

Bramber Parish Council
ANNUAL PARISH COUNCIL MEETING
Beeding & Bramber Parish Hall
Wednesday 15th May 2019 at 7.00 pm

Present: Cllrs Roger Potter (Chair), Sarah Green (Vice-Chair), Ann Blakelock, Steve Blakelock, Mike Croker (HDC), Diana Goodall, Dave Kitson, and Mick Tilley.

In attendance: Cllr Roger Noel (HDC), Cllr David Barling (WSCC)

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. To consider and agree Election of Chairman

a) Cllr Tilley **nominated** Cllr Potter. **Seconded** by Cllr Kitson. **Unanimously agreed.**

2. To consider and agree Election of Vice-Chairman

a) Cllr Potter **nominated** Cllr Green. **Seconded** by Cllr A Blakelock. **Unanimously agreed.**

3. To receive apologies for absence

a) Apologies were received and accepted from Cllr Bignell.

4. To receive declarations of Interest

None for this meeting.

5. Approval of the minutes of the previous Annual Parish Council Meeting May 2018

a) Cllr Croker **proposed** that the minutes of the Annual Parish Council meeting of May 2018 be approved as a correct record of the meeting. **Seconded** by Cllr Green. **Agreed.**

6. Matters arising from the minutes

a) Approval and circulation of policies – actioned.

The Chairman adjourned the meeting

7. To adjourn the meeting to allow for public questions

The Chairman reconvened the meeting

8. To discuss and agree Committee membership

a) Planning Committee – Full Council will form the Planning Committee, with Cllr Kitson to lead on planning matters. **Agreed.**

b) Bramber Brooks Management Committee - Cllr Bignell, Green, Tilley and Potter. **Agreed**

c) Finance & General Purposes Committee – Cllrs S Blakelock, Potter, Tilley, Bignell, Goodall. **Agreed.**

9. To discuss and agree representatives on outside bodies

a) HALC Representatives - Cllrs A Blakelock, Kitson. **Agreed**
Chanctonbury Local Committee (CLC) - Cllr Tilley. **Agreed.**

b) Joint Parishes Cemetery Committee – Cllr Bignell and Green. **Agreed.**

c) Joint Parishes Youth Committee – Cllrs Green and Potter. **Agreed.**

d) Village Hall Committee – Cllr Tilley. **Agreed.**

e) Parish Member appointments to SDNPA – **No nominations.**

f) Neighbourhood Wardens’ Steering Group – Cllr Potter. **Agreed.**

10. To consider and approve Standing Orders

a) Referring to Standing Orders, Cllr Tilley expressed concern regarding the public recording of meetings, and that Councillors may feel intimidated and not discuss matters fully. The Clerk advised that the agreed minutes are the true record of the meeting. It was agreed that Cllr A Blakelock will express the concern at the next HALC meeting. Cllr Tilley also expressed concern that other members of the public may feel intimidated or may object to being recorded. The Clerk advised that she would add a paragraph to future agendas, stating that by attending a meeting, members of the public give their consent for a recording to take place and should be mindful that outside parties may publish those recordings.

Action **Discuss at HALC meeting**

Cllr A Blakelock

Action **Add paragraph to future agendas**

Clerk

b) Cllr Potter **proposed** that Standing Orders be adopted. **Seconded** by Cllr Croker. **Agreed.**

11. To consider and approve Financial Regulations

a) Cllr Croker recommended that the Financial Regulations be ‘tidied’, including the removal of brackets. **Agreed**

Action **Amend Financial Regulations**

Clerk / Cllr Croker

Action **Item for the next agenda**

Clerk

12. To consider and approve Councillors Code of Conduct

a) Cllr Croker **proposed** that the Code of Conduct be adopted. **Seconded** by Cllr Kitson. **Agreed.**

13. To consider and agree to adopt the General Power of Competence

a) Cllr Green **proposed** that the General Power of Competence be adopted. **Seconded** by Cllr Goodall. **Agreed.**

14. To consider and agree Councillor responsibilities for the forthcoming year

a) Planning – Cllr Kitson. **Agreed.**

b) Highways – Cllr Croker (Cllr Goodall to shadow, with a view to taking over in due course). **Agreed.**

c) Environment – Cllr Tilley and Goodall. **Agreed.**

d) Website – Cllr Tilley. **Agreed.**

15. Dates of the meetings for the forthcoming year:

15 th May 2019 APM and Parish Council	27 th November 2019 Parish Council
12 th June 2019 Parish Council	8 th January 2020 Parish Council
24 th July 2019 Parish Council	12 th February 2019 Parish Council
4 th September 2019 Parish Council	1 st April 2020 Parish Council
16 th October 2019 Parish Council	13 th May 2020 Parish Council

The Chairman closed the meeting at 7.47pm

Signed:
Chairman

Date: May 2020