

FERRING PARISH COUNCIL

1 Elm Park, Ferring, West Sussex BN12 5RN
Tel: 01903 249449 Email: ferring-pc@btconnect.com

Minutes of the meeting of STATUTORY ANNUAL MEETING OF FERRING PARISH COUNCIL held on **Monday 22nd May 2017** at Ferring Village Hall. The meeting commenced at 8.00pm.

Present:

Parish Councillors: Councillors Carole Robertson, Terry Jackson, Stephen Abbott, Geoff Mines, Maura Blackburn, Peter Evans, Frazer Palmer, Richard Plumb, Roger Elkins and Ruth Sims.

West Sussex County Councillor: Councillors Roger Elkins

Arun District Councillors: Councillors Roger Elkins & Colin Oliver-Redgate

Residents: four resident attended

All present were welcomed to the meeting and commenced the formal proceedings.

01-05-2017 To elect a Chairman of the Council

Councillor Carole Robertson was re-elected as Chairman of the Council.

02-05-2017 To receive the Chairman's declaration of acceptance of office

Councillor Carole Robertson read and signed the Chairman's Declaration and it was signed by the Parish Clerk as the Proper Officer.

03-05-2017 To elect a Vice Chairman of the Council

Councillor Terry Jackson was re-elected as Vice Chairman of the Council.

04-05-2017 Apologies for absence

Apologies were received from Councillors Chris Headon and Stephen Horne

05-05-2017 Declarations of interest

Councillor Terry Jackson declared a personal interest in agenda item 20, Office Employment Contracts.

06-05-2017 Councillor Allowances

It was acknowledged that information in relation to Councillor Allowances has been circulated and that elected Councillors will need to opt out of receiving the allowance.

It was agreed that Councillor Allowances will be an item for discussion at the next Finance & General Purposes Committee Meeting.

07-05-2017 To appoint membership of the following committees

- a) Planning Committee (decision powers)
- b) Highways & Drainage Committee (advisory powers only)
- c) Environment Committee (advisory powers only)
- d) Community & Facilities Committee (advisory powers only)
- e) Neighbourhood Plan (including 3 x CRTBO's) Committee (advisory powers only)
- f) Finance & General Purposes Committee (advisory powers only)

Councillor Frazer Palmer expressed an interest in becoming a member of the Environment Committee.

Councillor Peter Evans advised that due to his new role as Mayor of Chichester, he may not be able to attend some future Finance & General Purposes Committee Meetings. The other Committee Group members remained the same. Should any Councillor wish to make any amendments they must discuss with the Parish Clerk at a later date.

08-05-2017 To review the remits of the Committees

It was agreed that this item is the responsibility for each Committee to discuss and agree.

09-05-2017 To appoint representatives to outside bodies

Councillor Maura Blackburn to remain as the Village Hall Representative.

Councillor Carole Robertson to remain JEAAC Representative.

Councillor Carole Robertson will become the JEAAC Highways Representative.

10-05-2017 Public Questions

A resident asked in relation to the village public conveniences and if the Parish Council will be taking over the responsibility.

Councillor Carole Robertson advised that no decisions have been taken to date and further discussions will take place. ADC will invite expressions of interest from any business wishing to be involved in providing public toilet facilities. A copy of an email has since been received from ADC which will be sent to local business outlining proposals and inviting interest.

A resident asked in relation to allotment space.

Councillor Carole Robertson advised that the Parish Council appreciates that we have a long allotment waiting list and we will continue to look for suitable allotment land within the village and surrounding area.

Councillor Peter Evans advised that there are schemes that organise neighbours to help each other with maintain their gardens.

11-05-2017 Minutes of the Council Meeting held on Monday 3rd April 2017

The Minutes of the Full Council Meeting of Council held on Monday 3rd April 2017 were approved by Council and signed by the Chairman presiding as a correct record with following amendment.

Councillor Roger Elkins arrived at 10pm should read Councillor Roger Elkins arrived 8.10pm.

12-05-2017 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities

Councillor Geoff Mines reported on the meeting held 4th May:

- It was advised that the maintenance contracts have been renewed with one addition that Ferring Nurseries will plant and maintain the planter at the old recycling area at the front of the village green.
- Councillors will recall that at Full Council, 27th February 2017. minute item 05-02-2017, a) bullet point 2, it was RESOLVED to pursue with the purchase a bench and an picnic bench for the village green. The environment Committee has now agreed on the type of benches and Councillor Geoff Mines will ask the Assistant Parish Clerk to place the order and liaise with ADC with regards to the delivery and installation.
- The Environment Committee has discussed ways to improve the entrance to the village green and it was agreed to look into the option of positioning a boat on the right, just inside the east entrance. As this is ADC land, the option is now being considered by the ADC Legal department.
- It has been reported that the wooden planters surrounding the village sign are rotting. It was agreed that a quotation to repair or replace the planter will be obtained.

b) Community & Facilities

Councillor Terry Jackson reported on the meeting held 15th May:

- The work to replace the Lintels at the Parish Office has been delayed.
- At the Community & Facilities Committee Meeting, Councillor Terry Jackson presented an overview of the General Power of Competence (GPC) outlining the advantages that it could provide the Parish Council. The Committee agreed that enacting the GPC would be recommended to Full Council. This will be an agenda item at a future Full Council Meeting for discussion and consideration.

c) Highways

Councillor Chris Headon, there was nothing to report

d) Planning Committee

Councillor Carole Robertson advised that the Planning Committee Meetings was held earlier this evening, 22nd May 2017.

e) Neighbourhood Plan Implementation (including 3 CRTBO'S)

Councillor Carole Robertson, there was nothing to report.

f) Finance & General Purposes

The Chairman presented the minutes of the meeting held on 8th May. The following matters/recommendations from the minutes were considered:

Schedule of payments – The schedule of payments were unanimously approved by the Council.

- £400 for K Washer to prepare and paint the boat including the base
- £250 for material for the pathways to the Rife
- 12-05-2017, a), bullet point 2, it was agreed that the two benches will be purchased for the village green. It was advised that the cost will be approx. £640 to supply, £90 for delivery excluding VAT.
- 12-05-2017, a), bullet point 1, the additional annual cost for Ferring Nurseries to plant and maintain the planter will be £313 excluding VAT.

All of the above were **RESOLVED** by Full Council.

- Councillor Roger Elkins asked in relation to tree planting along A259 on WSCC land and requested that it was agreed that the Parish Council purchases two trees. Councillor Geoff Mines advised that the Environment Committee are happy in principle for two trees to be planted, however they felt that the Parish Council should not be purchasing trees to be sited on WSCC land. It was agreed that this will be an item for further discussion at the next Environment Committee Meeting.

13-05-2017 Reports from District and County Councillors

a) Arun District Councillor Roger Elkins & Colin Oliver-Redgate reported the following points:

- There was nothing further to report

b) County Councillor Roger Elkins reported the following points:

There was nothing to report

14-05-2017 Reports from representatives on outside bodies:

Village Hall, Councillor Maura Blackburn reported the following points:

- There was a combined AGM and a regular Committee Meeting.
- The Treasurer's report showed a healthy reserve at year end.

- The Committee have a two year plan to find new volunteers to help run the hall. Some members have been on the committee for many years and some plan to stand down in the near future.
- There were positive comments regarding the running of the hall and its services.
- The committee has received a letter from ADC relating to the HELAA, requesting up to date information on the availability of the hall site for the planned 10 dwellings. The letter contained the comment that the hall was in a dilapidated state of repair. The committee were adamant this was not correct then or now. Secretary Clyde Fordyce will reply to the letter.
- The committee emphasised that their role is to continue to maintain and run the hall purely for the benefit of the local community, keeping charges as low as possible.
- Finally, because the committee have widened the gap between meetings, now five per annum, there may be parish meetings but no hall meeting on which to report. It was agreed that it would be appropriate for Councillor Maura Blackburn to report matters raised verbally by the hall secretary in the interim.

15-05-2017 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

- There was nothing to report

16-05-2017 End of year accounts

- The Parish Clerk advised due to the successful External Audit for 2015 - 2016, the Internal Auditor (Rachel Hall) has been reappointed to assist with the 2016 - 2017 Accounts.
- The Parish Clerk presented the end of year accounts as a fifteen page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2016 – 2017, Bank Account activity, Comparison of total balances carried forward for the past seven years, Reserved Funds, Bank Reconciliation, Internal Audit procedures, Internal Audit and the Annual Return.

17-05-2017 Annual Return

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2017. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

0512017 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2016/17* – of the Annual Return for the year-ending 31st March 2017 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

0522017 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2016/17* – of the Annual Return for the year-ending 31st March 2017 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

The relevant sections of the Annual Return were duly signed by the Chairman and the Clerk.

The above is **RESOLVED** and the Annual Return is now complete and ready to be submitted with the compulsory documentation to the External Auditor.

Thanks were given to the Parish Clerk.

18-05-2017 Items to be referred to next Agenda and Items for Information Only

- There was nothing to mention

The Council noted this information.

19-05-2017 Exclusion of the Public and The Press

The Committee, Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Resolved that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

20-05-2017 Office Employment Contracts - Review Employment Contract.

Councillor Terry Jackson declared a personal interest and left the meeting. The Parish Clerk left the meeting.

Following the Parish Clerk successfully completing the CiLCA Training, she is now fully certified and her contract it was RESOLVED that her contract will be revised to reflect this.

Councillor Terry Jackson and Parish Clerk returned to the meeting.

The next meeting will be held Monday 17th July 2017 at 7.30pm

The Chairman closed the meeting at 9.30pm

Nadine Phibbs
Clerk to Ferring Parish Council