

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 20th July 2020** as virtual meeting using the Zoom Platform. The meeting commenced at 7.30pm.

Present:

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

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins

Residents: Three residents in attendance

Councillor Stephen Abbott, Chairman welcomed all present to the meeting and commenced the formal proceedings.

01-07-2020 Apologies for absence

There were no apologies.

02-07-2020 Declarations of interest

There were no declarations of interest.

03-07-2020 Public Questions

A resident, as a representative of the FRSA read out a statement in relation to the Compass Bus Access / South Ferring Parking outlining the position of the FRSA and urged the Parish Council to work with the FRSA and apply for a TRO.

04-07-2020 Minutes of the Annual Statutory Council Meeting held on Thursday 28th May 2020 & Minutes from the Extraordinary Meeting Wednesday 1st July 2020

The Minutes of the Annual Statutory Council Meeting held on Thursday 28th May 2020 & Minutes from the Extraordinary Meeting Wednesday 1st July 2020 were approved by Council and signed by the Chairman presiding as a correct record.

05-07-2020 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, meeting held 22nd June

Councillor Clare Royal advised the following:

Beach Litter: Following the Environment Committee Meeting, a letter has been drafted to send to the ADC District Councillors to request more litter bins to be sited next to the dog bins along the greensward at the beach.

Councillor Roger Elkins suggested that the letter should be sent to Philippa Dart, Director of Services and the Cabinet Member for Environment.

b) Highways & Community, Meeting held 12th June

Councillor Peter Coe advised the following:

Clover Lane: Many months ago, the Highways & Community Committee (HAC) discussed a resident concern that vehicles using Clover Lane to get to the beach are unaware that it is a no through road and due to the road being narrow it is extremely difficult to turn around.

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Possible signage was being considered by FRSA and they would report back to HAC Committee.

At the HAC Meeting 12th June, this issue was discussed once again and it was agreed that the FRSA Representative and Councillor John Tero will visit the location and look at potential places for suitable signage and report back to the HAC Committee.

Following the location meeting, FRSA Representative and Councillor John Tero emailed the HAC Committee Members with a recommendation that a 'No Through Road' sign at the entrance to Clover Lane where it splits from West Drive and a 'Cul De Sac' sign at the junction of Clover Lane with Ansisters.

As a 'no through road' sign at Clover Lane would be misleading, the Clerk circulated options to HAC Committee Members (including FRSA) and received no response.

FRSA erected a 'to the beach' sign at the corner of West Drive and Clover which subsequently was removed anonymously.

This is an agenda item for discussion at the next HAC Committee Meeting.

Compass Bus: FPC, in conjunction with FRSA has distributed a statement regarding the situation of the Ferring roads to the residents south of Beehive Lane.

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

Councillor Carole Robertson advised that there is no further update.

d) Planning Committee, Meetings held 20th July

Councillor Stephen Abbott advised there was nothing to report.

e) Finance & General Purposes

Councillor Lesley Young presented the minutes of the meeting held on 6th July

The following matters/recommendations from the minutes were considered:

a) Schedule of payments for April & May (*attached for approval*)

b) Environment Committee - Bus shelter near railway

Whilst this is a recommendation from F&GP Committee, it was stated that the proposed installer of the concrete base had today notified the Parish Office that they would be unable to undertake the works. An alternative contractor for the base will need to be identified. It was proposed that shelter solutions will supply the shelter and £1000 will be allocated for the base.

Councillors unanimously agreed that this item could be progressed via email to determine the outcome and report back to F&GP Committee & Full Council.

It was further agreed by Council that the existing slabs and bench from the shelter site should be retained with a view to re-locating them. The bench is in need of some restoration. and a quotation is needed for that and any re-siting

c) Highways & Community Committee – It was unanimously agreed to pursue with the Tennis Courts repainting by Sports Courts UK Limited at £3158.00

d) Grant request for St Barnabas £341.75 was approved.

The above were **RESOLVED** by Full Council

06-07-2020 End of year accounts

The Parish Clerk presented the end of year accounts as a twelve-page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2019 – 2020, Bank Account activity, Comparison of total balances carried forward for the past twelve years, Reserved Funds, Bank Reconciliation, Internal Audit procedures, Internal Audit and the Annual Return.

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07-07-2020 Annual Return

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2020. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

Due to the Coronavirus (Covid-19) and to meet 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' that are currently enacted for Meetings on and up to 7th May 2021, the below statement was **RESOLVED** by Full Council.

*The meeting agreed the accounts could be signed by the Chairman at the meeting 20th July 2020, and returned to the Clerk for signing during 21st July 2020, backdated to 20th July.
[Clerk's Note: Councillor Stephen Abbott and I signed Sections 1 and 2 of the Annual Governance and Accountability Return on the 20th & 21st July respectively]*

0512020 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2019/20* – of the Annual Return for the year-ending 31st March 2020 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

0522020 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2019/20* – of the Annual Return for the year-ending 31st March 2209 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

The above is **RESOLVED** and the Annual Return is now complete and ready to be submitted to the External Auditor.

08-07-2020 Office Arrangements

As Councillors are aware, at the Full Council meeting of 16th March it was agreed to close the parish office due to the Coronavirus (Covid 19) pandemic. The office closed to all visitors on 17th March and Amanda was requested to work from home. The Clerk has been spreading her time between home and office to maintain the functioning of the council during these unprecedented times.

On the basis of the draft Risk Assessment, it has been suggested by SALC to get this in place as a starting point as to how to resume office working.

It was agreed that the current working arrangements have been successful and it was recommended not to change the arrangements at this time.

It was agreed to update the Risk Assessment and to review the situation on a regular basis. The above was **RESOLVED** by Full Council.

09-07-2020 Communications Working Group

A working group will be formed to look at the subject of community engagement and this includes revisiting and refreshing our Communications Policy and the ways in which we communicate internally and with residents, for example via our website, the Flyer, email etc

Councillor Lesley Young will lead this I group with the support of the Clerk, Administrative Assistant Councillors Peter Coe & Clare Royal as co-members of the group.

It was advised that the group will discuss scope at an initial meeting.

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Councillor Terry Jackson suggested it may be a good idea for this group be tasked with, initially, looking at internal communications for the Parish Council. For example, to meet the requirements of Data Protection Policies he understand that the Parish emails are auditable. The Parish Council should therefore have a process to define the use of emails, what council business may be discussed by email, internal/external circulation of parish emails and what is expected from Councillors in relation to replying to emails etc.

Councillors Stephen Abbott & Lesley Young have produced an example of an e-newsletter which has been circulated to Councillors.

The e-newsletters content is informative and draws from already published material and is intended to just keep in touch with residents at this stage. The plan would be to publish the e-newsletter on our website and on the noticeboards. This will also factor into the discussions of the Communications Working Group.

The e-newsletter will be renamed to the parish update. It was unanimously agreed to publish the previously circulated draft version of the July Update.

A meeting will be arranged for the newly formed Communications Working Group.

The above was **RESOLVED** by Full Council

10-07-2020 Councillor Weekly Update

Councillors are aware that they receive a Councillor Weekly Update that contains office information & meeting details.

The Clerk advised that the update was her initiative that she started a few years ago and would like Councillor feedback to the current contents and any other suggestions of content that they would like the update to contain.

It was agreed that this matter will become an item for discussion for the newly formed Communication Working Group.

The above was **RESOLVED** by Full Council

11-07-2020 FPC Policy for Remote Meetings

It was **RESOLVED** to adopt the revised holding remote meetings policy.

12-07-2020 SALC Code of Conduct Consultation

The Clerk has circulated details of The Local Government Association (LGA) consultation on a new model member code of conduct and asked if the Parish Council wish to make any comments.

It was **RESOLVED** not to make any comment.

13-07-2020 Parking Issues Langbury Lane

Councillors will recall previous discussions regarding a serious road safety issue that has developed on the double-blind bends at the north end of Langbury Lane.

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Councillor Roger Elkins had previously advised that any 2020 TRO applications must be submitted by the end of July 2020.

At the F&GP Committee Meeting, it was acknowledged that a considerable amount of work is required to meet the criteria for a TRO application. It was established that with the information that TRO applications must be submitted by end of July, that there is not sufficient time and recommended to Full Council that this matter will be an agenda item at the next Highways & Community Committee Meeting.

Following the F&GP Meeting, Councillor Terry Jackson considered that the Langbury Lane TRO was an important safety issue which occurred on a daily basis and was supported by Stagecoach busses, he issued an email on 7th July to volunteer to carry out all the work necessary to apply for a TRO and issue to WSCC by the end of July if Council offered their support.

With only two responses, Councillor Terry Jackson was very disappointed that FPC did not support this important safety TRO for application this year.

Councillor Peter Coe advised that the issue has reduced due to the Coronavirus (covid 19) pandemic lockdown and should the issue re-occur, as this is a West Sussex highway, it can be reported via Love West Sussex or the WSCC website.

A proposal for Councillor John Tero to endeavor to prepare a TRO application for submission by end July 2020 was put to Council but was not seconded and therefore failed.

There was a further discussion as to whether a TRO application is still achievable in the limited timeframe. However, after a majority vote, it was agreed that there is not sufficient time and this matter will be an agenda item on the next Highways & Community Committee meeting.

The above was **RESOLVED** by Full Council

14-07-2020 Compass Bus Access/South Ferring Parking

As mentioned earlier in minute item 05-07-20b, FPC, in conjunction with FRSA has distributed a statement regarding the situation of the Ferring roads to the residents south of Beehive Lane.

Councilor Terry Jackson stated that he would not support any TRO action for double yellow lines whether emergency or temporary in the South Drive area and that he would not support any parish funding being used for the implementation of a TRO.

It was acknowledged that the principle reason for any discussions about a TRO was in response to Compass Bus raising 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.

It was also acknowledged that this issue does not occur on a daily basis and that it is limited to certain times/days of the year and has been exacerbated by the relaxation of the Coronavirus (Covid-19) lockdown restrictions.

Councillor Peter Coe referred to the previously circulated paper outlining the 4 options and advised that there is a further option, option 5 that involves painting a "Bus Clearway" at the

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Bus Stops in South Drive, which is enforceable and will require permission from WSSC but does not require a TRO.

After a lengthy discussion and to move this matter forward, Councillor Peter Coe proposed to arrange a site meeting with FRSA, Compass Bus, WSCC & FPC asap to look at all 5 options and report back to FPC.

The above was **RESOLVED** by Full Council

15-07-2020 The Glebelands Opportunity - Councillor Terry Jackson

It is hoped that Councillors found the recent GPG Forum useful and if there are any question please forward them to Councillor Terry Jackson.

There is no further update.

16-07-2020 ADC Consultation - Public Space Protection Order, Dog Controls Arun

The Clerk has circulated details of ADC Consultation - Public Space Protection Order, Dog Controls and asked if Parish Council wish to make any comments.

It was **RESOLVED** not to make any comment.

17-07-2020 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- At an ADC remote meeting last week, after a lengthy debate, it was agreed to support Freedom Leisure and the Leisure Centres in the district.
- ADC are looking to see what grants are available for the council.

WSCC County Councillor Roger Elkins advised the following:

- The WSCC Covid-19 support HUB will continue.
- With the schools planning to return in September, the school provision of transport is being considered.
- The cost impact of the Coronavirus (Covid-19) is in the region of 70 million pounds. Current Government grants received are 37 million pounds.
- Waste sites have re-opened with a greater scope for certain items.
- Arrangements and booking for weddings have resumed.
- Funding is available to WSCC to improve cycle routes.
- The County libraries have re-opened.

18-07-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

Councillor Stephen Abbott referred to the ADUR Neighbourhood Watch information circulated to Councillors and asked the Council if this is something that could be included on the parish council website. Any comments to be sent to Councillor Stephen Abbott by the end of this week.

Councillor Stephen Abbott asked Councillors to be mindful when using social media and although they may not comment in their capacity as a Councillor, residents may know them as a Councillor and any comment may be misrepresented as the views of the parish council.

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A Resident, in his capacity as a member of the FRSA thanked FPC for allowing him to join the meeting. The public left the meeting at 9.35pm

The Council noted this information.

19-07-2020 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.

20-07-2020 Personnel Sub-Committee

Councillor Lesley Young referred to the confidential paper that has been circulated to Councillors.

Staff Appraisal Process 2020

Due to the Covid-19 restrictions, the planned mid-cycle performance reviews for the Parish Clerk and the Administrative Assistant were not able to proceed in March. However, it is intended that the annual review process will take place by the end of August 2020

Contractual matter – Parish Clerk

Following the cancellation of the Clerk's planned leave in March 2020 due to Coronavirus (Covid-19) restrictions, the Clerk's holiday entitlement was reviewed and agreed.

The above was **RESOLVED** by Full Council

The next meeting date is Monday 7th September 2020

The Chairman closed the meeting at 9.45pm

Mrs Nadine Phibbs
Clerk to Ferring Parish Council