

## UNCONFIRMED

Agenda Item 5

### YAPTON PARISH COUNCIL

#### MINUTES

A Meeting of the Yapton Parish Council was held on the 9<sup>th</sup> July 2018 in the Club Room of the Yapton & Ford Village Hall, commencing at 7.30pm.

*Present:* Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Peter Dunkley, Mrs Pam Evans, Mr Tony Kendall and Mr Chris Sprules.

*Also present:* Mr Gardiner (Clerk of the Council) and 6 members of the public.

#### **APOLOGIES FOR ABSENCE**

85. Apologies for absence were tendered at the meeting from Parish Councillors Mr Martin Clark, Mr James Gadd, Mr Michael Pickthall, Mrs Vicky Newman and County Councillor Mrs Jacky Pendleton.

#### **DECLARATIONS OF INTEREST**

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

87. Mr Haymes and Mr Ambler both declared an interest in any matters relating to Arun District Council as an elected member of Arun District Council.

#### **URGENT MATTERS**

88. There were no urgent matters for consideration at this meeting.

#### **PUBLIC QUESTION TIME**

89. The following questions/issues were raised by members of the public:

- (a) **Yapton Playing Field Entrance Posts** – a local resident offered some lengths of chain which might be useful in repairing the posts following the recent incursion by the travellers;
- (b) **Yapton Playing Field – Incursion by Travellers** – two local residents asked when the rubbish left behind on the field would be cleared and who was responsible for paying for the clean-up. The Clerk responded by saying that the clearance had been arranged through Arun District Council's cleansing contractors and would be done in the next day or so. The cost would be met by local council tax-payers;
- (c) **Maypole Lane** – Mr Jim Payne, a resident on Maypole Lane, referred to the repair works to the lane which were done under the Operation Watershed Grant project 3 or 4 years ago. He

informed the parish council that the edge of road which was previously repaired, washes away in periods of heavy rain. Mr Payne was seeking assistance from the Parish Council to get help in making a permanent repair to this 30 foot strip of the lane, which is as much as 8 inches deep. The Clerk was asked to arrange a site meeting with the local highways engineer.

## MINUTES

90. *Resolved* - That the minutes of the meeting held on 14<sup>th</sup> May 2018 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

91. The following matters were raised on the minutes of the meeting held on the 14<sup>th</sup> May 2018:
- (a) **Minute 67 (c) – Ford Airfield Exhibition – 9<sup>th</sup> June 2018** – the exhibition on the 9<sup>th</sup> June went well.
  - (b) **Minute 67 (f) – Horses on the Playing Field** – It was reported that horses were now regularly using the field and that the police had said that the bye-laws stated that horses could be ridden on the field. The Clerk was asked to review the bye-laws and to post an update on the website and on social media.
  - (c) **Minute 69 (a) – Demonstration on Parish Online system** – the demonstration planned ahead of this evening's meeting had been cancelled due to reduced number of member's attending the meeting. The Clerk was asked to enquire of Mr Richard's availability for a future meeting.
  - (d) **Minute 69 (b) – Silent Soldiers** – Mr Jim Payne confirmed that 3 Silent Soldiers were currently in place and a 4<sup>th</sup> was due to be erected. Mr Payne offered to prepare an article for the September edition of the Yapton News on the forthcoming anniversaries being marked during Armistice in November 2018.
  - (e) **Minute 69 (f) – Insurance Claim re damage to lower car park boundary** - The Clerk reported that he had now received acceptance of the claim from Aviva Insurance relating to the damage sustained to Parish Council railings and bollards on the boundary of the lower council car park and Main Road near to Sparks Corner roundabout, and confirmed that the repair work had now been completed.

## COUNTY & DISTRICT COUNCILLORS REPORTS

92. The Chairman referred to a report prepared by County Councillor Mrs Jacky Pendleton which was circulated at the meeting and asked if there were any questions or queries relating to her report.
93. Councillor Stephen Haymes reported that the Arun Local Plan had been found sound by the Planning Inspector and was due to be confirmed by the District Council on the 18<sup>th</sup> July. He also reported that he had recently attended the topping out ceremony for the new Waves Swimming Pool at Littlehampton due to open in 2019. Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

## CORRESPONDENCE

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

**(a) Change of Emergency Planning Officer at Arun District Council**

The Council noted an e-mail dated 8th May 2018 from Michael Rowland, Emergency Planning Officer at Arun District Council informing the Council that Guy Edwards was no longer working for Arun District Council as the Council's Emergency Planning Officer. The e-mail stated that the Parish Council can contact him if help is needed with any Emergency Planning issues, and that he would be happy to visit the Parish and introduce himself.

**(b) General Data Protection Regulation (GDPR) and NDP Reg.14 consultation data**

The Council noted an e-mail dated 9th May 2018 (*copy attached to these minutes*) from Donna Moles at Arun District Council Planning Department regarding Neighbourhood planning Reg.14 consultation data and being GDPR compliant.

**(c) "There but not there" commemorative events**

The Council noted an e-mail and letter from Matt Davey, Director of Highways and Transport, from WSCC dated 15th June 2018. The letter regarding the "There but not there" commemorative event for those who perished in World War 1 gave specific advice regarding the siting of memorials on the highway.

**(d) Strategic Transport Investment Programme – Stakeholder Engagement, June 2018**

The Council noted an e-mail and attachments from Paul Eagle, Principal Transport Planner, of the Strategic Planning Team at WSCC dated 20th June 2018. The West Sussex County Council has established a Strategic Transport Investment Programme (STIP) to guide the identification and progression of strategic transport schemes. This was explained in more detail in the attachments to the e-mail which were circulated to Parish Council Members on the 25th June 2018.

The Parish Council had been invited to complete the proforma, identifying any schemes the Council wished to be considered as part of the STIP prioritisation process, to produce a revised list of schemes, to be returned by Friday 20th July 2018. The (full) long list of schemes will be prioritised in summer 2018 to produce a short list of scheme priorities for development as resources permit. The short list will be approved by the Cabinet Member for Highways and Infrastructure in September 2018.

**Resolved:** *The Council resolved to support the following schemes included in the West Sussex County Council Strategic Transport Investment Programme.*

- (i) *NCN2 Completion of Cycling Scheme – Chichester to Shoreham*
- (ii) *Level Crossig issue – B2132 Yapton Lane, Yapton – Provision of infrastructure solution to resolve problems of lorry turning movements in and out of Lake Lane*

## **GRANTS TO VOLUNTARY ORGANISATIONS 2018/19**

95. The Council considered the applications received from voluntary and charitable organisations for grant aid in the current financial year (copy attached to the minutes).

96. *Resolved – The Council agreed that grants be made to the following organisations in 2018/19:*

Arun & Chichester Citizens Advice Bureau - £50;

Bognor Regis, Chichester and District branch of the Samaritans - £120;

West Sussex Mediation Service - £50;

Yapton & Ford Parochial Church Council - £100 (for the maintenance of the closed churchyard);

Yapton and District Cottage Gardeners' Society - £150;

Yapton Evergreens - £100.

The Budget for 2018/19 is £890 and the above allocations total £570.

## **TRAINING AND DEVELOPMENT OF MEMBERS/STAFF**

97. The Clerk reported on his recent attendance at a quarterly meeting of the Sussex Branch of the Society of Local Council Clerks in Pulborough on the 5<sup>th</sup> July 2018. Much of the meeting had dealt with an update on the General Data Protection Regulations.

## **PARISH COUNCIL MAGAZINE (YAPTON NEWS)**

98. Details of the July 2018 edition (91<sup>st</sup> issue) of the magazine were reported at the meeting.

The Council agreed to the following temporary changes to the Yapton News delivery rounds:

Mr Graham Irwin to take on Tack Lee Road / Canal Road / The Pines as Mr Pickthall on holiday;

Mr Ambler to take on 20 properties in the Hobbs Court area as Mrs Vicky Newman on holiday.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

99. The Clerk reported that there were currently no vacant plots at the Council's Cinders Lane Allotments. It was reported that 3 plots were being unattended and 1 tenant was refusing to give up their plot. Other plot-holders had been working to deal with the weeds on the offending plot. Councillor Kendall and Mr Caiger to request that the Clerk write to the tenant giving due notice.

## **EMERGENCY AND RESILIENCE**

100. It was reported that Councillor Michael Pickthall recently attended a meeting with the Clerk of the Council with a small number of the Yapton Emergency Volunteers to discuss progress on Emergency and Resilience matters. Further training including a first aid course, facilitated by a member from Felpham Parish Council is to be arranged.

## **PLANNING**

101. The Council considered the following and:

- (a) received the minutes of the meeting of the Planning Committee held on 14<sup>th</sup> May 2018 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in May / June 2018 (*schedule attached to the minutes*);
- (c) Planning applications
  - (i) the Council confirmed / considered the Council's response to the latest planning applications received as set out in the attached schedule;
  - (ii) the Council noted details of any planning applications made by other planning authorities;
- (d) Planning Appeals - noted that there were no planning appeals relating to planning applications in the Parish.

## **PLAYING FIELD**

102. The Clerk reported on the recent incursion onto the playing field by a group of travellers. The Clerk reported that the Travellers arrived and forced entry to the field at the entrance and stayed for 4 days and nights. The Clerk reported earlier that he hoped the playing field and the play area would be cleared during the next few days. The Entrance posts were in the process of being repaired.

## **NEIGHBOURHOOD PLAN UPDATE**

103. Mrs Vicky Newman, chair of the Steering Group was not present at the meeting and therefore the Clerk presented a brief update on matters relating to the review of the Neighbourhood Plan:

- (i) A Planning Consultant had been appointed to assist the Steering Group in the review process;
- (ii) An initial meeting of the Steering Group with the Consultant had been held on the 12<sup>th</sup> June;
- (iii) A further meeting of the Steering Group had been planned for the 14<sup>th</sup> August;
- (iv) The Clerk had applied for a Locality Grant up to the maximum amount of £9,000.
- (v) The Council had recently been notified that it had been awarded a grant of £8,450 for assistance with the review process which had to be spent within this financial year.

## **REPORTS FROM REPRESENTATIVES**

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

- (a) Village Hall

Mr Ambler presented a report on the Annual General Meeting and updated the parish council on the financial position and various proposed forthcoming activities and projects at the Yapton & Ford Village Hall.

(b) Joint Western Arun Area Committee

Mr Michael Pickthall was not present at the meeting and there was no report on the meeting of the Joint Western Arun Area Committee which met on the 13<sup>th</sup> June 2018.

(c) Arun District Association of Local Councils

The Council's representatives – Mr Derek Ambler & Mr Michael Pickthall - were not present at the annual meeting of the Arun District Association of Local Councils which met on the 20<sup>th</sup> June 2018 – and therefore, no report was made to this meeting.

**FINANCIAL STATEMENTS**

105. The Council resolved:

- (a) To approve the financial statements showing the receipts and payments for the months of April, May and June 2018 (*schedules attached*);
- (b) To note the Bank Reconciliation for the Council's Bank Accounts as at 30<sup>th</sup> June 2018;
- (c) To note the summary of income and expenditure over the various budget heads for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2018 (*copy attached*).

**DATE OF NEXT MEETING: MONDAY 10<sup>th</sup> SEPTEMBER 2018 AT 7.30 PM or at the conclusion of the meeting of the Planning Committee.**

**Meeting closed at 8.30pm**

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Chairman