



## **FISHBOURNE PARISH COUNCIL**

MEMBERS OF FISHBOURNE PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF FISHBOURNE PARISH COUNCIL TO BE HELD AT THE FISHBOURNE CENTRE, BLACKBOY LANE, FISHBOURNE, PO18 8BE ON **MONDAY 16 MAY 2022 COMMENCING AT 7pm**

***Members of the public are welcome to attend  
(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 meeting held on 21 March 2022.**
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 11 April.
  - 10.2 **Planning Applications**
    - 10.2..1 FB/22/00608/DOM - Mr & Mrs Huggett. Linden Lea 49 Salthill Road Fishbourne. Demolition of existing attached garden store. Construction of a two storey side extension and lean- to, and associated works. Replacement garden store/garage. (Revised roof design to previously permitted application FB/20/01576/DOM).
    - 10.2..2 FB/22/00990/DOM - Mr Tim Whitaker. Chalkwood 136 Blackboy Lane Fishbourne. Proposed single-storey flat roof rear extension, with 2 roof lanterns and internal alterations.
    - 10.2..3 FB/22/00919/DOM - Mrs V Maude. Nampara 110A Fishbourne Road West Fishbourne. Single storey rear extension.
  - 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.
  - 10.5 **Planning Appeals:** To receive any updates.
11. **Meeting Dates:** To confirm dates for the year ahead.

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.

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
  - 13.2 RAVEN (Residents against Excessive Vehicle Noise)
  - 13.3 CDC All Parishes Meeting
  - 13.4 CDALC – Chichester District Association of Local Councils
  - 13.5 Whitehouse Farm Community Liaison Group
  - 13.6 Chichester to Emsworth cycle route 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**
    - 15.1..1 To consider adopting a new terms of reference.
    - 15.1..2 To appoint members and elect a Chairman and Vice Chairman.
  - 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 changes in the Standing Orders and to adopt the amended document.
  - 16.2 To confirm the use of the undermentioned adopted policies, procedures and risk assessments:
    - Child Protection and Vulnerable Adults Policy
    - Climate Change Action Plan
    - Code of Conduct
    - Complaints procedure
    - Delegation Scheme
    - Disciplinary Policy
    - Employer Discretions Policy
    - Equality Policy
    - Financial Regulations
    - Financial Risk Assessment
    - General Data Protection Regulations Policy
    - Grant awarding Policy
    - Grievance Policy
    - Handling FOI requests policy and procedures
    - Health and Safety Policy
    - Information Security Incident Policy
    - Internet Banking Policy
    - IT Policy for Councillors
    - IT Policy for Staff
    - Lone Working Policy
    - Lone Working Risk Assessment
    - Metal Detection Policy
    - Office Risk Assessment
    - Pension Scheme Internal Dispute Resolution Procedure
    - Press and Media Policy
    - Record Retention Policy

- Reserves Policy
- Sickness Absence Policy
- Social Media Policy
- Speed Indicator Device Moving Risk Assessment
- Training Policy
- WSCC Pooling Agreement

**17. Plan Reviews**

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

**18. Finance**

- 18.1 To confirm the accuracy and sign the minutes of the meeting of the Finance Committee held on 13 May 2022.  
18.2 To receive the Finance Committee's recommendations  
18.3 Accounts approval and signing of the bank reconciliations as at 31 March and 30 April  
18.4 To note the Council's financial position at the end of the Financial Year (budget monitor).  
18.5 **Payments and Receipts:**  
18.5..1 Payments - ratification of payments made during March and April  
18.5..2 Receipts - to note receipt of £36194.35 into the bank in March and April comprising £170.50 Village Voice advertising revenue; £19.74 interest; £30537 first half of the precept; and £5467.11 CIL.  
18.6 Appointment of Responsible Financial Officer.  
18.7 Power of General Competence: confirmation of compliance and adoption of the power.  
18.8 Confirmation of employee's salaries and hours.  
18.9 Confirmation of the Chairman's allowance.  
18.10 Confirmation of mileage allowance rate 2022/23 at £0.45 per mile.  
18.11 To receive quotations and decide on an insurance provider.

**19. Neighbourhood Plan Review: Update.**

**20. Jubilee: to consider having a stall at the Fishbourne event**

**21. Travel and Transport:**

- 21.1 Parking on the Green at Creek End  
21.2 Closure of footpath 3059

**22. Meetings attended with outside bodies.**

**23. Parklands & Fishbourne Flood Protection Group: Update.**

**24. Date of the next meeting.**

**Signed:** *Lucy Wright*  
Clerk/RFO to Fishbourne Parish Council  
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**Date: 11 May 2022**