

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 19th October 2020** as virtual meeting using the Zoom Platform. The meeting commenced at 7.30pm.

Present:

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

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins

Residents: One resident in attendance

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

01-10-2020 Apologies for absence

There were no apologies received.

02-10-2020 Declarations of interest

Councillor Roger Elkins in his capacity as a WSCC Cabinet Member declared an interest in agenda item 7b, Highways & Community TTRO application.

03-10-2020 Public Questions

There were no questions.

04-10-2020 Minutes of the Full Council Meeting held on Monday 7th September 2020 & Minutes from the Extraordinary Meeting Wednesday 21st September 2020

The Minutes of the Full Council Meeting held on Monday 7th September 2020 & Minutes from the Extraordinary Meeting Wednesday 21st September 2020 were approved by Council and signed by the Chairman presiding as a correct record.

05-10-2020 Vacant Council Positions

The Chairman advised the Council that there are currently two vacancies for Councillors and we have received three applications. The Chairman welcomed Alex Juniper, Ruth Arnold & Ian Parks (the applicants) to the meeting and asked them to make a short presentation about themselves, their interests in the Parish Council and their reasons for wishing to become a Councillor. Following the presentations, Councillors were given the opportunity to ask any questions to both applicants.

The result of the vote **RESOLVED** to co-opt Alex Juniper & Ruth Arnold to serve as Councillors until the next ordinary election.

It is usual that at this stage that a co-opted councillor would sign a declaration of their acceptance of office, in the presence of the Clerk as the Proper Officer.

As this is a remote meeting, the procedure states that 'if permitted by the council at that meeting, signing the declaration can be before or at a later meeting fixed by the council'.

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Therefore, agenda item 6 is 'Full Council must permit at this meeting, signing the declaration at a later meeting, in this case Monday 7th December 2020 Full Council'.

The Clerk will contact the co-opted Councillors with regards to all the other necessary documentation.

06-10-2020 Declaration/s of acceptance of office

Full Council **RESOLVED** to permit, signing the declarations of acceptance of office at a later meeting, in this case Monday 7th December 2020 Full Council.

07-10-2020 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, Meeting held 14th September

Councillor Clare Royal advised the following:

Crossing Bus Shelter: The work to install the crossing shelter, relocate the bench and to inset the painted pebbles is now complete.

Village Green Frontage: ADC are scheduled to carry out the work through the winter.

Bench at Ferringham Lane: Councillor Clare Royal had previously mentioned that there is a bench on Ferringham Lane that is in need of attention. It has been established that the bench is owned by GEM. There is no further action required.

Dog Control Issues: It has been confirmed that the office had not had any complaints this year. The Environment Committee has agreed to close this issue unless any problems arise.

Beach litter and new bins installed – ADC has installed temporary bins along the greensward & the Conservation Group has confirmed that two people from the group have been out litter picking daily.

Warren Pond: The Parish Office has arranged for a skip for the Warren Pond annual clearance scheduled on 24th October.

Skip for Allotments: The allotment holders have been very pleased to have the use of a skip at the allotments for two weeks.

War Memorial paving: At the recent F&GP Committee meeting, it was advised that a small paving slab was loose near the war memorial. Councillor Stephen Abbott advised that on closer inspection that there are issues with other areas of the paving and he has obtained a quotation from JT Joinery & Carpentry for the work required.

Whilst this is not an agenda item for this evening's meeting, the Clerk advised that if this is deemed an urgent safety issue then the area needs to be coned off and there is funding is available for emergency repairs.

After a brief discussion, it was established that there is no immediate danger to the public and this is not deemed an urgent safety issue.

The Clerk suggested that any improvements and enhancements to the war memorial area could be a project for the Environment Committee in 2021 – 2022 precept.

This will be agenda item at the next Environment Committee Meeting in December.

Councillor Alex Juniper advised that he has experience with Health & Safety and agreed to do a Risk Assessment on the whole war memorial area.

Maintenance works within the village: Council has acknowledged that unfortunately, FPC no longer has maintenance carried out by a local resident and there is a requirement to find a new provider.

The Clerk has produced a comprehensive job specification and it was agreed to advertise the job specification locally and review at the next F&GP Committee meeting on 23rd November.

The Environment Committee Chairman and the Clerk have drafted the advert to go into the parish flyer and on the noticeboards.

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Councillor Carole Robertson advised that the previous gentlemen provided an excellent job and service at very low rates and suggested that the cost of a new provider may increase considerably. The Clerk will consider this when reviewing the precept for 2021 – 2022. The Clerk confirmed that any such works are covered by the parish council public liability insurance providing that the person/company is experienced and an assessment of the works is completed.

The above was **RESOLVED** by Full Council.

b) Highways & Community, Meeting held 5th October

Councillor Peter Coe advised the following:

Clover Lane: Following an extended period of discussion, HAC requested that ADC install a street name sign on the junction of Clover Lane and Ansisters Road to raise awareness that it is a no through road. The sign was installed 2 weeks ago. Unfortunately, due to an oversight, the resident of No1 Ansisters Road was not consulted or informed that the sign would be positioned on the verge to the side of their house, which is not marked on the Land Registry overlay as being within their curtilage.

The resident has complained vigorously, culminating in someone removing the post illegally, in spite of engagement to try and find a solution. The issue has caused stress and anxiety for the resident and therefore an alternate location is being looked at.

Proposal – That a letter is sent to the resident clarifying the reasons why the sign was installed and apologising for the oversight in communication and the resulting distress.

The above was **RESOLVED** by Full Council.

Compass Bus Access / South Ferring Parking - TTRO: Plan and draft letter have been circulated to all Councillors and recommendations for proposals supported by HAC and F&GP Committees.

Proposals:

- a) That the consultation letter is approved and sent to residents directly impacted by the proposed restrictions, to inform them of the proposed plan, invite comments and request permission for installation of time restriction signs.
- b) That a sum, not exceeding £150 is allocated for the distribution of the letter.
- c) That Council supports, in principle, the submission of an application for a TTRO to WSCC for the parking restrictions in the West/South/Ocean Drive area. This will be subject to approval at the next Full Council meeting of any amendments to the plan previously circulated, resulting from consultation with residents.

The above was **RESOLVED** by Full Council.

Councillor Peter Coe was thanked by the Council for all of his work on this project.

Due to Councillor Roger Elkins needing to leave the meeting at 9.00pm, Councillors agreed to move agenda item 15 forward.

15-10-2020 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- There was nothing to mention.

WSCC County Councillor Roger Elkins advised the following:

- The WSCC Covid-19 support HUB will continue.
- WSCC are endeavoring to make people aware of the scams that are circulating.

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- The work to widen the A259 has commenced.
- The A27 proposal has been announced.
- 90 million pounds is being spent on highways in the county.
- Winter Services are now in place.
- With the return to school, the school provision of transport is being considered to meet social distancing requirements.

The Clerk raised a concern with regards to an emergency vehicle attempting to manoeuvre through the traffic where the temporary cycle lanes have been installed in Worthing
Councillor Roger Elkins advised that WSCC are in contact with SECamb and no issues have been reported.

Councillor Roger Elkins left the meeting.

Resume to agenda item 07-10-2020 7c

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

Councillor Peter Coe advised the following:

There has not been a meeting since the last Full Council.

A response to questions raised in August on the Arun Plan and Government White Paper was received on 5th October and copied to all Councillors. A follow up request to the Senior Planner at ADC for advice has yet to receive a response.

On the 11th October, Peter attended a virtual brief by SALC on the Government planning white paper, which although informative, did not reveal any significant issues that we hadn't already identified. General opinion is that the white paper is full of rhetoric and short in detail, particularly with regards to Neighbourhood plans. It was confirmed that until the second reading of any outcomes from the White Paper is completed, Local Plans that are in place remain valid. Government's intent is to push the changes through before the end of their term, so the intent is very clear.

- a) statement to residents – An initial statement has been prepared, however until there is greater clarity on the Arun plan, we run a risk of contradicting ourselves. I will put together an informative article for inclusion in All About Ferring and circulate to all Councillors prior to the next Full Council meeting.
- b) the government white planning paper – Following the briefing from SALC, I was able to clarify the meaning of Build Out that was mentioned in one of the questions and adjusted the comment. Comments were due by the 15th and the Parish Clerk has informed NALC that our submission will be forwarded tomorrow. I would therefore propose that the comments made be approved and forwarded to NALC.
- c) Given that the future format and role of Local and Neighbourhood Plans are in a state of flux and that the ADC Local Plan Vision and Objectives will not go to committee level until February any updates to the Neighbourhood Plan could be negated by any planned changes and we face going to the community twice in a relatively short space of time with different plans.

I would like to recommend the following:

- 1) That the planned NPI meeting in November is postponed until such time as there is clarity on the developing ADC Local Plan.

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- 2) That, with the exception of engagement with the Conservation/History Group on the development of the case for the conservation area, active work/engagement on the revision of the Neighbourhood plan is suspended until such time as there is more clarity on the process as a whole.

The above was **RESOLVED** by Full Council.

d) Planning Committee, Meetings 5th & 19th October

Councillor Stephen Abbott advised the following:

Persimmon Homes Planning Application – It was acknowledged that there has been a vast number of objections including a particularly good one from CPRE. Whilst not confirmed, Worthing Borough Council are expected to hear the case late November.

e) Communications Working Group

At the Full Council meeting held on 20th July 2020, it was agreed that a working group would be established to review the communication channels and processes of Ferring Parish Council. To date the group have met twice resulting in a report being submitted that reflected the areas discussed, the research undertaken and the recommendations for consideration by the F&GP Committee before taking this forward for Full Council approval.

After protracted discussions at F&GP Committee meeting, there was no clear agreement reached, a compromise proposal was accepted to consider the recommendations in smaller sections and submit these to Full Council over a longer period of time.

It was agreed that the Communications Working Group will arrange a further meeting with particular concentration on Items 5, 6, 7 & 8 of the report with recommendations to be made to Full Council on 7th December 2020.

Councillor Terry Jackson having been absent at F&GP Committee Meeting on 5th October expressed his confusion that a list of recommendations had been made to F&GP Committee, yet there are no recommendations to be considered by Full Council this evening.

Councillor Peter Coe advised, due to some confusion of the reporting structure of this working group and the agreement that any recommendations to Full Council are done so over a longer period of time, a further meeting is required and the recommendations will go direct to the next Full Council meeting.

f) Finance & General Purposes Meeting held 5th October

The following matters/recommendations from the minutes were considered:

- a) Schedule of payments for August approved
- b) Grant request from Ferring Football Club for £300.00 approved.
- c) Skip warren pond clearance £110 excluding VAT approved.
- d) Remembrance Day proceed with wreath laying only.
- e) Christmas Event Cancel event.

The above was **RESOLVED** by Full Council

08-10-2020 Raising the Flag within the village

Councillor Stephen Abbott suggested introducing a policy for raising the flag within the village. The Clerk has circulated a list of dates for flying the flag in the UK.

It was agreed that Councillor Stephen Abbott will raise the flag on the dates provided and no further flags need to be purchased.

The Clerk will arrange an item in the parish flyer seeking volunteers to raise the flag.

The above was **RESOLVED** by Full Council

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09-10-2020 Village Hall T&C's

The Village Hall Trustees have issued a new T&C's (including Covid-19 section) to the Clerk for signature & approval by Full Council.

It was agreed that as there is no proposal for the parish council to resume face to face meetings at this time and as the current situations are changing regularly, this will be deferred to a later appropriate date.

The above was **RESOLVED** by Full Council

10-10-2020 West Sussex Association of Local Councils (WSALC)

Within two recent councillor weekly updates (27th August & 17th September) the Clerk has provided information and a letter received from West Sussex Association of Local Councils Ltd. (WSALC).

WSALC forms part of Surrey & Sussex Association of Local Councils (SALC) Ltd (our governing & advisory body), jointly with its counterparts in East Sussex and Surrey. This arrangement has operated successfully since 2014.

At its meeting on 14th August, the Board of SSALC heard from the Chairman of WSALC that the Board of WSALC have commissioned an independent review of the services provided to member councils in West Sussex; this could lead to WSALC splitting away from the current structure. Essentially this is a 'value for money' exercise.

Whilst concerns have been raised by a number of parish councils with regard to the timing, the handling and the reasons behind the exercise, it is key to note that this is just the review stage and there will be sufficient opportunity for consultation and debate on the pros and cons of any resulting recommendations.

The Clerk has no further information as to the format of the review, the likely outcome or anything else at this stage. However, she will keep the Council informed of any developments. There is no further action required.

11-10-2020 The Glebelands Opportunity - Councillor Terry Jackson

Councillor Terry Jackson advised that the Parish Council awaits a response from WSCC. Once received, it is possible that professional advice will be required.

12-10-2020 General Power of Competence

The Clerk advised following the resignation of Councillor Lesley Young, the parish council no longer has the General Power of Competence. The reason for this is that the Parish Council having less than two thirds of elected Councillors until the next ordinary election.

13-10-2020 Ferring Summer Fair Committee – Looking forward to 2021

As some will know, Councillor Ruth Sims is moving from the area in the not too distant future. Ruth has been the driving force behind the Village Summer Fair for a number of years. There is currently no one from the committee or wider community that has stepped forward to take on the organisation and running of next year's fair. Whilst it is not a Parish Council responsibility, it was requested at HAC that the Council take custody of the account and records until such time as a committee is formed.

It was acknowledged that the Parish Council will not be committing themselves or have any obligations with the arrangements of this event.

The above was **RESOLVED** by Full Council

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14-10-2020 Ferring Parish Council Priority & Review Schedule

Councillor Stephen Abbott has put together and circulated a Parish Council priority & review schedule outlining the major current council projects.

There was confusion expressed by Councillors with regards to the need for the schedule.

It was agreed that this document could be used at committee level and there will be an update at each Full Council meeting.

16-10-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

Rife Way Refuge: The Contractors have completed their preliminary works and discovered a problem with an underground electricity junction box that requires relocation. Therefore, the installation of the refuge has been delayed until December or more likely January or February 2021.

The Council noted this information.

17-10-2020 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.

18-10-2020 Office Employment Contracts – NALC National Salary Award 2020 - 2021 have been announced.

The next meeting date is Monday 7th December 2020

The Chairman closed the meeting at 9.50pm

Mrs Nadine Phibbs
Clerk to Ferring Parish Council