

# HEYSHOTT PARISH COUNCIL

**Chairman:** Robert Harris  
**Clerk:** Jane Crawford  
**email:** [clerk@heyshott.org.uk](mailto:clerk@heyshott.org.uk)  
**website:** <https://heyshott.org.uk/>

---

**MINUTES:** Annual Meeting of Heyshott Parish Council

**Held on:** Tuesday 16 May 2023 beginning at 19.30

**At:** Cobden Hall

**Present:** Robert Harris  
Bridget Adler  
Anthea Philip  
Fiona Mackay  
Christopher Weeks

**In attendance:** No-one

All members present, having been elected to the new council, signed their forms of Acceptance of Office and Declaration of agreement to abide by the Code of Conduct.

Fiona Mackay, Vice-Chairman opened the meeting in the absence of the outgoing Chairman JCD

1. **APOLOGIES FOR ABSENCE:** Jane Constanduros and Simon Hook
2. **ELECTION OF CHAIRMAN and to receive the declaration of acceptance of office:**  
FM proposed Robert Harris as Chairman This was seconded by AP and he was unanimously elected as Chairman. His acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
3. **ELECTION OF VICE CHAIRMAN and to receive the declaration of acceptance of office:**  
BA proposed Fiona Mackay as Vice- Chairman. This was seconded by AP and she was unanimously elected as Vice-Chairman. Her acceptance of office, which included an agreement to abide by the Code of Conduct, was received by the Clerk.
4. **CO-OPTION OF NEW MEMBER: Resolved to appoint Simon Hook.** Proposed by CW, seconded by FM, with all in favour. SH would sign his acceptance of office and agreement to abide by the Code of Conduct at the next meeting.
5. **APPOINTMENT OF CHAIRMEN for STANDING COMMITTEES** – all members of HPC to be on all committees unless disqualified  
Responsibilities for members were agreed:  
**Finance and General Purposes:** Chairman  
**Planning:** JCD  
**Environment** to include Public Right of Way, sign posts, mowing and dangerous trees : AP  
**Environment** to include flooding and ditche clearance. CW  
**Environment Climate change:** Parish Environment Group. The Chairman could not continue with this. The appointment of representing HPC would be made at the next meeting.  
**Amenities** to include seats, bus shelter, notice board, litter and salt bins: FM

6. **APPOINTMENTS:**

**Internal Auditor:** Rachel Hall

**Website:** BA

**Data Protection Officer:** Clerk

7. **APPOINTMENT OF REPRESENTATIVES TO:**

**Cobden Hall:** FM

**Playground Committee:** The Clerk recommended that a member of HPC should be on the Committee to make sure the playground was run in accordance with insurance requirements. The Chairman would attend the next meeting of the playground committee.

8. **REVIEWS**

Standing Orders including the Code of Conduct (no notified changes)

**Resolution:** The new council would have a limit of 3 consecutive years for the Chairman and Vice-Chairman. Proposed by AP, seconded by CW, with all in favour.

Financial Regulations: No changes.

Assets register 2023: The register as presented by the Clerk, was agreed as accurate.

Review insurance policy: A new 3 year agreement had been sent by BHIB. It had only just been received and the Clerk would check it. **Afternote:** The current and upcoming policy did not appear to have anything to do with special events (Fireworks, bonfires, beacons; fetes and galas; playgrounds) mentioned in the Policy or Statement of Fact documents. The Clerk was trying to clarify with BHIB.

Confirm membership of WSALC **Resolved to affirm WSALC membership.** Proposed by FM, seconded by AP, with all in favour.

Procedures for handling complaints, requests under Freedom of Information Act 2000. No change. FOI Publication Scheme. New members will be added.

General Data Protection Regulations 2018. On website. No notified changes.

Review for Council's policy for dealing with the press/media. No change: The Chairman would deal with verbal queries from the press and the Clerk would deal with publicity such as press releases and articles for the parish magazine with Chairman's approval. .

9. **CONFIRMATION OF MEETING DATES FOR 2022/2023:**

**Tuesdays at 7.30 pm**

**2023: 11 July, 12 September, 14 November,**

**2024 9 January, 12 March,**

**14 May HPC Annual Meeting**

**Annual Parish Meeting Wednesday 17 April 2024 at 7 pm**

**CONCLUSION: 20.05**

**Chairman.....**

**Date.....**