

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

FERRING PARISH COUNCIL

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Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 5th March 2018** at Ferring Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors Terry Jackson, Stephen Horne, Maura Blackburn, Peter Evans, Roger Elkins (arrived 8.05pm), Ruth Sims, Richard Plumb and Lesley Young.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillor: Councillor Roger Elkins

Residents: No residents in attendance

The Chairman, Councillor Carole Robertson welcomed all present including the two new co-opted Councillors to the meeting and commenced the formal proceedings.

01-03-2018 Apologies for absence

Apologies were received from Councillor Geoff Mines & Arun District Councillor Colin Oliver-Redgate. The apologies were accepted by Council.

02-03-2018 Declarations of interest

There were no declarations of interest

03-03-2018 Public Questions

There were no public questions.

04-03-2018 Minutes of the Council Meeting held on Monday 22nd January 2018

The Minutes of the Full Council Meeting held on Monday 22nd January 2018 were approved by Council and signed by the Chairman presiding as a correct record.

05-03-2018 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

- The next Committee Meeting is scheduled for 8th March 2018
- There was nothing further to report

b) Highways & Community, no meeting held

Councillor Carole Robertson reported that at the Joint Eastern Arun Area Committee Highways and Transport Sub-Committee Meeting held on Thursday 8th February 2018, WSCC advised that the road improvements at Sea Lane have been delayed due to the change in the Contractor. It is hoped that the scheme will be delivered in summer/autumn 2018, although this will be confirmed at a later date.

c) Planning Committee

Councillor Stephen Abbott advised that the Planning Committee Meetings were 19th February & this evening (5th March) 2018 and highlighted the following applications:

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- FG/24/18/A Various illuminated & non-illuminated signs at various locations within the site at ASDA.
- FG/115/17/PL & Development Control, 4 no. bungalows, Ferringham Lane.
- FG/27/18/PL Demolition care home & redevelopment to provide apartment building for 7 self-contained flats, cycle park, bin storage & car parking, Ferringham Lane will be considered at the next Committee Meeting 26th March.
- FG/194/17/PL, Southpoint has been refused.

d) Neighbourhood Plan Implementation (including 3 CRTBO'S), meeting held 12th February

Councillor Carole Robertson advised that the meeting held on 12th February was for the sole purpose to discuss the purchase of the Glebelands Freehold.

It was acknowledged that the cost of freehold is small in contrast to the cost of the whole project and any potential shortfalls.

At the meeting, the following actions were agreed:

1. The Parish Council will ratify to pursue with the purchase of the Glebelands Freehold.
2. The Village Hall Committee will investigate if their charity status allows them to have a shared freehold.
3. The Village Hall Committee will consider the purchase of the Glebelands Freehold at their AGM Meeting on 10th March 2018.

After a brief discussion, the Council unanimously **RESOLVED** the above actions and that the Parish Council pursues with the purchase of the Glebelands Freehold and request the Head of Terms.

e) Finance & General Purposes

The Chairman presented the minutes of the meeting held on 19th February 2018. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** January 2018
- **PA System:** It was agreed that the Parish Council should purchase a new PA System of its own and that Councillor Terry Jackson will continue to investigate the options and Councillor Peter Evans will forward details of a system that WSCC has recently purchased.
- **Confidential Documentation:** In view of the General Data Protection Regulations, the Clerk has requested that the Parish Council purchase an office shredder. It was agreed to allocate up to £150 to purchase a cross thread shredder.
- **Land at Pantiles:** To move forward with the purchase, Councillors were asked to consider three options. It was agreed to continue with the transfer using the Parish Council tree surgeons recommendations and quotation.

The above were unanimously **RESOLVED** by the Full Council.

06-03-2018 Reports from District and County Councillors

Arun District Councillor Roger Elkins reported the following points:

There was nothing to mention.

WSCC County Councillor Roger Elkins reported the following points:

- WSCC budget has been approved.
- JEAAC is scheduled for Tuesday 6th March with a Crowd Funding Presentation before the meeting commences.
- WSCC has purchased a drone which will be used in situations such as flooding etc.

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- It was reported that support is being given to the Counties Libraries that offer special events for wellbeing, Counselling and other facilities.

07-03-2018 Reports from representatives on outside bodies:

Councillor Maura Blackburn reported :

- The Ferring Village Hall AGM will take place at 10.30am on Saturday 10th March. The committee have invited residents to come beforehand at 10.00am to have an opportunity to talk to members over refreshments. Some long term members are retiring and although the committee have been pleased to welcome three new members recently, they are hoping that more new members will come forward, particularly in view of the proposed long term plans for the village hall.
- In connection with the proposed purchase of the Glebelands Freehold, they are hoping for an early confirmation from WSCC of the Heads of Terms they wish to apply. In the meantime they are establishing whether their charity status will allow for a shared freehold at the site.
- The initial members of the steering group committee met with reference to the current situation and they will report back at the AGM.

08-03-2018 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

09-03-2018 General Data Protection Regulations (GDPR)

Councillor Lesley Young referred to the Summary for General Data Protection Regulations 2018 (GDPR) & the projected timeline that was circulated to all Councillors.

The Council was advised that Councillor Lesley Young and the Clerk attended a General Data Protection Regulation (GDPR) training hosted by SALC and presented by our current website provider.

Councillor Lesley Young explained to Council that the regulations are going to cause huge implications and that the parish council must meet compliance. This is non-negotiable.

The work involved will include a data cleansing exercise and to produce a number of policies of which the Council will have to adopt and adhere to.

The Council was asked to consider the following as recommended by the Finance & General Purposes Committee:

- implications of GDPR for the Parish Council
- timeline for implementation of GDPR requirements
- requirement to carry out Data Audit of actions required (two hours' work £80)
- requirement to draft and approval new policies (£100), *Councillor Lesley Young has now drafted the four essential policies.*

In preparation to be compliant with GDPR, Councillor Lesley Young will also review the data sharing & subject access document to ensure that it is relevant to the Parish Council.

The Council **RESOLVED** the timeline and the funding of external support.

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This item will be an agenda item at the Finance & General Purposes Committee Meeting 26th March and Full Council 16th April.

10-03-2018 FPC Policies

The Policies have been in circulation to Councillors and it has been recommended by the Finance & General Purposes Committee that FPC should adopt the Policies.

After a brief discussion, the Council **RESOLVED** that the Policies are formally adopted and to consider only minor alterations to coincide with standing orders.

11-03-2018 Standing Orders

Councillors considered if the standing Orders should be reviewed as recommended by the Finance & General Purposes Committee.

After a brief discussion, the Council **RESOLVED** that the Standing Orders should be reviewed and written in conjunction with the recommended Policies as mentioned in minute item 10-03-2018 as above.

It was agreed to form a Working Party consisting of Councillors Terry Jackson, Geoff Mines and the Clerk to review the Standing Orders and Policies and report back to the Full Council in May 2018. Councillor Roger Elkins also offered to be a part of the Working Party.

12-03-2018 Internal Auditor

The Parish Clerk advised due to the successful External Audit for 2016 - 2017, the Internal Auditor (Rachel Hall) to be reappointed to assist with the 2017 - 2018 Accounts.

The Council **RESOLVED** to reappoint the internal Auditor.

13-03-2018 Website Working Group

In the absence of Councillor Geoff Mines, Councillor Carole Robertson read the following update:

The Working Group of Councillors Abbott, Jackson and Mines and the Clerk has produced a working document about the aims, objectives and overall structure of the website.

The hope is to produce a clear, visually attractive, secure and professional website that is simple to navigate for users and which is a useful source of information for residents and councillors alike.

The website must be designed so that it can be suitably viewed on the variety of platforms that are available today such as personal computers, tablets and mobile phones.

From an administrative point of view the website must be easy to access and be manageable for the clerk and councillors to upload documents and material as and when required. It must also be able to be modified and adapted as it evolves no doubt over time.

In addition there will be a need for suitable training and ongoing support from the website provider to ensure continuity, maintenance and security.

The principal costs of setting up a website include its design, the hosting site and choosing a domain name. These are the sorts of issues that we have raised and discussed at meetings with two web designers so far, Clear Computing and Rawseo. We have also arranged a

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meeting with a further company Process Matters2 in early March and hope to recommend a company to full council as soon as possible after that.

2018. Network Rail Easement

The Clerk had kept Councillors informed of the Network Rail Easement at Full Council Monday 4th December 2017, minute item 06.12.2017 b Network Rail and within the Councillor Weekly Updates.

The Clerk advised Councillors that Network Rail is looking to carry out some work on Parish Council land near the allotments. Network Rail would like the cable route recorded by way of a deed of grant of easement for which they will pay an easement and also pay the council's reasonable legal costs in connection with the easement.

The Clerk has now received the Solicitor's legal documentation that needs to be reviewed and signed by two Councillors. Councillor Roger Elkins agreed to review the documentation in the first instance and sign as one of the signatories.

15-03-2018 Village Hall Representative

It was agreed that Councillor Maura Blackburn will remain as the Village Hall Representative on behalf of the Parish Council.

16-03-2018 Items to be referred to next agenda and items for information only:

There was nothing to mention

The next meeting will be held Monday 16th April 2018

The Chairman closed the meeting at 8.25pm

Nadine Phibbs
Clerk to Ferring Parish Council