

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF  
FELPHAM PARISH COUNCIL  
7<sup>th</sup> JULY 2021.**

**PRESENT:** Councillors: Dave Smart, George Grundy, Graham Matthews, Gloria Moss, Kevin Watson, Paul English, Ros Kissell, Anne Barker, Matthew Copeland, Michael Harvey, Mary Harvey, Jaine Wild & Glen Hewlett.

County Councillor John Charles was also in attendance.

**Prior to the start of the meeting the Chairman advised that an apology, sent to the three complainants, by Councillor Jaine Wild had been accepted and that in this respect, therefore, Councillor Wild could now retake up her position on the relevant Council's Committees subject to attending future Code of Conduct training. Once that became available places would be offered to all Councillors, in light of changes that would affect all Councillors.**

**MC 48. APOLOGIES FOR ABSENCE:**

No apologies had been received.

**MC 49. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**MC 50. DECLARATIONS OF INTEREST:**

There were no declarations of interest at the outset of the meeting. These, the meeting was advised, could be made as and when necessary during the meeting.

**MC 51. PUBLIC QUESTION TIME:**

There were no members of the public present at the meeting. No questions or issues were raised.

**MC 52. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 2<sup>nd</sup> JUNE 2021:**

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

**MC 53. MATTERS ARISING:**

**MC 35 (MC 2)** – Councillor Anne Barker requested that in future all Council Policies/minutes etc be gender neutral as had been dis used previously.

**MC 35 (MC19)** – Councillor George Grundy advised the Council that he was due to meet with the gentleman, from the Fire Brigade, who had offered his expertise and help in training for the usage of safety equipment on the sea front.

There were no other matters arising.

**MC 54. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:**

- (a) **Arundel-Ford Pathway** – Councillors had been circulated the letter received from the Mayor of Arundel Town Council along with associated information on this. The meeting was requested to consider as to whether or not it wished to support Arundel Town Council on their proposal.

**After discussion, it was proposed by Councillor Glen Hewlett, seconded by Councillor Michael Harvey and unanimously agreed that the Council support the proposal, in principle and without any commitment to funding.**

- (b) **Forthcoming Draft West Sussex Transport Plan 2022-2036** – Councillors had been sent the information on this consultation by e-mail prior to the meeting, along with dates for two webinars where Councillors could ask officers questions etc on the consultation and/or the Transport Plan.

There was no other Correspondence or Announcements to report, that had not already been circulated to Councillors prior to this meeting.

**MC 55. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

**All County and District Councillors for Felpham had been sent agendas for this meeting:**

- (I) **County Councillor John Charles** – reported the following:

- “Normal” working practices being worked towards.
- Personally examining parking problems/issues in the area and will be having a meeting with WSCC Director of Transport on 8<sup>th</sup> August on this.
- Pleased to announce that 3 children’s centres had now re-opened in Arun.
- There had recently been a serious fire at a thatched house in Downview Road. Currently there was no register of thatched houses to enable immediate recognition when fires were reported. I have suggested to West Sussex Fire Brigade that letters be distributed, by hand, to thatched properties to gain better information on these. The Chief Fire Officer has shown support for this and I will be meeting with the Deputy Chief on the 6<sup>th</sup> August 2021.
- With regard to the above the meeting was asked of there were any Parish Councillors willing to assist in the delivery of letters to

properties in Felpham. Councillor Gloria Moss suggested that maybe this was something the Felpham Resilience Group could help with. It was agreed that the County Councillor liaise with Councillor Moss accordingly.

(ii) **District Councillor Paul English** (Felpham East) – reported the following:

- Arun District Council have moved back to a Committee System from the previous Cabinet style of operation.
- There had been an increased workload on Councillors as a result of this.
- Proposals were being discussed to move Arun District forwards into a carbon neutral district.
- It was agreed that the Parish Council contact ADC on the matter of charging points for electric cars, in Felpham Car Parks, as part of the carbon neutral programme.

(iii) **District Councillor Gill Madeley** (Felpham West) – no report or update had been received.

(iv) **District Councillor Elaine Stainton** (Felpham West) - no report or update had been received.

(v) **District Councillor David Edwards** (Felpham East) – no report or update had been received.

**MC 56. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:**

- (a) Councillor Graham Matthews reported on the virtual JWAAC Meeting that had taken place on 21<sup>st</sup> June 2021 and the notes from which he had circulated to all Councillors, prior to this meeting.

Councillor Paul English that he had personally and directly complained to the County Council on the whole consultation process and the way the future of CLC's and specifically JWAAC & JEAAC were being dealt with.

There were no other new meetings to report, nor meetings that had taken place since the last Main Council Meeting.

**MC 57. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 22<sup>nd</sup> JUNE 2021.**

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

**MC 58. MATTERS ARISING:**

**Councillor Glen Hewlett** advised that the new lights had all now been installed.

There were no other matters arising.

**MC 59. OUTCOME OF THE INTERVIEWS HELD FOR THE CLERK TO THE COUNCIL AND ADMINISTRATIVE ASSISTANT:**

**The meeting was advised of the following:**

- There had been 11 applicants for the Clerk's position.
- 4 for the Assistant position.

It was clarified/explained to the meeting the proposal for a slightly revised structure based on, and as a result, of the decisions of the interview panel.

The decisions made by the interview panel were as follows:

- Clerk's position to be offered to Doug Millen
- Assistant (Administration) to Nicola Meaney (16 hours per week).
- Assistant (Community Hall) – Karen Woolgar (16 hours per week).

The above decisions effectively now meant that the Council could make savings through the merger of the Clerk's role with the Community Hall Manager position, which was now possible. These savings would be in the region of £7.5k on the original anticipated figures.

Contracts for the three positions had been done/completed, as had job descriptions.

**It was proposed by Councillor Anne Barker, seconded by Councillor Glen Hewlett, and on a vote of 10 for with 3 abstentions that the three successful candidates be offered the positions (as outlined above) and that the Council accept the proposal received of the revised structure previously outlined to the meeting.**

**MC 60. UPDATE ON THE SELECTION PROCESS FOR NEW CO-OPTED COUNCILLORS:**

It was again confirmed that a special Main Council meeting would be called on Tuesday 27<sup>th</sup> July 2021, with a single agenda item of interviews to fill the current Councillor vacancies. It was also proposed that the meeting consider whether or not it wished to hold the Annual Parish Meeting after the Main Council Meeting.

The meeting was advised that when the replacement process had been started, some time ago now, that there had been 6 applicants for then three vacant positions, and this currently had changed to there being now only 2 remaining applicants. The information sent in by the two candidates on themselves were given to Councillors for information to read in advance of the meeting to be held on the 27th July 2021.

**After some discussion. Councillor Paul English proposed that the Annual Parish Meeting (APM) be held on the same evening as the Main Council Meeting to determine the possible co-option of new Councillors onto the Council, and that the APM commence at 1700 hours followed by the Main**

**Council Meeting at 1800 hours. This was seconded by Councillor Gloria Moss.**

**Councillor Anne Barker proposed that the Main Council Meeting commence at 1800 hours followed by the APM at 1900 hours. This was seconded by Councillor Ros Kissell.**

**A vote was then held in the reverse order of the proposals received.**

**With a vote of 9 for and 2 against the proposal made by Councillor Anne Barker, it was resolved that the next Main Council Meeting of the 27<sup>th</sup> July 2021 commence at 1800 hours, followed by the APM at 1900 hours.**

**This majority vote meant that the proposal made by Councillor Paul English, fell.**

**MC 61. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**MC 62. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

There was no business at the Chairman's discretion.

**Date of Next Meeting:** Tuesday 27<sup>th</sup> July 2021.

The Chairman closed the meeting at 7.43 p.m.

Approved.....Chairman

Date .....