

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING  
6<sup>TH</sup> DECEMBER 2022**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 8<sup>TH</sup> NOVEMBER 2022 AT 7.15 PM.**

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

**F 62. APOLOGIES FOR ABSENCE:**

Councillor Glen Hewlett

**F 63. DECLARATIONS OF INTEREST:**

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

**F 64. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 65. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> OCTOBER 2022:**

These were approved as a true and accurate record and had been agreed at Main Council on 1<sup>st</sup> November 2022 for ratification and adoption.

**F 66. 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.

It was agreed that the photocopier contract appear on next month's agenda.

Councillors wished to convey their congratulations to Karen Woolgar for achieving ILCA certification.

**F 67. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**F 68. COMMUNITY HALL REPORTS:**

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

The RFO advised councillors that rates had been raised for hirers who were still benefitting from COVID rights.

Councillor Mathew Copeland advised the committee that a pre-school were leaving a neighbouring hall in order to remain viable and suggested that this should be noted.

Councillor Kevin Watson requested that the income against budget figure be included In the report from next month in addition to the percentage calculation.

**F 69. FINANCIAL ACCOUNTS OF THE COUNCIL FOR OCTOBER 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 October 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.**

**F 70. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

See Clerk's Report.

**F 71. 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 72. RIALTAS LICENCES AND CLOUD STORAGE**

Councillors discussed the clerk's report that had been circulated prior to the meeting.

**Councillor Dave Smart proposed that Felpham Parish Council accept the recommendation to move to Rialtas Cloud (one write and one shared read only) at a monthly cost of £52.92. This will now proceed to main Council for ratification and adoption This was seconded by Councillor Gloria Moss and unanimously agreed.**

**F 73. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

Councillor Matthew Copeland reminded councillor representatives attending the Felpham Youth Programme, that this was a monitoring role in an observational capacity only and they should not interfere in any way. Representatives are to report back to the Finance and Administration Committee and are asked to send a report to the Clerk at least 7 days prior to next month's meeting from which the committee can feedback anything they consider necessary to the Programme leaders.

**F 74. DATE OF NEXT MEETING: Tuesday 13<sup>th</sup> December 2022 at 19.15.pm.**

The meeting closed at 8.15 p.m.

Approved.....

Date.....

## **FINANCE AND ADMINISTRATION NOV 2022 RFO & DEPUTY/CLERKS REPORT**

### **F 51. Traffic Regulation Order (TRO), Snooks Corner**

West Sussex County Council confirmed receipt of the supporting email from County Councillor Jaïne Wild and the application has now been passed to the relevant department for consideration.

County Councillor Jaïne Wild contacted by WSCC to advise that the support of Cllr. Francis Oppler is also required for this application and his support of the scheme has been requested. Letter from residents:

**Sent: 02 November 2022 10:31**

To: Clerk <clerk@felphampc.gov.uk>

Subject: Snooks Corner

Hi Nicola, I see that another bollard has been destroyed at Snooks Corner.

Must be getting very expensive for replacement every time. Let's hope whoever makes the decision to extend those double yellow lines will realise the amount of money they will be saving.

### **F 53. Civility and Respect Pledge**

I wanted to confirm that I have had a look at the wording of the Pledge and cannot see that it would conflict with your Code of Conduct. In any event the Code would take precedence over the Pledge if there were any conflict, as the Code has the statutory basis governing conduct and standards for the parishes, towns and the District.

### **F 55. Rialtas**

Report circulated to all councillors by email.

### **F 58. Links Avenue Car Park**

Further complaints have been received from residents regarding this area. Councillor Kevin Watson's spreadsheet was sent to Arun District Council's Interim Parking Manager who advised:

*'We are in consultation with our legal team currently regarding the vehicles within the Car Park that do not have current Tax and Insurance .*

*Our Parking order states the following :*

*Tax and insurance*

*1. No person shall cause or permit any vehicle to wait in a parking place without the vehicle being licensed in pursuance of the provisions of the Vehicles Excise and Registration Act 1994 and without a current policy of insurance in relation to the use of the vehicle by the driver such as complies with the requirements of Part VI of the Road Traffic Act 1972 and any person so doing shall be guilty of an offence and liable to prosecution.*

*We are therefore asking our legal team to look at the options on how we can legally remove these vehicles from our Car Park, but unfortunately this takes time.*

*We are regularly enforcing the area and I will have a further discussion with my team on Friday to continue to be visible in this area.'*

Next week the ADC Environment committee will be considering setting up a Car Parking Review, lead Cllr David Edwards. The review will cost in the region of £40K and will be contracted out. Purpose to ensure that parking is maintained at good level and to ensure revenue

**Summer Road Safety End of Season Event**

**From:** Roslyn Kissell <r.kissell@felphampc.gov.uk>

**Sent:** 21 October 2022 09:59

**To:** Clerk <clerk@felphampc.gov.uk>

**Cc:** All Councillors <councillors@felphampc.gov.uk>; Doug Millen <d.millen@felphampc.gov.uk>

**Subject:** Re: Summer Road Safety End of Season event- 18/10/22

This meeting was by Zoom with officers from each division reporting back  
Electric scooters

This was raised by our officer Nick Bowman based at Chichester. He confirmed that these were not allowed on the roads but like other areas enforcement is difficult.

He had experienced this when walking in Chichester

A large amount of time was spent on feedback on speed monitoring.

There over 60 monitors available mainly in Chichester and success was reported on their use.

As Cllr Matthews and I know there have been three attempts to get one going in Felpham. Whilst residents ask for there has never been a commitment from volunteers to run it..

Perhaps the need for training and the hire with the requirement to monitor a no of sites may not suite those residents who only want to have a localised monitor

Over a 1000 drivers were stopped and 82 arrests made due to this scheme

There is to be a new DRINK .DRIVE monitoring soon.

The police are looking at traffic congestion at bank holidays

When we got to Q and A session the technology did not work with people unable to release their mute button.

At one point I got cut off.

To end one of the questions was about large farm vehicles on our narrow roads.as long as they are licensed it's OK. Our roads particularly in the village section were not built for a large volume of large traffic. Nor are recent cars meant for driving at 20 mph. The new cruising speed is 30-40 and drive bumper to bumper !!!!

Next meeting is in March 2023

Cllr Ros Kissell

H and T rep FPC

**Photocopier Contract / Savings.**

We have negotiated a new contract to be put in place if required, the current expiring 11/3/2025, the new agreement will expire 3/2027, a price reduction would reduce the new lease down £447.98 which would give a large quarterly saving of £125.89.

After a brief telephone conversation with other suppliers (without lengthy sales visits) this seems to be by far the best deal available.

**Local Government Services Pay Agreement 2022/23:**

Agreement has been reached on rates of pay applicable from 1 April 2022. As per the previously parish agreed staffing contracts, this will automatically take effect backdated to 1<sup>st</sup> April 2022. This will see a £1 per hour increase for staff.

Karen Woolgar has recently completed her ILCA and we wish to congratulate her on this. Again, in line with staff contracts, this will see a spinal point increase equivalent to 0.24p per hour extra.