

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 16<sup>th</sup> January 2023** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors:** Councillor Clare Royal (Vice Chairman acting Chairman), Councillors, Ruth Arnold, Terry Jackson, Roger Elkins & John Tero (Left the Meeting at 8.30pm).

**West Sussex County Councillor:** Councillor Roger Elkins

**Arun District Councillors:** Councillor Roger Elkins

**Residents:** There were three 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.

### **01-01-2023 To elect a Chairman of the Council**

Councillor Clare Royal was elected as Chairman of the Council.

### **02-01-2023 To receive the Chairman's declaration of acceptance of office**

Councillor Clare Royal read and signed the Chairman's Declaration in view of the Council and the Parish Clerk as the Proper Officer.

### **03-01-2023 To elect a Vice Chairman of the Council**

Councillor Ruth Arnold was elected as Vice Chairman of the Council.

### **04-01-2023 To receive the Vice Chairman's declaration of acceptance of office**

Councillor Ruth Arnold read and signed the Vice Chairman's Declaration in view of the Council and the Parish Clerk as the Proper Officer.

### **05-01-2023 Apologies for absence**

Apologies were received from Councillors Stephen Abbott, Lesley Young & District Councillor Colin Oliver-Redgate. The apologies were accepted.

### **06-01-2023 Declarations of interest**

There were no declarations of interest.

### **07-01-2023 Public Questions**

A resident asked regarding the flooding at Sea Lane.

County Councillor Roger Elkins advised that there has been extreme weather conditions and WSCC are aware of the flooding at Sea Lane at the junction of Goring Way. WSCC will be attending the site tomorrow (17<sup>th</sup> January) to carry out works including gully clearing, jetting works and CCTV works.

It was agreed that the Clerk will upload a statement on the FPC Facebook page and Website to update residents.

### **08-01-2023 Minutes of the Full Council Meeting**

The Minutes of the Full Council Meeting held on 28<sup>th</sup> November 2022 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

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**09-01-2023 To Ratify the approved Full Council minutes 26<sup>th</sup> September & 28<sup>th</sup> November 2022.**

Full Council ratified the minutes and decisions taken at the Full Council Meetings 26<sup>th</sup> September & 28<sup>th</sup> November 2022 as a correct record.

**10-01-2023 Actions update from the last meeting**

There was nothing to mention.

**11-01-2023 Vacant Council Positions**

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

**12-01-2022 To receive and consider reports from Committees** – Relevant minutes have been circulated with no further comments or questions.

**Parish Facilities & projects Committee (PFP)** Councillor Lesley Young, meeting held 5<sup>th</sup> December 2022, In the absence of Councillor Lesley Young, Councillor Clare Royal

- a. **ADC proposal for play area on the village green** – to agree two council members to attend meeting with ADC.

ADC has requested designs from 6 play companies as per the agreed specification. The designs were due back on Friday 13<sup>th</sup> January 2023 and ADC will forward the design evaluation details in due course to FPC.

ADC would like to arrange a teams meeting with FPC on 3<sup>rd</sup> February 2023 to moderate the scores.

It was agreed that Councillors Ruth Arnold, John Tero & Roger Elkins will attend the meeting.

- b. **Public Conveniences** – Council to agree financial contribution to the project.

The Parish Facilities & Projects Committee 5<sup>th</sup> December 2022 resolved that the proposed plans were acceptable. The Clerk advised ADC accordingly so that they can prepare the budget figures.

The Clerk has circulated a paper to Councillors outlining details of the written ADC estimated costs that includes everything up to handover.

ADC advise that the figure they arrived at comes from past experience, similar projects and current market trends. The materials specified are the same as they have been using for the last few years on their refurbishments. Thus they can give a reasonably accurate cost for the works. These figures are subject to any market or material costs and inflation.

Full Council 16<sup>th</sup> January 2023 resolved in principle, to working in partnership with ADC to renovate the village green public conveniences and FPC has allocated the requested contribution in their Precept 2023 – 2024, subject to receiving a full breakdown of the project costs and timeline project updates.

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

- c. **Ferring Festival** – to agree the Parish Council's involvement and financial contribution  
At Full Council 28<sup>th</sup> November 2023, minute Item 09-11-2022, it was agreed that  
*'Councillor Lesley Young will contact the Festival Committee Lead/Coordinator to request the following:*

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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.*

Councillors Lesley Young, Clare Royal and the Clerk met with the Festival Committee Lead, Mr Coe, on Friday, 6<sup>th</sup> January 2023. At this meeting, discussions focussed on the information requested by Council and clarification sought.

At the end of the meeting, Mr Coe was asked to provide information about the background to the decision to organise the Festival following last year's Platinum Jubilee event, along with specific administrative support and itemised financial details for the grant requested from the Parish Council. This is captured in the proposal paper circulated to Councillors.

At this evening's meeting, after a lengthy discussion, two Councillors raised various concerns in relation to the itemised financial details. It was agreed that the proposal will need to be reviewed and the item will be deferred to the next Full Council meeting 27<sup>th</sup> March 2023.

- d. **Planning & Licensing Committee** – Councillor Stephen Abbott, meetings held 16<sup>th</sup> January 2023, In the absence of Stephen Abbott, Councillor Clare Royal advised that there was nothing further to report.
- e. **Neighbourhood Development Plan Committee** – no meeting held
- f. **General Parish Issues Committee (GPI)** Councillor Clare Royal, no meeting held Councillor Clare Royal advised that there was nothing to report.

### **13-01-2023 Financial Report (including the authorisation of orders of payments)**

- a. **Accounts and Finance** - Income and Expenditure November & December 2022 - Approved
- b. **Budget Monitoring Report** – Council noted the report circulated to Councillors on a quarterly basis as agreed at Full Council 18<sup>th</sup> July 2022, minute item 12-07-2022,b
- c. **Bank Account** – Council noted that an application to move to online banking will be submitted.

### **14-01-2023 Internal Communications** – Council to agree any further action.

At Full Council 28<sup>th</sup> November 2022, minute 10-11-2022, Internal Communications – To adopt the Internal Communication Policy. After a lengthy discussion, it was agreed not to adopt the Internal Communications Policy prepared by Councillor Clare Royal and the Clerk.

At this evening meeting, whilst discussing if there is any further action, it was felt that an additional paper was not required as Council has previously adopted the Local Government Association on the adoption of the LGA Model Code of conduct 2020.

Council also agreed that the latest guidance from NALC in respect to the Civility & Respect Policy was not required by the Council.

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

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**15-01-2023 FPC Committee Restructure** – Full Council 28<sup>th</sup> November 2022 minute item 11 11-2022, Council agreed to the Clerk will circulate a SWOT Analysis to be completed by all Councillors with a view to arranging an informal Council discussion early in 2023.

- a. SWOT Analysis received by all but one Councillor. Councillor Clare Royal and the Clerk will review and put the analysis into themes.
- b. Possible dates for a council informal meeting to discuss the FPC Committee Structure will be emailed to Councillors to agree the preferred meeting date. The meeting will be a face-to-face meeting to be held in the Parish Office

**16-01-2023 FPC Precept 2023 – 2024** - To agree the precept 2023 - 2024. ADC has asked to be notified of the Precept for 2023 - 2024 by 28th January 2023. The Clerk presented the 2023 – 2024 Precept with 0% increase and the set precept amount for 2023 – 2024 will remain at £93,184.00.

Council resolved precept with 0% increase for 2023 – 2024.

There is one amendment to the draft precept:

Projects to be funded by Reserves (Earmarked Funds): ADC play equipment & Public convenience at £30,000 to be amended to ADC play equipment £13,000 and Public Conveniences £50,000

Note £30,000 allocated in precept 2022- 2023, a further £33,000 allocated in precept 2023 – 2024.

Councillor Terry Jackson, on behalf of Council thanked the Clerk for preparing the Precept 2023 - 2024.

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

**17-01-2023 Elections 2023** - Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council is 4<sup>th</sup> April 2023.

Council noted that the Parish Council Elections will take place 4<sup>th</sup> May 2023.

The Clerk advised that she will keep Councillors informed of the election process over the coming weeks and that she will email each Councillor individually to confirm if they are wishing to stand in the 2023 elections.

It was agreed that the Clerk will create an Election advertisement to be uploaded on the FPC Facebook page, website, all about ferring and noticeboards.

**18-01-2023 Ferring Village Hall** – Parish Council liaison (*Councillor Ruth Arnold*)

Councillor Ruth Arnold advised that she will liaise with the Village Hall Committee to obtain their thoughts and agreement for a clock to be positioned at the Village Hall to commemorate the King Charles III Coronation. This Village Hall Committee Meeting is scheduled for 19<sup>th</sup> January 2023.

**19-01-2023 Reports from District and County Councillors**

**Arun District Councillor Roger Elkins advised the following:**

- ADC are in the early stages of preparing their 2023 – 2024 budget.

**WSCC County Councillor Roger Elkins advised the following:**

- There is a push on using local libraries and their facilities.
- Applications for children school places are available.

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- 84 sites in the County have been identified for possible solar panels, 68 of which are suitable. 7.7millionpounds will be spent on this project.
- The Fire Services is offering free inspections.
- To promote the uses of local buses, journeys are being offered at a flat £2 until March.
- WSCC are also in the early stages of preparing their 2023 – 2024 budget .

Councillor Clare Royal asked if there has been a survey regarding the usage of the local buses. County Councillor Roger Elkins was unaware of a survey.

**20-01-2023 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.**

Councillor Ruth Arnold gave her apologies for the Full Council Meeting 27<sup>th</sup> March 2023

**The next meeting date is 27<sup>th</sup> March 2023**

The Chairman closed the meeting at 9.35pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

**Chairman .....**      **Date .....**