**Chidham & Hambrook Parish Council**

6 Woodlands Park Main Road Yapton Arundel BN18 0EZ

Tel: 07986 395253

Email: [chidhamandhambrookpc@gmail.com](mailto:chidhamandhambrookpc@gmail.com) Website: [www.chidhamandhambrook-pc.gov.uk](http://www.chidhamandhambrook-pc.gov.uk)

30 April 2021

**ANNUAL MEETING OF THE PARISH COUNCIL**

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to attend a Zoom meeting of the Parish Council on **Thursday 6 May 2021 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded)*.*

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

Signed: **B Jones, Clerk and RFO**

**AGENDA**

|  |  |
| --- | --- |
| 1. | **Election of Chair**  To elect a Chair |
| 2. | **Election of Vice-Chair** |
| 3. | **Apologies for absence**  No apologies for absence have been received. |
| 4. | **Declaration of interests**  To receive declarations of interest in respect of matters contained in this agenda in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation Requests received by the Clerk not previously considered. |
| 5. | **Minutes**  To approve and sign the minutes of the Parish Council meeting held on 1 April 2021– *attached*. |
| 6. | **Matters Arising from the Minutes (if not on the agenda for discussion)** |
| 7. | **Public** **Open Forum**  Members of the public are invited to raise matters or to ask questions. *Standing order: The period of time designated for public participation at a Council in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the Council. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.* |
| 8. | **Receive Reports** |
| 8.1 | Parish Council Chair |
| 8.2 | District Councillors |
| 8.3 | County Councillor |
| 8.4 | Clerk & RFO – report to be *circulated* |
| 9. | **Council membership, representation on outside bodies and meeting dates** |
| 9.1 | To appoint the Members and Chairmen for the next municipal year and to appoint members on outside bodies – report *attached.* |
| 9.2 | To agree the 2021-22 Parish Council meetings calendar *attached*. |
| 10. | **Review of the Council’s Committees’ Terms of Reference**  To consider and review the current Terms of Reference of the following committees:  Planning Committee, Finance Committee, Staffing Committee. Public Open Spaces Advisory Committee and Neighbourhood Plan Steering Group - *circulated* |
| 11. | **Committee Minutes & Reports** |
| 11.1 | **Planning Committee**  To consider the minutes of a meeting held on 15 April 2021 *attached*. |
| 11.2 | **Neighbourhood Plan Steering Group**  To consider the minutes of the meeting held on 12 April 2021 *attached*. |
| 11.3 | **Public Open Spaces Advisory Committee (POSAC)**  To consider the minutes of the meeting held on 13 April 2021 *attached.* |
| 11.4 | Feedback from Chichester District Association of Local Councils (CDALC) meeting held on 26 April 2021 (Cllr J Sheppard) |
| 11.5 | Feedback from the Bournes Forum meeting held on 28 April 2021 (Cllr P MacDougall) |
| 11.6 | **NHB funding 2021**  The Council is able to claim New Homes Bonus funding in the sum of £9,296 this year. Councillors are asked to consider which Council projects might benefit from this funding. |
| 11.7 | **Preparing for the return to face-to-face meetings** |
| 11.8 | **Information Security Policy**  At its meeting on 1 April 2021 the Council approved the purchase laptops for those councillors who require them for Council business. Upon delivery, councillors will be required to sign an Information Security Policy. A draft policy has been *circulated.* The Council is requested to approve this policy. |
| 11.9 | **Contract with JNR Computers re IT support**  The Council has received a Service Level Agreement and a Contract from JNR Computers in respect of the provision of IT support to the Council – these have been *circulated.* The Council is requested to approve the SLA and to authorise the Clerk & RFO to sign the Contract. |
| 12. | **Finance and Governance** |
| 12.1 | To authorise invoices for payment – *attached* |
| 12.2 | To note Direct Debit/Standing Order payments made – *attached* |
| 12.3 | To acknowledge receipt of credits paid to the Council’s bank accounts –*attached* |
| 13. | **Meeting Dates**  Neighbourhood Plan Steering Group – 10 May 2021 7:30pm  Planning Committee – Thu 20 May 2021 7:30pm  Parish Council – Thursday 3 June 2021 7:30pm |
| 14. | **Items for the next meeting** |
| 15. | **Any Other Business**  Meeting to conclude by 9.30pm (*Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours).* |

**THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME**

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.