

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 20th May 2024** the Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillors Clare Royal, Simon Bromley, John Tero & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins

Residents: There were three residents in attendance

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

01-05-2024 To elect a Chairman of the Council

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

02-05-2024 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.

03-05-2024 To elect a Vice Chairman of the Council

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

04-05-2024 To receive the Vice Chairman's declaration of acceptance of office

In the absence of Councillor Ruth Arnold, Council agreed that the Vice Chairman's Declaration could be signed at later date.

05-05-2024 Apologies for absence

Apologies were received from Councillor Andy Walker, Ruth Arnold, Lesley Young, Terry Jackson & Gaham Bootle. The apologies were accepted.

06-05-2024 Declarations of interest

There were no declarations of interest.

07-05-2024 Public Questions

A resident referred to his question asked to the Parish Council in November 2023 with regards to the proposed dropped kerb adjustment near the Henty Public House.

Councillor Roger Elkins will seek an update; however, he advised that this area had been highlighted and a process is being followed to establish the priority of these works.

A resident asked if they had a query not relating to an agenda item, how would they address the Parish Council.

Councillor Clare Royal advised, in the first instance to contact to Clerk who will then assess the query and pass to the appropriate Committee.

08-05-2024 To appoint membership of the following committees

- a) Planning Committee (decision powers)

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- b) Roads, Community & Sports Committee (advisory powers only with delegated spending powers)
- c) Environment Liaison 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)

The Committee Group members are to remain the same. Should any Councillor wish to make any amendments they can discuss with the Parish Clerk at a later date.

09-05-2024 To review the terms of reference for each committee

Committee terms of reference can be reviewed at the next respective committee meetings.

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

10-05-2024 To appoint representative to outside bodies

- a. Arun District Association of Local Councils (ADALC) Representative – Councillor Ruth Arnold.
- b. Police Liaison, NDT Police Arun Parishes – it was agreed that this will be an item for the next Full Council agenda.

11-05-2024 Minutes of the Full Council Meeting 15th April 2024

The Minutes of the Full Council Meeting 15th April 2024 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

12-05-2024 Actions update from the last meeting

There was nothing to mention.

13-05-2024 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 29th April
Council noted the following recommendation by the Environment Liaison Committee.

- a. **Flag for Ferring** – Committee voted not to pursue.
- b. **Village Memorials** – Committee voted not to pursue with this project.

The Clerk expressed her disappointment that the project suggested by the parish office for two memorial sites within the village have been rejected. This is a new project to provide the village and its residents with something very unique and felt that a worthwhile opportunity is being missed.

b. **Planning & Licensing** – Councillor Ruth Arnold, meeting held 13th & 20th May
Meeting was held earlier this evening and the Committee considered two applications with no objections.

c. **Neighbourhood Development Plan Committee** – no meeting held
In relation the ADC Local Plan 2023 – 2041, due to be published 2027, Councillor Roger Elkins suggested that a Neighbourhood Plan Committee be arranged.

d. **Roads, Community & Sports Committee** - Councillor Clare Royal, no meeting held
The next meeting is scheduled for 17th June.

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e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). meeting held 13th May.
Councillor Clare Royal advised the following for consideration:

- a. **Accounts and Finance** - Income and Expenditure March 2024 – approved
- b. **Parish Office Photocopier**

The photocopier in the Parish Office is now 9 years old and in the next few months the manufacturer will discontinue any replacements parts and tonners.

The photocopier has been very effective and with no issues. Whilst there are options to keep the copier or purchase a reconditioned copier, the Finance & General Purposes Committee agreed to purchase a new photocopier would be a preferable option. The Clerk obtained a quotation for a new photocopier and it was noted that the monthly maintenance charge for a new photocopier will be 50% less than the current monthly charge. Subsequently, the Finance & General Purposes Committee has recommended Full Council approve the purchase on two occasions.

Following a conversation with a neighbouring parish, Councillor Roger Elkins at Full Council on 15th April suggested that Council could explore this item further and that there may be a possibility that WSCC could offer a more competitive quotation by using their purchasing power agreements. Councillor Roger Elkins will provide the Clerk with further details in relation to WSCC purchasing powers scheme. Once received the Clerk could investigate further.

Councillor Roger Elkins provided details of the WSCC option at this evening's meeting (20th May). Whilst the WSCC option is a competitive price, it was noted that this supplier has not been issued with the parish council usage so this estimate per copy, albeit a low price, may alter. It was also noted that this is based on a five year rental option rather than the expected life span of nine years for a newly purchased photocopier.

Quotations:

Purchase option £3294.98 photocopier price with the additional quarterly cost £52.13 for five years = £4337.58

WSCC rental option at £84.66 per month for five years = £5099.40

Council voted to pursue with the purchase of the new photocopier from the existing supplier. Councillor Roger Elkins abstaining from the vote.

c. **Grant application**

4 sight grant application £390 – Approved.

It was agreed that the Clerk will publicise details of the services offered by 4sight within the flyer and noticeboards.

d. **Environment Liaison Committee**

Warren Pond – Council agreed to pursue with R J Meaker to provide and install the fencing at Warren Pond at £1792.25 – Approved.

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

14-05-2024 Council noted payments made under dispensation for expenditure for Finance & General Purposes Committee 8th April 2024

- a. **Pantiles noticeboard** – £140. minute item 10, a
- b. **Wooden Bus shelters staining** – £525. minute item 10, b
- c. **Fence panel at allotments** – £100. minute item 10, c
- d. **FPC Business Cards** – £52. minute item 11, c

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15-05-2024 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 2023 – 2024, Bank Account activity, Comparison of total balances carried forward for the past fifteen years, Internal Audit and the Annual Return.

16-05-2024 Annual Return

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2024. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

0512024 The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2023/24* – of the Annual Return for the year-ending 31st March 2024 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

0522024 The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2023/24* – of the Annual Return for the year-ending 31st March 2024 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.

17-05-2024 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)
There was nothing to report.

18-05-2024 Reports from District and County Councillors

Arun District Councillor Roger Elkins advised the following:

The Annual Report was provided at the Annual Parish Meeting earlier this evening.

Arun District Councillor Mark Turner:

The Annual Report was provided at the Annual Parish Meeting earlier this evening.

WSCC County Councillor Roger Elkins advised the following:

The Annual Report was provided at the Annual Parish Meeting earlier this evening.

19-05-2024 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

There was nothing to mention.

The next meeting date is 15th July 2024

The Chairman closed the meeting at 8.30pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**