

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 22nd October 2018** at Ferring Village Hall. The meeting commenced at 7.40pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Geoff Mines, Maura Blackburn, Terry Jackson, Peter Evans Roger Elkins (arrived 8.05pm), Ruth Sims & Stephen Horne.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillor: Councillor Roger Elkins & Colin Oliver-Regate

Residents: Ten residents in attendance

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

01-10-2018 Apologies for absence

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

02-10-2018 Declarations of interest

In his capacity as a West Sussex County Councillor, Councillor Roger Elkins declared an interest in agenda item 5,d,a, Neighbourhood Plan Implementation (including 3 x CRTBO's), FPC to sign WSCC Heads of Terms.

Councillors Peter Evans, Ruth Sims & Carole Robertson in their capacity as a Director of the Glebelands declared an interest in agenda item 5,d,a, Neighbourhood Plan Implementation (including 3 x CRTBO's), FPC to sign WSCC Heads of Terms..

03-10-2018 Public Questions

Two residents came to the meeting to discuss the issue of the dead Cedar Tree in Glen Gardens which is known to be on unregistered land. It was acknowledged that the ADC Representative Mark Warwick has visited the location and ADC will consider paying 50% of the cost to remove the tree and has asked if residents will contribute. He also suggested that FPC made a contribution, but to date has not approached the Clerk.

The residents have already approached the FPC Environment Committee where it was agreed that the Tree Warden Simon Adams will discuss this issue with Mark Warwick and contact WSCC.

It was acknowledged that this is not a FPC matter. Councillor Roger Elkins agreed that he will follow this up with Mark Warwick, ADC.

04-10-2018 Minutes of the Council Meeting held on Monday 3rd September 2018

The Minutes of the Full Council Meeting held on Monday 3rd September 2018 were approved by Council and signed by the Chairman presiding as a correct record.

05-10-2018 To receive and consider reports from Committees including the authorisation of orders for payment:

a) **Environment, Footpaths and Amenities, Meeting held 24th September**

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Councillor Geoff Mines reported the following:

- **Warren Pond:** Councillor Geoff Mines advised that there will not be the usual annual clearance at Warren Pond as the ground must not be disturbed within 7 meters of the Japanese Knotweed. It has been agreed a small area will be cleared by the large gates and no skip will be required. This will take place on Tuesday 6th November.
- **Langbury Lane Footpath:** Committee Members will recall that at a previous Committee Meeting it was suggested that the path from Langbury Lane to the Nurseries would benefit from the same works as the path at the Rife. The Clerk has contacted WSCC and they advise that they have walked the path (known as an urban e path) and saw no intervention level defects and as such are unable to raise any works. FPC Environment Committee does not accept this comment and Councillor Terry Jackson will walk the path and take photos and report back to the Environment Ccommittee.
- **Village Green Frontage:** Councillors Geoff Mines, Ruth Sims and the Clerk met with ADC Representatives to discuss possible improvements to the Village Green Frontage. ADC has agreed to remove one tree, clear the shrubs and plant bulbs and grass seed below the trees, remove the ivy and cut bushes around the noticeboard. ADC will provide a quotation to FPC to install knee high rail and to open up the natural path into the park. We wait for the timeline to be confirmed.
- **Dog Consultation:** The Committee will recall that a couple of years ago there was a Public Space Protection Order Consultation for no dogs on the beach between April and September. Following the consultation unfortunately the order was not granted and it is acknowledged that this has become a huge issue in the Village. On behalf of the Environment Committee, the Clerk has written to ADC to request a further Public Space Protection Order Consultation.

b) **Highways & Community, No meeting held**

Councillor Stephen Horne reported the following:

- **Signage for events:** Progress is being made in obtaining diversion signage.
- **Next meeting:** Scheduled for 5th November.
- **Rife Way Refuge:** Further to the recent Community Highways Scheme application, Councillor Carole Robertson advised that at the Joint Eastern Arun Area Committee (JEAAC) Highways and Transport Sub-Committee Meeting 18th October, it was advised that the scheme scored well and has been approved and will be recommended to Joint Eastern Arun Area Committee (JEAAC).

c) **Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meeting was held this evening (22nd October).

d) **Neighbourhood Plan Implementation (including 3 CRTBO'S), no meeting held**

In his capacity as a West Sussex County Councillor, Councillor Roger Elkins declared an interest.

Councillors Peter Evans, Ruth Sims & Carole Robertson in their capacity as a Director of the Glebelands declared an interest.

- **FPC to sign WSCC Heads of Terms:** After a lengthy discussion and vote it was **RESOLVED** to sign the WSCC Heads of Terms. The vote was a majority vote and Councillor Roger Elkins abstained from the vote.
- **Form a Glebelands Working Group:** It was **RESOLVED** to form the Working Group consisting of all Councillors.

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- **Approve the Village Hall Committee response letter:** The final draft of the letter has been circulated to all Councillors. After a short discussion and vote it was **RESOLVED** to send the response letter to the Village Hall Committee. The vote was a majority vote.

e) **Finance & General Purposes**

The Chairman presented the minutes of the meeting held on 8th October 2018. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** August (attached for approval)
- **Charles Arnold Baker eleventh edition:** It was agreed to purchase the new edition.
- **AED:** The expiry date on the AED CHARGE-PAK Charging Stick with two sets of adult electrodes has been reached. It was agreed to purchase two replacement sets.
- **External Audit Report:** The Clerk advised that the External Audit has been returned with no errors, comments or recommendations. The Clerk was thanked for all her efforts.
- **Cedar Tree:** This item has been discussed under minute item 03-10-2018 Public Questions.
- **Signage Issues:** It was reported that concerns have been raised on social media regarding the new parking signs at Kingsleys. It was acknowledged that this is private land and it was agreed that this is not a parish council issue.
- **Dog bin at the school:** A number of residents and the school patrol have approached the Parish Council for a dog bin to be sited near the school. ADC has advised that they will monitor this area. It was agreed that the Clerk will continue to negotiate with ADC.
- **Grants Requests:**
Councillor Ruth Sims declared an interest in item 3.
Grant requests have been received from Citizens Advice, Cycall Community Interest & 1st Ferring Guides.
 1. Citizens Advice: It agreed not to award this Grant.
 2. Cycall Community Interest: It agreed not to award this Grant.
 3. 1st Ferring Guides: It was agreed to award this Grant.

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

Councillor Roger Elkins enquired regarding F&GP Committee minute item 5, in relation to the option of parking at Rife Way. Councillor Carole Robertson advised that a response has been received from the Property, Estates & Facilities Manager, ADC advising that due to present priorities and limited staff resources this matter has not progressed. Councillor Carole Robertson will follow this up.

06-10-2018 Reports from District and County Councillors

Arun District Councillor Roger Elkins reported the following points:

- Councillor Roger Elkins advised that he sits on the CIL (Community Infrastructure Levi) Committee and advised that as part of the Local Plan there is a requirement for 1250 houses to be supplied by the parishes. It was suggested that Ferring's total is 24 and that this does not include windfalls. Councillor Roger Elkins went onto advise of a Non-Strategic Site Allocations Workshop. Councillor Carole Robertson expressed an interest in any further information and workshops.

WSCC County Councillor Roger Elkins reported the following points:

- From 1st October, new restrictions for trailers with domestic waste have been introduced and that a permit will now be required.

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- A Consultation at Worthing Library to transform the library to a Hub has been received well.
- WSCC has launched a fight against food waste campaign. Details can be found on their website.
- It was advised that WSCC have made a saving of 216 Million pounds 2010 – 2018 with the majority of the savings being made in Adult & Social Care. Over the next 5 years, WSCC are expecting to make a further 145 million pounds saving.
- The planning application for an IKEA store and housing in Lancing has been approved.
- Spring 2019, Highways England will be doing a further consultation in relation to the A27 Arundel bypass proposal.
- The Royal Visit by the Duke & Duchess of Sussex was successful and well received in Chichester and Bognor Regis.

Councillors Stephen Horne mentioned that there is new technology that is being used in Hampshire to fix pot holes in a more efficient manner.

07-10-2018 Reports from representatives on outside bodies:

Councillor Maura Blackburn reported on behalf of the Village Hall Committee:

- Their meeting held on 20th September produced an option paper and the Village Hall Committee is hoping for a good relationship with the parish council in the future.

08-10-2018 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

Councillor Carole Robertson reported on the recent Joint Eastern Arun Area Committee (JEAAC) Highways and Transport Sub-Committee Meeting 18th October.

- The submitted Community Highways Scheme application for the Rife Way Refuge has scored well and has been approved and will be recommended to Joint Eastern Arun Area Committee (JEAAC).
- A259 project is progressing well enabling works in 2019, however much to the disappointment of the Committee; the East Preston slip road has been removed from the proposal.

09-10-2018 GDPR

The supporting documentation has previously been circulated to all Councillors.

Recommendation 1

Individual Councillors will not be liable to pay a fee to the ICO as any resident correspondence is passed through to the Clerk for processing. As the Data Controller, the Clerk will then record the data.

It was agreed that the Personal Data Disclaimer will be used for all Council emails.

Recommendation 2

Full Council papers will be posted via the Royal Mail.

FPC acknowledged the acceptance of the risks associated with this method.

Recommendation 3

Council is requested to confirm agreement to the implementation of an encryption process for circulation of papers for Committee meetings with any consequent amendment to Standing Orders as required.

It was agreed to defer this item until the new email addresses are in place.

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Recommendation 4

FPC will produce an acceptable use policy and the need for a Social Media Policy.

Recommendation 5

Councillors to password protect their devices, including the implementation of additional security measures where available as indicated.

Recommendation 6

Clear separation between business and personal emails by the allocation of a Ferring Parish Council email address – this to be used for all FPC communications and includes the requirement that such FPC emails are not forwarded to a Councillor's private email account.

Recommendation 7

Agreed to the suggested format of a Ferring Parish Council email address and the annual cost as detailed.

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

10-10-2018 Parish Council Emails

Councillors Geoff Mines & Stephen Abbott have met with three with IT providers to discuss the Parish Council email requirements and will report back to F&GP Committee & Full Council with their recommendations.

11-10-2018 Parish Council Co-Option Policy

The supporting documentation has previously been circulated to all Councillors.

Councillor Terry Jackson made a motion to defer this item to the next F&GP Committee Meeting to ensure that this matter is debated appropriately.

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

It was acknowledged that the two councillor vacancies have been live for a few months and that there are interested candidates.

It was **RESOLVED** to pursue with the co-option using the current Co-Option Policy.

12-10-2018 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 December 2018

The Chairman closed the meeting at 9.05pm

Nadine Phibbs
Clerk to Ferring Parish Council