

**MINUTES OF THE  
ANNUAL PARISH COUNCIL MEETING  
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM  
12<sup>th</sup> May 2026**

**PRESENT:** Councillors: Emma Aylward, Bob Budd, Kirsty Halls, Tom Harty, Glen Hewlett, Russ Marsden- Sear, Gloria Moss, Graham Page, Russ Parkinson, Dave Smart, Maggie Watling, Pat Young

**APC 1. ELECTION OF CHAIRMAN:**

One nomination had been received:

Councillor Russ Marsden-Sear was nominated by Councillor Dave Smart and seconded by Councillor Russ Parkinson.

There were no other nominations received at the meeting.

**Councillor Russ Marsden-Sear was unanimously elected as Chairman of Felpham Parish Council for the municipal year 2026/27.**

**APC 2. APOLOGIES FOR ABSENCE:**

Councillors: Antony Bassett, Jane Parker, Rick Parker, Jules Verhulpen

**APC 3. DECLARATIONS OF INTEREST:**

None

**APC 4. ELECTION OF VICE CHAIRMAN:**

One nomination had been received:

Councillor Pat Young was nominated by Councillor Emma Aylward and seconded by Councillor Jules Verhulpen.

There were no other nominations received at the meeting.

**Councillor Pat Young was unanimously elected as Vice-Chair of Felpham Parish Council for the municipal year 2026/27.**

**APC 5. TO RECEIVE CHAIRMAN'S REPORT**

This had been circulated to all councillors prior to the meeting and is available on the website.

**APC 6. ELECTION OF COMMITTEES:**

After discussion and votes, Councillors were elected to the following committees, with the Chairman and Vice-Chairman of the Council being ex-officio on all committees:

### **Allotments and Open Spaces:**

Councillors: Antony Bassett, Bob Budd, Kirsty Halls, Gloria Moss, Dave Smart, Maggie Wattling

**Councillor Kirsty Halls proposed that councillors accept the nominations for the Allotments and Open Spaces Committee. This was seconded by Councillor Bob Budd and unanimously agreed.**

**It was RESOLVED that these councillors form members of this Committee for 2026/27.**

### **Finance & Administration:**

Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls, Glen Hewlett, Gloria Moss, Jane Parker, Rick Parker, Russ Parkinson, Dave Smart, Jules Verhulpen, Maggie Wattling

**Councillor Glen Hewlett proposed that councillors accept the nominations for the Finance and Administration Committee. This was seconded by Councillor Bob Budd and unanimously agreed.**

**It was RESOLVED that these councillors form members of this Committee for 2026/27.**

### **Planning, Licensing & Neighbourhood Plan:**

Councillors: Antony Bassett, Bob Budd, Kirsty Halls, Tom Harty, Glen Hewlett, Gloria Moss, Graham Page, Russ Parkinson, Jane Parker, Rick Parker, Russ Parkinson, Dave Smart, Maggie Wattling

**Councillor Glen Hewlett proposed that councillors accept the nominations for the Planning, Licensing and Neighbourhood Plan Committee. This was seconded by Councillor Tom Harty and unanimously agreed.**

**It was RESOLVED that these councillors form members of this Committee for 2026/27.**

### **Projects & Community Involvement Committee Committee:**

Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls, Gloria Moss, Russ Parkinson, Dave Smart, Jules Verhulpen, Maggie Wattling

**Councillor Kirsty Halls proposed that councillors accept the nominations for the Projects and Community Involvement Committee. This was seconded by Councillor Maggie Wattling and unanimously agreed.**

**It was RESOLVED that these councillors form members of this Committee for 2026/27.**

### **Staffing Committee**

Councillors: Glen Hewlett, Dave Smart, Gloria Moss, Russ Parkinson

**Councillor Pat Young proposed that councillors accept the nominations for the Staffing Committee. This was seconded by Councillor Dave Smart and agreed by the majority of councillors with one abstention.**

**It was RESOLVED that these councillors form members of this Committee for 2026/27.**

### **APC 6. APPOINTMENTS TO OUTSIDE BODIES:**

The following Councillors were elected to the following outside bodies:

#### **Felpham Village Memorial Hall Trustee (Annual):**

Councillor Bob Budd was proposed by Councillor Tom Harty and seconded by Councillor Graham Page. No other nominations were received.

**On a majority vote, it was RESOLVED that Councillor Bob Budd be the Council representative on this group for 2026/27.**

#### **West Sussex ALC Ltd:**

Councillor Russ Marsden-Sear was proposed by Councillor Tom Harty as the representative of the Council; this was seconded by Councillor Gloria Moss.

**On a majority vote, Councillor Russ Marsden-Sear was duly elected as the Council's representative on WSALC for 2026/27.**

#### **Arun District Association of Local Councils:**

Councillor Russ Marsden-Sear was proposed by Councillor Glen Hewlett and seconded by Councillor Tom Harty. No other nominations were received.

**On a majority vote, Councillor Russ Marsden-Sear was duly elected as the Council's representative on ADALC for 2026/27**

### **APC 7. TO CONFIRM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 6<sup>TH</sup> MAY 2025**

**Councillor Glen Hewlett proposed that councillors approve the minutes of the Annual Parish Council Meeting of 6<sup>th</sup> May 2025. This was seconded by Councillor Tom Harty and unanimously agreed.**

**APC 8. TO APPROVE THE FOLLOWING POLICIES OF THE COUNCIL for 2026/27:**

As this was the start of a new municipal year for the Council, the meeting was requested to confirm, approve, and re-affirm the policies and procedures of the Council.

It was proposed by Councillor Maggie Watling, seconded by Councillor Bob Budd and on a majority vote, **RESOLVED** that the following policies and procedures be approved for the forthcoming municipal year 2026/27:

- **Model Standing Orders (2025 Update England)**
- **2021 Code of Conduct**
- **AI Policy**
- **Assertion 10 Felpham Parish Council**
- **Bereavement and Compassionate Leave Policy**
- **Blue Plaque Policy**
- **Broadcasting, Filming or Recording of Council Meetings Policy**
- **CCTV Policy for Felpham Community Hall**
- **Child and Vulnerable Persons Protection and Safeguarding Policy**
- **Complaints Procedure**
- **Co-option Policy and Procedure**
- **Councillor IT Security Policy**
- **Data Protection Policy**
- **Dignity at Work Policy**
- **Disciplinary Policy**
- **Equal Opportunities**
- **Flag Flying Policy**
- **NALC Model Financial Regulations 2025**
- **GDPR Data Audit**
- **Grant Awards Policy**
- **Grievance Procedure**
- **Health & Safety Policy**
- **Information Security Incident Policy**
- **Lone Working Policy**
- **Metal Detecting Policy**
- **Press and Media Policy**
- **Risk Management Plan.**
- **Social Media Policy**
- **Stress Policy**
- **Subject Access Request Response Policy**
- **Training and Development Policy**
- **Vexatious or Unreasonable Complaints Policy**
- **Adopted Remit Allotments and Open Spaces Committee**
- **Adopted Remit Finance and Administration Committee**
- **Adopted Remit Planning, Licensing and Neighbourhood Plan Committee**
- **Adopted Remit Projects and Community Involvement Committee**

**APC 8. TO APPROVE THE CONTINUED ADOPTION OF THE GENERAL POWER OF COMPETENCE:**

Continued adoption of the GPC was explained to all councillors. It was proposed by Councillor Tom Harty, seconded by Councillor Dave Smart and on a majority vote, **RESOLVED** that Felpham Parish Council re-adopt the Power of General Competence for this forthcoming year, subject to the Clerk to the Council having the requisite qualifications for the Council to be able to carry out these Powers.

The meeting closed at 18.20 p.m.

Approved..... Chairman Date.....



## **CHAIRMAN'S REPORT 2025/2026**

Over the past year it has been an absolute honour and privilege to have been the Chairman of such a forward-thinking council through its third year of the current administration.

We have increased public communication via social media and made the council more accessible and approachable throughout the process.

This year, I have continued to concentrate on expanding and building our reputation and relationships with our other local parishes, authorities and organisations. I believe this has enabled us to strengthen our bonds and increased partnership working.

### **Planning Committee – Chair Glen Hewlett, Vice Chair Graham Page**

Under the direction of Cllr Glen Hewlett, the planning committee has continued to scrutinise planning applications throughout the parish ensuring that any plans are in keeping with our beautiful village and not detrimental to the wonderful street scene we have.

Glen and Vice Chair Cllr Graham Page make a formidable team who have worked tirelessly to ensure that Felpham Parishioner's views are voiced at various meetings across the year. Changes to planning policies this coming year will mean their experience and knowledge will be invaluable.

### **Allotments and Open Spaces – Chair Bob Budd, Vice Chair Pat Young**

The A&OS committee have continued over the year to manage our wonderful allotments spaces within Felpham (St Michael's and FAGS). We have continued to improve security at St Michael's meaning that once again unauthorised access and crime have been drastically reduced.

This year sees the 50<sup>th</sup> Anniversary of FAGS (Felpham Allotments and Garden Society) and in conjunction with the FAGS committee FPC will be unveiling a commemorative plaque and bench.

The committee also oversaw the planting of new trees along residential verges in the parish.

### **Finance Committee – Chair Glen Hewlett, Vice Chair Gloria Moss**

Under the guidance of Cllr Hewlett, the Finance committee has continued to show due diligence and good practices when dealing with parishioner's precept. Glen has been able to make changes to various budgets to ensure that we continue to be financially responsible. The committee has made savings and cuts to some budgets this year without affecting delivery or quality of service. The previous installation of solar panels is now cutting bills by a substantial amount. We have managed to continue to make small grants to local charities and clubs to

ensure that they can continue to serve our wonderful community. The grants committee continue to meet quarterly meaning that grants are made throughout the year rather than annually giving those clubs and community projects access to funding sooner rather than later.

Nearly half of the councillors, including myself, still decline to take any councillor allowances. This means that we have been able to donate our allowances to good causes throughout Felpham including support for local clubs, a Christmas Day lunch for vulnerable people, Carers club, Animal rescue, and many more.

### **Projects and Community Involvement Committee – Chair Kirsty Halls, Vice Chair Emma Aylward**

This committee has worked tirelessly to bring events and projects to the residents of Felpham. The 'Fun on the Prom' event continues to be the biggest annual event in Felpham attracting residents and visitors to the area in the thousands. Unfortunately, due to bad weather and winds the event had to be cancelled before the evening entertainment. However, this year we have decided to move the event to King George V Park giving us a larger area so we increase what we can offer on the day. In addition to the live entertainment and stalls we also plan to have a vintage and classic car show and a steam railway. Once again in conjunction with public feedback and a 'greener' future we will continue to use laser displays rather than fireworks.

October once again saw our unique 'Freaky Felpham' event for the third year. The event has proved so popular that we have had to split the day into three separate sessions including a session for under 5s. Tickets were available to residents free of charge. A total of 500 tickets were collected within just 1 week. This year saw hundreds of people, adults and children, dress up and walk through our wonderful village celebrating Halloween. Children were asked to collect and solve clues on their route finally leading them to a wonderful, themed party at the end. Thanks to many volunteers and councillor involvement, this event remains a free event. The feedback again was humbling, and it now seems the wish of residents this is now cemented as an annual event in Felpham's calendar. Freaky Felpham will take place again this coming year to support families and children throughout the parish, creating a safe, fun, and free organised event.

This year also saw the co-option of 3 new councillors meaning that the council is at the full strength of 16.

A special mention must be made to our outstanding Clerk and RFO, Nicola Meaney and Doug Millen. Their dedication, support and knowledge is, without doubt, exceptional. I would like to quote from a recent audit which remarked "The processes and procedures together with own built-in controls are robust, strictly followed and in many respects a model of good practice."

Once again, thank you Felpham for being the most amazing, caring and thoughtful parish. A wonderful place to live.

It has been an honour to serve you for a third year.

Russ Marsden-Sear, Chairman of Felpham Parish Council