

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 6TH JUNE 2023.**

PRESENT: Councillors: Emma Aylward, Steve Baker, Antony Bassett, Bob Budd, Emma Carrick, Kirsty Halls, Tom Harty, Martin Harvey, Glen Hewlett, Russ Marsden-Sear, Graham Page, Jane Parker, Rick Parker, Jules Verhulpen

District Councillors: Gill Madeley, Elaine Stainton

County Councillor: Jaine Wild

Councillor Russ Marsden-Sear opened the meeting with a minute's silence to mark the anniversary of D Day.

Councillor Russ Marsden-Sear welcomed everyone to the meeting and stated how proud councillors are to be elected by and to represent Felpham residents.

MC 1. APOLOGIES FOR ABSENCE:

Councillors: Jacki Burton, Pat Young

ABSENCE WITHOUT APOLOGIES:

None

MC 2. DECLARATIONS OF INTEREST:

To receive the statement of Councillor Jane Parker:

I Councillor Jane Parker, I would like to clarify, the rumour circulating around St Michael's Allotments, that I am suing Felpham Parish Council, this is totally untrue!

I did bring a misconduct case against one of the previous councillors, which has been concluded, all finished now, over and done with.

As a past tenant, I am still the legal owner of the stables and feed sheds on St Michael's Island. It is my wish as a new Councillor to donate these holdings to the Parish, for the benefit of any future horse owners.

Thank you.

Councillor Russ Marden-Sear accepted the gift of the stables on behalf of Felpham Parish Council, and these will now be added to the asset register.

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 3. QUESTION TIME:

There were eight members of the public present in the public gallery.

Questions had been sent in advance by a member of the public who had sent apologies, and these will be responded to in writing.

MC 4. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

No reports.

MC 5. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 16TH MAY 2023

The minutes were APPROVED as a true and accurate record.

MC 6. CLERK'S REPORT:

No report.

MC 7. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

Councillor Russ Marsden-Sear advised councillors that congratulations on elections had been received from the Clerk at Yapton.

MC 8. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

- (i) **District Councillor Joan English** (Felpham East) – no report this month.
- (ii) **District Councillor Tom Harty** (Felpham East) – no updates to report.
- (iii) **District Councillor Gill Madeley** (Felpham West) – no updates to report
- (iv) **District Councillor Elaine Stainton** (Felpham West) – no updates to report
- (v) **County Councillor Jaine Wild** submitted the following report:
 - West Sussex County Council have provided training on response to major incidents where Felpham were mentioned as remarkable group in resilience.
 - Community Highways Schemes – TRO applications take approximately 6 to 9 months and cannot cost more than £3000.00 to implement.
 - A contract has been awarded for a new low carbon 500 bus service for Barnham, Yapton and Fontwell.
 - The Worms Wood TRO application is progressing and has been supported by Arun District Council.
 - Several concerns were raised by residents regarding Stanhorn Grove where cement blocks were moved in order for contractors to obtain soil samples. Councillor Glen Hewlett advised councillors that application FP/77/23/PL will be considered next week by the Planning Committee, but that site security is the responsibility of the contractor.
 - Bus stop improvements are due to be made on Felpham Way.

- Traffic at Downview School has been raised as an ongoing and growing concern. A meeting will be arranged with West Sussex Highways once Southern Water have finished works.
- WSCC are placing defibrillators in all schools in West Sussex.

Councillor Russ Marsden-Sear requested on behalf of Felpham Residents that that County Councillor Jaine Wild obtain a report from West Sussex County Council on potholes with a list of progress of works showing order and priorities of repair in Felpham.

MC 9. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 23RD MAY 2023 AND RATIFY THE ELECTION OF THE CHAIR/VICE CHAIR OF THE COMMITTEE.

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

Councillor Bob Budd proposed that councillors ratify the decision of the committee to elect Councillor Glen Hewlett as Chair of the Planning, Licencing and Neighbourhood Plan Committee. This was seconded by Councillor Graham Page and unanimously agreed by members of the Planning, Licencing and Neighbourhood Plan Committee.

Councillor Glen Hewlett proposed that councillors ratify the decision of the committee to elect Councillor Graham Page as Vice Chair of the Planning, Licencing and Neighbourhood Plan Committee. This was seconded by Councillor Rick Parker and unanimously agreed by members of the Planning, Licencing and Neighbourhood Plan Committee.

MC 10. CLERK'S REPORT

No report.

MC 11. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 23RD MAY 2023 AND RATIFY THE ELECTION OF THE CHAIR/VICE CHAIR OF THE COMMITTEE.

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

Councillor Bob Budd proposed that councillors ratify the decision of the committee to elect Councillor Steve Baker as Chair of the Finance Committee. This was seconded by Councillor Glen Hewlett and unanimously agreed by members of the Finance Committee.

Councillor Jane Parker proposed that councillors ratify the decision of the committee to elect Councillor Jacki Burton as Vice Chair of the Finance Committee. This was seconded by Councillor Steve Baker and unanimously agreed by members of the Finance Committee.

MC 12. CLERK'S REPORT

No report.

MC 13. NOMINATION AND ELECTION OF THE CHAIR/VICE CHAIR OF THE ALLOTMENTS AND OPEN SPACES COMMITTEE BY COMMITTEE MEMBERS.

Councillor Graham Page nominated Councillor Jane Parker as Chair of the Allotments and Open Spaces Committee. This was seconded by Councillor Emma Carrick and unanimously agreed by members of the Allotments and Open Spaces Committee.

Councillor Jane Parker nominated Councillor Kirsty Halls as Vice Chair of the Committee. This was seconded by Councillor Emma Carrick and unanimously agreed by members of the Allotments and Open Spaces Committee.

MC 15. NOMINATION AND ELECTION OF THE CHAIR/VICE CHAIR OF THE PROJECTS COMMITTEE BY COMMITTEE MEMBERS.

Councillor Kirsty Halls nominated Councillor Russ Marsden-Sear as Chair of the Projects Committee. This was seconded by Councillor Tom Harty and unanimously agreed by members of the Projects Committee.

Councillor Russ Marsden-Sear nominated Councillor Kirsty Halls as Vice Chair of the Projects Committee. This was seconded by Councillor Rick Parker and unanimously agreed by members of the Projects Committee.

MC 16. ANNUAL AUDIT REPORT AND AGAR (Annual Governance and Accountability Return)

The RFO outlined the process of auditing and returns. The internal report was carried out on 15th May and will now be sent to the external auditor and independently audited. Councillor Glen Hewlett offered his thanks to the RFO and Clerk for obtaining a good report.

Councillor Glen Hewlett proposed that councillors accept and approve the Annual Audit Report and AGAR. This was seconded by Councillor Bob Budd and unanimously agreed.

MC 17. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT SECTION 1

Councillor Rick Parker proposed that councillors approve the Annual Governance Statement Section 1. This was seconded by Councillor Bob Budd and unanimously agreed.

MC 18. TO APPROVE THE ACCOUNTING STATEMENTS 2022/23 SECTION 2

Councillor Bob Budd proposed that councillors approve the Annual Governance Statement Section 2. This was seconded by Councillor Jane Parker and unanimously agreed.

MC 19. TO APPROVE NEW BANK SIGNATORIES FOR ALL FELPHAM PARISH COUNCIL BANK ACCOUNTS AS LISTED ON THE SIGNATORIES MANDATE.

Councillor Jules Verhulpen proposed that councillors approve new bank signatories for all Felpham Parish Council bank accounts as listed on the signatories mandate. This was seconded by Councillor Emma Aylward and unanimously agreed.

MC 20. BI-MONTHLY COMMUNITY ENGAGEMENT/COUNCILLOR CLINICS

Councillor Steve Baker suggested that bi-monthly community engagement/councillor clinics would assist councillors in representing and engaging with residents. These could be rotated between venues with a rota of councillor volunteers.

Councillors agreed that this would be a welcome initiative and Councillor Russ Marsden-Sear suggested that to gauge interest and attendance, it may be that quarterly meetings in the first instance may prove more successful. These could be held twice at the Felpham Post Office Pop Up Shop, once at the Community Hall and once at St. Mary's Centre/Memorial Hall.

Councillors unanimously agreed to quarterly engagement/councillor clinics which will now be organised and advertised to Felpham residents.

Suggestions were received from the public gallery for potential methods of advertising.

MC 21. PROPOSED CHANGE TO MONTHLY MEETING DATES – FINANCE AND MAIN COUNCIL FIRST TUESDAY OF MONTH, PLANNING, ALLOTMENTS AND PROJECTS SECOND TUESDAY OF MONTH COMMENCING JULY.

Councillor Steve Baker proposed that councillors approve the change to monthly meeting dates commencing September 2023. This was seconded by Councillor Graham Page and agreed by the majority of councillors with two abstentions.

MC 22. TO APPROVE A RECESS FOR FELPHAM PARISH COUNCIL MEETINGS DURING AUGUST.

Except for a Fun on the Prom Working Party meeting and a 'Planning the Way Forward' Working Party meeting, Councillor Russ Marsden-Sear proposed that councillors approve a recess for Felpham Parish Council meetings during August with the office operating a reduced staffing level. This was seconded by Councillor Jane Parker and unanimously agreed.

The Planning Committee will determine planning applications using executive powers.

MC 23. TO APPROVE FUNDING FROM GENERAL RESERVES/CIL PAYMENT OF UP TO £10,000.00 TO ENHANCE THE KGV PLAYGROUND FACILITIES IN A PARTNERSHIP PROJECT WITH ARUN DISTRICT COUNCIL.

Councillor Russ Marsden-Sear outlined details of the proposed partnership project with Arun District Council to enhance the KGV playground facilities.

Councillor Steve Baker proposed that councillors approve funding (to be taken from General Reserves forming Earmarked Reserves along with CIL payment) of up to £10,000.00 to enhance the KGV Playground facilities in a partnership project with Arun District Council. This is on the basis that Felpham Parish Council have input into the design brief and that part of the contribution be used for a specific piece of equipment. This was seconded by Councillor Bob Budd and agreed by the majority of councillors with one abstention.

Councillor Russ Marsden-Sear proposed that Councillor Kirsty Halls be the Felpham Parish Council representative for this initiative. This was seconded by Councillor Antony Bassett and unanimously agreed.

District Councillor Elaine Stainton expressed concerns regarding the lack of public parking at King George V Recreation ground.

M 24. MATTERS OF URGENT PUBLIC IMPORTANCE:

Councillor Russ Marsden-Sear advised councillors that he had recently visited the Felpham Sea Cadets and that their building was in a poor state of repair and in need of refurbishment. As a Felpham group providing discipline activities for Felpham youth, they have been encouraged to submit an extraordinary grant request. Councillor Russ Marsden-Sear and Councillor Rick Parker will be attending the Sea Cadets Divisions Day.

Councillors also hope that the Sea Cadets will be able to attend Fun on the Prom and run a stall.

MC 25. BUSINESS AT THE CHAIRMAN'S DISCRETION:

Councillor Russ Marsden-Sear requested that the lists in noticeboards and website be updated to reflect the new councillors. The Clerk asked that councillors contact the office to confirm contact details that they wish to have displayed.

Date of Next Meetings: Tuesday 4th July 18.15 hrs.

The Chairman closed the meeting at 19.40 hrs

Approved.....Chairman

Date