

UNCONFIRMED

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 12th March 2018 at the conclusion of the meeting of the Planning Committee in the Club Room of the Yapton & Ford Village Hall.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Martin Clark, Mr Peter Dunkley, Mrs Pam Evans, Mr Tony Kendall, 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

36. Apologies for absence were tendered at the meeting from Mr James Gadd.

DECLARATIONS OF INTEREST

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

38. 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

39. There were no urgent matters raised

PUBLIC QUESTION TIME

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

- (a) Cycle Routes – a local resident referred to the document to be considered later in the meeting on Sustainable Transport in Yapton. She said that there was no mention of multi-use bridleways for use by horse-riders/walkers/cyclists. The resident stated that this was a strategic aim of Arun District Council and was due to be included in the Rights of Way emerging plan being prepared by West Sussex County Council. The resident requested that the Parish Council be asked not to support cycleways and make them multi-use for use by walkers, cyclists and horse-riders.

Councillor Chris Sprules commented that the document he had prepared had emerged before horses came into the discussion. He said that multi-use ways tended to wider. He commented that the priority was for cycle routes and that monies were being allocated in recent Section 106 agreements for this purpose.

- (b) A resident asked what proposals were being considered for traffic calming measures in the Village? County Councillor Mrs Pendleton referred to the possibility of submitting an application for Traffic Regulation Orders for specific traffic calming measures in the parish.

The Clerk reported that the Traffic Issues Group which had been considering these issues with the assistance of the local police and county councillor had not met for some time, and that the Clerk would be looking into re-convening the group at some point in the future.

MINUTES

41. *Resolved* - That the minutes of the meeting held on 15th January 2018 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

42. The following matters were raised on the minutes of the meeting held on the 12th March 2018:
- (a) Minute 11(a) – Parish Online – Mr Richards who was working for SSALC in promoting the Parish Online system for use by local councils was unable to attend the parish council on this date.

COUNTY & DISTRICT COUNCILLORS REPORTS

43. County Councillor Mrs Jacky Pendleton referred to her report which had been circulated with the agenda. She raised the following issues in more detail:
- Traffic Calming – there were currently no resources available to support these as accident statistics do not support any action. However, she was supportive of the parish working with the police to identify issues and gain support for possible intervention;
 - The County Council can include a condition in Section 106 for support of traffic calming measures;
 - Bridleways – it is right that the parish council should consider making multi-use;
 - Traffic Issues – The Clerk suggested that a meeting of the group be arranged including County Councillor Mrs Pendleton from West Sussex County Council and also Councillors Michael Pickthall and Chris Sprules on behalf of the Parish Council.
44. Councillor Derek Ambler had nothing to report on the work of the Arun District Council and Councillor Stephen Haymes referred to the receipt of Council Tax bills today and to the 3% increase in Arun District Council's share of the bill.

CORRESPONDENCE

45. Receipt of the following correspondence was reported by the Clerk and action agreed as indicated:-
- (a) **The Royal British Legion: WW1Centenary Commemorations 2018 - 'The Silent Soldier'**

The Council noted receipt of an email dated 5th January 2018 and attached letter and leaflet from the Community Fundraiser for the Royal British Legion in West Sussex concerning a new initiative which has been recently launched by the Royal British Legion to commemorate the 100 year anniversary of the end of the First World War.

The Parish Council *resolved* not to support the Royal British Legion in commemorating the end of the First World War, but to accept the offer of Councillor Mrs Vicky Newman to seek sponsorship from Southern Co-operatives for a soldier to be placed outside the Co-op store on Main Road, Yapton.

(b) New approach to funding

The Council noted receipt of an e-mail from West Sussex County Council dated 19th February 2018 indicating that the County Council was proposing to change its approach to grant funding to voluntary and community groups from 2018/19.

The County Council hoped to streamline the current three grant pots, moving to one, which will reduce confusion about the funds available. The Council proposes to move to an online crowdfunding model where it will pledge support to projects from the single funding pot, alongside others who may wish to contribute to the projects. This new approach to funding was introduced at drop-in sessions which were run prior to the recent meetings of the County Local Committee (CLC) and Joint Area Committee (JAC) meetings.

(c) A Letter From The Chairman of West Sussex County Council - Sussex Day 16 June

The Council noted receipt of a letter dated 6th February 2018 from the Chairman of the West Sussex County Council asking the Parish Council to let the West Sussex County Council know if it intends to mark Sussex Day on or around the 16th June 2018. The County Council undertook to publicise events on the Council's behalf. There were no events currently being planned by the Parish Council to mark Sussex Day in June 2018.

(d) Letter from South & South East in Bloom

The Council noted a letter received from South & South East in Bloom. The letter notified the Council of a new category of entries being sought for a "Parish in Bloom" category. The letter invited anyone who is interested in taking part to go along to this year's seminars on 22nd March at Tilgate Park, Crawley, and hear about the Campaign and chat to those already involved. The Parish Council decided against taking part.

PARISH COUNCIL POLICIES

46. The Parish Council reviewed and approved the following policies:

- (a) Data Protection Policy (new)
- (b) Information Security Policy for Councillors (new)
- (c) Information Security Policy for Staff (new)
- (d) Data Retention Policy (new)
- (e) Media and Communications Policy (new)
- (f) Code of Conduct (new – as recommended by Arun District Council)

Councillor Peter Dunkley raised a number of technical issues on the two policies on Information Security Policy for Councillors and the policy for Staff, and it was agreed that he would forward the issues to the Clerk for clarification.

SOCIAL MEDIA

47. The Council considered a proposal to set up and operate a Facebook and Twitter Account for the Yapton Parish Council. It was *resolved*, following a majority vote, to authorise the Clerk and Councillor Peter Dunkley to set up and operate the Facebook and Twitter Accounts for the Yapton Parish Council.

ENCOURAGING SUSTAINABLE TRANSPORT IN YAPTON

48. The Council considered the document entitled “Encouraging Sustainable Transport in Yapton” which had been prepared by Councillor Chris Sprules and asked if it wished to make any comments on the three cycle routes which have been proposed in the document. The document has already been submitted to the Highways and Transport division of the West Sussex County Council who were supporting the routes proposed.
49. The Council *resolved* to support the document “Encouraging Sustainable Transport in Yapton” and decided not to make any further comments to be submitted in support of the strategy.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

50. Members of the Council had received training on the introduction of the General Data Protection Regulations in February and the Clerk had attended a days’ training on the detailed implementation of the General Data Protection Regulations.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

51. Details of the March 2018 edition (89th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

52. The Clerk reported that the letters requesting payment of the allotment rentals for 2018/19 had been sent out to the plottolders at the end of January and all payments had been received. The Clerk reported that there was currently one half vacant plot available at the Council’s Cinders Lane Allotments.

EMERGENCY AND RESILIENCE

53. Councillor Michael Pickthall reported that the Village Hall Management Committee had reconsidered and reduced the rental for the resilience room on the first floor of the Village Hall. Members of each Council had been asked to take back a recommendation, for the creation of a possible resilience hub in the first floor Emergency Planning & Resilience Room at the Yapton & Ford Village Hall, to their Councils for their agreement, including the making of a financial contribution to the Village Hall Management Committee for the use of the upstairs first floor room. This matter was still outstanding.
54. A meeting of the Volunteers had been held recently and the Clerk reported that there were 29 volunteers signed up to the Emergency and Resilience Group, including 4 parish councillors.
55. Councillor Michael Pickthall referred to the receipt of the basic stock of emergency equipment which had been supplied by the West Sussex County Council following the attendance at the training course by members of the Yapton Emergency and Resilience Group.

PLANNING

56. The Council considered the following and:

- (a) noted the minutes of the meeting of the Planning Committee held on the 15th January 2018;
- (b) noted the planning decisions made by Arun District Council in January/February 2018 (*schedule attached to the minutes*);

PLAYING FIELD

57. The Clerk reported that he was currently pursuing the driver of a vehicle which had been involved in a collision near to the Sparks Corner roundabout which had resulted in damage to West Sussex County Council road signs, and the concrete bollards and metal poles forming the boundary at the corner of the car park of the King George V Playing Field on Main Road.

REPORTS FROM REPRESENTATIVES

58. 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.

- (b) Joint Western Arun Area Committee

Councillor Michael Pickthall presented a report on the meeting of the Joint Western Arun Area Committee held on the 27th February 2018.

APPOINTMENT OF INTERNAL AUDITOR

59. The Council **resolved** to confirm the appointment of Rachel Hall of R S Hall & Co, a firm of local accountants, as Internal Auditor to the Parish Council for the Audit of the Accounts for the year ending 31st March 2018. The Council agreed that the detailed terms be agreed by the Clerk of the Council in consultation with the Chairman of the Council.

FINANCIAL STATEMENTS

60. The Council *resolved*:

- (a) To approve the financial statements showing the receipts and payments for January and February 2018 (*schedules attached*);
- (b) To note the Bank Reconciliation for the Council's Bank Accounts as at 28th February 2018 (*schedule attached*);
- (c) To note the summary of income and expenditure over the various budget heads for the period 1st April to 28th February 2018 (*copy attached*).

DATE OF NEXT MEETING: MONDAY 14th MAY 2018 AT 7.30 PM

Meeting closed at 8.40pm

CONFIDENTIAL ITEM

PART II – CONFIDENTIAL INFORMATION – EXCLUSION OF PRESS AND PUBLIC

*In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to **RESOLVE** that the press and public be excluded from the meeting during consideration of the following item 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 CONTRACTS FOR LITTER PICKING / COLLECTION AND ALLOTMENT GRASS CUTTING IN 2018/19

- 61. The Council received a schedule of quotations (*copy attached to the confidential minutes*) from those individuals and companies wishing to be considered for the provision of Litter picking/collection on the King George V Playing Field, and for Grass Cutting at the Cinders Lane Allotment Site during 2018/19.
- 62. The Council *resolved* to award the contract in 2018/19 for Litter picking / collection to Mrs Jo Smithers and for Allotment Grass Cutting at the Cinders Lane Allotment Site to Mr Paul Wake.

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CHAIRMAN

