

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 5th April 2022.**

PRESENT: Councillors: Gloria Moss, Anne Barker, Bob Budd, Matthew Copeland, Paul English, George Grundy, Mary Harvey, Michael Harvey, Glen Hewlett, Ros Kissell, Graham Matthews, Kevin Watson, Jaine Wild
District Councillor Dave Edwards

MC 229. APOLOGIES FOR ABSENCE:

Councillor Dave Smart.

MC 230. ABSENCE WITHOUT APOLOGIES:

None

MC 231. DECLARATIONS OF INTEREST:

Councillor Graham Matthews and Councillor Mary Harvey declared a personal interest in discussions on St. Michael's Island (known as the Horse Field).

MC 232. QUESTION TIME:

There were three members of the public present. Jane Parker asked councillors why she had been evicted from St. Michael's Island and without notice? Jane Parker further advised that she had received no correspondence from Felpham Parish Council. Both Councillor Paul English and the Clerk confirmed that correspondence had been sent including a new agreement, an invoice and confirmation of termination of the agreement and notice to vacate. Jane Parker agreed that these had been received. Councillor Mary Harvey, despite having declared an interest, queried the notice period in the agreement and the Clerk advised that the agreement is annual and lapses on 31st December. A new annual agreement is signed and paid for in advance annually. There is no requirement to send reminders as it is the responsibility of the tenant to pay due invoices and renew the agreement if desired. Councillor Paul English advised that as the agreement had expired and there had been no horse on the land for several months, it was a valid procedure and had been agreed by the Allotments and Open Spaces Committee. Jane Parker advised that she had wished to discuss a change of use for the land but was advised that meetings in December/January were cancelled due to COVID restrictions. Councillor Bob Budd advised that now that the lease has lapsed, Felpham Parish Council must have fair and reasonable view of use of land. Councillor Anne Barker advised that the process of the council must be followed and requested that Jane Parker ask her questions in writing to the Clerk and that this will be placed on the agenda for the next Allotments and Open Spaces meeting. Councillor Paul English advised that the opportunity to tender for use of St. Michael's Island will be opened to all residents of Felpham with a revised annual contract reflecting its new and intended use. Councillor Glen Hewlett advised that the Clerk is also confirming with Arun District Council planning, the permissible uses for the Horse Field along with access restrictions and will be seeking a professional opinion on the integrity of the structure of the bridge that allows the only access to the land. The Chair advised that committee were made aware of Jane Parker's interest but that any change of use must be offered fairly and as widely available as possible to the whole parish. Councillor Paul English advised that the matter is now open for ideas, that an advertisement is being prepared, the contract is being amended and it will be open to the whole parish to tender for, including Jane Parker.

MC 233. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

Councillor Graham Matthews reported on the West Sussex County Council Local Forum. Seven County Councillors attended and six sent their apologies. There were several questions on Rampion 2 and no questions from the Felpham area. The next meeting is due to be held in June in Bognor Regis. Copies of the minutes and questions asked are available on West Sussex County Council website. Councillor Kevin Watson requested that these questions be circulated to all councillors. **Clerk to forward to all members.** Committees and Volunteer representation will be resourced in May and related to this Councillors asked to give consideration to support representation of Local Councils currently undertaken by Councillor Matthews. Councillor Glen Hewlett reiterated Felpham Parish Council's stance that no view on the Rampion 2 proposal could be taken by Felpham Parish Council as the views of whole parish are not known. A proposal and a further consultation period are expected later this year from Rampion 2. Once this is available, Felpham Parish Council may be able to take an informed stance.

MC 234. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 1st MARCH 2022:

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

MC 235. MATTERS ARISING/CLERK'S REPORT:

MC 226. Councillor Glen Hewlett reported that he had attended the Arun District Council Environment Committee meeting and posed questions regarding the free car parks in Felpham. District Councillor Edwards did respond to the questions with the officer's response. There was no business case or costings and the imposition of parking charges in Felpham was turned down by District Councillors. It was suggested at the meeting that the Arun District Council officer now approach Parish Councils in areas where no charges are being made, to see whether donations can be increased. It was agreed that this was a good outcome and Councillors thanked Councillor Glen Hewlett for attending.

Clerk's Report:

**MC 225. BBQ EXPENDITURE APPROVAL
PR 381.**

Now ordered for invoicing in March and in April 2022. To include Official Jubilee logo and engraved plaque from the Parish (12 – 14 week lead time.)

MC 226.

Cllr Glen Hewlett had attended the Environment Committee meeting on 10th March to put questions to them from Felpham Parish Council.

After excellent scrutiny and debate at the Environment Committee, the results of the votes on the proposed parking charge increases & introduction of charges for the first time in 5 new car parks was as follows.

Proposed increases in short stay Town Centre car parks. **Defeated** by 7 votes to 3.

Proposed increase in seasonal car parking charges. **Approved** by the Chairs casting vote after 5 votes for and 5 against.

Proposed introduction of charges for the first time in five car parks. Defeated with 9 votes against and one abstention.

Car parks in Felpham to remain free of charge for users. I would anticipate a renegotiation of our contribution with ADC for 2023/24

**Agenda item 17.
(F118)**

Here is my proposed update to the standing orders in order to clarify the position of trustee on the Felpham Memorial Village Hall.

- Position of Trustee for the Felpham Memorial Village Hall (FMVH)
- The Parish Council will appoint a Felpham parish councillor as trustee (FPCT) to the FVMH
- This appointment will be made every year at the Annual Meeting
- The purpose of this appointment is to prevent such changes to the trustee deed that would result in the loss of the FMVH as an asset to the residents of Felpham
- If that FPCT ceases their position then the Felpham Parish Council Chairman will automatically be appointed until a replacement councillor has been agreed
- That FPCT does not have to attend meetings of the FMVH
- The FPCT will not agree to any changes to the Trustee Deed unless agreed by Felpham Parish Council
- The FPCT will act impartially with regard all halls in Felpham while acting in their position as FPCT
- The minutes of the FMVH meetings shall be passed to the Felpham Parish Council Clerk and be available to councillors

Cllr Matthew Copeland

**Agenda item 18.
(F119)**

A discussion was had regarding the status of the Clerk's Assistant's current contract and a review of her current status, with it being outside of Local Government National Pay Scales.

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 5th 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 2nd by Cllr Glen Hewlett , unanimously agreed.

The Clerk as RFO advised that despite a zero rise in Precept, **all** staff contracted annual salary increases and Employers pension contributions had been budgeted for and now only a very small, 2.65% or £1879.50 (**Including** employers pension contributions) overspend on **salary** budgets would likely occur, this could come from ample General Reserves, already identified as too high in our previous audit and expected in our imminent end of year audit planned for May 30th .

Agenda item 19.

MC205

Bognor Regis Golf Club Application now LIVE : **FP/274/21/OUT**

Comments can be made at :

<https://www1.arun.gov.uk/aplanning/OcellaWeb/planningComment?reference=FP/274/21/OUT>

Or by emailing : planning.responses@arun.gov.uk by 9th April 2022

Bognor Regis Golf Club Planning Application FP/274/21/OUT and the new course M/16/22/PL

Felpham Parish Council held a Public Meeting and an Extraordinary Planning Committee Meeting on Saturday 19th March 2022 at Felpham Community Hall, Meaden Way, Felpham, PO22 8FA to discuss the application for the residential development (FP/274/21/OUT) at the current course and the new course (M/16/22/PL). Doors opened at 12.30pm with documents on public display. Up to 100 members of the public attended with many questions and much debate entered into.

An Extraordinary Planning Committee Meeting commenced at 2pm. A number of great questions were put to Councillors and the Committee in addition to this many were submitted prior to Felpham Parish Council via email.

As expected, there was a high attendance, speaking time was limited to 3 minutes per person with preference given to those who had submitted questions in advance. Despite time limitations, all attending members of the public were able to express their concerns as to the proposed housing development at the Bognor Regis Golf Club and proposed new Golf Club site at Ancton, between Middleton and Climping.

After debate and presentations by Councillors and members of the Public, Felpham Parish Councillors proposed to **strongly object to these planning applications on a number of significant planning grounds and in consideration of the feeling of the committee members and Felpham Parish residents.**

Felpham Parish Councillors urged concerned parishioners to submit any objections/supporting statements directly and individually to Arun District Council, comments must be made on material planning matters.

Lists of these can be found on the Felpham Parish Council website along with the Parish Council's reasons for objection, also on display in the Community Hall.

Regular updates will be posted on the Felpham Parish Council website at : www.felphampc.gov.uk “

Press release issued AND subsequently published by Bognor Regis Observer in print and online, Comments for both applications submitted to Arun on 21/3/22

**Date for Annual Parish Council meeting. Prior to 3rd May Main Council.
Date for Annual Parish meeting. 24th May @ 6pm.**

MC 237. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

Councillor Glen Hewlett advised that since April 2020, Arun District Council is a CIL charging authority with the first payment of £2075 due to Felpham Parish Council shortly. He suggested that Felpham Parish Council should commence monitoring of the payment as this can be spent on projects within the parish. Should the proposed planning application of Bognor Golf Club take place, this payment will increase dramatically in upcoming years. Councillor Hewlett advised that plans would need to be made for use of this money and it was confirmed that this would fall under the remit of the Projects committee. Councillor Matthew Copeland advised that this money will be held in a separate reserve.

MC 238. 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:** no report or update had been received but it is understood that Councillor Charles was not able to attend due to ill health.
- (ii) District Councillor Gill Madeley** (Felpham West) – no report or update had been received.
- (iii) District Councillor Elaine Stainton** (Felpham West) - no report or update had been received.
- (iv) District Councillor David Edwards** (Felpham East)

The following report was received:

- The golf club application as we know has been verified, I do not yet know when it will be discussed at the Planning Committee. I continue to encourage anyone who wants to comment to do so on the Planning Portal. As a Member of the Planning Committee, and now also the Planning Policy Committee, I have sought advice from the Interim Monitoring Officer about whether I will be able to discuss and vote on the application at Committee due to the proximity of the application to my own residence. His advice was to consider carefully what sort of declaration of interest to make, and I have decided that this would have to be a Prejudicial Interest. Given this to be the case, I would have to leave the room whilst the application was being discussed and would not be able to discuss it or vote on it. I have already informed the Leader of the Council that he will need to substitute me at this meeting. I am therefore able to comment fully on the application as a Felpham Councillor.
- Regarding the car parks, and the ambition to start charging for parking in Felpham Village, I am very pleased to say this was defeated at the Environment Committee on March 10th by 11 votes to 1. I want to thank the Parish Council and Residents for ensuring the level of feeling about doing this was well and truly understood by the Council.
- I am sure you are aware that Cllr Charles remains not very well and has now been admitted to the Barnham Manor Nursing Home. He remains in reasonable spirits but is not yet up to having visitors. I will update further should I be informed. In the meantime, if there are any issues regarding County Matters, feel free to let me know and I will follow them up.
- I am still waiting for some dates to arrange a Litter Pick at King George V playing field. I'll give the details out as soon as I can arrange a date (it will be a Saturday morning).
- I was part of the Interview Panel for our new Monitoring Officer. We interviewed 4 worthy candidates and the Panel unanimously agreed to select the preferred candidate. An offer was subsequently made and verbally accepted. An Extraordinary Meeting of the Council has been called for the 14th April with a single item Agenda to formally agree the appointment. Solomon was only interim and did not go forward.
- I've done a few interviews recently about the Environment Committee projects, and the interviewers have all been asking about purdah and when it is going to start.

- Think they're getting a little confused as we have no elections in Arun until next year so currently purdah does not apply.

Councillor Jaine Wild queried progress regarding the footpath running beside the Community College land and Clerk advised that no decisions had been made. Councillor Graham Matthews confirmed that improvements were planned as part of the Safer Routes to Schools initiative but that there is currently nothing in the West Sussex County Council plans regarding this.

Councillor Anne Barker advised that she was concerned that officers at Arun District Council and West Sussex County Council were not being held accountable for decisions made/not made. Councillor Barker advised that she was further aware that different directorships in West Sussex County Council were going through change and strategic plans also being altered. Councillor Barker would welcome knowledge of what these strategy changes are and when consultation periods are taking place. Children's Services staying in house and no longer in special measures. Councillor Dave Edwards advised that a huge amount of work has gone into this and that they should be congratulated on this. Councillor Dave Edwards agreed that there is a historic problem with accountability. New Chair has recognised that there are issues and will be dealing with this. Strategy changes and consultation should be on WSCC or sign up for Be Alert. Councillor Glen Hewlett advised that Felpham Parish Council should be seen as an asset who make constructive comments. Councillor Dave Edwards agreed that this should be the case and should work both ways.

(v) District Councillor Paul English (Felpham East)

District Councillor Paul English confirmed that the car parks officer, Calvin Bayliss, has been asked to attend meetings with Felpham Parish Council to discuss car parking.

District Councillor Paul English concluded that railings for the Eastern Greensward had been approved by an unnamed Felpham representative

District Councillor Paul English confirmed that the interim Monitoring Officer will stay in place for a handover period.

MC 239. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 8TH MARCH 2022/19TH MARCH (EXTRAORDINARY MEETING).

The minutes of 8th March 2022 were APPROVED as a true and accurate record.
The minutes of 19th March 2022 were APPROVED as a true and accurate record.

MC 240. MATTERS ARISING/CLERK'S REPORT

PL 111. Councillor Glen Hewlett confirmed that he and the Clerk, under delegated powers, had drafted and submitted the objections and they were available to be viewed on Felpham Parish Council website. There were 47 grounds for objection. Councillor Hewlett thanked all those who attended and the office staff.

MC 241. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 8TH MARCH 2022.

The minutes were APPROVED as a true and accurate record.

MC 242. MATTERS ARISING/CLERK'S REPORT

F 118. Councillor Paul English requested that the proposed terms for inclusion to the Standing Orders be included within these minutes. The Clerk advised that the terms were previously distributed by email to all councillors and the item added to Main Council agenda of 5th April for discussion and approval. These terms form part of the Clerk's report included within the Main Council minutes and part of the agenda item.

MC 243. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 15TH MARCH 2022.

The minutes were APPROVED as a true and accurate record.

MC 244. MATTERS ARISING.

A 137. Community Verges update. Councillor Graham Matthews advised that the verges had been cut this week, but he hoped that going forward this would now not be the case.

A 131. Councillor Kevin Watson advised he had seen only a small number of public questions asked at meetings and commented that he had been unimpressed by the way that these had been responded to. He advised that he thought it inappropriate that councillors should contest the agreed decisions of a committee publicly. Councillors who were not on a committee should not comment to a member of the public regarding a committee's decision without knowledge of this. This should be raised in Matters Arising only be debated when asking for Main Council approval. Councillor Matthew Copeland confirmed that any councillor can write to the Clerk to request that items be added to the agenda and any matters that you require clarification on, can be asked of the Clerk. Councillor Dave Edwards advised that the constitution decides on procedures for committees.

MC 245. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS AND RESILIENCE COMMITTEE DATED 15TH MARCH 2022.

The minutes were APPROVED as a true and accurate record.

MC 246. MATTERS ARISING.

Councillor Anne Barker offered her apologies for the difficulty encountered by Councillor Mary Harvey and Councillor Michael Harvey in virtually attending the Projects meeting.

PR 376. Councillor Michael Harvey commented that the Jubilee plans for renaming the Community Hall are unnecessary. It was confirmed that this will be discussed by the Projects committee.

PR 394. Councillor Paul English queried the need for changing the Parish Council logo. Councillor Jaine Wild confirmed that this will be discussed at the next meeting of the Projects committee.

MC 247. POSITION OF TRUSTEE OF FELPHAM MEMORIAL VILLAGE HALL – APPROVAL AND ADDITION TO STANDING ORDERS (F&A F118)

Councillor Matthew Copeland confirmed that the proposed terms for inclusion to the Standing Orders have been distributed to all councillors by email and made available to all. An amendment has been made to Point 5 to include both Main Council Chairman and Vice Chairman. Councillor Copeland explained that no formal document currently existed outlining the principle and this amendment clarifies why the position of trustee exists and how the representative should conduct themselves. This can now be provided to the Memorial Hall committee and the Felpham Parish Council representative. The addition to the Standing Orders was proposed by Councillor Matthew Copeland, seconded by Councillor Paul English, and unanimously agreed.

Terms to be agreed:

- Position of Trustee for the Felpham Memorial Village Hall (FMVH)
- The Parish Council will appoint a Felpham parish councillor as trustee (FPCT) to the FVMH
- This appointment will be made every year at the Annual Meeting
- The purpose of this appointment is to prevent such changes to the trustee deed that would result in the loss of the FMVH as an asset to the residents of Felpham
- If that FPCT ceases their position then the Felpham Parish Council Chairman or Felpham Parish Council Vice Chairman will automatically be appointed until a replacement councillor has been agreed
- That FPCT does not have to attend meetings of the FMVH
- The FPCT will not agree to any changes to the Trustee Deed unless agreed by Felpham Parish Council
- The FPCT will act impartially with regard to all halls in Felpham while acting in their position as FPCT
- The minutes of the FMVH meetings shall be passed to the Felpham Parish Council Clerk and be available to councillors

MC 248. TO APPROVE THE RESOLUTION PASSED BY THE F&A COMMITTEE (F&A119) IN RELATION TO PLACING THE POSITION OF THE ADMINISTRATION ASSISTANT TO THE COUNCIL ONTO THE NALC PAY SCALE AS INDICATED BY THE MINUTES OF SAID MEETING.

This was discussed with councillors and due to the Clerk's Assistants proactive approach to continual personal development and clearly displaying a high level of competence within her Parish Office role, along with competitive salaries in similar positions being offered in neighbouring parishes, Councillor Matthew Copeland proposed to accept the resolution. This was seconded by Councillor George Grundy. Councillors were unanimously agreed. The Clerk advised that this take effect as of 1st April 2022 and cause a very slight increase to budgetary expenditure, however, it had previously been identified and was expected to be

identified in our end of year audit, that we had general reserves that required reduction. The increase would not cause any other budgeted expenditure to be affected.

MC 249. BOGNOR REGIS GOLF CLUB (UPDATE FROM EXTRAORDINARY MEETING OF MARCH 19TH 2022)

Councillor Glen Hewlett advised that a traffic risk assessment had been published on Downview Road and that the proposal for the traffic lights is that the pedestrian crossing lights will not work concurrently. Developers are stating that there will only be 30 journeys per day into the new Golf Course which according to proposed playing figures is a vast underestimation. On last inspection, there were currently 55 objections to the new course in Middleton and 301 objections to the Felpham development. The Clerk has issued a press release in the Bognor Observer and details are on the website. The closing date for comments to Arun District Council planning is Saturday 9th April. Councillor Hewlett suggested that this be highlighted to residents on Felpham Matters. The Chair thanked Glen Hewlett for his work on this.

MC 250. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 251. BUSINESS AT THE CHAIRMAN'S DISCRETION:

None

Date of Next Meeting: Tuesday 3rd May 2022 at 18:15

The Chairman closed the meeting at 8.08 pm.

Approved.....Chairman

Date