

HEYSHOTT PARISH COUNCIL

Chairman: Christopher Weeks
Clerk: Jane Crawford
email: clerk@heyshott.org.uk
website: <https://heyshott.org.uk/>

MINUTES: Annual Meeting of Heyshott Parish Council
Held on: Tuesday 13 May 2025 beginning at 19.30
At: Cobden Hall

Present: Christopher Weeks
Jane Constanduros Robert Harris
Simon Hook Anthea Philip

In attendance: No-one

- 1. APOLOGIES FOR ABSENCE:** Fiona Mackay. Thoughts of HPC were with Fiona and all sent their best wishes.
- 2. ELECTION OF CHAIRMAN and to receive the declaration of acceptance of office**
RH, the outgoing Chairman, proposed Christopher Weeks as Chairman. This was seconded by AP and he was unanimously elected as Chairman. He accepted reluctantly. His acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
JCD thanked RH for being such a brilliant Chairman who had managed tricky situations admirably.
- 3. ELECTION OF VICE CHAIRMAN and to receive the declaration of acceptance of office (FH 3 years in July).** It was decided in this instance to ignore the HPC 3 year rule and hoped FM would feel able to continue as Vice-Chairman as she was experienced and would be of great help to the new Chairman.
- 4. MEMBERS' RESPONSIBILITIES**
Finance and General Purposes: Robert Harris
Planning: Jane Constanduros
Environment:
Environment: Simon Hook
PROWs: Anthea Philip
Flooding: ditches, mowing, clearance and dangerous trees: The Chairman
Amenities to include seats, bus shelter, notice board, litter and salt bins: Fiona Mackay
- 5. APPOINTMENTS:**
Internal Auditor: Karen Bennett
Website: Bridget Adler
Data Protection Officer - Clerk
- 6. APPOINTMENT OF HPC REPRESENTATIVES TO:**
Cobden Hall Charity Trust: Fiona Mackay
Playground committee: Robert Harris
Bonfire committee: The Chairman

7. **REVIEWS**

Standing Orders 2025, including the Code of Conduct – notified changes by NALC were accepted.

Financial Regulations 2025 – notified changes by NALC were accepted

Procedures for handling complaints; requests under Freedom of Information Act 2000: no change.

FOI Publication Scheme: This document would go on the website and should have contact details of member of the Council. Members were asked again to open a gmail account to match surnameheyshottpc@gmail.com (**Action 262** of main meeting.)

Privacy notice

Review for Council’s policy for dealing with the press/media: Chairman deals with press and public; Clerk deals with publicity e.g. Newsletter/ press releases with HPC approval.

Review insurance policy: Clear had taken over Ecclesiastical Insurance (EI) and re-organised so that parish councils’ insurance was being dealt with by Ecclesiastical rather than Clear. While EI would honour the 3 year deal for £310, unfortunately this did not include insurance for legal advice cover which would cost an additional £160. The Clerk recommended that this should be taken on as otherwise parish councillors might be responsible personally for paying for legal advice which she did not feel they should have to do. HPC agreed.

Confirm membership of WSALC : JCD proposed, seconded by AP, that HPC should continue its membership of WSALC with all in favour.

8. **TO CONFIRM MEETING DATES FOR 2025/2026**

Tuesdays

2025: 8 July, 16 September*, 11 November,

**2026 13 January, 10 March, (Wednesday 15 April Annual Parish Meeting),
12 May HPC Annual Meeting and HPC meeting**

CONCLUSION: 19.50

Chairman..... Date.....

*Third Tuesday owing to holidays of several members