

Fernhurst Parish Council

Minutes of the **Annual Parish Council Meeting** held at Fernhurst Village Hall on **Wednesday 11 May 2016** at 6.30pm

Councillors Present: Mrs H Bicknell (Chairman), Mr W Black, Mr J. Buchanan, Mrs M. Jenkins, Mr A. Moncreiff, Mr J Smith, Mrs M Timms

Apologies For Absence: Mrs E Black, Mr N Rawlings, Mr C Tedd

In Attendance: K Jones (Clerk)

37/16 Election of Council Chairman: Mrs H Bicknell was proposed by Cllr Moncreiff and seconded by Cllr Timms. Elected unanimously.

38/16 Election of Council Vice-Chairman: Mrs M Timms was proposed by Cllr Bicknell and seconded by Cllr Moncreiff. Elected unanimously.

39/16 Election of Planning Committee Members: The council agreed that all council members became ex-officio members of the Planning Committee.

40/16 Election of Finance Committee Members: Cllrs Bicknell, W Black, Buchanan, Inns, Moncreiff and Timms agreed to serve. The clerk was instructed to ask Cllr Rawlings (absent) if he was also prepared to serve. **Action: (Clerk)**

41/16 Election of Property, Highways & Environment Committee Members: Cllrs Bicknell, W Black, Buchanan, Jenkins, Smith and Timms agreed to serve. The clerk was instructed to ask Cllr Tedd (absent) if he was prepared to serve. **Action: (Clerk)**

42/16 Public Representations: Iain Brown representative of the Fernhurst Centre and Judith Turner of the Fernhurst Society both raised the issues of the potential loss of the local Post Office and the pharmacy. Both invited the Parish Council to make direct representations opposing the possible closures. The chairman responded that the council had met with the postmistress and had been asked not to intervene whilst negotiations were ongoing. The pharmacy situation was less clear. Whilst national funding of pharmacy services is being cut by the government its impact on individual pharmacies is unknown.

43/16 Declarations of Interests: None.

44/16 Previous Minutes: Changes to the draft minutes were requested by Cllrs Buchanan and Jenkins. The clerk was instructed to amend and re-issue the minutes. **Action: (Clerk)**

45/16 Matters Arising From The Minutes: Letters had been sent to the Fernhurst Club and Fernhurst Youth Club.

46/16 County Councillor Commentary: Apologies were received from County Councillor Brown.

47/16 District Council Commentary: A commentary for May had been received from District Councillors Hardwick & Graves which, in their absence, was read to the council by the clerk.

48/16 Approval of the 2015/16 Annual Return: The clerk presented to the meeting the proposed 2015/16 Annual Return and Accounting Statements, and read to the meeting the annual governance statement in full.

Resolution: to approve the annual governance statement and certify the accounting statements for the year ended 31 March 2016.

Proposed: Cllr Inns, seconded Cllr Timms, carried unanimously.

49/16 Correspondence and Other Matters

- **Bank Signatories & Internet Banking:** Cllr Inns and the Clerk have been added as bank signatories. NatWest bank had not acted on written instructions hand delivered in branch and further written instructions were required. Cllr Moncreiff was still to be added as a signatory **Action: (Clerk, (AM))**
- **Public Toilets:** The current cleaning contractor is unsatisfactory. The council agreed to move to another recommended contractor subject to agreement of opening/closing times and the cleaning specification. **Action: (Clerk)**
- **Crossfield's:** The council has been asked to assume responsibility for maintenance of certain areas around the parade of shops by Chichester District Council, the landlord. Before considering taking any responsibility the council would require CDC to bring the area to an acceptable standard. Cllr Timms agreed to ask CDC to replace the wooden railings which appear to be rotten. **Action: (MT)**
Further clarification is needed on the ownership of flower-beds on the walk-way to the car park. Cllr Timms is discussing with the Horticultural Society suitable landscaping shrubs and plants on the 23 May. **Action: (MT)**

Resolution: To seek a suitable site to remove and donate the “Monkey-Puzzle” tree to.
Proposed: Cllr Moncreiff, seconded Cllr Buchanan. Carried unanimously.

- **Pension Auto-Enrolment.** No report.
- **Annual Parish Meeting:** Held on the 21 April 2016 with attendance of councillors and organisation representatives plus seven parishioners.
- **Operation Watershed:** No report.
- **Asset Register:** More work is required to effectively identify and record the council's assets. A specification of required information is needed. **Action: (Clerk & (JB))**
- **Internal Audit:** This had taken place on Wednesday 4 May with no adverse comments or concerns reported to the clerk. The auditor's written report to the council is awaited.
- **Annual Meeting of Parishes – Chichester – Thursday 19 May:** Cllrs Bicknell and Inns agreed to attend if available. **Action: (HB, GI)**

Councillors' Announcements: Cllr W Black asked after arrangements for the “Clean for the Queen” event.

Clean For The Queen: Saturday 21 May 10am to 2pm and Sunday 22 May 12pm to 2pm. Cllr Buchanan agreed to organize a supply of collection bags, gloves and high visibility tabards for allocation to volunteers. **Action: (JB)**

- **Clerk's Announcements:** None

50/16 Monthly Executive & Committee Reports

- **April Bank Reconciliation:** review and agreement
- **List of Payments and signing of cheques.** Authorisation of list of payments and signing of cheques.
Approval of the above proposed by Cllr Timms, seconded by Cllr Jenkins, carried unanimously.
- **Property, Highways and Environment Committee:** Minutes of the Property, Highways and Environment Committee meeting of the 4 April. **Noted.** For recommendation by the committee.
- **Planning Committee:** Minutes of Planning Committee meetings of the 11 and 25 April 2016. **Noted.** For recommendation by the committee.

51/16 Update on Local Issues

- **Services and Facilities for Young People:** Cllr Inns reported his attendance at the Fernhurst Youth Club Annual General Meeting. Hyde charitable Trust have donated funds (£2,000 including gift-aid). Junior Club membership is increasing but the Senior Club is still struggling for numbers. A new Senior Club organiser is attempting to re-invigorate the Senior Club evenings to attract membership.
The play area in Nappers Wood needs attention to the surface which is in hand but meanwhile children are still accessing the area.
- **Fernhurst Village Hall:** A new treasurer, Gavin Bazley, has been appointed. The issue of furniture storage in the hall remains unresolved and will not be resolved easily or quickly.
- **Policing:** none.
- **Fernhurst Primary School:** none.

Meeting closed at 8.10pm.

Chairman Signed:.....

Date:.....