

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 2ND MAY 2023.**

PRESENT: Councillors: Dave Smart, Anne Barker, Bob Budd, Matthew Copeland, Paul English, George Grundy, Glen Hewlett, Graham Matthews, Ros Kissell, Gloria Moss, Kevin Watson

MC 241. APOLOGIES FOR ABSENCE:

Councillors: Mary Harvey, Michael Harvey, Jaine Wild

MC 242. ABSENCE WITHOUT APOLOGIES:

None

MC 243. 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 244. QUESTION TIME:

There were nine members of the public present in the public gallery including the Felpham Parish Council Data Protection Officer.

Mr Marsden-Sear, representing Felpham Memorial Hall, outlined his concerns regarding the minutes of the meeting of 4th April (MC 235.) which it was felt inadvertently created the impression that the Memorial Hall was owned by Felpham Parish Council (see MC.246).

Mr Marsden-Sear stated that he had been advised that Councillor Glen Hewlett had brought into question the fitting and registering of the defibrillator at the Memorial Hall. Councillor Glen Hewlett strongly rejected this allegation and reiterated that as per the minutes of the meeting, he had only enquired whether there was a maintenance plan in place for the unit.

Councillor Dave Smart proposed that for clarification, the wording contained in the Felpham Parish Council Standing Orders should confirm the position of the trustee and a response will be made in writing. Extract of the Standing Orders is copied below for clarity:

Position of Trustee for the Felpham Memorial Village Hall (FMVH)

a. The Parish Council will appoint a Felpham Parish Councillor as trustee (FPCT) to the FVMH

Mr Marsden-Sear commented that there had been no representation since December 2022 by Felpham Parish Council at the Memorial Hall meetings. Councillor Matthew Copeland (Felpham Parish Councillor as trustee to the Felpham Village Memorial Hall) advised that the reason for this was that the agenda was often not issued to him in a timely fashion and that meeting times had been changed without notification to him.

A resident enquired when the roads at Blakes Mean will be adopted by West Sussex County Council and it was agreed that this item would be added to the next Finance and Administration Committee agenda.

MC 245. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

Councillor Glen Hewlett reported on the targeted consultation received regarding Rampion 2 Windfarm and the proposed extension to and new infrastructure at the existing Bolney substation. A further public consultation will follow for the whole scheme.

MC 246. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 4TH APRIL 2023

Councillor Matthew Copeland requested that to avoid any misunderstanding, as there was no intention to mislead, the minutes of 4th April be amended from 'as a Felpham Parish Council Memorial Hall Trustee' to 'as the trustee from Felpham Parish Council at the Felpham Memorial Village Hall'.

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

MC 247. MATTERS ARISING/CLERK'S REPORT:

MC 225. New barbecues Blakes Road: Littlehampton Town Council had been contacted regarding signage. They reported no instances of anti-social behaviour or litter problems caused. No additional signage has been placed other than that incorporated on the units.

These clearly state '*Caution very hot surfaces – please use bin provided for used barbecue trays. Consider other users. Tidy up after use. No litter.*'

A Risk assessment has been completed by Arun District Council officers and a copy of this is held in the office.

MC 235. KGV Playground consultation forwarded to all councillors.

MC 248. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

Two letters of thanks had been received for grants made to 4Sight Vision and Bognor Regis Seafront Lights.

Inspector Ros Wickings will be looking after Arun NPT and Chichester NPT as the replacement for Inspector Neil Durkan is not able to take up post at this time.

Clerk to follow this up at the next NPT Inspector and Parish and Town monthly meeting.

Clerk to update website pages including Grant Awards page.

MC 249. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

(i) County Councillor Jaine Wild submitted the following report:

- I have been working on my Climate Change Certificate but have also told County that I will encourage Parish Councillors to attend a Teams Climate Change Course in the near future.

- I have sent Nicky the reply from County that I received regarding the electric car charging points on the seafront:

Dear Councillor Wild

You asked Marie the following question:

Hello Marie

Has the Bognor Scheme of Taking away car spaces for electric chargers taken into consideration the car space needed for the new Premier Hotel and also the loss of car space at the London Road Car Park. Thank you

As we have not seen the development proposals for the Premier Inn, which would include their proposals for car parking levels in their Transport Assessment, we are not sure of the level of demand they would be predicting. We are aware of a potential loss of car parking spaces in the current Belmont car park (behind the Town Hall approximately 23 spaces we have been advised by ADC Officers) but have not seen confirmation of this as yet.

I am not aware of proposed changes at London Road Car Park, although it does seem to be some distance from the seafront.

The provision of the conversion of 6 car parking bays for EV charging, served by 3 (dual) charges, will help make the seafront 'future ready', with an ever increasing EV fleet and also the provision for overnight charging for the Premier Inn – the charging points would be displayed on EV charging mobile phone apps (Zap map is one I use for my Nissan Leaf) making them highly visible to tourists coming to the area. Hybrid cars can also charge on them. They would also require parking charges to be paid during charging, so minimal loss of parking revenue.

We were advised of under use in some of the local car parks (Gloucester Road) but I would have to check this with the local parking team (ADC) to get usage figures.

Please let me know if you require anything further.

KR

Stephen

Stephen Reed

*Major Projects Project Manager (WSP Secondment)
Highways, Transport and Planning
West Sussex County Council*

- A resident in Limmer Lane had enquired about the Community Speed Watch, as she herself had done the course.
- WSCC have had over 8,000 enquiries re potholes and road problems and have recruited new staff and are doing all they can.
- I have been involved still in Drygrounds Lane problems and sadly work was not done on the Caretakers Cottage over half term, which will cause more problems.
- Had a gentleman complain about cars parking in front of his cottage to go dog walking at Worms Wood, am following up with letter to the wood's owner The Woodland Trust.

Operation Watershed Active Communities Fund is a grant fund supporting community groups working in their local area to help prepare for and reduce the risk and impacts of flooding from ground and surface water. A committed funding pot is available for community groups, volunteer groups and town and parish councils within West Sussex who can apply to fund projects they wish to deliver for themselves. Applications have to demonstrate:

How it addresses recognised flood issues
If it has strong community support
That it demonstrates value for money
How it will realise benefits for the community

Further details can be found on the Operation Watershed webpage.

I wish you all Good Luck in the forthcoming elections and hope to work with you all again soon.

Councillors agreed that Operation Watershed be initially placed as an agenda item on the Planning Committee meetings and once more information is known about its application and implications, it may be moved to another committee's agenda.

Councillor Glen Hewlett advised councillors that he and Councillor Jaine Wild had been involved in a consultation with West Sussex County Council on the placement of EV chargers in Felpham and that the initial proposal was for two 7KW chargers to be placed on the Felpham Road.

- (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) – Nothing to report.

MC 250. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 11TH APRIL 2023.

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

MC 251. MATTERS ARISING/CLERK'S REPORT

PR 137. **Councillor Anne Barker requested that the Clerk contact West Sussex County Council to enquire as to the strategy for providing school places.** It was also felt that there was a desperate need for special schools.

Councillor Glen Hewlett advised councillors that the next potential meeting of the Planning Committee will take place on 23rd May but that a number of applications require comments prior to this date and an executive decision has been made on these, including one objection.

MC 252. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 11TH APRIL 2023.

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

MC 253. MATTERS ARISING/CLERK'S REPORT

F 137. Councillor Anne Barker enquired about the Warm Hub and whether this initiative would continue or resume due to the social benefits that had been afforded to residents.

Councillor Matthew Copeland advised that this would be reviewed in the autumn by the Finance and Administration Committee.

MC 254. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 18TH APRIL 2023.

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

MC 255. MATTERS ARISING/CLERK'S REPORT.

A 137. Coronation tree now planted at Grassmere Parade and plaque ordered.

A 137. Councillor Grundy enquired whether any consideration had been given to periodically holding a meeting in the village and it was agreed that this would be considered by the new councillors.

The parish council, having provided the coronation bench at Pennyfields will be joining children from Bishop Tufnell School on Friday 5th May at 1.30pm as the bench is officially unveiled.

MC 256. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS COMMITTEE DATED 18TH APRIL 2023.

The minutes were APPROVED by the members present of the Projects Committee.

MC 257. MATTERS ARISING/CLERK'S REPORT

PR 122. Regarding the First Aid initiative, Councillor Dave Smart was asked how people would be contacted to attend. Councillor Smart advised that initially the various groups and organisations in Felpham have been contacted and asked for nominees and then hopefully, as the scheme continues, it could be opened up more widely.

Councillor Gloria Moss was pleased to report that the Felpham Emergency Resilience Group have been recognised for their outstanding work in the community and have been invited to speak at a National Resilience Event.

PR 124. Councillor Kevin Watson requested that the minutes be amended to add 'from a member of the public in the public gallery'.

MC 258. CHAIRMAN'S ANNUAL REPORT 2022/23

This report had previously been circulated to all councillors.

Councillor Matthew Copeland commented that the report was excellent in many ways, extremely professional and a very important method of communicating to residents the work carried out by Felpham Parish Council and an accurate record of the council's achievements.

Councillors agreed that the council needed to further publicise their work and that details of initiatives such as the solar panels, which have far exceeded expectation, should be shared more widely.

Councillors agreed that an agenda item of 'New This Week' be added to each committee and then shared to the website.

Councillor Ros Kissell reported that she had received many positive comments from residents regarding the reduction in precept in council tax bills by Felpham Parish Council.

Councillor Glen Hewlett thanked Councillor Dave Smart on behalf of all councillors for his time and effort in producing the report.

MC 259. DEFIBRILLATOR MAINTENANCE CONTRACT

Councillor Dave Smart advised councillors that the defibrillator maintenance contract was due for renewal and that this would be the same contract at the same cost as previously. The contract covers the existing defibrillators along with capacity for the last unit that has yet to be placed.

Councillors offered suggestions for the placing of the final unit including at the Hurstwood Estate. Councillor Glen Hewlett reiterated the importance of obtaining maintenance contracts when units are purchased.

Councillor Anne Barker proposed that the Defibrillator Maintenance Contract be signed by Councillor Dave Smart on behalf of Felpham Parish Council. This was seconded by Councillor Bob Budd and unanimously agreed.

MC 260. ELECTIONS TIMETABLE

Councillor Dave Smart reminded councillors of the important dates associated with the forthcoming election:

4th May – Poling day

5th May – Count and results.

9th May - Existing councillors stand down.

16th May – Declarations of Acceptance of Office must be signed prior to the first meeting by all councillors. Failure to do so will result in the councillor losing their seat and a casual vacancy being created.

18.30 Annual Parish Council Meeting.

19.30 Parish Electors meeting. This is a public meeting for Felpham residents chaired by the Chair of Felpham Parish Council where the public can ask questions.

16th May 10am – 3pm: Training Day for new councillors to include Standing Orders, Code of Conduct, GDPR, IT Security, Financial Regulations and Committee Remits

23rd May: Planning & Neighbourhood Plan committee meeting at 18.15 followed by Finance and Administration committee at 19.15.

30th May: Allotments and Open Spaces committee meeting followed by Projects and Resilience committee at 19.15.

Declarations of Interests and Declarations of Election Expenses must be returned to the Monitoring Officer/Elections Officer within 28 days.

MC 261. MATTERS OF URGENT PUBLIC IMPORTANCE:

Councillor Dave Smart offered his thanks to all councillors for their hard work and commitment over the last four years. He thanked councillors for the trust they had placed in him and that he was proud of what we had collectively achieved. Commenting on the fact that a parish councillor is a voluntary role he recognised that in addition to attending the committee meetings councillors put in many extra hours in ensuring they performed their roles to the best of their abilities and that this demonstrated their huge commitment to the role and its responsibilities.

Councillors offered thanks to Councillor Dave Smart who they felt is a respected Chair and thanked him for all he has done and commented that the council would not have achieved what it has, without his leadership.

Councillors offered thanks to the Clerk, RFO and Community Hall Assistant for their support. Through hard work and commitment, they had all achieved the recognised accreditation and certification in the requirements of a Proper Officer and Parish Council team. These qualifications are essential in ensuring the council operates legally, efficiently and in compliance with not only our own but also the national standards and procedures which exist within a parish council environment. They are invaluable in their role and without their support the council would not function as effectively as it does.

MC 262. BUSINESS AT THE CHAIRMAN'S DISCRETION:

None

Date of Next Meetings:

Annual Parish Council Meeting Tuesday 16th May 2023 at 18.30 hrs.

Main Council Tuesday 6th June 18.15 hrs.

The Chairman closed the meeting at 19.45 hrs

Approved.....Chairman

Date