

## **YAPTON PARISH COUNCIL**

### **MINUTES**

A Meeting of the Yapton Parish Council was held on the 8<sup>th</sup> May 2017 at the Yapton & Ford Village Hall.

*Present:* Mr Haymes (Chairman), Mr Ambler, Mrs Beard, Mr Clark, Mr Gadd, Mrs Newman, Mr Pickthall and Mr Sprules.

*Also present:* County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 16 members of the public.

#### **APOLOGIES FOR ABSENCE**

59. Apologies for absence were received from Councillors Martin Clark, Tony Kendall and District Councillor Paul English. Apologies were also tendered from newly elected County Councillor Hilary Flynn (Felpham Division which includes the Hoe Lane area of the Parish), who stated that she would not be attending the meetings of the Parish Council on a regular basis unless notified that there were specific issues relating to the Flansham area to be dealt with on the agenda.

#### **DECLARATIONS OF INTEREST**

60. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.
61. Mr Haymes and Mr Ambler both declared an interest in any matters relating to Arun District Council as elected members of Arun District Council.

#### **URGENT MATTERS**

62. The Chairman reported that there was one item of confidential business to be raised at the end of the agenda.

#### **PUBLIC QUESTION TIME**

63. The following matter was raised by a member of the public:
- (a) Comet Corner – a resident queried whether the improvement works to the junction of the A259 with roads from Yapton and Middleton had been completed. County Councillor Mrs Pendleton confirmed that the current phase of works had finished and there were works to the proposed cycle lane on the Yapton side of the road planned for the future. It was generally felt that the works just completed were not going to improve the traffic movements and safety of this junction known locally as Comet Corner.

#### **MINUTES**

64. *Resolved* - That the minutes of the meeting held on 13th March 2017 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

65. The following matters were raised on the minutes of the meeting held on the 13<sup>th</sup> March 2017:
- (b) Minute 50 - Allotments Lease – The Clerk reported that the Solicitors acting on behalf of the Owners of the Cinders Lane Allotment Site had notified the Council that the Lease documents had been signed by all parties and completed on the 25<sup>th</sup> March 2017;
  - (c) Minute 57 - Allotment Grass Cutting – The Clerk reported that Mr Barry Caiger, who had been awarded the contract for grass cutting at the Allotments for the period from April to October 2017 had been unable to take up the contract due to personal reasons. The Clerk reported that a replacement had been found for Mr Caiger to take on the contract at the same rate as agreed at the last meeting.

## COUNTY & DISTRICT COUNCILLORS REPORTS

66. The newly elected County Councillor Mrs Jacky Pendleton stated that there were no matters to be raised on County Council business as she was only elected the previous week. County Councillor Mrs Pendleton indicated that she was intending to correspond with residents through electronic means. She asked if the Parish Council could assist her in compiling a list of e-mail addresses. The Yapton News would be a good method of trying to contact all residents in the parish.
67. Councillor Stephen Haymes and Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

## CORRESPONDENCE

68. Receipt of the following correspondence was reported by the Clerk and action agreed as indicated:-
- (a) The Council noted receipt of a letter dated 13<sup>th</sup> March 2017 from Friends of Yapton Primary School, which was hand delivered prior to the previous Council Meeting (*copy attached to the agenda*) with a request for a contribution towards making good the fire damage at school including the replacement of lost resources and teaching materials.

*Resolved:* The Council agreed that a contribution of £500 be made to the Friends of Yapton Primary School towards making good the fire damage at school including the replacement of resources and teaching materials.

- (b) The Council noted receipt of an email from Liz Leggo, Health & Wellbeing Project Manager from SSALC dated 27<sup>th</sup> March indicating that the West Sussex Association of Local Councils had recently commissioned a piece of research to find out how town and parish councils could better support health and wellbeing in their communities. The report (*Copy circulated separately to Councillors*) and leaflet (*leaflet attached to the agenda*) were currently being shared with West Sussex councils using a phased approach. This followed presentations at recent SSALC Clerks Networking Day and the District Associations in the County – this matter was the subject of a presentation and discussion at the March meeting of ADALC.

SSALC has suggested that when presenting the findings it should be emphasised that the suggestions in the report and leaflet are for councils who may wish to do more for health and wellbeing, and perhaps are something to think about for those who may not have considered this approach. As outlined on the leaflet - the West Sussex Association hopes to communicate further projects to interested councils over the coming months. SSALC have requested that the report and leaflet is circulated to councillors.

The Council noted the report and did not put forward any issues it wished to consider pursuing in the future.

- (c) **Email from SSALC Ltd dated 27th April 2017: West Sussex ALC AGM & Conference 2017** – containing details of the forthcoming West Sussex ALC AGM & Autumn Conference 2017, which will be taking place on Wednesday 4th October 2017 at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ. The AGM will take place from 1000 until 1030 and the conference from 1050 until 1600. The conference will include presentations from West Sussex County Council, Sussex Police plus much more!

The Council is welcome to send as many Members and/or staff to the AGM and Conference, but is reminded that for the AGM\* section, attendance from the Council should be the voting representative(s) appointed to the West Sussex ALC AGM (*the representative is appointed at the Annual Council Meeting*). The cost per delegate for this event is £40 + VAT - 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.

**Resolved:** The Council agreed to send the Clerk of the Council, Mr A Gardiner, as its representative to the AGM and Conference on behalf of the Parish Council.

- (d) **New Circular Technology Park (Former Ford Blockworks), Ford Airfield Industrial Estate, Ford, Arundel, West Sussex, BN18 0HY - Local Liaison Group - Invitation**

The Chairman referred to receipt of an e-mail he had received today from Grundons who gained planning permission in 2015 to develop a new waste management facility at the New Circular Technology Park (the Former Ford Blockworks) and who now operates the site. The e-mail referred to the setting up a Local Liaison Group to provide an open forum for discussion between Grundon, the local community and other parties with an interest or role in the facility at the New Circular Technology Park.

The e-mail included and invitation to the Council to join the group. Other participants would be local residents and businesses, local authority representatives at county, district and parish levels, local authority officers and representatives from Grundon, but the meetings would not be open to the general public.

It is proposed that the first meeting would take place at the **Yapton and Ford Village Hall (in the Small Hall), Main Road, in Yapton BN18 0ET, on Tuesday 23<sup>rd</sup> May 2017, 6pm**. Meetings would then be held every three months approximately.

As the District Councillors would be attending in their own right, the Council *resolved* that Councillor Mrs Vicky Newman, Chairman of the Parish Council's Planning Committee be authorized to attend.

- (e) **Travellers in London Road Lorry Park, Bognor Regis**

The Chairman referred to an e-mail he had received earlier in the day informing the Council that a large number of travellers had occupied the London Road/Hotham Park lorry park in Bognor Regis, with access being gained yesterday apparently by removing/damaging bollards.

The Council re-iterated its desire to see some preventative works to improve security of access to the Playing Field from the Downview Close access.

- (f) **BBC TV Programme – DIY SOS**

The Chairman referred to the BBC's DIY SOS: The Big Build Programme which would be filming at a property in Giles Close Yapton for the period 9<sup>th</sup> to the 18<sup>th</sup> May. He had represented the Parish Council at a planning meeting in April to discuss the logistics of the event and the requirement for car parking etc.

**(g) John Lawson's Circus 14<sup>th</sup> – 18<sup>th</sup> May 2017**

The Clerk referred to the visit of John Lawson's Circus to Yapton from the 14<sup>th</sup> to the 18<sup>th</sup> May. The performances would be on the 15<sup>th</sup> to the 17<sup>th</sup> May. A concession fee for the use of the field had been charged at the agreed rates.

**69. Request from Felpham Parish Council for supporting Boundary Changes with Yapton**

The Council considered a request from Felpham Parish Council concerning recent contact which has been made with Arun District Council with regard to the possibility of a slight change to the Parish Boundary between Felpham and Yapton. Felpham Parish Council has stated that the reason for this request is that approximately 97% of the new development at Blake's Mead falls within Felpham Parish. The areas of the development that include the proposed school site and the senior football pitch and pavilion lie within Yapton. In this respect planning applications made by the developers to ADC go to two different Parishes. All the residential areas are in Felpham and hence the request to consolidate the whole development within one Parish. *(Copies of the letter and a map of the area are attached to the agenda)*

*Resolved:* The Council resolved to agree to the request from Felpham Parish Council for a slight change to the Parish Boundary between Felpham and Yapton, resulting from the fact that approximately 97% of the new development at Blake's Mead falls within Felpham Parish, so that the areas of the development that include the proposed school site and the senior football pitch and pavilion be transferred from Yapton into Felpham.

**TRAINING AND DEVELOPMENT OF MEMBERS/STAFF**

70. No Members of the Council or the Clerk of the Council had attended any training since the last meeting of the Council.

**PARISH COUNCIL MAGAZINE (YAPTON NEWS)**

71. Details of the May 2017 edition (84<sup>th</sup> issue) of the magazine were reported at the meeting.

**REPORTS FROM COMMITTEES**

**ALLOTMENTS**

72. Mr Caiger had informed the Clerk that there had been a broken pipe which had affected the water supply at the Cinders Lane Allotment Site. An allotment holder at the meeting stated that the repair had now been completed.

**EMERGENCY AND RESILIENCE COMMITTEE**

73. The Clerk and Members of the Committee reported on a meeting held in March 2017 at which it was reported that Alice Duckworth was stepping down from leading the work due to work and personal commitments. It was agreed to ask one of the other volunteers to take on this role but they had declined to become more involved. It was agreed that the latest work programme be followed and a further meeting was planned for the end of May 2017.

**PLANNING**

74. The Council considered the following and:
- (a) noted the minutes of the meetings of the Planning Committee held on the 13<sup>th</sup> March 2017;
  - (b) noted the planning decisions made by Arun District Council in March/April 2017 *(schedule attached)*;

## PLAYING FIELD

75. The Clerk reported that the following matters had been attended to since the last meeting:
- i. the repairs to the equipment following the annual safety inspection for the Children's Play Area had been completed;
  - ii. the remedial works to the equipment following the annual safety inspection of the outdoor gym equipment had taken place;
  - iii. the fortnightly grass cutting of the field had commenced in April;
  - iv. noted receipt of a letter from Yapton Stoolball Club that for various reasons they would no longer be using the playing field after their tournament at the end of April 2017.

## REPORTS FROM REPRESENTATIVES

76. 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. Mr Ambler reported on a request from the Walberton & District Fine Arts Society for the provision of more car parking around the Village Hall. He wondered if we could get more car in the far car by placing some white lines to indicate spaces for parking. He would then canvass the Society about making a contribution towards the cost.

(b) Arun District Association of Local Councils

Mr Gardiner presented a summary of the issues covered at the meeting of the Arun District Association of Local Councils held on the 22<sup>nd</sup> March 2017.

(c) Joint Downland Area Committee

Mr Gardiner reported that, following the award of grant at the meeting of the Joint Downland Area Committee held on the 7<sup>th</sup> March, to provide a laptop and projection facilities for the Yapton & Ford Local History Group, the monies had now been received from Arun District Council.

## FINANCIAL STATEMENTS

77. *Resolved:*

- (a) That the financial statements showing the receipts and payments covering the period 1<sup>st</sup> March 2017 – 31<sup>st</sup> March 2017 be received (*copy attached to minute book*);
- (b) That the summary of receipts and payments over the various budget heads for the period 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017 be received (*copy attached to minute book*)

## PART II – CONFIDENTIAL INFORMATION – EXCLUSION OF PRESS AND PUBLIC

78. *Resolved* - In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council **RESOLVED** that the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

### **AWARD OF CONTRACT FOR THE MAINTENANCE AND REPAIR OF THE SKATEPARK STRUCTURE AND GRASS BANKS ON THE KING GEORGE V PLAYING FIELD, ON MAIN ROAD, YAPTON**

79. The Council discussed a schedule of quotations received from those companies wishing to be considered for the Maintenance and Repair of the Skatepark Structure and Grass Banks on the King George V Playing Field, on Main Road, Yapton.

80. *Resolved:* That the quotation received from Active Pumps Ltd of Ford be accepted. The Clerk was requested to agree a project plan for the proposed works, to include a more detailed breakdown of the contract sum, and to agree the timing of the proposed works taking into account that the skatepark is heavily used in the May School holidays and the main summer holiday period.

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CHAIRMAN

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