

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

## **FERRING PARISH COUNCIL**

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Minutes of the STATUTORY ANNUAL MEETING of FERRING PARISH COUNCIL held **Tuesday 4th May 2021** as virtual meeting using the Zoom Platform. The meeting commenced at 7.30pm.

### **Present:**

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

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

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

**Residents:** There were one resident in attendance

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

### **01-05-2021 To elect a Chairman of the Council**

Councillor Peter Coe was elected as Chairman of the Council.

### **02-05-2021 To receive the Chairman's declaration of acceptance of office**

Councillor Peter Coe read and signed the Chairman's Declaration in view of the Council and the Parish Clerk as the Proper Officer.

Councillor Peter Coe, on behalf of all Councillors, thanked Councillor Stephen Abbott for his work over the past year in the challenging role as the Parish Council Chairman.

As the elected Chairman, Councillor Peter Coe continued with proceedings and moved forward to agenda item 3.

### **03-05-2021 To elect a Vice Chairman of the Council**

Councillor Clare Royal was elected as Vice Chairman of the Council.

### **04-05-2021 To receive the Vice Chairman's declaration of acceptance of office**

Councillor Clare Royal read and signed the Vice Chairman's Declaration in view of the Council and Parish Clerk as the Proper Officer.

### **05-05-2021 Apologies for absence**

There were no apologies.

Councillor Peter Coe reminded all Councillors that they must advise the Clerk if they are unable to attend a meeting. In the event of a meeting not meeting quorate, this allows notice for the Chairman or Vice Chairman to attend as ex-officio members or for the meeting to be rescheduled.

### **06-05-2021 Declarations of interest**

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Councillor Roger Elkins declared an interest in agenda item 12 The Glebelands Opportunity.

**07-05-2021 To appoint membership of the following committees**

- a) Planning Committee (decision powers)
- b) Highways & Community Committee (advisory powers only)
- c) Environment Committee (advisory powers only)
- d) Neighbourhood Plan Implementation (including 3 x CRTBO's) Committee (advisory powers only)
- e) Finance & General Purposes Committee (advisory powers only)
- f) Personnel Committee (working group)
- g) Policy Review Committee (working group) *ad hoc as and when required.*
- h) Glebelands Project Group (working group)
- i) Neighbourhood Plan Review Group (working group) – *No longer active as being managed by committee*

Due to time constraints, Councillor Roger Elkins advised that he would have to consider if he was able to attend the Neighbourhood Plan Implementation (including 3 x CRTBO's) Committee Meetings.

The Committee Group members are to remain the same. Should any Councillor wish to make any amendments they can discuss with the Parish Clerk at a later date.

**08-05-2021 To appoint representatives to outside bodies**

- a) JEAAC – Councillor Stephen Abbott
- b) JEAAC Highways Representative – Councillor John Tero
- c) Arun District Association of Local Councils (ADALC) Representative - Councillor Stephen Abbott

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

**09-05-2021 Public Questions**

A resident enquired with regard to CIL money received.

Councillor Peter Coe advised that to date CIL received is in the region of £4,450.00

**10-05-2021 Minutes of the Council Meeting held on Monday 15<sup>th</sup> March 2021**

The Minutes of the Full Council Meeting held on Monday 15<sup>th</sup> March 2021 were approved by Council and signed by the Chairman presiding as a correct record.

**11-05-2021 To receive and consider reports from Committees including the authorisation of orders for payment:**

**a) Environment, Footpaths and Amenities, Meeting held 22<sup>nd</sup> March**

Councillor Clare Royal advised that she has met with the ADC Cleansing Operations Manager & Street Scene Officer as they walked from The Bluebird Café along Ferring beach to the end of Patterson's Walk. As a result, the temporary bins installed in 2020 will remain in situ and the broken bin at the blue boat area has been replaced with a new bin. Further bins have been placed at the end of Elverlands Close and Florida Close and next to the dog bin at the west entrance to Patterson's Walk. Lastly, the Refuge Contractor has arranged extra collections and banners and

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stickers will be put up within the area encouraging people to use the correct bins provided or to take their litter home.

ADC are keen to support Ferring with any other litter matters within the village and they also working with Kingston Parish Council.

Councillor Roger Elkins thanked Councillor Clare Royal for her efforts and advised that he had spoken to Philippa Dart, Director of Services who had advised that ADC are pleased to provide the support.

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

Councillor Peter Coe advised the following:

A further meeting is scheduled with ADC in relation to Glebelands Grounds ADC Agreement. & Glebelands parking proposal on 13th May. The meeting is to discuss responses from ADC on questions raised at last meeting

**c) Neighbourhood Plan Implementation (including CRTBO's) Committee –**

Councillor Peter Coe, Meeting held 26<sup>th</sup> April

- a) Arun Local Plan review – as per the minutes, nothing further to add at present
- b) Neighbourhood Plan Implementation (including 3 x CRTBO's) – Overall Update - as per the minutes, nothing further to add at present
- c) ADC Queries to be led by ADC District Councillors. All Councillors have had the opportunity to comment on the draft of the letter that was agreed at the NPI committee meeting to be sent to our District Councillors to request that they engage with ADC to clarify, acknowledge and explain a number of issues, as detailed on the attached proposals form.  
Councillor Roger Elkins asked to see the correspondence trail relating to this matter. Councillor Peter Coe will forward these on.

**Proposal** - That Council approve the letter, as circulated on 3rd May 2021, to be sent to the District Councillors, requesting the raising of a number of issues with ADC

- d) Neighbourhood Plan Full Review – The outline plan for a full review of the Neighbourhood Plan was discussed at the recent NPI committee and the proposed plan has been circulated to all councillors with the agenda pack.

**Proposal** - That council approve the outline plan for a review of the Neighbourhood Plan as recommended by the NPI committee.

- e) Community Infrastructure Levy Group – the proposed process for managing CIL funds was outlined at the NPI meeting and recommendations made to monitor and report on new builds and manage the CIL project list.  
Recommendations for the approval of funding for projects will be the remit of FGP committee.

**Proposal** – That Council approve the proposals for the Community Infrastructure Levy Group as detailed on the attachment to the agenda.

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**d) Planning & Licensing Committee** – Councillor Stephen Abbott, meetings held 19<sup>th</sup> April & 4<sup>th</sup> May, all matters are reported within the minutes.

**e) Communications Working Group** – no meeting held

**f) Finance and General Purposes** – Councillor Terry Jackson, meeting held 19<sup>th</sup> April

Questions on reported items and approval of the report including:

- a. Schedule of payments for February & March *Approved*
- b. An Extraordinary Full Council Meeting will be scheduled for mid-June to sign off the end of year accounts.
- c. Maintenance works at the office *Approved*
- d. Grant for 4-signs £150 *Approved*
- e. Maintenance works within the village – to consider quotations from FPC Maintenance Contractor *Approved*
- f. Zoom subscription for 12 months £119 ex VAT *Approved*

The above were **RESOLVED** by Full Council

### **12-05-2021 The Glebelands Opportunity**

Councillor Terry Jackson

Further to the recent Glebelands Task Group Forum, the below was recommended for Full Council approval:

- a) A letter to be sent to WSCC acknowledging that the Heads of Terms agreement for the possible purchase of the Glebelands Community Centre has lapsed and Ferring Parish Council will contact them should we wish to pursue in the future. The letter will be prepared by Councillor Terry Jackson and circulated to all Councillors for agreement prior to issue.
- b) A statement to be prepared for residents outlining the fact that FPC will not be pursuing the purchase of the Glebelands at this time. This statement to be prepared by Councillor Terry Jackson and circulated to all Councillors for agreement prior to publishing via our regular communication channels.

After a lengthy discussion, the above actions were agreed with the suggestion from Councillor Roger Elkins that the statement prepared for the residents should be sent to the WSCC Legal Team.

- c) Reserves agreement – January 2020, on the request of the Glebelands Project Group, Full Council resolved that the Parish Council should hold a reserve of £75,000.00. This agreed amount can now be removed in relation to Glebelands Project Group.

The above were **RESOLVED** by Full Council

### **13-05-2021 Council Documentation**

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The 2021 Code of Conduct was approved by the ADC Full Council on 24th March (meeting resumed from 17th March as business was not completed).

This re-drafted Code does not alter the principles of the Code, nor the expectations of general conduct that the majority of councils have already signed up to. The new 2021 Code is longer but it includes more explanations to assist Councillors (and Officers) with understanding of their obligations.

The (previous) 2017 Code was 11 pages long (including 3 pages of appendices). The 2021 Code is 23 pages long – pages 14-23 are the Appendices explaining the principles of public life and the different types of interests. The Code is predominantly the same as the Model Code approved by the Local Government Association (LGA) in December 2020 – ADC has just substituted the LGA's Appendix B (definition of interests) with the previous definitions.

Ferring Parish Council adopted the previous Code following its approval in January 2018. It is recommended that we adopt this revised version so that all of the parish and town councils within the Arun District will have signed up to the same principles and guidance.

If adopted, then Councillors would be required to sign the new Code of Conduct and to update their Register of Interests within 28 days of the Code of Conduct being adopted.

The Council **RESOLVED** to adopt the new Code of Conduct and Register of Interests.

#### **14-05-2021 Internal Auditor**

RS Hall & Co was reappointed as the Internal Auditor to assist with the 2020 – 2021 FPC Accounts & Audit.

Councilor Carole Robertson left the meeting at 8.45pm

#### **15-05-2021 Covid-19 FPC next steps**

- a) Office arrangements, returning to office and opening the office. It was agreed to follow the Government Roadmap & Guideline, step 4 all restrictions will be lifted 21<sup>st</sup> June 2021.
- b) It was acknowledged that future meetings will be face to face and may require a plan of action to sanitising of chairs and tables, setting up etc - It was agreed to follow Government Roadmap & Guideline, step 4 all restrictions will be lifted 21<sup>st</sup> June 2021.
- c) Zoom extension – it was agreed to subscribe for a further 12 months at £119 ex VAT

The above were **RESOLVED** by Full Council

#### **16-05-2021 Royal Memorial**

In the response the recent passing of HRH Prince Philip, The Duke of Edinburgh, the Council discussed the desirability of a permanent memorial.

After a brief discussion it unanimously agreed not to pursue with this item at this time.

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The above were **RESOLVED** by Full Council

**17-05-2021 Freedom Leisure - Out & About Project for Ferring**  
Councillors will be aware that FPC during the school summer holidays, works with Freedom Leisure to provide the Out and About Project. The project provides free weekly activities for youngsters on the village green. The activities include face painting, art and craft, general games and a bouncy castle one morning per week through the summer.

This year, Freedom Leisure plan to offer the project subject to Government Guidelines. They have offered FPC Tuesday morning sessions from the 27th July to August 24<sup>th</sup>. Allocation for the project was included in the Precept 2021 – 2022.

**18-05-2021 Reports from District and County Councillors**  
**Arun District Councillor Roger Elkins advised the following:**

- Councillor Roger Elkins thanked residents for information provided and the ADC Travellers Team for their quick response to the recent travellers on the greensward in Goring/Ferring.
- ADC are in the process of moving from a Cabinet decisions system to a Committee Decisions system.

**Arun District Councillor Colin Oliver-Redgate advised the following:**

- Last week, he turned 'temporary lumberjack' on Sea Lane when a large tree fell down in a gust of wind, blocking 2/3rds of the narrow road some 30 yards from his house; and with his heavy-duty wood cutters, managed to clear a safe passage for the sometimes-heavy traffic that uses Sea Lane. In the meantime, the attending police were sitting in their car facing the Goring Gap, waiting for the West Sussex Highways team to arrive, some time later, to use their chain-saws to clear the remainder of the tree trunk and branches.

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

Nothing further to report.

**19-05-2021 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda**

It was acknowledged that further meetings will be face to face depending on Government Advice & Guidelines.

**The next meeting date is Monday 19th July**

The Chairman closed the meeting at 9.00pm

Nadine Phibbs, Clerk to Ferring Parish Council