



TWINEHAM PARISH COUNCIL

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Minutes of the Annual Meeting of the Parish Council held at Twineham School, Twineham on Monday 13th May 2024 commencing at 7:10 pm

Present: Councillors Mrs A. Hirst (Chairman), Mrs F. Jones, Mrs C. Murphy, and Mr C. Worsley.
Mid Sussex District Councillor G. Zeidler
West Sussex County Councillor J. Dennis.
Clerk Mrs D. Langston.
Ms A. Scott Representative Mayfield Market Town

27.24 To elect the Chairman of the Parish Council. Cllr A. Hirst was nominated by Cllr F. Jones, seconded by Cllr C. Murphy, and duly elected as Chairman of the Parish Council. Councillor C. Worsley was nominated by Councillor F. Jones, seconded by Cllr C. Murphy, and elected as Vice-Chairman.

28.24 Apologies for absence were received from Twineham Parish Councillor Mrs J. Veaney.

29.24 To receive declarations of interest from Members in respect of any matter on the agenda. Councillor Worsley declared an interest in Rampion.

30.24 To approve the Minutes of the Parish Council Meeting held on 11th March 2024. Minutes were agreed by Council and were signed by the Chairman.

31.24 Mid Sussex District Councillor G. Zeidler updated on the following items.

- Future reports will be circulated on 29th of each month.
- Fulking enforcement appeal was overturned by Inspector. One of the reasons given was landscape within the South Downs National Park.
- Cllr Zeidler has discussed the timing of planning application decisions with Case Officer Mr S. Malcolm. It is envisaged the decisions for the battery farm applications may be taken to the planning committee meeting in June, however this will be confirmed by planning.
- Enquiry regarding Beech Hurst traffic on Church Lane. Council highlighted possible issues with ditch drainage and setts at this location.
- District plan 1,300 responses have not been made public yet as being categorised. Once categorised they will be published on the website. Council is still awaiting the allocation of an Inspector.
- Cllr Hirst requested an update on Twineham Grange Farm enforcement. Cllr Zeidler will discuss this item with the relevant enforcement officer.

32.24 Cllr Hirst gave an update on outstanding planning enforcement issues.

33.24 West Sussex County Councillor J. Dennis updated on the following items.

- New Metro bus timetable for route 273 has been published. Additional services, to include a Sunday, have been included for local routes. This is one of the routes planned for hydrogen vehicles.
- WSCC Highways are trialling a new reporting system for local parishes.

34.24 To receive an update on Highways matters.

17.24 Potholes. Council will ensure any outstanding issues are highlighted to Cllr Dennis.

18.24 SIDs. Council will review this item once a decision has been received on the TRO.

TRO. Cllr Dennis has supported the application. Item remains ongoing.

Bob Lane fingerpost. Wet weather has delayed the repairs.

Litter Bins. Cllr Dennis will consult with Clerk on this item.

20.24 Operation Watershed and riparian rights. This item was covered in the last newsletter and will continue to be reviewed.

21.24 PROW 14T. WSCC have confirmed a letter has been raised to the landowner. Cllr Dennis will chase this matter up with PROW.

Church Lane verges. This item was covered under item 31.24.

Signpost to recreation ground. Council resolved to meet the costs of signage up to the sum of £500.00. Cllr Zeidler will consult with Clerk on this matter.

35.24 Cllr Hirst gave an update on the Rampion Off-Shore Windfarm consultation.

- Rampion site visits will commence on 14th May 2024.
- Council responded to the latest consultation on highlighting items including:
 - Vehicle movements across the parish with specific emphasis on HGV movements.
 - Provision of community benefits for those parishes most affected.
 - Work during shoulder hours
- Cllr Dennis highlighted issues she has raised regarding transport concerns such as lorry sites, the usage of Kent Street and working hours.
- Cllr Hirst confirmed additional hearing meetings will be held in Brighton this week.

36.24 Council agreed their response to the recent CPRE sewage survey. Cllr Worsley will submit these to CPRE.

Councillor Dennis and Councillor Zeidler left the meeting at this point.

37.24 Councillor Jane Veaney was elected as Council's representatives to Mid Sussex Association of Local Councils and West Sussex Association of Local Councils.

38.24 Financial Matters

38.1.24 To review the final audit report 2023/2024. Clerk highlighted recommendations made in the final internal audit report, previously circulated

38.2.24 To carry out a review of the system of internal control and approve the Annual Governance Statement. Council reviewed the internal control system and prepared the Annual Governance Statement.

38.3.24 To receive and approve the Accounting Statements for the year ended 31st March 2024. The accounting statements were reviewed by council and approved. Documents were then signed by the Chairman.

38.4.24 To confirm the council decision to declare itself exempt from limited assurance review. Council resolved to declare itself exempt from the external limited assurance review.

38.5.24 To decide and approve the appointment of the Internal Auditor 2024/2025. Council resolved to appoint April Skies Accounting as their Internal Auditor for the current financial year.

38.6.24 To review and accept the annual insurance policy, previously circulated. Councillors resolved to accept the proposed insurance policy. Clerk will ensure payment is made in line with the acceptance.

38.7.24 To accept the following internal policies and documents, previously circulated. Council reviewed the standing orders and agreed acceptance of all documents to include the new NALC model financial regulations.

- Code of Conduct.
- Code of practice for dealing with complaints from the public.
- Equality, diversity, and inclusion policy.
- Freedom of information.
- Press & media policy.
- Procedure for the handling of correspondence.
- Recording of public meetings.
- Financial Regulations.
- Retention policy.
- Expenses policy.
- Standing order

38.8.24 To carry out an annual review of the council risk assessment. Council reviewed the risk assessment and agreed acceptance of the proposed risk levels.

38.9.24 Payments raised since last meeting:

£105.68 WSLAC Invoice 1749 Annual Membership

£531.95 WSCC Invoice 8001751258 Salary & pension

£106.85 WSCC Invoice 8001751612 Payroll provision

£ 23.49 D. Langston Administration expenses.

£527.49 WSCC Invoice 8001757120 Salary & pension

£100.00 April Skies Accounting Invoice 0254 internal audit

39.24 Date of next meeting confirmed as Monday 8th July 2024.

40.24 Any other business (*Please note that no decisions may lawfully be made under this item, but matters may be discussed which involve no more than an exchange of information*).

Council will review maintenance of hedgerows at the next meeting.

Cllr Jones will look into a parish social event on 1st September. To be carried forward to next meeting.

Cllr Hirst raised a vote of thanks to Cllr Jones for the recent newsletter.

