

North Mundham Parish Council

Minutes of the Meeting of North Mundham Parish Council held on the 11th 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 and Denia Turnbull.

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 3rd 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 | | | |
| Parish Council | £ | | | |
| Direct Debit | | | | |
| Anvil Mobile | 11.32 | | | Billing Period June 2018 |
| Barclaycard | 52.97 | | | Statement Date 21 July 2018 |
| Legal & General | 15.08 | | | Ill health premium |
| Standing Order | | | | |
| Sunbeams | 17.18 | | | Internet |
| | | | | |
| Direct Payments | | 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 |
| Procurement Card | | | | |
| 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 | | | |
| Village Hall | £ | | | |
| Direct Payments | | authorisation code | authorisation code | |
| TP & TJ Reed | 487.94 | FN:331623535 | TR:306103713 | Invoice No: 2687 |
| 16th August 2018 | Total | | | |
| Parish Council | £ | | | |
| Direct Debit | | | | |
| Anvil Mobile | 12.05 | | | Billing Period July 2018 |
| Legal & General | 11.96 | | | Ill health premium |
| Standing Order | | | | |
| Sunbeams | 17.18 | | | Internet |
| | | | | |
| Direct Payments | | 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 | | | |
| Parish Council | £ | | | |
| Direct Debit | | | | |
| Barclaycard | 35.14 | | | statement dated 21 August |
| Standing Order | | | | |
| Sunbeams | 17.18 | | | Internet |
| Funds Transfer | | | | |
| Handelsbanken | 10000.00 | | | funds transfer |
| 4th September 2018 | Total | | | |
| Village Hall | £ | | | |
| Direct Debit | | | | |
| 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:

| | | | | |
|------------------------|------------------|-------------------|--|-------------------------|
| Parish Council | | | | |
| Cheque Payments | | chq No | | |
| Mrs Denia Turnbull | 27.50 | 300305 | | Expenses |
| Village Hall | | | | |
| Cheque Payments | | chq No | | |
| Mr A Hughes | 50.00 | 300130 | | £1646 refund |
| 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 | | | |
| Parish Council | £ | | | |

| | | | | |
|----------------------------|--------|--------------------|--------------------|---------------------|
| Direct Payments | | 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 | | | |
| Village Hall | £ | | | |
| Direct Debit | | | | |
| SSE | 176.00 | | | Electricity |
| Direct Payments | | 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 20th 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 31st 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 - 6th 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 26th 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 17th September.
3. World War One Centenary - 11th 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 19th 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: _____