

**MINUTES OF THE VIRTUAL MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL
7th JULY 2020.**

PRESENT: Councillors: D Smart, Mrs J Wild, G Grundy, G Matthews, Mrs M Harvey, Mrs G Moss, P English, M Copeland, M Rumsey, K Watson, Miss A Barker, Mrs R Kissell, M Harvey & G Hewlett.

MC 1. APOLOGIES FOR ABSENCE:

No apologies had been received.

MC 2. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

MC 3. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting. These could be made as and when necessary during the meeting.

MC 4. PUBLIC QUESTION TIME:

There were no members of the public on the telephone link, and therefore no questions or issues were raised.

MC 5. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 3rd MARCH 2020:

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

MC 6. MATTERS ARISING:

MC 209 (MC 196) – Councillor Miss A Barker asked if any progress had been made on inviting the PCSO to a meeting (as it had been anticipated that she would have attended the June meeting which had not gone ahead). **After discussion it was generally agreed that the invitation be extended once meetings were able to be held in public again.**

There were no other matters arising.

MC 7. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

(a) Letters of gratitude had been received from the following groups/organisations, with regard to the receipt of Grant Aid from the Council:

- Bognor Rugby Football Club
- Felpham Memorial Village Hall
- Felpham Village Conservation Society
- Bognor Regis Town Youth Football Club

(b) The Chairman advised Council that he had received a letter of resignation letter from Councillor Matt Rumsey, who through his relocation in work, was unable to continue his work as a Councillor for Felpham. The Chairman formally thanked Councillor Rumsey for all the work he had carried out with and on behalf of the Council, which had made a difference, and in this respect his absence would be sorely missed.

Councillors then made their own comments of gratitude.

There was no other Correspondence to report, that had not already been circulated to Councillors prior to this meeting.

MC 8. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

All County and District Councillors for Felpham had been invited to attend the meeting and sent agendas accordingly.

(i) County Councillor Ms H Flynn – reported the following:

“I am keeping this brief as like WSCC has been operating with virtual meetings and many staff working from home. All were focused on Covid 19 and how the council could continue its statutory duties and services whilst also undertaking additional vital work to support residents. I would like to pay tribute to the frontline WSCC staff, social workers, carers, teachers who continued to provide face-to-face support to our most vulnerable residents, families and children.

My other tribute is reserved for Felpham. The Resilience Group led brilliantly by Dave and Gloria was and is outstanding. It is the envy of other parishes did not have the level of preparedness of Felpham. Every single volunteer deserves a huge thank you.

As I have said often: Felpham is Flipping Fantastic.”

(ii) District Councillor Paul English (Felpham East) –

“Good news that the play areas are open again. Care still advised.

We are trying to find out when the exercise equipment will be placed back in Felpham.

Some Councillors at ADC have been seeking to make changes to the Local Plan. This is most unlikely to happen as the core elements of the Plan are set by government and government guidelines.

There have been discussions with regard to increasing the parking times at car parks in the District from two to three hours. The initial proposal did not get through but it is likely that this issue will be revisited and the original decision rescinded.

Now with all the zoom meetings it is so easy to log on and listen to what's happening”.

- (iii) **District Councillor Mrs Gill Madeley** (Felpham West) – was not in attendance and no report or update received.
- (iv) **District Councillor Mrs Elaine Stainton** (Felpham West) – was not in attendance and no report or update received.
- (v) **District & County Councillor David Edwards** (Felpham East) – was not in attendance and no report or update received.

MC 9. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

The Clerk reported the following:

Past Meetings:

- (a) Councillor G Hewlett advised that he had been involved in two recent virtual meetings. The first was the second stakeholder meeting held on future proposals for the A 259. He advised that the link to consultation forms to fill in had been sent to all Councillors by the Clerk, and that the consultation closing date was the 8th July 2020.
- (b) The second meeting was with regard to a review that had been commissioned by ADC Arun District Council for parts of the Planning Service. The intention was that this would include a range of documents, performance and a talk with persons within the Service, across the Council and externally to gain a rounded opinion of what ADC do well and areas for potential improvement. With the Planning system continually evolving this was seen as a great opportunity to explore how well ADC were doing in making them more robust for the challenges ahead. Councillor Hewlett advised that the optimism of ADC and their intent to carry out the results of the review had been generally met with some scepticism, based on previous reviews and outcomes of the planning service, but obviously time would tell on this,

No other meetings had been held since the last Main Council Meeting.

Future Meetings:

There were no future meetings currently planned/proposed due to the current situation with Covid-19.

MC 10. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 10th MARCH 2020:

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

MC 11. MATTERS ARISING:

There were no matters arising.

MC 12. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 10th MARCH 2020.

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

MC 13. MATTERS ARISING:

There were no matters arising.

MC 14. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE VIRTUAL PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 29th APRIL 2020:

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

MC 15. MATTERS ARISING:

PL 168 Neighbourhood Plan – Councillor Miss A Barker asked if any progress had been made on the start of Regulation 15 with regard to the review of the Neighbourhood Plan. **The Clerk advised that there was no change in what had been reported to that meeting, and that any further progress was unlikely during the current Covid-19 situation.**

Councillor Miss A Barker also raised the issue of ADC's parking review and the fact that this had been ignored with regard to the planning application for 107 Felpham Road, Felpham. Councillor G Hewlett advised that he had watched the remote meeting that had discussed this application and that District Councillor David Edwards had represented the views of the Parish Council very well indeed. The decision on the application was subsequently deferred for further information on parking. Councillor Hewlett also reminded Councillors that the Council's concerns had been sent to the planning officer involved along with her response, and that all Councillors had been copied into that correspondence.

Further issues were raised with regard to the area to the back of the proposed development. It was agreed that there was no point in discussing this further at this time as it was not known what that area would be used for, if at all, until a further application was received.

There were no other matters arising.

MC 16. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE VIRTUAL PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 2nd JUNE 2020:

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

MC 17. MATTERS ARISING:

There were no matters arising.

MC 18. REPORT FROM THE COMMUNITY HALL MANAGER FOR THE MONTHS OF APRIL & MAY 2020:

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

Councillor G Hewlett updated the meeting on what had been going on at the Hall since lockdown which had included the Hall Manager, along with Councillors, carrying out the requisite risk assessments, installing hand sanitisers, appropriate awareness signage etc. He also advised that the two groups that dealt with young children would be providing their own risk assessments that would have to be approved by the Council before their return to the building (Councillor Miss A Barker also advised that the two groups would have to have their risk assessments approved by the appropriate WSCC social and children's departments).

MC 19. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 2nd JUNE 2020:

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

MC 20. MATTERS ARISING:

F 6 Community Hall Manager's Annual Review with recommendations for approval – the Finance Committee meeting held on the 2nd June 2020 had unanimously agreed that the Committee recommend to Main Council the bonus award of 60% of the 10% maximum bonus achievable be awarded to the Hall Manager for targets achieved during financial year 2019/20. Main Council was therefore requested to approve the recommendation of the Finance Committee, as outlined.

On an unanimous vote, the recommendation of the Finance Committee was approved and ratified.

There were no other matters arising.

MC 21. TO APPROVE THE CHAIRMAN'S SIGNING OFF THE ANNUAL ACCOUNTS FOR FINANCIAL YEAR 2019/20:

Agreement had been made at the Finance Committee of 2nd June 2020 to approve the above and that the decision go to Main Council for ratification.

It was unanimously agreed that the Chairman of the Council approve the sign off the Council's Annual Accounts for financial year 2019/20.

MC 22. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR ENDING 31st MARCH 2020 - 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 for Councillors to respond to.

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

MC 23. ANNUAL EXTERNAL AUDIT FOR FINANCIAL YEAR ENDING 31st MARCH 2020 - ACCOUNTING STATEMENT FOR 2019/20:

The Clerk outlined to the meeting the Parish Council's Income & Expenditure figures for financial year ending 31st March 2020. 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 2020.

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 September 2020).

MC 24. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

MC 25. BUSINESS AT THE CHAIRMAN'S DISCRETION:

There was no business at the Chairman's discretion.

Date of Next Meeting: Tuesday 1st September 2020.

The Chairman closed the meeting at 6.54 p.m.

Approved.....Chairman

Date