

MIDDLETON-ON-SEA PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

to be held in the rear hall at the
Jubilee Hall, Middleton-on-Sea at 7.00p.m.
on Wednesday 15th May 2019

AGENDA

1. Apologies for absence
2. Completion of the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct
3. Election of Chairman of the Council and receipt of Chairman's Declaration of Acceptance.
4. Election of a Vice-Chairman of the Council
5. Parish Councillors photograph for Middleton News
6. Appointment of Committees, Committee Chairmen and Representatives:
 - (a) Development Control Committee (6 members)
 - (b) Finance Committee (3 members)
 - (c) General Purposes Committee (6 members)
 - (d) Parish Land & Property Committee (6 members)
 - (e) Playing Fields Executive (6 Trustees usually all members of (d))
 - (f) Parish Tree & Ditch Warden (1 member)
 - (g) Village Hall – Parish Council Representative (1 representative)
 - (h) Village Hall – MOS Playing Fields Representative (1 representative)
 - (i) Joint Western Arun Area Committee/ H&T Sub-committee Representative (1 representative and 1 substitute)
 - (j) Hobbs Allotments & Garden Society Representative (1 representative)
 - (k) Cycle-path & Rights of Way Representative (1 representative)
 - (l) Campaign to Protect Rural England (CPRE) Representative (1 representative)
 - (m) Conservation Area Representative (1 representative)
 - (n) Trustees – Friends of MOS Pond & Green Charity (3 representatives)
7. Completion of Parish Council and Trustees of MOS Playing Fields Bank Mandates (briefing note circulated)
8. Minutes of the Parish Council Meeting held on 20th March 2019
9. Declarations of Interest – Members who have interests should declare the interest now or before the item is discussed. The member must declare the nature of the interest and whether it is Pecuniary or Non-Pecuniary. If it is Pecuniary the member will leave the meeting whilst the item is discussed.
10. Items not otherwise on the Agenda which the Chairman is of the opinion should be considered as matters of urgency due to special circumstances
11. Forward Plan (briefing note circulated)
12. Matters Arising:
 - a) Update on actions from previous meeting (update circulated)
 - b) Chairman's Honorarium & Parish Councillors Allowances (briefing note circulated)
 - c) Annual reconfirmation of Financial Risk Assessment (report and briefing note circulated)

- d) **Agreement of Members Circulation Lists** (*briefing note circulated*)
- e) **WSCC – Strategic Transport Investment Programme** (*briefing note circulated*)
- f) **WSCC – Highways & Transport Integrated Forward Works & Annual Delivery Programme** (*circulated*)
- g) **Arun DC Annual Forum** (*briefing note circulated*)
- h) **JWAAC Meeting 28th May 2019**
- i) **Amendments to Freedom Of Information** (*briefing note circulated*)
- j) **Safer Arun Partnership Crime & Disorder** (*circulated*)
- k) **WSCC – Budget Communications – Councillors Response** (*circulated*)
- l) **Update A27 Arundel Bypass Scheme** (*circulated*)
- m) **Arun DC Review of Local Assessment Procedure (Complaints)** (*circulated*)
- n) **Consider arranging meeting with Environment Agency**
- o) **Access to beach for less able residents** (*briefing note circulated*)
- p) **Friends of MOS Pond & Green Charity Minutes** (*circulated*)

13. Development Control Committee

- (a) *Minutes dated 20th March, 3rd April, 17th April & 1st May 2019 (circulated)*

14. General Purposes Committee

(incorporating Code of Conduct, Flooding, Footpaths, JWAAC, Middleton News, Projects, Roads & Transport, Sea Defence, Tree Planting, Village Green/Pond & Youth)

- (a) *Minutes dated 17th April 2019 (circulated)*

15. Parish Land and Property Committee

(incorporating Playing Fields, Bus Shelters and Notice Boards)

16. Correspondence:

- (a) **Clerks & Councils Direct**
- (b) **Bognor Regis Household Recycling Opening Hours** (*circulated*)
- (c) **WSCC – Fire at Household Waste Recycling site** (*circulated*)

17. Finance Committee:

(a) Bank Accounts:	Current	£ 1,557.00
	Business Reserve	£71,982.29
		<u>£73,539.29</u>

- (b) **2018/2019 Accounts/Annual Return for approval/ratification** (*circulated*)

(c) Accounts for payment :-

WSCC	JWAAC Admin Fee	*	£130.00
Admor	Middleton News	*	£1107.00
WSCC	Payroll	*	£1230.70
Gillian Fowler	Middleton News	*	£473.26
Total			£2940.96

** Issued prior to meeting*

18. Any Other Business (*For noting or inclusion on a future agenda*)

Date of next meeting - 17th July 2019 J W Lake - Clerk

THE ANNUAL PARISH MEETING at which the Chairman will present her report for the year 2018/2019 will follow the above meeting (not before 7.30.p.m.) AND WILL INCLUDE A PUBLIC DISCUSSION PERIOD