

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

FERRING PARISH COUNCIL

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Minutes of the meeting of ANNUAL STATUTORY COUNCIL held on **Monday 23rd May 2022** the Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Peter Coe (Chair), Councillor Clare Royal (Vice Chairman), Councillors, Stephen Abbott, Alex Juniper, John Tero, Paul Moss, Lesley Young & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins

Residents: There were two residents in attendance

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

01-05-2022 To elect a Chairman of the Council

Councillor Peter Coe was elected as Chairman of the Council.

02-05-2022 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.

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

03-05-2022 To elect a Vice Chairman of the Council

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

04-05-2022 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.

05-05-2022 Apologies for absence

Apologies were received from Councillors Terry Jackson, Ruth Arnold and Mark Stacey. The apologies were accepted.

06-05-2022 Declarations of interest

There were no declarations of interest.

07-05-2022 To appoint membership of the following committees

- a. Planning Committee (decision making powers)
- b. Parish Facilities & Projects Committee (PFP) (decision making powers)
- c. Neighbourhood Development Plan Committee (decision making powers)
- d. General Parish Issues Committee (GPI) (advisory powers)
- e. Communications Working Group (working group)
- f. Personnel Committee (working group)
- g. Policy Review Committee (working group)

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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.

Council agreed that the Clerk will circulate an email to request interest from Councillors to become a member of the General Parish Issues (GPI) Committee.

08-05-2022 To appoint representatives to outsiders bodies

- a. Arun Joint Action Group (JAG) - Councillor John Tero
- b. Arun District Association of Local Councils (ADALC) Representative – Councillor Stephen Abbott

It was noted that both Groups are good channels for engagement with other Parish Councils and as mentioned in Councillor Stephen Abbott's recent email, presents an opportunity to deliver a strong voice by united members and for improving dialogue with ADC and more effective working relations with them.

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

09-05-2022 Public Questions

A resident referred to the recent consultation regarding the Glebelands Car Park proposal and enquired on the current status.

Councillor Peter Coe advised that the Parish Council carried out an initial consultation to assess the potential level of support for the creation of a Car Park on the Eastern edge of the Glebelands Recreation Ground. Disappointingly, there were few responses and many of the responses raised concerns/questions on a number of issues which will be explored which will take time. The Parish Council will continue to review the options and engage with the community at a later date.

10-05-2022 Minutes of the Full Council Meeting

The Minutes of the Full Council Meeting held on 25th April 2022 were approved by Council and signed by the Chairman presiding as a correct record.

11-05-2022 To receive and consider reports from Committees including the authorisation of orders for payment:

- a. **Parish Facilities & projects Committee (PFP)** (including the future authorisation of orders for payment) Meeting to be held 6th June
- b. **Planning & Licensing** – Councillor Stephen Abbott, meeting held 16th May
There was nothing further to report.
- c. **Neighbourhood Development Plan Committee** – Councillor Peter Coe, no meeting held
Councillor Roger Elkins advised that work is continuing with the local plan, and that FPC should give consideration with relation to their Neighbourhood Plan review.
Councillor John Tero advised that the results of the review of the Conservation Area will hopefully be available in June.
- d. **Communications Working Group** – no meeting held
- e. **General Parish Issues Committee (GPI)** Meeting to be held 27th June

12-05-2022 Finance & General Purposes Committee, Meeting held 16th May

- a. **Schedule of payments for March** – approved

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b. Village Sign –

Councillor Lesley Young referred to the quotation received to repair and reinstall the village sign as discussed at the F&GP Committee meeting.

Councillors will be aware that the village sign was damaged in recent storms.

Quotations to repair and reinstall the village sign have been obtained, however the F&GP acknowledged that whilst a specialist job, the quotation to reinstall the sign is incredibly high and that other options need to be explored.

The Clerk is investigating the insurance implications and other options for the reinstallation.

It was noted that this is also an opportunity to move the location of the village sign away from the trees. It was agreed that this is an item for discussion at the Parish Facilities & Projects (PFP) Committee.

c. Quotation to plant the two boats -

The maintenance of the two boats on the village green was discussed at the recent Environment Committee Meeting. It was noted that the Scouts and Guides have been looking after the boats for several years and it was suggested that these could be planted and maintained by Ferring Nurseries.

The Parish Office has discussed the proposed new arrangement with Ferring Nurseries who have agreed to take the extra work and has provided a quotation, details of which have been circulated to Councillors. It was noted that the Scouts & Guides are in complete agreement with this proposal.

After a brief discussion, Council agreed to accept the quotation and the two boats will now be maintained by Ferring Nurseries.

d. Parish Online Subscription – to consider quotation received

At Full Council 25th April 2022 minute item 05-04-2022 f. Finance & General Purposes d. Parish Online License – The WSALC revised invoice for £90 annual fee was approved (Oct – Oct).

However, WSALC has now advised parishes that WSALC was unable to recover the amount from subscribing parishes so the Board has decided to end the arrangement.

Parish Online (geosphere) has now offered Parishes a discounted rate of 50% from 9th May 2022 for one year at £120 (inc VAT).

Council agreed to subscribe directly with Parish Online (geosphere) on the above basis.

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

13-05-2022 End of year Accounts – To approve the accounts for the year ending 31st March 2022

The Parish Clerk presented the end of year accounts as a seven-page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2021 – 2022, Bank Account activity, Comparison of total balances carried forward for the past fourteen years & Internal Audit.

Annual Return

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Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2022. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

1312022 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2021/22* – of the Annual Return for the year-ending 31st March 2022 signed by the Chairman and the Clerk/Responsible Financial Officer.

1322022 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2021/22* – of the Annual Return for the year-ending 31st March 2022 signed by the Chairman and the Clerk/Responsible Financial Officer.

The above is **RESOLVED** and the Annual Return is now complete and ready to be submitted to the External Auditor.

Councillor Peter Coe expressed Council's thanks to the Parish Clerk for preparation of the accounts and effective management of the Council's finances over the past year.

14-05-2022 Telescope Sponsorship from Rampion – Rampion contract form submission
The draft sponsorship agreement from Rampion was circulated on the 28th April and with the exception of Councillor Stephen Abbott's concerns on positioning of the information boards, there have been no comments made against signing this agreement.
Council authorised the signing of the Sponsorship agreement on behalf of the Parish Council. It was noted that the provider has agreed to fit an appropriate plaque and that we are still waiting for ADC to respond to requests for clarification on authority to install.

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

15-05-2022 Resident Land Gift –

As outlined at the last Full Council meeting, an offer to donate a piece of land has been made by the owner of Milberry House for the benefit of the community. At the last Full Council there was a request for further information. Following an email sent 29th April, apart from comments on how the land will be used and a suggestion to liaise with the Conservation Group, the only additional information raised by councillors was for clarification of the access rights.

A review of Parish on Line shows the strip of land between the garages and the rear of the properties on the warren as not being owned, with the exception of the strip to the rear of Sea Barn, which is in separate ownership. The resident offering the piece of land has confirmed that "the 'owner' of the land designated will have full rights to pass and repass along the passage way. The owners of the right are expected to keep the access way free."
In the first instance a decision is required whether Full Council want to accept this offer, subject to relevant searches and contract.

Concerns were raised with regards to the access and proposed usage of the land. It was agreed that this item will be an agenda item at the Parish Facilities & Projects (PFP) Committee for further discussion and consideration.

16-05-2022 ADC Green Infrastructure Maps which are based on the Adopted Arun Local Plan 2018 – to consider any comments by 31st May

It was noted that there is a tight timeline and a key issue sits around Green Park which seems to have its designation changed at the whim of a planner/loose pen. If Chatsmore

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Farm goes ahead, then Green Park should be designated as Local Green Space to prevent expansion and incursion of the Chatsmore Farm development.

It was agreed that Councillor Peter Coe will draft a response and circulate to Councillors.

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

17-05-2022 ADC Investment Plan for the UK Shared Prosperity Fund - to consider any comments by 10th June

Once again, an important document that needs consideration and, some detailed information if to be successful for a bid. Concern was raised over continuing tight timelines for funding for projects such as these which require good cases to be made. Councillor Roger Elkins advised that the such consultation quite often only give a short of time to respond and that he will enquire how much project detail is required.

Councillor Peter Coe suggested a few projects including creation of and improvements to community spaces and in respect of community and place, accessibility (dropped kerbs wheelchair/pushchair access and disabled facilities) as being a growing concern in the village.

It was agreed that Councillor Peter Coe will circulate a list for Councillors consideration.

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

18-05-2022 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)

In the absence of Councillors Ruth Arnold, Councillor Peter Coe advised that the AGM was held 21st May 2022 with Simon Cornish taking over as Chairman. There is the intention to work with all organisations to develop the Village Hall further in terms of community use and planning improvements to facilities. The Parish Council looks forward to working with Simon and the Trustees

19-05-2022 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- To refer to the report provided in the Annual Parish Meeting minutes, meeting held 23rd May 2022.

WSCC County Councillor Roger Elkins advised the following:

- To refer to the report provided in the Annual Parish Meeting minutes, meeting held 23rd May 2022.
- Councillor Roger Elkins referred to the recent correspondence regarding wheelchair access around the village.

Councillor Lesley Young advised that she has produced a complete map that identifies issues with the dropped kerbs within the village. It was agreed that the map which includes a priority list will be sent to Councillor Roger Elkins to liaise with Area Highways Officers.

20-05-2022 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

There was nothing to mention.

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The next meeting date is 18th July 2022

The Chairman closed the meeting at 8.40pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**