

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 15th July 2019** at Village Hall. The meeting commenced at 7.35pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Terry Jackson, Clare Royal, Peter Coe & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins

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

Residents: Four residents in attendance

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

01-07-2019 Apologies for absence

Apologies were received from Councillors Ruth Sims & Lesley Young.

02-07-2019 Declarations of interest

Councillors Carole Robertson in her capacity as a Director of the Glebelands declared an interest in agenda item 9.

03-07-2019 Public Questions

A resident referred to the announcement in the local press in relation to the highway restrictions in Langbury Lane & Glenbarrie Way and asked if the Parish Council was responsible for this.

Councillor Carole Robertson advised that there was already a provision for the restrictions. When planning permission was granted at Jenkins Yard, the Appeal Decision dated 1st December 2011, under *Other Matters 27* it states: "The Agreement also commits the owner to paying the County Council £5000 to implement waiting restrictions around the junction at Glenbarrie Way and Langbury Lane should any visibility problems arise."

A number of residents raised concern to the Parish Council in relation this junction. In view of the agreement as above, the Parish Council worked with WSCC to implement the restrictions.

The same resident asked if the same restrictions could be implemented for the junction at Ferringham Lane & Church Lane.

Councillor Carole advised that the situation is very different, as mentioned, there were provisions made for the restrictions at Langbury Lane & Glenbarrie Way. The junction at Ferringham Lane & Church Lane are WSCC highways, any restriction would require a TRO, therefore the Parish Council cannot take independent action on this matter.

Councillor Roger Elkins advised that the TRO application process can be found on the WSCC Website. He went on to explain that a TRO application would require support from residents. It would then need to be agreed by the Parish Council with the support of the District Councillor before it will be considered using a scoring system

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at the Joint Eastern Arun Area Committee.

04-07-2019 Minutes of the Council Meeting held on Monday 14th May 2019 & Extraordinary Meeting held on Monday 10th June

The Minutes of the Statutory Annual Meeting of Ferring Parish Council held on Tuesday 14th May 2019 & Extraordinary Meeting held on Monday 10th June 2019 were approved by Council and signed by the Chairman presiding as a correct record.

The Clerk was thanked for the additional work involved to submit the external audit.

05-07-2019 Committee Remits Recommendation

The FPC Committee Remits (Environment, Footpaths and Amenities, Highways & Community, Planning, Neighbourhood Plan Implementation (including 3 CRTBO'S) & Finance & General Purposes) were **RESOLVED** by Full Council.

06-07-2019 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, meeting held 24th June

Councillor Stephen Abbott advised the following:

Village Green Frontage: Since the Committee Meeting, he has had a very productive discussion with Anthony Baker (ADC Parks) who has assured him that he will chase up the outstanding actions re: the 'village green frontage' with the ADC contractors. Further feedback will be supplied at the next Committee Meeting.

Strip at north end of Village Green: The strip at the north end behind the boat is looking very untidy. ADC will cut the vegetation and discuss with a horticulturist the most effective bulbs to plant in this location.

Missing bench on village green (Rife Way): Councillors may recall that back in 2014 a car accident damaged the bus shelter, knee rail, a waste bin and a bench. Whilst most items have been replaced, the bench is still missing. Councillor Stephen Abbott & the Parish Office are following this up with ADC.

b) Highways & Community, meeting held 17th June

Councillor Terry Jackson advised the following:

Ferring Street Parking: There is an ongoing issue with vehicles parking on the single yellow lane in Ferring Street. The Clerk has written to ADC requesting that traffic wardens visit the area. ADC is now aware of this issue and has put the location onto their hot list to visit.

Parking at Langbury Lane: Positive feedback has been received from residents and bus drivers (Stagecoach) in relation to the double yellow lines that have been painted in Langbury Lane at the junction of Glenbarrie Way. However it was advised that a similar issue has arisen at the north end of Langbury Lane. The Highways & Community Committee will continue to monitor this issue and report back at a future meeting.

Sea Lane Speeding Issues: There have been reports of speeding vehicles in Sea Lane. The Highways & Community Committee will continue to discuss the possible options to address this issue.

c) Neighbourhood Plan Implementation (including CRTBO's) Committee, meeting held 10th June

Councillor Carole Robertson advised the following:

Housing & Economic Land Availability Assessment (HELAA): ADC has sent a request for information regarding the HELAA and the land rear of the Henty Arms. The information remains the same that the land is still available for development as outlined in the Ferring Neighbourhood Plan.

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Proposed Parking at the Glebelands: It was advised that a response has not been received to the letter sent to ADC in December 2018. It was **RESOLVED** to send the letter once again cc'd a copy to the Chief Executive.

Neighbourhood Plan five year review: There is a requirement to review the Neighbourhood Plan every five years with the first review is due December 2019. It was agreed that a group will be formed consisting of Councillors to review the plan. The Clerk will email Councillors to ask if they wish to be members of the review group.

d) **Planning Committee, Meetings held 1st & 15th July**

Councillor Stephen Abbott reported the following:

- An appeal has been made to the Secretary of State against the decision of ADC to refuse planning permission for application FG/220/18/PL, Erection 1No. dwelling with integral garage, Land adjacent to Elm Lodge. The Planning Committee has agreed to submit a further written objection.
- There is a planning application for significant development, FG/74/19/PL, 2No. commercial B1/B8 use buildings with associated car parking, access & refuse storage. This application is a departure from the development plan Highdown Industrial Estate, Littlehampton Road. The Planning Committee has agreed It was agreed to seek clarification in relation to the operating hours and use, Objection

e) **Finance & General Purposes**

In the absence of Councillor Lesley Young, Councillor Carole Robertson presented the minutes of the meeting held on 1st July.

The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** April & May (*attached for approval*)
- **Councillor Identification card holders:** expected cost of no more than £40
- **Replacement Sleepers:** quotation received to replace & fit sleepers £450
- **Parish Office Security Camera:** pursue with the quotation received from D-Tect
- **Grant Scheme:** award the following grants:
 - Citizens Advice award of £200
 - St Barnabas, Grant award of £400
 - Lifecentre, Grant award of £150
- **Small sundry expenditure authorisation:** Further to the F&GP Committee Meeting held on 1st July, minute item 9, Parish Clerk Report including Financial Matters, the Clerk spoke about an issue that arose at the recent HAC Committee Meeting in relation to the need for a small sundry expenditure resources and that the current procedure is that, as the Committees do not have decision making powers, any expenditure that is not specified in the Precept would have to be recommended by the F&GP Committee for Full Council approval.

As this is such a small expenditure, the Clerk suggested that FPC enabled her to authorise small expenditures without recommendation by the F&GP Committee for Full Council approval.

Whilst the Committee agreed that this is a good idea, it was felt that the onus is with any relevant Committee to instruct the Clerk to authorise small expenditures.

It was therefore agreed that a formal written statement will be recommended to Full Council.

The agreed statement to read:

At Full Council Meeting 15th July 2019, Ferring Parish Council has unanimously resolved that the Clerk can disperse expenditure up to £100 on the minuted instruction of any Committee.

The above was **RESOLVED** by Full Council

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07-07-2019 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- As previously reported, following the recent local Elections, ADC is now under new leadership and is politically well balanced. Their first meeting will be held later this week.
- It was reported that a recent strategic allocation planning application has been refused by ADC planners. This raises the concern that the five year land supply could be at risk.
- At an ADC Development Control meeting, planning application FG/35/19/PL, Quercus Nursery, Application for variation of condition 2 following a grant of planning permission FG/52/18/PL - permit deliveries to be made to the site by HGVs. No more than 5 times per week between the hours of 05.00 & 06.00 & in addition to deliveries made during the hours of 06.00 to 19.00 has been refused.

Arun District Councillor Colin Oliver-Redgate advised the following:

- Will continue to monitor Planning application FG/74/19/PL 2No. commercial B1/B8 use buildings with associated car parking, access & refuse storage, Highdown Industrial Estate & the appeal for FG/220/18/PL, Erection 1No. dwelling with integral garage, Land adjacent to Elm Lodge.
- There is a meeting being held in the village this Tuesday evening in relation 5G awareness.

WSCC County Councillor Roger Elkins advised the following:

- There will be an improvement plan put in place following a Majesty Inspection of the West Sussex Fire Services.
- There have been issues with the Highways Maintenance contract this year. WSCC will shortly be going out to tender for the contract from 2020.
- It was reported that WSCC are overspending resulting in a reduction in some services. These services will include reduction in grass cutting & general maintenance within the county. WSCC will continue to focus on safety issues.
- In view of the overspending, as mentioned above, WSCC have begun the process of preparing their budgets for 2020 – 2021.

Councillor Terry Jackson expressed that he was very disappointed to hear that the condition of the roads and environment will continue to deteriorate due to overspending of the budget. He also mentioned that he has previously asked Councillor Roger Elkins to investigate the cost and viability of producing the WSCC Connections magazine.

Councillor Roger Elkins did try to reassure Councillors that maintenance such as potholes, targeted weed spraying, signage and grass cutting will continue as WSCC must still meet the same safety criteria.

08-07-2019 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

09-07-2019 The Glebelands Opportunity

Councillor Terry Jackson provided a Glebelands Project Group update and advised that all related documentation is available on the FPC website. The Group has agreed objectives, produced a project plan and is currently obtaining feedback on the facility from the current users.

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For information purposes, it was acknowledged that no Councillor that is a Director of the Glebelands is a member of the Glebelands Project Group.

10-07-2019 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

In relation to the forthcoming Council Blessing on 30th July, the Clerk advised that there is no fee for the church and vicar, however Rev Gary Ingram has asked if the Parish Council will pay for the organist at £25.

The above was **RESOLVED** by Full Council

Councillor Stephen Abbott advised that Ferring Baptist Church has included us in its Prayer Topics for the Week for this week.....praying for "*Ferring Parish Council and the work they do on our behalf*".

Irrespective of individual religious views, Councillors agreed that it is a thoughtful acknowledgment and a nice recognition that the work of the council is appreciated.

Councillor Stephen Abbott referred to his recent emails sent to Councillors asking their thoughts regarding Councillor profiles on the FPC website.

Councillors unanimously agreed for their profile to be uploaded on to the FPC website.

The next meeting will be held Tuesday 2nd September 2019

The Chairman closed the meeting at 8.50pm

Nadine Phibbs, Clerk to Ferring Parish Council