

UNCONFIRMED

Agenda Item 5

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 11th March 2019 in the Club Room of the Yapton & Ford Village Hall, commencing at 8.10pm.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Martin Clark, Mr Peter Dunkley, Mrs Pam Evans, Mr James Gadd, Mr Michael Pickthall and Mrs Vicky Newman.

Also present: Mr Gardiner (Clerk of the Council) and 8 members of the public.

APOLOGIES FOR ABSENCE

32. Apologies for absence were tendered at the meeting from Parish Councillor Mr Tony Kendall and County Councillor Mrs Jacky Pendleton.

DECLARATIONS OF INTEREST

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

34. 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

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

PUBLIC QUESTION TIME

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

(a) Lights in Village Hall Car Park – a local resident asked why the light nearest the village hall was still very dim. Mr Pickthall responded by saying that two lights were dim, but were due to be replaced in the next week.

(b) Persimmon Homes Emerald Gardens development – a resident of Emerald Gardens asked the Chairman if he had had a response to the query he raised at the last meeting. The Chairman responded by saying that he had walked round the development, but was not clear where the issues he had mentioned were occurring. Two Council Members commented that there were large bags of polystyrene on the development and that the landscaping had not been completed properly. The Chairman agreed to meet the resident on site to view the issues.

- (c) **Junction of Maypole Lane and North End Road** – a local resident raised the issue of the high volume of traffic around the junction since the introduction of the full barriers at the Yapton Railway crossing. The Clerk was asked to raise the issue of safety at the junction with the local highways department.
- (d) **Low level Crime** – a local resident raised the issue of low level crime and graffiti which had been affecting certain parts of the village recently. He asked if there was anything the local police could do to limit the effects of this activity. The Chairman stated that he had recently received information to show that Sussex Police had commenced recruiting more PCSO's. The Clerk referred to contact he had had recently with the PCSO from the Arun and Chichester Local Policing Team who had sought permission to attend tonight's meeting to discuss any issues in Yapton. The Clerk reported that he had agreed that the PCSO should attend the next meeting on the 13th May.
- (e) **Traffic Calming in Yapton** – A resident asked what was happening with regard to traffic calming measures in the village. It was also suggested that the Community Speedwatch scheme originally set up under John Mills leadership has now ceased operations. The Clerk reported that he had not arranged a meeting of the traffic issues group, and had a number of residents willing to volunteer to join the group. The Clerk also reported that any Community Speedwatch Group had to run with Police oversight.

MINUTES

- 37. *Resolved* - That the minutes of the meeting, including the confidential minutes, held on 14th January 2019 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

- 38. The following matters arising were raised from the minutes of the meeting held on the 14th January 2019:
 - (a) **Minute 5 (f) – Parking on the Village Hall / Playing Field Car Park** – The Clerk reported that he had written to Mr Bickle concerning the cars parked in the car park and had contacted Arun District Council with a view to reviewing other options for dealing with unauthorised parking. The Clerk had been given a contact at Arun DC responsible for dealing with car parking who he had yet to speak with.
 - (b) **Minute 7 (d) – Security Bund** – The Clerk was waiting to hear back from Arun Planners with regard to the permissions required for the deposit of soil / spoil on the playing field to form a bund.
 - (c) **Minute 7 (e) – Village Hall Car Park Lights** – this matter had been dealt with following a query in Public Question time.
 - (d) **Minute 7 (f) - Seat in the Northwest corner of the playing field adjacent to the Church Road entrance** – the seat had been relocated to nearer to the hard play area by Mr Pickthall and Mr Jim Payne, who was thanked by the Council for his assistance in this matter.
 - (e) **Minute 14 – Allotment Rents** – The Clerk reported that all Allotment Rentals had been paid for the forthcoming year with the exception of one tenant who had recently died. The Clerk and Mr Caiger were attempting to contact the family to ascertain their intentions with regard to their future use of the plot.

- (f) **Minute 15 - Emergency and Resilience** – Mr Ambler and Mr Faulkner reported on the excellent training course on First Aid which had been held on the 16th and 25th February for emergency volunteers, which unfortunately, had not been very well attended.

COUNTY & DISTRICT COUNCILLORS REPORTS

39. The Council noted the report from County Councillor Mrs Jacky Pendleton, who was unable to attend the meeting, which had been circulated by e-mail prior to the meeting.
40. Councillor Stephen Haymes referred to the recently agreed budget and council tax for Arun District Council's share for 2019/20. Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

CORRESPONDENCE

41. The following items of correspondence were considered by the Council:
- (a) **West Sussex Local Access Forum (WSLAF)** – the Council noted receipt of an e-mail dated 1st February 2019 from Jane Noble, West Sussex Forum Officer with information on the work of the Forum and a request to seek volunteers to join the Forum which meets 4 times each year (*copy of information and press release attached*);
- (b) **Grass verges opposite Yapton Primary School** – the Council noted the contents of an e-mail (*copy attached to the minutes*) dated 17th February 2019 from local resident, Mrs Elaine Clark, which referred to various matters of concern regarding the grass verges opposite the Primary School. During discussion of the matter the Clerk was requested to contact West Sussex County Council with a request to re-instate the bollards on the verge at the junction of Church Lane and North-End Road opposite the Yapton Primary School;
- (c) **West Sussex County Council Traffic Regulation Order south side of Main Road in Yapton, at its junction with Kings Close.** – The Council noted receipt of an e-mail dated xxth February 2019 which indicated that West Sussex County Council were proposing to make a permanent Traffic Regulation Order (*copy attached to the minutes*) that would introduce double yellow lines on the south side of Main Road in Yapton, at its junction with Kings Close. The Council decided to forward no further comments on this Order.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

42. The Clerk and several members of the Council reported that they had attended a briefing by Arun District Council on the local elections due to take place on the 2nd May 2019. Mr Ambler also referred to his attendance at the first aid training which had been run for emergency volunteers in February.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

43. Details of the March 2019 edition (95th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

44. There were no matters arising.

EMERGENCY AND RESILIENCE

45. Mr Pickthall referred to the letters which had been sent to the 3 other Parish Councils (Climping, Ford and Walberton) with a request that they look into obtaining grants to assist with the continued setting up of the Village Hall as an Emergency Control and Rest Centre.

PLANNING

46. The Council considered the following and:
- (a) received the minutes of the meeting of the Planning Committee held on 14th January 2019 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in January / February 2019 (*schedule attached to the minutes*).

PLAYING FIELD

46. There were no matters arising.

REPORTS FROM REPRESENTATIVES

47. 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.

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

The Council noted the minutes of the last meeting of the Association held on the 22nd December 2018, which the Parish Council had not received an invitation to attend, and the agenda for the next meeting of the Association due to take place on the 26th March 2019. The Council was urged to send its representatives (Mr Ambler and Mr Pickthall) to the next meeting as the future direction of the Association was due to be discussed.

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

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

Mr Pickthall stated that he had referred the issue of overgrown brambles at the junction of Canal Road and Main Road to the local highways department which was creating an obstruction at the junction. The brambles appeared to be on private property and Mr Pickthall would try to obtain contact details for the Clerk to raise the matter with the landowner.

FINANCIAL REGULATIONS

48. The Clerk reported that following a review of the current Financial Regulations he had no matters he wished to recommend for change by the Council.

APPOINTMENT OF INTERNAL AUDITOR 2018/19

49. 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 2019. 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

50. The Council *resolved*:

- (a) To approve the financial statements showing the receipts and payments for the months of January / February 2019 (*schedules attached*);
- (b) To note the Bank Reconciliation for the Council's Bank Accounts as at 28th February 2019 and agreed that the Vice-Chairman be authorised to independently verify the Bank Reconciliation at the close of the meeting;
- (c) To note the summary of income and expenditure over the various budget heads for the period 1st April 2018 to 28th February 2019 (*copy attached*).

DATE OF NEXT MEETING: Monday 13th May 2019 at 7.30 PM or at the conclusion of the meeting of the Annual Parish Council meeting.

Meeting closed at 8.50pm

_____ Chairman

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 **RESOLVED** 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 2019/20

51. The Council received a schedule of quotations (*copy attached to the confidential minutes*) from those individuals and companies who wished to be considered for the provision of Litter picking/collection on the King George V Playing Field and cleansing of local bus shelters, and for Grass Cutting at the Cinders Lane Allotment Site during 2019/20.
52. The Council **resolved** to award the contract in 2019/20 for Litter picking / collection and cleansing of local bus shelters to **Mr David Vincent** and for Allotment Grass Cutting at the Cinders Lane Allotment Site to **Mr Paul Wake**.

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CHAIRMAN