

**MINUTES OF THE MEETING OF
FELPHAM PARISH COUNCIL
HELD AT THE FELPHAM COMMUNITY HALL, FELPHAM
4th JUNE 2019.**

PRESENT: Councillors: D Smart, M Harvey, G Grundy, G Matthews, Miss A Barker,
Mrs M Harvey, M Rumsey, Mrs R Kissell, Mrs G Moss
Mrs J Wild & G Hewlett

Councillor Ms H Flynn – Felpham West Sussex County Councillor.

MC 20. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillors M Copeland & P English.

MC 21. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

MC 22. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting.

**MC 23. APPLICATIONS RECEIVED FOR THE VACANT COUNCILLOR POSITIONS ON
FELPHAM PARISH COUNCIL:**

The Clerk advised the meeting that no statements of interest had been received by the Council by the closing date of 31st May 2019.

MC 24. PUBLIC QUESTION TIME:

There were 3 members of the public present.

No questions or issues were raised.

**MC 25. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING HELD ON 14th MAY 2019:**

The minutes were approved as a true and accurate record.

MC 26. MATTERS ARISING:

APC 7 – Appointments to Outside Bodies – since the meeting Council P English (who was nominated as the Parish Council's representative on JWAAC) had been nominated as one of the District Council representatives, thus now leaving the Parish Council position vacant.

In light of the above, Councillor Mrs J Wild was proposed by Councillor D Smart and seconded by Councillor M Harvey, to be the Parish Council's representative on JWAAC. No other nominations were received and therefore on an unanimous vote, Councillor Mrs J Wild was duly confirmed as the Parish Council's representative on JWAAC for 2019/20.

There were no other matters arising.

MC 27. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 14th MAY 2019:

The minutes were **APPROVED** as a true and accurate record.

MC 28. MATTERS ARISING:

MC 3 - Councillor Mrs R Kissell requested that should any monies be provided towards this initiative, that this go towards focusing on targeting those children causing problems on motor bikes. She was advised that this was not the purpose for contributing monies which was focussed on getting young people interested in engineering based training/career.

MC 14 - F191(i) – the Clerk advised that the bill from the Council's solicitors would be discussed at the Finance Committee meeting due to be held on the 11th June 2019. The relevant information will be circulated to all Councillors with their agendas for that meeting.

MC 14 – F95 – the meeting was advised that the interior painting of the Community Hall would also be discussed at the next Finance Committee meeting and that the repair of the sound acoustics would be carried out within the next few weeks.

There were no other matters arising.

MC 29. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

1) Correspondence Received:

- Felpham Village Conservation Society – letter of gratitude with regard to receiving the Chairman's Award for 2018/19.
- Confirmation from ADC that they will be installing and paying for, low level barrier fencing at the land adjacent to Butlin's roundabout.
- E-mail sent to WSCC on 4th June 2019 with regard to the sale of land at Uppark Way. **Response received 4th June 2019 with the following information: "According to Land Registry the plot of land (along with**

most of the roads within the estate) is owned by London and Capital Housing Ltd and I can see there is a transfer dated January 2019. I can also confirm that the plot of land forms part of the public highway and therefore any ownership rights are irrelevant – any works/amendments/additions on the plot of land would require the consent of WSCC as the Highway Authority.

I am not aware of any approach from a third party in respect of this plot of land”.

2) Correspondence sent from the Parish Council Awaiting Response:

- Proposed retractable post barriers on roads on the Roundle Estate – **meeting being arranged, imminently, with representative residents.**
- Land north of Felpham (previously allocated for a Senior Football Pitch & Pavilion) – **e-mail sent to Felpham District Councillors, on 23rd May 2019, requesting their comments and support on this issue. To date no responses have been received.**
- Questions sent (23rd May 2019) on the Junior Football Pitch to the rear of the Community Hall, the proposed (under s106 agreement) 5-a-side football pitch to the north of the MUGA on Blake’s Mead, the date for the hand over of open spaces and playgrounds on Blake’s Mead, the proposed usage for the and the changing facilities that form part of the Community Hall – **holding e-mail received on 30th May 2019 stating that all these matters would be responded to in a co-ordinated response.**
- E-mail sent to the Chief Executive of ADC (16th May 2019) with regard to requesting the removal of the railings around western greensward – Felpham Promenade. **Holding e-mail received 16th May 2019 stating that “We will consider your request and respond in due course”.**

MC 30. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

- (i) **County Councillor Ms H Flynn** – 75th Anniversary of D Day – Exhibition currently at the Records Office in Chichester. “Worth going to see”.

Update on Westmoreland Drive/Blake’s Mead issue (blocking off between the two).

Disquiet received over 20mph road traffic mitigation scheme. Petition sent to WSCC against the proposal.

Initial work progressing on possible cycle way between Downview Road and Downview School. (Conceptual ideas only at this stage).

Children in Care Service suffered appalling OFSTED report. Councillor Ms H Flynn will be part of a group at the County Council looking into this. She believes that, to date, these children have been let down badly.

Has had discussions with Katy Bourne (Police Crime Commissioner) over the level of anti-social behaviour on Blake’s Mead, and has had discussions with her with regard to attending a future Main Council meeting.

- (ii) **District Councillor Paul English** (Felpham East) – had sent his apologies. No report had been received.

- (iii) **District Councillor Mrs Gill Madeley** (Felpham West) – was not in attendance. No report had been received.
- (iv) **District Councillor Mrs Elaine Stainton** (Felpham West) – had sent her apologies. No report had been received.
- (v) **District & County Councillor David Edwards** (Felpham East) – had sent his apologies. No report had been received.

MC 31. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

The Clerk reported the following:

Past Meetings: JWAAC H&T Sub-Committee held on 28th May 2019.

Councillor Mrs R Kissell outlined the issues discussed at the JWAAC H & T Sub-Committee meeting:

- the Westmoreland Drive/Blake's Mead issue.
- survey with regard to JWAAC and JWAAC H & T Committees continuing in the future and their frequency.
- Felpham 20mph scheme to go to main JWAAC meeting for determination.

Future Meetings:

- 1) **JWAAC** – 19th June 2019 – venue tbc.
- 2) **JWAAC H&T Sub-Committee** – date and venue tbc.

MC 32. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 21st MAY 2019:

The minutes were **APPROVED** as a true and accurate record.

MC 33. MATTERS ARISING:

PL 13 – the meeting was advised that the issue of the proposal for the Roundle Estate (road post barriers) was the subject of a meeting to be held with representatives of the Roundle Estate. The meeting was also reminded of all the information that had been received by Councillors on this issue and that the proposal would not be the subject of any formal planning application.

There were no other matters arising.

MC 34. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 21st MAY 2019:

The minutes were **APPROVED** as a true and accurate record.

MC 35. MATTERS ARISING:

F 14 – Road Traffic Mitigation 20 mph Scheme – the meeting was requested to agree to the Council advising WSCC of their support, in writing, to the proposed 20mph scheme for Felpham (as requested at the recent JWAAC H&T Sub Committee Meeting). **It was unanimously agreed that a letter of support be sent to WSCC.**

F 16 – Main Council had been requested by the Finance Committee to ratify the quote received from Bognor Regis Town Force for the painting of the light standards on the Felpham Promenade.

It was proposed by Councillor M Rumsey seconded by Councillor Mrs G Moss and on a vote of 7 for with 0 against 2 abstentions that the quote received be confirmed and Bognor Regis Town Force advised accordingly.

F 17 – the meeting was requested to consider the request of the Finance Committee to agree/confirm the successful tenderer for the internal decoration of the Community Hall.

It was proposed by Councillor D Smart seconded by Councillor G Matthews and on a vote of 9 for with 0 against and 2 abstentions that the Finance Committee's preferred contractor be agreed and confirmed.

There were no other matters arising.

MC 36. TO APPROVE THE CHAIRMAN SIGNING OFF THE ANNUAL ACCOUNTS FOR FINANCIAL YEAR 2018/19:

The meeting was requested to agree to the Chairman of the Council signing off the Council's financial accounts for the period 2018/19.

This was unanimously agreed and the accounts for 2018/19 were signed off by the Chairman of the Council accordingly.

MC 37. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR ENDING 31st MARCH 2019 - ANNUAL GOVERNANCE STATEMENT:

The Clerk outlined the governance statement that had to be agreed by the Council before the annual accounts were sent off for external auditing purposes. Each question was read out by the Clerk for the Council to respond to.

On completion the Chairman was requested to sign the governance statement. **This was unanimously agreed and the document duly signed.**

MC 38. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR ENDING 31st MARCH 2019 - ACCOUNTING STATEMENT FOR 2018/19:

The Clerk outlined to the meeting the Parish Council's Income & Expenditure figures for financial year ending 31st March 2019. He advised that if there were

any questions relating to these figures that he was quite happy to respond to these.

The Clerk then requested that these figures be confirmed and that the statement of acceptance be duly signed by the Chairman of the Council.

It was unanimously RESOLVED that the Chairman, Councillor Smart, sign on behalf of the Council, the summary of receipts and payments for financial year ending 31st March 2019.

In conclusion the Clerk advised the meeting that the completed annual return would now be sent off to the external auditors as per the Audit Commission guidelines (the completed documentation had to be with the external auditor by July 2019).

MC 39. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 28th MAY 2019:

The minutes were **APPROVED** as a true and accurate record.

MC 40. MATTERS ARISING:

A 7 (b) – Councillor M Harvey wished to congratulate the Clerk on the outcome of the issue on the Butlin's roundabout land.

A 13 – Councillor Miss A Barker asked if the Council had received any recent contact from Sue Furlong and/or Paul Cann on the issue on Binsted Ponds. She was advised that no contact had been made.

There were no other matters arising.

MC 41. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & RESILIENCE COMMITTEE DATED 28th MAY 2019:

The minutes were **APPROVED** as a true and accurate record.

MC 42. MATTERS ARISING:

There were no matters arising.

MC 43. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no other matters of urgent public importance.

MC 44. BUSINESS AT THE CHAIRMAN'S DISCRETION:

- (i) **Manned gazebo at external events** – the Chairman advised that due to a variety of circumstances, the Council's attendance at the FVCS event in Old Rectory Gardens in July would not go ahead. He had however negotiated with the Kite Festival organisers that the Council have a manned gazebo at their event.

The meeting unanimously agreed that the Parish Council be Represented, and have a gazebo, at the Kite Festival.

There was no other business at the Chairman's discretion.

Date of Next Meeting: Tuesday 2nd July 2019.

The Chairman closed the meeting at 7:30 p.m.

Approved.....Chairman

Date