

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
3RD MAY 2022

FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 12th APRIL 2022 AT 7.15 PM.

PRESENT: Councillors: Matthew Copeland, Paul English, Glen Hewlett, Ros Kissell, Graham Matthews & Kevin Watson.
Councillor Gloria Moss (Ex Officio)
Councillor Mary Harvey and Councillor Michael Harvey were in attendance in the public gallery.

F 122. APOLOGIES FOR ABSENCE:

Councillor Dave Smart

F 123. DECLARATIONS OF INTEREST:

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

F 124. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

F 125. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 8th MARCH 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 5th April 2022 for ratification and adoption.

F 126. CLERK'S REPORT:

Finance and Administration April 2022 Clerks Report

F 113. COMMUNITY HALL REPORTS: Having received Councillor Glen Hewlett's report that the solar panels have now been installed for three years in January and detailed report on the performance of the Solar Panels fitted on the Felpham Community Centre Roof I have begun to investigate the possibility and cost of duplicating our panel quantity and adding battery storage with a view to potentially making Felpham Hall energy self-sufficient. With ever increasing energy costs we could possibly see investment return and energy savings very quickly whilst further reducing our carbon footprint.

SSE CONTRACT DUE TO EXPIRE 31/5/22 so NEW CONTRACT INVESTIGATED:

OPTED FOR BRITISH GAS TO SUPPLY ELECTRIC which will begin 1/6/22 organised via Jon Star Energy. REPRESENTS BEST VALUE:

	DAY UNIT	NIGHT UNIT	FTS RECOVERY	STANDING		CONTRACT	
Company	p/kWh	p/kWh	CHARGE p/kWh	CHARGE Mthly	KVA	TERM	TOTAL 24 months
SSE EXISTING	£14.346	£8.733	£0.629	£48.41	£0.76	24 months	£5,770.75
2022/23							
SSE	£32.575	£21.767	£0.714	£164.00	£0.97	24 months	£11,690.72
British Gas	£38.39	£25.31	No charge	£10.56	£3.014	24 months	£10,077.00
Smartest Energy	£48.04	£35.45	No charge	£16.20	£2.42	24 months	£10,478.00

The committee agreed with this decision and accepted the British Gas proposal.

F97 (F71) (F55). Meeting with WSCC Highways with Dave Smart on 10th 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 Item 10 :

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. (Agreed at Main Council of 5/4/22) Agenda item MC248

Sussex Police are hosting a Summer Road Safety Stakeholder Virtual Briefing event on the 28th April 2022.

This will be facilitated by ACC Bell, alongside colleagues from our Local and Roads Policing teams.

This will be an excellent opportunity for us to brief our partners and stakeholders on our road safety plans for the summer period (April – September), including casualty reduction (killed or seriously injured KSI) and anti-social riding and driving. There will also be representation from the Sussex Safer Roads Partnership.

For this event, we would like to invite an appropriate representative from all Town and Parish Councils across Sussex. We will look to record this event so you will be able to view the event if you are unable to attend or wish to share afterwards. Due to the number of potential attendees, we ask that attendees do not put on their cameras and seek to limit numbers to one representative from each Council.

The event times are 1730x1900hrs and will be held on the MS Teams platform (link below).

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Where possible we will attempt to address any questions raised during the event at the time via the comments sidebar. If we are not able to (Data not readily available) we will provide an answer in due course to the requestor.

Following the event, if there are any questions that you would like to ask please can you email SummerRoadSafety2022@sussex.police.uk This specific event email address will be monitored until Friday 13th May.

We very much look forward to seeing you.

Lisa Bell

Temporary Assistant Chief Constable

Surrey and Sussex Operations Command

(sent to all FPC's on 11/4/22)

Unity bank now LIVE.

Passed to Main Council the proposal to pass up to £85,000 of savings from HSBC second account protect/ensure protection in case of HSBC Bank failure.

End of Year

End of year procedures now underway. Rialtas end of year close down booked for 29th April and end of year audit booked for 30th May. AGAR will be submitted to Finance and Administration Committee on completion, prior to Main Council approval.

F 127. CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk reported that CIL payments will require a separate cost centre and must be spent within five years of receipt.

F 128. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information and reflect an improving picture. The committee wished to convey thanks to the community Hall Assistant, Karen Woolgar.

F 129. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 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 March 2022.

March 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.

From 1st April users of the WAVE leisure centre benefit from free parking and this was queried by Councillor Glen Hewlett. The Clerk confirmed that nothing has been heard from Calvin Bayliss, the Arun District Council Car Parks Officer, regarding a proposed uplift in car park payments for 2023/24. Councillor Paul English suggested that Felpham Parish Council invite Calvin Bayliss formally to a meeting to discuss. Councillor Glen Hewlett confirmed that he had recently challenged claims of resurfacing taking place in the Grassmere Car Park and maintenance records have now been changed to reflect this. **It was agreed that an agenda item be included by the Clerk in the Autumn and an invitation sent to Calvin Bayliss to attend the Finance Meeting which would take place at 6.15pm, reversing the meeting order for that evening. All councillors present were in agreement with this.**

F 130. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Subject: Felpham Parish Road traffic survey

DATA IS NOW AVAILABLE ONLINE traffic flow now in Teams

https://felphampc.sharepoint.com/:f:/s/Councillors/Eg2OYlfrSQNMpi-gNH4S800BbMG7z-6RsTGCfo9A6AY_qQ?e=wP5Zoy

UPDATE

From: Kevin Moss <kevin.moss@westsussex.gov.uk>

Sent: Monday, March 28, 2022 1:52:25 PM

To: David Smart <d.smart@felphampc.gov.uk>; Peter Bradley <Peter.Bradley@westsussex.gov.uk>; Clerk <clerk@felphampc.gov.uk>

Cc: John Charles <John.Charles@westsussex.gov.uk>; Peter Bradley <Peter.Bradley@westsussex.gov.uk>; Lee Maskell <lee.maskell@westsussex.gov.uk>

Subject: RE: Road mitigation Felpham An opportunity

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Firstly, with regard to your request for red road markings at the Summerley Lane Roundabout, we do not use these in West Sussex and there are concerns regarding maintenance of these. You explained these are for safety reasons, however, there have been no other recorded accidents at this site other than the four youths in the BMW, so I'll have to say no to this one.

Limmer Lane and Firs Avenue:

I will arrange for these two sites to be sent to our designers for feasibility and preliminary design, we tend to do these together. They will have to be funded from the remaining S106 monies, but we consider that the design and construction costs should be covered by what is remaining. We did explain that we do not advise the kerb to kerb roads humps as these can be very noisy for adjacent residents, however, if this is the direction you wish to pursue then I will instruct the designers accordingly. They will be subject to a formal consultation similar to a formal TRO consultation with support from police and Cllr Charles as a requirement.

Snooks Corner:

What a pain! When the works were complete at Butlins they should not have allowed for the temporary double Yellow Line (DYL) to be removed causing this issue. If you look back on google street to 2017 you can see it extended much further. Extending the line now will require a TRO formal consultation but I will get onto that. Again, I will need the support of the police and Cllr Charles but I'll get something simple drawn up and sent out for those approvals and then get the formal consultation up and running.

It is estimated that there is £62k remaining in the fund and these works will use all of that and therefore there will not be anything left for the other aspirations noted in your document. I'll await your OK on this understanding.

F 131. TO INTRODUCE PHOTOS AND A BRIEF SUMMARY ABOUT EACH COUNCILLOR (COMMITTEES, SKILLS, INTERESTS, ETC) TO OUR WEBSITE.

Councillor Matthew Copeland reported that many Parish Councils now have a 'Council Members' section on their websites including a photograph and brief description so that the parish can see who their councillors are. This description can be a short resume of skills, experience, occupations etc, outline committees and should be a non-political statement. There will be no data protection issues as information supplied would be in the public domain. **It was proposed by Councillor Matthew Copeland that photographs be taken by the Clerk at the next Main Council meeting and that councillors supply a brief description for the website. This was seconded by Councillor Glen Hewlett and unanimous agreed with one abstention.**

F 132. PLACEMENT OF ALL FELPHAM PARISH COUNCIL EMPLOYEES ONTO NALC PAYSCALES

It was proposed by Councillor Gloria Moss that the Community Hall Assistant proceed onto NALC pay scale 5 LC1. This was seconded by Councillor Glen Hewlett and unanimously agreed.

F 133. REPAIR/REPLACEMENT OF 3X STREET LIGHTING ALONG PROW 3047(OUR ASSET REGISTER SL31,32,33)

The Clerk reported that three lights are not working beside the allotments which are of the same type that Felpham Parish Council historically installed at King George V recreation ground. LED replacements will cost approximately £1200. Solar lights from our solar contractor will cost approximately £2700 but he has been very unresponsive of late. There is a budget of £4500 for repairs and reserves and these lights are on the asset register. This will be placed on next month's agenda and Councillor Glen Hewlett will investigate costings and suitable replacements.

F 134. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

None

F 135. DATE OF NEXT MEETING: Tuesday 10th May 2022 at 7.15 p.m.

The meeting closed at 7.55 p.m.

Approved.....

Date.....