

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 17th July 2023** the Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Clare Royal (Chairman), Councillor Ruth Arnold (Vice Chairman), Councillors Terry Jackson, Roger Elkins (arrived 8.03pm) & John Tero,

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillors Roger Elkins & Mark Turner

Residents: There were three residents in attendance

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

01-07-2023 Apologies for absence

Apologies were received from Councillors Lesley Young. The apologies were accepted.

02-07-2023 Declarations of interest

Councillor Terry Jackson declared an interest in Agenda item 14, Personnel Sub-Committee – Office Employment Contracts.

03-07-2023 Public Questions

There were no public questions.

04-07-2023 Minutes of the Annual Statutory Council Meeting 15th May 2023 & Extraordinary Council Meeting 5th June 2023

The Minutes of the Annual Statutory Council Meeting 15th May 2023 & Extraordinary Council Meeting 5th June 2023 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

05-07-2023 Actions update from the last meeting

There was nothing to mention.

06-07-2023 Vacant Council Positions -

The Chairman advised the Council that following the recent elections, there are currently six vacancies for Councillors and we have received two applications. The Chairman welcomed Andy Walker & Graham Bootle (the applicants) to the meeting and asked them to make a short presentation about themselves, their interests in the Parish Council and their reasons for wishing to become a Councillor. Following the presentations, Councillors were given the opportunity to ask any questions to the applicants.

The result of the ballot **RESOLVED** to co-opt Andy Walker & Graham Bootle to serve as a Councillor until the next ordinary election.

Andy Walker & Graham Bootle were welcomed and asked to join the meeting and they read out their Declaration of Acceptance of Office and signed the Declaration Form. The Clerk issued the newly co-opted Councillors with further documentation to complete including Code of Conduct and Register of Interest.

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07-07-2023 To receive and consider reports from Committees including the authorisation of orders for payment: – Relevant minutes have been circulated with no further comments or questions.

- a. **Environment Liaison Committee** - Councillor John Tero, Meeting held 5th June 2023
1. **FRSA** – The concerns raised by FRSA in relation to the manhole has been reported to the land owner. This item is now resolved.
 2. **Warren Pond Information Board** – Councillors noted that at Full Council 28th November 2022 Minute item 07-11-20222 & Full Council (Annual Statutory Meeting) 15th May 2023 minute item 21-05-2023 that the artwork Illustration was approved at £750 and the information board at £530 respectively. It was advised that to complete the board, the artwork will require digital work at approximate cost of £40.
Council resolved the additional digital work at approximately £40 subject to the project at a final total cost of £1320.00 (dependant on final cost of the digital works) and that the Conservation Group will organise and absorb the insulation cost.
It was also noted that for the pond redevelopment, there are a few trees that could benefit from a cut/removal. Councillor John Tero is in the process of obtaining quotations to be discussed at the next Environment Liaison Committee Meeting.

The above was **RESOLVED** by Full Council

- b. **Planning & Licensing** – Councillor Ruth Arnold, meeting held 3rd & 17th July
Councillor Ruth Arnold advised that a Planning & Licensing Committee had met earlier this evening and reviewed the current applications with no objections.
- c. **Neighbourhood Development Plan Committee** – no meeting held
Councillor Roger Elkins advised that Arun have commenced their review of the local plan.
- d. **Roads, Community & Sports Committee** - no meeting held
1. **TRO Application** – Council noted that the TRO application for parking restrictions for double yellow lines at the junctions of Church Lane, Baptist Church and Glebelands Centre in Greystoke Road has been submitted.
 2. **Council Blessing 24th July** – The Clerk advised that the arrangements for the Council Blessing are near completion and look forward to seeing Councillors on 24th.
- e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). meeting held 3rd July.
In the absence of Councillor Lesley Young, Councillor Terry Jackson advised:
- a. **Accounts and Finance** - Income and Expenditure April & May 2023 - Approved
 - b. **Tree at the path/lane to allotments** – Council approved the quotation to remove the tree and treat stump at £280.00.
 - c. **War Memorial Flag Pole replacement** – Council ratified the cost for site meeting at £130.00.
 - d. **War Memorial Flag Pole replacement** – Council approved the quotation from Hampshire Flags to purchase and install a new flagpole at the War Memorial at £2064.90.
 - e. **Village Sign** – Council approved the quotation to install the village sign by Wilbar Associates Ltd at £980.00.

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- f. **Gateway Signs** – Council approved the quotation to purchase the three signs from Nuneaton Signs at £322.97 and for Wilbar Associates Ltd to erect the said signs at £ 395.00.
- g. **Grant application** – Council approved the following grants :
 1. Wadars £300
 2. 4sight Vision support £300

The above was **RESOLVED** by Full Council

08-07-2023 Council noted payments made under dispensation for expenditure for Committee minuted instruction.

Environment Liaison Committee (*meeting 5th June*)

- a. Tennis Club Noticeboard £285.60
- b. Pill Box keys £186.00.

09-07-2023 Emergency Plan Co-Ordinator's

Councillors Clare Royal & Ruth Arnold were appointed as the Emergency Co-Ordinator & Deputy Co-Ordinator respectively.

10-07-2023 Arun District Council Call for Sites 2023

Council noted that Arun District Council is undertaking a new 'Call for Sites' Process as part of the local plan review. It was agreed that there is no action required at this time but to monitor the progress of the review.

11-07-2023 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

- It is early stages of the new Council following the Elections.
- There continues to be key investments for improvement to the larger towns (Littlehampton & Bognor Regis)
- Following ADC Planning Policy Committee Meeting, Council this week at Full Council will be discussing the review of the local plan. Councillor Elkins suggested that FPC could arrange their own Neighbourhood Development Plan meeting to discuss the Ferring Neighbourhood Plan review.

Arun District Councillor Mark Turner advised the following:

- Thanked the Council for their welcome and that he was thrilled to have the opportunity to serve Ferring as a District Councillor.
- Expressed his appreciation of the recent Ferring Festival and that it is a good example of how outstanding this village is.
- The review of the local plan will present big challenges in terms of development in the district.
- As an Armed Forces Champion, feel free to contact Mark with anything in relation to veterans.
- Noted many resident complaints regarding the conditions of the roads and urged that residents report via the correct channel to WSCC.
- Noted the historic Pill Box along Patterson's Walk and will support any enhancement works.

WSCC County Councillor Roger Elkins advised the following:

- Echoed the District Councillors comment with reference to the conditions of the roads and advised that the WSCC love clean streets reporting tool is incredibly effective. There

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are additional funds available for general highways matters with millions of pounds being invested in the county's roads.

- Thanks to the Parish Office for the recent submittal of TRO application. WSCC Highways continue to look at reduce speed limits with a big push on 20mph zones with current trials involving a couple of schools. It was noted that there are still opportunities to apply for a 20mph speed limit.
- The £2 any journey bus fares has been extended to October 2023. Further details are expected in due course for a project to erect significant overhead signage for bus stops.
- WSCC continue to seek foster carers within the County.
- After the success of last year, with over 10,000 children taking part, the library reading challenge is returning this year for 4 – 11 year olds.
- As a result of addition funding, families that currently receive free school meals will benefit from free extra holiday activities and meals through the summer holidays.
- The WSCC library offer access to the Ancestry website.

Councillor Terry Jackson referred to the additional funds and investment in highways, however, it remains that the local roads are in a poor condition with ongoing pot holes.

Councillor Roger Elkins advised that this is a national issue due to the lack of central government investment. There has been considerable money spent on the county's highways and urged residents to report issues via the love clean streets app.

Councillor Clare Royal did note that the name of the app, love clean streets as quite misleading. Councillor Roger Elkins advised that the name is currently being looked at.

12-07-2023 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

The Clerk advised that Councillors will be invited to a Ferring Village Hall Open Day on 28th October 2023.

Reference to the Village Clock and associated Plaque that has been installed by the Parish Council to mark the Coronation of King Charles III.

The date of 31st July 2023 at 10.00am was agreed for a short ceremony, and to welcome the Duchess of Norfolk who will be attending to unveil the Plaque. The Parish Office will make the arrangements and circulated the invitations.

Councillor John Tero gave his apologies for Planning & Licensing & Finance & General Purposes Committee Meetings on 21st August 2023.

Council noted the following.

13-07-2023 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.

14-07-2023 Personnel Sub-Committee – Office Employment Contracts

Council noted the Recommendation by the Finance & General Purposes Committee in relation the Clerks contracted hours and office opening days.

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The next meeting date is 4th September 2023

The Chairman closed the meeting at 9.12pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**