

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 16th July 2018** at Ferring Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Geoff Mines, Maura Blackburn, Peter Evans (arrived 7.50pm), Roger Elkins and Ruth Sims.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillor: Councillor Roger Elkins

Residents: Three residents in attendance

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

01-07-2018 Apologies for absence

Apologies were received from Councillor Terry Jackson & Lesley Young. The apologies were accepted by Council.

02-07-2018 Declarations of interest

There were no declarations of interest

03-07-2018 Public Questions

A resident referred to the last parish flyer and asked why the article regarding foxes had been included as he is an animal lover and didn't foresee why there would be an issue with foxes. The Clerk explained that the office had received a number of concerns from residents that foxes were entering their gardens and causing a nuisance and frightening them and their families.

The same resident advised that he and his wife support the proposal for a refuge in Rife Way.

The same resident asked if there is a hosepipe ban in the district. It was advised to date that there is no hosepipe ban.

Another resident asked in relation the ASDA planning application for a petrol filling station. Councillor Carole Robertson advised that this had been discussed at the Planning Committee Meeting earlier this evening and it had been agreed that the Planning Committee Chairman will take a further look at the planning application.

04-07-2018 Minutes of the Council Meeting held on Monday 21st May 2018

The Minutes of the Full Council Meeting held on Monday 21st May 2018 were approved by Council and signed by the Chairman presiding as a correct record.

05-07-2018 To receive and consider reports from Committees including the authorisation of orders for payment:

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

Councillor Geoff Mines reported the following:

- **Warren Pond:** On the 13th June 2018, Councillor Geoff Mines wrote to all Councillors to advise that there is Japanese Knotweed growing near the Warren Pond and he outlined the recommended treatment and the cost that the Parish Council will incur to remove the Knotweed. Councillors acknowledged that the treatment is essential and had unanimously agreed to pursue with the five year treatment and pay in annual instalments. The treatment will commence in the autumn season, which runs from August-November.
- **Pantiles Land Transfer:** After more than twelve months of negotiations, the Parish Council officially owns the land at the pantiles and the trees will be cut as per the quotation received by the Parish Council on 23rd July. It had been agreed that the Parish Council will write to Little Paddocks Freeholders in relation the mirror that is sited on the Pantiles land. A response has been received along with a copy of the relevant insurance documentation.

b) **Highways & Community, meeting held 11th June**

In the absence of Councillor Stephen Horne, Councillor Carole Robertson advised that there was nothing to report.

c) **Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meetings this evening (16th July) with particular emphasis on applications for:

- Planning application FG/66/18, 78 Langbury Lane Ferring, Part change of use for western half of building from Residential Care Home (C2 Residential Institution) to residents living together as a single household (C3(b) Dwelling House) was approved by Development Control on 11th July.
- Planning Application FG/105/18/PL Install a six pump (12 filling position) automated petrol filling station, ASDA Superstore, the Chairman agreed that he would take a further look at the planning application.
- Arun Local Plan - On the 4th July Arun District Council received the Inspector's Report for the Local Plan 2011-2031. <https://www.arun.gov.uk/post-hearings-2017-including-main-modifications> The intention is for the Local Plan to be considered at Full Council on the 18th of July for adoption.

d) **Neighbourhood Plan Implementation (including 3 CRTBO'S), meeting held 4th June**

Councillor Carole Robertson advised that reference to the Heads of Terms received from WSCC (Property Team), Ferring Parish Council on 13th June responded by letter to ask if the Overage period is negotiable. A response has been received to advise that the overage period is a standard overage clause that WSCC uses; therefore no exceptions can be made.

It was agreed that Councillor Roger Elkins will investigate further and that a Neighbourhood Plan Implementation Committee Meeting will need to be arranged.

e) **Finance & General Purposes**

The Chairman presented the minutes of the meeting held on 2nd July 2018. The following matters/recommendations from the minutes were considered:

- **Banking:** Further to the concerns raised at the F&GP Committee Meeting that the new account is a one signatory account and if this will cause a problem for auditing purposes. The Clerk confirmed that there is no issue with auditing purposes, however she did suggest that there will be a written statement that will consist of two signatories to support any transactions made on the account.

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

It was also suggested that the two signatories should be the Chairman and Vice Chairman.

- **Schedule of payments:** April & May (attached for approval)
- **Freedom Leisure:** Out And About project five sessions. It was suggested that the allocated amount should be raised in the next precept to cover the full six sessions.
- **Grant requests:** From St Barnabas Hospice & Air Ambulance, It was acknowledged that the FPC grant scheme is for local groups/organisations only therefore it agreed not to award either grant request. It was agreed that an article will be included in the next parish flyer to encourage local groups/organisations to apply for a grant.

Discussion document, parking in Ferring (document received)

Councillors have been issued with a copy of the discussion document, parking in Ferring prepared by Councillors Geoff Mines & Stephen Horne.

The below items have been recommended to by the F&GP Committee:

- **Item 1 & 2**, Further to the motion received at the F&GP Committee Meeting, items 1 & 2 were not considered by Full Council. Items 1 & 2 have been referred back to the Environment Committee in accordance with Ferring Parish Council Standing Orders.
- **Item 3, Parking survey & limit parking** - A further survey to be conducted & Councillor Carole Robertson has emailed a WSCC Area Highways Manager in relation to erecting a limited parking sign outside the shops in the centre of the village.
- **Item 4, Re-routing pathway** - Not to pursue with this option.
- **Item 5 & 6, Rife Way parking** - Pursue investigating this option. A letter has sent to ADC on 11th May in relation to this matter, to date a response has not been received.
- **Item 7, Parking in the south of the village and at Pantiles** - Further investigations will be carried out to locate the owner of the land.
- **Item 8, Greystoke Road & Bus Company** – The Clerk has met with a representative of Compass Buses and this matter is resolved.

Other highway matters

- **Exit at the private road by the Vets in Ferring Street** – Agreed to erect two signs advising pedestrians/vetches of the hazards.

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

06-07-2018 Reports from District and County Councillors

Arun District Councillor Roger Elkins reported the following points:

- Further to ADC approaching all Parishes within the District to raise the issue of paper copies of planning applications that are supplied to Parish/Town Councils as reported at the Planning Committee Meeting earlier this evening, Councillor Roger Elkins will investigate further with ADC and attend any discussions that may arise.
- Arun Local Plan - On the 4th July Arun District Council received the Inspector's Report for the Local Plan 2011-2031. <https://www.arun.gov.uk/post-hearings-2017-including-main-modifications> The intention is for the Local Plan to be considered at Full Council on the 18th of July for adoption.

WSCC County Councillor Roger Elkins reported the following points:

- The Armed Forces Day complete with the Grenadier Guards was a success.

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- A recent Fire Services presentation revealed that the fire service attend more road traffic incidents than fires and that there have been 23 part time fire fighters recruited in the county.
- WSCC are running an online survey 'what matters to you' which is now open for the next three months and provides you with the opportunity to influence how the budget is distributed. Your answers will help shape West Sussex County Council's future priorities and inform how the budget is set for 2019/20.
- There have been improvements on stage 2 Stats.
- In relation the improvements at Sea Lane, the project is approved however the commencement date is yet to be confirmed due to the appointment of a new contractor. It was advised that the existing contractor will have their agreement extended which will include this project which is expected to commence in the autumn.
- WSCC is one of the counties with the highest volume of road traffic accidents.

Councillor Carole Robertson mentioned that WSCC used to arrange a meeting to give an opportunity for Parish Chairman to meet with representatives from WSCC. Councillor Roger Elkins will investigate further.

In relation to ADC, Councillor Geoff Mines asked if there was a process in place for when a representative leaves the council and if their correspondence is passed to an appropriate colleague or to the new person taking the role. Councillor Roger Elkins will investigate.

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

Councillor Maura Blackburn reported:

- The village hall committee is very dissatisfied that nothing has been sent in writing to update them re the negotiations with WSCC. As we discussed 12th February, 'there was a necessity to keep all parties advised'.
- Queries also include the current plans for the Glebelands site, whether they will impinge upon the village hall programme, keeping local residents fully au fait with what is planned, and other matters.
- The trustees feel therefore it would be beneficial to arrange an urgent meeting to discuss matter fully for the benefit of all parties concerned.

The above statement from the Village Hall Committee was met with some confusion from the Parish Council. Members of the Steering Group attended the recent Neighbourhood Plan Implementation Committee Meeting on 4th June and would be au fait with the current situation in relation to the Glebelands Freehold Heads of Terms received from WSCC.

It was agreed that the Clerk will write to the Village Hall Committee to request that they nominate one member to be the contact for the Parish Council. The minutes of the meeting of 4th June will be sent to this contact.

It was acknowledged that it was reported earlier under minute item 05-07-2018, d, Neighbourhood Plan Implementation (including 3 CRTBO'S that a response has just been received to advise that the overage period is a standard overage clause that WSCC uses. In view of this information being received, a Neighbourhood Plan Implementation Committee meeting will be arranged.

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

Councillor Stephen Abbott advised that he attended an Arun Planning Peer Review Meeting, also attended by representatives from a number of parishes. The meeting consisted of three

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presenters from a leading company in delivering a programme of support to councils to drive forward improvement in the planning process.

The representatives from the parishes asked a number of questions including the planning process and available training. A reply is yet to be received.

Councillor Stephen Abbott also attended the ADALC AGM. Councillor Stephen Abbott advised the remit of this meeting is to give a voice to local councils to discuss significant local issues. It was understood that much of the meeting was to discuss the future for the ADALC meetings.

09-07-2018 Christmas Event

Councillor Ruth Sims advised Councillors

Councillors are aware of the difficulties with Colas and the Christmas lights last year.

In view of this, Councillor Ruth Sims & the Clerk have met with a new local supplier. The new supplier has provided a quotation (Councillors have received a copy) for essential electrical works and installation. It is acknowledged that the quotation is a considerable expense, however as this will be the first year using the new supplier the work is necessary and future years the expense will decrease as all the installation fixtures will be in place and the lights will not need to be removed.

A Councillor with electrical expertise has discussed the quotation and suggested work with the new supplier and is satisfied that the work is required. It is also key to remember that there is money allocated for Christmas Event in the Precept.

The second quotation (Councillors have received a copy) is for the supply of additional lights.

It was advised that the entertainment at this year's event will be something quite exciting.

Councillors noted the above for information.

10-07-2018 Future of the Annual Parish Meeting

In relation to the Annual Parish Meeting, the Finance & General Purposes Committee recommended that the meeting should be a standalone meeting on a different date to the Parish Statutory Meeting and to incorporate the different functions of the Parish Council & its Committees.

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

11-07-2018 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

There was nothing to mention

The next meeting will be held Monday 3rd September 2018

The Chairman closed the meeting at 9.10pm

Nadine Phibbs
Clerk to Ferring Parish Council