



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 20 MAY 2024 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. Casual Vacancy.
4. To receive apologies for absence.
5. Disclosure of interests, if any.
6. To confirm the accuracy and sign the minutes of the meeting held on 18 March 2024.
7. County Councillor's Report.
8. District Councillors' Reports from [April](#), [May](#) and the [Annual Report](#).
9. [Clerk's Report](#).
10. Questions from members of the public present for the Parish Council on items on the agenda relating to Fishbourne Parish Council business (limited to 10 minutes)
11. **Planning**
 - 11.1 **Planning Minutes:** To confirm the accuracy and sign the [minutes of the Planning Committee](#) meeting held on 15 April.
 - 11.2 **Planning Applications.** The Clerk to submit the agreed responses to the Local Planning Authority.
 - 11.2..1 [FB/24/00674/DOM](#) - Mr Matthew Fahy. Birches 18 Newport Drive Fishbourne. Single storey front extension.
 - 11.3 [Planning Decisions](#)

A list of decisions has been distributed to Councillors before the meeting and is available from the Clerk on request.
 - 11.4 **Appeals**
 - 11.4..1 [FB/22/02542/FUL](#) William Lacey Group. Land to the West of Blackboy Lane and North of Godwin Way. 4 no. new dwellings (3 no. 3-beds and 1 no. 2 beds) including the provision of a new vehicular access onto Blackboy Lane, a new pedestrian crossing on Blackboy Lane, parking, landscaping and all other associated works. **APPEAL DISMISSED.**
 - 11.4..2 [FB/22/02347/DOM](#) Mr & Mrs Huggett. Linden Lea, 49 Salthill Road, Fishbourne. Demolition of existing detached garden store, construction of two storey side extension and lean-to, and associated works. **APPEAL ALLOWED**
 - 11.4..3 [FB/22/02821/FUL](#) Northstar Property Group Ltd. 112 Fishbourne Road West. Demolition of existing dwelling replaced with 5 no. apartments and change of use of existing outbuilding to create 1 no. two-bedrooms dwelling with alterations to fenestration, 1 no. bike/bin store, alterations to access, parking, landscaping, and associated works. **APPEAL DISMISSED**

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. Meetings**
- 12.1 To [confirm dates](#), venue and times for the forthcoming year.
- 12.2 To consider organising [a meeting warning residents about online fraud](#).
- 13. To confirm Council and employee's membership to other bodies.**
- 13.1 NALC – National Association of Local Councils
- 13.2 WSALC – West Sussex Association of Local Councils
- 13.3 CDALC – Chichester District Association of Local Councils
- 13.4 SLCC – Society of Local Council Clerks
- 14. To appoint Parish Council representatives at meetings:**
- 14.1 Bournes Forum
- 14.2 CDC All Parishes Meeting
- 14.3 CDALC – Chichester District Association of Local Councils
- 15. To appoint Parish Council representatives:**
- 15.1 The Fishbourne Centre Trading Ltd
- 15.2 The Fishbourne Playing Field Association
- 15.3 Fishbourne Neighbourhood Plan Review Group
- 16. To appoint Parish Council members with responsibility for:**
- 16.1 Local Plan / Neighbourhood Plan
- 16.2 Resilience Plan
- 16.3 20mph zone (if required)
- 16.4 Police liaison
- 16.5 Outside Assets
- 16.6 Climate Change Action Plan
- 17. Working Groups**
- 17.1 **Footpath 3059 / Sea Wall Working Group:** to appoint members and [confirm Terms of Reference](#).
- 17.2 **Communication Strategy Working Group:** to decide whether there is enough resource for this group and to appoint members and [confirm Terms of Reference](#) if appropriate.
- 18. Committees:**
- 18.1 **Planning Committee:** elect a Chairman and Vice Chairman and confirm use of [Terms of Reference](#).
- 18.2 **Staffing Committee:** appoint members, elect a Chairman and confirm use of [Terms of Reference](#).
- 18.3 **Finance Committee:** appoint members, elect a Chairman and confirm use of [Terms of Reference](#).
- 19. Policies:**
- 19.1 To confirm the use of the undermentioned adopted policies, procedures and risk assessments:
- | | |
|--|---|
| Appraisal Policy | Child Protection and Vulnerable Adults Policy |
| Climate Change Action Plan | Code of Conduct |
| Complaints procedure | Councillor – Officer Protocol |
| Delegation Scheme | Disciplinary Policy |
| Employer Discretions Policy | Equality Policy |
| 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 (RA) |
| Metal Detection Policy | Office Risk Assessment |
| Pension Scheme Internal Dispute Resolution Procedure | Planning Applications for Trees policy |
| Press and Media Policy | Record Retention Policy |
| Reserves Policy | Sickness Absence Policy |
| Social Media Policy | Speed Indicator Device Moving RA |
| Standing Orders | Training Policy |
| WSCC Pooling Agreement | Dignity at Work Policy |

- 19.2 To consider signing up to the [Civility and Respect Pledge](#)
- 20. Power of General Competence:** confirmation of compliance and adoption of the power.
- 21. Finance**
- 21.1 To confirm the accuracy and sign the [minutes of the meeting of the Finance Committee](#) held on 3 May.
- 21.2 To receive the Finance Committee's recommendations.
- 21.3 To note the [Assets report](#) carried out by Cllr. Marshall.
- 21.4 Accounts approval and signing of the bank reconciliations as at [31 March](#) and [30 April](#)
- 21.5 To note the Council's [financial position at the end of the Financial Year](#).
- 21.6 Payments and Receipts:**
- 21.6..1 Payments - ratification of payments made during [March](#) and [April](#) and [approval of any payments](#).
- 21.6..2 Receipts - to note receipt of £34867.77 into the bank in March and April comprising £410.30 interest, £1,835.47 VAT repayment for 2023/24 and £32622 which is the first half of the precept.
- 21.7 Internal Audit:**
- 21.7..1 To note the [Internal Auditor's report](#) and any action taken.
- 21.7..2 To consider a [quotation for internal audit services](#) for the next three years.
- 21.8 Annual Governance and Accountability Return 1 April 2023 – 31 March 2024:**
- 21.8..1 To note the figures and explanations of [variance](#) and [reserves](#).
- 21.8..2 To complete section 1 – [Annual Governance Statement year ending 31 March 2024](#)
- 21.8..3 To complete section 2 – [Accounting Statements year ending 31 March 2024](#)
- 21.8..4 To note the [notice of Public Rights](#) year ending 31 March 2024
- 21.9 Appointment of Responsible Financial Officer.
- 21.10 Confirmation of mileage allowance rate for Clerk and Councillors 2023/24 at £0.45 per mile.
- 21.11 Confirmation of Clerk's hours and salary.
- 22. Neighbourhood Plan/ Local Plan**
- 22.1 To receive [formal notice](#) that the Chichester Local Plan 2021-2039 has been submitted.
- 22.2 To receive a [report](#) from the meeting of the Neighbourhood Plan Review Group on 8 May.
- 22.3 Emperor Way Lights:**
- 22.3..1 To consider [request from the CDC Wildlife Officer](#)
- 22.3..2 To agree to accept the [grant funding agreement](#) for 52% from the UK Shared Prosperity Fund and authorise the Clerk to sign it.
- 22.3..3 To decide what to do with the existing solar bollards.
- 23. Village Concerns:** to consider any appropriate action to be taken regarding:
- 23.1 Anti-social behaviour by youths on scrambler bikes with balaclavas.
- 23.2 Parking outside Cornelius House.
- 23.3 Issues with the Gardening contractor: to consider appropriate action.
- 24. Reports:**
- 24.1 **The Fishbourne Centre**
- 24.2 **Fishbourne Playing Fields Association:** to agree the proposed wording [of the dissolution clause](#) relating to the Parish Council
- 24.3 **Meetings with outside bodies:** [Whitehouse Farm CLG](#); [Bournes Forum](#)
- 24.4 **Parklands and Fishbourne Flood Protection Group**
- 25. Date of the next meeting will be 17 June 2024.**

Signed: Lucy Wright

Clerk/RFO to Fishbourne Parish Council
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Date: 15 May 2024