DRAFT ***SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 4TH OCTOBER 2022***

MINUTES OF THE MEETING OF THE MAIN COUNCIL OF FELPHAM PARISH COUNCIL 6TH SEPTEMBER 2022.

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

MC 76. APOLOGIES FOR ABSENCE:

Councillor Paul English

MC 77. ABSENCE WITHOUT APOLOGIES:

None

MC 78. 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 79. QUESTION TIME:

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

MC 80. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

Councillor Glen Hewlett advised that he would attend the next Rampion 2 Zoom Meeting, to be held on Wed 14th September from 5pm to 7pm, where the proposal will be shared.

MC 81. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 5th July 2022 & 2nd August 2022:

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

MC 82. MATTERS ARISING/CLERK'S REPORT:

MC 50. County Local Forums. Councillor Graham Matthews advised councillors that next Wed 12th September, the Arun District Council Governance Committee are discussing Local Forums with a recommendation that they do not continue. It was also noted that County Councillors are being encouraged to attend more District/Parish meetings. This was welcomed by councillors. **Clerk to send new County Councillor all meeting dates and invitations to Felpham Parish Council meetings.**

MC 60. Lifesaving equipment. Councillor George Grundy enquired regarding the progress of purchasing lifesaving equipment for St. Michael's Island. The Clerk

explained that this was being actively explored by the office but that the final bridge report was still awaited.

Councillor Anne Barker enquired whether there was an Arun plan regarding lifesaving equipment and whether checks were made that this was fit for purpose. **Clerk to request policy and information on life saving equipment**.

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

MC 83. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

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

MC 84. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

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

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

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

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

(iv) **District Councillor Paul English** (Felpham East) – no report or update had been received.

MC 85. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 12TH JULY 2022 & 9TH AUGUST 2022.

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

MC 86. MATTERS ARISING/CLERK'S REPORT

Councillor Glen Hewlett advised councillors that the previously refused application FP/31/22/PL - 107 Felpham Way Felpham PO22 8QB, had been resubmitted as application FP/155/22/PL and will be discussed by the Planning Committee next week.

Councillor Glen Hewlett enquired whether there had been any feedback regarding the new Proposed Compliance Strategy and was disappointed to learn that there had not.

Councillor Glen Hewlett reported that application FP/114/22/TEL was referred to the Arun District Council Planning Committee for a decision. Having raised no objection, Felpham Parish Council were invited to attend. This was approved despite objections and intervention by the local MP.

MC 87. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 14TH JUNE 2022.

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

MC 88. MATTERS ARISING/CLERK'S REPORT

Councillor Michael Harvey enquired regarding the payment made to the Memorial Hall of £55, and it was explained that this covered the cost of hiring the car park during Fun on the Prom which had proved to be crucial to the success of the event.

Councillor Mary Harvey enquired regarding the decoration of the Community Hall. Councillor Matthew Copeland advised councillors that additional decoration work had been required on the hatch and outside doors

Councillor Kevin Watson enquired as to the formulation of the occupancy percentage rates of the Community Hall and Councillor Matthew Copeland confirmed that this is based on bookings of all rentable rooms during available slots although set up/clear away time distorts this percentage.

MC 89. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 19th JULY 2022.

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

MC 90. MATTERS ARISING.

None.

MC 91. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS AND RESILIENCE COMMITTEE DATED 19TH JULY 2022.

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

MC 92. MATTERS ARISING/CLERK'S REPORT

None

MC 93. FELPHAM YOUTH PROGRAMME

Councillor Glen Hewlett outlined the work undertaken following receipt of the proposal, contract and schedules. These have been subject to scrutiny and challenge and have now been modified in response to this with additional signed guarantees from Worthing Homes on headed paper to accompany the contract. Both parties can give 12 weeks' notice at any time during the contract. There is a suggested review in December. Monitoring will be termly through a set committee with a nominated representative.

Councillor Bob Budd enquired as to councillors observing sessions and Councillor Glen Hewlett confirmed that accompanied observers are welcome at any time but that no image recording equipment is permitted.

Following due diligence Councillor Glen Hewlett proposed that Felpham Parish Council accept the finalised proposal and contract. This was seconded by Councillor Bob Budd and 12 councillors voted for and 1 against the proposal.

Councillor Dave Smart proposed that this is now managed by the Finance and Administration Committee, and this was seconded by Councillor Gloria Moss. 12 councillors voted for the proposal with one vote against by Councillor Anne Barker.

Councillor Matthew Copeland confirmed that the committee will now find a delegate or delegates to represent Felpham Parish Council and that any interested parties should contact him prior to the next meeting of the Finance and Administration Committee where it would be discussed under AOB. Councillor George Grundy and Councillor Bob Budd both expressed an interest.

Councillors offered their thanks to Councillor Glen Hewlett for his work on this.

MC 94. FUN ON THE PROM FEEDBACK AND POTENTIAL OPPORTUNITY FOR RESCHEDULING OF FIREORK DISPLAY

Councillor Dave Smart reported that feedback had been very positive following the event. Rescheduling of the fireworks was not possible due to time constraints. Preparations will now start in October for a full event in 2023.

Councillors expressed their thanks to Councillor Gloria Moss, Councillor Dave Smart and Nicola Meaney for their work on this year's event.

Councillor Glen Hewlett advised that he had personally spoken to all stallholders with numerous comments that this was the best event held to date and very well organised. It was delightful to see so many smiles and so many happy children/parents. Councillors agreed that the evening Elvis tribute act was also excellent and enjoyed by all age groups. Emails had been received from Felpham residents congratulating Felpham Parish Council.

Councillors were very grateful to the excellent volunteers.

Councillor Anne Barker stressed the need for councillors to offer help early in the process to support the office staff with the workload particularly regarding liaising with local businesses.

A team debrief into FOP has already taken place, recording both positive and negative points. This has been collated and a document drawn up by Councillor Dave Smart and the Clerk which will be presented to the next Projects committee meeting after which it will be reviewed at the first meeting of the 2023 working group.

MC 95. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 96. BUSINESS AT THE CHAIRMAN'S DISCRETION:

Councillor Dave Smart drew councillors' attention to the Civility and Respect pledge that had been shared by Councillor Kevin Watson. This is a national scheme with training modules aimed at reminding and strengthening commitment to the Code of Conduct. As next year is an election year and there may be new councillors, this would provide an ideal opportunity to sign up.

Councillor Dave Smart proposed that the Civility and Respect Charter is added to the Finance and Administration Committee agenda to discuss and determine the way forward. This was seconded by Councillor Bob Budd and unanimously agreed.

Councillor Dave Smart explained to councillors the requirements on Felpham Parish Council associated with the inception of the protocol in the event of the Death of a Senior National Figure.
Councillor Matthew Copeland proposed that a new flag and black armbands be purchased in preparation. This was seconded by Councillor Dave Smart and unanimously agreed by all councillors.

Clerk to update current protocol.

Date of Next Meeting: Tuesday 4th October 2022 at 18.15 hrs.

The Chairman closed the meeting at 19.30 hrs

Approved……..Chairman Date ……

Main Council Clerks Report Sep 2022

Report of Sussex Police Arun Parish Meeting 1st August 2022:
A monthly meeting for Clerks is being held to improve contact.
Current operations:
Operation Bastion – an enforcement operation with warrants and powers aimed at individuals across Arun causing the most harm.
Operation Reduction – early identification of young people for intervention and redirection.
Operation Clayton – general operation to reduce drugs harm
Operation Manor – concerned with street community.
React – deploy – respond (social media sites are being monitored).
To register for alerts in your local area: https://www.sussexalerts.co.uk/

Operation London Bridge
The Felpham Parish Council website and will go live when a formal announcement is made. Guidance states that from the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which FPC should host or attend.
Scheduled Parish Council meetings should be reviewed for postponement or rescheduling.
A view should be taken on the correct dress required if events such as Parish meetings must take place. Whilst flags are at half mast, it will be appropriate for black ties, badges, ribbons and armbands to be worn by Councillors.
Contact has been made with St. Mary's Church who have confirmed that they will ring bells, take flower tributes, and hold a book of condolence.
The Felpham Parish Council flag will be flown at half-mast other than on the day of Proclamation when the new King is proclaimed.

MC 50. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:
Clerk circulated meeting minutes to all councillors.

MC 65. TO AGREE AND APPROVE ALLOTMENTS AND OPEN SPACES DECISION TO SURVEY THE BRIDGE AT ST. MICHAEL'S ISLAND (A&OS A 28.):
The survey has been undertaken and the report is expected shortly.

MC 72. TO SEEK APPROVAL OF THE FINANCE AND ADMINISTRATION COMMITTEE DECISION TO COMMIT TO A THREE-YEAR FIXED PREMIUM AGREEMENT WITH HISCOX INSURANCE.
Policy renewed to include a 3 year Long Term Agreement (LTA).