

## HUNSTON PARISH COUNCIL

Minutes of a Meeting of Hunston Parish Council held on Wednesday 5 March 2008 in the Main Hall of Hunston Village Hall.

Present: Mr S Baker, Mr J Broad, Mr J Carroll (Chairman), Mrs L Kenney,  
Mr D Hutton

In Attendance: Mrs C Smith (Clerk), Mrs T Tull (District Councillor) (Until 8pm)

The meeting commenced at 7.30pm

### **308. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

There were no members of the public for comment.

### **309. DISTRICT AND COUNTY COUNCILLOR REPORTS.**

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

Mrs Tull advised that she had nothing particular to report however, she expressed concern that the Parish Council were not utilising her enough and confirmed that she was available to ask questions.

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

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

### **310. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received and accepted from Cllr Bonthron and Cllr Wilkins.

### **311. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

### **312. CO-OPTION OF A PARISH COUNCILLOR.**

Mr David Hutton was the only candidate in attendance. **RESOLVED** that Mr Hutton be duly co-opted to the Council. The Chairman welcomed Cllr Hutton and invited him to join members at the table. Cllr Hutton made his declaration of acceptance of office which was countersigned by the Clerk.

### **313. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6 FEBRUARY 2008**

The Chairman called for the approval of the Minutes of the Parish Council meeting on 6 February 2008. These were **AGREED** and the Chairman duly signed them as being a true record of that meeting.

### **314. MATTERS ARISING.**

There were no matters arising.

### **315. MINUTES OF THE PLANNING MEETING ON 6 FEBRUARY 2008.**

The Minutes of the Planning meeting held on 6 February 2008 having been previously circulated were duly **NOTED**.

### **316. PROGRESS REPORTS**

#### **316.1 Playground**

There was nothing further to report.

#### **316.2 Highways and Footpaths**

Cllr Kenney confirmed that Portsmouth Water had now finished their work. The Clerk advised that Steve Johnson had picked up her email requesting updates on outstanding matters but had yet to respond.

### 316.3 Website

The Chairman confirmed that a successor was needed for when he retired from the Council.

### 316.4 Village Hall

The Chairman advised that there were two major issues. The resignation of the Chairman and Lettings Officer had been received and no-one had come forward to take on either role. The Chairman reported that some office equipment was available and hoped that this might make it easier for someone to come forward and take on the role of Lettings Officer. Cllr Broad expressed the opinion that the position should be a properly paid post and if necessary fees should be increased to accommodate this. Cllr Baker commented that there were some issues to be addressed such as portability of telephone communication and agreed to think about the position. The Clerk advised that the Village Halls Advisor at AiRS had confirmed she would be available to meet with Councillors later in the month. The Clerk was asked to try and arrange a meeting for Tuesday 25 March 2008.

The Chairman advised that the next meeting of the Village Hall Roof working party was the following evening. Cllr Baker reported on the activities of the working party. Cllr Baker advised that he had a contact that could undertake project management of the whole project but realised that other companies would need to compete for the work. Cllr Kenney advised that she also had two contacts that may be approached. Cllr Broad also gave details of a contact that could be approached. It was **AGREED** that Cllr Baker would make contact with companies suggested to ascertain if the project was something they may be interested in and would provide a written update for the next meeting.

The Chairman also advised that the Community Club had continued with work on the smoking area and had not included facilities for the Village Hall. This would be raised at the Village Hall Roof working party the following day.

## 317. **CLERK'S REPORT**

### 317.1 SLCC Practitioners Conference

The Clerk reported on the two day conference. Sessions attended included an update on the new audit regulations, legal guidance on the new legislation, risk management, freedom of information and the Quality Parish Scheme.

### 317.2 Electoral Review of West Sussex County Council

The Clerk reported on the briefing given by The Boundary Committee on the electoral review requested by WSCC.

### 317.3 Allotments

The Clerk advised that ownership of the plot of land thought suitable for possible allotments was not clear cut and work on this continues. Currently only two written applications for allotments have been received.

### 317.4 Freedom of Information Scheme

The Clerk provided members with copies of the Model Scheme for Parish Councils and a draft Policy for consideration by members. It was **AGREED** that this would be reviewed and adopted at the April meeting.

## 318. **ANNUAL ASSEMBLY**

The date for the meeting has been set for 21 May 2008. Ideas were requested for a speaker. Cllr Broad suggested that finding someone who knew about the history of the Village might be very interesting. Cllr Hutton mentioned that there was a book in the Community Club detailing the history of the village and agreed to investigate. Cllr Kenney said that she had some information from the Doomsday period. It was agreed that Cllr Hutton and Cllr Kenney would look at providing a presentation on the history of the village and report back at the next meeting.

**319. PARISH SPRING CLEAN DAY**

The Clerk reminded members that the District Council has issued its annual reminder about facilities for a spring clean day. Members expressed concern that there would not be enough interest from villagers to participate in such an event.

**RESOLVED** that the Parish Council would organise a spring clean day on Saturday 19 April.

**320. PARISH COUNCIL – BUSINESS PLAN**

The Chairman provided a breakdown of issues identified by the Parish Plan on which he hoped that the Parish Council Business plan would be based. It was agreed to use this information to prepare a formal business plan for adoption by the Council. Cllr Kenney suggested an informal working party should look at these issues and formulate the plan. The meeting was set for 19 March at 7.30pm

**321. RISK ASSESSMENTS**

The risk assessments were looked at and some changes to the set up were agreed. The Clerk agreed to look at issues raised by members and report back at the next meeting.

**322. VILLAGE FETE**

As Cllr Wilkins was not at the meeting there was no update available. Cllr Hutton advised that the Community Club hoped to run some events during the summer and that it might be possible to grow one of these into the village fete. The Clerk was asked to contact Cllr Wilkins and advise him of this.

**323. NEWSLETTER**

The Chairman advised that he had emailed Cllr Wilkins after the previous meeting, with the names of several people who could be invited to write articles for the newsletter. It was agreed that editorial should be requested by 1<sup>st</sup> April.

**324. FINANCE.**

324.1 Grants/donations

There were no applications for grants or donations.

324.2 Schedule of Payments and Receipts

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

324.3 Financial Statement for February 2008

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

**325. ANY OTHER MATTERS**

Cllr Kenney reported that she had received comments about the Millennium sign in that it needed some attention.

Cllr Baker reported that the Foxbridge Drive Residents Association was considering asking the Parish Council to take over the responsibility for maintenance of the pathway from the main road to the Foxbridge Drive car park. The initial reaction indicated that this was not a responsibility the Parish Council was willing or able to undertake.

There being no further business the meeting closed at 9.32pm

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