

YAPTON PARISH COUNCIL

UNCONFIRMED MINUTES

A Meeting of the Yapton Parish Council was held on the 9th September 2019 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 Philippa Greenan, Mr Graham Holden, Mr Tony Kendall, Mr Doug Maw, Mr Michael Pickthall, Mrs Vicky Newman and Mrs Amanda Worne.

Also present: Mr Gardiner (Clerk of the Council) and 6 members of the public. County Councillor Mrs Jacky Pendleton joined the meeting during consideration of item 4 (a).

APOLOGIES FOR ABSENCE

98. There were no apologies received for this meeting.

DECLARATIONS OF INTEREST

99. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda. None were made.

URGENT MATTERS

100. The Clerk referred to an e-mail he had received from West Sussex Democratic Services inviting the Parish Council to the next meeting of JWAAC Highways and Transport Group. The Council agreed to consider this urgent matter at a suitable point later in the meeting.

PRESENTATION

101. The Chairman suspended the meeting whilst a presentation was made on behalf of the recently opened hospice, St. Wilfrid's, in Bosham. Penny Ibbott and Hannah Presgrave gave the presentation and then answered questions from Councillors and Members of the Public.

PUBLIC QUESTION TIME

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

- (a) **Burdell Road, Ford – opposite Fordwater Gardens** – a local resident raised the matter that a layby which had been used by local residents in the area had now been removed as part of the entrance to the new development called Five Acres, being constructed by Crayfern Homes. It was suggested that the resident take the matter up with Mrs Jacky Pendleton as she is the County Councillor for the area.
- (b) **Disturbance caused by train horns in the Maypole Lane area** – a local resident stated that he had had a reply from Network Rail who were monitoring the situation in that area.
- (c) **Red Telephone Box situated on Bilsham Road** – Councillor Holden referred to a notice which had been placed in the Red Telephone Box on Bilsham Road which indicated that

the Telephone Box was to be removed imminently unless a buyer could be found. The Telephone Box could be purchased for £1. A discussion ensued during which various uses were discussed, including housing a public defibrillator, but also noting that ongoing maintenance costs would be incurred in its upkeep.

Resolved: That the Parish Council investigate the acquisition of the Red Telephone Box situated in Bilsham Road, Yapton.

MINUTES

103. *Resolved* - That the minutes of the meeting held on 8th July 2019 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

104. The following matters arising were raised from the minutes of the meeting held on the 8th July 2019:

(a) **Minute 78 (iv) – Traffic Issues Group** – Councillor Mrs Amanda Worne updated the Parish Council on the setting up of a Yapton Community Speedwatch Scheme. Details of volunteers had been passed to Sussex Police who were looking for a site to assess for the speedwatch to operate in. The Clerk commented that there were four sites approved previously and he would forward these details to Councillor Mrs Worne. There would be a cost of £500 for training, but a sponsor was being sought to cover these costs. There would also be some new road signs acquired as part of this initiative.

(b) **Minute 80 (a) Longacre Park – North End Road** – The Clerk reported that he had received a reply to his request that something be done to limit the amount of disturbance to residents living in the area of the crossing caused by the use of train horns when approaching the crossing. In its reply dated xxth August 2019, Network Rail commented:

“I am writing in response to your enquiry following the concerns of local residents about the train horns being sounded at Yapton crossing.

The whistleboard at Yapton was reinstated when the line speed returned to 60mph following the upgrade to full barrier crossing. We understand concerns regarding sound levels and we are currently monitoring the footfall at Maypole Lane to determine the future of the crossing. Our level crossings team advise that we should be in a position to give more information around the end of August 2019.”

(c) **Minute 85 (c) – Condition of roads and pavements on Burndell Road** – The Clerk confirmed that he had reported this matter to West Sussex County Highways but had not had a response as yet.

(d) **Minute 85 (e) – Children’s and Family Centre, Main Road, Yapton** – at the last meeting it was suggested that this facility could be registered as an “Asset of Community Value”. No further work had taken place on this as no specific action had been agreed. County Councillor Mrs Jacky Pendleton would make further enquiries regarding the future use of this building.

- (e) **Minute 87 – Grants to Voluntary Organisations** – The Clerk confirmed that the grants agreed at the last meeting had been paid and some organisations had written thanking the Parish Council for the award of the grant.
- (f) **Minute 88 – E-mail Accounts** – The Clerk referred to the five councillors who had yet to register to use the new “yaptonpc.gov.uk” e-mail address. The Clerk asked that these registrations be completed by the date of the next ordinary parish council meeting.
- (g) **Minute 90 - Cinders Lane Allotments** – Councillor Tony Kendall reported that the issues with regard to the removal of the boundary fencing along the boundary between the Allotment Site and the Cinders Lane Nursery Site remained unresolved. The Clerk was asked to contact Crayfern Homes to try to rectify the situation.
- (h) **Minute 93 – Installation of a proposed bund** – The Clerk reported that due to various factors and delays in obtaining information and advice on the application process, the submission of the Planning Application had been delayed. It was hoped to submit the application to Arun District Planners in the next few weeks.

COUNTY & DISTRICT COUNCILLORS REPORTS

- 105. County Councillor Mrs Jacky Pendleton had nothing to report and there was no written report for the meeting to consider.
- 106. District Councillor Mrs Amanda Worne informed the Parish Council that she had been working on the following matters:
 - (a) Yapton, Ford and Climping Planning Advisory Group would be meeting on the 10th September at the Village Hall to update on current planning matters;
 - (b) Youth Club – discussions had been taking place with Safer Arun Scheme regarding the setting up of a Youth Club. A letter from 15 young people was circulated at the meeting asking for a youth club to be set up with support and funding from Arun District Council;
 - (c) T J Waste – a petition was circulating locally concerning the amount of dust being created from their facilities;
 - (d) Speedwatch – see earlier update.

CORRESPONDENCE

- 107. The following items of correspondence were considered by the Council although not on the published agenda:
 - (a) **Footpath at Downview Close** – Councillor Pickthall reported on action which had been taken to repair a footpath in the area by West Sussex County Council.
 - (b) **Pecuniary Interests** – Councillor Maw asked when the Clerk would be responding to an e-mail which had been sent to the Parish Council on the 15th July 2019 and which Councillor Maw had copied to the Clerk this evening. This concerned works which had

been carried out without transparency or competitive quotes being obtained. The Chairman stated that the works had been carried out for the Parish Council consisted of works required to be undertaken quickly or in an emergency. All the work had been authorised by the Chairman and consisted of low value items.

108. The following items of correspondence had been received since the date of the last meeting and were considered by the Council:

- (a) The Council noted an e-mail from Daniel Harman, Land Charges Officer at Arun District Council dated 04/07/19 which stated that Arun DC are in the process of creating a database of potential street names/themes and would like to have some input from the public and the communities within the area. Arun DC has put together an A5 flyer and are sending it to each Parish/Town Council to use as they wish, whether this was posting online, in a newsletter or printed hardcopies etc. The aim is that people can send in their suggestions for names or themes to the contact details on the form, these will be checked for suitability and added to the database. As new developments require street names Arun DC can make suggestions to the developers from this database.

In considering the matter, Councillor Philippa Greenan offered to collate responses for sending to Arun for consideration. The Clerk agreed to contact the local school and other organisations including the local History Group to encourage them to submit suggestions.

(b) Weeds and Footpaths

The Council considered an e-mail received from Mrs Lynn Kendall dated 8th July 2019 concerning the state of the gutters and footpaths on Cherry Avenue. The state of the gutters with weeds is disgusting (even though some of us do try hard to keep our area weed free, it proves to be an impossible task). Not only is it an eyesore and embarrassing the weeds are causing damage to the structure of the tarmac and making footpaths that are already in an appalling state even worse. Mrs Kendall stated that they have not had a road sweeper this year as far as people are aware and the central grass islands which are supposed to have 5 cuts per year so far have had only 1.

Mrs Kendall is looking for support from the Parish Council, as requests she and other residents have submitted to West Sussex County Council have not been responded to.

The Clerk was requested to contact West Sussex County Highways on this matter.

(c) Your views on the Joint Area Committees are needed

The Council considered an e-mail from Nick Burrell, Senior Advisor, Democratic Services at West Sussex County Council (WSSCC) regarding a survey on operation of the Joint Arun Area Committees for the area. WSSCC has requested help to gather the views of all Town and Parish Councils on the value and purpose of their local JWAAC meetings through a survey running until the 30th September. Councils are encouraged to fill out the survey online or by e-mailing TalkWestSussex.

(d) Joint Western Arun Area Committee (JWAAC) – Highways and Transport Sub-Group

The Clerk referred to an e-mail he had received from West Sussex County Council inviting the Parish Council to attend the next meeting of the Sub-Group. The Parish Council had previously decided not to be a member of the Sub-Group as it felt it did not get any value by attending the meetings.

Councillor Michael Pickthall, the Parish Council's JWAAC representative, was asked to review the matter and report back

(e) Community Operating Model – West Sussex County Council

The Council considered the recently published Community Operating Model from West Sussex County Council. The Foreword and the Introduction were attached to the agenda and the Full Document had been e-mailed to Parish Councillors' prior to the meeting.

Following a wide-ranging discussion during which Members queried what services they were getting for the Council Tax it pays to the County Council, it was stated that the West Sussex County Council could now only afford to carry out their statutory functions and were asking the community to take-up the non-statutory functions.

The Council *resolved* to note the document.

(f) West Sussex Association of Local Councils - Annual General Meeting and Conference 2019 -

The Council considered an e-mail from Paul Richards, Clerk to the WSALC Board dated 22nd August 2019 with the agenda for the Annual General Meeting (AGM) 2019 of the West Sussex Association of Local Councils (WSALC). The AGM would be held on the 3rd October 2019 and will commence at 9:45am with the Autumn conference to follow. Councillor Derek Ambler and Councillor Michael Pickthall are the Council's nominated representatives. The draft programme for the conference was attached to the agenda. The Conference is open for any Member or the Clerk to attend.

The Council *resolved* that Councillor Derek Ambler attend the AGM and Conference and it was agreed the Clerk could attend the Annual Conference.

(g) Message from Chief Inspector Jon Carter - Arun & Chichester District Commander

The Council noted an email (*copy attached to the agenda*) from the new Sussex Police District Commander for Arun & Chichester, Chief Inspector Jon Carter, introducing himself to the Town and Parish Councils in his area.

The Council *resolved* to note the e-mail and asked the Clerk to contact the Chief Inspector's Secretary to try and arrange for the new District Commander to visit Yapton

(h) Electric Vehicle Strategy Consultation

The Council considered an e-mail (*copy attached to the agenda*) from West Sussex County Council (WSCC) dated 21st August 2019 informing the Parish Council that WSCC has convened an internal Members' Task and Finish Group to produce an Electric Vehicle Strategy. The main focus is improving awareness and acceleration of provision of charging infrastructure. This is currently in draft form. The County Council is consulting on views about the proposals in this draft strategy before a decision is made about formally adopting it. The Clerk e-mailed a copy of the full strategy to members of the Parish Council, and also a one page summary.

Resolved: The Council agreed it should respond to the consultation on the Electric Vehicle Strategy and to ask Councillor Maw if he would draft a response on behalf of the Council. Members of the Council were asked to let Councillor Maw have any comments they may have on the draft Strategy.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

109. (a) Planning update – Councillor Derek Ambler confirmed that he had recently attended an update session by Lindsay Frost (SSALC's planning consultant) at Bersted Parish Council on the 8th August 2019.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

110. Details of the September 2019 edition (98th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

111. Councillor Tony Kendall reported that all plots were presently taken. He also referred to continued issues with the removal of the boundary fencing along the boundary with the new Crayfern Homes housing site adjoining the Cinders Lane Nursery. This had left the plots adjacent to the boundary very exposed and vulnerable. The Clerk would be making some enquiries on this matter.

EMERGENCY & RESILIENCE

112. The Clerk reported that the annual joint meeting of members from Clymping, Ford, Walberton and Yapton would be taking place on the 16th September 2019.

PLANNING

113. The Council considered the following and:
- (a) received the minutes of the meeting of the Planning Committee held on 8th July 2019 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in July / August 2019 (*schedule attached to the minutes*).

PLAYING FIELD

114. The Clerk was currently dealing with a damaged swing on the play area.

REPORTS FROM REPRESENTATIVES

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

(a) **Village Hall**

Mr Ambler presented an update on the financial position and various proposed forthcoming activities and projects at the Yapton & Ford Village Hall. During consideration of this matter Councillor Pickthall reminded the Council that there were issues with the main roof which needed attention.

- (b) **Arun District Association of Local Councils (ADALC)** – The Council considered the minutes from the last meeting of ADALC which had taken place on the 17th July and which neither of our representatives could attend. A request had been sent to all Parish and Town Councils requesting that they consider their future membership of the Association at their September meetings. The subscription currently stood at £15 per annum.

The Parish Council *resolved* not to continue with its membership of the Arun District Association of Local Councils (ADALC).

FINANCIAL STATEMENTS

116. The Council *resolved*:

- (a) To approve the financial statements showing the receipts and payments for the months of July and August 2019 (*schedules attached to the minute book*);
- (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 31st August 2019 (*copy attached to the minutes*), and to approve Councillor Michael Pickthall, who is not a signatory to the Bank Accounts, be appointed to check and sign off the reconciliation with the Bank Statement;
- (c) To note the summary of income and expenditure over the various budget heads for the period 1st April 2019 to 31st August 2019 (*copy attached to the minute book*).

DATE OF NEXT MEETING: Monday 11th November 2019 at 7.30 PM or at the conclusion of the meeting of the Planning Committee.

Meeting closed at 8.50pm

_____ Chairman