

MINUTES OF THE EXTRAORDINARY MEETING OF BAINTON & ASHTON PARISH COUNCIL

Held on Thursday 19th February 2026 at 7pm

Present were Councillors Mr M Lucas, Ms S Lucas (Chairman), Mr N Smith and Mr S Taylor
Plus, Clerk Mrs J Rice and members of the public; none

25/EM1	APOLOGIES FOR ABSENCE. To receive and record apologies sent to the Clerk. There were no apologies for absence sent to the Clerk. Cllr W Gibson was away.
25/EM2	DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to update their register if necessary. (Members should disclose any personal, prejudicial or pecuniary interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made. The Chairman thanked all for making the meeting.
25/EM3	PUBLIC PARTICIPATION Arrangements will be made for the public to join the meeting, and a maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. There were no members of the public present.
25/EM4	CLERK RESIGNATION AND REPLACEMENT To receive and note the notice of resignation in writing by the Clerk and resolve the process to recruit a replacement. The resignation of the Clerk was received and noted, and the Clerk stated she was aiming to finish on 31/3/26 however will assist in the financial year end and extra handover activities as required. It was resolved to accept the draft job description, person spec. and advert for the role, to be advertised in the Parish News, Facebook, website and notice boards, email to other Clerks and other networks. It was decided to extend the deadline to 13/3/26 and interviews to be held on 23/3/26, probably at the White Hart, Ufford and before the next meeting, for a decision to be made at that meeting. It was decided to have at least 3 Councillors on the interview panel and the Clerk agreed to draft some suitable questions, including the need for flexibility, self-motivated for remote working and organised to keep on top of things. The pool of applicants with the (Clerk) CILCA qualification was questioned and it was noted that the person specification states the new recruit to be qualified or willing to work towards it or something similar, and the pool of applicants usually comes from other Clerks in the area or nearby. The draft Local Plan consultation to an alternative site at West Wittering was discussed briefly and there was no overall objection or support for the site. It was agreed to get feedback from the Ward meeting where it was also discussed. The meeting closed at 19:35

Signed by Chairman _____ Date _____