

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
1ST NOVEMBER 2022

FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 11TH OCTOBER 2022 AT 7.15 PM.

PRESENT: Councillors: Matthew Copeland, Glen Hewlett, Bob Budd, Paul English, Graham Matthews, Ros Kissell & Kevin Watson.
Councillor Gloria Moss (Ex Officio)

Councillor Anne Barker and Councillor George Grundy were present in the public gallery.

F 42. APOLOGIES FOR ABSENCE:

Councillor Dave Smart

F 43. DECLARATIONS OF INTEREST:

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

F 44. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

Councillor Anne Barker requested details of who had access to the door code at the Community Hall and how often the code was changed.

The RFO advised that the door code is set so that there is one code for regular hall hirers that is changed approximately monthly and a different code for staff/councillors. Occasional hirer codes change more frequently.

F 45. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 12TH JULY 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 6th September 2022 for ratification and adoption.

F 46. CLERK'S REPORT:

This had been distributed to all councillors prior to the meeting and the Clerk/Responsible Financial Officer outlined the contents of the report.

F 47. CORRESPONDENCE/ANNOUNCEMENTS:

The RFO advised that a letter had been received from Harris, the new owners of Rialtas advising that following the sale, there would be no changes to service.

F 48. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information.

F 49. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JULY 2022, AUGUST 2022, SEPTEMBER 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 July 2022.

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.

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 August 2022.

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.

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 September 2022.

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.

Councillor Kevin Watson enquired regarding the Hall budget and whether price increases had been taken into account. It was confirmed that this had been budgeted for as far as was possible but future energy prices were unpredictable at the current time.

F 50. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Councillor Ros Kissell confirmed acceptance of the invite to the Sussex Police End of Season Summer Road Safety Virtual Briefing event on Tuesday 18th October 2022.

F 51. COMMUNITY HIGHWAYS APPLICATION, FIRS AVENUE AND TRAFFIC REGULATION ORDER (TRO), SNOOKS CORNER

The committee discussed the Community Highways Application for Firs Avenue and the TRO at Snooks Corner and following this **Councillor Bob Budd proposed that the committee ratify and agree the TRO application and Community Highways Application that had previously been circulated to all councillors. This was seconded by Councillor Gloria Moss and agreed by councillors with one vote against by Councillor Ros Kissell.**

Councillor Jaine Wild to send the Clerk a supporting letter as West Sussex County Councillor to the TRO application.

F 52. TO AGREE BLUE PLAQUE POLICY FOR INCLUSION ON FELPHAM PARISH COUNCIL WEBSITE

The Clerk confirmed that the Blue Plaque Policy is already on the Felpham Parish Council website. It was agreed that following the Bognor Regis Golf Club decision, this would replace the tile on the home page that is currently associated with this.

F 53. CIVILITY AND RESPECT PLEDGE

Following discussion, it was agreed that the **Clerk would email Monitoring Officer at Arun District Council and check their acceptance of our adoption of the pledge.**

F 54. BUDGET SETTING

The RFO confirmed circulation to all councillors of early drafts of projected budgets and proposed budgets for the following year. Committees should now consider these at forthcoming meetings.

F 55. RIALTAS LICENCES AND CLOUD STORAGE

Councillor Matthew Copeland advised the committee that additional users are required. **Clerk/RFO to provide a report outlining available options.**

F 56. ANNUAL REVIEW OF FISHERMAN'S GARDENS AGREEMENT WITH LOBSTER POT – CLERK/RFO TO REPORT

The annual review had been circulated to all councillors by the RFO. It was agreed that the area would still fall under the remit of the Allotments and Open Spaces Committee.

F 57. GRANT AWARD APPLICATIONS

The Clerk confirmed that the grant application period has now closed and that packs were being prepared for the Grants Working Party that should be returned after use. Recommendations from the party will be reported back and minuted.

Councillor Bob Budd was concerned that the grants were not promoted enough locally, and it was agreed that moving forward this would be considered with help available for filling out the form if needed.

The date for the Grants Award Working Party was set at Friday 25th November 6pm.

F 58. GRASSMERE CAR PARK

The issue with parking at the Links Road car park were discussed by the committee. **Councillor Matthew Copeland proposed that the Clerk write to Arun District Council Car Parks stating that the car park is being abused, affecting parking by local residents and those using local businesses, and asking what can be done to help resolve this situation. This was seconded by Councillor Glen Hewlett with two abstentions by Councillor Paul English and Councillor Kevin Watson.**

The Arun District Council proposals regarding the barrier at Grassmere Car Park had previously been circulated to all councillors and it was agreed by the committee that this was a sensible solution. **Clerk to respond.**

F 59. FELPHAM YOUTH PROGRAMME

Councillor Matthew Copeland advised the committee that it had previously been agreed that representatives and their remit be decided by the Finance Committee. Councillor Bob Budd and Councillor George Grundy had expressed an interest in being the representatives. Following discussion of roles, **Councillor Glen Hewlett proposed that Councillor George Grundy and Councillor Bob Budd become the official Felpham Parish Council representatives to review and feedback, with the proviso that if there were any volunteering involvement by either party with the Felpham Youth Programme a new independent councillor representative would be sought. Any other councillors interested in attending should contact Sussex Clubs for Young People directly. This was seconded by Councillor Kevin Watson and unanimously agreed with one abstention.**

Councillor Glen Hewlett outlined the previously circulated Sussex Clubs for Young People (SYCP) pro forma feedback form. The first review was due in December and an invite would be sent by the Clerk for a representative to attend a meeting and submit the report. If successful, in July a further proposal to extend the Programme would come to the Finance Committee and then proceed to the Main Council meeting in August.

Councillor Glen Hewlett proposed that the Finance and Administration Committee adopt the circulated termly report. This was seconded by Councillor Gloria Moss and unanimously agreed with two abstentions.

F 60. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

None

F 61. DATE OF NEXT MEETING: Tuesday 8th November 2022 at 19.15.pm.

The meeting closed at 8.35 p.m.

Approved.....

Date.....

Finance and Administration Sep/Oct 2022 RFO & Deputy/Clerks Report

1) Parish Finances

Internal Audit of May 30th 2022 had taken place.

The AGAR was presented to the auditor for final completion ahead of submission to Main Council on June 7th, 2022 and has **now be submitted to the External Auditor** following signatures and MC acceptance. Interim internal audit booked for 27th September, awaiting sign off from external auditor.

A) VAT Return Submitted 30/6/22 for period from 01/04/22 - total claimed £2440.68

***B) Broken large pane at rear of Community Hall, checked CCTV , no sign of anyone in vicinity ??
Quote sort, approx £300 plus install, Under £400 total. Reported via 101 online***

***C) Community Hall redecoration (over summer period so as not to interrupt classes etc)
3 quotes sort, only 1 returned from our regular handy man. , D Hall's quote is very similar level to that of last time, no increase.***

Works now complete by DAVE HALL Carpenter & Joiner

22 Sea Lane Pagham Bognor Regis West Sussex PO21 4UL

Tel 01243 262267 Mobile 07377 509556

2) 3 year agreement via Hiscox Subject: Renewal Confirmation (New LTA) [Version Ref: 101550205]

Dear Doug,

Our Ref: 5303618

Policy Type: AJG Community Schemes

Policyholder: Felpham Parish Council

I can confirm that we have renewed the policy in accordance with your instructions to now include a 3 year Long Term Agreement (LTA).

Please note attached the updated policy schedule that shows the full LTA Endorsement wording now on page 20 of 21.

I trust that you find this to be in order, but should you have any queries please do not hesitate to contact me.

Regards,

Kevin

Kevin J Millard Cert CII

Community Client Director

Community Team (Part of Public Sector & Education)

(m) 07458 124847 Kevin_millard@ajg.com

(Docs in MEETING ASSOC DOCS JULY 22)

3) PR133 Pathway lighting –

From: Adam Porter <adam.porter@enerveo.com>

Sent: 10 October 2022 07:47

To: Nicola Meaney <N.Meaney@felphampc.gov.uk>

Cc: Doug Millen <d.millen@felphampc.gov.uk>; Glen Hewlett <g.hewlett@felphampc.gov.uk>

Subject: RE: Repair/Replacement of 3x Street Lighting along PROW 3047(our asset register SL31,32,33)

Good morning, Nicola,

I hope you are well.

Just to let you know the 3nr. lights should now be operational. Our electrician had to replace a fuse that had blown back at the supply point, so there won't be any additional costs to the original quotation.

If you have any further issues, please feel free to contact me.

Kind Regards

Adam Porter

Team Manager

Tel: +44(0)7584313955

E: adam.porter@enerveo.com

Unit 8, Spring Copse Business Park, Slinfold, RH13 0SZ

4) F 39. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM

Thank you for your enquiry regarding the parking bay outside the Premier shop at the end of Felpham Road by the traffic lights. To alter road markings such as this will require a Traffic Regulation Order (TRO), unfortunately without a TRO we cannot change existing road markings, we can only refresh them as they currently are. If you wish to apply for a TRO for this issue this will need to be done via the WSCC website or via the following link: <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/about-tros/apply-for-a-tro/>. All the information is on this page.

Kind regards

Dan

Dan Bishop

Highway Steward – Western Area

Highways Transport and Planning

Place Services

West Sussex County Council

Further correspondence received from a resident regarding parking bays opposite Premier on Felpham Way near Snooks Corner:

In a recent issue of 'Felpham in Focus' parking opposite the Post Office was mentioned with vehicles protruding into the road. This is not as great an issue as the vehicles parked opposite Kingsmead on Felpham Road close to Snooks Corner. The attached photograph was taken at about 9:15 last Saturday (8/10) with the vehicle having been parked overnight despite the 1 hour parking limit. This is just an example as there are often builders vans and trucks parked in a similar position. There are 10 versions of Google Street view dated from 2009 up to June 2022 and nine of the ten versions indicate that this is a recent phenomena.

5) Snooks Corner TRO application submitted:

From: Clerk

Sent: 14 September 2022 13:03

To: Mike Thomas <mike.thomas@westsussex.gov.uk>; David Smart <d.smart@felphampc.gov.uk>; Stephen Douglas <stephen.douglas@westsussex.gov.uk>; Lee Maskell <lee.maskell@westsussex.gov.uk>; Kevin Moss <kevin.moss@westsussex.gov.uk>

Cc: Doug Millen <d.millen@felphampc.gov.uk>

Subject: RE: Snooks corner parking

Dear all

Many thanks for your assistance. As an update, the TRO application has just been submitted.

If you require any further information, please do not hesitate to contact me.

Kind regards

Nicky

Nicola Meaney

Clerk to Felpham Parish Council

West Sussex County Council subsequently confirmed that the TRO could not be progressed without a supporting email/letter from West Sussex County Councillor. In response to a request for this email received 27/09/22:

'I have been to see the area concerned at Snooks Corner and spoken to a people using the area to park to make use of the local shops/ businesses.

They have opened my eyes to the fact that the nearby takeaways and shop have very restricted parking and that the whole area is swamped with yellow lines.

I can see that removing one of the last public parking areas could have a very detrimental effect on these small businesses.

If the movement of lorries is affected, I would recommend the bus stop markings are moved west a little, allowing for a small westward movement of the yellow lines to ensure free movement past the bollards, but ensuring the total area of roadside parking remains'.

Jaine Wild County Councillor Felpham

Further email received regarding matter on 7th October 2022 from resident:

As a retired police officer I am extremely concerned about the parking allowed for approximately 3 vehicles between the 600 bus stop and the double yellow lines which start at the corner of Sea Rd.

> A few years ago a central pedestrian island was installed to enable pedestrians to cross over from Sea Rd corner to the footway leading to the Pizza shop and others.

> Because of the difficulty in negotiating the corner by buses hampered by parked vehicles the centra bollards have been destroyed several times. I have spoken to several 600 bus drivers and they have replied in the same manner, that whoever allowed parking in that immediate vicinity was not aware of the chaos it causes.

> The remedy is simple whether backed up by a TRO or not, that an extension of the double yellow lines for a matter of some 12 metres to join up with the ones at Sea Rd corner would eliminate the problem immediately. In addition saving the cost of renewing the bollards every few weeks.

6) Community Highways Application for Traffic Calming Measures in Firs Avenue

From: Nicola Meaney

Sent: 14 September 2022 12:08

To: Kevin Moss <kevin.moss@westsussex.gov.uk>; Mike Thomas

<mike.thomas@westsussex.gov.uk>; Stephen Douglas <stephen.douglas@westsussex.gov.uk>

Cc: David Smart <d.smart@felphampc.gov.uk>; Doug Millen <d.millen@felphampc.gov.uk>

Subject: Community Highways Scheme Application

Dear all

Following the email from Stephen Douglas dated 13th September, I am pleased to advise that I have just submitted a Community Highways Application for traffic calming measures in Firs Avenue.

If you require any further information from Felpham Parish Council in respect of this, please do not hesitate to contact me.

Many thanks for your assistance.

Kind regards

Nicola Meaney

Clerk to Felpham Parish Council

7) FISHERMANS GARDENS / LOBSTER POT ANNUAL REVIEW (due 28/9/22)

After an email exchange, I have met with Tom Barnes whom is very happy with the current arrangement. On meeting Tom, 23/9/22 he discussed and showed me improvements and refurbishments to the area and demonstrated ongoing maintenance schedules to me.

These include the replacement of stones to the area (2 tonnes). Extensive replanting, regular cleaning regime, regular maintenance. New low level fencing/barriers/parasols and holders.

I am happy he is exceeding in his expectations as per the agreement and schedules the Parish has with him. The Pergola is well maintained as are all the benches, showing signs of recent maintenance and protective treatment.

8) Internal Interim Audit

Undertaken 27th September 2022

9) Car Parks

From: Lloyd Willson <Lloyd.Willson@arun.gov.uk>
Sent: 26 September 2022 16:52
To: Clerk <clerk@felphampc.gov.uk>
Cc: Nat Slade <Nat.Slade@arun.gov.uk>; Car Parks <car.parks@arun.gov.uk>; Sam Horwill <Sam.Horwill@arun.gov.uk>
Subject: Grassmere Car Park

Dear all,

Following recent events at the car park off Grassmere Close leading to St Marys Centre we need to do something regarding the height barrier which is damaged.

The current height barrier is extremely long. The posts are in a vulnerable position and frequently hit. The metal posts are pretty robust but more recently both posts have been hit resulting in the height barrier not opening or closing properly or safely. I have repaired the bent posts a few times in the last couple of years. Our thoughts are to replace them with two smaller barriers with the posts set out away from the traffic.

My rough impression attached. I propose we set a new hanging post in the grass verge away from the traffic. A second hanging post in the location of the recycling bank away from the traffic. Two closing posts or one larger closing post in a raised kerb island separating the in & out traffic. Move the recycling bank slightly.

Before we repair or replace the existing barrier I welcome your thoughts and input.

Many Thanks,

Lloyd Willson
Senior Surveyor, Property & Estates

T: 01903 737527
E: lloyd.willson@arun.gov.uk
M: 07920702964

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

10) Rialtas

Options for adding users:

1. Use Rialtas Cloud – 3 users (two with edit access and three that share a read only access).
£71.92 per month to access anywhere.
2. Currently per annum, we pay £129 + VAT for single user, this increases to £179 + VAT for a multi user license to cover up to 5 users. However, we would need to be able to share the data from the current PC where the data it is held, and the other users would need to be on the same network. This would mean that Doug would need to hold the data on the PC in the back office and then his/my laptops would still be able to use the shared data when Doug takes his laptop home. Councillors would need to come into the office to access.

JNR Computers confirmed that without a server this option would not be possible. Recommended using Rialtas Cloud as a superior solution without known issues