



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council

Phil Holland
Deputy Clerk

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ANNUAL PARISH COUNCIL MEETING AGENDA

To, Members of West Dean Parish Council

Dear Councillor,

I summon all members to attend the annual parish meeting of West Dean Parish Council to be held on Wednesday 10th May 2023, in the Witherby Room of the West Dean Centre, Bream.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions, equal opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

The meeting will follow the Public Forum/Meet & Greet, which will begin at 7.00pm.

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES OR CUPS TO THIS MEETING

PLEASE NOTE THAT THIS MEETING MAY BE AUDIO OR VIDEO RECORDED AND MAY BE ADDED TO THE PARISH COUNCIL WEBSITE OR STREAMED LIVE OVER SOCIAL MEDIA

Yours sincerely

Kim Carpenter
Clerk

PUBLIC FORUM/MEET & GREET – 7.00 pm to 7.30 pm.

230510	<u>Council Formal Business</u>
230510.1	Election of Council Chair 2023/24 To elect the Chair of Council for the 2023/24 Council year. <i>Declaration of acceptance of office as Chair of Council –</i>

230510.2	Election of Council Vice-Chair 2023/24 To elect the Vice-Chair of Council for the 2023/24 Council year – CLLR GRANT TO STAND <i>Declaration of acceptance of office as Vice-Chair of Council –</i>
230510.3	Apologies To receive apologies for absence.
230510.4	Acceptance of Office To receive all Councillors acceptance of office for the 2023/2027 for signing by the Proper Officer of the Council.
230510.5	Declarations of Interest To receive all Councillors Declarations of Interests for the 2023/2027 for signing by the Proper Officer of the Council.
230510.6	Dispensation Requests To receive any dispensation requests from Councillors.
230510.7	Acceptance of Electronic Communication To receive acceptance of electronic communication forms from Councillors.
230510.8	Appointment of Committee Chairs & Vice-Chairs
230510.8i	These being required for the following committee's:- • Governance & Scrutiny • Planning • Highways & Footpaths • Climate & Biodiversity • Finance & Staffing • West Dean Centre Management • Dean Forest Greenway
230510.8ii	To fix the dates and times of Council and committee meetings .
230510.9	Resolve to enact the General Powers of Competence To resolve to enact the General Powers of Competence, as prescribed in the Localism Act 2011, S1-8 as the Council now meets the eligibility criteria of have two thirds or more of Council being elected and a qualified Clerk.
230510.10	Council Induction Training To schedule the induction training session for all Councillors. This induction pack for Councillors was developed and introduced during 2022 as a training opportunity or refresher course for all councillors to aid understanding on Council processes, roles and responsibilities and reporting structures.

230510.11	Items for Councils attention from FESNDP Feedback. Cllr S Dunford to provide a report of issues which are of concern to parishioners that were reported during the Forest Edge South Neighbourhood Development Plan consultation, that are not covered by the NDP, and their potential for further exploration and projects as part of the Council's business planning.
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230510.2	<u>Forthcoming Meetings:</u>
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May-23				
Tues	2nd May 2023	5.00pm	Planning Committee	West Dean Centre
Weds	10th May 2023	7.00pm	Annual Parish Council Meeting	West Dean Centre
Thurs	11th May 2023	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	16th May 2023	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	16th May 2023	5.00pm	Planning Committee	West Dean Centre
weds	24th May 2023	7.00pm	Annual Parish Assembly	West Dean Centre
Weds	31st May 2023	7.00pm	Full Council	West Dean Centre
Jun-23				
Tues	6th June 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	To be confirmed	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	20th June 2023	3:00pm	Highways & Footpaths Committee	West Dean Centre
Tues	20th June 2023	5.00pm	Planning Committee	West Dean Centre
Weds	28th June 2023	7.00pm	Full Council	West Dean Centre

- The Public Open Forum is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.
- The time allocated to the whole period of the open forum is 30 minutes.
- Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total.
- The Chairman will decide whether he can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chairman will then inform the deputation what action the Parish Council intends to take.
- The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.
- What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –
The Council can decide -
 - The degree to which the Council can act as advocate on behalf of the individual or group of electors.
 - To refer the matter to a Committee of the Council for action.

- (iii) To place the matter on a future Parish Council agenda.
- (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
- (v) If the matter is already on the Council agenda the Chairman will invite electors to make any points they feel are relevant regarding the agenda item. The deputation can then remain and listen to the debate in Council.
- (vi) If, during the formal meeting, the Chairman feels that the deputation has information which will be useful to the Council, the Chairman with the agreement of members can invite a spokesperson to address the Council.