

## BARNHAM AND EASTERGATE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 14<sup>TH</sup> MAY 2019 AT BARNHAM COMMUNITY HALL

**Present:** Chris Allington: Terry Bedford: Phil Cramp: Dick New: John Robinson:  
Isabel Thurston:

**In attendance:** Nina McMaster (Assistant Clerk): Sue Wallsgrove: Members of the public

#### 1. Election of Chair

Chris Allington had been Chair of the Shadow Council and had indicated his willingness to take on the role of Chair of the new Council. Isabel Thurston proposed his nomination for the role and Phil Cramp seconded. All Councillors present **agreed** with the nomination and he was duly elected. He said it was an honour to be elected as the first Chair of the new Council and signed the declaration of office.

**Resolved:** To elect Chris Allington as Chair of Barnham & Eastergate Parish Council until the Annual Parish Council Meeting in 2020 and for him to sign the Declaration of Office.

#### 2. Election of Vice-Chair

As not all Councillors elected were present it was **agreed** to postpone the election of Vice-Chair until the next meeting.

#### 3. Declarations of Office

The Council **noted** the receipt of signed Declarations of Office and the Clerk informed the meeting that she had asked all Councillors not present to visit her to sign their forms as soon as possible. Those other Councillors elected were: Heather Kilroy (declaration signed); Stewart Pritchard (declaration signed); Rob Bates; Ella Simmons; Andy Earwaker.

#### 4. Dispensation Forms

The Council **approved** the signing of Dispensation Forms to enable all Councillors to approve the Council's precepts and budgets and grants over the next 4 years. All present duly signed their form and the Clerk would arrange signature by all other Councillors.

**Resolved:** To grant Dispensation to all Councillors to enable them to approve the Council's precept, budgets, grants and allowances to members over the next 4 years and for all Councillors to sign the relevant form.

#### 5. To consider Co-option of Councillors to the Council

Following an election where a Council has not returned sufficient Councillors they may co-opt Councillors within 35 days of the date of the election without advertisement of the vacancies. This Council had two vacancies following the election and had received one application to join the Council from Sue Wallsgrove who lives in Fontwell and would therefore represent the Fontwell

ward. After a brief introduction by Sue Wallsgrove and a couple of questions from Councillors Chris Allington proposed and John Robinson seconded her co-option to the Council and all present **agreed**. Sue Wallsgrove was duly co-opted to the Council and signed the necessary documentation and joined the meeting.

**Resolved: To co-opt Sue Wallsgrove the Council as the Councillor for the Fontwell Ward.**

## **6. Apologies for absence**

Apologies had been received from Heather Kilroy: Stewart Pritchard: Ella Simmons: Rob Bates; and Andy Earwaker.

## **7. Declarations of Interest**

The Chair reminded Councillors of the need to make any declarations of interest that they may have in relation to items on the agenda. Dick New declared the fact that he was the owner of land in Fontwell Avenue that was included in Arun District Council's (ADC) HELAA and for that reason he would not put himself forward to sit on the Planning & Environment Committee (Item 11 on the agenda). At this point all Councillors were reminded to complete their Register of Interests as soon as possible and return to the Clerk for forwarding to ADC.

## **8. To approve the organisation of the new Council**

During the merger process a Shadow Council was established and during discussions at meetings of the Council it was agreed that proposals be put to the new Council that due to the size and the amount of business that may need to be transacted it would be sensible to establish, initially, a structure as follows:

**Full Council** that would meet monthly until the summer recess and then every 6 weeks

**Planning & Environment Committee** that would meet every 6 weeks

Both these meetings would be public meetings and would take place at Barnham Community Hall on a Tuesday evening at 7.30 p.m. for Full Council; and Eastergate Village Hall on a Tuesday evening at 7 p.m. for the Planning & Environment Committee

In addition, the following Groups would be established led by Councillors, but not held in public, and with the ability to involve members of the public with an interest in the topics being discussed:

**Community Facilities Group** (to oversee the various facilities in the new Parish and to almost certainly incorporate the Management Committee requirement for the Eastergate War Memorial Hall Trust which the Council is the Sole Trustee of.

**Neighbourhood Plan Review Group** - the current Neighbourhood Plan is scheduled to be reviewed during 2019 and work urgently needs to start on the Review so this Group would be established to undertake the work under the Planning & Environment Committee.

**Resolved: That the Council organisation will consist of a Full Council and a Planning & Environment Committee both of which will be public meetings.**

**Resolved:** That a Community Facilities Group and a Neighbourhood Plan Review Group be established. These meetings will not be public but members of the public will be invited to participate where input was felt necessary.

#### **9. Approval of Calendar of Meetings for 2019**

The Clerk had circulated a document with a calendar of meeting dates for both the Full Council and the Planning & Environment Committee for agreement. The first meeting of the Planning & Environment Committee would take place on 28<sup>th</sup> May but at Barnham Community Hall as it would follow on from the Annual Parish Assembly taking place that day.

All present **agreed** the dates as circulated and it was noted that extraordinary meetings of both Full Council and the Planning & Environment Committee could always be called if an urgent matter came forward that needed discussion.

The Clerk would arrange for the dates to be published on the website.

#### **10. Approval of Policy Documents**

The Clerk had prepared the following draft policy documents for approval. She explained that most of them were based on templates available through the National Association of Local Councils (NALC) or the Sussex & Surrey Association of Local Councils (SSALC).

A couple of points of clarity were asked and responded to and the Council then **agreed** to approve the documents and also to agree to the appointment of Process Matters (Maureen Chaffe) to be the Council's Data Protection officer.

The Chair also put forward a formal vote of thanks to the Clerk (Alison Crabb) for all her hard work and endeavour to get the Council to this point.

**Resolved:** That the following policy documents be approved and published on the Council's website:  
**Standing Orders; Financial Regulations; Internal Statement of Financial Control; IT security incident policy; Data Protection Policy; Freedom of Information Policy; Code of Conduct; Risk Register; Complaints Procedure.**

**Resolved:** That Process Matters (Maureen Chaffe) be appointed as the Council's Data Protection Officer

**Resolved:** The Council agreed that a formal Vote of Thanks to the Clerk for all the work undertaken to get the Council to this point be minuted.

#### **11. Approval of Terms of Reference for Planning & Environment Committee and appointment of Members to serve on the Committee**

The Clerk had prepared draft Terms of Reference for the Planning & Environment Committee in which she had suggested a membership consisting of the Chair and Vice-Chair as ex-officio with voting rights together with 5 other Councillors. The Council **agreed** to the ToR in principle but suggested they be formally approved by the Committee itself at their first meeting on 28<sup>th</sup> May.

In terms of Councillor Membership the Clerk informed the Council that Heather Kilroy and Stewart Pritchard, who were unable to attend the meeting, had indicated a wish to be appointed to the Committee and it was agreed that they be appointed to serve together with Sue Wallsgrove and that the Clerk would offer Ella Simmons; Rob Bates and Andy Earwaker the opportunity to also be appointed to the Committee.

**Resolved: That the Terms of Reference for the Planning & Environment Committee be approved in principle, but that the finalisation of the document be passed to the Committee itself to agree.**

**Resolved: That Chris Allington (as Chair of the Council) together with Heather Kilroy, Stewart Pritchard and Sue Wallsgrove be appointed to serve on the Planning & Environment Committee and that Rob Bates; Ella Simmons and Andy Earwaker be offered the opportunity to also be appointed to the Committee.**

#### **12. Approval of Terms of Reference for Eastergate Hall Management Committee and appointment of Members to serve on the Committee**

The Clerk had prepared draft Terms of Reference for the Eastergate Hall Management Committee but following the resolution made under item 8 to establish a Community Facilities Group it was felt that the decision on how the Hall Management Committee would operate be left to that new Group.

**Resolved: That the establishment of the Hall Management Committee be an item for discussion and decision at the first meeting of the Community Facilities Group**

#### **13. Appointment of Representatives to other Outside Bodies and Interest Groups**

Before agreeing the appointment of representatives to the Outside Bodies and Interest Groups published on the agenda the Clerk informed the Council that West Sussex County Council (WSSCC) had invited the new Council to join the Highways & Transport Sub-Group of JWAAC – a group the previous two Councils had both agreed not to join - There would be an administrative cost of £130 pa to be a member and the Council **agreed** to reject the offer to join. The Council also **agreed** the following appointments:

**Resolved: That Chris Allington be appointed as the Council's representative on Joint Western Arun Area Committee (JWAAC)**  
**That Chris Allington; Sue Wallsgrove and Stewart Pritchard be appointed to represent the Council at BEWAG**  
**That John Robinson be appointed as the Council's representative on Barnham Community Trust – it was also noted that Chris Allington and Terry Bedford were individual Trustees on the Trust**  
**That Terry Bedford be appointed as the Financial Affairs representative for the Council to support the Clerk with managing the budget**

#### **14. Planning Applications**

In future all Planning applications will be considered by the Planning & Environment Committee, other than those that the Committee agree should be referred to Full Council for decision. However, there was one application that had come forward whilst the Council was not in place that required discussion and decision as follows:

**EG/22/19/OUT – Boweries, Barnham Road, Eastergate - Outline application with some matters reserved for the erection of 28 no. dwellings, access, landscaping & associated works.**

The Council considered the application and **agreed** to submit an objection on the following grounds:

The site sits within the Barnham/Eastergate/Westergate Strategic Development of the adopted 2018 Arun Local Plan and sites within that area should be comprehensively planned through the Masterplan endorsed by ADC. As the Masterplan is still in development this application is premature and the developers should be engaging with the Masterplan process.

Barnham & Eastergate have submitted into the Master planning process that the plan needs to show a contiguous green infrastructure corridor from that shown on the Southern Consortium A29 consultation proposals across the B2233 and onwards through the Northern Arc development and the Council believe if the Boweries is developed in isolation then the options to provide this corridor may be restricted.

The Council is dismayed and irritated that developers and site owners will not engage through the BEW Master Planning process or the Barnham & Eastergate Neighbourhood Plan which is due for review this year.

**Resolved: The Council unanimously agreed that the Clerk would submit an objection to ADC based on the points made above.**

## **15. Finance**

The Clerk reported that whilst the Shadow Council had approved a submitted a draft precept figure to Arun District Council based on a draft budget that they also approved there was a need for the new Council to formally approve the precept figure and the budget. It was noted in discussions that the precept figure of £108,158 was higher than the figure initially given to the Council by ADC which had been based on a 10% reduction in the joint precept figures for the previous Barnham & Eastergate Parish Councils. The Shadow Council had approved the slightly higher figure which was still within the consultation figure of an increase of £5 to £10 for Eastergate residents (£9.51) and this figure had been accepted by ADC.

A short discussion took place where it was noted that the budget approved based on the precept would potentially show a shortage of funds but it was noted that of course there funds being moved across from both Barnham Parish Council and Eastergate Parish Council.

The Clerk also reported that she was hopeful that a new bank account for the Council would be open very shortly.

**Resolved: That the precept figure of £108,158 for 2019/20 be confirmed and submitted to ADC**

**That the budget for 2019/20 as drafted by the Shadow Council be approved**

## 16. To Approve a Members Allowance Scheme

During merger discussions the Shadow Council had agreed that in view of the fact that the Councillors elected to serve on the new Council would be undertaking a much larger task than the previous Barnham Parish and Eastergate Parish Councillors in managing a larger Council and more facilities and to possibly attract some younger working people to the Council that they would look to approve the payment of an Allowance to all Councillors and had included a figure in the draft budget. The Clerk had prepared a report for consideration and approval based on the report of Arun Parish Remuneration Panel of 2010. The Remuneration Panel report set out reasons for Parish Council's to consider adopting a Members Allowance Scheme and various elements of a Scheme that they could adopt. The Clerk's report made the following recommendations:

**1. That the Barnham & Eastergate Parish Council adopt the Members Allowance Scheme as detailed in the Arun District Parish Remuneration Panel report of March 2010;**

**but**

**2. That the Council agree to only support recommendations 1 – to pay the Basic Parish Allowance based on 10% of the basic District Council's Members Allowance which for 2019/20 will be £548.10; 2 – there be no differential between Town and Parish Councils for the payment of the Basic Parish Allowance; 3 – no specific differential allowance be payable to Chairmen of Town/Parish Councils;**

**and,**

**3. That the Council rejects recommendation 4 – to pay travel and subsistence allowances.**

In discussion it was noted that if the recommendations were accepted then all Councillors would be paid the allowance and then they could use it for whatever purpose they wished, be it for personal use to subsidise their requirements to enable them to undertake their role, or if they wished to donate it to a worthy cause. It would be a decision for each individual to make without reference to the Council.

**Resolved: To adopt the Members Allowance Scheme as presented**

## 17. Approval of new logo for the Council

Maureen Chaffe of Process Matters had engaged a designer to come up with some logo designs for the new Council based upon the windmill and lion (symbols of the previous Barnham and Eastergate Parishes) and a new colour scheme. The Clerk circulated copies of the various designs and a favourite design was agreed but the Clerk would ask Process Matters to get some amendments to be made, in particular the need to show a full windmill rather than the top of a windmill and sails as was presented. It was then **agreed** that the Council would take advantage of the Annual Parish Assembly to show residents the proposed logo and following comments would formally approve the log at the next Council meeting.

## 18. Annual Parish Assembly – Tuesday 28<sup>th</sup> May 2019

The Clerk had indicated on the agenda potential items for the agenda for the above meeting and following no objection from Councillors present would now publish the agenda and in particular

would ask user groups of the community facilities if any of them would wish to present at the meeting.

The finalised agenda will include:

Presentation Aldingbourne, Eastergate & Barnham Community Land Trust  
Presentation on the Strategy for the new Council prior to its approval at June Meeting  
An introduction by each Member of the Council  
Introduction by each Member of the Council to the audience  
An Open Question and Answer Forum

The Assembly will take place at Barnham Community Hall with refreshments available from 6 p.m. and the Assembly commencing at 6.30 p.m. The Assembly will followed by the first meeting of the newly established Planning & Environment Committee.

**19. Induction Event for Councillors**

The Chairman outlined a proposal that the new Council hold an informal (not public) meeting to look at the various key issues for the Council moving forward and to hold frank and open discussions on various matters. The event would also be used to identify any specific training needs that Councillors (particularly those new to the role) feel they would like to receive.

It was **agreed** that the Clerk would identify an early date for such an event.

**20. Date of next meeting**

**The next meeting of the Full Council of Barnham & Eastergate Parish Council will take place on Tuesday 4<sup>th</sup> June at 7.30 p.m. at Barnham Community Hall.**

Signed by: .....  
Chair of the Council