



Notice of the Hybrid Annual Parish Council Meeting  
On Monday May 13th 2024 at 7.00pm

And You Are Hereby Summoned To Attend

**THE PUBLIC & PRESS ARE WELCOME & ENCOURAGED TO ATTEND**

Planning applications to be considered:

Planning number	Address	Detail	Closing Date
BX/23/02169/FUL - Lge Scale Maj Dev - Dwellings	Land North West Of 56 Stane Street (Rohan Stables) , Halnaker, PO18 ONG	Amended scheme	15 <sup>th</sup> May

Delegated planning decisions to be noted:

Planning number	Address	Detail	Closing Date

**AGENDA**

- 1. To elect the Chair of the Council until the date of the next Annual Meeting of the Council in 2025 and the Acceptance of Office to be signed.**
- 2. To elect the Vice-chair of the Council until the date of the next Annual Meeting of the Council in 2024 and the Acceptance of Office to be signed.**
- 3. Apologies**
- 4. Declarations of Interest**
- 5. Minutes - To agree and sign the minutes of the meeting of 8th April 2024**
- 6. District Councillor, County Councillor & Chairman's Annual Reports**
- 7. Update on sewerage pumping in The Street – to discuss and take further action**
- 8. Feedback from Boxgrove Open meeting from attending groups: Neighbourhood plan/traffic calming/Boxgrove Water Fountain**
- 9. Permission for three users of Recreation ground: Village Hall bouncy castle; Greenwood Plants; D Page walking group.**
- 10. Election of Councillors and/or residents to the following outside bodies and internal appointments:**
  - i. Chichester District Association Local Councils
  - ii. West Sussex Association of Local Councils
  - iii. Goodwood Aerodrome/Goodwood Motor racing committee
  - iv. Boxgrove Village Hall Trustee
  - v. Boxgrove Neighbourhood Plan review
  - vi. Boxgrove TCG
  - vii. Boxgrove Planning lead
  - viii. Boxgrove Rangers lead
  - ix. Boxgrove Conservation Area group
  - x. Boxgrove Emergency Plan

**11. To approve the following policies of the Council:**

Civility and Respect pledge; Dignity at work policy; Councillor Code of Conduct; Disciplinary and Grievance policies; Document retention scheme; Risk assessment; Scheme of Delegation; Standing orders and Financial Regulations; asset register

**12. To approve data protection documents**

- i. BPC Data Protection Policy
- ii. BPC Information Security incident Policy
- iii. BPC IT Communications and Monitoring Policy
- iv. BPC Privacy Impact Assessment with template
- v. Subject Access Request

**13. To approve TORs for Boxgrove Rangers/Boxgrove Conservation Area/Boxgrove Traffic Calming Group**

**14. Clerk's Report**

- i. To approve Internal Auditor's report
- ii. To approve the Annual Return for 2023- 2024
- iii. To confirm appointment of Internal Auditor for 2024 – 2025
- iv. To confirm additional signatories on bank account
- v. Motion to implement financial verification of monthly payments by authorised signatory.
- vi. To approve the payments for consideration
- vii. Bank reconciliation

**15. Agenda items for next meeting**

**16. Date of next meeting**

Signed : Imogen Whitaker

Date: 7<sup>th</sup> May 2023

## RECORDING AND FILMING OF MEETINGS

- Members of the public and press are permitted to record or film meetings to which they have permitted access including remote meetings on a remote video platform. As a general rule the council does not record these meetings. Under exceptional circumstances a meeting will be recorded but the recording destroyed once the minutes of the meeting have been formally adopted. The European Union (EU) has formally recognised the UK's data protection standards (June 28<sup>th</sup> 2021) which means that personal data can continue to flow between Europe and the UK.
- ✚ Members of the public must be aware of Data Protection laws concerning the filming or recording of other people and respect their rights, particularly with regard to the filming or recording of minors
- ✚ Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded
- ✚ Recording or filming may only be done in a non-disruptive manner. The Chair has the right to stop proceedings and take appropriate action if she/he deems the recording or filming to be disruptive and/or it is contravening the rights of those present

- ✚ The Council asks those recording proceedings not to edit the film or recording in such a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
- ✚ These requirements will be deemed to have been accepted whether the public has read them or not.