

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 5TH MARCH 2024**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 6TH FEBRUARY 2024 AT 5.30 PM.**

PRESENT:

Chair: Councillor Steve Baker

Councillors: Bob Budd, Glen Hewlett, Jane Parker, Pat Young

Ex Officio Councillors: Russ Marsden-Sear, Rick Parker

F 92. APOLOGIES FOR ABSENCE:

Councillor Jacki Burton

F 93. DECLARATIONS OF INTEREST:

None

F 94. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 95. RFO/CLERK'S REPORT:

The RFO confirmed that as per the previous committee agreement CiL monies held by Felpham Parish Council will be allocated to the KGV Playground development to form part of the agreed £10,000 donation.

The Clerk outlined a planned meeting between residents of Limmer Lane and West Sussex Highways to understand the refusal of a recent Community Highways Application made by Felpham Parish Council on behalf of residents.

F 96. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 97. COMMUNITY HALL REPORTS:

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

Councillor Glen Hewlett commented that income for January was ahead of budget and higher than previous years.

F 98. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JANUARY 2024:

These were circulated 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 January 2024.

It was RESOLVED that the accounts as presented, be approved as a true and accurate record and that bank balances were agreed against reconciliation and to recommend to Main Council the expenditure as shown on the report.

F 99. FELPHAM CAR PARKS

Councillor Glen Hewlett reported on the recent discussions between representatives from Arun District Council (ADC) Car Parks and Felpham Parish Council councillors. The notes of these meetings had been circulated to all councillors. In October 2022, Arun District Council's Environment Committee proposed the installation of car park machines with charging in Felpham's free car parks. Councillor Glen Hewlett attended this meeting to raise concerns, but the initiative did not progress due to the lack of a business case. At this time, the Chair of the Arun District Council Environment Committee recommended that this return to the committee with consideration of a potential increase from Felpham Parish Council in their donation to keep parking free. ADC officers recently returned to the ADC Environment Committee and put forward a proposal for machines to be placed in car parks with free car parking for a designated period as long as the free ticket was displayed in the vehicle. A no return period would also be introduced to combat abuse of parking that had become an issue. The ADC Environment Committee agreed the initiative and machines will be installed to gather data for six months from 1st April:

Links Avenue:

- Enforcement will be carried out 7 days a week.
- Enforcement will be between 8am-6pm, in line with other ADC car parks. This will ensure that residents are able to park overnight, and impact of the changes are kept to a minimum.
- The free parking period is proposed to be 2 hours. This will ensure that visitors to the area are able to make use of the local shops and amenities, whilst ensuring a good turnover of vehicles in the car park.
- The no return period is proposed to be 6 hours. The aim of the higher no return period is to discourage long stayers from leaving vehicles in the car park all day or returning a short time later. This is key given the size of Links Avenue car park (32 unmarked spaces).

Grassmere:

- Enforcement will be carried out 7 days a week.
- Enforcement will be between 8am-6pm, in line with other ADC car parks. This will ensure that residents are able to park overnight, and impact of the changes are kept to a minimum.

- The free parking period is proposed to be 8 hours. This is due to the Community Centre, church and nursery located in the vicinity of the car park.
- The no return period is proposed to be 2 hours.

As Felpham Parish Council felt that 8 hours was in excess of what was needed and would not combat abuse of the parking from students or stop people from outside of Felpham parking all day, it was agreed that Felpham Parish Council's contribution to keep the car parks free will not increase at this time.

The cost to Arun District Council to run Grassmere Car Park is £65487 per year. The cost to run Links Avenue Car Park is £20411 per year.

F 100. REPLACEMENT OF GRIT BIN, SUMMERLEY POST OFFICE

Councillor Glen Hewlett proposed that the Summerly Post Office grit bin be replaced with a 200-litre bin at a cost of £118.95 + VAT. Installation and disposal prices range between £70.00 and £115.00 + VAT (plus disposal). This was seconded by Councillor Russ Marsden-Sear and agreed with 1 abstention.

F 101. TO AGREE DONATION OF UNUSED COUNCILLOR ALLOWANCES

Councillor Russ Marsden-Sear proposed that the unused allowances of Councillors Emma Aylward, Russ Marsden-Sear, Jules Verhulpen and Pat Young amounting to £577.00, be donated to Sussex SAR to assist with their purchase of a thermal drone to locate lost animals. This was seconded by Councillor Pat Young and unanimously agreed.

F 102. PROVISION OF NEW DOORWAY BETWEEN CONFERENCE ROOM AND ROOM 1 AND POTENTIAL ROOM DIVIDER TO CONFERENCE ROOM

The RFO outlined plans for the creation of a new fire rated doorway at the Community Hall in the Conference Room to assist with movement of children in the hall during busy periods.

Councillor Glen Hewlett proposed that the committee accept the works quotation of £1615.00 to come from earmarked funds. This was seconded by Councillor Bob Budd and unanimously agreed.

F 103. FELPHAM EMERGENCY RESILIENCE GROUP (FERG) UPDATES

Dave Smart, Joint Lead of FERG, provided the following update to the committee:

SUMMARY OF FELPHAM EMERGENCY RESILIENCE RELAUNCH MEETING

TUESDAY 23RD JANUARY 2024.

The meeting was open to new and existing volunteers. Although referred to as a "Relaunch" this meeting was really about reinvigorating the existing group and also encouraging new members to join us.

FERG has operated throughout the COVID pandemic, and even today continues to support many local residents, who are in desperate need of help and support.

Having focused on our COVID response for well over 3 years and recognising the restrictions on our ability to meet and carry out group training and development, we took the opportunity re-evaluate our whole operation. This included updating all of our training material, putting into place a stronger more resilient structure and attracting more volunteers.

This last action culminated in the meeting held on the 23th January.

I am pleased to report that some 35 people attended, the majority of which were new volunteers. We also received approximately 20 apologies from both existing FERG members and new who were unable to attend but wish to remain and/or be part of FERG. This was a fabulous response. We plan to continue to put the word out about our group and hopefully our numbers will continue to grow.

Part of the meeting outlined the new structure and we asked for people to come forward to fill several key roles within this new organisation. Again, it is pleasing to report that a number of people came forward and we have already set in motion the first training session specifically aimed at these positions. (20th February)

These positions are critical to our effective response to an incident and include gold, silver controllers and also lead contact positions.

In addition to this, we also sought volunteers for the working group. We had an overwhelming response.

With the agreement of the Chair, I would like to seek his approval to convene our first working group meeting on Tuesday 27th February at 18.00 here in this room.

Overall, It was a fantastic response both in terms of the numbers attending but also the willingness for people to put themselves forward for these key positions.

Our plan is to initially start training each third Tuesday of the month, with the first session already mentioned in this report. We will include sessions on First Aid, Radio Procedures, and plan to invite external experts and agencies to supplement our own training.

F 104. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

None.

The meeting closed at 6.07pm.

DATE OF NEXT MEETING: Tuesday 5th March 2024 at 5.30 pm

Approved.....

Date.....