

Date: 07 January 2021

Title: Report Item 7 – Business in Progress

By: K Larkin (Parish Clerk)

Purpose: To provide an update on progress since the December meeting

Recommendations: To note the progress report

The following items are matters arising from the December council meeting:

- **Transparency** – following a complaint in the Public Session at the December parish council meeting that the parish council website was not functioning properly, the website was checked and found to be in good order. All reports to be considered at a council meeting are listed on the published agenda. In rare circumstances they may be described as confidential and only issued to councillors, but they are always listed. There are two reports which routinely go out after the main publication day. They are the Payments schedule and the Correspondence report. This is because invoices and communications from members of the public can come in at any time and the clerk does not want to delay them. However, in future, to improve transparency, both reports will be issued as they are on the main publication day, each carrying a note explaining that there may be additions and that the final version can be obtained on application to the clerk.
- **Participation in the Public Session** – when meetings began to be held remotely, from April 2020 onwards, the council requested that submissions from members of the public be made in writing at least 24 hours prior to the meeting, to be read out at the meeting. In normal times, the procedure is that the council allows fifteen minutes for contributions in the Public Session, before the council starts work on the formal agenda. Individual contributions are limited to two minutes. These limitations are necessary because the council has to complete its agenda in a reasonable time, and it is unlawful for members of the public actually to participate in decision making by a statutory body such as the parish council. The Chair has authority to relax the time limit on the Public Session when he considers it appropriate. This is most likely to happen if, for example, there is a controversial planning application and the council wants to be fully informed of residents' views. It is least likely to happen when a personal matter is on the agenda. The council is legally required to ensure that confidential information or personal data are not disclosed without legal justification, and this will inevitably mean that not all relevant information is in the public domain.
- **East Dean south bus shelter rebuild** – the council is pleased to report that this was completed on 23 December
- **Pavilion scorer's hut** - plans for the scorers hut enlargement have been prepared professionally through the good will of a qualified resident, and have been submitted to

the Gilbert Estate which has benefit of a restrictive covenant over alterations to the pavilion.

- **Drive-in Carol Service** – this took place on Wednesday 23 December, and was judged a success. Several residents have sent notes to thank the council, the Residents' Association and the Parochial Church Council for jointly organising and sponsoring this event.
- Due to the holiday period, progress on administrative actions requested by the council has been delayed, but an oral update will be given at the January meeting and recorded in the minutes.