



Turners Hill Parish Council
The Ark
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TO ALL COUNCILLORS

10th May 2023

You are summoned to attend a meeting of the ANNUAL MEETING OF THE PARISH COUNCIL to be held on TUESDAY 16th MAY 2023 at THE ARK at 7:30 pm.

Clerk to the Council

A G E N D A

- 1 To accept a signed Declaration of Office for each Councillor
- 2 Election of Chairman for the coming year and to receive the Chairman's Declaration of Acceptance of Office
- 3 Apologies
- 4 Election of Vice Chairman for the coming year
- 5 Annual Report
- 6 To confirm signatories for the Parish Council Bank Accounts.
Currently Mr Forbes, Mrs Jarvis and Mrs Hughesdon. Mrs Bannister and Mrs Jim are signatories in order to manage the account and have use of the Council debit card.
- 7 To appoint two representatives for the West Sussex Association of Local Councils meeting (only the names representatives can vote at the Annual Meeting). Currently Mr Forbes and Dr Gibson.
- 8 To appoint at least one representative to attend the Mid Sussex Association of Local Council Meetings. Currently Mr Forbes and Dr Gibson.

- 9 To appoint two representatives to carry out the allotment inspections in June and September. Currently only Mrs Hughesdon.
- 10 Staff Management Committee – to appoint three Parish Councillors to the committee. Currently Dr Gibson, Mrs Forbes and Mrs Marsh together with the Chairman.
- 11 Ark Community Executive Committee – to appoint two Parish Councillors to the committee. Currently Mrs Hughesdon and Mrs Jarvis together with the Chairman. Suggested meeting dates are Thursdays at 10am on 13th July 2023, 12th October 2023, 18th January 2024 and 11th April 2024.
- 12 Finance Committee – to appoint two Parish Councillors to the committee. Currently Mrs Hughesdon and Mrs Jarvis together with the Chairman. Suggested dates are Thursdays at 10am on 23rd November 2023 and 18th April 2024. In addition, the Clerk provides a report at the end of quarter one and quarter 3.
- 13 Neighbourhood/VES Committee – to appoint three Parish Councillors to the committee. Currently Dr Gibson, Mrs Hughesdon and Mrs Jarvis together with the Chairman.
- 14 Roads and Vehicle Working Group – to appoint two Parish Councillors to the Group. Currently Mrs Forbes and Mr Marsh.
- 15 To consider payment of the following annual subscriptions:
G.A.C.C. £10
National Association of Local Councils £101.85
West Sussex Association of Local Councils £467.37
- 16 To receive and approve the Statement of Accounts for the year ending 31st March 2023 ([attached](#))
- 17 To appoint a Councillor to carry out the Quarterly Bank Reconciliation as prepared by the RFO – currently Mrs Jarvis
- 18 Gatwick – to appoint at least one Councillor to attend the CAGNE and GACC meetings and also to receive all e-mails from the Clerk with regard to Gatwick - currently Dr Gibson
- 19 To decide dates and times of ordinary meetings of the Council for the coming year. Meetings are normally held on the first Tuesday of each month other than the January meeting which is on the second Tuesday.
- 20 Record of attendance for the past year ([attached](#))

PARISH COUNCIL MEETING

- 21 Fifteen minutes for public participation
- 22 Declarations of interests in any agenda item listed
- 23 Chairman's announcements
- 24 To confirm the minutes of the meeting held on 4th April 2023 ([attached](#))
- 25 Matters currently being pursued - report by the Clerk
- 26 Planning Applications
To consider the following applications:

DM/22/3810 Mr Mitchell, Burleigh Oaks House, East Street
New 4 bay garage with extended pool room above. Replace delapidated pig sty with timber drying wood store (Additional information provided on Ancient Woodland and Trees 26.04.2023)

DM/23/0611 Mrs and Mrs S Beare, Worth Hall Farmhouse
Demolition of existing dwelling to erect a replacement dwelling and four bay garage with studio above and associated works.
- 27 Report on previous planning applications
- 28 Internal Audit Report
To note the contents of the report provided by Mulberry and Co ([attached](#))
- 29 Annual Governance and Accountability Return 2022/23 ([attached](#)):
 - a To approve the Annual Governance Statement for signing by the Chairman
 - b To approve the Accounting Statement in Section 2 of the annual return for signing by the Chairman
- 30 To accept the notes of the Summer Safety Road Briefing viewed by Mrs Forbes ([attached](#))
- 31 To receive and approve the Minutes of the ACE meeting held on 13th April ([attached](#))
- 32 Finance Committee:
 - a To receive and approve the Minutes of the meeting held on 20th April ([attached](#))
 - b To approve the recommendation to transfer £1,700 from the Elections Reserve to the Repairs and Renewals Fund

- 33 Policies:
- a To approve the policies for the new Term of Office ([attached](#))
 - b To review the Standing Orders ([attached](#))
- Note: Financial Regulations are due to be updated by NALC and so will be reviewed at a future meeting. For the time being, the current Financial Regulations stand.
- 34 Turners Hill Fete – To consider:
- a Covering the cost of public liability insurance for the Fete at a cost of £140
 - b Subsidising the cost of hire of the Recreation Ground at a cost of £113
 - c Allowing the Fete use of toilets and the Dove Suite kitchen in The Ark free of charge in return for the Fete Committee being responsible for all cleaning and supervision of the building
- 35 To consider purchasing a King Charles Coronation bench from Make Me Something Special ([King Charles III Coronation Engraved Bench | MakeMeSomethingSpecial.com](#)) at a cost of £1,117.99 including VAT, fixings and delivery, to replace the bench on East Street opposite Medvale Farm
- 36 To consider making a donation of £4 to the CAGNE Aviation Town and Parish Council Forum, and to consider increasing this to £10 in 2024
- 37 Accounts Due for Payment
Details [attached](#) – please submit any questions on the accounts to the Clerk by 15th May so that the correct information can be reported at the meeting.
- 38 Correspondence