

Pagham Parish Council

Minutes of the **Annual Council Meeting** held on Tuesday
15th May 2018 at 8.00pm in the Committee Room at Pagham Village Hall

Present: Mrs L Allard, Mr P Atkins, Mr J Carr, Mr P Hailey, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, (Chair), Mrs D Salter

In attendance: Nicola Swann (Clerk & RFO)

C18/001 To Elect the Chairman of Pagham Parish Council for the Council Year 2018/19
Cllr Radmall vacated the chair and the Clerk called for nominations for Chairman. On a unanimous vote Cllr Mr Radmall was duly **ELECTED** Chairman of the Parish Council for the 2018/2019 Council Year. He read and signed his Declaration of Acceptance of Office. Cllr Mr Radmall then took the Chair.

C18/002 Receive apologies for absence
C18/002.1 Mrs Hall gave her apologies

C18/003 Declarations of interest and dispensation requests
C18/003.1 **To receive declarations of interest by Councillors on any of the agenda items below.**
Cllrs Atkins, Huntley, James & Radmall stated that they had a disclosable pecuniary interest in item 14 (Flooding & Coastal Erosion) as each have a beneficial interest in that part of Pagham which is within the area of a serious risk of flooding arising from changing tidal patterns and erosion of the foreshore (the Area) and any decision taken might relate to action to be taken regarding measures taken to protect the Area and requested that it be recorded in the Minutes that they will be taking part in the debate and voting on the item as authorised by the Dispensation granted by Pagham Parish Council at their meeting on 31st July 2012 (minute 61.12c).

C18/004 To receive written requests for dispensations for disclosable pecuniary interests
C18/004.1 None

C18/005 Public Session Questions and comments from Members of the Public Present
C18/005.1 None.

C18/014 Receive Reports:

- C18/014.1
1. Chairman's Report – the Chairman drew attention to the continuing issues of sea defence and housing development in the parish. Concerns about the impact of the Chichester Flood Alleviation Scheme were raised as reports of a high water table had been heard. Traffic and infrastructure impacts of the proposed new developments were a concern as was the impact on ecology. Sea defence as still an important issue. It was hoped the Coastal Issues Group would establish a plan to protect vulnerable homes.
- C18/014.2
- C18/014.3
2. Clerk's Report – the Clerk explained that there were now two potential vacancies to be filled by co-option (one yet to be confirmed by ADC), and suggested both be considered at the next full Council meeting. All were in favour.
 3. District Council report – Cllr Mrs Hall was not present.
 4. County Council Report – Cllr Mrs Hall was not present.
 5. Representatives for Outside Bodies – BABA27 – the shortlist of options would be presented to the final meeting of the group on 18th May.

C18/015

C18/015.1 **Coastal Erosion/Flooding**

Cllr Mr Hailey reported back on the latest meeting of the Pagham Coastal Issues Group. All the key players had been present. Planning permission to cut the spit was still live but there was insufficient shingle at the current time to build banks. The situation was being monitored and if required an application could be made to extend the time the permission was in place. The Group had decided to establish a Beach Action Plan which would consider all scenarios for the future of the beach. This would be led by ADC but with input from others. At the time of the meeting there were no plans to implement groynes but this would be considered along with other suggestions. As with previous meetings, a premeeting had been held where the views of the community had been gathered. Cllr Mr Huntley commented that if the Beach Action Plan were adopted by all the parties in the Group, there should be less reactive management and work under emergency measures.

C18/16

- C18/16.1 **Committee Minutes & report** – to note the minutes of the following meetings and action any recommendations (*minutes previously circulated*)
Planning meetings held on 27th March 2018, 10th April 2018, 24th April 2018
The minutes were duly noted.
- C18/016.2 Highways & Amenities meeting held 10th April 2018
The minutes were duly noted.
- C18/016.3 Finance Meeting held on 24th April 2018
The minutes were duly noted.

C18/017 Finance

C18/017.1 Accounts. The accounts for the period ending 31st March 2018 (previously circulated) were presented. It was RESOLVED to receive and approve the accounts.

C18/017.2 Orders for payment

It was RESOLVED to approve the attached orders for payment amounting to £2451.87 (of which £162.47 was VAT)

C18/017.3 To review the Effectiveness of the Council's Internal Audit function

The Clerk had circulated a report outlining the Council's responsibilities in regard to the Internal Audit function. The report outlined the review schedule and audit plan and any actions currently undertaken to support and improve the process.

IT WAS RESOLVED that the Council was satisfied that it maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control system and had carried out a review of its effectiveness.

C18/017.4 To review the Internal Control arrangements

A report had been circulated to Councillors reminding them of their responsibility to maintain an adequate system of internal control including measures designed to prevent and detect fraud and corruption and to ensure that the said system was effective. Attention had been drawn to the provisions of the Risk Assessment Register, which had been approved at the previous meeting of the Council, and the Audit Plan for the year. IT WAS RESOLVED that the Council were satisfied that an effective system of Internal Control arrangements was in place which included measures designed to prevent and detect fraud and corruption

To note the date of the next Full Council meeting will be held on 26th June 2018

The meeting closed at

Signed _____
Chairman

Date _____