

# Pagham Parish Council

Minutes of the **Annual Meeting** held on Tuesday  
16<sup>th</sup> May 2017 at 7.30 pm in the Committee Room at Pagham Village Hall

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Present: Mr P Atkins, Mr B James, Mr M Cole, Mrs D Hall, Mr P Hailey, Mr P Higson, Mr D Huntley, Mr R Radmall, (Chair), Mrs A Rowles, Mrs D Salter

In attendance: Nicola Jones (Clerk & RFO),

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**C17/001 Election of Parish Council Chairman for 2017/2018 and Declaration of Acceptance of Office**

C17/001.1 Cllr Radmall vacated the chair and the Clerk called for nominations for Chairman. Cllr Mr Radmall was nominated by Cllr Huntley and seconded by Cllr Cole. Cllr Mr Atkins was nominated by Cllr Mrs Hall and seconded by Cllr Mrs Rowles. On a show of hands vote Cllr Mr Radmall was duly **ELECTED** Chairman of the Parish Council for the 2017/2018 Council Year. He read and signed his Declaration of Acceptance of Office. Cllr Mr Radmall then took the Chair.

**C17/002 Receive apologies for absence**

**C17/003 Declarations of interest and dispensation requests**

**C17/003.1 To receive declarations of interest by Councillors on any of the agenda items below.**

Cllrs Atkins, Cole, Huntley, James & Radmall stated that they had a disclosable pecuniary interest in item 15 (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 take 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 31<sup>st</sup> July 2012 (minute 61.12c).

**NJ**

**C17/003.2**

**To receive written requests for dispensations for disclosable pecuniary interests**  
None

**C17/004 Public Session Questions and comments from Members of the Public Present**

**C17/004.1** None

**C17/005 Election of Vice Chairman for 2017/2018**

C17/005.1 The Chairman called for nominations for the position of Vice Chairman. Cllr Huntley was nominated by Cllr Mrs Salter and this was seconded by Cllr Mr Higson. There being no other nominations, Cllr was unanimously **ELECTED** Vice Chairman of the Parish Council for the 2017/2018 Council Year.

**C17/006 Setting Up and Appointment of Members to Standing Committees**

C17/006.1 Planning Committee – (with delegated authority to make observations and recommendations to the LPA).

Nominations: It was agreed that the current membership of Cllrs Cole, Mrs Hall, Hailey and Higson continue, together with Chairman and Vice Chairman ex-officio (Cllrs Radmall and Huntley)

C17/006.2 Highways and Amenities Committee – (with delegated authority to authorise emergency repairs, the day-to-day management of the Council's play areas and the periodic maintenance of Council property, and the authority to make payments).

Nominations: It was agreed that the current membership of Cllrs James, Allard, Huntley, Rowles and Salter continue, together with Chairman and Vice Chairman ex-officio (Cllrs Radmall and Huntley).

C17/006.3 Finance and General Purposes Committee – (with delegated authority to authorise payments, the Council's Insurance, Risk Management of Council assets, and to review Council administration procedures and to make recommendations to the Council). Cllr Mrs Hall wished to step down from the Committee. Nominations: It was agreed that membership of Cllrs Atkins, Higson and Salter continue, together with Chairman and Vice Chairman ex-officio (Cllrs Radmall and Huntley).

**It was RESOLVED to unanimously approve the appointment of members to the Council's Standing Committees.**

**C17/007 Appointment of Representatives on Outside Bodies**

The following Councillors were appointed to serve as Representatives on Outside Bodies for the 2017/18 Council Year:

Joint Western Arun Area Committee

Cllr Mr Radmall and Cllr Mr Huntley

Joint Western Arun Area Committee, (Transport & Highways Sub Group)

Cllr Mrs Salter would attend the next meeting but a new representative would be sought from the Highways and Amenities Committee

Pagham Association for the Elderly

Cllr Mr Radmall

Parish Liaison Group

Cllr Mr Huntley and Cllr Mr Higson

Pagham Rife Management Group

Cllr Mr Hailey, Cllr Mr Huntley and Cllr Mr Radmall

Pagham Harbour and Coastal Issues Group

This group would be superceded by the Pagham Beach Stakeholder Group, on which Pagham Parish Council would be represented.

ADALC

Cllr Mr Higson and Cllr Mr Radmall

**It was RESOLVED unanimously to approve the appointment of representatives on outside bodies.**

**C17/008 Confirmation of Parish Council's Bankers**

C17/008.1 It was RESOLVED to that the Parish Council continue with Barclays Bank plc. for the 2017/18 Council Year:

- C17/009 Confirmation of Cheque Signatories**  
Noting that the four current authorised signatories were **Cllrs Mr Radmall, Mr Cole, Mrs Hall, and Mrs Rowles**, it was RESOLVED that the bank mandate as agreed on the 27<sup>th</sup> of March 2012 (minute 156.11c) should remain in place.
- C17/010 Confirmation of Parish Council's Solicitors**  
It was RESOLVED that Staffurth and Bray of York Road, Bognor Regis, act for the Parish Council for the 2017/2018 Council Year.
- C17/011 Confirmation of appointment of Internal Auditor for 2017/18**  
It was resolved to appoint RS Hall & Co for the financial year 2017/18 as the Council's Internal Auditor
- C17/012 To receive and approve the minutes of the meeting held on 28<sup>th</sup> March 2017 & 11<sup>th</sup> April 2017**  
C17/012.1 IT WAS RESOLVED that the minutes of the meeting held on 28<sup>th</sup> March 2017 & 11<sup>th</sup> April 2017 be APPROVED and the Chairman be authorised to sign them as an accurate record.
- C17/013  
C17/013.1 **Matters arising from previous minutes (for information sharing purposes only)**  
It was noted that the candidate who had applied for the casual vacancy on the Council whose application had been considered on 11<sup>th</sup> April 2017 had withdrawn his application
- C17/014 Receive Reports**  
C17/014.1  
C17/014.1.1  
1 **Chairman**  
The Chairman drew attention to the progress made with Coastal Defence issues of late, with planning permission imminent for the managed breach of the spit. Despite reports in the press to the contrary, funds were still required by Pagham Flood Defence Trust to meet the costs of the project.
- C17/014.1.2  
2 Housing development – efforts were continuing to oppose proposed development under the emerging Local Plan. The Chairman hoped that the Council would investigate the opportunities for development of properties which met local need via Community Land Trusts.
- C17/014.2 **Clerk's Report**  
Nothing to report.
- C17/014.3 **District Council's report**  
Cllr Mrs Hall advised that the District Council's annual meeting would take place the following day.
- C17/014.4 **County Council Report**  
The Chairman congratulated Mrs Hall on her election to the County Council representing Pagham and Nyetimber division. She thanked him and confirmed that she had been appointed to the Fostering Panel and Corporate Parent select committee.
- C17/14.5 Cllr Mr Cole left the meeting at 9pm.
- Representatives from Outside Bodies**  
Parish Liaison Group – nothing to report.
- C17/015 Flooding & Coastal Erosion**  
C17/015.1 The Environment Agency had contacted the Parish Council to advise they were considering removal of the training wall at the harbour entrance due to its deteriorating condition. The Parish Council was vehemently opposed to this due to the risks of flooding. A meeting had taken place between EA representatives and the Flood Defence Steering Committee to discuss. Work to repair with concrete had been agreed as an alternative course of action, along with the establishment of a Stakeholder Group to monitor the situation.

**C17/016 Committee Minutes & reports** – to note the minutes of the following meetings and action any recommendations (*minutes previously circulated*)

C17/016.1 Planning meetings held on 28<sup>th</sup> March 2017 & 11<sup>th</sup> April 2017 & 25<sup>th</sup> April 2017  
The minutes were duly noted.

C17/016.2 Highways & Amenities meeting held on 11<sup>th</sup> April 2017  
The minutes were duly noted.

C17/016.2 Finance Meeting held on 25<sup>th</sup> April 2017  
The minutes were duly noted.

**C17/017 Finance**

C17/017.1 Accounts. The accounts for the period ending 31<sup>st</sup> March 2017 (previously circulated) were presented. It was RESOLVED to receive and approve the accounts.

C17/017.2 Orders for payment  
It was RESOLVED to approve the attached orders for payment amounting to £8162.83 (of which £68.90 was VAT)

C17/017.3 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.  
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.

**C17/018**

**To consider the adoption of terms of use for The Paddock**

The Clerk advised that there were no terms of use for the Paddock but that there were groups other than the Parish Council looking to hold events there. A draft Terms of Use had been circulated and was considered by the Council. It was RESOLVED that, subject to specifying that the Clerk would approve requests for use in the first instance, the Terms as presented be adopted by the Parish Council.

**To note the date of the next Full Council meeting will be held on 27<sup>th</sup> June 2017**

The meeting closed at 9.15pm

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_