

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 3RD JANUARY 2023.**

PRESENT: Councillors: Dave Smart, Anne Barker, Matthew Copeland, George Grundy, Glen Hewlett, Ros Kissell, Kevin Watson, Jaine Wild

RFO: Doug Millen

MC 153. APOLOGIES FOR ABSENCE:

Councillors: Bob Budd, Paul English, Mary Harvey, Michael Harvey, Graham Matthews, Gloria Moss

MC 154. ABSENCE WITHOUT APOLOGIES:

None

MC 155. 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 156. QUESTION TIME:

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

MC 157. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

No updates.

MC 158. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 6TH DECEMBER 2022

The minutes were APPROVED as a true and accurate record.

MC 159. MATTERS ARISING/CLERK'S REPORT:

The Clerk's Report was distributed to councillors prior to the meeting and will be attached to the minutes.

MC 160. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk advised councillors of receipt of official notification of the resignation of the Treasurer of Felpham Memorial Hall. Councillor Matthew Copeland advised that a new treasurer is now in place.
All other correspondence has been directed by the Clerk to the relevant committees.

MC 161. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

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

- (i) **County Councillor Jaine Wild** reported the following:
- Safe Space Sussex app launched aimed at helping people should they feel unsafe outside of their home. On first downloading the app, users will be asked to enter their own name and phone number as well as a preferred contact. They will then be directed to a map showing their location and a number of red pins indicating Safe Spaces near them. Tapping on a Safe Space will show opening times and the option to see directions from their current location. When they arrive at a Safe Space they can identify themselves to staff who will be able to offer them somewhere to wait and offer to call 999, 101 or a contact of their choice. If the user wishes to share their location using the app, they can do so using the alert button which will allow them to send a text containing their location (both the address and the what3words) to their named contact. Over 250 businesses across the county have already signed up their premises as Safe Spaces and their staff have been offered basic training on what to do if someone comes in asking for help. **RFO to investigate and place link on website. Clerk to investigate whether Domestic Abuse Team involved in consultation.**
 - RSPCA headquarters are owned by WSCC. New lease given to offices in Horsham.
 - TRO requested by a resident for Stalham Way – West Sussex County Council Highways responding.
 - West Sussex Records Office – the public can now access records free of charge when investigating family trees.
 - On street parking Bognor will become digital from 3rd January 2023.
 - A site visit is planned to view planning application by South Coast Skip Hire for an incinerator in Ford. Other Parish Councils have objected. Councillor George Grundy had previously investigated this matter. Councillor Glen Hewlett advised that Felpham Parish Council had previously objected on the original application which was withdrawn but have received no notification of a revised application. **Councillor Jaine Wild to inquire as to why Felpham Parish Council was not consulted. Clerk to forward details to Councillor Glen Hewlett for the attention of the Planning Committee.**
- (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) – no report or update had been received.

MC 162. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 13TH DECEMBER 2022.

The minutes were APPROVED by the members present of the Finance and Administration Committee as a true and accurate record.

MC 163. MATTERS ARISING/CLERK'S REPORT

None

MC 164. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 13TH DECEMBER 2022.

The minutes were APPROVED by the members present of the Allotments and Open Spaces Committee as a true and accurate record.

MC 165. MATTERS ARISING.

Councillors discussed the protocol and wording on agendas regarding public question time. Whilst the current wording is compliant with legislation it was felt it could be made easier to understand.

Clerk to review the current wording and prepare a policy in line with legislation, national standards and our own standing orders. This policy to go the Finance and Administration Committee.

A 38. Councillor Anne Barker advised councillors of a meeting to be held at Felpham Community Centre on 16th January 2023 at 10am to discuss Pollinator Pathways, between Councillor Anne Barker, Councillor Jaine Wild and Steve Hill, Stakeholder and Partnerships Lead, WSCC. All councillors are welcome to attend.
Clerk to confirm meeting.

MC 166. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 20TH DECEMBER 2022.

The minutes were APPROVED by the members present of the Planning, Licencing and Neighbourhood Plan Committee as a true and accurate record.

MC 167. MATTERS ARISING/CLERK'S REPORT

None

MC 168. TO RATIFY THE DECISION OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING TO APPROVE THE BUDGET DOCUMENT FOR PRECEPT SUBMISSION TO ARUN DISTRICT COUNCIL.

The RFO outlined the final budget and was thanked for his work on this.

Councillor Kevin Watson proposed that Felpham Parish Council ratify the decision of the Finance and Administration Committee to approve the budget document for precept submission to Arun District Council. This was seconded by Councillor Glen Hewlett and unanimously agreed.

Councillor Dave Smart commented on the strong fiscal control exercised by the council over the past few years. In real terms when matched against inflation this has resulted in a significant reduction in our precept of well over 20%. Despite being one of the largest parishes in Arun we continue to set one of the lowest precepts in the area.

MC 169. TO RATIFY THE DECISION OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING TO APPROVE THE GRANT AWARDS.

Councillor Glen Hewlett proposed that Felpham Parish Council ratify the decision of the Finance and Administration Committee to approve the Grant Awards. This was seconded by Councillor Ros Kissell and unanimously agreed with one abstention.

MC 170. TO RATIFY THE DECISION OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING TO COMMENCE A NEW LOWER PRICED PHOTOCOPIER CONTRACT WITH THE EXISTING SUPPLIER.

Councillor Kevin Watson proposed that Felpham Parish Council ratify the decision of the Finance and Administration Committee to commence a new lower priced photocopier contract with the existing supplier. This was seconded by Councillor Matthew Copeland and agreed by the majority in favour with one abstention.

MC 171. TO RATIFY THE DECISION OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING TO PASS A RESOLUTION TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE.

Councillor Kevin Watson proposed that Felpham Parish Council ratify the decision of the Finance and Administration Committee to pass a resolution to sign up to the Civility and Respect Pledge. This was seconded by Councillor Glen Hewlett and unanimously agreed.

MC 172. TO RATIFY THE DECISION OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING TO SPEND UP TO £2500 OF RESERVES FOR THE REPLACEMENT OF THE NOTICEBOARD AT GRASSMERE PARADE.

Councillor Jaine Wild proposed that Felpham Parish Council ratify the decision of the Finance and Administration Committee to spend up to £2500 of reserves for the replacement of the damaged noticeboard at Grassmere Parade. This was seconded by Councillor Glen Hewlett and unanimously agreed.

MC 173. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 174. BUSINESS AT THE CHAIRMAN'S DISCRETION:

None

Date of Next Meeting: Tuesday 7th February 2023 at 18.15 hrs.

The Chairman closed the meeting at 19.15 hrs

Approved.....Chairman Date

MAIN COUNCIL CLERKS REPORT JAN 2023

MC 136: Outerwyke Farmhouse

Alleged Complaint: Alleged Unauthorised damage to the Curtilage Listed Wall

Location: Outerwyke Farmhouse 55 Felpham Way Felpham West Sussex

Thank you for your enquiry, which was received by the Compliance team on the 21st December 2022.

Your concerns regarding the possible breach of planning control at the above address have been registered for further investigation under the reference number ENF/395/22. An initial desk top assessment into this issue may be taken in the first instance. If you are able to provide photographic evidence of the alleged breach of planning control, I would be grateful to receive them via my email address (please include the reference number ENF/395/22). If a site visit is required this will be undertaken as soon as is practicable and in line with the Planning Compliance Strategy which can be found here: <https://www.arun.gov.uk/planning-compliance>

Currently the compliance team is very short staffed so there will be a delay in handling all compliance cases until new staff have been recruited. You will be contacted again once it has been determined whether a breach has occurred and what action, if any, will be taken.

For details of how the Council will deal with your data, please refer to our privacy notice: <https://www.arun.gov.uk/privacy-notice-planning-compliance>

Staffing Structure Arun District Council

With regard to structures within ADC, we publish senior management structure charts on our website (see [Our management teams | Arun District Council](#)). We tend not to publish structures below this level of seniority because, with c400 staff, it would be challenging to keep updating them and ensuring their accuracy. If you ever need to find out about a particular service area, I am always happy to signpost you.

As for response times, these are published in our Customer Services Strategy which can be found on our website ([Customer services strategy | Arun District Council](#)). Generally speaking, we aim to acknowledge receipt within 2 working days and respond within 10 working days. However, some service areas have different response times, depending on the enquiry. For example, FOI requests will be responded to within 20 working days (in accordance with the FOI Act)

MC 138. Rife lock

Email requesting details sent to Butlins and the Environment Agency. Awaiting response.

MC 142. Grit Bins

WSCC Highways do not hold supplies of spare grit bins or lids. When Parish Councils were provided grit bin in the past they have been one off donations that the Parish Council would be responsible for. Highways would not replace damaged grit bins and would only remove damaged grit bins if they are considered to be an obstruction risk to traffic.

The Salt Bins that are refilled and listed are:

- 1 THE OLD STABLES, GRASSMERE CLOSE, FELPHAM, WEST SUSSEX, PO22 7NR
- SUMMERLEY POINT RESIDENTS MANAGEMENT COMPANY LIMITED, 44B SUMMERLEY LANE, FELPHAM, WEST SUSSEX, PO22 7HX
- 50A FELPHAM ROAD, FELPHAM, WEST SUSSEX, PO22 7NZ

MC 146. Protective Covers for barbecues

Although these are still in the protective wrapping, a company has been identified that produces customisable protective jackets and pricing is being obtained.

Solar Lights

Assistant obtaining quotations.

MC 150. S106 Funding

As it stands the developer is due to provide a sports pitch and other sports facilities at this site in accordance with the S106 agreement signed with the original development. However a report is due to be taken to the Environment Committee on this matter early next year. As this has not been discussed in detail with ward members at this stage further information relating to this can follow in due course.

Joe Russell-Wells

Group Head of Environment and Climate Change,

Directorate of Environment and Communities

Footpaths Walk 10th January 2023

Meeting place is the entrance to Downview School at the gate that leads to where FP 153 was repaired last year at 10am.

Please could councillors wishing to join the walk confirm their attendance.