



FISHBOURNE PARISH COUNCIL

MEMBERS OF FISHBOURNE PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF FISHBOURNE PARISH COUNCIL TO BE HELD ON

TUESDAY 4 MAY 2021 COMMENCING AT 7.30pm

This meeting will be held remotely on Zoom (access via <https://zoom.us/>)

Meeting ID: 938 0251 9264

***Members of the public are welcome to attend this virtual meeting
(proceedings may be recorded)***

A G E N D A

1. Election of the chairman and signing of declaration of acceptance of office.
2. Election of Vice Chairman.
3. To receive apologies for absence.
4. Disclosure of interests, if any.
5. To confirm the accuracy and sign the minutes of the extraordinary meeting held on 30 March.
6. County Councillor's Report.
7. District Councillors' Report.
8. Clerk's Report.
9. Questions from members of the public present on items on the agenda (limited to 10 minutes)
10. **Planning**
 - 10.1 **Planning Minutes**

To confirm the accuracy and sign the minutes of the Planning Committee meeting held on 23 April.
 - 10.2 **Planning Applications**
 - 10.2..1 To ratify the Council's objection agreed by email to planning application 21/00571/FUL | Construction of 301 dwellings (including 90 affordable dwellings), community hall, public open space, associated works and 2 no. access from the A259 (one temporary for construction). Land North Of Highgrove Farm Main Road Bosham.
 - 10.2..2 FB/20/03152/FUL - Lilley. The Bulls Head 99 Fishbourne Road West Fishbourne. Retrospective installation of kitchen air-supply and air-extract plant and ducting, with associated works.
 - 10.2..3 FB/20/03153/LBC - Lilley. The Bulls Head 99 Fishbourne Road West Fishbourne. Installation of kitchen air-supply and air-extract plant and ducting, with associated works.
 - 10.3 **Planning Decisions**

A list of decisions has been distributed to Councillors before the meeting and is available from the Clerk on request.
 - 10.4 **Planning Enforcement:** To receive any updates.

The Fishbourne Centre, 46 Blackboy Lane, Fishbourne, Chichester, PO18 8BE

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960
Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution
during the whole or part of the proceedings.

- 10.5 **Planning Lead:** To appoint a lead for Planning discussions for the forthcoming year.
11. **Meeting Dates:** To confirm dates for the year ahead.
12. **To confirm Council and employee's membership to other bodies.**
- 12.1 NALC – National Association of Local Councils
 - 12.2 WSALC – West Sussex Association of Local Councils
 - 12.3 CDALC – Chichester District Association of Local Councils
 - 12.4 SLCC – Society of Local Council Clerks
13. **To review Parish Council's representatives at meetings**
- 13.1 Bournes Forum
 - 13.1..1 Bournes Forum Chichester to Emsworth cycle route group
 - 13.1..2 Bournes Forum Harbour Access group
 - 13.1..3 Bournes Forum Roads and Transport group
 - 13.1..4 Bournes Forum Covid Business Support Group
 - 13.2 CDC All Parishes Meeting
 - 13.3 CDALC – Chichester District Association of Local Councils
 - 13.4 Whitehouse Farm Community Liaison Group
 - 13.5 Chichester to Emsworth cycle route group
 - 13.6 Manhood Peninsula Action Group
14. **To confirm Parish Council's representatives:**
- 14.1 The Fishbourne Centre Trading Ltd
 - 14.2 The Fishbourne Playing Field Association
 - 14.3 Fishbourne Neighbourhood Plan Review Group
15. **Committees:**
- 15.1 Planning Committee: appoint members and confirm use of terms of reference.
 - 15.2 Staffing Committee: appoint members and confirm use of terms of reference.
 - 15.3 Finance Committee: appoint members and confirm use of terms of reference.
16. **Policies:**
- 16.1 To note the change in the Financial Regulations and to adopt the amended Regulations.
 - 16.2 To consider adopting a Planning Applications for Trees Policy.
 - 16.3 To confirm the use of the undermentioned adopted policies, procedures and risk assessments:
 - Standing Orders
 - Code of Conduct
 - Delegation Scheme
 - Handling FOI requests policy and procedures
 - Child Protection and Vulnerable Adults Policy
 - Complaints procedure
 - Disciplinary Policy
 - Employer Discretions Policy
 - WSCC Pooling Agreement
 - Pension Scheme Internal Dispute Resolution Procedure
 - Equality Policy
 - General Data Protection Regulations Policy
 - Grant awarding Policy
 - Grievance Policy
 - Health and Safety Policy
 - Internet Banking Policy
 - IT Policy for Councillors
 - IT Policy for Staff
 - Information Security Incident Policy
 - Internet Banking Policy
 - Lone Working Policy
 - Metal Detection Policy
 - Press and Media Policy

- Record Retention Policy
- Reserves Policy
- Social Media Policy
- Training Policy
- Sickness Absence Policy
- Financial Risk Assessment
- Office Risk Assessment
- Speed Indicator Device Moving Risk Assessment
- Lone Working Risk Assessment

17. Plan Reviews

- 17.1 To review the Business Plan
17.2 To review the 3 Year Financial Forecast

18. Finance

- 18.1 Accounts approval and signing of the bank reconciliations as at 31 March
18.2 **Payments and Receipts:**
18.2..1 Payments - ratification of payments made during March
18.2..2 Receipts - to note receipt £250 into the bank in respect of the VE Day grant.
18.3 **Internal Audit:** To note the Internal Auditor's report and any action taken.
18.4 **Annual Governance and Accountability Return 1 April 2021 – 31 March 2021:**
18.4..1 To note the figures and explanations of variance.
18.4..2 To complete section 1 – Annual Governance Statement 2020/21
18.4..3 To complete section 2 – Accounting Statements 2020/21
18.5 **Banking**
18.5..1 Appointment of bank signatories
18.5..2 To confirm the list of direct debits and standing orders.
18.6 Reserves: To note the level of the General Reserves and the Earmarked Reserves.
18.7 Insurance: To confirm the insurance cover the adequacy.
18.8 Annual Donations: to confirm the written agreement.
18.9 Appointment of Responsible Financial Officer.
18.10 Power of General Competence: confirmation of compliance and adoption of the power.
18.11 **Assets:** To approve the asset register and arrange physical inspection.
18.12 Confirmation of employee's salaries and hours.
18.13 Confirmation of the Chairman's allowance.
18.14 Confirmation of mileage allowance rate 2021/22 at £0.45 per mile.
18.15 **New Homes Bonus 2021:** To note there is no indicative allocation for Fishbourne.
18.16 **CIL:** To note that £2108.23 has been received from the District Council.

19. Neighbourhood Plan Review: Update.

20. Speeding: To receive a request from a member of the public.

21. Rights of Way: To discuss adding new rights of way to the definitive map.

22. Fence at Mosse Gardens: To discuss repair or replacement.

23. Meetings attended with outside bodies.

24. Parklands & Fishbourne Flood Protection Group: Update.

25. Date of the next meeting.

Signed: *Lucy Wright*
Clerk/RFO to Fishbourne Parish Council
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Date: 28 April 2021