

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 2nd September 2019** at Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Terry Jackson, Clare Royal, Lesley Young, Peter Coe & Roger Elkins (arrived 8.10pm).

West Sussex County Councillor: Councillor Roger Elkins (arrived 8.10pm)

Arun District Councillors: Councillors Roger Elkins (arrived 8.10pm) & Colin Oliver-Redgate

Residents: Eight residents in attendance

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

01-09-2019 Apologies for absence

Apologies were received from Councillor Ruth Sims.

The apology was accepted.

02-09-2019 Declarations of interest

Councillor Terry Jackson declared an interest in agenda item 15.

03-09-2019 Public Questions

A resident said that the village is fortunate to have ADC & WSCC Councillors to assist with resident issues and concerns. However he and a number of his neighbours have raised their concerns to the ADC & WSCC Councillor in relation to previous and ongoing development at Yeoman's. The resident went on to express his disappointment that the ADC & WSCC Councillor has not acknowledged or answered his or his neighbours correspondence.

Another resident also raised their disappointment that the Planning Authority has allowed such a development at the Yeoman's site with no consideration for the residential neighbouring properties.

Councillor Stephen Abbott advised that FPC has continued to submit objections to previous and current development at this site over the years and has also spoken at the related Development Control Meetings.

Unfortunately the ADC & WSCC Councillor was absent from the meeting at this time, Councillor Carole Robertson advised the residents that she will ask him to respond to the residents.

In addition, if the residents would like to provide all the relevant information to her, Councillor Carole Robertson will raise the matter at the JEAAC Highways & Transport Sub-Committee meeting.

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04-09-2019 Minutes of the Council Meeting held on Monday 15th July 2019

The Minutes of the Full Council Meeting held on Monday 15th July 2019 were approved by Council and signed by the Chairman presiding as a correct record.

05-09-2019 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

Councillor Stephen Abbott advised the following:

Village Green Frontage: Since the last Committee Meeting, he is in conversation with ADC regarding the work at the village green frontage. Further feedback will be supplied at the next Environment Committee Meeting.

Strip at north end of Village Green: The strip at the north end behind the boat has now been cut by ADC.

b) Highways & Community, meeting held 27th August

Councillor Terry Jackson advised the following:

Sea Lane Speeding Issues: The Highways & Community Committee believes that they may have a solution that could help with reducing speeding within the village. This will be an item on the F&GP Committee agenda on 7th October for their consideration.

Bus in South Ferring: The Parish Office has received communication from the Managing Director at Compass Travel raising the concern with regards to difficulties in manoeuvring the No.8 bus around South Ferring due to inconsiderate parking and if the problem persists they may have to give consideration to suspending the service. Councillors Terry Jackson & Peter Coe are looking at possible solutions and will report back at the next Highways & Community Committee Meeting.

Tennis Court Nets: The Clerk advised that the Tennis Club has provided a quotation for replacement tennis court nets. The nets will be ordered later this week.

c) Neighbourhood Plan Implementation (including CRTBO's) Committee, no meeting held

Councillor Carole Robertson advised that there was nothing to report.

d) Planning Committee, Meetings held 19th August & 2nd September

Councillor Stephen Abbott reported the following:

Decision taken:

FG/59/19

Erection of single storey extension to east elevation & first floor extension. Pied A Terre, Ferring Street has been refused.

Waiting for a decision:

FG/76/19/OUT

Application for outline planning permission for the erection of 1No. dwelling house in rear garden – this application may affect the appearance of Ferring Conservation area. This application affect a public right of way, The Old Flint House, Church Lane
FG/82/19/A

Advertisement consent for 2No. internally illumined fascia signs, 7No. ali panels, 8No. wall mounted signs, 3No. banner frames, 4No. pole mounted signs & 1No. internally laminated sign. Yeomans Honda, Littlehampton Road

Objections submitted:

K/16/19/PL

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An objection has been submitted, four bedroom dwelling, at The New Stables, Kingston.

e) Finance & General Purposes

Councillor Lesley Young presented the minutes of the meeting held on 19th August. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** June & July (*attached for approval*)
- **Tree at Warren Pond:** It was agreed to remove the tree at the cost of £240

The above was **RESOLVED** by Full Council

06-09-2019 Reports from District and County Councillors

Arun District Councillor Roger Elkins was absent for this agenda item

Arun District Councillor Colin Oliver-Redgate advised the following:

- It has been quiet at ADC due to the August recess.
- The next Full Council will include a discussion in relation to 5G. Further details regarding 5G can be found online.

WSCC County Councillor Roger Elkins was absent for this agenda item

07-09-2019 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

08-09-2019 Committee Structure

Councillors will recall that at the Statutory Annual Meeting 14th May, minute item 11-05-2019, Appointment of any new committees/sub-committees in accordance with standing Order 19 (11), there will be two new committees, Personnel Committee & Policy Review Committee. Councillor Stephen Abbott suggested that these do not require to be full committee status and that they should become sub-committees that report direct to Full Council.

At the same meeting, under minute item 10-05-2019, to review the terms of reference for each committee, there was a discussion that agenda items are being duplicated at Committee and Full Council Meetings and if there is a necessity for the F&GP Committee. Councillors agreed that there were duplications but felt that the F&GP Committee was an integral part of the Committee structure and it was agreed that committee terms of reference will be reviewed at the next respective committee meetings.

The committee's terms of reference have now been agreed by each committee and **RESOLVED** by Full Council.

It was agreed to continue with the current committee structure with the addition of the small sundry expenditure authorisation as **RESOLVED** by Full Council on 15th July 2019.

The above was **RESOLVED** by Full Council

09-09-2019 The Glebelands Opportunity Councillor Terry Jackson

Full Council is asked to give their consideration and agreement to allocate £3000 from the 2019 Parish budget to carry out a survey of the Glebelands Community Centre. This is an essential action in determining the viability of the possible Glebelands purchase.

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It was acknowledged that the building survey can include a CCTV drainage report at an additional £250, however it does not include inspection of the electrics, plumbing or heating. Two quotations have been received.

The two companies that have provided quotations have now confirmed that they hold indemnity insurance and that a survey could be completed now with a follow-up visit closer to the purchase date, after which the report could be updated and reissued if deemed necessary.

Councillor Roger Elkins expressed his concern and suggested that the survey should not be carried out until time of purchase. He acknowledged that when the terms of reference were received the scenario was very different and he felt that a business case is required.

Whilst it was felt that Councillor Roger Elkins raised good points, Councillor Terry Jackson gave a converse argument stating that the purchase will be for the village with public money and it is essential that the Parish Council know exactly the status of the building and if the purchase is viable. Councillor Peter Coe supported this argument stating that we cannot write a business case until we know what we are dealing with.

It was agreed to allocate £3000 from the 2019 Parish budget to carry out a survey of the Glebelands Community Centre.

The above was **RESOLVED** by Full Council

10-09-2019 Office Equipment Councillor Terry Jackson

The Parish Office IT equipment is over seven years old and is currently running Windows 7 with the associated office package. Also the broadband speed is currently at around 6mbps.

On 14 January 2020 Windows 7 ceases to be supported and this means that important security updates will not be installed on the current office systems and thus will be vulnerable to security breaches.

The proposal to update the computer IT equipment to Windows 10 to be taken forward to the quotations stage was agreed.

The above was **RESOLVED** by Full Council

11-09-2019 WSCC Electric Vehicle Strategy Consultation

The consultation to collect views on this draft will open 27th August and run until 2nd October. All consultation responses will help shape the final Electric Vehicle strategy before a Cabinet Member Decision is taken in December to formally adopt the strategy.

It was agreed that Councillor Peter Coe will formulate the FPC response.

12-09-2019 Citizens Advice Outreach

Councillors will recall that at Full Council 15th July, under minute item 06-07-2019 e, Finance & General Purposes, a grant to Citizens Advice Outreach was approved at it was agreed that the Clerk would ask if Citizens Advice would consider visiting the village to offer drop in sessions to local residents.

Citizens Advice has suggested a meeting to discuss this further. It was agreed that Councillors Lesley Young, Carole Robertson and the Clerk will meet with Citizens Advice.

13-09-2019 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

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Councillor Roger Elkins briefly outlined the WSCC Governance Committee Working Group to complete a survey on the areas Joint Arun Area Committees (CLC) meeting

The Council noted this information.

14-09-2019 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.

Councillor Terry Jackson & the Clerk left the meeting.

15-09-2019 Personnel Sub-Committee – Parish Clerk Appraisal

Councillor Lesley Young reported to Full Council that the performance review of the Parish Clerk had taken place on 21st August 2019 and had been undertaken thoroughly and rigorously by herself and Councillor Clare Royal against specific performance criteria as well as looking at overall performance. (resolution paper available from the Councilor Lesley Young)

Councillor Terry Jackson & the Clerk returned to the meeting.

The next meeting will be held Monday 21st October 2019

The Chairman closed the meeting at 8.50pm

Nadine Phibbs, Clerk to Ferring Parish Council