

## YAPTON PARISH COUNCIL

### MINUTES

A Meeting of the Yapton Parish Council was held on the 10<sup>th</sup> July 2017 at the Yapton & Ford Village Hall commencing at 7.30pm.

*Present:* Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mrs Pamela Evans, Mr Tony Kendall, Mr Michael Pickthall and Mr Chris Sprules.

*Also present:* County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 15 members of the public.

### **APOLOGIES FOR ABSENCE**

81. Apologies for absence were received from Councillors Martin Clark, James Gadd and Mrs Vicky Newman.

### **RESIGNATION OF A PARISH COUNCILLOR**

82. The Council noted the receipt of the resignation of Mrs Sally Beard as a Parish Councillor with immediate effect. The Clerk would shortly be making arrangements for the Public Notice giving details of the vacancy caused by the resignation of Mrs Sally Beard as a Parish Councillor to be on public display for 14 days. If, following display of the public notice, there were no requests for the vacancy to be filled by a by-election in the parish, then the Parish Council would be able to co-opt to fill the vacancy.

### **DECLARATIONS OF INTEREST**

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

84. Mr Haymes declared an interest in any matters relating to Arun District Council as an elected member of Arun District Council.

### **URGENT MATTERS**

85. The Chairman reported that there were no items of an urgent nature to be raised at this meeting.

### **PUBLIC QUESTION TIME**

86. The following matters were raised by members of the public:

- (a) **Public Footpaths** – a local resident asked if anything could be done to the footpaths leading from Downview Close over the old canal towards Navigation Drive as they were currently impassable. County Councillor Mrs Jacky Pendleton agreed to look into this matter;

- (b) **Footpath at the rear of Cinders Lane Allotments** – a local resident referred to the current state of this footpath which is impassable;
- (c) **Traffic in Burndell Road** – a local resident, who currently resides in a cottage on Burndell Road, asked what traffic calming measures could be put in place to reduce the speed of the traffic using this road and also deal with the volume of traffic and the current smooth state of the road surface. Concerns have already been expressed about the speed of the traffic from the boundary of the village to Sparks Corner;
- (d) **Planning Application – Bonhams, Hoe Lane, Flansham** – Mr Andrew Burns of the Flansham Residents Association raised his concerns and those of many residents of the Hoe Lane area regarding the planning application which was currently being processed by Arun District Council, and for which responses are due back to the Planning Authorities by 3<sup>rd</sup> August 2017. He was hoping to enlist the support of the Parish Council in registering an objection to this application which would be considered by a rearranged meeting of the Parish Council’s Planning Committee on the 31<sup>st</sup> July 2017;
- (e) **Soil on playing field at the end of Downview Close** – Mr Smithers asked why the pile of soil and other material, which had been deposited on the playing field at the end of Downview Close, had been left there and whether it was planned to tidy this area up. The Chairman explained that the Parish Council had created a bund across this vulnerable access to the playing field, which had been formed using spoil from a neighbouring property which had recently become available. It is intended to grass/seed this bund in the early autumn to make it more visually appealing.

## MINUTES

- 87. *Resolved* - That the minutes of the meeting held on 8<sup>th</sup> May 2017 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

- 88. The following matters were raised on the minutes of the meeting held on the 8<sup>th</sup> May 2017:
  - (a) **Minute 69 – Request from Felpham Parish Council for supporting Boundary Changes with Yapton** – The Chairman reported that he had attended a meeting with representatives of Arun District Council and Felpham Parish Council to discuss the process and timetable which needs to be followed to put into place any proposed boundary changes. The whole process, including getting the agreement of the Boundary Commission, would take to sometime into 2018;
  - (b) **Minute 80 – 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** – The Clerk referred to a meeting which had been held on site with the agreed contractor, and the agreement reached to a proposed start date for the works of the 18<sup>th</sup> September 2017 and which would last for approximately two weeks. The contractor had agreed to the completion of a project plan for the proposed works.

## COUNTY & DISTRICT COUNCILLORS REPORTS

- 89. County Councillor Mrs Jacky Pendleton updated the Council on various matters she had been involved with since her election as a County Councillor:
  - Consideration of a more strategic approach to the A259;
  - Using Love West Sussex to report potholes;
  - Resurfacing of North End Road;
  - Works in Church Road / Church Lane;
  - Allocation of Traffic Regulation Orders;
  - Liaison with the Primary School Headteacher on funding;

- Review of Rights of Way ahead of summer works.

90. Councillor Stephen Haymes in his report on the work of the Arun District Council, updated the Council on the Local Plan Consultation which had closed recently. The responses had been collated and submitted to the Inspector for his consideration. A new inspector is likely to be appointed as the Inspector working on Arun's draft plan had been taken off this work and onto other work.

## CORRESPONDENCE

91. Receipt of the following correspondence was reported by the Clerk and action agreed as indicated:-

- (a) The Council noted receipt of an email dated 22<sup>nd</sup> June 2017 from the Senior Data Matching Assistant and Address Management Coordinator, Planning and Economic Regeneration at Arun District Council. The e-mail sought the Council's view, following last year's informal consultation, for the naming of the new section of road on the A259 Bersted – Felpham Section. Before a formal decision is made, Arun District Council is now undertaking a formal consultation process and will take into account the comments and opinions raised from both this and the previous informal consultation which took place in May of 2016.

The road name put forward for consultation is:

CHARLES PURLEY WAY for the Bersted-Felpham section

The Council was asked to let Arun have any comments it wished to make on or before Tuesday 11th July 2017.

*Resolved:* The Council agreed to support the naming of this section of road as CHARLES PURLEY WAY.

- (b) The Council noted receipt of an e-Mail dated 20<sup>th</sup> June 2017 from Donna Moles – regarding the Publication of the draft Ford Neighbourhood Plan and seeking comments during the Consultation period 21st June 2017 to 2nd August 2017.

**“Ford Parish Council** has submitted to the Arun District Council Local Planning Authority Area (LPAA), their Plan Proposal under Part 5 of the Neighbourhood Planning (General) Regulations 2012. This means that they are proposing to produce a Neighbourhood Development Plan for the proposed area. The government's Localism Act has introduced a new type of community-led initiative known as a Neighbourhood Development Plan which set out policies on the development and use of land in the proposed area.

As required by the Neighbourhood Planning (General) Regulations 2012 Part 5, Reg.16 Publicising a plan proposal; please see below part (a) of the publication being undertaken. Part (b) comprises of notifying any consultation body which is referred to in the consultation statement submitted in accordance with Regulation 15 and will be sent electronically to the relevant bodies.”

The Council *resolved* that a re-arranged meeting of the Parish Council's Planning Committee be requested to consider the draft plan and to prepare a response on behalf of the Parish Council for submission to Arun District Council.

- (c) Public Rights of Way Routine Maintenance – the Council noted receipt of an e-mail dated 23<sup>rd</sup> June 2017 which informed the Council that Darryl Hobden, the local Access Ranger, would be organising Public Rights of Way inspections to be carried out in July in the parish. Following the inspection, routine maintenance work would be prioritised for delivery by the appointed contractor. The Council did not raise

any problems on Rights of Way that it wished to submit to the Ranger regarding the rights of way in Yapton.

## **GRANTS TO VOLUNTARY ORGANISATIONS 2016/17**

92. The Council considered the applications received from voluntary and charitable organisations for grantaid in the current financial year (*copy attached to the minutes*).

93. *Resolved* – The Council agreed that grants be made to the following organisations in 2017/18:

Bognor Regis, Chichester and District branch of the Samaritans - £120;  
Arun & Chichester Citizens Advice Bureau - £100; 1st  
Yapton & Ford Scout Group - £100;  
Yapton and District Cottage Gardeners' Society - £150;  
Yapton and Ford Local History Group - £150;  
Arun Co-Ordinated Community Transport - £100;  
1st Yapton Guides - £75;  
Yapton & Ford Parochial Church Council - £95 (for the maintenance of the closed churchyard).

The Budget for 2017/18 is £890 and the above allocations have fully allocated all of the agreed budget.

## **TRAINING AND DEVELOPMENT OF MEMBERS/STAFF**

94. No Members of the Council had attended any training since the last meeting of the Council.

95. The Clerk referred to a course which he had recently attended on Health and Safety Matters. One issue which had come to light during the training, was the need for Risk Assessments to be prepared for users of the Council facilities. This referred to the Village Hall and the major events being held on the King George V Playing Field. Following a review of the current users, risk assessments had been prepared in two cases, one was work in progress and a further one regarding the use of the field in October of this year was being actively pursued.

## **PARISH COUNCIL MAGAZINE (YAPTON NEWS)**

96. Details of the July 2017 edition (85<sup>th</sup> issue) of the magazine were reported at the meeting.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

97. The Clerk informed the Council that he had received a letter from a local resident enquiring about the possibility of forming an allotments committee to oversee and manage the Cinders Lane allotments on behalf of the Parish Council following the resignation of Mr Michael Caiger recently. This had been followed up by an e-mail stating that a ballot of allotment holders was to take place once individuals had had chance to come forward to be nominated to the Allotments Committee.

98. The Clerk had responded to the letter by stating that there were various models which could be followed to set up an association or committee, and that it would be appropriate for the Council to meet with representatives of the Allotment Holders to discuss a possible way forward.

99. The Council *resolved*, in principle, to the setting up of an Allotment Association and to meet with representatives of the allotment holders.

## EMERGENCY AND RESILIENCE COMMITTEE

100. The Clerk and Members of the Committee reported on a meeting held on 24<sup>th</sup> June 2017 which had been called to discuss responses received from Clymping, Ford and Walberton Parish Council following the previous meeting of the Committee where the Clerk had been asked to contact the other neighbouring parish councils regarding the possibility of joining up the work on local civil emergencies and the possibility of identifying one person from those councils to become the joint leader of the local emergency and resilience work. The response has been positive to the idea and the Clerk was in the process of setting up a joint meeting of the respective Chairman, lead councillor on emergency planning and their clerk.
101. Mr Michael Pickthall introduced Ms Sheena McKenzie to the meeting who he had invited along to look into the possibility of Sheena becoming the lead co-ordinator for this area of work following the stepping down by Alice Duckworth.
102. *Resolved:* that Ms Sheena McKenzie be appointed as the lead co-ordinator for the emergency and resilience work currently being undertaken in Yapton:
103. The Clerk reported that the meeting had reviewed the outstanding tasks and had identified a committee member to be responsible for liaising with local groups and voluntary organisations with a view to identifying possible volunteers to help the council in any possible response to an emergency incident occurring in the parish.

## PLANNING

104. The Council considered the following and:
  - (a) noted the minutes of the meeting of the Planning Committee held on the 8<sup>th</sup> May 2017;
  - (b) noted the planning decisions made by Arun District Council in May/June 2017 (*schedule attached*).

## PLAYING FIELD

105. The Clerk reported that a site meeting had taken place with the contractor appointed to carry out the repairs to the skatepark. The works would be commencing on the 18<sup>th</sup> September 2017 and the Clerk was liaising with the contractor on the production of a more detailed project plan.

## REPORTS FROM REPRESENTATIVES

106. 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) Arun District Association of Local Councils  
The Annual General Meeting of the Arun District Association of Local Councils had been held on the 22<sup>nd</sup> June 2017. Mr Ambler, one of the Council's representatives had been able to attend the annual meeting. Mr Gardiner had been re-appointed the Hon. Secretary of the Association.

(c) Joint Western Arun Area Committee

Mr Haymes reported on a meeting of the Joint Western Arun Area Committee which had taken place on the 28<sup>th</sup> June 2017 at the St Philip Howard Catholic High School in Barnham.

**FINANCIAL STATEMENTS**

107. The Parish Council noted that due to a malfunction of the Parish Council computer the usual financial statements showing the receipts and payments, and the bank reconciliation covering the period 1<sup>st</sup> April 2017 – 30<sup>th</sup> June 2017 were not available. The Clerk reported that the computer had been repaired and returned to the parish office today and he undertook to circulate the financial statements once they became available.

108. The Clerk tabled and *the Council resolved* to note a summary of receipts and payments transactions analysed over the various budget heads for the period 1<sup>st</sup> April 2017– 30<sup>th</sup> June 2017 together with a reconciliation to the bank accounts as at 30<sup>th</sup> June 2017(*copy attached to minute book*).

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CHAIRMAN

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