

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 18th October 2021** at the Village Hall. The meeting commenced at 7.30pm.

Present:

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

West Sussex County Councillor: Councillor Roger Elkins

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

Residents: There were two residents in attendance

Councillor Peter Coe, Chairman welcomed all present to the meeting and commenced the formal proceedings.

01-10-2021 Apologies for absence

Apologies were received from Councillors Alex Juniper & Mark Stacey. Councillor Stephen Abbott left the meeting at 7.40pm. The apologies were accepted.

02-10-2021 Declarations of interest

There were no declarations of interest.

03-10-2021 Public Questions

A resident referred to a copy of the recent parish flyer and enquired in relation to following:

1. There has been reports of a significant increase in foxes within the village which is causing a nuisance and concern to many residents, where is this in the village and what nuisance do they cause.

It was explained that there has been an increase reported in a few areas of the village and that the foxes are becoming more brazen and intimidating to residents. It was also acknowledged that this has been reported in the latest edition of the Neighbourhood Watch leaflet.

2. One of the most frequent complaints that the Parish Council receives is the increasing problem with dog fouling within various locations of the village, the resident said that there was not a sufficient number of dog bins particularly along Ferringham Lane.

It was advised that this is something that the Parish Council does look at on a regular basis and that there are waste bins along Ferringham Lane which can be used for dog waste.

3. In relation to the Rife Way Refuge and WSCC has effectively abandoned the project due to costs of moving cables, why can the council not consider a service mounted refuge.

It was advised that the project has been abandoned due to location of existing underground services but also as the road will need to be widened to create a safe access.

04-10-2021 Minutes of the Full Council Meeting

The Minutes of the Full Council Meeting held on 6th September 2021 were approved by Council and signed by the Chairman presiding as a correct record.

05-10-2021 To receive and consider reports from Committees including the authorisation of orders for payment:

a) **Environment, Footpaths and Amenities, meeting held 2nd August**

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Councillor Clare Royal advised that all aspects are reported in the minutes.

Councillor Terry Jackson referred to the minutes and asked the following:

Agenda Item 11 Dog Issue signage

Councillor Terry Jackson advised that he suggested this item and envisaged a project being started to look at design of the signage, decide how many signs, locations, permissions, etc. and would not expect the Chairman to provide these answers.

Councillor Clare Royal advised that Councillor Peter Coe has offered to assist and this item will be for further discussion.

Agenda Item 14b Widening Pattersons Walk and Sea Lane

These are Projects we must be the only authority in the country that “does not want to encourage bike riding”.

Councillor Clare Royal advised that the Committee was unaware that this was to consider a cycle route and will take back to the next meeting for further discussion.

Agenda Item 14c Gateway signs

This is a potential ideal Project and cannot be dispelled without full debate. There are sites available to fit signs and part of the project would be to investigate this and costs, permissions, style etc.

Councillor Terry Jackson advised that the parish council cannot just dispel a Project in a few words. It needs serious investigation and debate.

It was acknowledged that at Full Council on 6th September 2021 it was resolved that the Parish Council will establish a community project working group to evaluate and recommend proposals for projects. The above project can be included in the projects for consideration.
Councillors

Concillors Ruth Arnold, Lesley Young & Terry Jackson have all agreed to be members of the community project working group. Councilor Peter Coe will circulate an email to these Councillors to arrange a meeting.

b) Highways & Community, no meeting held

Councillor Peter Coe advised the following:

TRO update – As emailed to all councillors, the TRO has been approved by the Director of Highways, Transport & Planning and went onto last weeks WSCC members bulletin for any Call In. Anticipate confirmation later this week and will then liaise with the new FRSA Roads member (Graham Groom) to arrange the painting of the lines.

Village Signs – at the FRSA meeting of 14th September, they agreed not to proceed with the plan for Village Signs due to lack of support.

Platinum Jubilee – Good response from across the village, initial meeting to be held on 1st November to form a Committee to coordinate events.

Thanks was given to the Village Hall Committee for facilitating these meetings at the village hall.

c. Neighbourhood Development Plan Committee, no meeting held

ADC Planning policy Committee - Feedback from meeting reference to the local plan – Committee voted to pause the Local Plan process on 6th October.

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d. Planning Committee, Meeting held 4th & 18th October

FG/138/21/PL, which is the application to develop land adjacent to Millwood House north of the A259, has been withdrawn after ADC Officers notified the applicant that they would be recommending to refuse. That was based on issues relating to the countryside / gap between settlements, impact on residential properties, tree issues, vehicles etc. and must be pertinent when considering the other two nearby applications currently awaiting a decision.

e. Communications Working Group, no meeting held

Response to emails, where a response is requested or implied, please can all councillors respond within the stated time or within 1 week even if they have no comment to make.

f. Finance & General Purposes Meeting held 4th October

Councillor Terry Jackson advised the minutes have been circulated.

Questions on reported items and approval of the report including:

- a) Schedule of payments for August *Approved*
- b) Office Cleaning Services - a contract is set up with a commercial cleaner for regular office cleaning at a cost not to exceed £75 per calendar month. *Approved*
- c) AED Unit – purchase the AED Cabinet and arrange to fit the new cabinet and to make any changes to the electrics as per quotation. *Approved*
- d) Consider Standing Order Review – to form a working group to review the Standing Orders and the Parish Council Policies *Approved*
- e) Maintenance Contractor –
 1. task group is formed to agree best way to recruit a new maintenance contractor. *Approved*
 2. Agree an Interim solution – Councillors will advise who to contact for the work on a job by job basis. The Clerk will have the authority to arrange works using funds from the Maintenance Contractor budget and Clerk dispensation.

The above was **RESOLVED** by Full Council

06-10-2021 Parish 2020 - 2021 Accounts & External Audit

The Clerk advised Council that the External Audit 2020 - 2021 has been signed off and returned with no errors, comments or recommendations.

Recognising that the responsibility to manage the Parish Accounts is a vast task, Councillors gave a vote of thanks to the Clerk.

07-10-2021 Ferring Village Hall – Parish Council liaison (Councillor Ruth Arnold)

Councillor Ruth Arnold advised that the next Village Hall Committee meeting will be 17th November.

There has been a recent meeting facilitated by the Village Hall Committee, attended by Parish Council & Glebelands Centre. The purpose of the meeting was to start to look at the future and to explore opportunities for collaboration among our many separate village organisations

08-10-2021 FPC Events – Remembrance Day & Christmas Events

We need support from Councillors on the day to man the two road closures (ideally 2 on each) and one at Sea Lane Close, in addition require someone to manage the PA system.

Councillor Ruth Arnold will be assisting in organising the Wreath Layers and Councillors Roger Elkins and Peter Coe will be laying Wreaths on behalf of the respective Councils.

The Clerk will circulate an email to Councillors with the event details.

Councillors Peter Coe & John Tero will retrieve the nativity scene from the Glebelands and attempt to rebuild.

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09-10-2021 Office Arrangements

A risk assessment has been completed to cover periods when the Admin Assistant is required to work in the office environment. The situation and requirements will continue to be monitored in line with government advice. One recommendation is to use an Indoor non-dispersive infrared (NDIR) CO2 monitor (cost circa £100) to indicate when ventilation needs improving. It was **RESOLVED** to purchase CO2 monitor.

10-10-2021 Arun District Council Infrastructure Investment Plan Final Consultation October 2021 – Consider FPC Comments (*circulated to Councillors 14th October*)

This is an update of the plan circulated earlier this year. Projects are not sufficiently robust at present to include in this round.

11-10-2021 Reports from District and County Councillors

Arun District Councillor Colin Oliver-Redgate advised the following:

- Councillor Colin Oliver-Redgate advised that he has been involved with a dispute concerning a static caravan. The matter has been passed on to ADC 'Compliance', and copied to head of the Environment Health Team.
- Has raised concerns to fellow ADC Members regarding issues with the local coastline.

Arun District Councillor Roger Elkins advised the following:

- It was advised that the ADC CEO has now left his post and an interim CEO has been appointed until early 2022. ADC are going through the process of consultancy to recruit a replacement CEO.
- As reported earlier, ADC Planning policy Committee voted to pause the Local Plan process on 6th October. This will be reviewed in 6 months.

WSSC County Councillor Roger Elkins advised the following:

- The process to select school places is under way.
- Children that receive school meals, will be able to claim a contribution during October half term.
- WSSC Community Hub is still in operation.
- Winter Maintenance scheme is in place and has sufficient HGV drivers.
- Operation Watershed funding is still available.
- It was acknowledged that inspection of children services is progressing well.
- The recycling centres have moved to winter hours and will continue with the booking system.
- Further to the removal of County Local Committees including JEAAC, replacing will be virtual County Local Forums for a one year trial.
- The County Council acknowledges that ash die back is a major challenge over the coming years and are looking at options to tackle this.

12-10-2021 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

Councillor Peter Coe has attended the opening of the visitor new centre and Café at Ferring Country Centre and will be attending the opening of the woodwork workshop this week.

The next meeting date is Monday 6th December 2021

The Chairman closed the meeting at 9.05pm

Mrs Nadine Phibbs, Clerk to Ferring Parish Council