

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
Held in the back of Jubilee Hall, Elmer Road, Middleton-on-Sea
On Wednesday 16th May 2007

PRESENT – Councillors Wotherspoon (Chairman), Chandler, Copeland, Edey, Gamester, Jeffrey, Mansfield, Mrs Mills, Ms Ross, the Clerk, District Councillor Mrs Oakley and County Councillor Mrs C Freeman.

1. APOLOGIES – Mrs Brown

2. COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE AND UNDERTAKING TO OBSERVE THE CODE OF CONDUCT –

Each member present individually signed both the Declaration and Undertaking and each was witnessed by the Clerk.

3. ELECTION OF THE CHAIRMAN OF THE COUNCIL – Nominations for the position of Chairman were requested. Mr Paul M Wotherspoon was proposed by Mr Mansfield and seconded by Ms Ross. There being no further nominations Mr Wotherspoon was duly elected Chairman. Mr Wotherspoon then took the Chair and signed the Declaration of Acceptance of Office.

4. TO IMMEDIATELY FILL, OR TO EXERCISE ANOTHER OPTION, IN RESPECT OF THE 2 VACANCIES LEFT UNFILLED BY REASON OF INSUFFICIENT NOMINATIONS

As there were no candidates proposed, the Clerk will advertise the vacancies in the usual manner.

5. ELECTION OF A VICE CHAIRMAN – Nominations were requested for the position of Vice Chairman. Mr Copeland was proposed by Mr Chandler and seconded by Mrs Mills. There were no further nominations and Mr Copeland was duly elected Vice Chairman.

6. APPOINTMENT OF COMMITTEES, COMMITTEE CHAIRMAN AND REPRESENTATIVES –

(a) Development Control Committee – Councillors Edey (Chairman), Gamester, Jeffrey, Mansfield, Mrs Mills and Ms Ross.

(b) Finance Committee – Councillors Copeland (Chairman), Jeffrey and Ms Ross.

(c) General Purposes Committee – Councillors Edey, Gamester, Jeffrey, Mansfield, Mrs Mills (Chairman), Ms Ross. Co-optees (non-voting) Copeland, Mrs Brown (Comet Corner Action Group), Dr Greaves (St Nicholas Church) and Mrs Willis.

(d) Parish Land & Property Committee – Councillors Chandler, Copeland, Edey, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

(e) Playing Fields Executive - Councillors Chandler, Copeland, Edey, Jeffrey (Chairman), Mrs Mills & Wotherspoon.

(f) Parish Tree Warden – Vacant

- (g) **Pond/Green Warden** – Mrs Willis (co-opted non-voting)
- (h) **SALC Representative** – Mr Gamester
- (i) **Village Hall** – Mr Chandler
- (j) **Joint Western Arun Area Committee** – Mr Copeland

7. MINUTES – The Minutes of the Parish Council Meeting held on the 21st March 2007 having been circulated were approved and signed.

8. DECLARATIONS OF INTEREST –

The Chairman declared a personal interest in item 10(f) being the recipient of the Chairman's Allowance. Ms Ross declared a personal interest in item 10(g) as she operates a business in Middleton Village.

9. ITEMS not otherwise on the Agenda but which the Chairman considered to be matter of urgency due to special circumstances – The Chairman reported that he had attended Felpham Parish Council's Awards evening on 27th March 2007.

10. MATTERS ARISING

a) Completion of Bank Mandate and confirmation that signatories may be reduced to 2 signatories

At March's meeting a proposal to reduce the number of signatories on cheques and other financial instruments from 4 to 2 was correctly proposed and seconded. In accordance with Standing Orders, the matter was adjourned without discussion until this meeting. The resolution was passed by an overwhelming majority and a revised Bank Mandate was completed by all members. Cllr Gamester will attend the bank to provide suitable identification as he has not been party to the mandate, previously.

b) Timetable for the implementation of the new Code of Conduct

A new Code of Conduct came into force from 3rd May 2007 and this must be adopted by councils no later than 1st October 2007. It was suggested by the Clerk that at the 19th July 2007 meeting the revised Standing Order amendments should be agreed and then adjourned. Further, a decision about whether Paragraph 12(2) (regarding prejudicial interests) is to be adopted into the Code should be taken. At the 19th September 2007 meeting, the Standing Order amendments should be adopted together with the revised Code or Conduct (with, or without Paragraph 12(2)). Mr Chandler proposed this timetable which was seconded by Mrs Mills and unanimously agreed. The Clerk will act accordingly. Training for the new Code of Conduct is being provided by Arun District Council. Mr Copeland asked that it is minuted that the small number of courses spread over only a few dates will make it impossible for some people, including himself, to attend.

c) Annual Contribution for Shrubbs Car Park

The Clerk reported that Arun District Council had attempted to increase the annual contribution by £50 to £1,830 without any consultation. The invoice was rejected and a replacement submitted for £1,780 which will be paid at this meeting. Whilst it was recognised that costs are rising, and whilst members recognised that the contribution may have to rise, this can only happen after negotiations have taken place. The Clerk was requested to start the negotiations.

d) Annual Ratification of Financial Risk Assessment Plan

Members ratified the present Financial Risk Assessment Plan for a further year.

e) CRB Checks

Papers were circulated to members from the District Council advising that all District Councillors are to have CRB checks undertaken and Parish Councils have been asked to consider whether it is appropriate for their members to have similar checks which could cost up to £30 each. Members noted the District Council's comments.

f) Councillors' Allowances

The Clerk advised that in 2003 members agreed to opt out of a Councillors' Allowance. They further adopted the Arun District Parish Remuneration Panel's proposal to pay Travel Allowance to elected members at the recommended rate of 40p per mile. (The Local Authorities (Members Allowances) Regulations 2003). Members finally agreed to retain the Chairman's Allowance at £250 per annum. (LGA 1976, s15). Legislation requires that the matter is considered by members every 4 years. Mr Copeland proposed that the present arrangement should be retained, unamended, and this was seconded by Mrs Mills and passed by an overwhelming majority.

g) Traders Association

The Clerk read an email from Mr Chaffer regarding the establishment of a Traders Association and initial details of the inaugural meeting. Mrs Mills said this was good news and Ms Ross agreed to attend. It was agreed to make a payment of £100 towards the setting up costs, for which there is an approved budget. (\$137).

h) Parish Council Photograph

A photograph of members was taken for inclusion in the Summer Edition of Middleton News.

11. DEVELOPMENT CONTROL COMMITTEE

The minutes dated 4th April, 18th April and 2nd May 2007 had been circulated to members and were noted.

12. GENERAL PURPOSES COMMITTEE

The minutes dated 18th April 2007 had been circulated to members and were noted.

i) Countryside and the Environment Advisory Sub Committee

Nothing to report.

ii) Joint Sea Defence and Land Drainage Advisory Sub Committee

Nothing to report.

iii) Liaison Advisory Sub Committee

Nothing to report.

iv) Projects Advisory Sub-Committee

Nothing to report.

v) Roads & Transport Advisory Sub Committee

Nothing to report.

13. PARISH LAND AND PROPERTY COMMITTEE

Nothing to report.

14. CORRESPONDENCE

The following items had been received:-

1. Action in Rural Sussex – Newsletter
2. Arun & Chichester Voice - Newsletter
3. Clerks & Councils Direct
4. Defra – re Parish Plan (*General Circulation*)
5. Environment Agency – Floodline Warnings Service
6. ICIS - Newsletter
7. LCR (Local Council Review)
8. Local Strategic Partnership - Newsletter
9. Mr Raven – Email re flyposting
10. Mrs Tyrrell re condolence letter – Peter Tyrrell (*Full Circulation*)
11. Mrs Waller – Email re Comet Corner (*Full Circulation*)
12. WSCC Connections
13. WSCC PCT “Fit for Future” eBulletins 8-10 (*Full Circulation*)
14. West Sussex Public Partnership Forum – Newsletter
15. West Sussex Sustainability Forum - Newsletter

15. FINANCE COMMITTEE

a) Bank Accounts -

The Clerk reported on the following **Bank Accounts**

| | |
|------------------|--------------------------|
| Current Account | £ 1,250.00 |
| Business Reserve | £39,394.42 |
| Total | <u>£40,644.42</u> |

b) 2006/7 Accounts for approval/ratification

A resolution to approve the 2006-2007 Accounts together with the Bank Reconciliation as at 31st March 2007, the Significant Variances Sheet for the year ended 31st March 2007, the Annual Return and Statement of Assurance both dated 31st March 2007 was proposed by Mr Copeland, seconded by Mrs Mills and unanimously agreed. The previously mentioned documents were signed by the Chairman and the Clerk (Responsible Finance Officer). The Clerk was instructed to contact the Internal Auditor in order that the internal audit can be completed. Mr Chandler proposed a vote of thanks to the Clerk for his work on the accounts.

c) Accounts for payment -

The following payments were approved nem.con and made:

| | |
|--|-------------------------|
| (i) ADC (Contribution to Shrubbs Car Park) | £1,780.00 |
| (ii) J Chaffer (Contribution to Traders Association start-up costs S137) | £ 100.00 |
| Total | <u>£1,880.00</u> |

d) Accounts paid at the General Purposes Committee – 18th April 2007

The following accounts were approved nem.con

| | |
|---|--------------------------|
| SMP (Playgrounds) – Parts to repair equipment | £ 14.57 |
| Panasonic U.K. Ltd – Quarterly rental charge | £ 21.42 |
| SALC – Annual Subscription | £ 1,197.60 |
| Allianz Cornhill Insurance – Annual Insurance | £ 1,515.76 |
| TOTAL | <u>£ 2,749.35</u> |

16. ANY OTHER BUSINESS

Mr Mansfield requested that an item be placed on July's agenda relating to an enhancement of the public's right to speak at meetings both at the beginning and end of meetings.

There being no further business the Chairman reminded members that the next Meeting will be held on 18th July 2007 **at 7 p.m.** and the Meeting closed at 8.05 pm.