

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: parishoffice@ferringparishcouncil.org.uk

Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 16th March 2020** at Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Stephen Abbott (Vice Chairman) Councillors, Ruth Sims, Terry Jackson, Clare Royal, Lesley Young, Peter Coe, John Tero & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins

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

Residents: Two residents in attendance

In the absence of the Chairman, Councillor Carole Robertson, Councillor Stephen Abbott, Vice Chairman welcomed all present to the meeting and commenced the formal proceedings.

01-03-2020 Apologies for absence

Apologies were received from Councillors Carole Robertson & Elizabeth Perry. The apologies were accepted.

02-03-2020 Declarations of interest

Councillor Ruth Sims declared an interest Agenda item 5,e,c Grant Request FRSA.

03-03-2020 Public Questions

There were no public questions.

04-03-2020 Minutes of the Council Meeting held on Monday 27th January 2020

The Minutes of the Full Council Meeting held on Monday 27th January 2020 were approved by Council and signed by the Vice Chairman presiding as a correct record.

05-03-2020 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 (ADC works): ADC Parks Department has confirmed that the work to enhance the village Green frontage has commenced with clearance of the strip of land behind the boat.

b) Highways & Community, Meeting held 3rd February

Councillor Terry Jackson advised the following:

Compass Bus: Compass Travel has raised concerns with regards to difficulties in maneuvering 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.

Councillor Terry Jackson & the Clerk have had a further meeting with Compass Managing Director and Andy Warton Senior Passenger Transport Planner, WSCC to discuss possible solutions.

The overall feeling was that a temporary TRO would not be practical but double yellow lines are the best solution.

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Councillor Roger Elkins advised that he has discussed the matter with Andy Warton and acknowledged that the bus service is well used and subsidised by WSCC. He also suggested that the parish council should follow the TRO process and to obtain resident support for a TRO application.

Councillor Terry Jackson advised that from experience with the Speed Limit TRO, that to consult residents would be a huge task. It was acknowledged that to fulfill the requirements for a TRO is a lengthy process and there was concern that as this was not a safety issue the application would not meet the criteria and therefore be unsuccessful. He also suggested that there is another option that could be explored with Compass.

Langbury Lane Parking Issue: Councillor Terry Jackson advised that there is a similar issue at Langbury Lane, however this is more of a safety concern and obtaining, albeit a lengthy process, a TRO maybe more achievable.

The Clerk advised that she has written to a WSCC Highways Traffic Officer regarding this issue with no response as yet. Councillor Roger Elkins will follow this up with the Highways Traffic Officer.

c) Neighbourhood Plan Implementation (including CRTBO's) Committee, Meeting held 17th February

Councillor Stephen Abbott advised that there is no further update.

d) Planning Committee, Meetings held 16th March

Councillor Stephen Abbott advised the following:

FG20/20/DOC - Approval of details reserved by condition imposed under FG/115/17/PL relating to condition 3 visibility splays, Paddock House, 44 Ferringham Lane, Ferring

Members of the Committee will recall that we discussed the question of the splays which the new developer has applied to have set aside.

Whilst the Inspector felt they were necessary in reference highway safety, an officer at ADC Planning has overruled the Inspector and the condition has now been discharged.

FPC Planning Committee has written to ADC Planning to raise their concerns. To date there has been no response to our letter.

e) Finance & General Purposes

Councillor Lesley Young presented the minutes of the meeting held on 2nd March

The following matters/recommendations from the minutes were considered:

- a. Schedule of payments for December & January (*attached for approval*)
- b. Environment Committee, War Memorial cleaning
- c. Grant requests approved FRSA (Garden fund) £300 & Ferring Cricket Club £500

The above were **RESOLVED** by Full Council

06-03-2020 Reports from District and County Councillors

Arun District Councillor Colin Oliver-Redgate advised the following:

- Colin has been involved with local residents attempting to help them with their solve their local issues.
- ADC have approved their budget for 2020 -2021 at Full Council.
- Due to the Coronavirus, ADC have closed their offices.
- Has continued concerns with regards to 5G.

Arun District Councillor Roger Elkins advised the following:

- The Community Infrastructure Levy (CIL) scheduled to come into effect on 1 April 2020 will include exemption for all resident extensions.

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WSSC County Councillor Roger Elkins advised the following:

- Trading Standards have successfully made a conviction in the building sector in the local area and following the recent storms, urged that residents do not fall victim to a scam. Councillor Roger Elkins will provide a short statement to the Clerk that can be uploaded to the website and in the next issue of the parish flyer.
- There has been slight adjustments to library opening times.

07-03-2020 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

Councillor Stephen Abbott advised that he has attended the ADC Planning Policy and Community Infrastructure Levy (CIL) Update Meeting on 7th February.

The more detailed section of the meeting was the CIL Update in preparation for CIL coming into effect on 1 April 2020. During the meeting, there were many questions and ADC will endeavor to put together their responses and organise a follow up meeting.

It was established that Parish Councils will need to monitor their CIL entitlements and report these on an annual basis.

Councillor Stephen Abbott enquired in relation to the recent ADALC Meeting. The Clerk will follow this up.

08-03-2020 The Glebelands Opportunity - Councillor Terry Jackson, Glebelands Project Group Update (*related minutes available on the website*)

The Glebelands Project Group (GPG) has invited all Councillors to attend a GPG Interim Report Forum on Wednesday 29th April 2020.

The purpose is for the GPG to present an interim report on the findings of the group with respect to the possible purchase of the Glebelands and to invite views on the current approach.

In view of the current situation with the Coronavirus, the above forum is unlikely to go-ahead, therefore an option would be to circulate the presentation via email for Councillors to review.

Councillor Terry Jackson did advise that all GPG minutes are available on the website. Documents referred to in the minutes are available to Councillors in the office but are not available on the website as they may be commercially sensitive.

Councillor Roger Elkins expressed that he had difficulties in finding the minutes on the website. Councillor Stephen Abbott will look at the website to see if the GPG tab could be moved.

09-03-2020 ADC Glebelands Grounds Agreement

The Clerk has circulated a paper with a full explanation.

Councillors will be aware that there is an agreement between ADC & FPC in relation the maintenance of the Glebelands recreational ground. This agreement has been in place for a number of years and essentially FPC finance the grass cutting. The agreement is now out of date.

F&GP Committee has recommended for Full Council approval that due to current budget provision, both parties agree to informally extend the Glebelands Management Agreement until 31st March 2021. Beyond this, and in the interests of collaborative working, the existing arrangements for the grass cutting will remain and ADC will endeavor to keep the Parish Council fully informed of any management issues relating to the Glebelands Recreation Ground, so that the Parish have the opportunity to consider and comment on such issues.

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After a brief discussion, Councillor Roger Elkins raised the concern that although essentially the agreement was for the maintenance and grass cutting of the Glebelands recreational ground, he felt there was a lot more history and substance to the agreement.

In view of this, it was agreed that Councilor Roger Elkins will speak to the ADC Environmental Services & Strategy Manager (Greenspace & Emergency Planning) and report back to F&GP Committee.

The above was **RESOLVED** by Full Council

10-03-2020 Emergency Plan

Councillor Peter Coe advised that he has been working with the Parish Office to update the Parish Council Emergency Plan.

Within the plan there is already a section relating to Influenza and virus strains. However, in view of the current pandemic and in line with Government advice, Peter has included a more comprehensive section reference to situation with the Coronavirus.

The updated, draft Emergency Plan will be circulated to Councillors.

Councillor Peter Coe was thanked for his efforts and work to produce the plan.

11-03-2020 Internal Auditor.

The Parish Clerk advised that due to the success of previous years, the Internal Auditor (R.S Hall) will be reappointed to assist with the 2019 - 2020 Accounts.

12-03-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

The Coronavirus (Covid 19) is presenting extraordinary challenges to us all including how the Parish Council conducts their business and continues to function efficiently.

After a lengthy discussion, to minimise risk but to continue with essential business, Councillors agreed the following:

- The Parish Office will be closed to Visitors and Councillors with immediate effect.
- Postpone all Council & Committee Meetings unless exceptional circumstances.
- All Councillors to look at and attend to their emails on a regular basis, ie. Daily.
- The Planning Committee are still required to submit comments/objections on the current planning applications. The Clerk will circulate a weekly planning application list and all Committee Members to respond on a weekly basis.
- The Annual Parish Council Meeting on 2nd May to be cancelled.
- The Annual Statutory Meeting 18th May, if the meeting is to proceed it will have a reduced agenda and only include the annual accounts and election of the Chairman. This is to be confirmed at a later date and subject to situation at that time.
- In relation to WSCC Heads of Terms for the possible purchase of the Glebelands and due to the exceptional circumstances, the Clerk will enquire if WSCC would consider an extension.
- Continue to monitor the situation in relation to the Emergency Plan.
- Information notices on the website, noticeboards and office.

The above was **RESOLVED** by Full Council

The next meeting date is tbc

The Chairman closed the meeting at 9.30pm

Nadine Phibbs, Clerk to Ferring Parish Council