

# WISTON PARISH COUNCIL

Clerk: Lucinda Woodage, New Barn, North Lane, Wiston, Steyning,  
West Sussex BN44 3DQ

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**Annual Parish Council Meeting**  
**Wednesday 15<sup>th</sup> May 2019, 7.00pm, at The Meeting Place,**  
**Water Lane, Wiston.**

## *Minutes*

**Present:** Cllr Garner, Cllr Goring, Cllr McLellan, Cllr Page

**In attendance:** Cllr Paul Marshall, Cllr John Blackall, Cllr Philip Circus, Cllr Jack Saheid

**Clerk:** Lucinda Woodage

**Members of the public:** None

- 19.1 Election of Chairman.**  
Cllr John Goring proposed that Sid Garner be Chairman, seconded by Cllr Page. Cllr Garner was duly elected Chairman of Wiston Parish Council.
- 19.2 Election of Vice-Chairman**  
Cllr Garner proposed that John Goring be vice-chairman, seconded by Cllr McLellan. Cllr John Goring was duly elected vice-Chairman of Wiston Parish Council.
- 19.3 Apologies for absence and declarations of interest.** Apologies have been received and accepted from Cllr Nash.
- 19.4 To approve the minutes of the meeting of 20<sup>th</sup> March,** circulated by email prior to the meeting. The minutes were approved as a true record and duly signed by the Chairman.
- 19.5 To approve the financial report for 2018/19 and to approve the Annual Return**
- 19.5.1 Approval of the financial summary for 2018/19,** circulated by email prior to the meeting. Approved.
- 19.5.2 Internal Audit report.** Mark Mulberry of Mulberry & Co completed the internal audit on 30<sup>th</sup> April, and reported that ‘overall the systems and procedures in place are entirely fit for purpose’. The full report circulated by email to Members prior to the meeting.
- 19.5.3 Signing of the Certificate of Exemption.** The Chairman signed the Certificate. The Clerk will post this to the external auditor.

- 19.5.4 Approval of Section 1, Annual Governance Statement.** Approved and signed.
- 19.5.5 Approval of Section 2, Accounting Statements.** Approved and signed.
- 19.5.6 Bank balance @ 15<sup>th</sup> May: £12,014.61**

**Approved payments:**

<b>Payee</b>	<b>Amount</b>
L Woodage, Clerk, March	£ 180.27
L Woodage, Litter Warden, March	£ 46.00
WSALC, subscription	£ 65.08
L Woodage, Clerk, April	£ 192.50
L Woodage, Litter Warden, April	£ 46.00
Mulberry & Co, internal audit	£ 156.42

**Receipts:**

HMRC, VAT reclaim	£ 423.34
Horsham District Council, 1 <sup>st</sup> payment precept	£ 2,078.00
Horsham District Council, 1 <sup>st</sup> payment cleansing grant	£ 278.78

- 19.6 Approval of Standing Orders,** circulated prior to the meeting by email. Approved.
- 19.7 Approval of Financial Regulations,** circulated prior to the meeting by email. Now that our banking is done electronically, amendments to the FRs are required – the deletion of paragraphs 5.3 and 5.4 and the amendment of paragraph 6.1 to read: ‘all payments shall be effected by debit card or electronic banking drawn on the Council’s bankers.’ Approved.

**19.8 Reports from County and District Councillors.**

Cllr Marshall has met with two officers regarding the Minerals Plan. There will be other opportunities for affected parishes to comment. We welcomed Jack Saheid as a new District Councillor.

Cllr Marshall left the meeting at 19.23

**19.9 Community matters**

- 18.53.1 Upgrade of Great Barn Footpath.** Richard Goring has indicated that the Estate would consider this, and is happy to meet to discuss when the time is right.

**19.10 Planning Applications**

- 19.10.1 DC/19/0935. Land at Brickyard Farm, London Road, Ashington. Removal of existing spine headframe supporting 3 antenna and the installation of a replacement 5m section supporting 6 antenna and ancillary development...** No objection

**19.11 Highways and Footpaths**

**17.72.1 Traffic Regulation Order.** As agreed at the last meeting, the Clerk has made the TRO application for the speed limit along Hole Street and Water Lane to be reduced to 40mph. Stephen Douglas has reported on 7<sup>th</sup> May that the application has been assessed and fresh speed data been requested which may take a few months to be obtained, collated and published. All TROs are presented to CCLC in November.

**19.12 Neighbourhood Plan**

Cllr Garner will contact Ken Newton.

**19.13 Information items, and matters for inclusion on July meeting agenda.**

**19.13.1** To discuss holding a ‘thank you’ get together for retired Councillors Jill Turner and Ken Newton.

**19.13.2** Footpath to Buncton, sign missing, a path needs to be created through the maize. The Clerk will write to the Estate.

**19.14 Dates of the meetings for the forthcoming year (Wednesdays, 7pm)**

**2019**

**17<sup>th</sup> July  
18<sup>th</sup> September  
20<sup>th</sup> November**

**2020**

**22<sup>nd</sup> January  
18<sup>th</sup> March  
20<sup>th</sup> May**

The meeting closed at 19.54

Signed..... **Date: 17<sup>th</sup> July 2019**  
Chairman.