

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 4TH OCTOBER 2022.**

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

The meeting opened with a minute of silence in memory of Queen Elizabeth II.

MC 97. APOLOGIES FOR ABSENCE:

Councillor Gloria Moss

MC 98. ABSENCE WITHOUT APOLOGIES:

None

MC 99. 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 100. QUESTION TIME:

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

MC 101. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

Councillor Glen Hewlett reported that the Rampion 2 meeting scheduled to take place on 14th September has now been postponed to 13th October 2022.

Councillor Matthew Copeland advised that he had attended the Felpham Memorial Hall trustee meeting on 3rd October. A new treasurer, chairman, and trustees are being sought. Any interested parties can email Councillor Copeland.

MC 102. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 6TH SEPTEMBER 2022

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

MC 103. MATTERS ARISING/CLERK'S REPORT:

Councillors noted the previously distributed Clerk's report.

MC 82. Councillor George Grundy and Councillor Anne Barker expressed concern that the throw ropes were not inspected, and that one throw rope was missing. **Clerk to email Arun District Council and request that the throw ropes be added to their "asset" list as they were provided by them and to ensure that they were inspected and replaced if necessary, at the same frequency as**

other lifesaving equipment. In addition, Clerk to request that the throw rope containers are secured properly as the first one that went missing did so as it was not fixed and request replacement of the missing throw rope and check inspection status.

Councillors were advised of the outcome of the independent annual audit. The auditor identified no deficiencies, and no recommendations were made. Councillors were pleased with the result and thanked the office team for their hard work. Councillor Dave Smart added that the scope of the audit covers not only how we control and manage the council's finances but also the broad operation of the council, its compliance with standards and procedures and how it conducts its everyday business. Councillor Smart also added that given that we have a relatively new office team this is doubly pleasing and testament to how well they have settled into their roles.

Councillor George Grundy reported on the Felpham Youth Programme. This had been cancelled on the first week but took place the following week and Councillor Grundy attended with Councillor Anne Barker. It was agreed that the Youth Programme will need time to settle in and work alongside other hirers. **Clerk to check the rooms that are available to the group for use.** Nominated councillor representatives will be discussed at the Finance and Administration Committee meeting on 11th October.

MC 82. Councillor Graham Matthews reported that the Arun District Council Governance Committee meeting due to be held on 12th September was cancelled where Local Forums were due to be discussed. The committee met last week to discuss but minutes are not yet available.

MC 104. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

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

MC 105. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

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

(i) County Councillor Jaïne Wild

Councillor Dave Smart offered his congratulations to County Councillor Jaïne Wild on her election to the post.

Councillor Jaïne Wild reported the following:

- The Summerley Estate footpath applications are very likely to be approved with wide public support.
- Downview School footpath widening scheme is due to commence in 2024 with public consultation being held beforehand. Parking of staff will be considered. Councillor Jaïne Wild is a member of the West Sussex County Council Footpaths Committee.
- The footpath next to the golf club by Shirley Drive was adopted in May 2022 by West Sussex County Council and enquiries will now be made regarding the ongoing maintenance schedule.
- Felpham Comprehensive Caretaker's Cottage works – traffic will be taken into consideration with timings considering the school day.

- Mike Dare confirmed that the Firs Avenue Community Highways Application will be taken into consideration later in the year.
- Unused walking aids can now be returned at the recycling centre
- County Councillor Jaine Wild confirmed that a wreath will be laid at St. Mary's Church on behalf of West Sussex County Council on Remembrance Sunday.

Councillor Paul English requested the support of the County Councillor in opposing construction traffic associated with the Bognor Regis Golf Club planning application. Councillor Glen Hewlett advised that should the application be approved; Arun District Council would deal with the management of traffic and construction issues.

- (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 confirmed that several meetings were cancelled last month but are now scheduled to take place.

MC 106. REVIEW OF COUNCIL STAFFING STRUCTURE

Councillor Dave Smart advised councillors that the Felpham Parish Council staffing reorganisation had now completed the three-month trial period and requested comments from councillors.

Councillor Matthew Copeland commented that this had gone far better than imagined and endorsed the decision.

Councillor Glen Hewlett agreed and commented that there was now better, more professional coverage throughout the week.

Councillor Paul English queried an unanswered message.

Councillor Graham Matthews advised that compliments had been received from Felpham residents regarding the office staff.

Councillor Matthew Copeland proposed that the new staffing structure be formally adopted, and the three-month trial made permanent. This was seconded by Councillor Glen Hewlett and unanimously agreed.

MC 107. BUDGET SETTING

Councillor Dave Smart advised councillors that budget setting will be on upcoming agendas and that committee Chairs are to look at items and consider what has/will be spent. The onus is on every committee to look at items and discuss with the Chair. The Clerk will have figures for reference. Councillors were asked to consider potential projects for the Projects Committee.

MC 108. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 109. BUSINESS AT THE CHAIRMAN'S DISCRETION:

None

Date of Next Meeting: Tuesday 1st November 2022 at 18.15 hrs.

The Chairman closed the meeting at 19.00 hrs

Approved.....Chairman

Date

MAIN COUNCIL CLERKS REPORT OCT 2022

MC 65. TO AGREE AND APPROVE ALLOTMENTS AND OPEN SPACES DECISION TO SURVEY THE BRIDGE AT ST. MICHAEL'S ISLAND (A&OS A 28.):

Survey report has been received and works instructed to bridge.

MC82. LIFE SAVING EQUIPMENT

Foreshore Officer has confirmed that: 'If you are talking about the life rings/throw bags I can confirm that the Beach Patrol Officers check these daily during their working season however this ends tomorrow until March 2023.

I remain in place all year and check all life rings/throw bags a few times a week however we are not responsible for the replacement of throw bags.'

AUDIT FINDINGS

The interim audit was conducted on site with the Responsible Financial Officer (RFO). There has been a change of staff set up since the last internal audit, but from discussion with the RFO, this appears to have transitioned smoothly and from my review, the council continues to operate in an effective manner.

TOWN AND PARISH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) PAYMENTS OCTOBER 2022

As you are aware, Arun District Council became a CIL Charging Authority in April 2020.

Regulation 59A of the Community Infrastructure Levy Regulations 2010 requires that Arun District Council (the Charging Authority) passes a proportion of CIL receipts received to every town and parish council within its area twice a year, by 28 October (for income received by Arun District Council between 1 April to 30 September) and then by the 28th April (for income received by Arun District Council between 1st October to 31st March).

The process for passing CIL money to town and parish councils is set out in the council's CIL Guidance for Town and Parish Councils, which can be found at: www.arun.gov.uk/cil

Unfortunately, the amount of CIL that will be paid to your town or parish council in this CIL period is £0.00 and no further action is required at this time.