

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

## **FERRING PARISH COUNCIL**

1 Elm Park, Ferring, West Sussex BN12 5RN  
Tel: 01903 249449 Email: [parishoffice@ferringparishcouncil.org.uk](mailto:parishoffice@ferringparishcouncil.org.uk)

Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 21<sup>st</sup> July 2025** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors:** Councillors Clare Royal, Ruth Arnold, Lesley Young, Stuart Davies, Simon Ash, 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, Chairman, welcomed all present to the meeting and commenced the formal proceedings.

### **01-07-2025 Apologies for absence**

Apologies were received from Councillor Marlon Foakes & Andy Walker. The apologies were accepted.

### **02-07-2025 Declarations of interest**

Councillor Lesley Young declared an in interest in agenda item 12 Ferring Village Hall.

Councillor Roger Elkins declared an in interest in agenda item 16 Ill-health Liability Insurance as he is a member of the WSCC Pension Advisory Board.

### **03-07-2025 Public Questions**

There were no public questions.

### **04-07-2025 Minutes of the Annual Statutory Meeting of Ferring Parish Council Meeting 19<sup>th</sup> May 2025**

The Minutes of the Annual Statutory Meeting of Ferring Parish Council Meeting 19<sup>th</sup> May 2025 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

### **05-07-2025 Actions update from the last meeting**

There was nothing to mention.

### **06-07-2025 Men in sheds Ferring presentation**

Men in sheds gave a presentation which included a background, current status their plans to develop their premises and how the Parish Council could help.

They would like to build a workshop behind the Pump House and will be applying for planning permission shortly.

Naturally the plans are costly and they have asked for the Parish Council to consider two financial grants. The first to support them with the planning application and associated costs and the second to help fund the build.

Council agreed that the Clerk will forward a grant application form and that this will be considered at the Finance & General Purposes Committee Meeting on 1<sup>st</sup> September 2025.

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

**07-07-2025 To receive and consider reports from Committees including the authorisation of orders for payment:**

a. **Environment Liaison Committee** - Councillor John Tero, meeting held 9<sup>th</sup> June

a. **Blue Boat Project update** – Two quotations have been received for the refurbishment of the blue boat area. Councillor John Tero will review the quotations and report back to the Environment Liaison Committee.

b. **Plaque locations** – Various locations have been identified for the plaques. It was suggested that the FPC Contractor could install the plaques.

b. **Planning & Licensing** – Councillor Ruth Arnold, meeting 7<sup>th</sup> July cancelled due to insufficient quorum, meeting held 21<sup>st</sup> July 2025.

This evening, planning lists 20 – 25 agreed via email were approved and lists 26 – 28 were considered with just one need for clarification relating to a tree application and TPO's.

It was noted that FPC are looking for a voluntary tree warden, the Clerk will include an advert in all about ferring magazine and parish flyer.

Housing & Economic Land Availability (HELAA) – Call for sites - The Committee approved that the three sites status is Not Currently Developable (NCD). The Clerk will write to ADC Local Plan to confirm this.

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

d. **Roads, Community & Sports Committee** - Councillor Clare Royal, meeting held 30<sup>th</sup> June

1. **Football Club Proposal for G4 all-weather pitch and associated facilities** - Council agreed in Principle to support the proposal.

2. **Parking in the Village in General** –

Councillors Roger Elkins & Clare Royal accompanied by a WSCC Traffic Engineer visiting various locations in the village and identified a range of matters.

It was noted that parking in the centre of the village remains a challenge and this became the focus of the visit with the below suggestions:

1. Parking at the shops (just south of the parish office) – it was noted that this area is congested with two-way traffic and vehicles parked on the outer kerb, particularly evident when the railway gates have recently opened. Vehicles are parking on the pathway that divides the slip road and Ferring Street. The suggestion included removal of the outer pathway and arranging the parking bays as forward parking similar as further into the village outside co-op. This will alleviate the congestion with vehicles traveling through the centre village with the possibility of providing additional parking spaces.
2. Congestion due to the two bus stops either side of the road near the co-op – It was suggested that the pathway on the west side could be reduced in width to ease the congestion when the buses passing through the centre of the village.

Council agreed that Councillor Roger Elkins will explore both options with WSCC with a view to obtaining a simple design for both proposals. It was agreed that if there are any financial implications at design stage, that further deliberation will need be considered by Council.

The issue of parking at the corner of Greystoke Road at Greystoke Manor was raised with the parked vehicles causing an obstruction. It was agreed that prior to exploring the possibility of implementing any regulations, that in the first instance, the Clerk & Councillor Clare Royal will approach Greystoke Manor to discuss this matter.

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

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

### 3.ADC Meeting –

Councillors Clare Royal, John Tero & District Councillor Roger Elkins met with ADC to discuss the options to improve drainage and develop part of the Rife Car Park near the Bluebird Café. ADC will revert back to FPC with a full proposal.

e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). Councillor Lesley Young meeting on 7<sup>th</sup> July was cancelled due to insufficient quorum.

a. **Accounts and Finance** - Income and Expenditure April & May 2025 – approved.

b. **Hanging Baskets** – A full costings to erect hanging baskets at 8 lamp posts in Ferring Street from the village sign up to the railway line have been circulated to Councillors for consideration.

After a brief discussion, there were a few questions raised regarding the maintenance and costings and in the absence of Councillor Andy Walker, the project lead, it was agreed to discuss this further at the next Finance & General Purposes Committee meeting 1<sup>st</sup> September. It was agreed to invite Councillor Andy Walker to attend the meeting.

c. **Purchase of the garage** – The Parish Council has been offered the opportunity to purchase a freehold garage near the parish council office. Two local estate agents have provided valuations. Whilst Councillors generally could see the benefits of this purchase, after a brief discussion, it was felt that a site visit was necessary and further information to be obtained. Councillors will email the specific information required to the Clerk. It was agreed to arrange an Extraordinary Council meeting as a matter of urgency, within the next two weeks, to discuss in more detail.

d. **Parish Office Window Replacement** – The Clerk has obtained two quotations to replace the cracked front office window. It was agreed to pursue with Precision Southern Aluminium at £1005.53 inc vat.

e. **Grant Application** – 4Sight Vision Support grant at £390 was approved.

f. **Parish Office Telephone & Internet** – The Clerk advised that the parish office is experiencing internet coverage issues and is discussing contract options with BT, the current provider. There are two options, option 1 will result in the monthly fees increasing and set up fee (amount to tbc) will be incurred, option 2 will result in similar monthly fees but the office telephone number will have to be changed.

Council felt that it would not be appropriate for the number to be changed, therefore it would be favourable to pursue with option 1.

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

### 08-07-2025 Devolution Working Group –

a. **Feedback from Working Group Meeting held 2<sup>nd</sup> July –**

1. The Working Group noted the ADC Devolution & Local Government Reorganisation Newsletter received 1<sup>st</sup> July 2025 which outlined detailed of a public survey that will be launched in July.
2. All councils in the county are working together to develop proposals for this new model. Business cases must be submitted to government by 26th September 2025, with a government decision expected in spring 2026.
3. The Working Group noted that the white paper for PC's was expected to be published in July 2025, but due to Government summer recess, it will be delayed until September 2025.

b. **Feedback from Teams meeting with ADC 17<sup>th</sup> July** – Councillor Clare Royal & the Clerk attended a Teams meeting hosted by ADC. Further information was regarding the survey 'shaping West Sussex' was supplied and Parish/Towns Councils were asked to promote the survey amongst our members and

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

parishioners.

- c. **To agree any actions** – The survey is available on the Parish Councils noticeboards, website and Facebook page.

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

**09-07-2025 Council noted payments made under dispensation for expenditure for Committee minuted instruction.**

*(Environment Liaison Committee 17<sup>th</sup> March)*

- a. Purchase plants for the sum of £66.80 + VAT.

*(Finance & General Purposes Committee 7<sup>th</sup> July)*

- a. Office fridge £74.99

**10-07-2025 Committee Membership** – Councillors have been issued with hard copies of the FPC meeting structure & meeting dates 2025. To ensure that meetings meet quorum, Councillors were asked to give their apologies to the Clerk if they are unable to attend a meeting.

**11-07-2025 Practitioners' Guide 2025**

a. SAPPP via NALC has published the 2025 edition of the Practitioners' Guide. The 2025 edition of the guide applies to Annual Governance and Accountability Returns (AGAR) for the financial years commencing on or after 1st April 2025. The most notable changes to the 2025 Practitioners' Guide this year are: Email management, Website management and necessary adopted Policies. Council noted that the FPC current website & emails addresses as an authority owned domain do meet the correct regulations

b Council to re-adopt Council Policies – The Clerk has circulated the policies to Councillors. Council re-adopted the IT Information Security Policy, Freedom of Information Publication Scheme & Complaints Procedure. These policies will be uploaded to the FPC website.

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

**12-07-2025 Ferring Village Hall** – Parish Council liaison (*Councillor Ruth Arnold*)

A Trustees meeting was held last week and it was noted that the Trustees are looking at improvements to the Club Room and that the Main Hall toilets are being refurbished.

The Trustees have replied to the HELAA call for sites and that FADS are applying for planning permission to install a storage facility on the site.

The Christmas event is scheduled for 6<sup>th</sup> December 2025 and the Silver Band will be performing later in the evening of 6<sup>th</sup>.

The next Trustee meeting is scheduled for 15<sup>th</sup> October.

**13-07-2025 Reports from District and County Councillors**

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

- There has been a substantial investment on Littlehampton seafront with the project is now at an advanced stage.
- ADC Planning Department will release a public consultation with details of the revised Conservation Area.

**Arun District Councillor Mark Turner:**

- The government has taken the decision to end funding for the neighbourhood planning support programme.
- Flooding in the county remains a concern, The Flood Forum has scheduled a further meeting.

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

- A report has called for changes to the water industry in England and Wales. Ofwat, the economic regulator for the water industry in England and Wales, will be scrapped.

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

- Devolution will incur an increase in future fees.
- A consultation for Community Risk will be launched shortly by Fire and Rescue Services.

**14-07-2025 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.**

Councillor Clare Royal gave her apologies for the next meeting on 15<sup>th</sup> September 2025.

Council noted the following

**15-07-2025 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.

**16-07-2025 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 had noted the benefit to the Parish Council, at the previous meeting, they requested a written explanation from WSSC as the pension provider as to how the insurance works and how is it approved by WSSC 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.

The full explanation has been circulated to Councillors. Councillors approved the Ill-health Liability Insurance.

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

**The next meeting date is 15<sup>th</sup> September 2024**

The Chairman closed the meeting at 9.10pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

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