



# FERNHURST PARISH COUNCIL

## Parish Council Meeting Minutes Wednesday 12 September 2018

**Minutes** of the **Parish Council Meeting** held at Fernhurst Village Hall on  
**Wednesday 12 September 2018** at 6.45pm

**Councillors Present:** Mrs H Bicknell (Chairman), Mr J Buchanan, Mr G Inns, Mrs M. Jenkins, Mr A. Moncreiff, Mr J Smith, Mr C Tedd, Mrs M Timms.

**In Attendance:** David Bradford (West Sussex County Council), Philippa Hardwick (Chichester District Council), K Jones (Clerk).

**108/18 Apologies For Absence:** Mr W Black, Mrs S Bloomfield, Mr G Williamson.

**109/18 Declarations of Interests:** None.

**110/18 Public Representations:** None.

**111/18 Previous Minutes:** The Minutes of the meeting of the **11 July 2018** were agreed and signed. Proposed: Cllr Inns, seconded: Cllr Jenkins.

**112/18 Matters Arising From The Minutes:** None not covered below.

**113/18 County Council Commentary:** County Councillor David Bradford updated the meeting on the latest developments at County level including changes of personnel in the Education Department. All efforts to halt the **Velo South** event have proved futile and the focus is now on ensuring the event is not repeated without thorough consultation.

**114/18 District Council Commentary:** District Councillor Philippa Hardwick updated the meeting on initiatives from Chichester District Council on a range of issues including recycling, new permit arrangements at Household Waste Disposal sites, anti-fly tipping measures, the Novium Museum and CDC Local Plan. On issues directly affecting Fernhurst Parish the use of the CDC logo on Velo South publicity material was questioned by councillors. The legality of the demolition of the White House wall was also an issue. Cllr Hardwick agreed to raise these issues with CDC officers and report back. **Action: (Cllr Hardwick)**

**115/18 Velo South.** This item was discussed under items 113/18 and 114/18.

**116/18 New Homes Bonus 2018/19 –** The application has been completed for this and a decision is awaited at the end of September.

**Resolved: To authorise the clerk to sign the agreements with Chichester District Council for the 2016/17 and 2017/18 New Homes Bonuses.**

**Proposed: Cllr Buchanan, seconded Cllr Inns.**

**117/18 Council Banking Arrangements –** To be progressed, required signatory details to be e-mailed to banking signatories. – **Action: (Clerk)**

**118/18 Council Policies – S.137 Grants – Standing Orders – Financial Regulations – Risk Assessment & Schedule Action:** Cllr Moncreiff circulated a draft **Financial Regulations Policy** which was discussed and amended in minor detail.

**It was resolved: To adopt the revised and amended Financial Regulations.**

**Proposed: Cllr.Tedd, seconded Cllr Inns.**

The clerk is to update and circulate to councillors. (**Action:Clerk**).

The **Risk Management** policy was presented, reviewed, and recommended for adoption.

**Resolved: To adopt the reviewed Risk Management Policy.**

**Proposed: Cllr Moncreiff, Seconded: Cllr Timms**

Cllr Bicknell reported that her review of the latest National Association of Local Councils' pro-forma **Standing Orders** compared to those currently used by Fernhurst Parish Council was ongoing. She would conclude the review and bring recommendations to the Full Council. **Action (Cllr Bicknell).**

The **Grants Policy** was presented, reviewed and recommended for adoption.

**Proposed: Cllr Moncreiff, seconded Cllr Inns.**

Approved grant applications received for 2018/19 will be paid in October 2018. Grant application forms for 2019/20 together with the new grants policy are also to be sent out in October. **Action: (Clerk)**

#### **119/18 Correspondence & Other Matters:**

##### **Councillors' Announcements:**

Cllr Timms advised the Christmas Party was arranged for Saturday 15 December at the village hall and would contact the Post Office about the Christmas lights. **Action: (Cllr Timms)**

Cllr Jenkins presented two requests for the approval of expenditure. Firstly, in respect of the repair to the cemetery lych-gate, the council had only been able to generate two credible quotations despite inviting twelve contractors to tender over an extended period. The recommended expenditure approval will be £16,300 which includes a 10% contingency allowance.

Secondly, in respect of an initial tree survey and report followed by four annual updates. Three viable quotations had been received and the lowest was recommended for acceptance which would require approval of up to £4,650 expenditure over the five year contract term.

##### **Clerk's Announcements:**

The contractor responsible for maintenance of the cemetery is partially incapacitated by a knee problem. He is awaiting surgery and in the meantime has sub-contracted part of the work. The clerk was instructed to check on insurance position of the sub-contractor.

**Action: (Clerk)**

#### **120/18 Monthly Executive & Committee Reports**

- **July & August Bank Reconciliations:** were reviewed and agreed. Proposed: Cllr Moncreiff, seconded: Cllr Timms.
- **List of Payments and signing of cheques.** Authorisation of list of payments and signing of cheques for August & September:  
Approval of the above proposed by Cllr Inns, seconded by Cllr Timms.
- **Finance Committee:** Minutes of the meeting of the **25 June 2018**. Noted, received and accepted.

- **Planning Committee:** Minutes of the meetings of the **25 June, 16 July & 13 August 2018**. Noted, received and accepted.
- **Property, Highways and Environment Committee:** Minutes of the meeting of the **4 June 2018**. Noted, received and accepted.

### **121/18 Update on Local Issues**

- **Services and Facilities for Young People:** Cllr Inns reported that Fernhurst Youth Club had to date failed to attract any new committee members. An “Open Meeting” is planned for the 29 October in an attempt to recruit.  
Repairs have been carried out to the kitchen floor.
- **Fernhurst Village Hall:** The Village Hall Committee continues to seek a new treasurer and the council understands the chairman will continue until the next Annual General Meeting.
- **Policing:** Sussex Police will be represented at the full council meeting on **October 10**.
- **Fernhurst Primary School:** No report
- **Fernhurst Recreation Ground:** No report.

Meeting closed at 9.00pm.

**Date of Next Meeting: 10 October 2018**

**Chairman Signed:**.....

**Date:**.....