

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 28th November 2022** the Village Hall. The meeting commenced at 7.30pm.

Present:

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

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins

Residents: There were four residents in attendance

Councillor Clare Royal, Vice Chairman in the role of the Chairman welcomed all present to the meeting and commenced the formal proceedings.

01-11-2022 Apologies for absence

Apologies were received from Councillors Ruth Arnold & District Councillor Colin Oliver-Redgate. The apologies were accepted.

02-11-2022 Declarations of interest

There were no declarations of interest.

03-11-2022 Public Questions

There were no resident questions.

04-11-2022 Minutes of the Full Council Meeting

The Minutes of the Full Council Meeting held on 26th September 2022 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

Councillor Lesley advised in relation to minute item 09-09-2022, g, Bench Plaques – confirming that she is pursuing more information on this policy and that she has been in contact with the Aldingbourne Trust.

05-11-2022 Actions update from the last meeting

There was nothing to mention.

06-11-2022 Vacant Council Positions

The Chairman advised the Council that there are currently five vacancies for Councillors and we have received two applications. Unfortunately, due to unforeseen work commitments the applicants cannot attend this evening.

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

a. **Parish Facilities & projects Committee (PFP)** Councillor Lesley Young, meetings held 3rd & 31st October

There was nothing further to report.

b. **Planning & Licensing Committee** – Councillor Stephen Abbott, meetings held 31st October & 28th November.

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There was nothing further to report.

- c. **Neighbourhood Development Plan Committee** – no meeting held
- d. **General Parish Issues Committee (GPI)** Councillor Clare Royal, Meeting held 17th October
 - a. **Warren Pond information board and artwork** – Council **resolved** the quotation of £750 for the Illustration board 23” x 33” which will show the site with plants, birds, pond life, animals, moths and butterflies and contain any relevant text. The artwork is to be approved by the Parish Council.
Councillor John Tero is in the process of identifying a suitable company to manufacture the information board.

08-11-2022 Financial Report (including the authorisation of orders of payments)

- a. **Accounts and Finance** – September & October 2022 Income & Expenditure - Approved
- b. **Tennis Court replacement fencing** - The Tennis Club has approached the Parish Council expressing their concerns regarding the disrepair of the fencing surrounding the tennis courts and confirmed that the preference of the Tennis Club is to replace all of the fencing subject to the cost.
The Parish Office has obtained three quotations for replacement of the fencing and the General Parish Issues (GPI) Committee agreed that as in previous years, Sports Courts UK Ltd has resurfaced and cleaned the courts to an excellent standard therefore Recommended to pursue Sports Courts UK Ltd.
Quotation : Complete New Chainlink and Ironwork Fencing - To provide and fix 131 linear metres of 2.75 metres high of 3.55/2.5 gauge 50mm Mesh PVC coated GREEN chain link fence with new line wires. New chain link will be hung onto new 60mm CHS intermediates and corners with 2No gates 1.2m x 2m wide with infill lintel panels above and all ironwork will be PPC Coated Green. Includes removal of old chain link and ironwork system. Total £14,152.00 plus VAT. Payment Terms: - 25% deposit required with order balance 28 days from completion.

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

09-11-2022 Ferring Festival 2023 – Request made at Full Council 26th September

- a. Festival Committee members – The Clerk advised that whilst individual names have not been provided, it is understood that the groups/organisations that were involved with the Queens Platinum Jubilee Celebrations in 2022 will be involved as members of the festival Committee.
- b. Breakdown of costs and contributions for the Queens Platinum Jubilee Event 2022 - The Queens Platinum Jubilee Abridged Accounts have been circulated to Councillors which were a full and useful account in retrospect.

However, some councillors expressed concerns in relation to their responsibility to follow due process, in that Council should be fully aware of proposed use of the Council's financial contributions in advance of any event as would be usual in agreeing grants and the table of accounts would have been useful in advance of use of Parish Funds and this is duly noted as a future action point for Council.

- c. FPC Financial Contribution to be agreed – Council is content for the Festival Committee to organise the event and it was agreed that in principle, the Parish Council will support the event in name. There was discussion regarding the use of the wording ‘sponsor’ in that this had potential to suggest full sponsorship as opposed to financial support for specific requests for funding and therefore the wording ‘support’ has been adopted.

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Given the time that has elapsed since the original proposal to the Council in September 2022, Council queried whether the estimated costs may have changed.

It was agreed that Councillor Lesley Young will contact the Festival Committee Lead/Coordinator to request the following

1. Clarification with regards to the insurance implications as Councillors noted that the paper refers to meeting only '**some** of the insurance requirements' if the Council supports the event in name only
2. That an itemised application for grant funding with updated figures is made by the Festival Committee for the items listed in the original proposal. The normal process to apply for a Grant from the Parish Council to be followed (to meet the discussion point b. above)

This item will be included on a future Parish Facilities & Project Committee agenda.

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

10-11-2022 Internal Communications – To adopt the Internal Communication Policy
After a lengthy discussion, it was agreed not to adopt the Policy at this time and that the latest guidance from NALC, the Civility & Respect Roles & Responsibilities to be circulated along with a copy of the Local Government Association on the adoption of the LGA Model Code of conduct 2020 adopted by Ferring Parish Council 4th May 2021.

This item will be included on the next Full Council agenda 16th January 2023.

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

11-11-2022 FPC Committee Restructure – The Committee Restructure was approved by Full Council 25th April 2022, minute item 07-04-2022 and has been in place for six months.

- a. Would Council like to evaluate the effectiveness of the structure with a view of adapting if required ?

Council agreed that an evaluation of the Committee Structure would be beneficial to the Council.

- b. If Council wishes to evaluate, the Clerk will circulate an analysis form for completion by Councillors.

Council agreed to the Clerk circulating a SWOT Analysis to be completed by all Councillors with a view to arranging an informal Council discussion early in 2023.

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

12-11-2022 Rampion 2 Consultation – Council to agree any comments

Council noted the content of the Consultation and agreed that no comments to be made.

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

13-11-2022 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)

In the absence of Councillor Ruth Arnold, the Clerk advised that the Village Hall Committee has provided some suggestions in relation to the King Charles III Coronation memorial. This item will be discussed at the Parish Facilities & Projects Committee meeting 5th December.

14-11-2022 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

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- ADC are the early stages of preparing their 2023 – 2024 budget and with the impact of additional costs and the difficulties with recruiting personnel there are financial challenges going forward.

WSSC County Councillor Roger Elkins advised the following:

- WSSC are also in the early stages of preparing their 2023 – 2024 budget and with the impact of additional costs there are financial challenges going forward.
- It was noted that there are increases in material costs in relation to building new schools and improvements to the county's highways.
- The County Council are creating support centres in schools to accommodate youngsters with special needs at a cost of 12 million pounds.
- There has been vast investment in solar panels which has generated and earning of 2.5 million pounds.
- There is a new cycle route in Findon joining Findon Valley to the south downs.
- Improvements to the A259 & Lymister bypass continue to progress.
- Due to heavy rain fall, the issue with flooding at the north end of Sea Lane continue and WSSC are investigating.
- Some of the replacement road markings following the resurfacing has been completed with still more to do.

15-11-2022 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

Councillor Lesley Young gave her apologies for the Full Council Meeting 16th January 2023.

The Clerk & Councillor Terry Jackson left the meeting.

Council noted the following.

16-11-2022 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.

17-11-2022 Office Employment Contracts – Annual Appraisals

Councillor Clare Royal reported that the performance review of the Parish Clerk & Administrative Assistant has taken place and has been undertaken thoroughly and rigorously 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 Clerk & Councillor Terry Jackson returned to the meeting.

18-11-2022 2022-23 National Salary Award - Council noted that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2022 - 23 to be implemented from 1 April 2022. The new pay scales will be backdated from 1st April 2022

The next meeting date is 16th January 2023

The Chairman closed the meeting at 9.15pm

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Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**