

You are hereby summoned to attend the  
**Annual Meeting of the Parish Council**  
to be held on **Wednesday 1<sup>st</sup> May 2024 at 6:30pm**  
in The Church Room at St Mary's Church, Funtington, PO18 9LH

Cllr D Ash, Cllr V Cathie, Cllr N Laurence,  
Cllr R Littler, Cllr J Mottershead (Chair)  
Cllr B Mousley, Cllr E Paris

Rachel Foister  
23<sup>rd</sup> April 2024

Members of the press and public are welcome to attend the meeting and make representations during the Open Forum (see item 4) or at any other time during the meeting.  
Please do not attend if you feel unwell

In accordance with best practice, copies of this agenda have been sent to:

- Chichester District Cllr Joseph Brookes-Harmer (Lavant Ward)
- West Sussex County Cllr Julian Joy (Chichester West Division)

## **AGENDA**

- 1) Election of Chairman 2024-25
- 2) Chairmans Declaration of Acceptance of Office
- 3) To note any Cllr Apologies for Absence
- 4) To receive any **Declarations of Interest** (*Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days*)
- 5) To Receive and Confirm the Accuracy of the [Minutes of the Funtington Parish Council Meeting held on 3<sup>rd</sup> April 2024](#)
- 6) Appointment of Members to serve on Committees and Working Groups for 2024-25
  - Finance working group
  - Planning working group
  - website task and finish group
- 7) Dates and Times of [ordinary meetings 2024-25 and the Annual Meeting 2025](#)
- 8) **Open Forum** to allow members of the public to raise any matters for the Council's attention. (*limited to 15 minutes in total, and a maximum of 3 minutes for any one speaker*)

- 9) To Receive Reports from County and District Cllrs and Other Delegates if appropriate
- 10) **Planning and Licensing Applications** - To Consider and Agree Action if appropriate on the following:
- a) To receive a report on a recent meeting of the planning working group
  - b) Latest planning applications and the parish council's responses
  - c) Enforcement and appeals
- 11) **General Matters for Decision** – To consider and agree action on the following:
- a) review of current [Parish Council policies](#) – to note and agree any changes and updates and to accept the 2024-25 policy documents.
  - b) to agree the updated [parish asset list](#)
- 12) **Financial Matters for Decision** – To Consider and Agree Action on the following:
- a) To approve the [May Schedule of Payments](#)
  - b) To receive the latest [bank reconciliation](#) for acceptance
  - c) To accept the [end of year statement of accounts](#)
  - d) To approve the internal auditor for 2024/25
  - e) To agree the Parish Council insurance renewal for 2024\_25
  - d) To discuss options repair costs for West Stoke road sign subsequent to insurers offer
  - e) To agree the the rental fee for West Ashling Parish Meadow 2024/25
  - f) To agree the Parish Council contribution for the D-day event
- 13) **Matters for Discussion**
- a) Update on speed reduction projects and initiatives, including the latest Community Highways Scheme submission
  - b) Funtington Neighbourhood Plan report
  - c) To receive an update on flood issues and flood prevention initiatives across the parish
  - d) Improvements to the bus shelter on the B2146
  - e) Website improvements - switching to a .gov.uk domain and Parish Council WSAG 2.2 AA compliant website by October 2024.
- 14) **Matters for Information**
- a) Summary of [Parish Correspondence](#)
  - b) Repairs and maintenance across the parish.
  - d) To note the new Parish Council postal address: Funtington Parish Council, Parish Councils PO Box 867, Chichester, PO19 9YX
- 15) **AOB**
- 16) **Date of Next Meeting – Annual Meeting of the Parish Council**  
Wednesday 5<sup>th</sup> June 2024 in The Church Room, St Mary's Church, Funtington