

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

FERRING PARISH COUNCIL

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Minutes of the ANNUAL STATUTORY MEETING of FERRING PARISH COUNCIL held on **Monday 15th May 2023** at Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillors Clare Royal, Ruth Arnold, Roger Elkins, Terry Jackson, Lesley Young & John Tero.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillors Roger Elkins & Mark Turner

Residents: There were two residents in attendance

The current Chairman, Councillor Clare Royal noted that at the Parish & District Elections 4th May 2023, there was a Notification of an uncontested Election confirmed for Ferring Parish Council.

Councillor Clare Royal welcomed all present, including newly elected District Councillor Mark Turner to the meeting and commenced the formal proceedings.

01-05-2023 To elect a Chairman of the Council

Councillor Clare Royal was re-elected as Chairman of the Council.

02-05-2023 To receive the Chairman's declaration of acceptance of office

Councillor Clare Royal read and signed the Chairman's Declaration and it was signed by the Clerk as the Proper Officer.

03-05-2023 To elect a Vice Chairman of the Council

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

04-05-2023 To receive the Vice Chairman's declaration of acceptance of office

Councillor Ruth Arnold read and signed the Vice Chairman's Declaration and it was signed by the Clerk as the Proper Officer.

05-05-2023 To receive Declarations of acceptance of office for the elected Councillors

Councillors read and signed their Declaration of Acceptance of office and they were signed by the Clerk as the Proper Officer.

06-05-2023 Apologies for absence

There were no apologies.

07-05-2023 Declarations of interest

There were no declarations of interest.

08-05-2023 Councillor Allowances

Council acknowledged that information in relation to Councillor Allowances has been circulated and that elected Councillors can request to receive their allowance via the Clerk.

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Council noted that all Town/Parish Councillors are entitled to receive a Basic Parish Allowance which is 10% of the District Council Members' Basic Allowance, subject to the scheme being adopted by their council.

Council adopted the Councillor Allowance Policy 2023 and agreed that the Councillor allowance to be increased to the full 10% at £603.00 per annum for all Councillors.

Any elected Councillor wishing to receive the allowance must contact the Clerk.

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

09-05-2023 FPC Committee Restructure – Further to the Committee Restructure Working Group discussions, Council RESOLVED to move forward with the new Council Committee structure as follows:

Full Council with the following Committees: Planning & Licensing; Roads, Community & Sports; Environment Liaison; Neighbourhood Plan Development; Finance & General Purposes.

Each Committee will hold an annual budget, the budget will be agreed at next appropriate Committee Meeting.

Under the delegation by Full Council, the Committee will be authorised to spend a dispensation on any one item but not to exceed their annual budget. The expenditure must be a minuted instructions by the Committee and reported to Full Council.

With the approval of the new Committee Restructure, Council RESOLVED to dissolve all other committees.

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

10-05-2023 To appoint membership of the following committees

- a) Planning Committee (decision powers)
- b) Roads, Community & Sports Committee (advisory powers only with delegated spending powers)
- c) Environment Committee (advisory powers only with delegated spending powers)
- d) Neighbourhood Development Plan Committee (advisory powers only)
- e) Finance & General Purposes Committee (advisory powers only with delegated spending powers)

Due to low number of Councillors, all Councilors will be members of all Committees until such time that additional councillors are co-opted.

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

11-05-2023 To review the terms of reference for each committee

It was agreed that committee terms of reference will be reviewed at the next respective committee meetings.

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

12-05-2023 Appointment of any new committees/sub-committees in accordance with standing Order 19 (11)

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No further Committees were appointed.

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

13-05-2023 To appoint representative to outside bodies

- a. Arun District Association of Local Councils (ADALC) - Councillor Ruth Arnold
- b. Arun Joint Action Group (JAG) – Group has been dissolved
- c. NDT Police Arun Parishes – it was agreed that further information regarding this group is to be obtained.

14-05-2023 Standing Orders – Council to adopt the approved Standing Orders 2022
Council adopted the Standing Orders 2022

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

15-05-2023 Financial Regulations - Council to adopt the approved Financial Regulations
Council adopted the Financial Regulations 2023

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

16-05-2023 Council Policies – Resolution to readopt FPC Policies
Council readopted the Council Policies.

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

17-05-2023 General Power of Competence (GPC) – Council noted that following the Parish Elections 2023, Ferring Parish does not meet the criteria for eligibility for General Power of Competence.

Councillor Roger Elkins left the meeting at 8.00pm.

18-05-2023 Public Questions

A resident referred to the recently completed dualling of the A259 and asked the overall cost of the project.

The Clerk will address the question to WSCC Councillor Roger Elkins outside of this meeting.

A resident asked if it was possible for a resident to be a member of a committee to assist the Parish Council without becoming a Councillor.

The Clerk advised that this is acceptable and it was agreed that the resident will discuss the option with the Clerk outside of the meeting.

19-05-2023 Minutes of the Council Meeting held on 27th March & Extraordinary Council Meeting 17th April 2023 - The Minutes of the Full Council Meeting held on 27th March & Extraordinary Council Meeting 17th April 2023 were approved by Council and signed by the Chairman presiding as a correct record.

20-05-2023 Actions update from the last meeting

There was nothing to mention.

21-05-2023 To receive and consider reports from Committees including the authorisation of orders for payment:

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a. Parish Facilities & Projects Committee (PFP) - no Meeting held

King Charles III Coronation Commemorative Clock – Councillor Terry Jackson advised that the Parish Office has taken receipt of the clock and plaque and we are at the final stage of the process and finalising the arrangements for the installation.

After a brief discussion, Council agreed that an unveiling of the clock and plaque would be appropriate. The Clerk will look at the possibilities and report back to council.

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

b. Planning & Licensing – meeting held 15th May 2023

At the Planning & Licensing Committee Meeting earlier this evening, Councillor Ruth Arnold was elected as the Chairman and Councillor John Tero was elected as Vice Chairman of the Committee.

It was noted that there have been two significant applications that have been refused. FG/180/22/OUT Highdown Vineyard Littlehampton Road Ferring. Outline planning application for the construction of 112 dwellings, with all matters reserved except access. K/56/22/PL Land north-east of Kingston Lane Kingston Lane. Erection of 48 No residential dwellings (including affordable homes).

c. Neighbourhood Development Plan Committee – no meeting held

There was nothing to mention.

d. General Parish Issues Committee (GPI) – no meeting held

a. Warren Pond Information Board – Council approved the cost of £530 excluding VAT for the information board. Council noted that the artwork has previously been approved by Council and that there will be an additional cost for digitalizing the artwork.

The above was **RESOLVED** by Full Council

22-05-2023 Financial Report (including the authorisation of orders of payments)

- a. **Accounts and Finance** - Income and Expenditure March 2023 Approved
- b. **FRSA Manhole** – Councillors have received an overview paper for this item. The Clerk advised that at this time, this matter is resolved.

23-05-2023 End of year accounts

The Parish Clerk presented the end of year accounts as an eight page document consisting of Income & Expenditure, breakdown of the precise expenditure in 2022 – 2023, Bank Account activity, Comparison of total balances carried forward for the past fifteen years, Internal Audit and the Annual Return.

24-05-2023 Annual Return

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2023. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

0512023 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2022/23* – of the Annual Return for the year-ending 31st March 2023 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

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0522023 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2022/23* – of the Annual Return for the year-ending 31st March 2023 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

The relevant sections of the Annual Return were duly signed by the Chairman and the Clerk.

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

25-05-2023 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)

Councillor Ruth Arnold advised that the Village Hall AGM is scheduled for 17th May 2023 if Councillors have anything that may wish to be raised at the meeting.

Council suggested that Councillor Ruth Arnold approach the Village Hall Committee reference to the agreed unveiling of the clock and plaque to commemorate King Charles III coronation.

26-05-2023 Parish Council Blessing – Date for the Council Blessing is agreed as 24th July.

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

27-05-2023 To receive reports from District and County Councillors

Arun District Councillor Mark Turner advised the following:

Councillor Mark Turner introduced himself as the newly elected District Councillor.

Arun District Councillor Roger Elkins advised the following:

Councillor Roger Elkins asked for his report from the Annual Meeting of the Parish to be repeated for this meeting and that he is privileged to be elected as a District Councillor at the District elections on 4th May.

Planning – The District Council are focused on Planning matters and acknowledge the challenges including the need for new housing.

It was noted that substantial applications FG/180/22/OUT, Highdown Vineyard Littlehampton Road and FG/124/22/PL, Lansdowne Nursery, The Barn Littlehampton Road have been refused by the District Council. It is also key to remain mindful of applications that fall within the adjacent parishes.

There was a small reduction in planning applications in the last 12 months, however, it is noted that some applications are significant changes to dwellings that raise further concerns to the overall appearances.

Investment – There are proposals for significant enhancement to the play equipment and public conveniences on the village green.

WSCC Councillor Roger Elkins reported the following:

Highways – The A259 dualling is now complete.

The Traffic Regulation Order (TRO) with parking restrictions in lower Ferring has been received well and has had a positive impact resulting in continued bus service by Compass WSCC have allocated finances and made provisions to the repair of potholes on the County's highways.

Financial – The County Council are financially sound moving forward considering the changes with the demographics and added challenges within the County including Adult Social Care and Children Services.

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28-05-2023 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

Councillors are aware that there are continuing discussions with ADC in relation to the village green play equipment enhancement project and that Council resolved a financial contribution at Full Council 6th December 2021 & 24th January 2022 (Precept).

The Parish Clerk reported that a telephone call had been received from the ADC Environment Services and Strategy Manager advising that ADC wished to push forward the playground project with the agreement and support of FPC. A complete proposal has been issued by ADC and this has been circulated to every Councillor.

It was the opinion of the Council that the latest proposals are acceptable and that there is no necessity for a further meeting with ADC prior to them proceeding with the Project.

The next meeting will be held Monday 17th July 2023

The Chairman closed the meeting at 8.40pm

Nadine Phibbs, Clerk to Ferring Parish Council