

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 7<sup>th</sup> December 2020** as virtual meeting using the Zoom Platform. The meeting commenced at 7.30pm.

### **Present:**

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

**West Sussex County Councillor:** Councillor Roger Elkins

**Arun District Councillors:** Councillor Roger Elkins

**Residents:** Two resident in attendance

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

### **01-12-2020 Apologies for absence**

Apologies were received from Councillor Ruth Sims. The apologies were accepted.

### **02-12-2020 Declarations of interest**

There were no declarations of interest.

### **03-12-2020 Public Questions**

There were no questions.

### **04-12-2020 Minutes of the Full Council Meeting held on Monday 19<sup>th</sup> October 2020**

The Minutes of the Full Council Meeting held on Monday 19<sup>th</sup> October 2020 was approved by Council and signed by the Chairman presiding as a correct record.

### **05-12-2020 Declaration/s of acceptance of office**

Reference to the co-option of two Councilors and minute item 06-10-2020, Full Council 19<sup>th</sup> October 2020, Full Council RESOLVED to permit, signing the declarations of acceptance of office at a later meeting, in this case Monday 7<sup>th</sup> December 2020 Full Council.

Councillors Alex Juniper & Ruth Arnold in turn, read aloud and signed their Declaration of Acceptance of Office in the presence of the Proper Officer.

### **06-12-2020 To receive and consider reports from Committees including the authorisation of orders for payment:**

#### **a) Environment, Footpaths and Amenities, no meeting held**

Councillor Clare Royal advised the following:

**Maintenance works within the village:** As a result of the advert in the Parish Flyer, there has been a number of candidates expressing an interest in the role.

The Clerk has enlisted Councillor John Tero to assist with the recruitment process and to liaise with the potential candidates.

Councillors will be kept informed of the progress and any recommendations will be an agenda item at F&GP Committee and Full Council.

#### **b) Highways & Community, no meeting held**

All minutes are draft and subject to approval at the next meeting

Councillor Peter Coe advised the following:

**Clover Lane:** Further to the agreed action at the last Full Council Meeting, the letter sent to the resident clarifying the reasons why the sign was installed and apologising for the oversight in communication and the resulting distress was not received well.

The sign was removed and dragged to other side of the road. The sign is currently against the wall at the side of the road and the situation is an impasse

**TRO/TTRO the final proposal/plan:** The TRO has been “agreed for progression” by the County Local Committee (CLC). The TRO process does not guarantee that the measures would be implemented prior to Summer 2021.

Therefore, The final proposal/plan, previously circulated to Councillors proposes that “an application for a TTRO is submitted to WSCC for the parking restrictions as detailed in the circulated document and shown on the attached drawings”.

Concerns were raised with regards to the enforcement and necessity of the TTRO, however after a lengthy discussion, it was **RESOLVED** to submit the TTRO application to WSCC.

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

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

Councillor Peter Coe advised the following:

Following the ADC update notes from which were circulated, confirmation of the “allocation” of new dwellings for Ferring has been received. In 2018 it was agreed by the ADC Planning sub-committee that Ferring should test the provision of 25 dwellings per annum in the NP. On 15th Jan 2020 ADC triggered a review of the Local plan due to under delivery of housing and following National Guidance on the Standard Housing Methodology, Arun are likely to be looking at around 1,300 dwellings per annum and therefore it is prudent to assume a pro rata distribution uplifting that figure by 30% to 33 dwellings per annum for Ferring.

This will be taken forward to the next planned NP meeting to agree the way forward with the NP.

As response from Arun was only received late Friday afternoon, Councillor Peter Coe has not yet had time to draft an article for All about Ferring but will strive to do so by next Full Council meeting.

#### **d. Planning Committee, Meetings 23<sup>rd</sup> November & 7<sup>th</sup> December**

Councillor Stephen Abbott advised the following:

**Persimmon Homes Planning Application (Chatsmore Farm)** – As expected the date for Worthing Borough Council to hear the case late November has been put back.

#### **e. Communications Working Group, meeting held 5<sup>th</sup> November**

The Clerk advised the following:

As previously agreed, the Communications Working Group has now met and a paper with their recommendations has been circulated to all Councillors with any comments to be sent to the Clerk by COB 30<sup>th</sup> November.

Only one Councillor made comments and these have been taken into consideration with the recommendations made as outlined below with one agreed amendment to the last sentence under Social Media\*:

#### **Recommendations:**

##### **General**

All minutes are draft and subject to approval at the next meeting

The Communication Working group strongly recommend that the Parish Council expand the range of communication channels to ensure that it can deliver appropriate information in a variety of formats to reach out to the wider and diverse community of Ferring

### **Parish Flyer**

The Communications Working Group considers that the current appearance and content of the Flyer is appropriate and responsive for the 2020's and therefore should be continued.

### **All About Ferring:**

That FPC has a regular page in All About Ferring each month, as other organisations do, thus utilising it as a key vehicle for keeping residents informed.

That all Committees undertake to provide content for All About Ferring on a rotational basis pertinent to their areas of responsibility within FPC. This requirement to be included on the agendas of all Committees.

That the Parish Office coordinate with Committee Chairs for provision of articles and submission of general articles to All about Ferring on at least a quarterly basis.

### **Parish Council Website**

That the FPC website is promoted in All About Ferring on a regular basis – highlighting new additions etc to drive traffic to the website;

That photos and bios of all Councillors and the Parish Office team should be included on the website, subject to the permission of individual councillors/office staff.

### **Social Media**

A Facebook page should be set up and used to promote the Parish Council's activities and as a message board to inform the village of events, planned road works, general information, etc;

### **\*Amendment to Social Media Proposal:**

That the Parish Office are responsible for posting content and that a member of the Communications Group should be designated to assist as an administrator for the Facebook page.

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

### **f.Finance & General Purposes Meeting held 23<sup>rd</sup> November**

Councilor Terry Jackson advised the following:

Councillors have received a copy of the minutes and there are two items to discuss and agree.

- a) Schedule of payments for September & October approved
- b) Parish Flyer Distribution agreement for 2021 including an increase in the cost for distribution approved.

The above was **RESOLVED** by Full Council

### **07-12-2020 FPC Annual Audit 2019 – 2020**

The Clerk acknowledged that 2020 is proving to be a challenging year in many aspects for the Parish Office and the Annual Audit has been no exception. The Clerk advised that the External Audit has been signed off and returned with no errors, comments or recommendations.

All minutes are draft and subject to approval at the next meeting

Councillor Terry Jackson recognised that the responsibility to manage the Parish Accounts is a vast task. Led by the Councillor Stephen Abbott, Councillors gave a vote of thanks to the Clerk.

**08-12-2020 The Glebelands Opportunity** – Councillor Terry Jackson

Councillor Terry Jackson advised that the Parish Council awaits a response from WSCC. Once received, the requirement for professional advice will be considered.

**09-12-2020 Glebelands Grounds ADC Agreement** – Councillor Roger Elkins

Councillors will recall that at Full Council 16<sup>th</sup> March 2020, minute item 09-03-20, this item was discussed, and it was RESOLVED that Councillor Roger Elkins will speak to the ADC Environmental Services & Strategy Manager (Greenspace & Emergency Planning) and report back to the F&GP Committee.

Councillor Roger Elkins has indeed spoken to ADC Environmental Services & Strategy Manager and the report with recommendations have been circulated to all Councillors and are outlined below.

**ADC Recommendations**

ADC would propose the following in order to move matters forward.

- 1) Instruct our Property & Estates Service to draft a lease between Arun & the Parish Council for the tennis courts. This will be a peppercorn rent with Heads of Terms to be agreed, with each party bearing its own costs, but will include all provisions associated with the tennis courts, their management and use. This will provide clarity and a lease would be the expected way to formalise arrangements for such an asset.
- 2) From next financial year end cancel any recharges currently invoiced by Arun to Ferring Parish Council in respect of grounds maintenance provided for under the management agreement (already agreed in principle between both parties)
- 3) Set up a meeting with the Parish to run through all the existing clauses of the management agreement, discuss their relevance and reach consensus about future partnership working. If it was felt necessary then we suggest a memorandum of understanding would be an appropriate way to capture and agree any future partnership aspirations for the management of Glebelands as a Public Open Space, without being legally binding.

The above was **RESOLVED** by Full Council

There was a further discussion was with regards to the Pumphouse. It was agreed that this will be an item on the next Highways & Community Committee Agenda.

**10-12-2020 West Sussex Association of Local Councils (WSALC)**

The Clerk has circulated an update to Councillors advising that the scheduled AGM has been postponed. There is no further action required.

**11-12-2020 WSCC Transport Plan**

WSCC has started a review of the West Sussex Transport Plan (WSTF). Stakeholders have been invited to complete a survey.

It was unanimously agreed no action is required.

The above was **RESOLVED** by Full Council

**12-12-2020 NALC Consultation**

All minutes are draft and subject to approval at the next meeting

The Committee on Standards in Public Life has recently launched a consultation. It was unanimously agreed no action is required.

The above was **RESOLVED** by Full Council

### **13-10-2020 Reports from District and County Councillors**

#### **Arun District Councillor Roger Elkins advised the following:**

- A Covid-19 Test Centre will be opening in St Martin's car park, Littlehampton.

#### **WSCC County Councillor Roger Elkins advised the following:**

- In relation to the negative report in 2019, Ofsted has provided an encouraging report in relation to Children's Service in October 2020.
- WSCC are offering support to NHS & track and trace.
- WSCC has employed eight retainer firefighters.
- Nineteen winter gritters are now gritting the WSCC roads.
- WSCC has introduced a proactive flood prevention team that targets highway 'hotspots'.
- In relation to next years budgets, WSCC are looking at an Economic Reset with further information being available later in December.

Councillor Peter Coe asked In light of the Cabinet Meeting on 24<sup>th</sup> November to progress proposed savings under the Medium Term Financial Strategy, what consultation with the Parish Council and community is planned and when are the potential impacts on Ferring going to be communicated, particularly in relation to the proposals to: review the provision of library services; ending the community highways scheme; reduction in public transport and the review of the property estate; considering that they appear to be programmed for review by WSCC mid to late January?

Councillor Roger Elkins confirmed that there will be consultations and that he would seek further information and revert back to Council.

Councillor Stephen Abbott also raised the concern regarding the waste collection review and the significant impact and financial challenges that this will have on other services.

### **14-12-2020 Ferring Parish Council Priority & Review Schedule**

This item will be removed from Full Council agendas.

### **15-12-2020 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda**

Councillor Peter Coe reported on the success that the Ferring Village Facebook Group has created with the Scarecrow festival in October and Winter Wonderland running throughout December. This has provided the residents of the village the opportunity to visit different locations within the village to find the trails.

Chris Headon, Resident/Representative of FRSA expressed his thanks on behalf of the FRSA to the Parish Council for their work with the TRO & TTRO in Lower Ferring.

The residents in attendance left the meeting.  
Councillor Terry Jackson left the meeting.

The Council noted this information.

### **16-12-2020 Exclusion of the Public and The Press**

All minutes are draft and subject to approval at the next meeting

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.

**17-12-2020 Personnel Sub-Committee – Office Employment Contracts**

Councillor Clare Royal reported that the performance review of the Parish Clerk has taken place and has been undertaken thoroughly and rigorously against specific performance criteria as well as looking at overall performance.

In addition, the performance review of the Administrative Assistant has taken place and has been undertaken thoroughly and rigorously by the Clerk against specific performance criteria as well as looking at overall performance.

The resolution paper has been circulated with a recommendation.

The above was **RESOLVED** by Full Council

**The next meeting date is Monday 25<sup>th</sup> January 2021**

The Chairman closed the meeting at 9.05pm

Mrs Nadine Phibbs  
Clerk to Ferring Parish Council