

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 6th December 2021** at the Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Peter Coe (Chairman), Councillors, Terry Jackson, Ruth Arnold, John Tero, Stephen Abbott, Mark Stacey, 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 and expressed thanks to all who helped with the organisation and delivery of the Remembrance Service and Christmas festivities, both of which were well attended and appreciated by the community. In particular would like to thank Nadine and Amanda for their efforts in organising and coordinating both events; to John's neighbour Andrew for moving the signs around and the Village Hall for marshalling the Christmas Fayre.

01-12-2021 Apologies for absence

Apologies were received from Councillors Alex Juniper & Clare Royal. The apologies were accepted.

02-12-2021 Declarations of interest

There were no declarations of interest.

03-12-2021 Public Questions

There were no public questions.

04-12-2021 Minutes of the Full Council Meeting

The Minutes of the Full Council Meeting held on 18th October 2021 were approved by Council and signed by the Chairman presiding as a correct record with the following amendment. Councillor Ruth Arnold was added as Councillor present at the meeting

05-12-2021 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

Councillor Stephen Abbott provided an update on the Village Green frontage and advised that he has met with ADC Parks & the Contractor on site.

The levelling of the ground and the knee rail works are now completed and the work will be broken down for the northern bed into sections to focus on overcoming the problems and establishing suitable planting in one section at a time. The first section will be from the frontage (by the boat) to the dog waste bin. This is the most visible from the road and has less tree cover to deal with and will be filled by shrubs.

It is likely that only the eastern section will be planted up and concentrated on through next summer with the rest of the northern bed regularly cut to keep down weeds until resources can be found to tackle another section in detail.

It has become evident that the existing contract level is insufficient to establish a suitable standard. ADC Parks will request an upgrade to the contract.

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

With some members of the Ferring Conservation Group, 250 daffodil bulbs have been planted on the frontage between the knee rail and trees (and a few in the boat).

b) Highways & Community, Meeting held 25th October

Councillor Peter Coe advised the following:

- a. Councillor Peter Coe has written to WSCC regarding options for Rife Way, no response as yet.
- b. Dropped kerb survey has been completed by Councillor Lesley Young's Husband and will be considered by the projects group.
- c. ADC have replied re the no cycling sign on Patterson's Walk as follows:
The contents are very much noted, along with the view of the Parish Council on this matter. We will revisit this alongside the risk assessment for the site in order to understand what alternative mitigation may reasonably be required if we are effectively encouraging cyclists to use the area. We will confirm the position and any action in due course.
- d. TRO update – TRO fully approved. FRSA obtaining quotes for painting of yellow lines. Agreements made with residents for location of signage.
- e. Remembrance Sunday and Christmas Event – Both events were well planned and successfully delivered and, most importantly well received by the community.
- f. Queens Platinum Jubilee – Organising committee has now met twice and formed a plan for events to take place on Friday and Saturday, including Film show in the Village Hall and Music and Food on the Green on Friday and an enhanced summer fayre across the Village Hall, Village Green, Glebelands Rec and Glebelands Centre on the Saturday.

c. Neighbourhood Development Plan Committee, meeting 15th November

Councillor Peter Coe advised the following:

- a. Councillor Peter Coe has recently emailed ADC Conservation Officer to explore the way forward with the revised case.
- b. Has received confirmation from ADC that the windfalls pre 2018 are acceptable as a discount against the housing allocation in the NDP for land at Ferringham Lane.

d. Planning Committee, Meeting held 29th November & 6th December

Councillor Stephen Abbott advised that FG/130/21/HH, Erection Of A Double Garage & Garden Store. 162 Littlehampton Road Ferring. An appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission. The appeal will be determined on the basis of written representations.

It was RESOLVED to submit a note to support ADC decision to refuse the application.

e. Communications Working Group, no meeting held

There was nothing to report

f. Finance & General Purposes Meeting 29th November

Councillor Terry Jackson advised the minutes have been circulated.

Questions on reported items and approval of the report including:

- a. Schedule of payments for September & October
- b. Parish Office Maintenance – Council agreed to pursue with replacement doors and window at cost that does not to exceed £4k.
- c. Christmas Event - To thank the Village Hall Committee for their assistance prior and during the FPC Christmas event, it was agreed to make a contribution of £150 to the Village Hall Committee towards their Christmas tree and lighting.
- d. Grant Request – The grant request for £500 from The Glebelands Centre to contribute to the cost of replacement windows was agreed. The Payment will be made on receipt of the completed work invoice
- e. Council agreed one off supplier payment to be paid using online facilities for 2 x invoices at

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

£55 excluding VAT each invoice and to be authorised by two signatories.

f. FRSA invoice – Council agreed to pay the invoice for £195 for white line painting at the office.

The above was **RESOLVED** by Full Council

06-12-2021 Committee Restructure – to open council discussion with reference to the proposed committee restructure

Based on feedback from Councillors to date, whilst there was enthusiasm for with the general recommendations of the restructure, it was felt that there were other Council projects that were more of a priority and that the Council could also consider improvements to the current processes.

The aim of this item is to discuss the points raised to date and identify key areas of concern which may need review and further discussion. It was agreed to arrange a meeting with all Councillors early 2022.

The above was **RESOLVED** by Full Council

07-12-2021 Parish Council Bus Shelters – To discuss future use of the bus shelters

In addressing the current issue of the bus shelters being used for a community book swap system, we need to be aware of the need to address the cause and to not alienate a section of the community who sees the value in the Community Book Swap system. However, it is clear that the current level of material deposited in the shelters has made it extremely difficult for passengers to use the seating. In addition, now that charity shops and the village library have reopened, it is appropriate that these facilities should now be used.

The Council are mindful of various suggested ways forward generated through village discussion and have taken a decision that the Bus Shelters should be restored to their purpose. Notice of the date for the removal of books and an explanation will be published on their website, noticeboards and on the bus shelters.

The option to investigate the potential for the introduction of a Little Free Library scheme in the village will be added to the Council project list for consideration.

The above was **RESOLVED** by Full Council

08-12-2021 Maintenance Contractor – To agree task group members & group objectives
Councillor John Tero will lead on the maintenance task group to review the current statement of requirement, for consideration by Council, prior to seeking potential tenders for a maintenance contract.

In parallel with this work to review of the schedule of works for the Ferring Nurseries contract to ensure that it matches the current needs. The Clerk will forward the current contract to Councillor John Tero.

The above was **RESOLVED** by Full Council

09-12-2021 Standing Orders & Parish Council Policies - To agree task group members & group objectives

Councillors Clare Royal, Lesley Young and Peter Coe have offered and will form a task group to review current Standing Orders and make recommendations for amendment, updates or

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

any significant change for consideration by Council, calling on other Councillors' support where specialist knowledge or experience is required.

Councillor Roger Elkins suggested that if the Council are reviewing the Council Committee Structure, that this should run parallel with the review of the Standing Orders.

The above was **RESOLVED** by Full Council

10-12-2021 FPC Precept 2022 – 2023 provision - To consider a provision with the precept 2022 -2023 to contribute to ADC capital programme for improvements for the play area and public conveniences on the village green.

ADC have confirmed that they have a project in their 2022/23 capital programme which will improve play facilities on the Village Green. They have budgeted around £27k and would like to partner with the Parish to increase the total pot to the £40k mark. There are no specific details at this time, but would like council to consider

Council **RESOLVED** in principle to working in partnership with ADC to upgrade the play facilities on the Village Green”.

Separate to this ADC have confirmed that there is also an allowance in 2022/23 capital programme as per the public convenience strategy, but as yet no scoping work or specific detail around the plans. It is therefore anticipated that we may well be invited to partner with ADC on planning and delivery any refurbishment/upgrade.

Council **RESOLVED** in principle to working with ADC on the development of planning and delivery of refurbishment/upgrade to the public conveniences on the village green, subject to confirmation of costs.

The above was **RESOLVED** by Full Council

11-12-2021 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)

- a. Councillor Ruth Arnold advised that she has attended the recent Village Hall Committee Meeting and that the committee was pleased to assist with the FPC Christmas Fayre.
- b. The order for the new noticeboards is being processed. The current FPC noticeboard will be returned to the Parish Council and suggested that Council could discuss the option to replace this noticeboard with the noticeboard at the Pantiles.

12-12-2021 Office Arrangements - Covid-19 FPC next steps, Office arrangement & meeting arrangements

In light of continued uncertainty continue with current arrangements and review in the New Year. It was also agreed to continue to hold FPC Meetings in the Village Hall until Easter 2022 (Mid April)

13-12-2021 Council Vision 2022-2026 – Consultation 10th November 2021 until 13th December 2021

It was unanimously agreed no action is required.

14-12-2021 Fire service public consultation – Consultation until January 2021

It was unanimously agreed no action is required.

15-12-2021 Reports from District and County Councillors

Arun District Councillor Colin Oliver-Redgate advised the following:

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

- Now that we are coming out of lockdown and back to some normality, almost as many ADC meetings are cancelled that have taken place.
- Attended a zoom meeting with Littlehampton Harbour board who are overseeing any issues with the river Arun.
- There will be an increase in the Districts parking fees by 10%.
- Commented on the success of the FPC Christmas event in the Village and that Christmas concerts are being held at the Glebelands Centre this week.

Arun District Councillor Roger Elkins advised the following:

- At a recent ADC Planning policy Committee Meeting, Councillor Roger Elkins suggested that whilst reviewing the local plan, to keep parishes updated with the progress and other related projects that they can still continue with.
- There is funding of 90 million pounds for leveling up improvements.

WSCC County Councillor Roger Elkins advised the following:

- Highlighted the possibility of avian poultry flu.
- The recycling centre facility consultation is open until 21st December.

16-12-2021 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

There was nothing to mention.

17-12-2021 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.

18-12-2020 Personnel Sub-Committee – Office Employment Contracts

In the absence of Councillor Clare Royal, Councillor Peter Coe 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 recommendation was **RESOLVED** by Full Council

The next meeting date is 24th January 2022

The Chairman closed the meeting at 9.15pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council