

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Minutes:** To agree the minutes of 13th November 2013 as a true record
- 5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 6 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 4th December 2013 and approve.
- 7 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of 27th November 2013 and approve
- 8 **Council's 2014/15 budget:** To discuss the Council's 2014/15 budget and resolve on the Council's discussions. Please bring the budget sheets issued at the last meeting
- 9 **Council's 2014/15 precept:** Following the setting of the Council's budget, Council is to resolve on the 2014/15 precept.
- 10 **Planning Committee:** To receive the unconfirmed minutes of 27th November and 11th December 2013 and approve. (11th December minutes to be issued at the meeting)
- 11 **Centre Committee:** To receive the unconfirmed minutes of 27th November 2013 and approve
- 12 **Events committee:** To receive the unconfirmed minutes and approve.
- 13 **Editorial Board:** The Board will not have sat prior to this meeting. Council is therefore to derive and approve a statement on the Council's budget and precept to be placed on the Council's web site, and in the next Sompting Signpost edition, or by a separate written communication.
- 14 **Councillor attendance expenses:** Council has been requested by Cllr Smith to discuss councillor attendance expenses to be claimed only by attending Full Council and / or the Council's committees. If found acceptable, Council is to resolve its approval and the figure to be claimed for each attendance.
- 15 **Use of mobile phones and other devices at meetings:** To receive the report by the Clerk and resolve on the recommendation(s).

- 16 **Reports by Clerk:** The Clerk will inform Council on the items below and any items that arise before the meeting.
- 17 **Report of District or County Councillors:** To receive reports
- 18 **Report of representatives to other bodies:** To receive reports
- 19 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

13th November 2013

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Minutes:** To agree the minutes of 9th October 2013 as a true record
- 5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 6 **Planning Committee:** To receive the unconfirmed minutes of 16th October and 13th November 2013 and approve. (30th October 2013 meeting cancelled, 13th November mins to be issued at the meeting)
- 7 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 6th November 2013 and approve.
- 8 **Finance and General Purposes Committee:** Meeting of 23rd October 2013 cancelled
- 9 **Centre Committee:** To receive the unconfirmed minutes of 16th October 2013 and approve. These will be issued later or at the meeting
- 10 **Events committee:** To receive the unconfirmed minutes of 1st November 2013 and approve. These will be issued later or at the meeting
- 11 **Editorial Board:** To present any communication material that requires approval by Council. This item will be on the Sompting Signpost 1st Edition 2013.
- 12 **Response to consultation on the Adur District Council's Revised Draft Local Plan:** Members are to discuss and resolve on the response to be made to the consultation.
- 13 **Reports by Clerk:** The Clerk will inform Council on the items below and any items that arise before the meeting.
- 14 **Report of District or County Councillors:** To receive reports
- 15 **Report of representatives to other bodies:** To receive reports
- 16 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

9th October 2013

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Adur District Council officers to present the revised draft local plan: The Plan is now under consultation. The officers will be explaining the revisions and answering questions from members. It may be that the public etc may be excluded this part of the meeting if Council resolves to do so.**
- 5 **Minutes:** To agree the minutes of 11th September 2013 as a true record
- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states when business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 7 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 2nd October 2013 and approve. (18th September cancelled)
- 9 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 2nd October 2013 and approve.
- 10 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of 25th September 2013 and approve.
- 11 **Centre Committee:** To receive the unconfirmed minutes of 18th September 2013 and approve. These will be issued later on at the meeting
- 12 **Recommendations made at Finance and General Purposes, Amenities and Environment and the Centre committees:** For Council to discuss and resolve on the recommendations made in the Clerk's report. This report will follow or be issued at the meeting.
- 13 **Editorial Board:** To present any communication material that requires approval by Council.
- 14 **Proposed Committee's budgets 2014/15:** To receive the proposed budgets to date and revise if necessary
- 15 **Substitute for Cllr Thornton as representative on Adur District Conservation Area Group:** Due to the Council's Neighbourhood Plan potentially forming policies concerning conservation areas and that planning applications within Sompting's Conservation Area are considered by this group, the Clerk suggests that another member is appointed to substitute Cllr Thornton when he will be absent. Cllr Thornton will be absent at this meeting but is aware of this item. The Clerk will explain the task involved.
- 16 **New Parish Representative on Adur County Local Committee:** Currently, the Chairman of the Council is the parish's representative at the above West Sussex County Council's committee regarding Adur matters. As he explained at the previous meeting, the above meeting clashes with his attendance at the Joint committees of the district/borough councils so he cannot attend both. Cllr Smith volunteered to attend the recent meeting but Council now must appoint another councillor due to Cllr Smith's forthcoming work commitments. This is an important committee for this council to attend.
- 17 **Meeting of SALC and Chief Constable:** The Parish has been invited to submit any strategic topics for discussion or matters that have been irresolvable with your District Commander. **The Council is asked to send responses no later than 9am Tuesday 5th November so the Clerk needs these at this meeting.**
- 18 **Bus transport in Sompting:** West Sussex County Council have made further reductions in the provision of funds to subsidise certain bus routes. Cllr Mear and Bashford are to inform members of these cuts in service and Council is to resolve on action to be taken by the Clerk.
- 19 **Reports by Clerk:** The Clerk will inform Council on the items below and any items that arise before the meeting.

Parishes To Be Able To Formally Propose Under SCA 2007 From 14/10/13

All members should be at the award presentation event

All members should be at the Neighbourhood Plan workshop

Briefing note on Councillor absence from this Council's Full Council, main and sub-committees. As a result of discussion, the Clerk may suggest a change in the Council's Standing Orders to be presented at a later meeting.

20 **Report of District or County Councillors:** To receive reports

21 **Report of representatives to other bodies:** To receive reports
Cllr. Servante on Local Strategic Partnership

Cllr Smith on Adur County Local Committee

Cllr Butcher on West Sussex Association of Local Councils

22 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

AGENDAS

11th September 2013

1 **Apologies and reasons for absence**

2 **Declarations of interest by councillors on any of the agenda items below**

3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.

4 **Minutes:** To agree the minutes of 10th July 2013 as a true record

5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

6 **Policing matters:** To consider policing matters and to receive any report from police officers.

7 **Planning Committee:** To receive the unconfirmed minutes of 10th July, 24th July, 7th August, 4th September 2013 and approve. (21st August cancelled)

8 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 4th September 2013 and approve.

9 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of 24th July 2013 and approve.

10 **Centre Committee:** To receive the unconfirmed minutes of 26th June 2013 and approve. These will be issued later or at the meeting

11 **Neighbourhood Plan:** The Clerk to update Council. Unconfirmed minutes and new project timetable attached FOR INFORMATION ONLY.

12 **Sompting Festival group update:** Chairman of the group to update council

- 13 **Editorial Board:** To present any communication material that requires approval by Council. The Code of recommended practice on local authority publicity has been issued to the Board and is available for other members.
- 14 **Best Garden award:** Members are to judge the garden photographs displayed and resolve on 1st, 2nd and 3rd placed garden.
- 15 **Doug Sherriff Award:** Members are to receive the nominations for this award and resolve on winner of the award.
- 16 **Council budget 2014/15:** The Council is to set its budget for 2014/15 and fix the precept at **FULL COUNCIL on 11th December 2013**. This is usually done by Finance and General Purposes Committee but Christmas will prevent the Committee from meeting.

To allow for this deadline to be met and allow for full debate, Full Council on 9th October and 13th November will have an item on the agenda for all members to discuss each committee's current budget preparation.

The timetable for the budget preparation is attached and members are reminded that they can attend all committee meetings.

Council is to consider its expenditure as at July 2013 and consider any new items presented and advise the RFO on level of expenditure in 2014/13.

- 17 **Reports by the Clerk:** To receive current verbal reports from the Clerk to be noted or resolved on.
- 18 **Report of District or County Councillors:** To receive reports
- 19 **Report of representatives to other bodies:** To receive reports
Cllr. Servante on Local Strategic Partnership

Cllr Mear on Adur County Local Committee

Cllr Thornton on Adur District Conservation Area Group

Cllr Butcher on West Sussex Association of Local Councils

- 20 **Items for future discussion by Council, committees or Emergency Consultation Panel:**

Council to resolve where these items are to be discussed and the priority.

10th July 2013

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Minutes:** To agree the minutes of 12th June 2013 as a true record
- 5 **Minutes of Emergency Panel:** To agree the minutes of 19th June 2013
- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an

opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

- 7 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 12th and 26th June 2013 and approve.
- 9 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 3rd July 2013 and approve.
- 10 **Finance and General Purposes Committee:** The meeting of 26th June 2013 was cancelled
- 11 **Centre Committee:** To receive the unconfirmed minutes of 26th June 2013 and approve. These will be issued later or at the meeting
- 12 **Approval for use of reserve fund:** Council is to receive the Clerk's report and resolve accordingly
- 13 **Neighbourhood Plan:** The Chairman of the steering group to update Council
- 14 **Sompting Festival group update:** Chairman of the group to update council
- 15 **Editorial Board:** To present any communication material that requires approval by Council. The Code of recommended practice on local authority publicity has been issued to the Board and is available for other members.
- 16 **Reports by the Clerk:** To receive current verbal reports from the Clerk.
- 17 **Report of District or County Councillors:** To receive reports
- 18 **Report of representatives to other bodies:** To receive reports
Cllr. Servante on Local Strategic Partnership

Cllr Mear on Adur County Local Committee

Cllr Thornton on Adur District Conservation Area Group

Cllr Butcher on West Sussex Association of Local Councils
- 19 **Items for future discussion by Council, committees or Emergency Consultation Panel:**

Council to resolve where these items are to be discussed and the priority.

12th June 2013

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Policing matters:** To consider policing matters and to receive any report from police officers. Debate item 9

- 5 **Cllr Butcher:** After the AGM, on receiving correspondence from the Clerk, Cllr Butcher apologised for not attending the meeting as he had exams and for not informing the Clerk of his absence. The Clerk requests Council's view on whether the minutes to be read and approved, should indicate that Cllr Butcher absence is now approved for the reason above.
- 6 **Minutes:** To agree the minutes of Assembly and AGM 8th May 2013 as a true record
- 7 **Big Local update:** Council has invited Jim Boot to inform members on progress to date on the Big Local and for the immediate future. Members have the opportunity to ask questions.
- 8 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 9 **Lack of policing in Sompting:** Cllr Servante has written to the Clerk regarding the lack of policing in Sompting. A copy of his correspondence is attached. Council is to consider the matter and advise the Clerk accordingly.
- 10 **Planning Committee:** To receive the unconfirmed minutes of 15th and 29th May 2013 and approve. Mins of 15th to be issued at meeting
- 11 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 5th June 2013 and approve. Mins to be issued at the meeting
- 12 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of 22nd May 2013 and approve
- 13 **Centre Committee:** To receive the unconfirmed minutes of 29th May and approve. These will be issued at the meeting
- 14 **Neighbourhood Plan:** The Chairman of the steering group to update on this
- 15 **Council Strategy: Council** to inform Clerk of progress to date on this important issue.
- 16 **Sompting Festival group update:** Chairman of the group to update council
- 17 **Emergency cover for Centre:** To receive Clerk's verbal report and documents
- 18 **Clerk's working periods:** The Clerk currently works over Monday, Tuesday, Wed, Thurs at the office. His working period is 18 hours which includes evening meetings. Now that the Council has appointed Mrs Tubb, the Clerk can change his periods of working to Tuesday (7hrs), Wednesday (7 hrs) and Thursday (4 hours). Thursday being flexible dependant on meetings. He will invariably be at the Centre on Tuesday and Wednesday from 10am to 3 pm. Members are however advised to ring before coming to the Centre to confirm the Clerk is available. If this acceptable then existing public information will be changed.
- 19 **Editorial Board:** Following the correspondence from the Clerk, Cllr Butcher has offered to be the remaining member of the Editorial Board. Council is to resolve on this appointment. Council to receive Terms of Reference to approve at the meeting.
- 20 **Sompting Community Library:** In Cllr Butcher's absence, the Clerk presents Cllr Butcher's report.
- 21 **Reports by the Clerk:** To receive current verbal reports from the Clerk.
- 22 **Report of District or County Councillors:** To receive reports
- 23 **Report of representatives to other bodies:** To receive reports
Cllr. Servante on Local Strategic Partnership

Cllr Mear on Adur County Local Committee

Cllr Thornton on Adur District Conservation Area Group

Cllr Butcher on West Sussex Association of Local Councils

24 **Items for future discussion by Council, committees or Emergency Consultation Panel:**

Council to resolve where these items are to be discussed and the priority.

ANNUAL ASSEMBLY OF THE PARISH OF SOMPTING

8th May 2013

AGENDA

1. **Apologies** - To receive any apologies
2. **Report of the Chairman of the Parish Council.**
3. **Other Matters** - An opportunity to discuss other matters of

interest

AGM 8th May 2013

1. **Election of Chairman**
2. **Declaration of Acceptance of Office by Chairman**

3. **Election of Vice-Chairman**

4. **Apologies and reasons for absence:**

5. **To resolve on committees and sub-committees, dates and times for the ensuing year and the terms of reference.** Clerk to verbally discuss changes and council is to resolve accordingly. Members will have received the existing terms of reference with the agenda. Some of the items for discussion are in bold type.

6. **Election of Committee members to serve on the committees**

7. **Election of representatives for each of the following bodies for the ensuing year :**

Adur County Local Committee: (1 member)

Adur District Standards Board: (1 member)

Local Strategic Partnership:

Shoreham Airport Consultative Committee:

Sompting Neighbourhood Plan

(To select Chairman of the Steering Group and another)

Adur District Council's Better Place Group

Police Group

Any other body required (please notify the Clerk before the meeting)

8. **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

9. **Minutes:** To receive and approve the Minutes of the last Full Council meeting held on Wednesday, April 10th 2013.

10. **Minutes:** To receive and approve the Planning minutes of 17th April and 1st May 2013

11. **Minutes:** To receive and approve the minutes of Finance and General Purposes committee of 24th April 2013.

12. **Minutes:** To receive and approve the minutes of Amenities and Environment Committee of 1st May 2013.

13. **Policing matters:** To consider policing matters and receive any report from police officers/police community support officers in attendance

14. **Neighbourhood Plan:** To complete the listing as issued prior to this meeting.

15. **Reports of the Clerk:**

16. **Reports of District and County Councillors:** To receive any reports