

## HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 2 April 2008 in the Main Hall of Hunston Village Hall.

Present: Mr J Broad, Mr J Carroll (Chairman), Mr D Hutton, Mrs L Kenney,  
Mr B Wilkins

In attendance: Mrs C Smith (Clerk), Mrs T Tull (District Councillor)

The meeting commenced at 7.30pm

### **326. Questions/Comments from members of the public.**

Mr Chatfield briefed members on the history of problems that nearby residents had experienced with the Foxbridge Drive Car Park. It would appear that residents are not locking the car park when they get back in the evening. There is also no notice stating the car park is locked at night. Mr Chatfield has had to let people out on several occasions. The Chairman advised that everybody who has rented a key, was verbally advised of the need to lock the car park at night.

It was **AGREED** that the Clerk would write to key holders and remind them of their responsibility for locking the gate at night. It was **AGREED** to put a notice on the gate advising that the car park is locked at night.

### **327. District and County Council Reports.**

#### **327.1 Mrs T Tull – District Councillor**

Mrs Tull sent her apologies as she was required to attend another meeting.

#### **327.2 Mr A Chaplin – County Councillor**

Mr Chaplin sent his apologies as he was required to attend another meeting.

### **328. Apologies for absence.**

Apologies for absence were received and accepted from Cllr Baker.

### **329. Declarations of Interest.**

There were no declarations of interest.

### **330. Minutes of the Parish Council meeting held on 5 March 2008**

The Chairman called for the approval of the Minutes of the Parish Council meeting on 5 March 2008. These were **AGREED** and the Chairman duly signed them as being a true record of that meeting.

### **331. Matters Arising.**

There were no matters arising to note.

### **332. Progress reports**

#### **332.1 Playground**

The Clerk advised that she had received confirmation from the SITA Trust that the Council's application for a grant of £12,015 had been approved in full. Cllr Broad and the Clerk were congratulated on their efforts to secure the funding for the project.

#### **332.2 Highways and Footpaths**

Cllr Hutton reported that the pathway by Westland Road Bus Stop needs cutting back. The Clerk was requested to report this to the Highways Rangers.

Cllr Wilkins asked if there was a possibility of providing a Pedestrian crossing between the Hall and the playground. The Clerk was asked to make enquiries.

#### **332.3 Website**

The Chairman reported that no-one had yet come forward to take over running the website. The Chairman agreed to provide an advert for the newsletter.

The Clerk advised that West Sussex Gazette had telephoned asking for a reciprocal link to be placed on the site.

#### 332.4 Village Hall

The Clerk reported that she had received a letter from Boulter Mossman regarding possible alterations to the Patio area at the rear of the hall.

Cllr Wilkins expressed concern about the alterations that had been made by the Community Club as the arrangements appeared to exclude the users of the Village Hall.

The Chairman expressed concern that a lot of money could be spent on a facility that would not benefit the Hall users. Cllr Kenney suggested that funds would be better spent putting an awning over the fire doors in the main hall along with a couple of cigarette bins. It was **AGREED** to defer further discussion on the issues to the next meeting of the Village Hall working party.

Cllr Wilkins reminded members that the Community Club had not sought PC approval for the alterations and this needed to be addressed.

The Chairman advised that Gwen Mackett had agreed to remain as bookings secretary for a further year, but she would now be paid for this role.

The Chairman advised that repairs were needed in the Ladies toilets and an estimate to fit two new china cisterns had been received. The Chairman suggested that the cistern in the Gents toilets should be done as well.

**RESOLVED** that the contractor be asked to supply and fit new china cisterns in both the Men's and Ladies toilets.

### 333. Clerk's Report

#### 333.1 Chichester Ship Canal Trust

A notice of a forthcoming EGM on Friday 11 April to discuss changes to the Charity's objectives had been received. This was **NOTED**.

#### 333.2 Public Rights of Way

A notice of a forthcoming inspection of the village footpaths had been received. This was **NOTED**.

### 334. Annual Assembly.

Cllr Kenney reported that she had done some research and planned to progress the presentation over the next few weeks. The Clerk advised that the notice of the Parish Assembly would be issued soon after the Parish Council Annual meeting.

Cllr Wilkins asked if the PCSO and the new Neighbourhood Police Officer would be invited. It was **AGREED** that the Clerk would invite them.

### 335. Planning

The Chairman advised that the application for HN/07/02174/FUL, Land North of Hunston Sub Station had now gone to appeal. The appeal is to be conducted by an exchange of written arguments, coupled with a site visit by the Appeal Inspector.

**RESOLVED** that the Parish Council reconfirm their reasons for the refusal of this application to the Planning Inspector.

Cllr Broad left the meeting at 8.45pm

### 336. Freedom of Information.

The Clerk reported that she had sought advice on the issue of registering under the Data Protection Act 1998 and recommended that the Parish Council registers.

**RESOLVED** that the Parish Council adopts the Model Publication Scheme for Local Councils under the Freedom of Information Act 2000.

**RESOLVED** that the Parish Council registers under the Data Protection Act 1998.

### 337. Parish Spring Clean Day.

The Clerk advised that the District Council had sent out an information pack and from this 10 volunteer sets had been requested. The Clerk had produced a poster advertising the event; this would be posted on notice boards and other visible places.

Cllr Kenney advised that she already had four volunteers for the day.

**338. Business Plan**

Although some progress had been made at the recent working party meeting it was **AGREED** to defer this item to the next meeting.

**339. Village Sign**

The Chairman explained that he had looked at the Millennium sign and suggested that it should be cleaned before any decision to spend money on renovating it was taken. . The Clerk advised that she had asked the new Highways Rangers service to undertake this task.

Cllr Wilkins commented that the two village signs at either end of the village needed cleaning as well.

**RESOLVED** that the Clerk arrange for these signs to be cleaned.

**340. Risk Assessments**

The Clerk reported that she had made the agreed amendments to the new Risk Assessments and members were updated with copies. It was **AGREED** to consider these at the next meeting. The Clerk pointed out that the Internal Auditor may well make comments relating to the timeliness of the completion of the risk assessments and that once the new format was agreed these would need to be looked at again in October 2008. This was **NOTED**.

**341. Village Fete**

Cllr Wilkins advised that the Village Fete would not proceed this year. He commented that it was more effective to try and engage the Community on smaller projects such as the Spring Clean Day. It was hoped that this might be revisited at a future date. The Chairman thanked Cllr Wilkins for his efforts and enthusiasm for the project.

**342. Internal Audit**

The Clerk advised members that she had received the necessary information from the Internal Auditor to complete this year's internal audit. The Clerk reminded members that they would be required to acknowledge their responsibilities in relation to the preparation of the Annual Return and distributed copies of the Internal Auditors letter and Audit Plan in preparation.

**RESOLVED** that Mrs R Martin be reappointed as the Parish Councils Internal Auditor for the year ended 3 March 2008.

**343. Finance.**

**343.1 Grants or donations**

There were no applications for grants or donations.

**343.2 Schedule of Payments and Receipts**

**RESOLVED** that the payments listed in the Schedule of Payments and Receipts be made. See appendix 1 (April 2008).

**343.3 Financial Statement for March 2008**

The Financial Statement for March was **APPROVED**. See appendix 2 (April 2008)

**344. Any Other Business**

Cllr Wilkins reported that the forthcoming newsletter was the last that he wished to edit for the time being and suggested that the Council should review the format of the newsletters.

**RESOLVED** that under Standing Order 61 "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."

**345. Staff Matters**

The Chairman reported on the Clerk's recent appraisal.

**RESOLVED** that as a result of a satisfactory annual appraisal to increase the Clerk's salary to spinal point 22 on the pay scale. The Clerk expressed her thanks to members.

There being no further business the meeting closed at 9.30pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman