

**MINUTES OF THE MEETING OF
FELPHAM PARISH COUNCIL
HELD AT THE FELPHAM COMMUNITY HALL, FELPHAM
5th JUNE 2018.**

PRESENT: Councillors: M Harvey, Mrs G Moss, D Smart, G Grundy, M Copeland,
Mrs J Wild, Mrs M Harvey, Mrs R Kissell & Ms L Jones.

MC 25. APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Ms H Flynn (holiday), P English (ill), G Hewlett (holiday) and G Matthews (attending JWAAC H&T Sub-Committee meeting as the Council's representative).

MC 26. ABSENCE WITHOUT APOLOGIES:

Councillor D Chuter was absent without apology.

There were no other absences without apology.

MC 27. DECLARATIONS OF INTEREST:

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

MC 28. PUBLIC QUESTION TIME:

There were 2 members of the public present. No questions were raised at this point.

MC 29. TO NOTE THE MINUTES OF THE ANNUAL PARISH MEETING (LOCAL ELECTOR'S FORUM) HELD ON 1st MAY 2018:

The minutes from this meeting were duly noted as a true and accurate record.

MC 30. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 1st MAY 2018:

The minutes of this meeting were agreed as a true and accurate record.

MC 31. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 1st MAY 2018:

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

MC 32. MATTERS ARISING:

MC 19 (BMD 143) Downview Road Traffic Mitigation Scheme – the information requested from the County Councillor had been circulated to all Councillors.

MC 19 (BMD 149) Community Facility Update (Drains) – the Clerk that the latest information on this was that ADC were arranging a visit from Dyno-Rod to cctv the drains.

There were no other matters arising.

MC 33. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

- 1) **Arun District Council** – decisions made by the Cabinet at ADC between 10th and 31st May 2018. None of these had any direct effect on the Parish Council or residents of Felpham.
- 2) **Councillor Andy Burrows** – the Clerk advised the meeting that Councillor Andy Burrows had sent in a letter of resignation to the Council, and that ADC had been advised of this and a notice of vacancy posted.
- 3) **Arun District Council** – the Council had been advised of the next stage for the Community Governance Review for the change in the boundary between Yapton and Felpham Parishes. This was that a notice will be published in the West Sussex Gazette in their edition dated 6th June 2018 and for two consecutive weeks. The closing dates for responses to the notice is 19th June 2018. Any responses received will be taken to the next ADC Electoral Review Sub-Committee meeting. Should the boundary change go ahead it is anticipated that this would be from 1st December 2018.
- 4) **Councillor Mrs J Wild** – had written in to request the Council's support for anti-litter signs to be placed in King George V Playing Fields. She had been advised by the clerk to obtain ADC's permission, in the first instance, as the signs would be on their property.
- 5) **Bognor Regis Town Council** – the Council have been advised that at their Annual Meeting, Councillor Stephen Reynolds had been elected Town Mayor. The deputy Mayor is Councillor Phil Woodall.
- 6) **Bognor Regis Town Council** – the Council had been requested to agree the annual arrangement with regard to the wearing of Civic Insignia and Visit Protocol when attending in an official capacity events/meetings etc outside of their own Parish or Town Council. This had been agreed with the Chairman of the Council and Bognor Regis Town Council advised accordingly.
- 7) **Mr Brandes – request for a dog bin by the twitten leading up to the Summerly Estate from Leverton Avenue** – the Council was requested to consider this and make a decision on whether or not it supported the request, as it would be the Parish Council that would have to pay for the purchase and installation. **It was RESOLVED that this be deferred to the next meeting pending Councillors looking at the site and other dog bins in the area.**
- 8) **Highways England – A27 Arundel by-pass preferred route announcement** – the Council have been notified that Highways England have now made a decision on their preferred route, which is a modified version of Option 5A. This option is for a new dual carriageway following the same alignment as Option3 between Crossbush Junction and Ford Road. It would then continue west before going north through the South Downs National Park and Binsted Woods before rejoining the existing A27 near Yapton Lane. The Clerk advised that copies of the decision and proposal would be available for viewing at several locations, the nearest for Felpham residents being the Bognor Regis Library, London Road, Bognor Regis.

9) Business Planning – further to the success of the recent Councillor Training it had been agreed that the Council host a session, provided by SALC, on Business Planning, which was something the Council were currently not involved in nor had a Business Plan. The proposed date for this was Tuesday 31st July 2018 at 6p.m. at the Community Hall. This training was specifically targeted at Chairman of those Committees responsible for budgets and staff but was also felt could be of benefit to all Councillors. **Councillors were requested to put this date in their diaries and further information would be sent out by the Clerk, nearer the time.**

MC 34. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

- (i) **County Councillor Ms H Flynn** – was away on holiday and therefore no report had been received.
- (ii) **District Councillor Paul English** – was absent through illness.
- (iii) **District & County Councillor David Edwards** – was not in attendance as he was at the JWAAC H&T Sub-Committee meeting that was being held on the same night..

MC 35. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

The Clerk reported the following:

Future Meetings:

- 1) **JWAAC** – 13th June 2018.

Meetings Attended/Held since the last meeting:

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

MC 36. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING ADVISORY COMMITTEE DATED 8th MAY 2018:

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

MC 37. MATTERS ARISING:

There were no matters arising.

The meeting was reminded that a public consultation had taken place, since the last Main Council meeting on the potential development at Wellers Close on Blake's Mead. A formal application was yet to be received by the Council.

MC 38. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & RESILIENCE COMMITTEE DATED 8th MAY 2018:

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

MC 39. MATTERS ARISING:

PR 9 Toilets for Fun On The Prom event – the Clerk advised, that as far as he was aware that the toilets at Culver Road would be open for Fun On The Prom as he had been advised that the refurbishment programme had been put back to the end of September, to accommodate.

PR 13 Defibrillator at Boot's Chemists, Felpham Road – the Clerk advised that this had now been installed along with the plaque, and would be registered with the Ambulance Service.

There were no other matters arising.

MC 40. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 14th MAY 2018:

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

MC 41. MATTERS ARISING:

A 13 Binsted Avenue Pond – the Clerk reported that he had e-mailed Sue Furlong at WSCC twice (on the 22nd and 31st May 2018) with regard to Watershed funding. To date a response was still awaited.

A 15 Old Rectory Gardens lights – the Clerk had now written three times to ADC on this (the last occasion being on 31st May 2018) and was still awaiting a response.

Councillor M Harvey advised the meeting that he believed that the recent cutting of the grass at King George V Playing Fields was poor and did not conform with the ADC Management Plan for the area. As some Councillors did not have copies of the management plan it was agreed that copies of this and the one for Longbrook Park be distributed to all Councillors with their agendas for the next Allotments & Open Space Committee meeting.

There were no other matters arising.

MC 42. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE DATED 14th MAY 2018:

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

MC 43. MATTERS ARISING:

There were no matters arising.

MC 44. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING DATED 21ST MAY 2018:

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

MC 45. MATTERS ARISING:

BMD 6(i) Public Art Consultation – the Clerk advised that no further information had been received on this, since the last meeting, despite Councillor Matthews chasing this up.

BMD 6(iii) Deed of Agreement for the Community Hall – the Clerk advised that this matter was still rumbling on with no apparent progress being made. The Clerk advised that he had chased up both the Council's solicitor's and ADC's solicitors on this. It appeared that at this stage the delay lay with the Parish Council's and Developer's solicitors.

There were no other matters arising.

MC 46. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE COMMITTEE MEETING DATED 21ST MAY 2018:

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

MC 47. MATTERS ARISING:

F 15 Compensation from BT – the meeting was requested to receive the recommendation from this Committee to accept the compensation figure from B.T. **Councillor M Copeland proposed that the Council accept the offer, Councillor Mrs G Moss seconded the proposal. On an unanimous vote it was RESOLVED that the Council accept the compensation figure offered by B.T.**

F 17 Hall Booking Software – the meeting was then requested to consider the recommendation being made to Main Council to purchase the Hall Booking Software from RBS (the information on which all Councillors had been given). **Councillor Mrs G Moss proposed that the Council purchase the software, this was seconded by Councillor Mrs J Wild and on a vote it was unanimously RESOLVED that the Council purchase the Hall Booking Software from RBS, along with the training and travel costs associated with the purchase.**

There were no other matters arising.

MC 48. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR 2017/18 – ANNUAL GOVERNANCE STATEMENT:

The Clerk outlined the governance statement that had to be agreed by the Council before the annual accounts were sent off for external auditing purposes. Each question was read out by the Clerk for the Council to respond to.

On completion the Chairman was requested to sign the governance statement. **This was agreed.**

MC 49. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR 2017/18 – ACCOUNTING STATEMENT:

The Clerk outlined to the meeting the Parish Council's Income & Expenditure figures for financial year ending 31st March 2018. He advised that if there were any questions relating to these figures that he was quite happy to respond to these.

The Clerk then requested that these figures be confirmed and that the statement of acceptance be duly signed by the Chairman of the Council.

It was RESOLVED that the Chairman, Councillor Smart, sign on behalf of the Council, the summary of receipts and payments for financial year ending 31st March 2018.

In conclusion the Clerk advised the meeting that the completed annual return would now be sent off to the external auditors as per the Audit Commission guidelines (the completed documentation had to be with the external auditor by 2nd July 2018).

MC 50. SUBSTITUTE MEMBERS FOR COMMITTEES:

This subject was as a direct result of the shortage of Councillors attending some of the Council's Committee Meetings and requested by Councillor English who believed that the Council did not have a current policy for substitute members for Committees. The Clerk felt that this would be a decision that would have to be taken individually by Councillors as to whether or not they wished to put forward their names as substitute members and the Committees that they wanted to be substitute members on. In this respect he welcomed other comments and alternatives for this.

It was agreed that any Councillor interested in being a Committee substitute member, advise the Clerk accordingly, so that this can be reported to the next Main Council meeting for approval/ratification.

MC 51. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

MC 52. BUSINESS AT THE CHAIRMAN'S DISCRETION:

(a) **Committee Meetings Review and proposals** – the Chairman (with the knowledge of the Clerk) had produced a paper on the Council's Committee Meetings together with issues that currently exist and a proposed way forward. This document was given out to Councillors at this point of the meeting to enable them to take away and digest. It was proposed that to give everyone time to collect their thoughts that this would be the subject of an agenda item for the September Main Council Meeting (with any questions or queries to be submitted to the Clerk by 6th August 2018).

The Chairman briefly outlined the main content of the paper.

There was no other business at the Chairman's discretion.

Date of Next Meeting: Tuesday 3rd July 2018.

The Chairman closed the meeting at 7.10 p.m.

Approved.....Chairman

Date