North Mundham Parish Council held on the 11<sup>th</sup> September 2018 in the Small Hall at North Mundham Village Centre at 19.15

**PRESENT:** Cllrs. Tim Russell (Chairman), Keith Phillips (Vice Chairman), Hugo Wall, Paul Chivers and Peter Stephens.

**In attendance:** Louise Chater (Clerk)

### **120.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

### **121.18 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Frances Neave - holiday

Cllr. Annie Maclean - ill health

Cllr. Rob Callaway-Lewis - work commitments

### **122.18 CODE OF CONDUCT**

1. Declarations of Interest of items included on the agenda - none.
2. Dispensation Request - none.

### **123.18 MINUTES**

On a proposal by Cllr. Phillips, it was RESOLVED to agree and sign the minutes of the meeting held on 3<sup>rd</sup> July 2018; this was duly completed.

### **124.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received.

### **125.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH**

No report received, however, Cllr. Turnbull reported that the District and County Cllr were working on a cycle path from Selsey to Chichester, it was noted that the proposed route is not within the parish.

### **126.18 MATTERS ARISING FROM THE MINUTES**

68.18(4) Village Hall Wooden Advertising Sign - Cllr. Neave to follow this up.

### **127.18 POLICIES**

1. Data Protection Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Data Protection Policy
2. Staff IT Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Staff IT Policy and the Clerk signed an agreement to comply with the policy.
3. Councillor IT Policy - On a proposal by the Chairman, it was RESOLVED to adopt the Councillor IT Policy and all councillors present signed an agreement to comply with the policy.
4. Standing Orders - On a proposal by the Chairman, it was RESOLVED to adopt the Standing Orders.

**128.18 HEALTH & SAFETY**

1. Village Hall Monthly report and action required - no report received.
2. Parish Council Assets - no action required.

**129.18 GENERAL DATA PROTECTION REGULATIONS**

1. Data Audit report update on progress made - report attached
2. IT Support - The licences have been purchased and are in the process of being set up by the IT Support company.
3. Website - it was noted that the website providers server had been hacked and the website was unavailable and the Clerk's email service was only available via webmail. The company were working to restore the website at the earliest opportunity. It was noted that the Clerk was required to set up the parish councillors' email accounts and passwords and it was agreed that the councillors email addresses would be reissued when the Office 365 went live.
  - 3.1 Data Subject Access Request has been uploaded to the website
  - 3.2 Privacy Notice had been uploaded to the website
4. Data Sharing Contracts
  - 4.1 Website Provider - has been submitted response awaited.
  - 4.2 Payroll Provider - On a proposal by the Chairman, it was RESOLVED to sign the agreement
  - 4.3 Village Hall Booking Secretary - has been submitted response awaited
  - 4.4 IT Support Provider - has been submitted response awaited.
  - 4.5 Village Hall Booking Programme - has been submitted response awaited
  - 4.6 Pension Provider - completed

**130.18 PARISH PLAN** (including Action Plan) update from working party. Following a meeting with Chichester District Council it is necessary to review the proposal for producing a parish plan and reverting to the production of a Neighbourhood Plan. On a proposal by Cllr. Wall, it was RESOLVED to produce a Neighbourhood Plan, including land designation, this plan would be independent of Hunston Parish Council although the Parish Council will work closely with the adjoining parishes.

**131.18 LOCAL PLAN**

Housing & Economic Land Availability Assessment 2018 (HELAA) - On a proposal by the Chairman, it was RESOLVED to form a working party consisting of Cllr. Stephens, Russell, Turnbull and Maclean, to review the HELAA and if necessary submit any comments to Chichester District Council which will be reported on at the next meeting. Clerk to arrange a meeting at the earliest opportunity.

**132.18 FINANCE**

a) Bank Balances as at date of meeting

Parish Council Account	£
Current Account	2,191.51
Reserve Account	77,347.78
Village Hall Account	£
Current Account	32,776.99

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

23 July 2018	Total			
<b>Parish Council</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	11.32			Billing Period June 2018
Barclaycard	52.97			Statement Date 21 July 2018
Legal & General	15.08			Ill health premium
<b>Standing Order</b>				
Sunbeams	17.18			Internet
<b>Direct Payments</b>		authorisation code	authorisation code	
Mrs Louise Chater	787.05	FN:331623535	TR:306103713	Salary Month 4
West Sussex County Council	214.32	FN:331623535	TR:306103713	Pension Month 4
TP & TJ Reed	12.00	FN:331623535	TR:306103713	Invoice no 2696
SSLAC	96.00	FN:331623535	TR:306103713	invoice no 12178
<b>Procurement Card</b>				
Wittering Care & Mobility Ltd	30.00			computer repair
Facebook	8.97			boost posts
Tesco	30.00			mobile phone
Ikea	14.00			picture frame
23 July 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Payments</b>		authorisation code	authorisation code	
TP & TJ Reed	487.94	FN:331623535	TR:306103713	Invoice No: 2687
16th August 2018	Total			
<b>Parish Council</b>	£			
<b>Direct Debit</b>				
Anvil Mobile	12.05			Billing Period July 2018
Legal & General	11.96			Ill health premium
<b>Standing Order</b>				
Sunbeams	17.18			Internet
<b>Direct Payments</b>		authorisation code	authorisation code	

Mrs Louise Chater	786.85	FN: 885342984	TR: 821581786	Salary Month 5
West Sussex County Council	214.32	FN: 885342984	TR: 821581786	Pension Month 5
Moore Stephens	360.00	FN: 885342984	TR: 821581786	Audit 2017/18
Horizon Digital Ltd	805.20	FN: 885342984	TR: 821581786	New Computer and Set up
Dave Chaffe	200.00	FN: 885342984	TR: 821581786	GDPR Policies & DPO
S Gingell	91.21	FN: 885342984	TR: 821581786	Bus Shelter Cleaning
Home Start		FN: 885342984	TR: 821581786	Open Gardens Grant
4th September 2018	Total			
<b>Parish Council</b>	£			
<b>Direct Debit</b>				
Barclaycard	35.14			statement dated 21 August
<b>Standing Order</b>				
Sunbeams	17.18			Internet
<b>Funds Transfer</b>				
Handelsbanken	10000.00			funds transfer
4th September 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
Chichester District Council	59.20			Bin emptying

On a proposal by the Chairman, it was RESOLVED to authorise and sign the cheque payments listed below:

<b>Parish Council</b>				
<b>Cheque Payments</b>		chq No		
Mrs Denia Turnbull	27.50	300305		Expenses
<b>Village Hall</b>				
<b>Cheque Payments</b>		chq No		
<del>Mr A Hughes</del>	<del>50.00</del>	<del>300130</del>		<del>£1646 refund</del>
MR K Phillips	14.00	300131		expenses

On a proposal by Cllr. Phillips, it was RESOLVED to authorise the payments listed below received following publication of the agenda

11th September 2018	Total			
<b>Parish Council</b>	£			

<b>Direct Payments</b>		authorisation code	authorisation code	
Mrs Louise Chater	787.05	TR: 766215729	FN: 181497241	Salary Month 6
West Sussex County Council	214.32	TR: 766215729	FN: 181497241	Pension Month 6
HMRC	138.86	TR: 766215729	FN: 181497241	PAYE 2nd quarter
Queensbury Shelters Ltd	610.18	TR: 766215729	FN: 181497241	Bus shelter repairs
11th September 2018	Total			
<b>Village Hall</b>	£			
<b>Direct Debit</b>				
SSE	176.00			Electricity
<b>Direct Payments</b>		authorisation code	authorisation code	
Miss J Berryman	50.00	TR: 766215729	FN: 181497241	B1646 refund

- c) Financial Statement - On a proposal by Cllr. Phillips, it was RESOLVED to accept the financial statements for June, July & August 2018
- d) Financial Review first quarter -Cllr. Phillips reported that he had carried out a review of the accounts on 20<sup>th</sup> July 2018. He had undertaken a sample check on payments and receipts and there were no areas of concern.
- e) Budget Monitoring 2018/19

Parish Council			
Budget Code	Item	Overspend	Action
12	Office Equipment	415.00	Vire £500 from office equipment reserve
22	Ill Health Insurance	161.40 review of premium	161.40 from pension

- f) Budget 2019/20 - items to be considered by the Budget Working Party, consisting of Cllrs. Phillips, Neave, Russell and the Clerk, first report to be ready for November meeting
1. Pensioners Christmas Party
  2. General Data Protection Regulations expenditure
  3. Village Hall Projects
  4. Village Hall Booking Secretary and Caretaker
- g) Annual Governance & Accountability Return for the year ended 31 March 2018 - Section 3 - External Auditor Report & Certificate - it was noted that on the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Return, in our opinion the information on Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- h) Annual Governance & Accountability Return for the year ended 31 March 2018 - the Clerk reported that she had uploaded the report to the website and placed a true copy on the noticeboards.

- i) Cleaning and Caretaker Contract - year ended 31 March 2019 has been submitted to the caretaker for signing. It was noted that March 2019 was the end of the normal contract and the Village Hall Management Committee needed to consider the way forward.
- j) Booking Secretary Contract - year ended 31 March 2019 has been submitted to the caretaker for signing. It was noted that March 2019 was the end of the normal contract and the Village Hall Management Committee needed to consider the way forward.
- k) Appointment of Internal Auditor year ended 31<sup>st</sup> March 2019 - On a proposal by the Chairman, it was RESOLVED to appoint Mulberry & Co as the internal auditor for the year ended 31 March 2019, it was agreed to request an alternative member of staff to carry out the review.
- l) Replacement of lead and damaged roof tiles - insurance claim has been approved and the insurers have advised that the work must be completed by Apex Roofing Sussex Ltd.
- m) Replacement Laptop - has been purchased and set up by Horizon Digital.
- n) Bus Shelter glass replacement - work completed by Queensbury Shelters.
- o) PRS - the completed survey has been submitted to PRS and response awaited.
- p) Replacement of double doors in the Main Hall - work completed by GS Windows Ltd.
- q) Hall Floor Maintenance - work completed by Hutchinson Flooring Ltd.
- r) BT Telephone boxes for adoption - no further information.

### **133.18 HIGHWAY ISSUES**

- 1. A27 bypass - nothing further to report
- 2. Community Highways Application Scheme - shared use path from Marsh Lane to Runcton Farm Shop - nothing further to report
- 3. National Cycle Route 2 (NCN2) Dover to Cornwall - (Marine Drive Bognor to Chichester) - nothing further to report
- 4. B2166 and pedestrian access Hunston to North Mundham - no further progress has been made.
- 5. Hedgerow Issues - Concern was expressed with regard to the hedgerows on Church Road and Church Road Junction; Mill Lane/B2166 Junction; Fisher Lane adjacent to North Mundham House and finally the north and east side of Church Road from a point opposite the entrance to North Mundham Nurseries towards the junction with Fisher Lane and Post Office Lane. It was agreed that the Clerk would write to all the appropriate landowners to request work be carried out on their hedgerows.

### **134.18 ENVIRONMENT**

- 1. Parish Caretaker - nothing further to report
- 2. Chichester District Council adopt an area - the Chairman included an article in the Connect/Local Life and several residents had spoken to him advising that they already litter pick when walking in the parish but do not want to formalise this.
- 3. Autumn Litter Pick - 6<sup>th</sup> October 2108 commencing at 10am at North Mundham Village Hall - it was noted that the clerk had produced a flyer for the school, the event has been advertised on Facebook and on the parish council noticeboards. Cllr Russell agreed to be the lead councillor on this project. Clerk to book equipment from Chichester District Council.

4. Maintenance of the disused canal adjacent to Canal Mead permissive path - nothing further to report
5. Camic Pond - Land Registry Search -submitted update awaited.
6. STOMP meeting - Cllr. Chivers reported that the next meeting is due to take place on 26<sup>th</sup> September in the Pavilion.

**135.18 CLERK'S REPORT**

1. Quality Award - nothing further to report.
2. The Final Straw (Solent) Project - Clerk to attend school assembly on 17<sup>th</sup> September.
3. World War One Centenary - 11<sup>th</sup> November 2018 - Chichester District Council Grant - grant form to be completed and submitted for the purchase of the Silent Soldier.
4. Parish Newsletter - the clerk requested articles from following councillors for the next edition of the newsletter - articles to be submitted to the Clerk by 19<sup>th</sup> October.

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

1. Rife - It was agreed that the Clerk would provide the councillors with a copy of the Flood Alleviation scheme Agreement

**137.18 EXTERNAL MEETINGS**

Nothing further to report.

**138.18 EXTERNAL CORRESPONDENCE**

Nothing further to report

Meeting closed: 20.48

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

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