

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: ferring-pc@btconnect.com

Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 3rd September 2018** at Ferring Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Geoff Mines, Maura Blackburn, Terry Jackson, Peter Evans Roger Elkins (arrived 8.05pm), Ruth Sims & Stephen Horne.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillor: Councillor Roger Elkins

Residents: Eight residents in attendance

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

01-09-2018 Apologies for absence

Apologies were received from Councillor Lesley Young & ADC Councillor Colin Oliver-Redgate. The apologies were accepted by Council.

02-09-2018 Declarations of interest

There were no declarations of interest

03-09-2018 Public Questions

A resident referred to the recent village hall booking for the FPC Christmas Event and advised that the booking for future years can be made 12 months in advance. Councillor Ruth Sims advised that the event was originally booked a number of months ago for 1st December, however due to unforeseen circumstances that had to be changed to 15th December.

A resident asked if the parish council has a dog policy. Councillor Carole Robertson advised that there is no dog policy in place and dog control is the responsibility of ADC. Following a Public Spaces Protection Order (PSPO) Consultation in 2016, ADC took the decision not to pursue with the PSPO for dogs on leads in the summer months (April – September). Any concerns should be raised with the ADC dog warden.

04-09-2018 Minutes of the Council Meeting held on Monday 16th July 2018

The Minutes of the Full Council Meeting held on Monday 16th July 2018 were approved by Council and signed by the Chairman presiding as a correct record with the following amendment, 06-07-2018, Arun District Councillor Roger Elkins reported the following points: first item, Parishes should read Parishes.

05-09-2018 To receive and consider reports from Committees including the authorisation of orders for payment:

a) **Environment, Footpaths and Amenities, Meeting held 30th July**
Councillor Geoff Mines reported the following:

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- **Dog/Litter Bins:** The Clerk is in negotiations with ADC regarding placing a dog bin and a larger litter bin at the east end of Patterson's Walk. Councillor Peter Evans acknowledged that the litter bin outside Co-Op is widely used and suggested it would be beneficial to place a larger bin at this location.
- **Village Green Frontage:** One of the Committees larger projects for 2018 – 2019 is the village green frontage, however, the Committee was asked to consider the possibility of a locating a car park at this site. A feasibility study has been completed. The Environment Committee unanimously agreed not to pursue with this project. A list of other suggestions have been discussed including; remove some trees, clear shrubs, plant bulbs, trim hedge, install planters, add a path and possibly level the ground. Councillors Geoff Mines, Ruth Sims and the Clerk will meet with the ADC representative to compile an action plan and obtain quotations.
- **Plastic Recycling Project:** Various options are being considered and the Environment Committee has agreed that this is an important and worthwhile ongoing project. Councillor Carole Robertson has written an article for All about Ferring & Councillor Ruth Sims is investigating the option for FPC to distribute reusable bottles and bags for life.
- **Water Fountain:** Councillor Carole Robertson will approach the resident that has kindly offered to install for a water fountain at Patterson's Walk. Councillor Geoff Mines advised that ADC have agreed to put in a drinking water tap at the village green.

Councillor Peter Evans raised concerns that the small trees in Rife Way are now becoming bushes and are in need of cutting. Councillor Geoff Mines will follow this up.

b) **Highways & Community, Meeting held 13th August**

Councillor Stephen Horne reported the following:

- **Speed Issues:** FRSA has advised that contact has been made with the man that runs the mobile speed cameras in Worthing. It will need volunteers and could be considered for Beehive and Ferringham Lane.
- **Parish Council Events:** It has been suggested that, now the parish council is involved in a few community events that require a road closure. Councillors Stephen Horne & Maura Blackburn are investigating appropriate advance road closure and diversion signage and will revert back to Highways & Community Committee & F&GP Committee with quotations.
- **Annual Parish Meeting:** Full Council on 16th July, it was agreed in principal that the Annual Parish Meeting will become more of a social occasion and stand-alone from the Annual Statutory Meeting. It was also agreed that the meeting could consist of the usual Chairman's, WSCC & ADC Reports and to incorporate the different functions of the Parish Council & its Committees. It was agreed that a Working Group consisting of Councillors Stephen Horne, Carole Robertson, Ruth Sims & Maura Blackburn will be put together to consider the options. Other Councillors will be welcome to join the working group if they wish.

Councillor Terry Jackson referred to a parking issue in Langbury Lane that was discussed some months ago. It was advised that this is ongoing and Councillor Roger Elkins has met with WSCC Highways to discuss this matter and options are now being considered. Councillor Peter Evans suggested that Councillor Roger Elkins could raise this matter at the WSCC Sub-Group County Local Committee.

c) **Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meeting was held this evening (3rd September).

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d) Neighbourhood Plan Implementation (including 3 CRTBO'S), no meeting held

Village Hall Committee Letter: Councillor Carole Robertson advised that the letter from the Village Hall Committee outlining their questions and reservations has been received and has been circulated to all Councillors along with the draft response.

It was acknowledged that the definitive answer from the Village Hall Committee in relation the requirement for sole ownership of any freehold or whether some form of shared ownership is acceptable to the charity commission is critical.

After a lengthy discussion, a slight amendment was made to the letter to move item five to before item one and it was **RESOLVED** that the letter is sent first class to the Secretary of the Village Hall Committee.

It was also **RESOLVED** that a further holding letter is sent to WSCC.

Councillor Carole Robertson also advised that contact has been made in relation the land at and behind the Henty Public House, and now that the ADC Local Plan has been adopted, FPC has made contact with the owner of the pieces of land off Sea Lane in respect to possible allotment land.

e) Finance & General Purposes

The Chairman presented the minutes of the meeting held on 20th August 2018. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** June & July (attached for approval)
- **Signage:** It was agreed to erect two signs at the exit at the private road by the Vets in Ferring Street. The Clerk has negotiated with the sign provider and the cost to supply with the additional required banding kit will be £91.
- **Village Green Car Park Feasibility Study:** As reported 05-09-2018, a, one of the Committees larger projects for 2018 – 2019 is the village green frontage, however, the Committee was asked to consider the possibility of a locating a car park at this site. A feasibility study has been completed. The Environment Committee unanimously agreed not to pursue with this project.

The above were unanimously **RESOLVED** by the Full Council.

06-09-2018 Reports from District and County Councillors

Arun District Councillor Roger Elkins reported the following points:

- Arun Local Plan was adopted on the 18th of July.
- ADC has made representation of revised route for A27.
- Arun Community Transport (Sammy) has ceased trading.

WSCC County Councillor Roger Elkins reported the following points:

- Councillor Roger Elkins advised the Committee that he has taken the role as Cabinet Member for Highways & Infrastructure at WSCC.
- WSCC ran a mischief makers scheme through July which is to encourage youngsters to read books and then be tested content of the books.
- It was acknowledged that the FPC Highways Community Scheme for Rife Way refuge has been submitted and is being considered.
- With budgets in mind, WSCC, between now and the Autumn is looking at the county bus strategy.

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Councillor Terry Jackson asked, with funding constraints being introduced, has WSCC considered the viability of the Connexions magazine. Councillor Roger Elkins will investigate.

Councillors Stephen Horne raised the concern that the county has one of the highest rates for road traffic accidents and if there were any figures for Ferring. Councillor Roger Elkins will investigate.

07-09-2018 Reports from representatives on outside bodies:

Councillor Maura Blackburn reported:

- The Village Hall Committee is anxious to receive the response letter from the Parish Council.

08-09-2018 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

09-09-2018 ADC Local plan

- **Methodology report response:** Councillors have all received a copy of the Methodology for distributing the housing figure technical advice note. It was **RESOLVED** to send a response noting the content of the report and to reiterate that there is no further land available in Ferring that is suitable for development.
- **General Housing Implications:** Councillor Carole Robertson suggested writing to the Housing Minister advising that there are difficulties pursuing with the adopted Neighbourhood Plan due to constraints on land owned by developers. It was **RESOLVED** that the Parish Council should send this letter.

10-09-2018 GDPR

In the absence of Councillor Lesley Young, this item will be deferred to the next F&GP Committee Meeting in October.

A couple of Councillors did ask in relation to a GDPR Audit and the necessity of paper documents being collected by the Councillors.

It was acknowledged that the Parish Council needs to be perceived to be following GDPR.

11-09-2018 Dispensation

Councillors debated if any Councillor involved with The Glebelands & Conservation Group should be granted a dispensation. After a lengthy discussion it was agreed that:

- Councillors involved with the Glebelands will be granted dispensation. In addition these Councillors must declare an interest at any relevant Committee/Full Council Meeting.
- It was agreed that it is not necessary to grant dispensation for any Councillor who is also a member of the Conservation Group.

It was agreed that other residents within the village should be encouraged to become Directors of the Glebelands. Councillor Carole Robertson will write a related article for the All About Ferring Magazine.

The above were unanimously **RESOLVED** by the Full Council.

12-09-2018 Website

Councillor Geoff Mines reminded the Councillors that a local company has put together the framework of the new website and between Councillors Geoff Mines, Stephen Abbott and the

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Parish Office there has been a considerable amount of work done to upload the relevant information.

Councillor Geoff Mines has sent a link to all Councillors for the new website. It was agreed that the website is now ready to go live.

Councillors were asked to confirm to the Clerk if they wish for their photo to be on the website. It was agreed that the Councillors name and their parish council email address only will appear on the website.

The above were unanimously **RESOLVED** by the Full Council.

Thanks were given to all council members involved with the website.

13-09-2018 Use of Social Media

Councillor Stephen Horne raised the concern of the use of social media by Councillors. The Clerk advised that FPC has adopted the Media And Communications Policy and reminded Councillors that Councillors and officers should act with integrity at all times when representing or acting on behalf of the parish council and should never act on an individual basis. Any concerns should be reported to the Clerk for consideration. If the Clerk feels it is necessary, she will then discuss with the appropriate Committee.

14-09-2018 Emergency Plan

Due to circumstances, Councillor Stephen Horne felt that he could no longer continue the role as the Emergency Plan Co-Ordinator.

It was suggested that other members of the Emergency Group will be asked to consider stepping forward as the Co-Ordinator.

The above were unanimously **RESOLVED** by the Full Council.

15-09-2018 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

There was nothing to mention

The next meeting will be held Monday 22nd October 2018

The Chairman closed the meeting at 9.20pm

Nadine Phibbs
Clerk to Ferring Parish Council