

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 6TH OCTOBER 2026**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 8TH SEPTEMBER 2026 AT 5.30 PM.**

PRESENT:

**Chair: Councillor Glen Hewlett,
Councillors: Gloria Moss, Russ Parkinson, Dave Smart**

Ex Officio Councillors: Russ Marsden-Sear, Pat Young

County Councillor David Darling

F 37. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls, Jane Parker, Rick Parker, Maggie Wattling

F 38. DECLARATIONS OF INTEREST:

None

F 39. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 40. CLERK'S REPORT:

The Clerk advised councillors of the email received from WSCC regarding road markings on the Blake's Mead Estate:

Thank you for your enquiry.

Our Highway Agreements Team who deal with adoption of new sections of highway network and ensuring the roads meet our desired standards and specifications have stated "all roads are adopted and have been implemented in accordance with the approved planning layout and Section 38 Agreements and road layouts would have followed guidance in Manual for Street."

Ultimately, West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport Traffic Signs Manual, which is a document followed by all Highway Authorities to provide

road signage and markings. This emphasises that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

We would suggest that any near misses or collisions at this location are reported to Sussex Police via Operation Crackdown (<https://operationcrackdown.org/>) to ensure that it can be logged and recorded in the correct way. We will continue to monitor the situation here and should the situation dictate, we will action accordingly by assessing the options available.

F 41. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 42. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

- Training for members will be reconvened this month.
- Members of FERG very helpfully assisted at Fun in the Park.
- There are plans to purchase more equipment.

F 43. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information.
The RFO reported that the Community Hall is projected to achieve the annual target.

F 44. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JULY/AUGUST 2026:

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 months of July/August 2026.

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 45. HIGHWAY SAFETY AND PARKING REVIEW REQUEST CANNING ROAD

An approach had been made by a resident requesting a highway safety and parking review in Canning Road following damage to property and inappropriate vehicle parking.

County Councillor David Darling confirmed that he had been in contact with the resident and that a comprehensive and helpful response had been sent by West Sussex County Council Traffic Engineers. A TRO would need to be submitted and supported by the residents of Canning Road for Felpham Parish Council to be able to consider supporting an application.

Clerk to email resident

F 46. FELPHAM WAY GAS MAIN REPLACEMENT SGN

Councillor Glen Hewlett advised councillors that gas main replacement work is planned to start on Felpham Way in January 2027. These works are part of the mandatory HSE driven iron mains replacement scheme and are essential to ensure a continuing safe and efficient gas supply to the area and avoid gas leaks in the future.

These works will require significant traffic management under temporary traffic lights and side road closures which are very likely to cause disruption for local road users and residents.

Clerk to obtain information for website.

F 47. NJC STAFF PAY AWARD 3.3%

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible. The committee noted this award.

F 48. TO CONSIDER AVANTGUARD SECURITY UNLOCKING OF COMMUNITY HALL CAR PARK/COMMUNITY HALL

Following problems with increased resident parking in the Community Hall Car Park and complaints from hall users, an options paper will be prepared by Councillor Glen Hewlett in conjunction with the Clerk/RFO for consideration by the committee at next month's meeting.

F 49. CHANGING ROOMS AND ADC SURRENDER OF LEASE TO FELPHAM PARISH COUNCIL

Councillor Glen Hewlett proposed that Felpham Parish Council agree surrender of lease as per Heads of Terms Deed of Surrender for Leasehold interest of

Changing Facilities at Felpham Community Centre. This was seconded by Councillor Dave Smart and unanimously agreed.

F 50. TO AGREE FAGS POTENTIAL ANNUAL RENT INCREASE

Councillor Glen Hewlett proposed that the annual increase of FAGS (Felpham Allotments & Garden Society) rent be in line with July 2026 RPI of 3.2%. This was seconded by Councillor Dave Smart and unanimously agreed.

Clerk to inform FAGS.

F 51. BUDGET SETTING

Councillor Glen Hewlett reminded councillors of the commencement of annual budget setting. RFO to send out relevant documentation and Chairs/Vice Chairs to liaise with RFO and agree proposed budget changes with committees

Councillors discussed the imminent release of S106 funds associated with King George V. **Clerk to email Neil Crowther to check on progress.**

F 52. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Glen Hewlett advised councillors that the Staffing Committee had met to set staff objectives.

Councillor Glen Hewlett also advised councillors of Chair Russ Marsden-Sear's request that the Chairman's Allowance be utilized for recognition of the work of volunteers and marshalls at Fun in the Park. The Committee were very pleased to support this initiative.

Meeting closed at 18.12 pm

DATE OF NEXT MEETING: Tuesday 6th October 2026 at 5.30 pm

Approved.....

Date.....