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FERRING PARISH COUNCIL

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Minutes of the STATUTORY ANNUAL MEETING of FERRING PARISH COUNCIL held on **Tuesday 14th May 2019** at Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillors Carole Robertson, Stephen Abbott, Terry Jackson, Lesley Young, Clare Royal, Peter Coe, & Ruth Sims.

West Sussex County Councillor: Not in attendance

Arun District Councillors: Councillor Colin Oliver-Redgate

Residents: There were no residents in attendance

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

01-05-2019 To elect a Chairman of the Council

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

02-05-2019 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.

03-05-2019 To elect a Vice Chairman of the Council

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

04-05-2019 To receive the Vice Chairman's declaration of acceptance of office

Councillor Stephen Abbott read and signed the Vice Chairman's Declaration and it was signed by the Parish Clerk as the Proper Officer.

05-05-2019 To receive Declarations of acceptance of office for the elected Councillors

Councillors read and signed their Declaration of acceptance of office and they were signed by the Parish Clerk as the Proper Officer.

06-05-2019 Apologies for absence

Apologies were received from Councillor Roger Elkins.

07-05-2019 Declarations of interest

Councillors Carole Robertson, Ruth Sims & Lesley Young in their capacity as a Director of the Glebelands declared an interest in agenda item 23.

Councillor Terry Jackson declared an interest in agenda item 28.

08-05-2019 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.

09-05-2019 To appoint membership of the following committees

- a) Planning Committee (decision powers)

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- 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.

10-05-2019 To review the terms of reference for each committee

Councillor Carole Robertson raised the concern that agenda items are being duplicated at Committee and Full Council Meetings and if there is a necessity of the F&GP Committee. After a short discussion, Councillors agreed that there were duplications but felt that the F&GP Committee was an integral part of the Committee structure.

It was agreed that committee terms of reference will be reviewed at the next respective committee meetings.

11-05-2019 Appointment of any new committees/sub-committees in accordance with standing Order 19 (11)

There will be two new committees (both committees require a minimum of three Councillors)

- I. Personnel Committee: Councillor Lesley Young (Chairman) Other interested Councillors to speak with the Chairman.
- II. Policy Review Committee: Councillors Peter Coe (Chairman). Terry Jackson & Stephen Abbott.

The above was **RESOLVED** by Full Council.

12-05-2019 FPC Standing Orders

FPC Standing Orders were agreed at Full Council 15th April 2019, minute item 08-04-2019

13-05-2019 General Power of Competence (GPC)

The Clerk referred to the paper relating to the General Power of Competence (GPC) which has previously been circulated to Councillors.

It was acknowledged that the GPC was originally adopted in July 2017 and that there is a requirement to re-enact following the Parish Council Elections earlier this month.

The Council confirmed that it meets the criteria for eligibility as follows:

- Has an electoral mandate of at least two thirds.
- Qualified Clerk

Full Council **RESOLVED** to re-enact GPC.

14-05-2019 FPC Policies

The Parish Council Policies were adopted at Full Council 5th March 2018, minute item 10-03-2018.

Full Council **RESOLVED** to re-adopt FPC Policies.

The Policy Review Committee will review the policies at a future date to be confirmed.

15-05-2019 To appoint representatives to outsiders bodies

Councillor Carole Robertson to remain JEAAC Representative.

16-05-2019 Public Questions

There were no residents present

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17-05-2019 Minutes of the Council Meeting held on Monday 15th April 2019

The Minutes of the Full Council Meeting held on Monday 15th April 2019 were approved by Council and signed by the Chairman presiding as a correct record with the following amendments:

08-04-2019 Standing Orders, the daft standing orders should read the draft standing orders.

09-04-2019 Land Ownership, Coiuncillors felt that this is not a feasible option should read Councillors felt that this is not a feasible option

18-05-2019 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

Items to note:

- In relation to the recycling project, Councillor Ruth Sims advised that the bottles and bags have been delivered to the office.
- The drinking water tap on the village green will be fixed this week.

b) Highways & Community, no meeting held

- There was nothing to mention.

c) Planning Committee, Meetings held 7th & 14th May

Councillor Stephen Abbott advised that there was nothing further to mention.

d) Finance & General Purposes

The Chairman presented the minutes of the meeting held on 7th May. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** March (*attached for approval*)

The above was **RESOLVED** by Full Council

19-05-2019 Reports from District and County Councillors

Arun District Council

Councillor Colin Oliver-Redgate reported the following:

- Following the recent local Elections, ADC is now under control of Liberal Democrats, Independence Party & Green Party.
- Due to the current Chairman & Vice Chairman losing their seats, a new Chairman & Vice Chairman will be elected next week.
- Councillors Roger Elkins & Colin Oliver-Redgate were re-elected for Ferring.
- Concerns have been raised in relation to 5G (5th generation).
- Councillor Colin Oliver-Redgate will remain on ADC Planning Committee and gave thanks to the parish council for their support.

20-05-2019 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to report.

21-05-2019 End of year accounts

The Parish Clerk presented the end of year accounts as a thirteen page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2018 – 2019, Bank Account activity, Comparison of total balances carried forward for the past eleven years, Reserved Funds, Bank Reconciliation, Internal Audit procedures, Internal Audit and the Annual Return.

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22-05-2019 Annual Return

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2019. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

0512019 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2018/19* – of the Annual Return for the year-ending 31st March 2019 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

0522019 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2018/19* – of the Annual Return for the year-ending 31st March 2019 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.

23-05-2019 The Glebelands Opportunity

Councillors Carole Robertson, Ruth Sims & Lesley Young declared an interest.

Councillor Terry Jackson provided an overview of the Glebelands Opportunity paper and referred to the proposed FPC Statement, both of which have previously been circulated to all Councillors.

Since signing the WSCC Heads of Terms, it was acknowledged that six months of the two year period has now passed.

It was agreed that the Glebelands Opportunity is a standalone project and that it is important to clarify the current position and to keep residents informed and to ensure transparency.

At the F&GP Committee Meeting, 7th May, it was recommended that a Working Group will be formed consisting of Councillors with the option to invite Directors of the Glebelands Centre (non- Councillors) to provide information as required.

Full Council unanimously agreed to form a Working Group consisting of Councillors Terry Jackson, Peter Coe and Stephen Abbott.

Full Council unanimously agreed to release the FPC Statement to inform residents of the current situation. The Statement will be in the 'all about Ferring' magazine and on the website.

The above was **RESOLVED** by Full Council.

24-05-2019 Parish Member appointments to the National Park Authority

These are the arrangements for the appointments following the Parish Council Elections in May 2019 when the appointments of 4 Parish Members expire.

The Environment Act 1995 provides for Parish Members to be selected from the Parish Councils and Parish Meetings within the area of the National Park. The process will be by

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nomination and ballot within the electoral areas in 3 constituencies which is the same as that used in previous years.

East Sussex All Parishes wholly or partly in the East Sussex area of the SDNP. Two Members

West Sussex All Parishes wholly or partly in the West Sussex area of the SDNP. Two Members

After a brief discussion, it was agreed to decline the invitation to nominate a FPC Councillor for Parish Member to the National Park Authority.

25-05-2019 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

There was nothing to mention

The Council noted this information.

26-05-2019 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.

27-05-2019 Neighbourhood Plan Implementation (including 3 CRTBO'S Committee

Councillor Carole Robertson advised that there is not further update as this time.

28-05-2019 Office Employment Contracts – Contractual Matters (resolution paper available from the Councilor Lesley Young)

Councillor Terry Jackson declared an interest.

The next meeting will be held Monday 15th July 2019

The Chairman closed the meeting at 8.45pm

Nadine Phibbs, Clerk to Ferring Parish Council