



## 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 **WEDNESDAY 20 MAY 2026 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 18 March 2026.
6. County Councillor's Report.
7. District Councillors' Reports from [April](#) and [May](#) and [Annual Report](#).
8. [Clerk's Report](#).
9. 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)
10. **Planning**
  - 10.1 **Planning Applications.** To ratify responses agreed by email since the last meeting and submitted to the Local Planning Authority by the Clerk:
    - 10.1..1 [FB/26/00299/TPA](#) - Miss Eve Wilkinson. Tawasentha Creek End Fishbourne. Prune back by 2m (back to previous points) on 3 no. Oak trees (T1,T2 & T3) subject to 72/00045/TPO.  
AGREED RESPONSE: NO COMMENT
    - 10.1..2 [FB/26/00611/ADV](#) - Mr Tim Gleeson. St Peter And St Marys Church Fishbourne Road West Fishbourne. 1 no. noticeboard.  
AGREED RESPONSE: NO COMMENT
    - 10.1..3 [FB/26/00719/DOM](#) - Mr And Mrs Carpenter. Fairacre 25 Appledram Lane South Fishbourne. Single storey flat roof side and rear extensions.  
AGREED RESPONSE: NO COMMENT
  - 10.2 The Clerk to submit the agreed responses to the Local Planning Authority:
    - 10.2..1 [FB/26/00811/LBC](#) - Mrs Jane Fleming. Pendrills Mill Lane Fishbourne. Removal of wall to enlarge opening between kitchen and garden room.
    - 10.2..2 [FB/26/00759/DOM](#) - Mr and Mrs Budd. Brylands 50 Salthill Road Fishbourne. Proposed Garden Annex to provide ancillary residential accommodation.
  - 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 To note that Chichester District Council (CDC) has issued a call for sites in the Local Plan area in order to complete a new Land Availability Assessment (LAA).
11. **Local Government Reorganisation:** update and to agree a response to [the latest consultation](#)

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:** To confirm dates, venue and times for the forthcoming year.
13. **To confirm Council and employee's membership to other bodies and to authorise payment of the associated annual subscriptions.**
- 13.1 NALC – National Association of Local Councils (£172.09)
- 13.2 WSALC – West Sussex Association of Local Councils (£762.38)
- 13.3 CDALC – Chichester District Association of Local Councils (no charge)
- 13.4 SLCC – Society of Local Council Clerks (£253 est)
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
16. **To appoint Parish Council members with responsibility for:**
- 16.1 Planning / Neighbourhood Plan
- 16.2 Resilience Plan
- 16.3 Outside Assets
- 16.4 Climate Change Action Plan
- 16.5 Village Voice distribution
- 16.6 Parklands and Fishbourne Flood Protection Group
17. **Working Groups**
- 17.1 **Footpath 3059 / Sea Wall Working Group:** to appoint members and [confirm Terms of Reference](#).
- 17.2 **Village Gates Working Group:** to appoint members and [adopt Terms of Reference](#).
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 review and adopt the following suite of policies and documents concerning GDPR:
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|---|--|
| <a href="#">Data Audit Report</a>                                 | <a href="#">Data Protection Impact Assessment (DPIA)</a> |
| <a href="#">Privacy Notice</a>                                    | <a href="#">IT Policy</a>                                |
| <a href="#">Data Protection Policy</a>                            | <a href="#">Data Breach Response Policy</a>              |
| <a href="#">Special Category and Criminal Offence Data Policy</a> | <a href="#">Data Subject Rights Policy</a>               |
- 19.2 To review and adopt the following revised policies:
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|-----------------------------------|--|
| <a href="#">Delegation Scheme</a> | <a href="#">FOI Model Publication Scheme</a> |
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- 19.3 To confirm the use of the [undermentioned adopted policies, procedures and risk assessments](#):
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| Appraisal Policy                                     | Child Protection and Vulnerable Adults Policy |
| Climate Change Action Plan                           | Code of Conduct                               |
| Complaints procedure                                 | Councillor – Officer Protocol                 |
| Disciplinary Policy                                  | Employer Discretions Policy                   |
| Equality Policy                                      | Financial Risk Assessment                     |
| Grant awarding Policy                                | Grievance Policy                              |
| Health and Safety Policy                             | Internet Banking Policy                       |
| Lone Working Policy                                  | Lone Working Risk Assessment                  |
| Metal Detection Policy                               | Office Risk Assessment                        |
| Pension Scheme Internal Dispute Resolution Procedure | Planning Applications for Trees policy        |
| Press and Media Policy                               | Reserves Policy                               |
| Sickness Absence Policy                              | Social Media Policy                           |
| Speed Indicator Device Moving RA                     | Training Policy                               |
| Dignity at Work Policy                               | WSCC Pooling Agreement                        |

