

4th September 2017

You are summoned to attend a meeting of the YAPTON PARISH COUNCIL which will take place on MONDAY 11th SEPTEMBER 2017 at 7.30pm or at the conclusion of the Planning Committee, whichever is the later, at the YAPTON AND FORD VILLAGE HALL*

The agenda for the meeting is set out below.

Andrew Gardiner

Andrew Gardiner
Clerk of the Council

**The meeting will take place in the Club Room, entrance at the rear of the building.*

AGENDA

1. Apologies for absence

Members are reminded that if they are unable to attend the meeting, reasons for absence must be given for approval by the Council.

2. Declarations of Interest

Members are reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda.

3. Urgent Matters

To deal with any business not included on the agenda which, in the opinion of the Chairman, in consultation with the Clerk, is business of such urgency as to require immediate attention by the Council.

4. Public Question Time

Members of the public/council members are invited to ask questions or raise issues which are relevant and relate to the work of the Parish Council. A period of 20 minutes is allocated for this purpose and individual speakers will be limited to 3 minutes each.

5. Minutes of the meeting held on 10th July 2017 (copy attached)

To approve the minutes as a correct record and to agree to the Chairman signing the agreed minutes.

6. Matters arising from the minutes of the meeting held on the 10th July 2017

7. Reports from County & District Councillors present

8. Correspondence

(a) West Sussex Local Access Forum - Annual Report

To note receipt of an e-mail with details of the latest Annual Report of the West Sussex Local Access Forum (WSLAF). The Forum works to improve countryside access in West Sussex (outside the South Downs National Park, which has its own Local Access Forum), whilst respecting the people who live and work there. Please circulate to appropriate members of your Council.

The Forum is currently recruiting and the Council is asked if it knows of anyone who may be interested in joining and who has an interest in countryside access and would be keen to help work to improve access, to ask them to contact the Forum Officer for more details. WSLAF has a balanced membership representing users, landowners and other interests and meets 4 times a year, generally on Wednesday mornings. Further information about the Forum can be found on it's website: www.wslaf.org.

(b) West Sussex ALC Annual General Meeting & Autumn Conference 2017 – an invitation to the appointed members to the West Sussex ALC AGM

To note receipt of an email from the Member Support Officer for Sussex with details of the Annual Report & Accounts for the year ended 31 March 2017 and the notice for the AGM (copy attached to this agenda) to be held at **The Lodge Hill Centre, Watersfield, Pulborough, RH20 1LZ on Wednesday 4 October 2017 at 1000.**

The council is welcome to book on as many Members and/or staff as they wish (first come first served and by return of booking form only) - *most importantly the Council is reminded that for the AGM* section we require attendance from your representative(s) appointed to the West Sussex ALC AGM.* Any apologies for non-attendance must be sent in advance.

*please note that there is no charge for Members who attend the AGM only. The charge is for the conference that immediately follows the close of AGM business.

The e-mail also contained a draft programme for the West Sussex ALC Autumn Annual Conference which is also attached the agenda. The cost per delegate is £40 +VAT which covers venue hire and refreshments. *The only way to secure a place please complete and return the booking form available on the website.*

Please Note – The Council previously authorized The Clerk to attend the AGM and the Annual Autumn Council on behalf of the Parish Council, but he is unable to vote at the AGM.

9. Encouraging Sustainable transport in Yapton

To consider the attached paper prepared by Councillor Chris Sprules which requests Yapton PC to look at and consider how it can support and improve the offer to the local community especially for those wishing to use more sustainable transport in and around the village. This would provide the County and District Councillors with a clear understanding of what the Council is trying to achieve and the help needed.

10. Consultation on proposed improvements to the A27 in the Arundel area

For context, and in line with the Government's 2015 Road Investment Strategy, Highways England has committed to replacing the existing single carriageway road with a dual carriageway bypass, linking together the two existing dual carriageway sections. The options being presented aim to improve traffic flow, journey times, safety and accessibility, boost local economic growth and minimise the impact on the environment.

To note receipt of an email and letter setting out the arrangements for the consultation on the creation of an A27 Arundel bypass. The public consultation runs from 22nd August to 16th October 2017. All responses to the public consultation will be considered by our project team as part of the option selection process. The closing date for responses is 11.59pm on 16th October 2017.

From 22nd August, the A27 Arundel bypass website will have key information about the options, including the brochure, online questionnaire and various background reports and supporting information. Please visit www.highways.gov.uk/a27arundel.

The Council is asked whether it wishes to make a response to Highways England as part of this non-statutory consultation.

11. Training and Development of Members/Staff

Members/Clerk to report on any training courses attended since the last meeting.

12. Parish Council Magazine (Yapton News)

A proof copy of the latest issue of Yapton News (Issue no 86 – September 2017) will be available at the meeting.

13. Reports from Committees

(a) Allotments

To consider any matters requiring attention regarding the Council's Allotments.

(b) Emergency & Resilience

To consider any matters arising from the Yapton Community Co-ordinators or Volunteers.

(c) Planning

(i) to receive the minutes of the meeting of the Planning Committee held on 31st July 2017(*copy attached to the Planning Committee Agenda*);

(ii) to receive details of planning decisions made by Arun District Council in July / August 2017 (*schedule attached*);

(d) Playing Field

To consider any matters requiring attention regarding the Council's Playing Field.

14. Reports of Representatives

(a) Village Hall representatives

15. Finance

- (a) To consider and approve the financial statements showing the receipts and payments for July and August 2017;
- (b) To consider the Bank Reconciliation for the Council's Bank Accounts as at 31st August 2017 (*schedule attached*);
- (c) To consider and receive the summary of income and expenditure over the various budget heads for the period 1st April to 31st August 2017 (*copy attached*).

16. Annual Audit of Accounts 2016/17

To note receipt of a letter dated 31st August 2017 from the Council's External Auditor, PKF Littlejohn, which informed the Council that the limited assurance audit of the Council's Annual Return for 2016/17 had been completed. The Auditor returned the signed copy of the Annual Return (*Copy of the return attached*) which signifies completion of the audit process. The Auditor has not raised any issues which need to be brought to the Council's attention. The Council is requested to note the completion of the Audit for 2016/17.

The Council is required to publish (*Copy of the notice attached*) the signed copy of the Annual Return for 2016/17 by the 30th September 2017, and to make copies of the return available on payment of a small fee.

DATE OF NEXT MEETING: MONDAY 13th NOVEMBER 2017 AT 7.30 PM

Recording at Yapton Parish Council meetings

The recording, filming and reporting of all public meetings is permitted.

Members of the public and press are permitted to film or record meetings (to which they are permitted access) in a non-disruptive manner and from areas designated for the public. **No prior permission is required** however the Chairman may ask at the beginning of the meeting if anyone present wishes to record proceedings.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive manner.

The Chairman of the meeting, in accordance with Standing Orders has the ability to stop a meeting if any person is deemed to be disruptive.

Yapton Parish Council requests that filming or recording is kept to a minimum, that the filming focuses on those making representations to the meeting, that members of the public are not inconvenienced and that all involved should be treated respectfully.

Any person or organisation choosing to film, record or broadcast any meeting of the Council will be responsible for any claims or other liability resulting from them so doing.
