

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 7TH JUNE 2022.**

PRESENT: Councillors: Dave Smart, Gloria Moss, Anne Barker, Bob Budd, Matthew Copeland, Paul English, George Grundy, Glen Hewlett, Ros Kissell, Graham Matthews, Kevin Watson, Jaine Wild

MC 22. APOLOGIES FOR ABSENCE:

Councillor Mary Harvey, Councillor Michael Harvey, District Councillor Dave Edwards

MC 23. ABSENCE WITHOUT APOLOGIES:

None

MC 24. 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 25. QUESTION TIME:

None

MC 26. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

Councillor Glen Hewlett reported that the Rampion 2 Liaison Group Meeting had been cancelled, as work on the final proposals was not yet complete.

MC 27. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 3rd MAY 2022:

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

MC 28. MATTERS ARISING/CLERK'S REPORT:

Councillors noted the previously distributed Clerk's report. There were no other matters arising.

MC 29. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk reported that the recent audit had been completed successfully and the report had been shared with councillors. The section conclusion stated, 'I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.' The Clerk and office staff were commended by councillors for their work on this.

MC 30. 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) - no report or update had been received.
- (v) District Councillor Paul English** (Felpham East) – Councillor Paul English reported that the Annual Meeting had taken place with the Chair, Vice Chair and Leader of the Council remaining in post.

MC 31. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 3RD MAY 2022

Councillor Kevin Watson advised that he should appear as a member of the Projects Committee and the minutes will reflect this.

The minutes of 3rd May 2022 were APPROVED as a true and accurate record.

MC 32. MATTERS ARISING / CLERK'S REPORT (PREVIOUSLY CIRCULATED)

APC 7 Councillor George Grundy queried the title and meeting date of the West Sussex County Council Local Forum.

The Clerk confirmed that the next (West Sussex) **Arun County Local Forum** is due to take place on Monday 20th June at 19.00 at Bognor Regis Library , Councillors Paul English and George Grundy are Felpham Parish Council's representatives for this.

The next Arun Joint Action Group – is on 16th June 2022 17:30-19:00 at Arun Civic Centre, Council Chamber, with Councillor Paul English as the Felpham Parish Council's representative for this.

MC 33. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 10TH MAY 2022.

The minutes of 12th April 2022 were APPROVED as a true and accurate record.

MC 34. MATTERS ARISING/CLERK'S REPORT

Councillor Paul English queried the outcome of Planning Application FP/55/22/HH and it was confirmed that this application had been withdrawn by the homeowner.

MC 35. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 10TH MAY 2022.

The minutes were APPROVED as a true and accurate record.

MC 36. MATTERS ARISING/CLERK'S REPORT

None

MC 37. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 17TH MAY 2022.

The minutes were APPROVED as a true and accurate record.

MC 38. MATTERS ARISING.

Councillor Glen Hewlett confirmed that a new St. Michael's Island/Horse field agreement had been drafted as a temporary holding agreement but in line with the advice of the Arun District Council Monitoring Officer, marketing will be delayed until enquiries are complete.

The Clerk confirmed that a quotation for a bridge survey had been received.

Councillor Anne Barker asked whether the access to the bridge was secure, and the Clerk advised that this was the case and that quotes were being sought to replace the gated entrance on the allotments side and to vertically fence the bridge crossing handrails.

MC 39. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS AND RESILIENCE COMMITTEE DATED 17TH MAY 2022.

The minutes were APPROVED as a true and accurate record.

MC 40. MATTERS ARISING/CLERK'S REPORT

None

MC 41. TO APPROVE THE AGAR (ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT) 2021/2022

The Clerk had circulated the AGAR (Annual Governance and Accountability Return 2021/22) to all councillors. The AGAR had been prepared with figures balancing and in addition had been internally audited and signed off by the auditor

on 30th May 2022. The Clerk explained the AGAR return 2021/22 Form 3. This was discussed with councillors at length and a full explanation of entries was given.

Councillor Matthew Copeland proposed that the AGAR 2021/22 be accepted and agreed. This was seconded by Councillor Glen Hewlett and unanimously agreed with one abstention by Councillor Paul English who had not viewed the information provided.

MC 42. TO APPROVE THE PARISH COUNCIL LOGO REDESIGN AS AGREED BY PROJECTS & RESILIENCE COMMITTEE (PR12.)

This had been distributed to all councillors and agreed at Committee level.

Councillor Anne Barker proposed that the new Felpham Parish Council logo be adopted. This was seconded by Councillor Bob Budd and unanimously agreed.

MC 43. TO APPROVE RESOLUTION OF FELPHAM PARISH STAFF REORGANISATION AS AGREED AT THE FINANCE AND ADMINISTRATION COMMITTEE OF 10TH MAY 2022 (F11). Closed to public due to its confidential and contractual sensitivity. Public Bodies (Admission to Meetings) Act 1960 and Local Govt Act 1972 7.6 (b) ss100 & 102)

Councillor Dave Smart advised that this had been discussed by the Finance and Administration Committee and all proposals circulated to councillors. The reorganisation represented a cost saving to the council and added resilience. New contracts had been prepared by Councillor Dave Smart and the changes would take effect from 4th July 2022 with a transition phase from 13th June 2022. The Council was also advised that the revised Contracts and Job Descriptions would be managed through the Finance and Administration Committee as it falls within their remit.

Councillor Gloria Moss proposed the approval of the resolution of Felpham Parish Staff reorganisation as agreed at the Finance and Administration Committee of 10th May 2022 and this was seconded by Councillor Bob Budd and unanimously agreed by all councillors.

MC 44. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 45. BUSINESS AT THE CHAIRMAN'S DISCRETION:

Councillor Paul English queried progress regarding the Aldingbourne Rife Action group complaint and asked how Felpham Parish Council are supporting the group. The Clerk advised that Felpham Parish Council had supported the group throughout the last year and that he would be attending a meeting between the group and Karl Roberts (Arun District Council Planning) scheduled for 24th June pm. Councillor Glen Hewlett confirmed that he was very disappointed with the response to enforcement by Karl Roberts and the fact that Arun planners are not enforcing the law. Councillor Paul English advised that this lack of action needs to be highlighted and the Chief Executive copied in. This was agreed by councillors

and Councillor Jaine Wild expressed concern at similar action being taken throughout Arun by landowners/renters.

Clerk to investigate and prepare questions for Karl Roberts regarding his plans for taking this forward. Councillor Jaine Wild/Councillor Kevin Watson to attend if possible.

Date of Next Meeting: Tuesday 5th July 2022 at 18.15

The Chairman closed the meeting at 19.15 pm.

Approved.....Chairman

Date

Main Council Clerks Report June 2022

MC 235/38.

UPDATE:

*ADC officer Calvin Bayliss has been invited to October F&A meeting to discuss possible and potential increases to contributions. **He is to attend F&A Committee November 8th 6:15pm (time switched with Planning to facilitate)***

MC.237

*Cost centre for CiL payments now created to protect any payments received for appropriate expenditure, to be decided by P & R Committee **(Public Benefit)***

This has been done

MC 247

Proposed update to the standing orders in order to clarify the position of trustee on the Felpham Memorial Village Hall.

FELPHAM MEMORIAL VILLAGE HALL

Minutes of the Management Committee meeting held on Monday 9th May 2022 at 7 p.m.

Felpham Parish Council

An e mail has been sent to all members clarifying Matthew's position as a Parish Councillor. He has just been reelected to the FPC for another 12 months and he is Chairman of the Finance Committee. The Parish Councillors, all vote so there would be no conflict of interests regarding the halls in the village. Matthew could be voted off our Committee in certain circumstances.

Ordinary Committee members cannot become Trustees and only Trustees can vote, not Committee members but this discussion is for another meeting.

Now added to FPC SO

Annual Parish meeting. 24th May @ 6pm.

Went ahead.

MC11.

PL132, this has been circulated to all councillors

PL131, this has been circulated to all councillors

MC17 Defib installation imminent.

Sea Defences now has it's own agenda item at P&R Committee

Clerks reports will appear as an addendum to Minutes to avoid any confusion as to what was reported during meetings with the reports circulated prior to the meeting.

MC18 Ongoing

MC19 only 1 bio needed

Agenda Item :

19. To Approve the AGAR (Annual Governance and Accountability Report) 2021/22

End of year internal audit went ahead on 30/5/22. (Awaiting/See auditors report)

AGAR signed for Chairman approval following discussion at Main Council. To be sent off to External Auditor and once returned to be displayed as appropriate on website and noticeboards having been made available for public inspection.

21. To Approve resolution of Felpham Parish Staff reorganisation as agreed at the Finance and Administration Committee of 10th May 2022 (F11). Closed to public due to its confidential and contractual sensitivity. Public Bodies (Admission to Meetings) Act 1960 and Local Govt Act 1972 7.6 (b) ss100 & 102)

1) Report by Cllr David Smart in Teams meetings associated documents, also distributed for councillors.

2) From May F&A Clerks Report, previously distributed to ALL councillors via email and hard copy:

This proposal would save the Parish 8-10 hours in pay per week or 35/43 hrs pcm (circa £81.60/£102.10 - £119.70 pw or £4243/£5309 -£6224 pa), give the Parish "full time Clerk/office" cover, to include staff Holiday Cover, eventually with 2 qualified Clerks and offer a seamless transition without the need for further and difficult, time consuming recruitment, whilst retaining our flexible, established team, their knowledge base and experience.

N. Meaney would, in the Clerks Role, work Monday (4hrs), Tuesday (8hrs) and Wednesday (8hrs) for total of 20hrs and undertake her Cilca. She would be undertaking the title, role and administrative work of the Parish Clerk, assisted if required and when necessary, by D.Millen as her Deputy Clerk and by K.Woolgar as a Clerk's Assistant during her additional hours, with Karen retaining her Community Hall role during her existing hours.

D Millen would work Part time (usually) on Thursday and Friday, 17 hours per week to include monthly F&A Committees in a predominantly RFO role, with all RFO responsibilities and supporting the Clerk as Deputy Parish Clerk. He would be flexible in his working days and hours, allowing extra support for Nicky when needed during busier periods, **ensuring a full "37 office hours Clerk Monday to Friday"** and full staff cover for the Parish Office between the 3 staff members. He would also offer Holiday cover for Nicky and Karen, as does currently.

He will retain the overall Hall Manager role, with the same current Community Hall Responsibilities, to include facilities management and key holder duties (inc on call) and would continue with the Cilca qualification to facilitate ongoing GPC (General Power of Competence) for the Parish Council. *On this subject, our accounting system and projects undertaken do not and have not required the use of GPC and are covered predominantly by S137 or S111 of the Local Govt Act.*

K.Woolgar will be increasing her hours flexibly by 6 - 8 weekly to give Clerk Admin Assistance. She is happy to extend her Monday hours into the afternoon but remains unavailable most Tuesdays. (There may be some flexibility in this). She will be available on Fridays if required. Karen will undertake her ILCA.