

UNCONFIRMED

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 11th September 2017 at the conclusion of the meeting of the Planning Committee and held at the Yapton & Ford Village Hall.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Martin Clark, Mrs Pam Evans, Mr James Gadd, Mr Michael Pickthall, Mr Chris Sprules and Mrs Vicky Newman.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 7 members of the public.

APOLOGIES FOR ABSENCE

109. Apologies for absence were received from Councillor Mr Tony Kendall.

DECLARATIONS OF INTEREST

110. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.

111. Mr Haymes declared an interest in any matters relating to Arun District Council as an elected member of Arun District Council.

URGENT MATTERS

112. The Chairman reported that there no urgent items to be raised at this meeting.

PUBLIC QUESTION TIME

113. The following matter was raised by a member of the public:

(a) North End Road Railway Crossing – Following the introduction of CCTV cameras on the crossing there had been 93 offences committed at the crossing in August compared to 84 in July.

MINUTES

114. *Resolved* - That the minutes of the meeting held on 10th July 2017 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

115. The following matters were raised on the minutes of the meeting held on the 10th July 2017:

- (a) Minute 82 – Vacancy for a Parish Councillor – the Clerk reported that the required notice of the vacancy was currently being advertised, with a closing date of the 18th September 2017, by which electors had to give notice if they require the vacancy to be filled through a contested election. Following that date, and assuming receipt of no requests, the Council would be free to fill the vacancy by co-option. The vacancy would be advertised on the Council’s website and in the Yapton News.
- (b) The Council appointed Councillors Stephen Haymes, James Gadd and Michael Pickthall to be members of an interview panel required to interview any prospective candidates to fill the current vacancy.

COUNTY & DISTRICT COUNCILLORS REPORTS

- 116. County Councillor Mrs Jacky Pendleton referred to her report which had been tabled at the meeting. Various issues were discussed including the possibility of restricting parking outside the Primary School in North End Road. County Councillor Mrs Pendleton stated that if the issues were going to be dealt with as a TRO, then an application would need to be supported by the Parish Council.
- 117. Councillor Stephen Haymes and Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

CORRESPONDENCE

- 118. Receipt of the following correspondence was reported by the Clerk and action agreed as indicated:-

- (a) **West Sussex Local Access Forum - Annual Report**

The Council noted 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. 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.

It was noted that the Forum was currently recruiting and the Council was asked if it knows of anyone who might be interested in joining and who has an interest in countryside access and would be keen to help work to improve access. They were requested to contact the Forum Officer for more details.

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

The Council noted 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 was informed that it could register as many Members and/or staff as it sees fit (first come first served by returning the of booking form only). The Council noted that attendance at the AGM* section was only allowed from the Council’s representative(s) appointed to the West Sussex ALC AGM and that there would be no charge for Members who attended the AGM only. There would be a charge for the conference which immediately follows the close of AGM business.

The e-mail also contained a draft programme for the West Sussex ALC Autumn Annual Conference (copy s attached to the agenda. The cost per delegate is £40 +VAT which covered venue hire and refreshments.

Resolved: The Council noted that it had previously authorized The Clerk to attend the AGM on a non-voting basis and the Annual Autumn Conference on behalf of the Parish Council. The Council agreed not to nominate any further representatives to attend the AGM and Conference on its behalf.

ENCOURAGING SUSTAINABLE TRANSPORT IN YAPTON

119. The Council considered a discussion paper (*Copy attached to the minutes*) prepared by Councillor Chris Sprules which requested 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.
120. *Resolved:* The Council noted the paper and thanked Councillor Sprules for taking the time to prepare the paper and submitting it for consideration by the Parish Council. The Council noted the contents and confirmed that it would support and work towards implementing the issues raised by Councillor Sprules in his paper.

CONSULTATION ON PROPOSED IMPROVEMENTS TO THE A27 IN THE ARUNDEL AREA

121. The Council noted 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 the 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.

Three options for upgrading the road are being put forward, valued between £135m and £260m, including two proposed new routes for the A27 to the south of the town and one proposal widening the A27 mostly along its existing route. Each would create a new dual carriageway to join up the two existing sections of dual-carriageway either side of Arundel to reduce journey times, improve reliability and make the road safer.

122. Funding for the scheme is due to come from the Department for Transport's £15 billion Roads Investment Strategy that is improving journeys, cutting congestion and boosting the economy. The project is one of three major improvements for the A27 being taken forward by Highways England, including upgrades between Worthing and Lancing and to the East of Lewes.

The three options are:

Option 1

A new dual-carriageway from Crossbush junction, passing to the south west of Arundel railway station, re-joining the existing A27 east of Ford Road, which will be widened to a dual carriageway. This option also includes improvements at Crossbush junction, new bridges over the railway line and the River Arun and a new pedestrian/cycle path from Crossbush junction.

Option 3

A new dual-carriageway from Crossbush junction, south of the current A27, rejoining the A27 at a new junction near Havenwood Park. This option also includes improvements at Crossbush junction, new bridges over the railway line and the River Arun and a new pedestrian/cycle path between Crossbush junction and Yapton Lane.

Option 5A

A new dual-carriageway following the same route as option 3 between Crossbush junction and Ford Road. From Ford Road the route continues west passing between the South Downs National Park and Binsted

Woods, re-joining the existing A27 at a new junction near Yapton Lane. This option also includes improvements at Crossbush junction, new bridges over the railway line and the River Arun and a new pedestrian/cycle path between Crossbush junction and Yapton Lane.

123. The Parish Council considered the options being promoted by Highways England and *resolved* to make a response to Highways England supporting Option 3 with a request that a junction be included where the new road meets Ford Road. Copy of the response attached to the minutes.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

124. No Members of the Council had attended any training since the last meeting of the Council.
125. The Clerk reported that he had attended the Legal and Finance Update Day on the 13th July 2017.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

126. Details of the September 2017 edition (86th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

127. The Chairman reported that since the last meeting some e-mail correspondence had been exchanged between the group wishing to form an Allotment Association to take over the running of the Cinders Lane Allotment Site. However, various issues had come to light, which suggested that the formation of an Allotment Association at the present time might not be the best way of managing the allotments going forward.
128. In the meantime Councillor Tony Kendall had made it known that he would take on the Councillor Liaison role with the allotment holder. He had agreed to take this on if the Council would agree to Mr Michael Caiger, who had previously managed and overseen the allotments, would be allowed to support Councillor Kendall in his role.
129. The Council resolved to appoint Councillor Tony Kendall to oversee and manage the Cinders Lane Allotment Site, supported by Mr Michael Caiger, with immediate effect.

EMERGENCY AND RESILIENCE COMMITTEE

130. Councillor Michael Pickthall, reported on the work which had been completed by Sheena McKenzie since her appointment by the Council at its July meeting. This had included:
- (i) creating a dedicated meeting room and store on the first floor of the Village Hall in Yapton;
 - (ii) holding a meeting with volunteers and councillors and identifying leaders to work closely with the lead co-ordinator;
 - (iii) finalise the Emergency & Resilience Plan and other key documents;
 - (iv) arranging for “What if” training provided by the West Sussex County Council Emergency and Resilience Team for leaders and councillors (18th September).
131. Councillor Michael Pickthall also on a very successful meeting held recently between Ford, Walberton and Yapton Parish Councils (Clymping could not make the date arranged for the meeting) to discuss possible joint working on Emergency and Resilience matters, sharing resources and identifying a lead co-ordinator to work across the four councils on emergency planning matters. The Councils present agreed to look further into joint working arrangements and would meet to discuss the creation of a possible hub in Yapton and other matters after the “What If” training had taken place.

PLANNING

132. The Council considered the following and:

- (a) noted the minutes of the meetings of the Planning Committee held on the 31st July 2017;
- (b) noted the planning decisions made by Arun District Council in July/August 2017 (*schedule attached*);

PLAYING FIELD

133. The Clerk reported that the likely start date for the maintenance and repair works to the Skatepark on the King George V Playing Field was now the 25th September and the work would last approximately two weeks.

REPORTS FROM REPRESENTATIVES

134. The following reports from representatives on various bodies were received by the Council:

- (a) Village Hall

Mr Ambler presented a report on the financial position and various proposed forthcoming activities and projects at the Yapton & Ford Village Hall.

FINANCIAL STATEMENTS

135. *Resolved:*

- (a) That the financial statements showing the receipts and payments covering the period 1st July 2017 – 31st August 2017 be approved (*copy attached to minute book*);
- (b) To note the Bank Reconciliation for the Council’s Bank Accounts as at 31st August 2017 (*schedule attached*);
- (c) To receive the summary of receipts and payments over the various budget heads for the period 1st April 2016 – 31st August 2017 be received (*copy attached to minute book*)

ANNUAL AUDIT OF ACCOUNTS 2016/17

136. The Council noted 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 signified completion of the audit process. The Auditor had not raised any issues which needed to be brought to the Council’s attention.

137. 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.

138. The Council *resolved* to note the completion of the Audit of Accounts for 2016/17.

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

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CHAIRMAN