

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

## **FERRING PARISH COUNCIL**

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Minutes of the meeting of ANNUAL STATUTORY MEETING of FERRING PARISH COUNCIL held on **Monday 19<sup>th</sup> May 2025** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors:** Councillors Clare Royal, Ruth Arnold, Lesley Young, Stuart Davies, Marlon Foakes, Simon Ash, Andy Walker, Simon Bromley, Graham Bootle, John Tero & Roger Elkins.

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

**Arun District Councillors:** Councillor Roger Elkins & Mark Turner

**Residents:** There were three residents in attendance

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

### **01-05-2025 To elect a Chairman of the Council**

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

### **02-05-2025 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.

### **03-05-2025 To elect a Vice Chairman of the Council**

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

### **04-05-2025 To receive the Vice Chairman's declaration of acceptance of office**

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

### **05-05-2025 Apologies for absence**

There were no apologies for absence.

### **06-05-2025 Declarations of interest**

Councillor Lesley Young declared an in interest in agenda item 19 Ferring Village Hall.

Councillor Roger Elkins declared an in interest in agenda item 23 Ill-health Liability Insurance as he is a member of the WSCC Pension Advisory Board.

### **07-05-2025 Public Questions**

District Councillor Mark Turner and a resident raised concerns that reference to agenda item 15 Devolution. Following the meeting with Beccy Cooper MP, it has been suggested that the Parish Council compile lists of existing assets and local government assets in the Village and consider what FPC might take responsibility for and pass this information to the MP.

It was noted that Councillors concurred with the concerns raised. The Devolution working group will discuss further.

A resident enquired regarding the Clappers Lane footpath.

Councillor Roger Elkins advised that this footpath does form part of the footpath network. And that Network Rail are considering two opinions, either traffic light system of a foot bridge. The

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crossing will remain closed until the end of 2025. Councillor Roger Elkins will advise the Clerk once a decision has been reached.

**08-05-2025 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 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)
- f) Devolution Working Group (advisory powers only with no 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.

The Devolution Working Group Members are Councillors Clare Royal, Lesley Young, Stuart Davies & Roger Elkins.

**09-05-2025 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.

**10-05-2025 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 – Councillor Ruth Arnold

**11-05-2025 Minutes of the Full Council Meeting 7th April 2025**

The Minutes of the Full Council Meeting 7<sup>th</sup> April 2025 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

**12-05-2025 Actions update from the last meeting**

There was nothing to mention.

**13-05-2025 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, no meeting held.

The Committee are working on a couple of projects including hanging baskets and the refurbishment of the blue boat area.

b. **Planning & Licensing** – Councillor Ruth Arnold, meeting held 12<sup>th</sup> & 19<sup>th</sup> May.

Meeting was held earlier this evening and the Committee considered one application. The Committee noted the resident correspondence received and that the Parish Council will be looking to recruit a new volunteer tree warden.

c. **Neighbourhood Development Plan Committee** – no meeting held.

d. **Roads, Community & Sports Committee** - Councillor Clare Royal, no meeting held.

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e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). meeting held 12<sup>th</sup> May.

Councillor Lesley Young advised the following for consideration:

a. **Accounts and Finance** - Income and Expenditure March 2025 – approved.

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

**14-05-2025 Council noted payments made under dispensation for expenditure for Finance & General Purposes Committee 12<sup>th</sup> May 2025**

a. AED board - Quotation aluminium composite sign that could attach to the existing sign posts. To design, produce and install you would be looking at approx. £190.00 + vat. based on that size.

**15-05-2025 FPC Devolution Working Group –**

- a. Working Group Members are confirmed as Councillor Clare Royal, Lesley Young, Stuart Davies & Roger Elkins.
- b. Working Group members will confirm their availability to the Clerk for a meeting between 11<sup>th</sup> June and 11<sup>th</sup> July.
- c. Content of resident communication and comments from District Councillor Mark Turner was noted.

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

**16-05-2025 FPC Standing Orders** - the revised Standing Orders 2025 were approved.

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

**17-05-2025 FPC Financial Regulations** – Council noted that the revised FPC Financial Regulations 2025 were approved at Full Council 7<sup>th</sup> April 2025.

**18-05-2025 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 2024 – 2025, Bank Account activity, Comparison of total balances carried forward for the past eighteen years, Internal Audit and the Annual Return.

**19-05-2025 Annual Return**

Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31<sup>st</sup> March 2025. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0512025** The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2024/25* – of the Annual Return for the year-ending 31st March 2025 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0522025** The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2024/25* – of the Annual Return for the year-ending 31st March 2025 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.

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

Councillor Lesley Young, Chair of the Finance & General Purposes Committee, on behalf of the Council, gave her thanks to the Clerk & RFO.

**20-05-2025 Ferring Village Hall – Parish Council liaison (*Councillor Ruth Arnold*)**

Following the success of the VE Day events earlier this month, the Village Hall Trustees will be pleased to work with the Parish Council on any future events.

**21-05-2025 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:**

Arun District Council has announced that the Ministry of Housing, Communities and Local Government has approved its 2025-2026 UK Shared Prosperity Fund (UKSPF) programme, unlocking around £354k of investment.

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

**Libraries Community Hubs** - WSCC offer a variety of services through its Community Hubs and Libraries to support residents in 2025. Below is an overview of the services including access to PressReader, Which? Magazine and relevant contact information:

**Community Hubs** – WSCC Community Hubs provide essential support to residents.

- Financial Assistance – Access to Household Support Fund for eligible households, offering supermarket vouchers and energy support.
- Food Support – Community Food Hubs, in partnership with UKHarveest, offer recused surplus food for a small voluntary donation.
- Information & Guidance – Support for various issues, including wellbeing waste presentation, and access to services likes Citizens Advice.
- Digital Support – Assistance with digital skills and access to technology.
- Contact information 033 022 27980, [commuinty@westsussex.gov.uk](mailto:commuinty@westsussex.gov.uk) open 9.00am – to 5.00pm 7 days a week and 10.00am – 2.00pm on bank holidays.

**West Sussex Libraires** - WSCC libraries offer a range of services to support residents:

- PressReader – Access over 7,000 UK and international digital newspapers and magazines, including Which ? magazine, for free with a library card.
- Digital Support - Free remote digital support for residents, assisting with basic digital enquires.
- eLibrary Services – Access to eBooks, eAudiobooks and eMagazines.
- Staff Select Services – Personalised book recommendations delivered to your door or available for pick up.
- Contact information [Contact the Library Service - West Sussex County Council](#)

**22-05-2025 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.**

There was nothing to mention.

Council noted the following

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**23-05-2025 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.

**24-05-2025 Ill-health Liability Insurance** – The Committee noted the ill health liability insurance for West Sussex County Council Pension Fund that protects the employer should the employee leave employment due to ill health or early retirement.

Whilst Councillors noted the benefit to the Parish Council, they requested a written explanation from WSCC as the pension provider as to how the insurance works and how is it approved by WSCC and that that the insurance payment is guaranteed should either Tier 1 if you are unlikely to be capable of gainful employment before your Normal Pension Age. Tier 2 ill health pension is payable if: you've become permanently incapable of work because of ill health should happen.

In principle this was approved subject to receiving the WSCC confirmation as outlined above.

**The next meeting date is 21st July 2024**

The Chairman closed the meeting at 8.40pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

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