

FERRING PARISH COUNCIL

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Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 3rd April 2017** at Ferring Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Terry Jackson (Vice Chairman) Councillors, Geoff Mines, Stephen Horne, Stephen Abbott, Peter Evans (arrived 8.10pm), Roger Elkins (arrived 10pm), Richard Plumb, Frazer Palmer .and Ruth Sims.

West Sussex County Councillor: Councillor Peter Evans

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

Residents: No residents attended

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

01-04-2017 Apologies for absence

Apologies were received from Councillors Maura Blackburn & Chris Headon.

02-04-2017 Declarations of interest

There were no declarations of interest

03-04-2017 Public Questions

There were no questions.

04-04-2017 Minutes of the Council Meeting held on Monday 27th February 2017

The Minutes of the Full Council Meeting of Council held on Monday 27th February 2017 were approved by Council and signed by the Chairman presiding as a correct record.

05-04-2017 Announcement from the Vice Chairman, Councillor Terry Jackson

Due to two Councillors arriving later to the meeting and to ensure all Councillors present, Councillors agreed to move agenda item 5 to the end of the meeting as agenda item 11.

06-04-2017 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

Councillor Geoff Mines reported on the following items:

The Pantiles: Councillor Geoff Mines and the Parish Clerk are scheduled to meet a local Solicitor on 5th April to discuss the initial process of the transfer of the land at the Pantiles.

Councillor Roger Elkins has kindly asked a Drainage Officer at ADC for clarification with regards to the transfer/ownership of the ditch. It was advised that riparian ownership has a great deal of flexibility. Councillors will be kept updated of the progress made with the transfer of land.

Patterson's Walk: Councillor Geoff Mines confirmed that the WSCC Community Initiative Funding has been submitted and further quotations are being obtained.

Trees: It was advised that many trees are being removed or cut in the village raising the concern that this will cause a detriment to the environment. This will be an item for discussion at the next Environment, Footpaths and Amenities Committee meeting.

b) Community & Facilities, no meeting held

Councillor Terry Jackson reported on the following:

Public Conveniences - Councillors Terry Jackson, Carole Robertson and the Parish Clerk met with the ADC Representative today in relation to the public conveniences in the village. It was reported that:

- ADC Estate Team will commence an expression of interest task to explore the potential for a commercial development.
- ADC has recently renewed the Biffa contract for a further three years.
- The final recommendations will be discussed at the ADC Environmental Services & Community Development Working Group December 2017, ADC Cabinet, January 2018 with the final decision ADC Full Council, March 2018.
- ADC will keep FPC up to date with any progress.

Risk Assessment - Councillor Stephen Horne advised that the full Risk Assessment has been completed and that the Parish Clerk will email all Councillors to invite them to come into the office to review the document. The Risk Assessment identifies assets and any related risks. The document will be reviewed annually.

The Risk Assessment Top Level Plan previously approved by Full Council will be uploaded to the website.

Emergency Plan – Councillor Stephen Horne advised that the Emergency Plan is now updated and that the Parish Clerk will email all Councillors to invite them to come into the office to review the document. As this is an update, it does not require Full Council approval. Relevant sections of the document will be uploaded to the website. It was acknowledged that an Emergency Co-Ordinator is required; this will be an item for discussion at the next Community & Facilities Committee meeting.

Sincere thanks were given to Councillor Stephen Horne and the Assistant Parish Clerk for their hard work and their time to produce both the risk assessment and emergency plan.

c) Highways & Drainage, no meeting held

In the absence of Councillor Chris Headon, Councillor Carole Robertson reported:

FPC Highways & Drainage Committee is considering a number of Highways subjects within the village for referral to WSCC Highways. It was acknowledged that the possible subjects will require either a Traffic Regulation Order (TRO) or a Community Highway Scheme.

West Sussex County Council (WSCC) introduced new processes for both Traffic Regulation Order (TRO) applications and Community Highway Scheme applications.

The Community Highway Schemes work slightly differently in that these requests are scored and delivered on a countywide basis.

TRO's take a year to design and plan then a further year to install. Therefore at this time, 2018-2019 to plan. 2019-2020 to deliver. Joint Eastern Arun Area Committee (JEAAC) as a whole are only permitted to select two TRO's per year per parish.

Residents are being encouraged to pass their thoughts to the Parish Council. It was agreed that the Councillor Chris Headon will continue to discuss the feasibility of the possible highway subject with WSCC and these will be considered at the next Highways & Drainage Committee Meeting.

d) Planning Committee

Councillor Carole Robertson advised that the Planning Committee Meeting was held earlier this evening 3rd April.

Councillor Carole Robertson advised that David Bettiss of the Conservation Group has had a meeting with the Property Developer at 32/34 Sea Lane. The Property Developer wishes to

consult prior to a planning submission to ADC, and suggests a small committee consisting of FPC, FCG and one or more of the Arun Councillors, where they can present the plans and potentially take on feedback. After a short discussion, it was agreed that FPC would not entertain a Developer led meeting. However if the Developer wishes to attend a Full Council Meeting and present their proposal to the Council, they are welcome to do so.

e) **Neighbourhood Plan Implementation (including 3 CRTBO'S)** no meeting held
FPC waits for the confirmed date of the meeting with WSCC.

f) **Finance & General Purposes**

The Chairman presented the minutes of the meeting held on 20th March 2017. The following matters/recommendations from the minutes were considered:

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

- Warren Pond replacement fencing £240.
- Village Green bench refurbishment £180.
- Ivy on the Parish Office Wall, this will become part of the April Village Maintenance schedule by K Washer.
- ADC has advised that there is funding and support for Parishes to make changes to their Neighbourhood Plan.

All of the above were RESOLVED by Full Council.

07-04-2017 Reports from District and County Councillors

a) **County Councillor Peter Evans reported the following points:**

- County elections will be held 4th May 2017. Registrations must be made by 13th April 2017 to ADC.
- In view of the forthcoming elections, WSCC is now in purdah and no decisions can be made by Cabinet.
- The Fire & Rescue Services are recruiting.
- A heating grant is now available to help the elderly and people on lower incomes. Incomes up to £16,010 per year.
- WSCC now have a Coroners Court in Centenary House Crawley.
- In relation to WSCC Highways, there will be a consultation for A27 in Arundel and Worthing.

b) **Arun District Councillor Roger Elkins reported the following points:**

- The draft local plan was approved at a Special Council Meeting on 22nd March.
- There will be a six week consultation and the draft plan will be submitted to the Inspector.
- The Ferring strategic Gap will not be considered for development.
- At the last Full Council Meeting, Councillor Terry Jackson asked, in view of the changes to opening times at the waste centre, has there been an increase in fly tipping. Councillor Roger Elkins has discussed this with ADC Councillor Paul Dendle, and at this time it is unclear if there has been an increase. ADC will continue to monitor this matter.

c) **Arun District Councillor Colin Oliver-Redgate reported the following points:**

- As Councillor Roger Elkins has reported, the ADC draft local plan has been approved.
- The Tennis Club AGM has taken place.

08-04-2017 Reports from representatives on outside bodies:

Ferring Village Hall – In the absence of Councillor Maura Blackburn there was nothing to report.

09-04-2017 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda:

ADALC (Arun District Association of Local Councils)

- ADALC, authorisation for administrative decisions – it was RESOLVED that as FPC Representative, Councillor Carole Robertson is authorised to make administrative decisions at ADALC Meetings. Following each meeting, it was agreed that Councillor Carole Robertson will report back to Full Council. Any Financial and Legal matters are excluded.
- ADALC, annual subscription – it was RESOLVED to pay the £15 annual subscription on receipt of an invoice.

10-04-2017 Glebelands Agreement:

The Parish Clerk advised Full Council that she has received an email from ADC enquiring if FPC wishes to renew the Glebelands Agreement. The agreement duration is expected to be 10 years. However, following a conversation with ADC Representative, the Parish Clerk advised that the final duration and contents of the agreement are yet to be confirmed. It was RESOLVED that in principle FPC wishes to continue with the Glebelands agreement subject to any content or duration alterations. The Parish Clerk will keep the Council informed of any developments.

11-04-2017 Announcement from the Vice Chairman, Councillor Terry Jackson:

Councillor Terry Jackson was pleased to announce that the Parish Clerk, Nadine Phibbs has successfully completed the CiLCA (Certificate in Local Council Administration) qualification and is now fully certified.

Achieving CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It also gives the opportunity for the Parish Council to become Quality Status.

The Parish Clerk was presented with her certificate and congratulated by Full Council. It was agreed that further consideration to GPC and Quality Status will be discussed as an agenda item under the Community & facilities Committee.

12-04-2017 Items to be referred to next agenda and items for information only:

There was nothing to mention

The next meeting will be held Monday 22nd May

The Chairman closed the meeting at 8.47pm

Nadine Phibbs
Clerk to Ferring Parish Council