

**A Meeting of Stoughton Parish Council held on Monday 13th May 2019 at 7.30pm, at the
Forestsides & Stansted Village Hall, Forestsides**

Present: Mr Andrew Elms (Chairman), Mr Alun Alesbury, Mrs Sarah Foxall, Mr Graham Hockley, Mr Charles Langmead, Mr Robert Sadler, Mr John Stilwell

Absent: Mr Michael Gauntlett, WSCC Cllr Viral Parikh, PCSO Colin Booker

Others: Mrs Fiona Baker (Clerk), Mr Roy Bristowe Chichester District Councillor

Residents: 6

1. Election of Chair

Mr Elms invited Cllr Bristowe to take the Chair for the election of the Chair for 2019. Mr Bristowe invited nominations to come forward for the Chair. Mrs Foxall nominated Mr Elms; this was seconded by Mr Hockley. No other nominations were received, all in favour of Mr Elms, Mr Bristowe declared Mr Elms Chair for the coming year. Mr Elms signed the declaration of office.

2. Election of Vice Chair

Mr Elms invited nominations for the Vice Chair, Mr Alesbury nominated Mr Gauntlett (who had confirmed prior to the meeting that he would be happy to be re-elected), this was seconded by Mr Stilwell, no other nominations were received; all in favour of Mr Gauntlett; Mr Elms declared Mr Gauntlett Vice Chairman.

3. Apologies for absence

Mr Gauntlett, WSCC Cllr Viral Parikh, PCSO Colin Booker

4. Declaration of Interest by Councillors in matters on the Agenda

Mr Alesbury declared a personal interest in Item 9 on the agenda, as he would like the Council support to be nominated to stand on the South Downs National Park Authority.

No other declarations were made.

5. Co-option of new Parish Councillor to join Stoughton Parish Council

Following the recent elections, the Council was left with a vacancy due to an insufficient number of candidates coming forward. The vacancy is to be filled by co-option, adverts for people to come forward had been placed on notice boards and in The Octagon, magazine inviting candidates to come forward. Following this; three individual Expression of Interest were received by Clerk ahead of the meeting and each was read out by MR Elms at the meeting. After Mr Elms had read out the Expression of Interests the Councillors were invited to vote for one of the candidates (this was done on ballot paper), the Clerk verified the count and passed the results to Mr Elms who declared Mrs Carolyn Costello as the new Parish Councillor.

6. Minutes of the meeting held on Monday 11th March 2019 to be signed as a true and accurate record

The minutes had been circulated prior to the meeting, it was agreed by all present that they present a true and accurate record of the meeting on Monday 11th March 2019. The Chair signed the minutes.

7. Matters Arising from the Minutes

- a. **South Downs Road Sign;** the road sign marking the entry point into the South Downs National Park has been installed on Hares Lane, the Council had some discussion around the sign and its design.
- b. **Stoughton Green** – The Clerk informed the Council that they have received over £900 in CIL money (Community Infrastructure Levy) and asked if this could be used to fund the new fence around the green. The Councillors were in favour of this, Mr Langmead offered to pick this piece of work up and liaise with Tim Splisted on the work required. The Council voted in favour of authorising Mr Langmead to commission the work once he had spoken with Mr Splisted.
- c. **Post Box at Lordington;** The Clerk has been in contact with Royal Mail regarding the missing post box, the last correspondence from them was received on 2nd May confirming that they are looking in to the matter, but need to liaise between different departments, they expect to be in touch within ten working days. The Clerk will update at the next meeting.

8. Affordable Housing Update

No update received

9. Parish Appointments to the National Park

The Clerk has received a letter from SALC inviting Parish to nominate up to two candidates to stand for election as one of the two West Sussex Parish representatives on the South Downs National Park.

Mr Alesbury was nominated by Mr Sadler, this was seconded by Mr Langmead, all in favour. Resolved that Stoughton Parish Council will nominate Mr Alesbury for re election onto the South Downs National Park.

Due to nomination papers not been issued until later in the week, Mr Alesbury proposed that the completion of the nomination papers be completed by the Parish Clerk, this was seconded by Mr Elms, all in favour. Resolved the Parish Clerk will complete the forms in liaison with Mr Alesbury and ensure that they are returned by the deadline.

Mr Alesbury also proposed that the clerk complete the voting form on behalf on the Parish Council as this will be issued before the next meeting of the parish Council. This was seconded by Mr Elms, all in favour. Resolved; the Clerk will complete the voting form using to vote in favour of Mr Alesbury.

The Clerk will keep Councillors informed of progress.

10. Insurance renewal

The Clerk has received three quotes based upon the Parish Councils requirements and needs, through the Insurance Broker Came & Company. The Council agreed upon the lowest quote, which was provided by Inspire (underwritten by AXA) for a sum of £369.45. The Clerk

will inform Came & co. and ensure arrangements are made for cover to be in place for the coming year.

11. Completion of the Annual Governance Statement

Following completion of the Internal Audit, Mr Elms read out each of the statements on the Annual Governance Statement in turn and filled in accordingly upon approval of the Council. The Annual Governance Statement was then signed accordingly by Mr Elms as Chair and Mrs Baker as Parish Clerk and Responsible Finance Officer.

Mr Elms proposed that the exemption certificate be returned to the External Auditor, this was seconded by Mr Sadler, all in favour. Resolved the Clerk will return the exemption certificate to Moore Stephens the External Auditor.

12. Approval of Accounts 1st April 2018 – 31st March 2019

The Clerk had circulated a copy of the year end accounts and bank reconciliation, no questions were raised. It was agreed by all present that the accounts be signed off by Mr Elms.

13. Appointment of the Internal Auditor

The Clerk asked that the council reappoint Mr Paul Reynolds as the Internal Auditor for the Parish Council. The request was approved by all present, resolved that Mr Reynolds be appointed as the Internal Auditor. The Clerk will inform Mr Reynolds.

14. Report from WSCC Viral Parikh

In his absence Cllr Parikh forwarded a report which was read out by the Chairman and covered the following topics;

- a. **Your Energy Sussex** – Sussex residents are being offered an exclusive fixed price deal by their local council supported energy supplier.
- b. **Dying Matters** – Dying Matters has been created to prompt conversations about what we need to do to get ready, such as making a will, deciding to donate our organs, or discussing our future care wishes with a family member, as well as how we can help others
- c. **Post 16 college transport** – views are being sought on school and college transport information resource for students aged 16 and above with special education needs and disabilities. The consultation runs until 22/5/19.

Mr Elms welcomed the new Chichester District Councillor Mr Briscowe and invited him to address the Council and audience members. Cllr Briscowe thanked Mr Elms, he explained that this was his first meeting since being elected and that there was not too much to report, he assured those present that he was committed to helping the community which he has elected to represent and invited residents to contact him with any concerns and issues.

15. Report from PCSO Booker

PCSO Booker was on leave. No report received.

The Clerk did inform the Council that she had contacted PCSO Booker regarding the 'abandoned' van on the Walderton Green car park. An update will be provided at the next meeting.

The issue of flytipping was also raised and how it continues to blight the Parish. The Council also asked the Clerk if they could ask WSCC Cllr Parikh for an update on the situation at Westhampnett.

16. Correspondence

A list has been circulated, but I would like to bring the following to the Council attention;

- Email from Caroline Taylor; approval for the annual Walderton Village Green tidy up
- A letter from SSALC welcoming Councillors
- Register of interests to be made by all councillors
- Operation Watershed has opened, please let the Clerk know if there are any potential schemes which the Parish might want to apply for funding for.

17. Planning applications

A list of all applications had been circulated prior to the meeting. No further update was given.

18. Cheques paid and received

The first instalment of precept has been received £4500, as well as £975.92 in CIL monies from the South Downs National Park Authority. The Clerk has also submitted a VAT reclaim.

The following cheques were raised;

Chq# 481 – HMRC (APRIL PAYE) - £91.60

Chq# 482 – HMRC (MAY PAYE) - £91.80

Chq# 483 – Clerk Salary (April £36.15, May £366.95, Home Allowance April & May £60) - £794.10

Chq# 484 - Microsoft Office 365 subscription (April & May) - £22.56

Chq# 485 – Donation to St. Wilfrid's Hospice - £25

Chq# 486 – Internal Auditor - £230

Chq# 487 – Subscription to WSALC - £109.63

Chq# 488 – Insurance Renewal - £369.45

Mr Elms & Mr Alesbury signed the cheques.

19. Short opportunity for the public to raise questions

A resident informed the council that the ditch which runs through Walderton green is very overgrown and they would like to see it maintained. The clerk will contact the Environment Agency to check maintenance schedule and responsibility.

The drains at the top of Breakneck Lane are blocked and need clearing, the Clerk will contact Highways.

No other issues were raised.

20. Any other business

Mr Stilwell raised concern over a change in the timetable on the number 54. The clerk will contact Cllr Parikh for an update.

The Clerk had been informed that the new noticeboard at Forestside was letting in water, Mr Stilwell is looking into this and will resolve.

The next meeting will be held on Monday 8th July at 7.30pm at the Walderton Pumping Station, Walderton

The meeting closed at 8.50pm