

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF  
FELPHAM PARISH COUNCIL 4<sup>TH</sup> NOVEMBER 2025**

**PRESENT:**

Chair: Councillor Russ Marsden-Sear  
Vice Chair: Councillor Pat Young  
Councillors: Bob Budd, Kirsty Halls, Tom Harty, Gloria Moss, Graham Page, Jane Parker, Rick Parker, Russ Parkinson, Dave Smart  
County Councillor Jaine Wild

**MC 98. APOLOGIES FOR ABSENCE:**

Emma Aylward, Antony Bassett, Glen Hewlett, Jules Verhulpen

**MC 99. DECLARATIONS OF INTEREST:**

None

**MC 100. QUESTION TIME:**

There were four members of the public present.

**MC 101. REPORTS FROM MEMBERS ON OUTSIDE BODIES:**

Councillor Bob Budd reported on the recent ADC Rivers Trust meeting.  
Councillor Russ Marsden-Sear thanked the Felpham Village Memorial Hall team for their assistance with Freaky Felpham and offer of free of charge set up time for the recent Freaky Felpham event. Councillor Bob Budd commented on the diligence and hard work shown by the team running the Felpham Village Memorial Hall.

**MC 102. CHAIRMAN'S REPORT AND COUNCIL ACTIVITY UPDATE**

Councillor Russ Marsden-Sear reported that Freaky Felpham was a tremendous success with an estimated attendance of approximately 500 including MP Alison Griffiths.

Councillor Russ Marsden-Sear advised councillors of the planned attendance of the Chair/Vice Chair at the upcoming Bognor Regis Remembrance Service. Councillors Tom Harty, Graham Page and Gloria Moss to lay wreaths at St. Mary's Church and memorial plaque.

Councillors updated the public on their work this month. Councillor Rick Parker commented on 'sensitive work' carried out with Councillor Jane Parker affecting the Parish Council but did not disclose the nature of this to councillors at this time or confirm that committee authority had been obtained for this work. No further updates were provided to the assertions made last month by Councillor Jane Parker that information would be revealed affecting councillors/staff within 7 days.

**MC 103. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 7<sup>TH</sup> OCTOBER 2025 AND REVISIONS OF PREVIOUSLY APPROVED MINUTES.**

The minutes of the Main Council Meeting and revision to the previously approved minutes of 9<sup>th</sup> September were approved and ratified.

**MC 104. CLERK'S REPORT**

The Clerk advised that all supporting evidence for the Asset of Community Value Application had now been made available to Arun District Council.  
A dog waste bin had been requested near The Loop by SEMco. ADC have advised that supply, installation and collection costs would be chargeable.

**MC 105. GENERAL CORRESPONDENCE**

An invitation had been received from the Southern Water Bathing Water Partnership Manager advising of the establishment of a community Bathing Water Group covering Pagham, Bognor Aldwick, Bognor East, Felpham, Littlehampton, and Middleton-on-Sea. The group's purpose is to provide regular updates on bathing water quality, ongoing improvement projects, and offer a platform for community feedback and questions. **Clerk to accept invitation**

**MC 106. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

- (i) **District Councillor Joan English** (Felpham East) – Not present at meeting and no reports received.
- (ii) **District Councillor Tom Harty** (Felpham East) – Councillor Tom Harty updated councillors on Devolution and upcoming ADC Local Government reorganisation meetings.
- (iii) **District Councillor Gill Madeley** (Felpham West) - Not present at meeting and no reports received.
- (iv) **District Councillor Elaine Stainton** (Felpham West) - Not present at meeting and no reports received.
- (v) **County Councillor Jaine Wild** submitted the following report:
  - Arun Locality Meeting – Worthing has the second highest crime rate in West Sussex.
  - 12 locations across West Sussex are available for registering birth/death – this will be moving to telephone registrations shortly.
  - All new babies born in West Sussex will now receive a bespoke library card.
  - There 51000 active blue badges in West Sussex with many new applications. AI chat assistance is shortly to be launched for new applications.
  - 6320 library visits took place over the past year across West Sussex.
  - Arun has the highest population of over 65s in West Sussex.
  - Thanks were sent for the improvements to the footpath near Downview School which has received much public praise.
  - A problem with the drainage at Felpham Community College main entrance has been reported to Highways.

- WSCC resolved to write to the Police and Crime Commissioner regarding the unacceptable levels of crime across West Sussex with more action need to tackle this locally.
- The latest meeting of the Arun Flood Forum has taken place with parishes being invited on a rota basis.
- Contact has been made with the Arun District Council Tree Warden regarding the area behind Blake's Cottage.

**Councillors agreed an extension of 10 minutes to the meeting.**

**MC 107. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE DATED 7<sup>TH</sup> OCTOBER 2025.**

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

**MC 108. CLERK'S REPORT**

The Limmer Lane Speed Watch group has been actively checking speeding in the area with speeds of 38mph being recorded. The Clerk has requested repainting of roundels with WSCC and this has been added to the programme of works. A resident has requested a bus stop at Alfriston Close/Flansham Lane. Councillor Glen Hewlett conducted a site survey and WSCC Highways have been contacted to assess suitability in the area.

The new noticeboard opposite the Southdowns Pub is currently being manufactured.

WSCC has been advised of TROs supported by the Finance and Administration Committee.

**MC 109. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENCING AND NEIGHBOURHOOD PLAN COMMITTEE DATED 7<sup>TH</sup> OCTOBER 2025.**

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

**MC 110. CLERK'S REPORT**

None

**MC 111. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & COMMUNITY INVOLVEMENT COMMITTEE DATED 14<sup>TH</sup> OCTOBER 2025**

The minutes were APPROVED by the members present of the Projects and Community Involvement Committee as a true and accurate record.

**MC 112. CLERK'S REPORT**

A number of requests for memorial plaques have been made by Felpham residents. Agenda item to be added to the Projects Committee meeting for consideration.

**MC 113. TO AGREE TO RE-APPOINTMENT OF THE INTERNAL AUDITOR MULBERRY AND CO FOR 2026/27**

Councillor Dave Smart proposed that councillors ratify the decision of the Finance and Administration Committee to agree the re-appointment of the Internal Auditor, Mulberry & Co, for 2026/27. This was seconded by councillor Tom Harty and unanimously approved.

**MC 114. BUDGET SETTING**

The RFO advised that budgets are almost finalized for ratification in December with a projected 2.7% increase at this time.

**MC 115. TO AGREE PARISH OFFICE CHRISTMAS CLOSURE DATES**

Councillor Russ Maersden-Sear proposed that the Parish Office Christmas closure dates be agreed as Monday 22<sup>nd</sup> December to Friday 2<sup>nd</sup> January. This was seconded by Councillor Rick Parker and unanimously agreed.

**MC 116. MATTERS OF URGENT PUBLIC IMPORTANCE:**

None

**MC 117. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

Councillor Russ Marsden-Sear advised councillors that a complaint made regarding the Clerk by a councillor has been assessed as unfounded and without merit, with no case to answer.

**Date of Next Meeting:** Tuesday 9<sup>th</sup> December 2025 6.15pm

Approved.....Chairman

Date .....