



Minutes of Annual Council meeting held on 9th May 2018

Meeting commenced at 7.03pm

Minute		Action
2671	Attendance: Cllrs Mear, Godley, Thornton, Glynn-Davies, Mansfield, Derham, Baxter, Boggis, Nicklen, Smith. Cllr Barton (WSCC) Members of the public :- 12 Clerk : C. Stephenson	
2672	Apologies: Cllrs Bashford.	
2673	Election of Chair Cllr Godley was proposed by Cllr Derham and seconded by Cllr Mansfield. Cllr Mear was proposed by Cllr Thornton and seconded by Cllr Smith. A signed ballot was requested and agreed by all councillors. Cllr Godley was voted as Chair of the Council, accepted the position and signed the Acceptance form accordingly. Cllr Godley extended the thanks of the Council to the departing Chair, Cllr Mear.	
2674	Election of Vice Chair Cllr Baxter was proposed by Cllr Mansfield and seconded by Cllr Godley. Cllr Thornton was proposed by Cllr Mear and seconded by Cllr Smith. Cllr Baxter was voted as Vice Chair of the Council, accepted the position and signed the Acceptance form accordingly.	
2675	Declarations of interest by councillors on any of the agenda items below: None	
2676	Request for DPI Dispensations: None	
2677	Minutes of the Council meeting held on 11th April 2018 Cllr Godley proposed and Cllr Nicklen seconded that the minutes of the meeting are a true record of that meeting and they were signed accordingly.	
2678	Review and confirm committee membership The Clerk circulated a list of committee preferences compiled from responses from all councillors.	
2679	Finance and General Purposes Committee – It was agreed that due to the volume and significance of the work anticipated over the coming year to increase the committee membership to 7. This is to include the Chair and Vice Chair of the Council, the chairs of each committee plus others to a max of 7 – names to be advised when new chairs of committees are elected.	
2680		

- 2681 **Amenities and Environment Committee** – Agreed 6 members on this committee – Cllrs Mear, Bashford, Nicklen, Glynn-Davies, Smith, Baxter.
- 2682 **Planning Committee** – Agreed 7 members on this committee – Cllrs Thornton, Godley, Mansfield, Derham, Glynn-Davies, Boggis, Baxter
- 2683 **Centre Committee** - Agreed 5 members on this committee – Cllrs Godley, Mansfield, Derham, Glynn-Davies, plus 1 vacant position.
- 2684 **Ex officio members of Finance and General Purposes Committee** – see above decision.
- Substitute members** - were not discussed given the increase in membership of each of the above committees and in any event are referred to in the Council's Standing Orders.
- 2685 **Confirm Committee Terms of Reference**
Cllr Godley proposed and Cllr Mear seconded that the Terms of Reference for each of the following Committees be agreed.
- 2686 **Finance and General Purposes Committee** - Agreed
- 2687 **Amenities and Environment Committee** - Agreed
- 2688 **Planning Committee** - Agreed
- 2689 **Centre Committee** - Agreed
- 2690 **To resolve on Committee dates and times for the municipal year 2018/19**
Cllr Mansfield proposed and Cllr Baxter seconded that the list circulated to councillors be agreed. Agreed.
- 2691 **Adoption of Standing Orders, Financial Regulations, Code of Conduct, Complaints Procedure, Publication of Information Scheme, Document Retention Scheme, Social Media Policy, Grant Awarding Policy, Council Representation on Outside Bodies Policy, Member Co-option Policy, Equal Opportunities Statement, Dispensation Scheme – 2018/19**
- 2692 **Adoption of Standing Orders 2018/19** – Cllr Mansfield proposed and Cllr Nicklen seconded. Agreed
- 2693 **Adoption of Financial Regulations 2018/19** - Cllr Derham proposed and Cllr Mear seconded. Agreed
- 2694 **Adoption of Code of Conduct 2018/19** - – Cllr Glynn-Davies proposed and Cllr Mear seconded. Agreed
- 2695 **Adoption of Complaints Procedure 2018/19** - Cllr Mansfield proposed and Cllr Derham seconded. Agreed
- 2696 **Adoption of Publication of Information Scheme 2018/19** - Cllr Mansfield proposed and Cllr Mear seconded. Agreed
- 2697 **Adoption of Document Retention Scheme 2018/19** - Cllr Derham proposed and Cllr Mear seconded. Agreed
- 2698 **Adoption of Social Media Policy 2018/19** - – Cllr Mansfield proposed and Cllr Derham seconded. Agreed
- 2699 **Adoption of Grant Awarding Policy 2018/19** - Cllr Godley proposed and Cllr Mear seconded. Agreed
- 2700 **Adoption of Council Representation on Outside Bodies Policy 2018/19** - Cllr Derham proposed and Cllr Mansfield seconded. Agreed
- 2701 **Adoption of Member Co-option Policy 2018/19** - Cllr Mansfield proposed and Cllr Baxter seconded. Agreed
- 2702 **Adoption of Equal Opportunities Statement 2018/19** - Cllr Mansfield proposed and Cllr Derham seconded. Agreed
- 2703 **Adoption of Dispensation Scheme 2018/19** – Cllr Glynn-Davies proposed and Cllr Derham seconded. Agreed
- 2704 **Review and confirm appointments and representatives on outside bodies**

- 2705 **Adur County Local Committee** – Agreed Cllr Glynn-Davis
 2706 **Sussex Association of Local Councils** – Agreed Cllr Nicklen
 2707 **Adur District Conservation Area Consultative Group** – Agreed Cllr Baxter
 2708 **Sompting Big Local** – Agreed Cllr Glynn-Davies
 2709 **West Area Capital Funding Board** – Cllr Mansfield
 2710 **A27 working group** – Cllr Nicklen
 2711 **Multi agency parking group** – Cllr Glynn-Davies and Cllr Baxter
 2712 **Air Raid Shelter group** – Cllr Mear and Cllr Mansfield
 2713 **Sompting Festival group** – Cllr Godley
 2714 **Harriet Johnson Community hub/café** – Cllr Godley, Cllr Glynn-Davies, Cllr Baxter, Cllr Mansfield

2715 Members agreed that these headings be on future Council agendas for regular updates and that after a period of 6 months to assess if one councillor on some groups is sufficient.

2716 **Parish Council Insurance Cover**
 Clerk advised existing insurance expires on 16th June 2018 and is the end of a 3 year contract. Renewal documents have just arrived and the three quotes provided will be evaluated and reported to the next Finance and General Purposes Committee for consideration.

2717 **Review Parish Council subscriptions to other bodies**
 Members agreed the continued subscriptions to both a) the Sussex Association of Local Councils and b) Society of Local Council Clerks.

2718 **Review of Councillor Allowances**
 Cllr Godley proposed and Cllr Nicklen seconded that Members agree to forego Member allowances. Agreed.

2719 **Asset Register**
 Councillors considered the asset register presented to the meeting and agreed the list subject to the small gazebo being removed.

2720 **Committee Minutes, Reports and Recommendations from Committees and Working Groups**

2721 **Finance and General Purposes Committee** – Agreed to accept the minutes of the meeting held on 28.3.18

2722 **Amenities and Environment Committee** - Agreed to accept the minutes of the meeting held on 4.4.18

2723 **Planning Committee** - Agreed to accept the minutes of the meeting held on 7.2.18

2724 **Centre Committee** - Agreed to accept the minutes of the meeting held on 17.1.18

2725 Councillors also agreed that the Chair of each Committee present the highlights and any issues of concern to future council meetings when the minutes are proposed to be accepted.

2726 **Report from multi agency group on parking issues in Sompting-**
 Unfortunately the Police are not able to offer any support to this matter due to their limited resources and other priorities at this point in time, neither is the District Council. Lancing Parish Council and ourselves are to continue to meet to see if there is anything that can be done locally, next meeting is 7.6.18. Cllr Baxter is investigating schemes elsewhere. To report back to Amenities and Environment Committee, then Full Council in due course.

CGD/CB

CB

2727

Reports from District and County Councillors

Cllr Barton (WSCC) reported that 1) WSCC have been granted £1.5m towards potholes repairs for West Sussex. 2) Trucks going to and from the former amenity site in Halewick Lane are taking away contaminated land and delivering new top soil until November 2018. Consider meeting with interested parties if thought necessary but keep under review. 3) Amenity site now open 7 days a week. 4) traffic survey being undertaken regarding A27 and non motorist crossing points. 5) Proposal to close Dankton Lane and Church Lane from A27 has not received the support of officers at WSCC.

Cllr Boggis (ADC) 1) Recent presentation by Persimmon Homes to ADC/ WBC Major Projects Board re proposed housing development showing amendment to southern access to site. Further changes have been requested, awaiting further submission. 2) SDNP developing an action plan for whole for former cement works site to attempt to avoid piecemeal development.

2728

WSCC Bus Consultation

Cllrs acknowledged some parts of Sompting are very badly served by current bus transport providers, particularly on Sundays. Encourage public to respond to bus consultation, deadline is 6.6.18. Clerk to post copies of consultation poster on bus stops, website and council noticeboards.

Clerk

2729

WSCC A27 Non Motorised User (NMU) Consultation

Cllrs acknowledged this affected not only pedestrians but also cyclists, horse riders, mobility scooters etc. Cllr Godley suggested an under-pass at Dankton Lane as a solution. Agreed council would seek to improve the crossing at Hillbarn Lane traffic lights e.g. sounds on lights for pedestrians, phasing of traffic light sequence across junction etc. Clerk is asked to write to WSCC to see what immediate action can be taken.

Clerk

2730

Date of next meeting – 7.30pm on Wednesday 13th June 2018

Meeting closed at 8. 20pm

Signed
Chairman

Dated