

Agenda for Meeting of Chelwood Parish Council

Chelwood Village Hall

Monday 8th January 2018 7:00pm

1. Matters Arising Not Covered In Agenda
2. Documentation Review
 - a. Internal Audit Terms of Reference
3. Finance
 - a. Community Empowerment Fund £250
 - b. Hall Rental 7*20 = £140
 - c. Balance £1972.75
 - d. Budget – include ALCA estimate £28.39
 - e. Precept
4. Correspondence
 - a. Joint Spatial Plan - Publication Document Consultation
 - b. Internal Audit Matrix Scheme
 - c. Consultation on public transport contracts
 - d. Data Protection Officer
 - e. Send a Representative to Royal Garden Party 2018, 5 June
 - f. Growing a rural community - Survey
5. Planning
16/00326/UNAUTH Malthouse Farm
6. Date of Next Scheduled Meeting
Monday 16th April 2018

Minutes of Meeting of Chelwood Parish Council - Draft

Monday, 8th Jan 2018

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| Public Submissions | None |
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| Present | Mr P Sherborne (chair), Mr P Harrison (vice-chair), Mr P Jones, Mr G Joyner, Ms J Glynn, Cllr K Warrington, Mrs C Beecroft (clerk) |
| Apologies | None |

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| 1 | Matters Arising Not Covered in Agenda | |
| Minutes of previous meeting signed as true record. | | |
| 2 | Documentation Review | |
| The Internal Audit Terms of Reference document was reviewed. No change required. | | |
| 3 | Appoint Internal Auditor | |
| Mr Stephen Meale will conduct the internal audit for 2018/19. | | |
| 4 | Finance | |
| <p>Community Empowerment Fund Parishes can apply for a grant of up to £250 for a community project. The amount of the grant applied for must be matched by the parish council. Grant application must be in by end of January 2018. Mr P Sherborne will discuss with village hall committee.</p> <p>Hall Rental 7 X £20 = £140 Previous Balance £1972.75 Income none Expenditure none Current Balance £1972.75</p> <p>Budget The council has budgeted for an expected expenditure of £400. It may be necessary to fund a Data Protection Officer, if necessary this will be funded from reserves this year. Having considered the budget for 2018/19 it was agreed to retain the precept at £400.</p> | | |
| 5 | Correspondence | |
| <p>a. Joint Spatial Plan - Publication Document Consultation b. Internal Audit Matrix Scheme – ALCA piloting a scheme to use clerks to conduct internal audit for neighbouring small councils. Chelwood PC will continue to use Mr Stephen Meale as their internal auditor. c. Consultation on public transport contracts d. Data Protection Officer - parish councils are required, from May 2018, to appoint a Data Protection Officer. e. Send a Representative to Royal Garden Party 2018, 5 June f. Growing a rural community - Survey.</p> | | |
| 6 | Planning | |
| <p>Mr P Harrison remained in the meeting as the following item was a clarification of BANES action and did not require any action by the parish council.</p> <p>16/00326/UNAUTH Malthouse Farm Following a planning enforcement in May 2017, it was established that an unauthorised change of use had occurred. Following this 2 applications for the site were submitted to the Council: Application 16/03853/FUL, for change of use was approved.</p> | | |

Application 16/03854/CLEU for unit 6 was withdrawn.
BANES will remind the owner that the building does not benefit from planning permission and remains unauthorised; and the recommendation is that this is regularised through a planning application.

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| 7 | Date of Next Scheduled Meeting | |
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| Monday 16 th April 2018 at 7:00pm. | | |
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