

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

Minutes of the meeting of ANNUAL STATUTORY MEETING of FERRING PARISH COUNCIL held on **Monday 18<sup>th</sup> May 2026** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors** Clare Royal, Ruth Arnold, Andy Walker, Graham Bootle, Simon Ash (left the meeting 8.45pm), Stuart Davies & Roger Elkins.

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

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

**Residents:** There was one resident in attendance

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

### **01-05-2026 To elect a Chairman of the Council**

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

### **02-05-2026 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.

### **03-05-2026 To elect a Vice Chairman of the Council**

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

### **04-05-2026 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.

**05-05-2026 To receive the Councillors revised declaration of acceptance of office –** To meet impending regulations, Councillors were asked to sign a revised declaration of acceptance of office.

Councillor Roger Elkins declined to sign his declaration of acceptance of office.

### **06-05-2026 Apologies for absence**

Apologies were received from Councillors Simon Bromley and John Tero.

### **07-05-2026 Declarations of interest**

There were no declarations of interest.

### **08-05-2026 Public Questions**

A resident expressed his thanks to the Parish Council for pursuing the request to repair the potholes North of Lanbury Lane.

### **09-05-2026 To appoint membership of the following committees**

- a. Planning Committee (decision powers)
- b. Roads, Community & Sports Committee (advisory powers only with delegated spending powers)

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- 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 Clerk at a later date.

**10-05-2026 Committee Meeting Day** – Council agreed that all Committee meetings will resume on Monday evenings, in accordance with the meeting schedule set out for 2026 and 2027.

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

**11-05-2026 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.

**12-05-2026 To appoint representative to outside bodies**

- a. Arun District Association of Local Councils (ADALC) Representative – Councillor Clare Royal. Concern was raised regarding how this meeting operates. The Clerk will explore the matter further.
- b. Police Liaison, NDT Police Arun Parishes – Councillor Ruth Arnold

**13-05-2026 Minutes of the Full Council Meeting 20th April 2026**

The Minutes of the Full Council Meeting 20<sup>th</sup> April 2026 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

**14-05-2026 Actions update from the last meeting**

There was nothing to mention.

**15-05-2026 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.

a. **Hanging Baskets** – Councillor Andy Walker advised that, following a few issues, the hanging basket brackets will be installed in early June and filled with flowers late June.

b. **Asda Community Allotment** - The meeting held on 6th May went well, and the location of the land was confirmed. Further information regarding the project will follow in due course.

b. **Planning & Licensing** – Councillor Ruth Arnold, meeting held 6<sup>th</sup> & 18<sup>th</sup> May.

Meeting was held earlier this evening and the Committee considered a few applications and agreed to submit one objection.

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

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

a. The Parish Flyer, along with an additional page containing the consultation and survey, has gone to print and will be delivered to residents and businesses over the next couple of weeks.

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A letter has also been delivered to businesses outlining one of the proposals that may affect them..

b. The Parish Council is involved in the Expo morning, which will be held on 30th May 2026 at the Village Hall.

e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). meeting held 6th May.

Councillor Graham Bootle advised the following for consideration:

a. **Accounts and Finance** - Income and Expenditure March 2026 – approved.

b. **AED purchase for Village Hall** – The AED at the Village Hall was installed in 2016. The electrode pads are due for replacement in June 2026. The Clerk has been attempting to locate replacement pads since November 2025; however, it has been advised that these pads have now been discontinued and, although some suppliers may still hold limited stock, they are becoming increasingly difficult to source. As replacement pads cannot be reliably obtained by June, it is recommended that a replacement AED unit be purchased.

Council approved the purchase of a BeneHeart Mindray C1A V2 Fully Automatic Defibrillator £750.00 excl vat for the village hall site.

It was agreed that the Clerk will discuss with the AED distributor the expected lifespan of the AED and the long-term availability of replacement pads, as replacement pads for the current model are no longer available after 10 years. The Clerk will also confirm the shelf life of the pads supplied with the type of AED now being purchased.

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

**16-05-2026 Council noted payments made under dispensation for expenditure for Committee minuted instruction.**

There were no payments

**17-05-2026 FPC Standing Orders** – Council reapproved the Standing Orders 2025.

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

**18-05-2026 FPC Financial Regulations** – Council reapproved the Financial Regulations 2026

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

**19-05-2026 IT Information Security Policy GDPR** – Council reapproved the IT Information Security Policy GDPR.

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

**20-05-2026 End of year accounts**

The Parish Clerk presented the end of year accounts document consisting of Income & Expenditure, breakdown of the precise expenditure in 2025 – 2026, Bank Account Activity, Budget Monitoring Report, Comparison of total balances carried forward for the past eighteen years, Internal Audit and the Annual Return.

**Annual Return**

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Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31<sup>st</sup> March 2026. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0512026** The Council **RESOLVED** unanimously to agree Section 1 – *Annual governance statement 2025/26* – of the Annual Return for the year-ending 31st March 2026 could be signed by the Chairman and the Clerk/Responsible Financial Officer.

**0522026** The Council **RESOLVED** unanimously to agree Section 2 – *Accounting statements 2025/26* – of the Annual Return for the year-ending 31st March 2026 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.

The Clerk advised that the External Auditor selects 5% of councils each year to undergo a more in-depth audit. Ferring Parish Council has been selected as one of the 5% for 2025–2026. While this will result in an increase in the work required for the audit process, it is not anticipated to present any issues.

#### **21-05-2026 FPC Devolution Working Group –**

1. Councillors have received the notes from the meeting with Beccy Cooper MP. It was noted that the Sussex Strategic Authority has been established and is led by a Chief Executive. The first meeting has taken place. As a governing board, the Authority will set priorities and goals ahead of the 2028 mayoral elections. Following this, a unitary council structure will be responsible for delivering local government services.

2. Modified proposals for Local Government Reorganisation in West Sussex  
This consultation is about the structure of Local Government in the West Sussex area.

[Modified proposals for local government reorganisation in West Sussex - GOV.UK](#)

The consultation will last for 5 weeks from 12th May 2025 to 15th June 2026.

**22-05-2026 Ferring Village Hall** – Parish Council liaison (*Councillor Ruth Arnold*)  
'Expo' morning 30<sup>th</sup> May 10.00am – 12.30pm.

#### **23-05-2026 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:**

- In relation to the Community Asset Transfer Policy, it was reported that ADC has approached Ferring Cricket Club regarding the cricket pavilion as a potential community asset transfer.
- In relation to the new refuse collection system, it was noted that there are numerous unwanted bins around the village awaiting collection by ADC. It was advised that any residents with unwanted bins should notify ADC so that these can be collected.

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

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

**24-05-2026 Urgent matters arising, since the preparation of this Agenda & Items to be**

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**referred to next agenda.**

There was nothing to mention.

Council noted the following

**25-05-2026 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.

**26-05-2026 Ferring Rife Car Park & Public Conveniences – Feedback from the meeting**

held on 30th April 2026 for the Council to consider and determine any action have been circulated to Councillors.

Council, by majority vote, **RESOLVED** not to proceed with the proposal in relation to Ferring Rife Car Park and Public Conveniences and not to submit an expression of interest on this occasion.

**The next meeting date is 20th July 2026**

The Chairman closed the meeting at 8.53pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

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