

YAPTON PARISH COUNCIL

UNCONFIRMED MINUTES

A Meeting of the Yapton Parish Council was held on the 13th January 2020 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 Doug Maw, Mr Michael Pickthall and Mrs Vicky Newman.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 5 members of the public.

COUNCILLOR TONY KENDALL

Prior to the Parish Council meeting the Chairman informed Parish Councillors of the sudden death of Parish Councillor Tony Kendall. Tony had passed away while on holiday with his wife Lynn in Germany earlier this month. Tony joined the Council at the May 2011 elections. He became a member of the Planning Committee, where he was an active member and made many astute and well thought out comments on many applications.

Latterly, he became involved as the parish representative for the allotments and joined the Village Hall Management Committee.

Our thoughts and sympathy go out to his wife Lynn and their family at this difficult time. The Chairman asked all those present to stand and pay their respects to Tony with a minute's silence.

APOLOGIES FOR ABSENCE

1. Apologies were received from Councillor Mrs Amanda Worne.

DECLARATIONS OF INTEREST

2. 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

3. The Clerk confirmed that there were no urgent matters to be raised at this meeting.

CHIEF INSPECTOR JONATHAN CARTER, DISTRICT COMMANDER

4. The Chairman introduced Chief Inspector Jonathan Carter – District Commander for the Chichester and Arun area of the Western Division of Sussex Police. The Chief Inspector gave a presentation on local policing priorities in the Division and answered questions from Members of the Council. The Chairman suspended the meeting to allow members of the public present to ask questions of the Chief Inspector.

5. The Chief Inspector outlined how the dedicated PCSO would work in the parish and stated that if members of the public wished to report issues to the Neighbourhood Policing team they should call 101 or e-mail arun@sussex.pnn.police.uk.
6. In 2019 there were 294 recorded crime or crime related incidents in Yapton, with 12 relating to burglary, 10 anti-social behaviour, 18 public order offences, 6 drug related, 41 vehicle crimes and the 86 related to domestic abuse. In summary, the Chief Inspector stated that Yapton was well below average in relation to the amount of crime which takes place in the area.

PUBLIC QUESTION TIME

7. The following questions/issues were raised by members of the public present:
 - (a) **Access to Cinders Lane Allotments** – various questions / issues were raised concerning the current state of Cinders Lane and the difficulties currently being experienced in accessing the Council's Allotments: In particular:
 - (i) Where the proposed bridleway was going to cross over the allotments;
 - (ii) How the allotment holders could register their objection by using a standard letter;
 - (iii) How the permission was given for the current works to be carried out including the closure of Cinders Lane and the pedestrian accessways through Park Drive;
 - (iv) What alternative access was available to gain access to the site.

The Chairman and the Clerk updated the meeting on their understanding of the current situation and the Clerk would contact the Site Manager at Crayfern Homes to enquire how long the proposed works would take to complete and when the main access would be brought back into use.

- (b) **Playing Field – Skateboard Park** – a member of the public stated that there was some graffiti on the skateboard park.

MINUTES

8. *Resolved* - That the minutes of the meeting held on 11th November 2019 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

9. The following matters arising were raised from the minutes of the meeting held on the 11th November 2019:
 - (a) **Minute 122(a) - Red Telephone Box situated on Bilsham Road** – The Clerk updated the Council on progress following the Council's decision at the last meeting to investigate the acquisition of the Red Telephone Box situated in Bilsham Road, Yapton.

The Clerk had registered the Parish Council's interest in acquiring the Red Telephone Box with BT. BT wrote on 16th October confirming that the Council's interest had been registered and the closing date for the consultation was 11th December 2019. As part of the registration process the Parish Council had to seek confirmation from the Arun District

Council Planners that they had no objection to the Parish Council acquiring the telephone Box. Mr Neil Crowther, Senior Planning Policy Manager with Arun District Council had written on the 24th October raising no objection to the proposal.

The Clerk indicated that he had received an e-mail from BT dated 24th December 2019 indicating they were ready to proceed with the acquisition and enclosing a contract for the purchase of the Telephone Box for £1.

Resolved: The Parish Council agreed to proceed with the acquisition of the Red Telephone Box situated in Bilsham Road for £1 and authorised the Clerk to sign the contract on behalf of the Parish Council:

- (b) **Minute 125 (c) -S106 contributions to Libraries** - Councillor Graham Holden reported that he had had a reply from Arun District Council in response to his Freedom of Information request asking how much Arun were holding in S.106 contributions for the library service. It was stated that £96,000 obtained through S.106 contributions remained unspent;
- (c) **Minute 137 - Proposed bund – King George V Playing Field Boundary with Village Hall Car Park** – the Clerk reported that the Planning Application for the proposed bund had been submitted to Arun District Council prior to the end of December 2019. The application had been validated and registered and was now out for consultation with a return date of the 13th February 2020;

COUNTY & DISTRICT COUNCILLORS REPORTS

- 10. A report from County Councillor Mrs Jacky Pendleton had been circulated prior to the meeting for consideration. The following matters were raised:
 - Good Neighbour Scheme
 - Progress on the Traffic Regulation Order for Goodhew Close
- 11. There was no report on the activities of Arun District Council as District Councillor Mrs Amanda Worne was not present at the meeting.

CORRESPONDENCE

- 12. The following items of correspondence had been received since the date of the last meeting and were considered by the Council:
 - (a) **Request to support the Local Electricity Bill**

The Council noted an e-mail from Steve Shaw, Director, Power for People dated 29th November 2019, which asked the Parish Council to consider joining the 27 Parish, Town and Community Councils that have already resolved to support the Local Electricity Bill. The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently impossible because of the huge setup and running costs involved in doing so.

The Parish Council was asked to consider doing the following?

1. Ask Yapton Parish Council to support the Local Electricity Bill. A suggested resolution was included in the e-mail;
2. Sign up to the campaign as an individual, which can be done at www.powerforpeople.org.uk/sign-up

The Parish Council **resolved to:**

- i) note the Local Electricity Bill;
- ii) support the Local Electricity Bill, and to write to the organisers of the campaign for the Bill, Power for People expressing its support.

(b) **WSSC - Introducing our Waste Prevention Team** - The Council noted an e-mail from Jayne Lake, Waste Prevention Team, West Sussex County Council dated 12th December 2019 (*copy attached to these minutes*) with details of the service which the team provides.

(c) **Arrears of Council Tax** - The Council noted an e-mail and letter dated 18th December 2019 (*copy attached to these minutes*) from Arun District Council's Monitoring Officer which contained information and advice to the Parish Council on the implications of Section 106 of the Local Government Finance Act 1992, which covers what happens if a councillor is in arrears of Council Tax of over two months and a restriction on voting rights. The attached letter shares some advice that can be issued to Parish Councillors to set out their obligations — see the attached letter. *The onus is on the Councillor to identify if they are in arrears that fall within the criteria that then prevents them from voting, and must make a declaration accordingly.*

(d) **Sussex Uncovered 3**

The Council noted an e-mail from Anna Beams, SSALC Ltd dated 19th December 2019 (*copy attached to these minutes*) which informed the Council that, in November, Sussex Community Foundation published their report, Sussex Uncovered 3. It is a data-fuelled report that looks at the needs and strengths of Sussex — East, West and Brighton & Hove. A key finding is that homelessness has risen dramatically in parts of Sussex, with many more individuals and families on the edge of losing their home. Importantly, data generated for the report is available online at ww.sussexuncovered.communityinsight.org/ so you can search the data that is most relevant to you and your community. It is free to use by everyone and will be regularly updated.

(e) **The operation of surveillance camera systems, The Protection of Freedoms Act 2012 and partnerships**

The Council noted a letter from Mr Tony Porter, the Surveillance Camera Commissioner dated December 2019 (*copy attached to these minutes*) which stated that as a relevant authority set out in the Protection of Freedoms Act 2012 (PoFA) the Parish Council, as a local authority, are required by section 31 (1) of that act to have regard to the Surveillance Camera Code of Practice issued by the Home Secretary (the SC code) in respect of surveillance camera systems operated in public places.

Section 29 (6) of the PoFA provides a clear definition as to what amounts to being a surveillance camera system which falls within the provisions of the Act. Typically, but not exclusively, those statutory requirements extend to CCTV, body worn cameras, automatic number plate recognition (ANPR) cameras and mobile camera systems.

It had come to the Commissioner's attention that there are some instances where parish, town and community councils are installing ANPR cameras to monitor low speed zones. These systems typically capture data (number plates) and feed it via the Internet to a server in partnership with a third-party supplier. The Commissioner fully understands that speeding offences can be of great concern to a local council and the communities that they serve, and the Commissioner would not wish to preclude the Parish Council from tackling these issues head-on.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

13. There had be no training sessions attended by Members or the Clerk since the last meeting.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

14. Details of the January 2020 edition – the 100th issue of the magazine were reported at the meeting. The Clerk had obtained extra articles for this special edition which runs to 40 pages.

REPORTS FROM COMMITTEES

ALLOTMENTS

15. The Clerk read a letter from a local resident, an allotment holder, raising various issues concerning the current situation at the allotments. The Clerk undertook to secure responses to the points raised in the letter from AD and respond accordingly.

EMERGENCY & RESILIENCE

16. Councillor Phillipa Greenan gave an update of the joint meeting of members from Clymping, Ford, Walberton and Yapton which had taken place on the 25th November 2019. Planning for the training event which took place on the 12th January 2020 for volunteers, both new and existing, and group members was the main topic of discussion. A follow-up event would be taking place in March 2020.

PLANNING

16. The Council considered the following and:
 - (a) received the minutes of the meeting of the Planning Committee held on 11th November 2019 (*copy attached to these minutes*);

- (b) received details of the planning decisions made by Arun District Council in November / December 2019 (*schedule attached to the minutes*).

PLAYING FIELD

17. The Clerk had no matters which he needed to bring to the attention of the Council.

STAFFING COMMITTEE

18. The Parish Council received the minutes of the Staffing Committee which had taken place on the 9th January 2020. (*A copy of the minutes is attached to these minutes*).

The Chairman and the Clerk updated the Council on various matters before the Clerk declared a pecuniary interest in relation to his position as Clerk of the Council.

The Council discussed the issue of the Clerk's remuneration and **resolved to agree** the recommendations as set out in the Staffing Committee minutes as set out below:

The Clerk rejoined the meeting and the Chairman stated that the Committee would be recommending to the next Parish Council meeting an increase in the Clerk's pay to Grade LC2, Salary point 28, £31,371. This would be paid pro-rata to the hours worked at £21,197 plus employer's national insurance of £2,819. A total cost of £24,016. The current salary paid amounted to £16,086 plus Employer's National Insurance Contributions of £2,139, a total cost of £18,225.

The increase which would need to be added to the budget and, if agreed, would be £5,791 including employer's national insurance. It was agreed to recommend that the payment of the new level of remuneration would commence from 1st April 2020.

The Clerk re-joined the meeting.

REPORTS FROM REPRESENTATIVES

19. 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) **Joint Western Arun Area Joint Committee**

The Council received an update from Councillor Michael Pickthall on the Meeting of the Joint Western Arun Area Joint Committee held on the 27th November 2019.

CONSIDERATION OF THE 2020/2021 PARISH BUDGET AND SETTING THE PARISH PRECEPT FOR 2020/21

20. The Council had before it and considered a report prepared by the Clerk and Responsible Financial Officer setting out the revised estimates for the current financial year (2019/20) and the estimates of expenditure and income for 2020/2021 (*copy attached to minute book*).
21. The budget for 2020/21 contained a provisional sum of £5,200 for the continuing work on the update of the Yapton Neighbourhood Plan during 2020/21. These costs have been funded by the parish council (£200) and partly from grant funding received from Locality, a national grant funding agency specifically awarding grants for updating neighbourhood plans.
22. Members noted that the forecast total expenditure for 2020/21 was £70,500, and the expected income and grants receivable from services was £9,690 giving a net expenditure £60,810. The Council noted that the funding arrangements which now applied to the Council's budget, meant that the net expenditure was financed from two elements only: the Precept and Parish Council reserves.
23. The Clerk advised that the provisional budget, a copy of which had been enclosed with the agenda papers, had been prepared on the basis of providing a similar level of services and activities as in previous years. There were some exceptions where a net increase (growth) in expenditure, including inflation of £760, of £2,060, as listed in the report, had been included in the 2020/21 budget to deal with these increasing requirements.
24. In addition, the additional costs of agreeing the increase in the Clerks remuneration as discussed earlier in the meeting needed to be added to the budget. In summary, the increase in the Clerk's pay to Grade LC2, Salary point 28, £31,371, would be paid pro-rata to the 25 hours the Clerk works amounting to £21,197 plus employer's national insurance of £2,819. A total cost of £24,016. The current salary paid amounted to £16,086 plus Employer's National Insurance Contributions of £2,139, a total cost of £18,225. The agreed increase which would need to be added to the budget totals £5,791 including employer's national insurance. It was agreed that the payment of the new level of remuneration would commence from 1st April 2020.
25. The Clerk referred to an analysis set out in the report of the Reserves and Working Balances brought forward from the 2018/19 financial year. This identified an unspent balance of £2,162 for future work on the Yapton Neighbourhood Plan and a balance of £10,000 brought forward in the Election Reserve, with a net balance in general reserves brought forward at 1/4/19 of £199 to cover the Council's routine expenditure and contingencies. The revised budget had assumed a net drawdown of £7,125 and no call on the General Reserve).

26. The Council had been notified by Arun District Council that the Band D equivalent taxbase for 2020/21 had been calculated at 1491. This is a 0.64% (up from 1406) increase and would generate income from increased council tax receipts at the current rate of tax of some £3,600. Some of this increase had resulted from additional properties now being occupied in Yapton as a result of approved housebuilding and an estimate of the number of new properties likely to be completed and occupied during the next financial year.
26. The Clerk and Responsible Financial Officer referred to a section in the report on Council Tax Limitation (Capping). On the 20th December 2019, The Secretary of State for Communities and Local Government presented his statement on the local government finance settlement for 2020/21. He confirmed that the government intends to defer the setting of referendum principles for town and parish councils for the forthcoming year. This is subject to the sector taking all available steps to mitigate the need for Council Tax increases...and the government seeing clear evidence of restraint in the increases set by the sector as a whole.
27. The question of the level of precept to be demanded from Arun District Council was discussed. The Clerk advised that it was his view that a modest increase in Council Tax was warranted to finance the budget and to reduce the amount that was being funded from reserves and working balances. The report had assumed an increase of 5% from 1st April 2020.
28. The Council agreed that the budget, as amended, resulting in the Council's net expenditure of £67,830 was needed in 2020/21 to maintain its local services. Following a robust and detailed discussion it was agreed that the Council Tax needed to fund the proposed budget for 2020/21 should be increased by 7.5%. This would result in a precept of £67,870. This would produce an average Band D council tax of £45.52, which represents an annual increase of £3.18 on last year's figure (equivalent to a weekly increase of approximately £0.06 per Band D property).
29. The estimated balance remaining in the Reserves, after meeting a projected drawdown of £7,125 in 2019/20 and a small net contribution £40 in 2020/21 after taking into account the proposed 7.5% increase in Council Tax in 2020/21 would be £19,180.
30. **The Parish Council resolved that:**
- (a) The approved forecast total expenditure for 2020/21 of £77,520, and the expected income from services and grants of £9,690 giving a net expenditure to be met from Council Tax and Reserves of £67,830;
 - (b) The Council noted the tax base for Yapton for 2020/21 of 1491;
 - (c) The Council agreed to support the budget by making a contribution of £200 from the Yapton Neighbourhood Plan Reserve and receiving a small contribution of £240 to the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of £67,870;
 - (d) The Council Tax for the Parish of Yapton for 2020/21 be increased by 7.5% producing a Band D Council Tax of £45.52 (£42.34 + £3.18); and

- (e) That the Yapton Parish Council precept for the year 2020/21 be set at £67,870 (£45.52 x 1491) to cover the estimated cost of maintaining the facilities and local services as set out in the Clerk's report.

FINANCIAL STATEMENTS

31. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of November and December 2019 (*schedules attached to the minute book*);
- (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 31st December 2019 (*copy attached to the minutes*), and to approve that 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 December 2019 (*copy attached to the minute book*).

DATE OF NEXT MEETING: Monday 9th March 2020 at 7.30 PM or at the conclusion of the meeting of the Planning Committee.

Meeting closed at 9.20pm

Chairman