OVING PARISH COUNCIL

Minutes of the Annual Meeting of Oving Parish Council held on Thursday 21 May 2026 at Jubilee Hall, High Street, Oving commencing at 6.45pm

Present: Cllr D Marston (Chairman), Cllr P Harding, Cllr M Riddell, Cllr A Smith

In attendance: Tracy Predeth – Locum Clerk & M McPhail (via Microsoft Teams)
West Sussex County Councillor David Betts

No members of the public were present.

1. Election of Chairman

Cllr D Marston was nominated for the position of Chairman for the forthcoming municipal year.

RESOLVED that Cllr D Marston be elected Chairman of Oving Parish Council for the 2026/27 municipal year.

Cllr Marston signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr M Riddell was nominated for the position of Vice Chairman.

RESOLVED that Cllr M Riddell be elected Vice Chairman for the 2026/27 municipal year.

Cllr Riddell signed the Declaration of Acceptance of Office.

3. Apologies for Absence

Apologies for absence were received from Cllr J Matcham and Cllr B Hunt.

RESOLVED to accept the apologies received.

4. Declarations of Interest

No declarations of interest were received.

5. Requests for Dispensation

No requests for dispensation were received.

6. Public Participation Session

West Sussex County Councillor David Betts addressed the Council.

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Members received an update regarding Local Government Reorganisation proposals affecting West Sussex and Chichester District Council. Cllr Betts spoke about the ongoing consultation process, the financial position of Chichester District Council, concerns regarding the proposed geography of the new authority areas and the implications for rural communities.

Cllr Betts also referred to planning pressures arising from revised housing targets and changes to planning legislation.

The Council was informed of upcoming Jubilee Hall 25th anniversary celebrations planned for 2027, including proposals for community activities and commemorative projects.

Members also discussed the Goodwood Airfield Consultative Committee and considered representation from the Parish Council.

No decisions were taken under this item.

7. Approval of Minutes

The minutes of the Council meeting held on 16 April 2026 were considered.

Minor amendments previously circulated to members were noted.

RESOLVED that the minutes of the meeting held on 16 April 2026 be approved as a correct record and signed by the Chairman.

8. Highways

Members received an update regarding highways matters within the parish.

It was reported that support had been received from West Sussex County Council regarding a Community Highways Scheme and that the matter was progressing through initial stages of consideration.

Members noted:

- installation of bollards and related highway works;
- progress regarding HGV signage near Church Lane;
- concerns regarding barriers and pedestrian safety measures near the footpath area; and
- ongoing discussions with West Sussex County Council regarding possible future improvements.

9. Financial Matters

Members considered the schedule of payments and receipts, budget monitoring information and bank reconciliation.

The Council noted that:

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• standing orders had now been established for regular Scribe and grounds maintenance payments;
• balances remained within budget expectations; and
• enquiries were continuing regarding the possibility of early repayment of a loan.

RESOLVED:

• to approve the schedule of payments and receipts to date;
• to note the budget against expenditure report;
• to approve the bank reconciliation; and
• to confirm the existing bank mandate and authorised signatories arrangements for the forthcoming year.

10. AGAR

Members considered the Annual Governance and Accountability Return documentation for the year ended 31 March 2026.

The Internal Auditor's Report was received and noted. Members were advised that no significant issues had been raised by the Internal Auditor.

RESOLVED:

• to receive and note the Internal Auditor's Report for the year ended 31 March 2026;
• to approve the Annual Governance Statement (Section 1) of the AGAR;
• to approve the Accounting Statements (Section 2) of the AGAR;
• to authorise the Chairman to sign the AGAR on behalf of the Council; and
• to approve the dates for the Exercise of Public Rights in accordance with the Accounts and Audit Regulations 2015.

Action:
Clerk to publish the Notice of Public Rights and provide copies for display on noticeboards.

11. Co-option

Members considered the application from Mandy McPhail for co-option to the Parish Council.

It was reported that an informal meeting had taken place with the applicant and members expressed support for the application.

RESOLVED that Mandy McPhail be co-opted to Oving Parish Council.

12. Policies

Members reviewed the updated Standing Orders and Financial Regulations.

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The Locum Clerk explained that the revised documents reflected updated model versions and clarified delegated financial controls and procurement arrangements.

Members also reviewed the Financial Risk Assessment for 2026/27, noting that the document had previously been adopted but required formal review for the new financial year.

RESOLVED:

- to adopt the revised Standing Orders;
- to adopt the revised Financial Regulations; and
- to approve the Financial Risk Assessment for 2026/27.

13. Appointment of Committees, Working Groups and Outside Bodies

The Council reviewed appointments for the forthcoming municipal year.

RESOLVED that the following appointments be confirmed:

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Staffing Committee:
Cllr D Marston
Cllr M Riddell

Planning Committee:
All members, with delegated arrangements continuing as required.

Jubilee Hall Trustee:
Cllr D Marston

West Sussex Association of Local Councils:
Cllr M McPhail

Almshouses:
Cllr A Smith

Youth Club:
Cllr B Hunt

Shopwyke Working Group:
Cllr J Matcham
Cllr P Harding

Chichester Community Development Trust:
Cllr J Matcham

Goodwood Airfield Consultative Committee:
Cllr P Harding

Speedwatch:
Cllr P Harding

Action:
Clerk to amend references from Hampshire Association of Local Councils to West Sussex Association of Local Councils within Council records.

14. Receiving Council Correspondence

Members considered the continued use of electronic delivery for Council summonses, agendas and associated papers.

RESOLVED to approve the delivery of Council correspondence electronically in accordance with legislation and Standing Orders.

15. School Bus Transport

Members noted that further information and quotations regarding the proposed school bus transport scheme to Chichester Free School were still being obtained.

The item would remain on a future agenda.

Action:
Clerk and Cllr Hunt to continue obtaining information and quotations.

16. NALC Award Scheme

The Council considered participation in the National Association of Local Councils Local Council Award Scheme.

Members discussed the benefits of demonstrating good governance, transparency and compliance with recognised standards.

RESOLVED that Oving Parish Council apply for the NALC Local Council Award Scheme.

Action:
Locum Clerk to progress the application process.

Members also discussed recruitment arrangements for a future permanent Clerk/RFO vacancy and the intention to re-advertise the role following the Annual Meeting.

17. Meeting Dates

Members considered arrangements for future meetings.

RESOLVED that the following meeting dates be agreed in principle:

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- 25 June 2026
- 23 July 2026
- 24 September 2026

Further dates to be confirmed following liaison with venue availability.

Additional Business – Local Government Reorganisation Consultation

Members discussed the West Sussex Local Government Reorganisation consultation and expressed concerns regarding the proposed modified unitary arrangements.

It was agreed that the Parish Council strongly disagreed with the proposals and considered that the suggested authority structure would not adequately reflect local geography, community identity or rural representation.

RESOLVED that the Clerk prepare and submit a response on behalf of the Council reflecting the concerns raised by members.

The meeting closed at 8.02pm.

Signed: _____

Chairman

Date: _____

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