

**UNCONFIRMED**

**YAPTON PARISH COUNCIL**

**MINUTES**

A Meeting of the Yapton Parish Council was held on the 9<sup>th</sup> January 2017 at the Yapton & Ford Village Hall.

*Present:* Mr Haymes (Chairman), Mr Ambler, Mrs Beard, Mr Gadd, Mr Kendall, Mrs Vicky Newman, Mr Pickthall and Mr Sprules.

*Also present:* Mr Gardiner (Clerk of the Council), County Councillor Mrs Joan Phillips, District Councillor Mrs Jackie Pendleton and 8 members of the public.

**APOLOGIES FOR ABSENCE**

1. Apologies for absence were received from Parish Councillor Mr Clark.

**RESIGNATION OF A PARISH COUNCILLOR**

2. The Council noted at its November meeting the receipt of the resignation of Mrs Lynn Kendall as a Parish Councillor with immediate effect. The Clerk had arranged for the Public Notice giving details of the vacancy caused by the resignation of Mrs Lynn Kendall as a Parish Councillor to be on display for 14 days during December 2016. The public notice did not produce any requests for the vacancy to be filled by a by-election in the parish.
3. The Council noted the arrangements and timescale for the filling of this casual vacancy by co-option and agreed that Councillor Haymes, Gadd and Kendall be the Members to form a Selection Panel to interview prospective candidates on either the evening of the 6<sup>th</sup> or 7<sup>th</sup> February 2017.

**DECLARATIONS OF INTEREST**

4. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.
5. 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**

6. The Clerk stated that there were no urgent items to report.

**PUBLIC QUESTION TIME**

7. The following matters were raised by members of the public:
  - (a) A local resident raised the issues with the amount of vandalism occurring at the present time, particularly around the Village Hall and the King George V Playing Field. He stated that there had been problems with the recently erected signs around the field, and the latest incident resulted in one post being forcibly removed from the ground, two signs being removed from their posts and discarded somewhere in the vicinity, and another sign being turned around;
  - (b) A member of the public asked if the Council had taken any further steps on the use of the Parish Council Car Parks on Main Road. He particularly referred to a previous suggestion that legal advice be taken to identify what action could be taken to prevent users parking cars in the car park for long periods. The

Clerk reported that this matter had been discussed under confidential matters at the last meeting and the Council agreed a course of action resulting from having received the legal advice.

- (c) A local resident asked the Council what action was being taken to deal with an infestation of moles on the King George V Playing Field at the current time. The moles seem to be spreading further from the north-west edge of the field in to the centre of the field and towards the properties in Briars Close. The Clerk stated that he was keeping the matter under review, but, having taken advice, had not identified the best way of eradicating the moles.

## MINUTES

- 8. *Resolved* - That the minutes of the meeting held on 9<sup>th</sup> November 2016 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

- 9. The following matters were raised on the minutes of the meeting held on the 9<sup>th</sup> November 2016:
  - (a) **Minute 150 (a) - Bus Stop at Former Lamb Public House, Bilsham Road** – The Clerk stated that he had nothing to report on the query raised by a local resident as to why the electronic display boards were only visible from one side, with the one on the southbound side of the road not visible from the bus-stop itself. A member suggested the display board on the south side had been removed;
  - (b) **Minute 150 (c) - Village Hall Clock** –the Clerk of the Council indicated that he was awaiting quotes for the provision of scaffolding and for the repairs to the clock. He had had one quote for the replacement of the cladding on the westerly end of the hall wall which needs replacing and the Clerk stated that he hoped that the work will be carried out at the same time as the repairs to the Clock, sometime in the coming weeks.
  - (c) Allotments Lease – The Clerk reported that the minute of the last meeting did not accurately reflect the agreement reached by the Clerk and the Allotment Owners for the Cinders Lane Allotment Site Lease Renewal with effect from the 25<sup>th</sup> March 2017. The lease would be for a 6 year term with the proposed rental continuing at the rate of £500 per annum rising to £550 per annum for the second three year period.

## COUNTY & DISTRICT COUNCILLORS REPORTS

- 10. The following matters were raised County Councillor Mrs Phillips;
  - (a) Mrs Phillips reported on a meeting on 15<sup>th</sup> December 2016, with the County Council's Area Highways Manager, Mr Ben Whiffen. The meeting was intended to cover traffic issues in the area covered by Yapton, Ford and Clymping Parish Councils. The meeting discussed various issues in the area, but suggested that a further meeting was needed to discuss issues with the Strategic Road Network.
  - (b) Mrs Phillips requested that if the Parish Council had in existence, or set up any future groups or committees dealing with Traffic Issues then the County Councillor for the area should be invited to attend those meetings or groups;
  - (c) Mrs Phillips was following-up a request for a Traffic Regulation Order in Emerald Gardens, Yapton;
  - (d) Councillor Mr Sprules asked the County Councillor whether there was any likely impact on Bilsham Lane resulting from the road works just started at Comet Corner.
- 11. Councillor Stephen Haymes and Councillor Derek Ambler had nothing to report on the work of the Arun District Council due to the Christmas and New Year Holiday period.

## CORRESPONDENCE

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

- (a) **Arun District Association of Local Councils** - The Council considered a formal request from the Association for the parish council to consider if it wished to be a member of ADALC and to sign up now. The initial membership fee has been set at £15 per parish/town and payments should be sent to Treasurer of the Association. The membership year will be from 1<sup>st</sup> January 2017. *Resolved:* The Council becomes a member of the Arun District Association of Local Councils with effect from 1<sup>st</sup> January 2017 and authorises the Clerk to make a payment of £15 being the annual membership fee payable with effect from 1<sup>st</sup> January 2017.
- (b) **New boundaries for Arun Joint Area Committees** – The Council noted an e-mail from the Democratic Services Officer at West Sussex County Council which contained an attachment showing the map that showed the proposed changes to the boundaries of the Joint Area Committees (JACs) (*Copy previously circulated to Councillors*). The e-mail stated that at the recent round of JACs this had now been approved and would come into force from May 2017. The detail is also listed in the table below and includes the Parish and Towns included in each new Committee area and the meeting dates for 2017/18.

There is one meeting left for the current 3 JACs in February and March. These dates are 27 February (JDAC), 7 March (JEAAC) and 15 March (JWAAC). JAC suggested that, at the recent round of meetings, the Parish and Town Councils from the existing JDAC may wish to attend and observe the next meeting of the Committee they will be joining.

Joint committee	Parishes	Member Numbers	Meeting Dates 2017/18
<b>Arun East</b>	Existing: East Preston, Rustington, Angmering, Ferring, Littlehampton, Kingston.  New: Findon, Clapham and Patching, Poling, Lyminster & Crossbush, Arundel, South Stoke, Burpham, Warmingcamp, Houghton.	16 Town/Parishes 6 County 6 District (*proposed) Total = 28  <i>*Arun to review their Membership with aim to equal County numbers.</i>	11 July 2017, 14 November 2017 and 6 March 2018.  Venues tbc
<b>Arun West</b>	Existing: Aldwick, Bersted, Bognor Regis, Felpham, Middleton, Pagham.  New: Climping, Ford, Yapton, Barnham, Eastergate, Madehurst, Slindon, Aldingbourne, Walberton.	15 Town/Parishes 7 County 7 District (*proposed) Total = 29  <i>* Arun to review their Membership with aim to equal County numbers.</i>	28 June 2017, 1 November 2017 and 28 February 2018.  Venues tbc

- (c) **Changes to Arun District Council Planning Compliance Strategy** – The Council noted the contents of an Arun District Development Control Committee report agreed on Proposed Temporary Changes to Planning Compliance Strategy - Due to the number of cases currently being investigated and fewer enforcement staff than normal it is proposed to introduce a temporary (6 months) third (low) priority category to the Compliance Strategy to enable a greater focus closing existing cases whilst investigating some new cases in accordance with longer timescales.

- (d) **West Sussex Association of Local Councils (ALC) Spring Conference** – The Council noted that the Spring Conference would be held on Thursday 30<sup>th</sup> March 2017 (0930 registration for a 1000 start, finishing at 1530) at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ.

The Sussex and Surrey Association of Local Councils had stated that following the success of the West Sussex ALC Conference and AGM in 2016 they are holding a conference for West Sussex parishes in the Spring of 2017. This event is open to Councillors, Clerks and Deputy/Assistant Clerks, and will include presentations on many relevant topics (final programme to be confirmed, and to include updates by Katy Bourne, Sussex Police & Crime Commissioner, West Sussex County Council and Lindsay Frost, Planning consultant). The cost per delegate for the event will be £40 (ex VAT) which will include all refreshments and lunch.

*Resolved:* That the Clerk, Andrew Gardiner be authorised to attend the Spring Conference of WSALC at the Lodge Hill Centre on the 30<sup>th</sup> March 2017.

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

13. No Members or the Clerk of the Council had attended any training since the last meeting of the Council.

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

14. Details of the January 2017 edition (82nd issue) of the magazine were reported at the meeting.
15. Magazine Distribution: *The Council resolved that:* Following the resignation of Mr Michael Baker from one of the distribution rounds, Mr Kendall would take over that round and noted that Councillor Chris Sprules and Councillor Mrs Sally Beard would be sharing the delivery of the Yapton News in the designated area given up by Councillor Tony Kendall in the future.

#### **REPORTS FROM COMMITTEES**

##### **ALLOTMENTS**

16. Mr Gardiner reported that he was currently working with Mr Caiger on updating the Allotment Database in advance of sending out the annual accounts for the rental due on the 1<sup>st</sup> April 2017.

##### **EMERGENCY AND RESILIENCE COMMITTEE**

17. The Clerk and Members of the Committee reported on a meeting held in December at which a new work programme was agreed and tasks allocated to Members of the Committee and the Community Volunteers. A further meeting was planned for the end of January 2017.

##### **PLANNING**

18. The Council considered the following and:
- (a) noted that there was no meeting of the Planning Committee held since the meeting on 12<sup>th</sup> September 2016;
  - (b) the Council noted the planning decisions made by Arun District Council in November/December 2016 (*schedule attached*);

## PLAYING FIELD

19. The Clerk reported that there were various matters which required attention over the winter months including, some work to trees around the boundary of the field, play area equipment and fencing, including the annual safety inspection and the outside gym equipment inspection.

## REPORTS FROM REPRESENTATIVES

20. 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

Mr Gardiner presented a report on the meeting of the Arun District Association of Local Councils held on the 21<sup>st</sup> December 2016. Mr Gardiner reported that a further special meeting of the Association had been called to discuss issues raised during the presentation on planning matters earlier in that meeting. The special meeting was due to take place in the evening of the 25<sup>th</sup> January 2017.

- (c) Joint Downland Area Committee

Mr Pickthall reported on the meeting of the Joint Downland Area Committee held on the 26th September 2016.

## CONSIDERATION OF THE 2017/18 PARISH BUDGET AND SETTING THE PRECEPT FOR 2017/2018

21. 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 and the estimates of expenditure and income for 2017/2018 (*copy attached to minute book*).
22. Members noted that the forecast total expenditure for 2017/18 was £54,420, and the expected income from services was £3,640 giving a net expenditure to be met from Council Tax and Reserves of £50,780.
23. The Clerk referred to an analysis set out in the report of the Reserves and Working Balances brought forward from the 2015/16 financial year. This identified an unspent balance of £2,162 for future work on the Yapton Neighbourhood Plan and a balance of £3,000 brought forward in the Election Reserve, leaving a net balance in reserves brought forward at 1/4/16 of £10,727 to cover the Council's routine expenditure and contingencies.
24. The Clerk referred to the reduction in income of £1,607 from the Council Tax Benefit Grant received from Arun District Council which had been phased out over three years, with the last instalment shown under Other Income in the budget for 2016/17. This shortfall of £1,607 would have to be made up in the 2017/18 budget.
25. The Council has been notified by Arun District Council that the Band D equivalent taxbase for 2017/18 has been calculated at 1376. This is a 7.33% increase and would generate income from increased council tax receipts at the current tax of £3,133.02. Some of this increase had resulted from the additional properties now being occupied in Yapton as a result of approved housebuilding (i.e, Emerald Gardens, Fellowes Gardens and land near to the former Lamb Inn on Bilsham Road).

26. 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: the Precept and Parish Council reserves.
27. 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 two exceptions where a modest increase of £1,000 had been made in 2017/18 to each of the Maintenance of Playing Field and the Parish Council Election costs budgetd. The Clerk pointed out that even if the Council accepted a modest increase of 5.0% in its Council Tax, which in turn determines the amount of the precept, the Council was currently running its budget at a deficit. The Clerk referred to the table in the report which indicated that the drawdown from reserves would be £1,721 to assist in funding the revised expenditure in 2016/17, and £2,120 to support the budget for 2017/18.
28. 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 estimated balance remaining in the General Reserve after meeting the projected drawdown in 2016/17 and 2017/18 taking into account a 5.0% increase in Council Tax would only be £3,886.
29. The Clerk and Responsible Financial Officer referred to the section in the report on Council Tax Limitation (Capping). In announcing the Local Government Finance Settlement for 2017/18 the Secretary of State for Communities and Local Government indicated that the Government would be deferring any proposals to introduce capping in local councils whilst keeping the level of precepts set by Town and Parish Council under close review.
30. The Council agreed that the budget resulting in the Council's net expenditure of £50,780 was needed in 2017/18 to maintain its local services. The Council agreed to support the budget by taking £500 from the Yapton Neighbourhood Plan reserve and making a small contribution of £164 to the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of **£50,444**. The impact of the precept on an average Band D tax payer would then be  $£50,444 \div 1376$  (the Council's new tax base) = £36.66 which represents an annual increase of £3.33 on last year's figure.
31. The Council Tax calculated from the proposed budget for 2017/18 produces average Band D council tax of £36.66. (Calculated from the precept of  $£50,444 \div 1376$  (the Council's new tax base). This represents an increase of 10.0% or £3.33 on last year's figure.
32. *Resolved:*
- (a) The Council approves the forecast total expenditure for 2017/18 of £54,420, and the expected income from services of £3.640 giving a net expenditure to be met from Council Tax and Reserves of £50,780.
- (b) The Council agreed to support the budget by taking £500 from the Yapton Neighbourhood Plan reserve and making a small contribution of £164 to the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of **£50,444**.
- (c) The Council notes the tax base for Yapton for 2017/18 of 1376.
- (d) That the Council Tax for the Parish of Yapton for 2017/18 be increased by 10.0% producing a Band D Council Tax of £36.66 (£33.33 + £3.33).
- (e) **That the Yapton Parish Council precept for the year 2017/18 be set at £50,444** (£36.66 x 1376) to cover the estimated cost of maintaining the facilities and local services as set out in the Clerk's report.

**FINANCIAL STATEMENTS**

33. *Resolved:*

- (a) That the financial statements showing the receipts and payments covering the period 1<sup>st</sup> November 2016 – 31<sup>st</sup> December 2016 be received (*copy attached to minute book*);
- (b) That the Bank Reconciliation for the Parish Council’s current account and instant access savings account as at 31<sup>st</sup> December 2016 be noted (*copy attached to minute book*);
- (c) That the summary of receipts and payments over the various budget heads for the period 1<sup>st</sup> April 2016 – 31<sup>st</sup> December 2016 be received (*copy attached to minute book*).

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CHAIRMAN

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