

All minutes are draft and subject to approval at the next meeting

## **FERRING PARISH COUNCIL**

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Minutes of the STATUTORY ANNUAL MEETING of FERRING PARISH COUNCIL held **Thursday 28<sup>th</sup> May 2020** as virtual meeting using the Zoom Platform. The meeting commenced at 7.00pm.

Due to the Coronavirus (Covid 19) pandemic, The Meeting of the Full Council (Thursday 28th May 2020) will be held remotely (via Zoom) in line with 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' that are currently enacted for Meetings on and up to 7th May 2021

### **Present:**

**Parish Councillors:** Councillors Carole Robertson, Stephen Abbott, Terry Jackson, Lesley Young, Clare Royal, Roger Elkins, Peter Coe, Clare Royal, John Tero & Ruth Sims.

**West Sussex County Councillor:** Councillor Roger Elkins

**Arun District Councillors:** Councillor Roger Elkins

**Residents:** There were no residents in attendance

The current Chairman, Councillor Carole Robertson welcomed all present to the meeting and commenced the formal proceedings.

### **01-05-2020 To elect a Chairman of the Council**

Councillor Stephen Abbott was elected as Chairman of the Council.

### **02-05-2020 To receive the Chairman's declaration of acceptance of office**

Councillor Stephen Abbott read and signed the Chairman's Declaration in view of the Council and the Parish Clerk as the Proper Officer.

Councillor Roger Elkins, on behalf of all Councillors, thanked Councillor Carole Robertson for her dedication and hard work over the past 10 years in the challenging role as the Parish Council Chairman.

As the elected Chairman, Councillor Stephen Abbott continued with proceedings and moved forward to agenda item 3.

### **03-05-2020 To elect a Vice Chairman of the Council**

Councillor Lesley Young was elected as Vice Chairman of the Council.

### **04-05-2020 To receive the Vice Chairman's declaration of acceptance of office**

Councillor Lesley Young read and signed the Vice Chairman's Declaration in view of the Council and Parish Clerk as the Proper Officer.

### **05-05-2020 To adopt the Policy for holding remote meetings**

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It was **RESOLVED** to adopt the holding remote meetings policy.

**06-05-2020 To adopt the Policy for Delegation of Authority**

It was **RESOLVED** to adopt the Delegation of Authority policy.

**07-05-2020 To adopt the work from home policy**

It was **RESOLVED** to adopt the work from home policy.

Councillor Roger Elkins asked if the work from home policy will be reviewed in line with future Government advice. Councillor Stephen Abbott confirmed that this will be the case.

**08-05-2020 Apologies for absence**

There were no apologies.

**09-05-2020 Declarations of interest**

There were no declarations of interest.

**10-05-2020 To appoint membership of the following committees**

- a) Planning Committee (decision powers)
- b) Highways & Community Committee (advisory powers only)
- c) Environment Committee (advisory powers only)
- d) Neighbourhood Plan (including 3 x CRTBO's) Committee (advisory powers only)
- e) Finance & General Purposes Committee (advisory powers only)
- f) Personnel Committee (working groups)
- g) Policy Review Committee (working groups)
- h) Glebelands Project Group (working groups)
- i) Neighbourhood Plan Review Group (working groups)

The Committee Group members are to remain the same. Should any Councillor wish to make any amendments they can discuss with the Parish Clerk at a later date.

Councillor Lesley Young asked that, now the council has found a robust platform for remote meetings, can the parish council resume Committee & Working Group meetings.

This was received well and it was agreed that the existing Committee Chairs will discuss scheduling meeting dates with the Clerk.

**11-05-2020 To appoint representatives to outsiders bodies**

It was acknowledged that these meetings have been temporarily suspended due to the Coronavirus (Covid-19).

- a) JEAAC – Councillor Stephen Abbott
- b) JEAAC Highways Representative – The Highways & Community Committee will consider and appoint a suitable representative.
- c) Arun District Association of Local Councils (ADALC) Representative - Councillor Stephen Abbott (subbed by Councillor Lesley Young when necessary)

The above was **RESOLVED** by Full Council.

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### **12-05-2020 Public Questions**

There were no public present.

### **13-05-2020 Minutes of the Council Meeting held on Monday 16<sup>th</sup> March 2020**

The Minutes of the Full Council Meeting held on Monday 16<sup>th</sup> March 2020 were approved by Council and signed by the Chairman presiding as a correct record with the following amendment:

Page 2, second paragraph, Councillor Terry Jackson advised that from experience with the Speed Limit TRO, that to consult residents would be a huge task. It was acknowledged that to fulfill the requirements for a TRO is a lengthy process and there was concern that as this was not a safety issue the application would not meet the criteria and therefore be unsuccessful. Amend to read Councillor Terry Jackson advised that from experience with the Speed Limit TRO, that to consult residents would be a huge task. It was acknowledged that to fulfill the requirements for a TRO is a lengthy process and there was concern that as this was not a safety issue the application may not meet the criteria and therefore be unsuccessful.

### **14-05-2020 To receive and consider reports from Committees including the authorisation of orders for payment:**

At Full Council 16<sup>th</sup> March, minute item 12-03-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda, it was resolved to postpone Committee Meetings unless exceptional circumstances. Therefore, with the exception of the Planning Committee, there has not been and meetings held. Committee Chairs have kindly provided a brief report for each Committee.

#### **a) Environment, Footpaths and Amenities, no meeting held**

Councillor Stephen Abbott advised the following:

- The War Memorial was inspected and cleaned prior to VE day 75, as planned.
- The information plaque on the WW2 'Pill Box' on Patterson's Walk has been beautifully refurbished by Karl Washer also for the VE 75 anniversary.
- The Village Green grass cutting is now being undertaken under a revised procedure with more frequent cuts. The standard of cutting has been greatly improved, the volume of grass cuttings deposited on the green at any one time reduced and the general appearance consequently improved greatly. We will monitor throughout this cutting season.
- The planned works on the Village Green frontage and northern boundary from the main entrance to the toilets have been placed in abeyance. The contractors are carrying out essential works only. It is likely to be the autumn (at the earliest) before this can be resumed.
- The Village green play/exercise equipment has been taken out of use by ADC during the pandemic 'lockdown'.
- The rotten sleepers at the Patterson's Walk site have been replaced. Another excellent job undertaken by Karl Washer.
- The Warren Pond Knotweed treatment is up to date. Next treatment scheduled May 2020.
- Warren Pond replacement fencing to replace five fence posts and to reinstall the poles and fencing will commence this week.

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- The "W.I. tree" is planned to be planted in the autumn at the Little Twitten to replace the recently fallen Hawthorn tree. Ferring Conservation Group have received agreement from ADC.
- Ferring Nurseries have managed to continue to deliver most services throughout the 'lockdown' to keep our sites looking attractive.

The meeting was paused at 7.57pm for the Coronavirus (Covid-19) Thursday evening key workers clapping.

Councillor Carole Robertson left the meeting at 7.57pm

The meeting resumed at 8.05pm.

**b) Highways & Community Committee**

Councillor Terry Jackson advised the following:

In this present situation, no further progress has been made on the Compass bus route and there was nothing further to report.

**Speed Monitoring in the Village** - In response to comments from residents, the Vehicle Activated Speed Sign was deployed on Sea Lane; Northbound at the junction of St Malo Close in February, and in Ferringham Lane, heading into the Village from the A259 before the left-hand bend in March.

In both locations, 3 -5 % of vehicles exceed the speed limit, however less than 1% are travelling above 35mph. Vehicle numbers have decreased by around 50% since the Coronavirus prevention measures were introduced.

At the beginning of May, the sign has been back on Sea Lane between Somerset Road and Talgarth Way and shows 18% exceeding the speed limit with 3% greater than 35 mph. Surprisingly, vehicle numbers are around 1300 per day, which is only 15% lower than those measured in December.

Summaries of the findings have been published on the Parish Council Website and, in future, will continue to be reported at HAC meetings and published on the website twice a year.

Councillor Terry Jackson advised that as the Chairman of the Highways & Community Committee the Parish Clerk keeps me informed of any important issues with regards to our roads.

In this respect, over the last few days she has had many calls and emails concerning parking in the vicinity of the Bluebird café. Also she has been made aware of around 90 comments made on a social media post concerning the parking.

In view of this I spent some time today there and the situation was horrendous. Most of Ocean Drive, West Drive and all of South Drive were single track roads. With the many people walking around and the cars trying to get in and out of the café car park it was a real safety issue.

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I have no doubts that a Compass bus would have been pulled because it would not have been able to pass. A possible solution would be for double yellow lines along both sides of the roads but this would require WSCC approval and also resident agreement.

Councillor Terry Jackson stated that if WSCC could advise that this could happen in the near future then he would be prepared to discuss with residents.

The issue concerning the passage of Compass busses along this route has been discussed both with Compass and WSCC but, at this stage, a suitable arrangement has not been confirmed.

It was suggested that FPC should put a statement on Facebook concerning this parking issue.

After a lengthy discussion it was proposed and agreed that the issue should be referred back to the Highways & Community Committee for further discussion.

**c) Neighbourhood Plan Implementation (including CRTBO's) Committee**

Councillor Stephen Abbott advised that there is no further update.

**d) Planning Committee, Meetings held 18<sup>th</sup> May 2020**

Councillor Stephen Abbott advised the following:

FG/135/19/PL, Silo at Former McIntyre Nursery Littlehampton Road, Demolition of a silo & erection of an office building (B1(a) Business), 6 No. parking spaces for office workers & erection of boundary fencing has now been approved with conditions.

The scheduled Development Control Committee 27<sup>th</sup> May 2020 has been postponed until 3<sup>rd</sup> June 2020. FG/152/19/PL, 40 Little Paddocks & FG/8/20/PL, Eastlands Littlehampton Road will be considered at this meeting.

**e) Finance & General Purposes**

Councillor Lesley Young advised that the following items require council approval:

The following matters/recommendations were considered:

- a) Schedule of payments for February & March
- b) Purchase of additional IT equipment – Due to the Coronavirus (Covid-19) it has been necessary to purchase IT equipment including a laptop & two tablets £677.74
- c) Pill Box Plaque – to refurbish the plaque £75.00
- d) Zoom upgrade – The free version of Zoom only allows 40 minute of a meeting run time which is not adequate for council meetings. The Clerk has secured the Zoom upgrade at £9.99 when purchased annually.
- e) End of Year Accounts will be presented for council approval at the next Full Council Meeting.

The above were **RESOLVED** by Full Council

**15-05-2020 The Glebelands Opportunity**

Councillor Terry Jackson

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The Interim Report of the Glebelands Project was issued to all Councillors to consider if the report contains sufficient information so that they can make an informed decision regarding the opportunity to purchase the Glebelands, hence residents, to be able to make a decision on the purchase. Any Councillor comments would be appreciated.

Two councillors advised that they had not received the report. It was agreed that the Clerk will circulate the report.

The Glebelands Project Group (GPG) had invited all Councillors to attend a GPG Interim Report Forum on Wednesday 29th April 2020. However as discussed at the last Full Council Meeting 16<sup>th</sup> March, in view of the current situation with the Coronavirus, the above forum is unlikely to go-ahead, therefore an option would be to circulate the presentation via email for Councillors to review.

This evening it was agreed that the GPG Interim Report Forum will be rescheduled as a remote meeting.

In relation to the WSCC Heads of Terms for the possible purchase of the Glebelands and due to the exceptional circumstances, it had been agreed by FPC at the last Full Council Meeting 16<sup>th</sup> March 2020 that a letter should be sent to WSCC stating that in the current situation it would not be possible to make a decision on the possible purchase, within the stated period.

WSCC have replied noting FPC current position and that they understand the predicament. They ask that FPC keep them informed of the likely revised timescale.

#### **16-05-2020 Reports from District and County Councillors**

##### **Arun District Councillor Roger Elkins advised the following:**

- The main focus is supporting businesses and advising businesses or grants available to assist them in these unprecedented times.

Councillor Terry Jackson advised that Arun has clearly stated the position with regards to Patterson's walk yet the penalty signs are still there and this is causing confusion and possible altercation. Could the ADC representative please arrange for the signs to be removed.

Councillor Roger Elkins advised that he was not in a position to provide an answer to this request but he agreed that he would enquire about this issue.

##### **WSCC County Councillor Roger Elkins advised the following:**

- WSCC have set up a Covid-19 support HUB.
- There are 34,000 people currently shielding in the county.
- WSCC staff are working remotely and WSCC are still required to meet their criteria in relation to social care and vulnerable children.
- The cost impact of the Coronavirus (Covid-19) is in the region of 70 million pounds. Current Government grants received are 37 million pounds.
- Waste site have re-opened and further current restrictions regarding waste will be removed.

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- From 15<sup>th</sup> June, arrangements and booking for weddings will resume.
- Some schools will return commencing next week.

**17-05-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda**

Councillor Terry Jackson, on behalf of the Council would like to take this opportunity to thank the parish office staff for their efforts and hard work to ensure that the parish business has continued as business as usual.

Thanks were also given to Councillor Lesley Young & the Clerk for their efforts in successfully organising a suitable platform for remote meetings.

Thanks were also given to all councillors that have been involved and offered support to the community.

**The next meeting date is Monday 20<sup>th</sup> July**

The Chairman closed the meeting at 8.45pm

Nadine Phibbs, Clerk to Ferring Parish Council