

Shermanbury Parish Council

67 Oak Tree Drive, Hassocks, West Sussex. BN6 8YA

Tel: 07909 332605. Email: shermanbury@pcouncil.co.uk

www.shermanburyparishcouncil.co.uk

Minutes of the ANNUAL STATUTORY MEETING OF THE PARISH COUNCIL

Which followed the Annual Parish Meeting on Monday 21st May 2018 in the Peacock Rooms at The Royal Oak Pub in Wineham and commence at 7:15pm.

Present: Cllr T. Brown, Cllr C. Ansell, Cllr C. Foster, Cllr P. Lightburn, Cllr A. Ofield-Kerr, Cllr G. White, Cllr C. Whitton and Clerk D. Langston.

West Sussex County Councillor L. Barnard who left following item 39.2.18.

Five members of the public who having addressed the Council on highways safety issues left following the public forum.

Minutes

33.18 To elect the Chairman of the Parish Council and receive declaration of office. Cllr T. Brown was proposed by Cllr P. Lightburn seconded by Cllr C. Foster and duly elected as Chairman.

34.18 Election of Vice-Chairman. Cllr P. Lightburn was proposed by C. Foster seconded by Cllr. T Brown and duly elected as Vice-Chairman.

35.18 Apologies for Absence. Apologies were received from Horsham District Councillor J. Chowen

36.18 Declaration of Members Interests. No interests declared.

37.18 Approval of the previous PC meeting minutes held on 19th March 2018. Minutes were approved by council and signed by Chairman.

38.18 To receive and consider any West Sussex County Council reports and communications not covered elsewhere on this Agenda. Cllr Barnard gave an update on events he has recently attended which include:

- Tangemere Dementia Club.
- Lancing Church Art Exhibition.
- Fire and Rescue Service Memorial event.
- Memorial event for HDC Cllr R. Clarke.
- St. Georges Day event – Sussex Regiment.
- Civic day service Littlehampton.
- Hosted dinner for High Sheriff.

39.18 To receive an update on Workstream items;

39.1.18 Highways Matters. Village gates have been installed although signage is still outstanding. Bin stickers will be distributed to houses on the Twineham side of Wineham Lane. Clerk will ensure that Twineham Parish Council is aware of this. The data collected from the speed measurements on A281 recent speed survey has been forwarded to our local policing team who have recommended reviewing the procedure for setting up a Community Speed watch. Clerk will obtain statistics for reported accidents along the A281 prior to the public meetings. Cllr Barnard suggested council contact Sussex Safer Roads Partnership for advice on ways to tackle the issue.

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39.2.18 Footpaths. Cllr G. White will take on the role of reviewing the parish footpaths with Cllr C. Foster. Council are aware of a number of areas within the parish that are may be an issue to PROW users. Clerk will contact owners and ask them to meet with the Council to discuss ways to resolve these issues. **Action: Cllr Foster/Cllr White/Clerk**

Cllr C. Ansell left the meeting following this item.

39.3.18 Community Tidy up Scheme. Cllr Foster has recently been involved with a tidy up event along Wineham Lane. The event was well supported by residents and it is hoped to hold another event in the future. Cllr Whitton and the volunteer team continue to work on the Shermanbury side of the parish. Both events have made a noticeable difference to the tidiness of the parish.

39.4.18 Cemetery. Cllr Lightburn confirmed our appointed contractor has attended the cemetery to carry out a tidy up. Cllr Lightburn will be holding a meeting with the contractor is planned to ensure that the council ideals for the maintenance of the cemetery are adhered to. Clerk will email a copy of the cemetery bylaws to Cllr Lightburn. A notice will then be erected to ensure families/users of the cemetery are aware that some items may be removed to comply with Health and Safety requirements.

Action: Cllr Lightburn/Clerk.

39.5.18 Design Statement. The review of Shermanbury is almost complete. Cllr Foster and Cllr Lightburn will arrange a walk round of the Wineham side of the parish. A review of the draft Design Statement will be undertaken by all Councillors. Cllr A. Ofield-Kerr will lead on this item. **Action: Cllr Ofield-Kerr.**

40.18 To resolve the following planning applications.

DC/18/0452 Morley Manor, Brighton Road, Shermanbury. Retrospective application for the change of use of former open land to domestic residential land in connection with Morley Manor and retention of a tennis court and associated fencing. Council resolved to support the application.

DC/18/0891 Coppards, Shermanbury Place, Brighton Road, Shermanbury. Replacement of existing roof. Council believe the preservation of buildings within the parish is of utmost importance and therefore support the application.

41.18 To discuss the implementation of GDPR. Cllr Lightburn gave an update on GDPR processes.

41.1.18 To confirm the appointment of the DPO. Council resolved to appoint Richard Newell of GDPR-Info Limited as the Council DPO. A meeting has been arranged between Cllr Lightburn/Clerk and R. Newell.

42.18 To nominate the Council's representatives to outside bodies including Horsham Association of Local Councils and West Sussex Association of Local Councils. Council appointed Cllr G. White as the HALC representative whilst our WSALC representative is Cllr P. Lightburn.

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43.18 Finance and Administration.

43.1.18 To carry out a review of the system of internal control and prepare the Annual Governance Statement. Council reviewed the internal control document. Chairman signed the Annual Governance Statement.

43.2.18 To decide and approve the appointment of the Internal Auditor/s 2018/2019. Council will continue to use Peter J Consultants Limited as our Internal Auditor.

43.3.18 To confirm acceptance of the NALC Pay award. Council confirmed acceptance of the NALC pay award.

43.4.18 Cheques raised since last meeting;

£ 40.92 Shredder Confidential Waste Invoice 9928

£755.03 WSCC Invoice 8001291175 Salary/Pension

£180.24 West Sussex ALC Limited Invoice 802 Annual subscription

£ 15.00 HALC Invoice Annual Subscription

£372.00 WSCC Invoice 8001294517 Speed Data Survey

£755.03 WSCC Invoice 8001297469 Salary/Pension

£ 45.00 The Bull Inn Deposit for Annual Meeting

43.5.18 Cheques for signature;

£ 110.00 DW Gardens Invoice DWG000361 Cemetery Maintenance

£ 159.30 Peter J Consultants Invoice 818 Internal Audit

£ 119.40 D Langston Administration Expenses

£ 40.00 The Royal Oak meeting room hire

£1200.00 Wolstonbury Ltd. Invoice WOL0207

43.6.18 To receive the Internal Audit report. Clerk had previously circulated the Internal Audit report which shows there are no issues.

43.7.18 To receive and approve the Accounting Statements for the year ended 31st March 2018. Council received the Accounting Statements for the previous financial year and the Annual Return was duly signed by the Chairman

44.18 To **accept all Internal Control Documentation (previously circulated)**. Council accepted all documents as previously circulated.

45.18 To **discuss Councillor Vacancy**. Cllr C. Ansell has now resigned from the council due to personal reasons. Clerk will raise a notice of vacancy and add to the website.

46.18 Date of next meeting:

25th June 2018 – Planning Meeting to be cancelled if no planning applications.

16th July 2018 – Full Council Meeting.