

5<sup>th</sup> November 2018

**You are summoned to attend a meeting of the YAPTON PARISH COUNCIL which will take place on MONDAY 12<sup>th</sup> NOVEMBER 2018 commencing at 7.30pm or at the conclusion of the Planning Committee at the YAPTON AND FORD VILLAGE HALL\* (whichever is the later)**

The agenda for the meeting is set out below.

*Andrew Gardiner*

Andrew Gardiner  
Clerk of the Council

*\*The meeting will take place in the Club Room, entrance at the rear of the building.*

## **AGENDA**

### **1. Apologies for absence**

Members are reminded that if they are unable to attend the meeting, reasons for absence must be given for approval by the Council.

### **2. Declarations of Interest**

Members are reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda.

### **3. Urgent Matters**

To deal with any business not included on the agenda which, in the opinion of the Chairman, in consultation with the Clerk, is business of such urgency as to require immediate attention by the Council.

### **4. Public Question Time**

Members of the public/council members are invited to ask questions or raise issues which are relevant and relate to the work of the Parish Council. A period of 20 minutes is allocated for this purpose and individual speakers will be limited to 3 minutes each.

### **5. Minutes of the meeting held on 10<sup>th</sup> September 2018 (copy attached)**

To approve the minutes as a correct record and to agree to the Chairman signing the agreed minutes.

### **6. Matters arising from the minutes of the meeting held on the 10<sup>th</sup> September 2018**

**7. Reports from County & District Councillors present**

**8. Correspondence**

**(a) B2233 Burndell Road Yapton**

To note the following e-mail dated 6<sup>th</sup> October 2018 from Mr Anthony Creal:

“I would just like to raise the concern of many residents about the excess speed problem along the Burndell Road as expressed personally and on the Yapton and Ford News page.

I have forwarded an email from Jacky Pendleton to you about this issue, and the help that data from your community Speedwatch scheme and the backing of residents can help in getting a community highway scheme to provide traffic calming firmly established.

Due to many fatalities of cats, dogs and other wildlife on this road and not to mention traffic accidents occurring when residents are pulling out from their homes, it would appear it is only a matter of time before a child or adult is fatally injured. Cars buses and lorries are often well exceeding the speed limit where women and children have to walk along narrow pavements abutting the road to go to school.

The police are aware of the issue and on behalf of many residents we would much appreciate if you could publish an article about the problem with speed in the Parish Magazine.”

**(b) Social Prescribing**

To note the attached e-mail from Lynda Ryan from Age Uk West Sussex dated 8<sup>th</sup> October regarding the Social Prescribing model they are piloting in West Sussex. This work has now progressed and I am delighted to be able to tell you that we are working in your area with the Regis GP Practice Group which is made up of 9 GP surgeries.

*Lynda Ryan may be attending the meeting to deal with any queries arising from this initiative.*

**(c) A27 Arundel Bypass Scheme Update**

To note receipt of the attached e-mail from Highways England dated 12<sup>th</sup> October 2018 which informs the Parish Council that Highways England has chosen to carry out a further non-statutory consultation for the A27 Arundel Bypass scheme. The consultation, which is planned for spring 2019, will give local people a fresh look at all the viable options for upgrading the A27 using the latest available information.

**(d) West Sussex County Council Cybercrime/Online Safety Surveys are now LIVE!**

To note an e-mail dated 16<sup>th</sup> October received from The Community Safety & Wellbeing Team at West Sussex County Council informing the Council that it has launched two surveys in order to gather feedback about people’s perceptions and experiences of cybercrime/online safety over the last 12 months. Responses to this survey will influence how we at the County Council shape our cybercrime/online safety support work for residents and local businesses in the future.

There are two surveys - Personal Use Survey and a Business Survey (*details attached*) and these surveys will be open for 5 weeks, and will close at midnight on Monday 19<sup>th</sup> November, 2018.

**(e) Council Tax Reduction Scheme Consultation**

To note receipt of an e-mail dated 16th October 2018 and the attached letter regarding the above consultation. Arun District have stated that like many other councils Arun District Council needs to make savings and increase income so they are currently considering options of changes to the existing Council Tax Reduction scheme.

**(f) Letter of Support – Community Highway Scheme Application - National Cycle Route 2 - New Link, Grevatts Lane West, Yapton.**

To note the attached e-mail from Mr Chris Sprules dated 22<sup>nd</sup> October 2018 in which it is proposed that Cyclists / Pedestrians will be able to use this sealed off section of Grevatts Lane West. This will allow users to gain access to the A259 cycle route going eastwards more safely by diverting them off the main Yapton Road/ Bilsham Road. Mr Sprules is seeking the Parish Council's support to an application which has been submitted.

**(g) Green Infrastructure Masterplan - Coast to Downs**

To note receipt of an e-mail dated 26<sup>th</sup> October 2018 from Mr Karl Roberts the Director of Place at Arun District Council. The e-mail states that the Council has commissioned LUC to prepare a Green Infrastructure Masterplan for a corridor of land that extends from the Coast near Butlin's up to the Downs at Fontwell (roughly following the railway and then the Lidsey Rife). This is building upon the work undertaken on GI across the district in 2012 as part of the Local Plan process.

One of the key objectives is to have a continuous cycleway running between these two points linking key points of interest and developments. The opportunity is also being taken to consider the ecological enhancement and opportunities for strategic surface water management. The area we are looking at passes through our area.

Mr Roberts and the consultants would like to arrange a meeting with the Parish Council and a number of representatives from each parish to look at this exciting opportunity to enhance the area and to hear of your ideas and any concerns you have.

This e-mail was subsequently followed up a few days later with an e-mail which stated that:

"Following on from Karl Robert's email to you of 26 October, I can now confirm that this meeting will take place on **Thursday, 22 November 2018 @ 6.00 pm in Committee Room 1, Arun Civic Centre.**

Unfortunately on this occasion we are unable to offer an alternative date so can I please request that you review your three named representatives to ensure they are able to attend and confirm them to me by Wednesday, 14 November latest."

The Parish Council is asked to confirm which Members it wishes to attend the meeting on behalf of the Parish Council.

**9. Training and Development of Members/Staff**

Members/Clerk to report on any training courses attended since the last meeting.

## **10. Parish Council Magazine (Yapton News)**

- (a) A proof copy of the latest issue of Yapton News (Issue no 93 – November 2018) will be available at the meeting.
- (b) The Council is recommended to award Christmas vouchers to the value of £15 to the volunteers (except Council Members) who assist with the delivery of the magazine each time.

## **11. Reports from Committees**

### **(a) Allotments**

- (i) To consider any matters requiring attention regarding the Council's Allotments.
- (ii) To fix the allotments rentals for the next financial year. The current annual rental was increased to £32.00 for a 5 rod plot in 2018/2019. The site rental will continue at the rate of £500.00 in 2019. It is recommended that the allotment annual rental is increased by £2.00 to £34.00 for a 5 rod plot for the financial year 2019/2020.

### **(b) Emergency & Resilience**

To consider any matters arising from the Yapton Community Co-ordinators or Volunteers.

### **(c) Planning**

- (i) to receive the minutes of the meetings of the Planning Committee held on 10<sup>th</sup> September 2018 (*copy attached to Planning Committee Agenda*);
- (ii) to receive details of planning decisions made by Arun District Council in September / October 2018 (*schedule attached*);

### **(d) Playing Field**

To consider any matters requiring attention regarding the Council's Playing Field.

- a. Provision of a security bund along the main car park boundary;
- b. Car Park Lighting – anti-vandal measures;
- c. Re-siting of seat in the north-west corner of the playing field (adjacent to Church Road entrance).

## **12. Reports of Representatives**

### **(a) Village Hall representatives**

### **(b) Arun District Association of Local Councils**

To receive an update from the meeting of the Arun District Association of Local Councils held on the 19<sup>th</sup> September 2018. (Councillor Mr M. Pickthall and Councillor D. Ambler are the Council's representatives). A copy of the minutes of the meeting are attached to the agenda as a decision is required to be taken on Item 9 – Future of the Association.

**(c) West Sussex Association of Local Councils**

To receive an update from the meeting of the Annual General Meeting and Conference of the West Sussex Association of Local Councils held on the 4<sup>th</sup> October 2018. (Councillor Mr M. Pickthall and Councillor D. Ambler are the Council's representatives).

**(d) Joint Western Arun Area Committee**

To receive an update from the meeting of the Joint Western Arun Area Committee held on the 31<sup>st</sup> October 2018. (Councillor Mr M. Pickthall is the Council's representative).

**13. Renewal of Parish Council Insurances**

- (a) The Parish Council's insurance cover, which is currently provided by Aviva Insurance at an annual premium of £1,600.56 including Insurance Premium Tax, is due for renewal on 16<sup>th</sup> December 2018. Came and Company have access to a panel of insurers who provide "core" cover to local councils which offers competitive insurance rates for Parish Councils.
- (b) Came & Company Local Council Insurance has been working with the Clerk to provide 3 quotations, based on the schedule of cover currently provided by Aviva Insurance, and an assessment of our demands and needs. Quotations have been obtained from 3 insurance providers who provide Parish Council's insurance cover which based on the same level of cover.
- (c) The following quotations, including Insurance Premium Tax (IPT), have been received:

Insurer	Annual Premium (incl IPT)	Annual Premium if 3 year long term agreement taken-based on a 5% discount	
1. Inspire via Axa	£1,664.69	£1,581.46	See note below
2. Hiscox	£1,307.53		
3. Ecclesiastical	£1,382.83		

- (d) The Parish Council is recommended to accept the quotation for a new insurance policy with **Inspire via AXA** with effect from 16<sup>th</sup> December 2018 on the basis of a 3-year long term binding agreement. The existing policy with Aviva Insurance will be cancelled on the 15<sup>th</sup> December 2018 at the end of the current 3-year agreement period.

**14. Annual Audit of Accounts 2017/18**

- (a) The Council received of a letter dated 26<sup>th</sup> September 2018 from the Council's External Auditor, Moores Stephen, which informed the Council that the limited assurance audit of the Council's Annual Return for 2017/18 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.

- (b) The Council is required to publish (*Copy of the notice attached*) the signed copy of the Annual Return for 2017/18 by the 30th September 2018, and to make copies of the return available on payment of a small fee.
- (c) The Council is recommended to note the completion of the Audit of Accounts for 2017/18, and that the Auditor has not raised any issues which is needed to be brought to the Council's attention.

#### **15. Preliminary consideration of the 2019/2020 Parish Budget**

- (a) To note the contents of a letter dated 18th October 2018 (*attached*) received from Arun District Council confirming the arrangements for the notification of precepts set and the payments of precepts in 2019/20.
- (b) The Council is asked to consider if there are any proposals for growth in expenditure to be included in the draft 2019/20 budget, and any other issues relevant to the preparation of the budget to be considered at the next meeting of the Parish Council in January 2019.

#### **16. Finance**

- (a) To consider and approve the financial statements showing the receipts and payments for September and October 2018 (*copy attached*);
- (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 31<sup>st</sup> October 2018, and for a Councillor who is not a signatory to the Bank Accounts be appointed to check and sign off the reconciliation;
- (c) To consider and receive the summary of income and expenditure over the various budget heads for the period 1<sup>st</sup> April to 31<sup>st</sup> October 2018 (*copy attached*).

**DATE OF NEXT: MONDAY 14<sup>th</sup> JANUARY 2019 AT 7.30 PM or at the conclusion of the Planning Committee whichever is earlier.**

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#### **Recording at Yapton Parish Council meetings**

**The recording, filming and reporting of all public meetings is permitted.**

Members of the public and press are permitted to film or record meetings (to which they are permitted access) in a non-disruptive manner and from areas designated for the public. **No prior permission is required** however the Chairman may ask at the beginning of the meeting if anyone present wishes to record proceedings. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive manner.

The Chairman of the meeting, in accordance with Standing Orders has the ability to stop a meeting if any person is deemed to be disruptive.

Yapton Parish Council requests that filming or recording is kept to a minimum, that the filming focuses on those making representations to the meeting, that members of the public are not inconvenienced and that all involved should be treated respectfully.

Any person or organisation choosing to film, record or broadcast any meeting of the Council will be responsible for any claims or other liability resulting from them so doing.