

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 July 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, John Tero, 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.

01-07-2022 Apologies for absence

Apologies were received from Councillors Ruth Arnold, Terry Jackson and District Councillor Colin Oliver-Redgate. The apologies were accepted.

02-07-2022 Declarations of interest

There were no declarations of interest.

03-07-2022 Public Questions

A resident asked in relation to the village sign that was damaged in the recent storms. Councillor Peter Coe advised that an initial estimate was incredibly high and further estimates to repair and reinstall are being obtained.

04-07-2022 Minutes of the Full Council Meeting

The Minutes of the Annual Statutory Council Meeting held on 23rd May 2022 were approved by Council and signed by the Chairman presiding as a correct record.

05-07-2022 Actions update from the last meeting

Item 14-05-2022 – £5325 Funding from Rampion has been received and confirmed price from the supplier (Tourist Telescopes) of £5,190. Telescope will be ordered in the next few days and installation costs met by ADC.

Item 16-05-2022 – ADC Green Infrastructure Maps which are based on the Adopted Arun Local Plan 2018. ADC accepted our comments and made amendments to their plans.

06-07-2022 Approach & Presentation by Village Hall Trustees – Presentation from Simon Cornish

All Councillors have had the opportunity to review the paper from the Village Hall. Simon Cornish attended the meeting and kindly summarised and answered questions from Councillors.

Council approved in principle a donation of £10k toward the installation of Solar Panels and Battery Storage for the Village Hall proposed work for 2023 subject to confirmation that the roof is structurally sound to support the panels.

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

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07-07-2022 Vacant Council Positions

The Chairman advised the Council that there are currently four vacancies for Councillors and we have received one application. The Chairman welcomed Nigel Barden (the applicant) to the meeting and asked him to make a short presentation about himself, his interests in the Parish Council and his reasons for wishing to become a Councillor. Following the presentations, Councillors were given the opportunity to ask any questions to the applicant.

The result of the ballot **RESOLVED** to co-opt Nigel Barden to serve as a Councillor until the next ordinary election.

Nigel Barden read out his Declaration of Acceptance of Office and signed the Declaration Form. The Clerk issued the newly co-opted Councillor with further documentation to complete including Code of Conduct and Register of Interest.

08-07-2022 Responsibilities of Chairman of Ferring Parish Council, Committee Chair and Vice Chairs -

As requested at the Parish Facilities & Projects Committee (PFP) Committee Meeting 6th June 2022, the proposed responsibilities of Chair and Vice Chairs of the Council and Committees have been written, reviewed and circulated. The amendment proposed by Councillor Terry Jackson has been included in the revised draft.

The draft Responsibilities of Chairman of Ferring Parish Council, Committee Chair and Vice Chair was approved by Full Council.

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

09-07-2022 Terms of Reference & Committee Remits –

The Terms of Reference and Committee Remits were circulated to councillors 7th July. All Councillors have had the opportunity to comment and raise any questions.

- a. To agree terms of reference & Remit for Parish Facilities and Projects Committee –
Approved
- b. To agree framework document to be used for scoping and costing of project proposals to Parish Facilities and Projects Committee
This is to provide clarity and transparency on projects proposed for consideration and to reduce requests for further information to improve efficiency. - *Approved*
- c. To agree terms of reference & Remit for General Parish Issues Committee - *Approved*
- d. To agree terms of reference & Remit for Planning & Licensing Committee (*revised version of the remit will be supplied at the meeting*)
At the Planning & Licensing Committee Meeting held on 6th June 2022, it was considered that the circulated draft terms of reference were not written in conjunction with the Committee and are not suitable. An alternate version has been circulated to all Councillors and approved at the Planning & Licensing Committee Meeting earlier this evening. –
Approved
- e. To agree terms of reference & Remit for Neighbourhood Plan Development Committee – *Approved*

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It was agreed that the Terms of Reference & Committee Remits will be reviewed annually.

The above was **RESOLVED** by Council.

10-07-2022 Arun Local Plan –

Councillor Roger Elkins advised that at the ADC Local Plan Sub-Committee recent meeting, the Conservative group on the committee abstained to recommend to continue with the Local Plan Review. With the changes of Government Ministers, concerns were raised with reference to possible modifications to the 5-year housing supply and as a result it was agreed by Arun Council not to proceed with the revisions of the Local Plan until clarification from the Government Minister has been received.

11-07-2022 To receive and consider reports from Committees – Relevant minutes have been circulated with no further comments or questions.

- a. **Parish Facilities & projects Committee (PFP)** meeting 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
- d. **Communications Working Group** – no meeting held
- e. **General Parish Issues Committee (GPI)** Meeting held 27th June

12-07-2022 Financial Report (including the authorisation of orders of payments)

- a. **Accounts and Finance** – April, May & June 2022 - Approved
- b. **Budget Monitoring** - A spreadsheet to clarify budgets against Committee expenditure has been produced and will be circulated to Councillors prior to the next Full Council meeting. The Budget Monitoring report will be presented to Full Council on a quarterly basis.
- c. **Grant Request** – Home-Start Arun at £150 was approved. Councillor Elkins commented that the Parish Council should consider enhancing the publicity around the availability of grants to community groups.

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

13-07-2022 The Election and Care of Councillors at FPC -

All Councillors have received and had the opportunity to comment on Councillor Terry Jackson's paper on Co-option and care of councillors.

Whilst the recent resignations have all been linked to direct or indirect health issues, the points outlined in the paper remain valid and in addition to creating a constructive and cooperative atmosphere in council and committees that there are points to consider and take forwards in the Paper.

We have recently made available funding for training courses for which there has been a good uptake.

It was agreed that FPC needs to generate interest in residents becoming Councillors and Councillor Roger Elkins will pull together some useful information to provide an overview of the role of a Councillor. It was also agreed that co-opted Councillors will be designed with an experienced mentor.

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14-07-2022 Operation London Bridge –

Councillors noted the circulated protocol that sets out the action to be taken in the event of the death of H.M. The Queen (Operation London Bridge) shall only be implemented when an official announcement is made by Buckingham Palace.

15-07-2022 ADC New proposed Compliance Strategy –

The Parish Clerk submitted our comments and concerns to ADC, who have acknowledged them and stated they will be discussed at committee level in August. It was agreed that it would be premature to release this in detail to wider public domain, until an official position has been clarified by ADC.

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

16-07-2022 SDNPA Land Availability Assessment (LAA) Draft Methodology –

It was noted that FPC will support the South Downs National Park Authority, with any proposal within the South Downs National Park.

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

17-07-2022 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)

There was nothing to report.

18-07-2022 WSCC TRO protocol –

Councillor Roger Elkins noted that WSCC Principal Traffic Officer, Rob Torrance has recently left WSCC and gave thanks for all of his support over the years to FPC.

Councillor Roger Elkins went on to say that to improve delivery, the TRO application process has been made simpler and permanent and temporary TROs are available for many items including yellow lines, parking restrictions, cycle lane etc.

Commencing in January 2022, the online process allows an individual or community group with the support of a County Councillor to apply for a TRO. The application will need community support and supporting evidence and will be prioritised on the following scoring system; safety, traffic conditions, environment & economy and how the community will benefit. The chance of success can be improved if the community can contribute to the funding of the project.

The usual process to advertise and administration cost remain and if any project received 5 or more objections, the Cabinet Member will have the final decision.

19-07-2022 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- The appeal has commenced for the proposed development by Redrow.
- The trial for food waste collection will not continue as it is felt that it will not be implemented until mandated by central government.
- The amenity tip booking system has been successful and there is now the facility to book same day slot.

WSCC County Councillor Roger Elkins advised the following:

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- Reference to electric vehicles charging points, WSCC are asking for suitable sites to be identified to assist with their 10 year scheme.
- An enforcement team has been dealing with illegal tobacco in partnership with HMRC.
- It was advised that school children between the ages of 4 -16, entitled to free school meals will receive a £15 per week voucher through the school holidays and will have the opportunity to join activity clubs.
- Communications at WSCC have been upgraded to fibre broadband network
- WSCC are working to support the 35,000 carers in the county with the carers allowance and information reference to grants up to £500 that are available.
- WSCC have secured a bid from Government Culture & Media Department for a £25k to upgrade the facilities at the Weald & downland Living Museum.

Councillor Peter Coe referred to poor state of the overhanging trees in Sea Lane and the overgrown verges and grassed areas.

Councillor Roger Elkins advised that this matter has been passed to the WSCC Contractors , via WSCC Officers and he is waiting for their response.

20-07-2022 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

The Clerk has circulated a paper reference the Church AED and if FPC will consider funding to the cost of a replacement AED Cabinet and associated installation.

It was unanimously agreed that FPC will fund the replacement AED Cabinet and associated installation and also that there will be a future discussion to consider the possibility of FPC take ownership of public AED's in the Village and any other suitable locations for additional AED's.

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

The next meeting date is 26th September 2022

The Chairman closed the meeting at 8.55pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**