

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

## **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 21st May 2018** at Ferring Village Hall. The meeting commenced at 8.00pm.

### **Present:**

**Parish Councillors:** Councillors Carole Robertson, Stephen Horne, Stephen Abbott, Geoff Mines, Maura Blackburn, Richard Plumb, Roger Elkins and Lesley Young.

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

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

**Residents:** one resident attended

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

### **01-05-2018 To elect a Chairman of the Council**

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

### **02-05-2018 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.

### **03-05-2018 To elect a Vice Chairman of the Council**

Councillor Stephen Abbott was re-elected as Vice Chairman of the Council.

### **04-05-2018 Apologies for absence**

Apologies were received from Councillors Terry Jackson, Peter Evans and Ruth Sims.

### **05-05-2018 Declarations of interest**

There were no declarations of interest.

### **06-05-2018 Councillor Allowances**

It was acknowledged that information in relation to Councillor Allowances has been circulated and that elected Councillors can request to receive their allowance via the Clerk.

### **07-05-2018 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)

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

### **08-05-2018 To appoint representatives to outside bodies**

Councillor Maura Blackburn to remain as the Village Hall Representative.

Councillor Carole Robertson to remain JEAAC Representative.

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Councillor Carole Robertson will become the JEAAC Highways & Transport Representative.

### **09-05-2018 Public Questions**

A resident that asked in relation to the village public conveniences at the last Full Council meeting advised that his concerns regarding the contribution to the public conveniences was regarding the upgrade and not the maintenance costs.

The same resident offered the Parish Council support in relation to a recent planning application as he has had experience with dealing with a similar application a few years ago whilst serving as a parish councillor in another region.

### **10-05-2018 Minutes of the Council Meeting held on Monday 16<sup>th</sup> April 2018**

The Minutes of the Full Council Meeting of Council held on Monday 16<sup>th</sup> April 2018 were approved by Council and signed by the Chairman presiding as a correct record.

### **11-05-2018 To receive and consider reports from Committees including the authorisation of orders for payment:**

#### **a) Environment, Footpaths and Amenities**

Councillor Geoff Mines advised that there was nothing to report.

#### **b) Highways & Community**

Councillor Stephen Horne reported the following:

- A request for residents to offer their thoughts and feedback has been put in the latest edition of the parish flyer to gain support for a community highways scheme for a traffic island at Rife Way.
- Councillor Stephen Horne has met with Councillor Geoff Mines to discuss parking options in the centre of the village. A report will be provided to the next Highways & Community Committee Meeting.

#### **c) Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meetings was held on 14<sup>th</sup> May & earlier this evening, 21<sup>st</sup> May 2018 with particular emphasis on applications at ASDA, Langbury Lane & Ferringham Lane.

#### **d) Neighbourhood Plan Implementation (including 3 CRTBO'S)**

- Councillor Carole Robertson advised that the Heads of Terms in relation to the purchase of the Glebelands Freehold have been received.
- A copy will be sent to Councillor Roger Elkins.
- It was confirmed that the Retirement Club has held part of the agreed lease since 1995.
- It was agreed that the Heads of Terms will be reviewed by the Solicitor.
- At the Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting held Monday 12<sup>th</sup> February 2018, the underlined necessity of keeping all parties advised and that commitment agreements from the other parties was discussed. This includes, Village Hall, Retirement Club & Football Club/Glebelands. In view of this it was agreed that the Solicitor will be asked to provide Heads of Terms for all of the above mentioned parties.
- It was agreed to allocate £1000 for professional fees.

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

#### **e) Finance & General Purposes**

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The Chairman presented the minutes of the meeting held on 14<sup>th</sup> May 2018. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** March 2018
- **Pantiles Transfer** - Contract & revised Solicitor Invoice
- **Warren Pond essential works** – more information will be provided to the Environment & Finance & General Purposes Committees.
- **Grant applications** – Conservation group applications for :
  - a) Nature walk flyer
  - b) Wild flower plug plants for the orchard*(It was acknowledged that the majority of the Councillors are members of the Conservation Group. Only two Councillors are not members.)*

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

### **12-05-2018 Reports from District and County Councillors**

- a) **Arun District Councillor Colin Oliver-Redgate reported the following points:**
  - There was nothing further to report
- b) **Arun District Councillor Roger Elkins reported the following points:**
  - In relation to the proposed improvements to the A259, at the JEAAC Highways & Transport Sub-Committee Meeting it was reported that the proposed slip road at the south side of the roundabout at East Preston adjoining the A280 has now been removed from the proposed scheme due to lack of evidence that it would benefit the traffic flow and cost restraints. This has caused great concern to many parishes. A meeting to discuss this matter took place 20<sup>th</sup> April and the relevant WSCC Cabinet Member is now aware of the request to include the slip road in the proposed scheme. A further meeting with the Cabinet Member, Councillor Roger Elkins & Deborah Urquhart has been arranged to discuss the progress of this matter.
- c) **West Sussex County Councillor Roger Elkins reported the following points:**
  - It is Dementia Action Week (21st to 27th May 2018). WSCC are urging residents in the county to look at the information provided on their website and to become a dementia friend.

### **13-05-2018 Reports from representatives on outside bodies:**

#### **Village Hall, Councillor Maura Blackburn reported the following points:**

- At the Village Hall meeting on the 9<sup>th</sup> May, it was reported that currently there is no news re purchase of the Glebelands' freehold.
- The Village Hall Committee has a 10 year plan but due to the current uncertainty re the proposed new community centre, they are holding back on final decisions, with various options available. Currently this has delayed a decision whether to replace all the hall windows.
- However, they have given permission for Ferring Amateur Dramatic Society to install a computerised lighting system for the stage during the summer. This will be at an estimated cost in excess of £11,000, to be paid by FADS. Other smaller projects aimed at maintaining the fabric of the building will, of course, continue.
- It has been agreed that in future all sub-committees will meet in advance of every full committee, the next being planned for 15<sup>th</sup> August 2018.
- The committee are pleased to announce that a new trustee has been appointed, bringing the total to 15.
- Councillor Maura Blackburn advised that she had attended a Crowd Funding event.

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### **14-05-2018 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda**

#### **Village Fair 2018**

Councillor Carole Robertson advised that she has become a member of the fair committee along with Councillor Ruth Sims, who is also the Chairman of the committee. The organising of the event is progressing well, however as the event is being held on the village green and in the village hall there is an issue with the insurance for the event. Councillor Carole Robertson asked the Council for their support and if FPC could take notional ownership of the summer fair. After a brief discussion this was agreed.

It was also agreed that a risk assessment and a broad description of the fair must be provided to FPC Insurance Company.

FPC taking ownership of the summer fair was **RESOLVED** by Full Council.

#### **15-05-2018 GDPR Compliance**

Councillor Lesley Young & the Clerk are making progress to ensure that FPC meets GDPR regulations. To meet compliance, FPC must have policies agreed and in place for the following: Data Protection; Retention; IT Security and Disposal (for old equipment).

It was agreed that Councillors will be provided with a broad overview of the expected costs to meet GDPR compliance.

The policies were agreed, adopted and **RESOLVED** by Full Council.

#### **16-05-2018 End of year accounts**

The Parish Clerk presented the end of year accounts as a sixteen page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2017 – 2018, 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.

#### **17-05-2018 Annual Return**

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31<sup>st</sup> March 2018. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0512018** The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2017/18* – of the Annual Return for the year-ending 31st March 2018 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0522018** The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2017/18* – of the Annual Return for the year-ending 31st March 2018 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**

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- FPC Website to be included on the next agenda.

The Council noted this information.

**19-05-2018 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.

**20-05-2018 Office Employment Contracts** – NALC National Salary Award for 2018 – 2019 has been issued.

**The next meeting will be held Monday 17<sup>th</sup> July 2017 at 7.30pm**

The Chairman closed the meeting at 9.40pm

Nadine Phibbs  
Clerk to Ferring Parish Council