



Shipley Parish Council

Chair: Cllr Phil Baxter, 7, Kings Platt, Shipley, West Sussex, RH13 8AX
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Dear Councillors,

You are duly summoned to an Annual Council Meeting of the Shipley Parish Council that will take place on Monday 14th June 2021 commencing 8pm. The meeting will be held at The Granary, Knepp Safaris, New Barn Farm, Swallows Lane, Dial Post, West Sussex, RH13 8NN.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair.

As this will be the first face-to-face meeting held in public by the parish council during the Coronavirus pandemic, please be aware there will be restrictions in place during the meeting to ensure the safety of all in attendance. These restrictions will include:

- Social distancing;
- The wearing of face masks;
- Hand sanitising on entry to the meeting room;
- A limit on numbers in the meeting room itself (only six members of the public).

In order to ensure the limit is not exceeded, any person who wishes to attend the meeting must register their desire to attend by emailing shipleyparishclerk@gmail.com or by phone to 07824 312070. Priority will be given to those who have registered to address the meeting as a public speaker; other requests to attend will be allocated on a 'first come, first served' basis.

P.S. Richards
Clerk to the Council

8th June 2021

AGENDA

65. Election of Chairman.
66. Election of Vice-Chairman.
67. Attendance and Apologies for Absence.
Recommendation: To accept apologies and reasons for absence.
68. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.
Recommendation: To receive any declarations of interests from members in respect to Items on the agenda.
69. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chair).
Recommendation: To note any comments.
70. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 15th April 2021.
Recommendation: The Council to approve and the Chair to sign as a correct record, the minutes of the Ordinary Meeting of the Parish Council held on 15th April 2021.

71. Matters Arising from Item 70 (For information only).
Recommendation: To note the information.
72. Council Structure.
• Review appointment of members to Committees, and representatives on outside organisations.
• Elect Chair of the Complaints Committee.
Recommendation: a) To review WSALC, HALC, Coolham Village Hall Management Committee representation and b) To nominate the Chair of the Parish Council to be the Chair of the Complaints Committee.
73. Policies and codes of conduct
Recommendation: to review and approved the updated policies and codes of conduct.
74. Report from the County Councillor.
Recommendation: To note the report.
75. Report from the District Councillors.
Recommendation: To note the report.
76. Planning Applications
• **DC-21-0651 - Oakridge Barn, Coolham Road, Coolham** - Removal of existing tractor storage shed. Construction of a building and access track to provide secure storage for agricultural and forestry equipment; and
• **DC-21-0784 - Little Kinswood, Coolham Road, Brooks Green** - Creation of new entrance gates and walls.
77. Planning Matters.
Recommendation: Note decisions made by Horsham District Council and review updates.
78. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements – update from Councillors.
a) Bin on the corner of Church Close and Church Causeway
b) Other matters that require attention.
Recommendation: Report maintenance problems within the parish and submit online to the appropriate authority.
79. Neighbourhood Plan Update.
Recommendation: Note the update.
80. Finances.
a) Review the internal audit report.
b) Approve the Annual Governance Statement 2020/21.
c) Approve the Accounting Statements 2020/21.
d) Payments for June 2021.
Recommendation: Consider the reports and agree appropriate actions.
81. Dates of next meetings.
• The next **Ordinary Council Meeting** will be held on a 22nd July 2021 at a location to be advised; and
• The next **Planning Sub-Committee Meeting** will be held on 12th July 2021 at a location to be advised.

Members of the public should be aware that being present at a meeting of the Council be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting or video conference, by any person present.