

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 15th September 2025** the Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillors, Ruth Arnold, John Tero, Lesley Young, Roger Elkins, Simon Ash, Stuart Davies & Graham Bootle.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillor: Councillor Roger Elkins

Residents: There were three residents in attendance

Councillor Ruth Arnold, Vice Chairman, welcomed all present to the meeting and commenced the formal proceedings.

01-09-2025 Apologies for absence

Apologies were received from Councillors Clare Royal, Marlon Foakes & Andy Walker and District Councillor Mark Turner. The apologies were accepted.

02-09-2025 Declarations of interest

There Were no declarations of interest.

03-09-2025 Public Questions

A resident raised a concern regarding flooding near her property, believed to be caused by blocked drains on a Westy Sussex County Council highway. She noted that her property is located at the end of a drain run, which may be contributing to the issue. Southern Water are aware of the issue.

It was suggested that the Parish Council could raise awareness among residents about the importance of not disposing of inappropriate items down toilets or drains.

Action

The Council agreed that the Clerk will contact Southern Water to:

- Request any relevant advice or promotional literature that can be used to inform residents.
- Ask Southern Water to identify the specific area and drainage system affected, so that the Parish Council can provide accurate and targeted advice to those living in the impacted area.

04-09-2025 Minutes of the Full Council Meeting 21st July 2025 & Extraordinary Meeting 28th July 2025

The Minutes of the Full Council Meeting on 21st July 2025 & Extraordinary Meeting 28th July 2025 were approved by Council. The minutes were signed by the Vice Chairman presiding as a correct record.

05-09-2025 Actions update from the last meeting

Councillor Lesley Young referred to minute item 07-07-2025 (21st July 2025), a,b. Plaque locations – Various locations have been identified for the plaques. It was suggested that the FPC Contractor could install the plaques.

The Clerk advised that we await a quotation for the installation from the FPC Contractor.

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06-09-2025 To approve Terms of Reference for each Committee

The Terms of Reference for Roads, Community & Sports, Planning & Licensing, Finance & General Purposes & Environment Liaison Committees were approved by Council.

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

07-09-2025 To receive and consider reports from Committees including the authorisation of orders for payment:

a. **Environment Liaison Committee** - Councillor John Tero, no meeting held

b. **Planning & Licensing** – Councillor Ruth Arnold, meeting held 1st & 15th September 2025
It was noted that a number of objections were submitted following the meeting on 1st September and just one application was considered at the meeting earlier this evening resulting in a further objection.

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

The Clerk was asked to seek guidance from ADC with regards to broad timescales and how the Ferring Parish Council Neighbourhood Plan can feed into the process.

d. **Roads, Community & Sports Committee** - Councillor Clare Royal, meeting held 18th August

a. **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 elevate 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.

Action

Council agreed that Councillor Roger Elkins will engage with West Sussex County Council (WSCC) to explore both options, with the aim of obtaining a simple design for each proposal. The Roads, Community & Sport Committee will oversee the process through the Community Highways Scheme (CHS), which will include consultation with local residents and businesses to gather support for the proposals.

b. Garage Purchase

Solicitor has been appointed & the conveyancing has commenced.

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

e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). Councillor Lesley Young meeting on 1st September.

- a. **Accounts and Finance** – Income & Expenditure June & July 2025 – approved

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- b. **Hanging Baskets** – Council considered the quotation for proposed hanging baskets on 8 lamp posts in Ferring Street - One off costs of £2568.00 + vat for the Structural testing of lamp posts and to position the baskets with an additional Annual Costs Seasonal Costs - £1686.00 + VAT - Approved
- c. **Blue Boat Area** – The Council considered quotations for the refurbishment of the Blue Boat Area. The preferred quotation was received in the amount of £4,994.22 + VAT. However, before final approval, the Council raised a few points requiring clarification:
 - Grade of Oak** – Confirmation is required that the oak to be used is QP1 grade.
 - Anchoring Method** – Clarification is needed on whether stainless steel anchors will be used to tie the upper and lower sleeper layers together.
 - Waterproof Membrane** – The Council asked whether a waterproof membrane will be installed between the ground and the bottom layer of sleepers.
 - Cost for Membrane (if not included)** – If a waterproof membrane is not currently included, the Council requested a quote for the additional cost of including one.**Resolution:**

The Council approved in principle to proceed with the quotation, subject to satisfactory clarification of the above points.
- d. **Grant applications**
 - 1. Arun Counselling - £300 – Approved
 - 2. Men in Sheds – Council noted that the grant application states that the organisation is in the process of leasing the Pump House and are waiting for the lease to be produced by Arun District Council (ADC). The grant application is for funding in the short term to go through the legal details of the lease and to apply for planning permission to extend the shed. The cost will involve employing a solicitor to review the lease, application fees for planning permission and associated costs. Council agreed that a grant of £500 towards the legal fees.

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

08-09-2025 Council noted payments made under dispensation for expenditure for Committee minuted instruction.

(Environment Liaison Committee 2025)

Warren Pond removal of Willow Tree

(Roads, Community & Sports Committee)

Purchase graffiti wipes 3 x 70 wipe tub at £232.80

09-09-2025 Devolution Working Group –

The Clerk advised that she will circulate the ADC News release – Completed Business case in response to the Government's invitation on local government reorganisation that will be presented at council meetings across the county, districts, and boroughs next week.

Link to the Shaping West Sussex Business Case

<https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9>

10-09-2025 Annual Accounts & External Audit 2024 - 2025 - The Clerk advised Council that the External Audit 2024 - 2025 (circulated to Councillors) has been signed off and returned with one recommendation. The notice of Conclusion is available on the parish council website.

Council expressed its thanks to the Clerk for her work in ensuring the Parish Council's finances are accurately managed and compliant with all relevant regulations.

