FERNHURST PARISH COUNCIL

Full Council Meeting Wednesday 17 June 2026 Minutes

Minutes of the **Full Council Meeting of Fernhurst Parish Council** held at the Fernhurst Hub on **Wednesday 17 June 2026** at 7.00pm

Councillors Present: Cllr B Black, Cllr Heather Bicknell (Chair), Cllr John Buchanan, Cllr Margaret Jenkins, Cllr Chris Lloyd, Cllr Graeme Williamson

Also in Attendance: District Cllr Ellie Newbery, 1 member of the public and Mrs Elizabeth Ford (Clerk).

107/26 Apologies for Absence

RESOLVED: To accept apologies from Cllrs Peter Bellet, Graham Inns, Cayte Pearce and Rebecca Stroud-Matthews

108/26 Declaration of Interests – None

Cllr John Buchanan arrived at the meeting

109/26 To Approve Minutes of the meeting on 20 May 2026

RESOLVED: To approve the minutes of the meeting on 20 May 2026

110/26 Matters Arising from the Minutes - None

111/26 Public Representations
It was noted that there would be a Police-Parish Council bi-monthly meeting on 7th July which Councillors were welcome to attend or submit issues to report to the meeting.

112/26 County Council Commentary – No report to meeting

113/26 District Council Commentary
Cllr Newbery had previously provided a written report (included as Appendix A) and gave a summary to the meeting. A government decision on the Local Government Re-organisation for Sussex was expected by the 16th July. A review of litter bin locations would be made as part of a project to increase the recycling of collected litter. Cllr Newbery invited suggestions for local businesses which might be eligible to apply to the new Chichester DC Sustainability Grant Programme. Grants were also available from Chichester DC for charities, parish councils and clubs.

114/26 To Consider the Following Planning Application:
SDNP/26/02009/CND, 60 Vann Road Fernhurst West Sussex GU27 3NS
Proposal: Demolition and removal of existing garage and foundations. Proposed new garage (re-sited) and associated works. New ramp access to house including handrails (both sides), smaller permeable paved drive, post and rail including new hedgerow and security gate (Variation of condition of permission SDNP/24/00271/HOUS - installation of garage windows)

DECISION: The application was discussed and it was RESOLVED to submit the response of no comment.

District Cllr Newbery left the meeting

ANNUAL RETURN FOR YEAR ENDING 31ST MARCH 2026

115/26 To Approve the End of Year 2025/2026 Bank Reconciliation

The Fernhurst Parish Council accounting statements for the year ending 31st March 2026 had been considered in detail at the April 29th Finance & Administration Committee meeting and then copied again to Councillors prior to the Full Council meeting. The accounts were discussed.

RESOLVED: to approve the 2025/2026 statutory balance sheet

RESOLVED: to approve the End of Year 2025/2026 Bank Reconciliation

116/26 To Consider the Internal Audit Report for 2025/2026 and agree any actions

The Internal Audit Report for 2025/2026 (Final-update Internal Audit) had been circulated to Councillors prior to the meeting and was discussed. It was agreed to carry out the following actions:

a) The Council would open a new savings account to optimise interest received and enable all the Council funds to be covered by the FSCS.
b) The Council would continue with the ongoing improvements to its data protection measures

117/26 To approve Section 1 of the AGAR 2025/26 Form 3 – Annual Governance Statement

Detailed notes on the Parish Council compliance with the requirements of the assertions included in Section 1 of the AGAR 2025/26 Form 3 had been forwarded to Councillors prior to the meeting. The notes and assertions were then discussed at the meeting and Section 1 was completed.

RESOLVED: to approve Section 1 of the AGAR 2025/26 Form 3 – Annual Governance Statement

118/26 To Approve Section 2 of the AGAR 2025/26 Form 3 – Accounting Statements

The completed Section 2 of the AGAR 2025/26 Form 3 – the Accounting Statements, had been circulated to Councillors prior to the meeting and was discussed.

RESOLVED: to approve Section 2 of the AGAR 2025/26 Form 3 – Accounting Statements

119/26 To Note the dates for the Exercise of Public Rights for the Annual Return process for the Year Ending 31 March 2026

It was noted that the dates for the exercise of public rights for the Annual Return process for the year ending 31 March 2026 would be Monday 22nd June until Friday 31st July 2026 inclusive.

OTHER COUNCIL BUSINESS

120/26 To consider quote from Sussex Landworks for remediation works at burial ground

Following the wet winter and the atypically hot dry weather in May it had become apparent that there was a great increase in gapping alongside memorial stones in the burial ground. Some burial plots had also significantly subsided. A local gravedigger had agreed to fill the smaller gaps with soil arising from new burials at no cost and to carry out remediation of subsided plots and other areas at a cost of £60 per hour (two men working) exc VAT with a minimum period of four hours and a daily rate of £480 exc VAT. The quote was discussed.

RESOLVED: to approve a budget of £1,160 exc VAT for remediation of subsided plots and other areas in the burial ground and to appoint Sussex Landworks to carry out this remediation at a cost of £60 exc VAT per hour (two men working).

121/26 To consider Council entry to Parishes in Bloom 2027
This was deferred to the July Council meeting.

122/26 To consider the rental of the Village Green to parties for occasional /regular events
The Council had received a request to rent the Village Green for outdoor yoga sessions. This was discussed and it was decided to recommend that the Recreation Ground Trust was contacted in the first instance regarding rental the football pitches area. This area was available during the summer months, would provide rental monies to the Trust and make available the use of the recreation ground parking and other facilities.

123/26 To appoint two representatives to the West Sussex Association of Local Councils AGM, AMEX Brighton, 4th November 2026
This was deferred to the July Council meeting.

124/26 To consider Terms of Reference for the Finance & Administration Committee
A draft Terms of Reference for the Finance & Administration Committee had been circulated to Councillors prior to the meeting and was discussed.

RESOLVED: to approve the Terms of Reference for the Finance & Administration Committee (the approved document has been included as Appendix B)

125/26 To consider Terms of Reference for the Planning Committee
A draft Terms of Reference for the Planning Committee had been circulated to Councillors prior to the meeting and was discussed. Several revisions were proposed and the document would be amended and put forward for approval to a future meeting.

126/26 To consider Terms of Reference for the Property, Highways & Environment Committee
This was deferred to the July Property, Highways & Environment Committee meeting.

Monthly Executive Reports/Committee Matters

127/26 Finance and Administration:
a) To consider the May 2026 Income & Expenditure Report
The May Income and Expenditure report had been circulated to Councillors prior to the meeting (included as Appendix C). Cllr Bicknell had checked in detail that the payments and balances matched the bank statements and there were no concerns.

b) To consider the June 2026 payment schedule
The June 2026 payment schedule (included as Appendix D) had been circulated to Councillors prior to the meeting, along with supporting invoices. The schedule was discussed.

RESOLVED: to approve the June 2026 payment schedule

128/26 Planning Committee
The recent Parish Council comment on planning application ref. SDNP/26/02052/FUL, Pondfield Farm and Stud, was discussed.

129/26 Property, Highways and Environment Committee
No report to meeting.

130/26 Date of next meeting – 15 July 2026

The meeting ended at 8.20pm approx..

Chairman Signed: ……..

Date:

Please also see documents:

Appendix A: District Council Update for June 2026

Appendix B: Terms of Reference for the Finance & Administration Committee June 2026

Appendix C: May 2026 Income & Expenditure Report

Appendix D: June 2026 Payment Schedule