

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF  
FELPHAM PARISH COUNCIL 5<sup>TH</sup> SEPTEMBER 2023.**

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

District Councillor Gill Madeley, Elaine Stainton  
County Councillor: Jaine Wild  
Maureen Chaffe (DPO)

**MC 47. APOLOGIES FOR ABSENCE:**

Councillors: Emma Carrick, Tom Harty, Pat Young

**ABSENCE WITHOUT APOLOGIES:**

None

**MC 48. DECLARATIONS OF INTEREST:**

None

**MC 49. QUESTION TIME:**

None

**MC 50. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON  
OUTSIDE BODIES:**

None

**MC 51. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF  
THE ANNUAL PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup> JULY 2023**

The minutes were APPROVED as a true and accurate record.

**MC 52. CLERK'S REPORT:**

None

**MC 53. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:**

The Clerk outlined correspondence from residents:

1. Reports of general anti-social behaviour and more specifically two reports from residents regarding underage drinkers behind the beach huts at Culver Road.

- This was reported to the Inspector at Bognor Regis Police Station Neighbourhood Police Team who have asked their officers to patrol when in the area and passed the matter to the PCSOs in addition to this.
2. Two questions that have been directed to the Environment Agency who have a 40 working day anticipated response time:
    - One regarding the Felpham Pumping Station. In December 2022, Felpham Parish Council were informed that the pumping station was nearing the end of its design life, but further enquiries revealed no plans to upgrade this. An email requesting an update has now been sent.
    - A resident requested details of how the Environment Agency inform holiday makers of the pollution advice on beaches as although this is shown online, it was felt that this was not adequate to warn tourists of dangers.
  3. A resident has queried who owns the promenade east of the metal barrier and who owns the metal gate to the right of the Eastern Greensward. Arun District Council have confirmed that the gate is not owned or controlled by them and that the prom from this point is private property. Enquiries have been made with the Foreshore Officer.
  4. A resident wanted to make councillors aware of the recent attacks on cats by residents letting two lurchers run off lead in the Golf Club area. The Arun Dog Warden told residents to report the matter to the police, the police allegedly refused to get involved and the RSPCA is now investigating the owner.

#### **MC 54. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

- (i) **District Councillor Joan English** (Felpham East) – not present at meeting - no report this month.
- (ii) **District Councillor Tom Harty** (Felpham East) – not present at meeting - no report this month. .
- (iii) **District Councillor Gill Madeley** (Felpham West) –

District Councillor Gill Madeley advised that she will be attending the upcoming Environment Committee at Arun District Council and will enquire as to the status of the s106 funds allocated to Felpham.

Councillor Gill Madely confirmed that she will follow up requests for Arun District Council to clear the land alongside the Sea Cadets fence.

- (iv) **District Councillor Elaine Stainton** (Felpham West) –

District Councillor Elaine Stainton advised that she had been working on ramp access in Bognor Regis for jet skis.

- (v) **County Councillor Jaine Wild** submitted the following report:

- West Sussex County will continue to use glyphosate until 2025.
- All traffic signals are to be replaced with halogen bulbs.
- There are two new campaigns to stop fly tipping and disposable vapes.
- A review of the repairs to potholes had been requested but the motion was not carried. There is a cost of £83.00 per pothole.
- A new TPO to a tree on footpath FP 153 and it is hoped that additional TPOs can be secured for trees on the golf course.

- The possibility of a voluntary one-way system is being explored to alleviate parking issues at Downview School. Cut outs that sat on top of bollards to deter parking had proved successful in other areas.
- Problems with parking in Vicarage Lane were being discussed with a resident.  
**Clerk to investigate Grassmere Car Park rules with Arun District Council Car Parks.**
- A meeting is planned with the Environment Agency and Southern Water regarding pollution and sewage.

**MC 55. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 11<sup>TH</sup> JULY 2023.**

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

**MC 56. CLERK'S REPORT**

None

**MC 57. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 11<sup>TH</sup> JULY 2023.**

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

**MC 58. CLERK'S REPORT**

None

**MC 59. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS AND OPEN SPACES COMMITTEE DATED 18<sup>TH</sup> JULY 2023.**

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

**MC 60. CLERK'S REPORT**

None

**MC 61. FUN ON THE PROM DEBRIEF**

Councillors discussed Fun on the Prom which was generally felt to be an amazing success. Councillors who volunteered were thanked for their hard work and Councillor Bob Budd and Councillor Rick Parker were thanked for their assistance with equipment. Councillor Bob Budd expressed his thanks to the Sailing Club who were helpful when there was a fault with the generator. Councillors wished to thank all volunteers and the office staff for their work. Councillor Russ Marsden-Sear advised that a proposed date for 31<sup>st</sup> August 2024 would be considered by the Projects Committee.

As a community event, Councillor Steve Baker enquired as to why a charge was made for use of the Felpham Memorial Hall car park and a donation given to the Sailing Club. Councillor Russ Marsden-Sear advised that the charge for the Memorial Hall was a reduction of the usual rates and Councillor Bob Budd explained that a refund was given for the generator that covered the donation for electricity used at the Sailing Club.

District Councillor Elaine Stainton expressed an opinion that it was a fantastic day with all ages catered for.

Councillor Steve Baker wished to thank previous Councillor Dave Smart for recommending a laser show which proved to be a great success.

#### **MC 62. PARISH SURGERY FEEDBACK**

Councillor Russ Marsden-Sear offered his thanks to the councillors who volunteered to assist with a well-attended surgery. It was felt that the majority of comments were concerned with speed through the village.

#### **MC 63. DEMOGRAPHY OF FELPHAM**

Councillor Russ Marsden-Sear shared details of the 2021 census with councillors.

Headlines:

Felpham numbers 2001 – 9,611, 2011 - 9746, 2021- 12,162

29% of Felpham residents are aged over 65

0-17 yrs – 2400 residents.

#### **MC 64. TO FORMALLY ADOPT THE RESILIENCE WORKING PARTY AND APPROVE RENAMING OF THE PROJECTS AND RESILIENCE COMMITTEE.**

**Councillor Glen Hewlett proposed that Felpham Parish Council formally adopt the Resilience Working Party which will be incorporated into the Finance Committee remit. This was seconded by Councillor Bob Budd and unanimously agreed.**

**Councillor Steve Baker proposed that the Projects and Resilience Committee be renamed as the Projects and Community Involvement Committee. This was seconded by Councillor Martin Harvey and unanimously agreed.**

**Clerk to prepare revised committee remits for next Main Council meeting.**

#### **MC 65. BUDGET SETTING PROCESSES**

The RFO explained the annual budget setting process which forms a legal document to request a precept. Any increase/decrease has to be accounted for. In December, committees approve their budgets, and this is approved and ratified by Main Council in January.

This will form an agenda item for forthcoming meetings.

The Felpham Parish Council internal audit is scheduled to take place in October.

**MC 66. GRANT PROCESSES**

Councillors Russ Marsden-Sear proposed a new Working Party named Community Gift Award which will be made up of councillors who do not wish to take their allowances but gift them to the community.

The RFO explained that the allowance remains public funds with committee recommendations being passed to Main Council for ratification.

The majority of councillors APPROVED the formation of the committee.

**MC 67. MATTERS OF URGENT PUBLIC IMPORTANCE:**

Maureen Chaffe (DPO) recommended to councillors that they have a Communications Plan so that the good work being achieved by the council can be relayed to residents.

**Clerk to add Publicity item to all committee agendas.**

It was clarified that the Felpham Parish Council Facebook page would respond to comments with a message stating that the mailbox is not manned but that questions should be directed to the Clerk. This procedure is often used for Facebook accounts and ensures that no queries are missed. This will form one of many communication methods to reach residents.

Councillors were reminded of their duties under the Code of Conduct and the importance of civility and respect during meetings.

**MC 68. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

None

**Date of Next Meeting:** Tuesday 3<sup>rd</sup> October 19:00 hrs.

The Chairman closed the meeting at 20.45 hrs

Approved.....Chairman

Date .....