

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING**  
**5<sup>TH</sup> APRIL 2022**

**FELPHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**FINANCE & ADMINISTRATION COMMITTEE**  
**HELD AT FELPHAM COMMUNITY HALL**  
**ON TUESDAY 8<sup>TH</sup> MARCH 2022 AT 7.15 PM.**

**PRESENT:** Councillors: Matthew Copeland, Glen Hewlett, Graham Matthews & Kevin Watson.

Dave Smart (Ex Officio)

Councillor Bob Budd was in attendance in the public gallery.

Councillor Ros Kissell attended virtually (not able to vote).

**F 107. APOLOGIES FOR ABSENCE:**

Councillor Paul English, Councillor Gloria Moss

**F 108. DECLARATIONS OF INTEREST:**

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

**F 109. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

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

**F 110. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> FEBRUARY 2022:**

These were approved as a true and accurate record and had been agreed at Main Council on 1<sup>st</sup> March 2022 for ratification and adoption.

**F 111. CLERK'S REPORT:**

**F97 (F71) (F55).** Meeting with WSCC Highways with Dave Smart on 10<sup>th</sup> November (10.30am) to discuss potential Speed Mitigation initiatives, their locations and funding options.

As a result, a traffic survey has been undertaken utilising S106 funds by WSCC Highways (see Road Safety and Traffic Mitigation Report November 2021)

**Agenda 9**

*Chased 7/2 & 3/3*

**To:** Kevin Moss <kevin.moss@westsussex.gov.uk>; Peter Bradley <Peter.Bradley@westsussex.gov.uk>

**Cc:** Lee Maskell <lee.maskell@westsussex.gov.uk>

**Subject:** Felpham Parish Road traffic survey

**DATA IS NOW AVAILABLE ONLINE traffic flow now in Teams**

**[https://felphampc.sharepoint.com/f:/s/Councillors/Eg2OYlfrSQNMpi-qNH4S800BbMG7z-6RsTGCFo9A6AY\\_gQ?e=wP5Zoy](https://felphampc.sharepoint.com/f:/s/Councillors/Eg2OYlfrSQNMpi-qNH4S800BbMG7z-6RsTGCFo9A6AY_gQ?e=wP5Zoy)**

<https://www.communityspeedwatch.org/FRONT-v2-Home.php>

“No one can obtain approval unless they have passed the theoretical training and quiz testing their new CSW knowledge. Subsequently, they will be contacted directly by either the police (new groups) or the local CSW group coordinator (new volunteers in already established groups).

Health & Safety, Code of Conduct, and Roadside Procedures are the cornerstones of the theoretical training that all new volunteers must complete with a 90% pass-rate before their application moves forward for serious consideration. The topics are presented in an easy-to-understand eLearning format, and the quiz at the end can be retaken until all questions are answered correctly.”

**F97**

**From:** Helen Burt <[Helen.Burt@arun.gov.uk](mailto:Helen.Burt@arun.gov.uk)>

Sent: 09 February 2022 12:16

**To:** Clerk <[clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)>

**Cc:** Committees <[Committees@arun.gov.uk](mailto:Committees@arun.gov.uk)>; Solomon Agutu <[Solomon.Agutu@arun.gov.uk](mailto:Solomon.Agutu@arun.gov.uk)>

**Subject:** RE: Question time length

Thank you for your email. I can confirm that as per Part 5, Section 2, Paragraph 10.1 of the Arun District Council Constitution, the Committee Procedure Rules state that questions by members of the public must not exceed one minute in duration.

**Agenda (10)F102:**

**Car Parks**

Cllr Glen Hewlett would attend **Environment Committee - Thursday 10th March 2022 6.00 pm**

on behalf of Felpham Parish Council, questions have been submitted prior. Confirmation of receipt.

**Grassmere Car Park – 2021/22 costs**

Income

Contribution Felpham Parish Council - £2420

Costs

**Non Domestic Rates – £5863**

Gully Clearance - £250

Ground Maintenance - £194

Water/Sewerage- £479

Annual total loss - £4,366

**Links Avenue Car Park- 2021/22 costs**

Income

Contribution from Felpham Parish Council – £1210

Costs

**Non Domestic Rates - £1647**

Water/Sewerage - £428

Grounds Maintenance £50

Annual loss total - £915

**7. RESPONSE TO INTRODUCTION OF CHARGES**

**7.1. Of the comments received (total of 304) 192 are not in support of the introduction**

**of charging. Of these 129 comments related to Felpham/Middleton car parks, 2**

related to Bersted Brooks and 44 comments related to Brookfield Park. The

remainder did not specify which car park was being referred to.

7.2. All responses can be seen in Appendix B.

**7.3. Felpham Parish Council and Middleton-on-Sea Parish Council disagree with the proposed introduction of charges.**

**8.5. Most objections received relate to the proposals to introduce charges in the 5 identified car parks currently not charged for. The overwhelming majority of these relate to the Middleton and Felpham car parks.**

**8.6. In each of the car parks where parking charges are proposed free parking will be retained for the first 2 hours in Middleton and Felpham and for the first hour at Brookfield and Bersted Parks. This is expected to enable many of the users of these car parks to continue to use the car parks at no cost.**

**8.7. By introducing charges in this way, it will enable the use of the car parks to be monitored and managed, and at the same time encouraging turnover of use enabling them to be available to more customers. If there is a need for customers to use the car park all day this would be available through the purchase of an annual permit at the cost of £20 per year.**

**8.8. The likely income generated by the introduction of charges is unclear as there has been no data collected for use of these car parks, however this would be reviewed after 12 months.**

**Additional :**

**National Pay Award from Local Government Assoc and National Joint Council for Local Govt Services has been accepted @ 1.75% from April 2021**

**Already Budgeted for in 2022/23 Felpham Parish Council Budget.**

**Should we look to amend our Financial Regs in the future ?**

**4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.**

*This authority is to be determined by:*

*\* the Council for all items over £5,000.00 – 3 quotations required.*

*\* the Council for all items between £1,001.00 and £4,999.99 – strive to get/obtain three quotes/estimates.*

*\* appropriate committee for all items between £501.00 and £1,000.00 – power to spend.*

*\* the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate*

*Committee for any items below £500.00 – power to spend.*

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk,*

*and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

**4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee.**

*During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (“virement”).*

We have basically approved the spend on items in the budget but as RFO I am required to seek best value and follow the regs for:

This authority is to be determined by:

- \* the Council for all items over £5,000.00 – 3 quotations required.
  - \* the Council for all items between £1,001.00 and £4,999.99 – strive to get/obtain three quotes/estimates.
  - \* appropriate committee for all items between £501.00 and £1,000.00 – power to spend.
  - \* the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate Committee for any items below £500.00 – power to spend.
- Anything NOT budgeted for requires permission from the relevant committee or main council to be spent within the same guidelines.

#### **F 112. CORRESPONDENCE/ANNOUNCEMENTS:**

The Clerk drew councillors attention to correspondence received on speed mitigation devices.

#### **F 113. COMMUNITY HALL REPORTS:**

These had been circulated to all Councillors, prior to the meeting, for information. Councillor Glen Hewlett reported that the solar panels have now been installed for three years in January. Report on the performance of the Solar Panels fitted on the Felpham Community Centre Roof:

This is the third annual report on the performance of the solar panels fitted to the Community Centre roof. As we know the panels were installed and commissioned by the 31st January 2019 at a cost of £14,000. These panels attract a Feed in tariff (FIT) which is paid to the Council quarterly.

The headline figures for the year February 2021 until January 2022 are:

- a) Electrical saving in kWh – 9378.9 kWh or 46.27% of our 2018 electrical consumption;
- b) Financial saving against expenditure for 2018 electrical consumption - £1542.87 or 35.32% of 2018 expenditure;
- c) Financial saving against what the true cost of 2021 electrical consumption would have been without the fitting of solar panels reflecting tariff change – £1723.58 or 39.45% of 2018 expenditure;
- d) Quantity of Electricity exported to the National Grid – 16665.9 kWh or 82.23% of our 2018 electrical consumption;
- e) Payments received from Electrical generators (FIT) - £1,208.58

I would suggest that the most important savings are those set against what we would have used and spent without the panels being in situ (c). For the year our electrical saving was 9378.9kWh and our financial saving was £1723.58. In addition we have exported 16665.9 kWh of power generated from a renewable resource to the National Grid. This is the equivalent of 6.667 tonnes of CO2 ( $9378.9 * 0.256$ ) + ( $16665.9 * 0.256$ ) which has not been emitted to the atmosphere.

From the above utilising the actual savings that we made and the FIT income we received (£1,208.58) we have secured gives a cost benefit of £2932.16 Adding this to the confirmed cost benefit of 2019 (£2502.17) and 2020 (£2845.05) we have enjoyed to date from installation a total cost benefit of £8,279.38

Therefore payback now = 5.073 years. This compares to the assessed payback at the time of the evaluation of the tender returns of 5.76 years.  
Our Return on Investment (ROI) (annual Nett benefit/cost) =  
 $((£8279.38/£14000)/3) = 19.71\%$ . This compares to the assessed payback at the time of the evaluation of the tender returns of 17.97%.

Councillor Kevin Watson commented that this is worthy of a press release to include expected life and return.

Councillor Matthew Copeland advised that battery costs are coming down and there will be the opportunity to include this in the future. This will be reviewed in six months.

**F 114. FINANCIAL ACCOUNTS OF THE COUNCIL FOR FEBRUARY 2022:**

These had been sent to all Councillors, prior to the meeting, for information.

It was requested that the meeting formally approve the financial accounts of the Council as a true and accurate financial record for the month of February 2022.

February 2022 approved

**It was RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure as shown on the report.**

**F 115. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

See Clerk's report.

Results of speed survey have been received and circulated to all councillors.

Awaiting a response from Kevin Moss at Arun District Council on return from his sick leave with regards the installation and appropriate location of speed mitigation devices

**F 116. CAR PARK CONTRIBUTIONS (UPDATE, PRE-RESUBMISSION TO ADC)**

The committee thanked Councillor Glen Hewlett who will attend the Arun District Council Environment Committee on 10<sup>th</sup> March 2022.

**F 118. POSITION OF TRUSTEE ON FELPHAM MEMORIAL VILLAGE HALL**

Councillor Matthew Copeland confirmed that an email has been circulated to all councillors prior to the meeting. **Councillor Dave Smart proposed that this now proceed to Main Council for approval and addition to Standing Orders. This was seconded by Councillor Glen Hewlett and unanimously agreed.**

**F 119. TO ADOPT NATIONAL PAY AWARD BY NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES (1.75% PAY INCREASE BACKDATED TO 1ST APRIL 2021).**

As this forms part of staff contracts it was agreed that this award be actioned.

This led on to a discussion regarding the status of the Clerk's Assistant's current contract and a review of her current status, it being outside of Local Government National Pay Scales. She was asked to leave the room whilst the meeting went into closed session. After discussion surrounding competitive salaries and locally advertised posts of a similar nature and in recognising the initiative shown by her and her recent iLCA qualification, along with her current contract not identifying the duties she now undertakes ;

**Cllr Kevin Watson Proposed that the committee recommend to Main Council on April 5<sup>th</sup> that the Clerk's Assistant's contract be amended to reflect her progression and current duties, with the inclusion of her pay scale to be made within the Local Government National Pay Scales. Her starting point being Grade LC1, SCP 13. This was 2<sup>nd</sup> by Cllr Glen Hewlett , unanimously agreed.**

The Clerk as RFO advised that despite a zero rise in Precept, *all* staff salary increases and Employers pension contributions had been budgeted for and now only a very small (circa 2%) overspend on salary budgets would likely occur, this could come from ample General Reserves, already identified as too high in our previous audit.

**Clerk to produce report for Main Council identifying if and any impact on budget for Main Council.**

**F 120. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

None

**F 121. DATE OF NEXT MEETING: Tuesday 12<sup>th</sup> April 2022 at 7.15 p.m.**

The meeting closed at 8.15 p.m.

Approved.....

Date.....