

2nd May 2017

You are summoned to attend a meeting of the YAPTON PARISH COUNCIL which will take place on MONDAY 8th MAY 2017 immediately at the conclusion of the Planning Committee of the Yapton Parish Council at the YAPTON AND FORD VILLAGE HALL*

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 13th March 2017 (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 13th March 2017

7. Reports from County & District Councillors present

8. Correspondence

- (a) To note receipt of a letter dated 13th March 2017 from Friends of Yapton Primary School, which was hand delivered prior to the previous Council Meeting (*copy attached to the agenda*) with a request for a contribution towards making good the fire damage at school – the application could be held over and considered with all other general grant applications at the July meeting.
- (b) To note receipt of an email from Liz Leggo, Health & Wellbeing Project Manager from SSALC dated 27th March indicating that the West Sussex Association of Local Councils has recently commissioned a piece of research to find out how town and parish councils can better support health and wellbeing in their communities.

A report (*Copy circulated separately to Councillors*) and leaflet (*leaflet attached to the agenda*) are currently being shared with West Sussex councils using a phased approach. This follows presentations at the recent SSALC Clerks Networking Day and to the District Associations in the County, which was discussed at ADALC at their March meeting:

When presenting the findings it has been emphasised that the suggestions in the report and leaflet are for councils who may wish to do more for health and wellbeing, and perhaps are something to think about for those who may not have considered this approach. As outlined on the leaflet - the West Sussex Association hopes to communicate further projects to interested councils over the coming months.

SSALC have requested that the report and leaflet is circulated to councillors. The Council is asked to note the report and put forward any issues it considers may be worth pursuing in future.

- (c) **Email from SSALC Ltd dated 27th April 2017: West SALC AGM & Conference 2017** – containing details of the forthcoming West SALC AGM & Autumn Conference 2017, which will be taking place on Wednesday 4th October 2017 at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ. The AGM will take place from 1000 until 1030 and the conference from 1050 until 1600. The conference will include presentations from West Sussex County Council, Sussex Police plus much more!

Councils are welcome to send as many Members and/or staff to the AGM and Conference, but we are reminded that for the AGM* section attendance from the Council should be the voting representative(s) appointed to the West Sussex ALC AGM (*the representative is appointed at the Annual Council Meeting*).

The cost per delegate for this event is £40 + VAT - there is no charge for Members who attend the AGM only - the charge is for the conference that immediately follows the close of AGM business. **The Council is asked if it wishes to send a representative(s) to the AGM and Conference on behalf of the Parish Council.**

- 9. Request from Felpham Parish Council for supporting Boundary Changes with Yapton** - To consider a request from Felpham Parish Council concerning recent contact which has been made with Arun District Council with regard to the possibility of a slight change to the Parish Boundary between Felpham and Yapton. Felpham Parish Council has stated that the reason that this has been done is that approximately 97% of the new development at Blake's Mead falls within Felpham Parish. The areas of the development that include the proposed school site and the senior football pitch and pavilion lie within Yapton. In this respect planning applications made by the developers to ADC go to two different Parishes. All the residential areas are in Felpham and hence this request to consolidate the whole development within one Parish.

Felpham Parish Council has requested the Council's comments and observations on this proposal. *(Copies of the letter and a map of the area are attached to the agenda)*

10. Training and Development of Members/Staff

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

11. Parish Council Magazine (Yapton News)

A proof copy of the latest issue of Yapton News (Issue no 84 - May 2017) will be available at the meeting.

12. Reports from Committees

(a) Allotments

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

(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 13th March 2017 *(copy attached to Planning Committee Agenda)*;

(ii) to receive details of planning decisions made by Arun District Council in March / April 2017 *(schedule attached)*;

(d) Playing Field

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

13. Reports of Representatives

(a) Village Hall representatives

(b) Arun District Association of Local Councils

To receive a report on the meeting of the Arun District Association of Local Councils which met on the 22nd March 2017 *(Council's representatives – Mr Martin Clark & Mrs Vicky Newman)*

14. Finance

(a) To consider and approve the financial statements showing the receipts and payments for March 2017 *(copy attached)*;

(b) To consider and receive the summary of income and expenditure over the various budget heads for the period to 31st March 2017 *(copy attached)*.

DATE OF NEXT MEETING: MONDAY 10th JULY 2017 AT 7.30 PM

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.

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.*

17. Award of Contract for the Maintenance and Repair of the Skatepark Structure and Grass Banks on the King George V Playing Field, on Main Road, Yapton

To receive the attached schedule of quotations (*Copy to follow*) received from those companies wishing to be considered for the Maintenance and Repair of the Skatepark Structure and Grass Banks on the King George V Playing Field, on Main Road, Yapton.