

**MINUTES OF THE MEETING OF  
FELPHAM PARISH COUNCIL  
HELD AT THE FELPHAM COMMUNITY HALL, FELPHAM  
6<sup>th</sup> FEBRUARY 2018.**

**PRESENT:** Councillors: M Harvey, M Copeland, Mrs G Moss, G Blampied, D Smart,  
Mrs M Harvey, Mrs R Kissell, Mrs E Taylor & G Hewlett.

Councillor D Edwards – ADC Councillor.

**MC 206. APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Councillors A Burrows, Mrs J Wild, P English, Ms H Flynn & G Matthews.

**MC 207. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**MC 208. DECLARATIONS OF INTEREST:**

There were no declarations of interest at the outset of the meeting.

**MC 209. PUBLIC QUESTION TIME:**

There were 2 members of the public present.

**MC 210. TO RECEIVE THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON  
9<sup>th</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 211. MATTERS ARISING:**

**MC 201 (F116 -Art Trail)** – the Clerk confirmed that he had read through the s106 Agreement, with regard to the Art Trail, and could find no reference to there being any consultation necessary to be carried out.

**MC 203 Precept Figure for 2018/19** – the Clerk confirmed that this had been sent off to ADC and confirmation received of its receipt.

**MC 204 Matters of Urgent Public Importance** – the Clerk confirmed that the figures within the Deed of Agreement for the Community Hall would be indexed link and that he had received confirmation that approval had been given to progress the agreement.

There were no other matters arising.

**MC 212. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:**

- 1) **Arun District Council** – decisions made by Cabinet Members in January – none of these decisions had any impact on residents of Felpham or the Parish Council.
- 2) The Clerk reminded Councillors of the Data Protection training evening that would take place on Tuesday 20<sup>th</sup> February 2018 at 7 p.m.
- 3) **Arun District Council** – notification of the receipt of all completed Councillor Code of Conduct Forms with declarations and the Council's Code of Conduct policy document.

**MC 213. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

- (i) **County Councillor Ms H Flynn** – was absent from the meeting as she was attending the JWAAC H&T Sub-Committee.
- (ii) **District Councillor Paul English** – was absent from the meeting as he was attending the JWAAC H&T Sub-Committee.
- (iii) **District & County Councillor David Edwards** – (a) had attended 2 Overview Select Committees at ADC, one of which was attended by the Police Commissioner, Katy Bourne. The Police precept will be raised by £12 per annum for a typical Band D tax payer, (b) budget for 2018/19 for ADC will be a balanced one. Council tax will go up by 2.995% with no loss of services and (c) there are ongoing talks between ADC & WSCC over the future of JWAAC.

**MC 214. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:**

The Clerk reported the following:

**Future Meetings:**

- 1) **JWAAC** – 27<sup>th</sup> February 2018.

**Meetings Attended/Held since the last meeting:**

Councillor Mrs M Harvey advised that she had attended the recent meeting of the West Sussex Flood Forum.

There had been no other external meetings held since the last meeting.

**MC 215. TO RECEIVE THE MINUTES OF THE PLANNING ADVISORY COMMITTEE DATED 16<sup>th</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 216. MATTERS ARISING:**

There were no matters arising.

**MC 217. TO RECEIVE THE MINUTES OF THE PROJECTS COMMITTEE DATED 16<sup>th</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 218. MATTERS ARISING:**

**PR 98 Gateway & Village Signage** – the Clerk advised that the Council of the following:

- The receipt of 3 quotes for the installation of the signs.
- A 50% payment for the production of the signs had been made (with the outstanding amount to be paid on completion).
- The receipt of a signed agreement with the County Council for the installation of the signs in the agreed locations.

**PR 101 – Resilience** – a recommendation to Main Council was made from this meeting that resilience sit within the Projects Committee (rather than the Neighbourhood Plan Committee) and that the Committee be renamed the Projects & Resilience Committee.

**On a unanimous vote the recommendation, as above, and as presented by the Projects Committee, was agreed.**

There were no other matters arising.

**MC 219. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 22<sup>nd</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 220. MATTERS ARISING:**

**A 112 St Michael's Allotment Site** – the Clerk advised that a recommendation to Main Council had been made by this Committee, which was:

- That the Council purchase 50 wooden tree stakes at a cost of £130.00.
- That the Council purchase 50 mixed hedging trees at a cost of approximately £77.00.
- That plots 16 & 17 be utilized as a grassed orchard area.
- That plot 28 be made into an area for flowering shrubs, and that the current plot holder be advised accordingly (the holder had been written to as a result of his plot being unkempt) and that the Council would be taking back the plot as per the conditions within the contract between the plot holder and the Council.

**On a vote of 8 for with 1 abstention the recommendations, as above, and as presented by the Allotments & Open Spaces Committee, were agreed.**

There were no other matters arising.

**MC 221. TO RECEIVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING DATED 22<sup>nd</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 222. MATTERS ARISING:**

**NP 102** - Councillor M Harvey advised that he had produced a paper to assist the Resilience Group and its work.

**NP 102** - Councillor M Copeland understood that the Council could now have an aerial on the building. This was confirmed and it was believed that this would need planning permission and in this respect Councillor Mrs G Moss said she would look into this, on behalf of the Council.

There were no other matters arising.

**MC 223. TO RECEIVE THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING DATED 29<sup>th</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 224. MATTERS ARISING:**

**BMD 109 Blake's Mead Matters** – the Clerk confirmed that he had produced an initial list of who was responsible for what across the Blake's Mead development site and that this had been sent to Councillor M Copeland. The comments received back would be integrated within that list and presented to the next meeting of the Committee.

There were no other matters arising.

**MC 225. TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING DATED 29<sup>th</sup> JANUARY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 226. MATTERS ARISING:**

**F 158** - Councillor G Blampied asked how the finances of the Community Hall were progressing. Councillor M Copeland outlined, in some detail, where the Council was with this and confirmed that income was progressing above target.

**F 159** – the Council wished to thank the Clerk for the successful Internal Audit Report received.

There were no other matters arising.

**MC 227. TO CONSIDER THE QUOTES RECEIVED FOR THE INSTALLATION OF GATEWAY SIGNS:**

The Council had received three quotes for the installation of Gateway Signs, which had been circulated to all Councillors for discussion and determination at this meeting.

**Councillor M Copeland proposed that Thompson Civil Engineering be used, this was seconded by Councillor G Hewlett.**

**Councillor M Harvey proposed using Ross Fisher, this was seconded by**

**Councillor Mrs M Harvey.**

**A vote was taken on the second proposal made by Councillors Mr & Mrs M Harvey and on a vote of 2 for with 7 against the proposal/motion fell.**

**A vote was then taken on the initial proposal made by Councillors M Copeland and G Hewlett on a vote of 7 for with 2 against, it was RESOLVED that the Council's preferred contractor for the works would be Thompson Civil Engineering.**

**MC 228. MATTERS OF URGENT PUBLIC IMPORTANCE:**

Councillor Mrs E Taylor tendered her letter of resignation from the Council as she would be moving away from the area. She was thanked for all the work she had carried out for and to the benefit of the community and Council.

There were no other matters of urgent public importance.

**MC 229. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

There was no business at the Chairman's discretion.

**Date of Next Meeting:** Tuesday 6<sup>th</sup> March 2018.

The Chairman closed the meeting at 7:15 p.m.

Approved.....Chairman

Date .....