

**UNCONFIRMED**

**YAPTON PARISH COUNCIL**

**MINUTES**

A Meeting of the Yapton Parish Council was held on the 13<sup>th</sup> March 2017 at the Yapton & Ford Village Hall.

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

*Also present:* Mr Gardiner (Clerk of the Council) and 12 members of the public.

**APOLOGIES FOR ABSENCE**

34. There were no apologies for absence.

**CO-OPTION OF PARISH COUNCILLOR**

35. The Council received the recommendation of the panel set up to interview two prospective candidates for the vacant Councillor position which was held on the 7<sup>th</sup> February 2017. The Council agreed the co-option of Mrs Pamela Evans as a Parish Councillor following the resignation of Mrs Lynn Kendall in December 2016.

**ACCEPTANCE OF OFFICE FORMS**

36. Councillor Mrs Pamela Evans delivered her acceptance of office form which was countersigned by the Clerk of the Council. The Chairman welcomed Mrs Evans to the Parish Council.

**VACANCIES ON COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES.**

37. The Council resolved to wait until the Annual Meetings of the Parish Council in May before making any further appointments to Committees and representatives on outside bodies and organisations.

**DECLARATIONS OF INTEREST**

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

39. 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**

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

**PUBLIC QUESTION TIME**

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

- (a) Mr Hugh Costner from the Bognor Regis Civic Society reported on a meeting he had had with Officers from West Sussex County Council concerning issues associated with the stretch of the A259 from Hoe Lane Flansham to the river bridge at Littlehamptom. The meeting which had taken place included representatives from Clymping Parish Council and Middleton-on-Sea Parish Council. He indicated that West Sussex County Council had agreed to produce a transport study to look into traffic volumes and funding.

Mr Costner was attending the meeting to request that all Parish Council's covering that stretch of road (including Yapton and Ford) become involved. The Chairman responded by saying that the Parish Council would commit to this review as the County Council had stated that the junctions at Comet Corner and the Oystercatcher were considered to be the most dangerous in the county area. It was suggested that recent planning applications could fund road and junction improvements in the area. It would be essential to work with West Sussex County Council, Developers and Parish Council's which borders the road in the area.

- (b) A local resident, Mrs Julie Robinson, addressed the Parish Council on the issues which she had been researching concerning Horse Riding in the Parish. This included the rights of way for Horse Riders to use Bridleways and Footpaths, as she was concerned it was becoming too dangerous to ride on the roads. Mrs Robinson stated that we have a lovely area of countryside already crossed by many footpaths which is unique in that it can be immediately reached from the villages of Barnham and Yapton and the hamlets of Bilsham and Flansham.

Mrs Robinson said it would be lovely if the present status of all the routes as footpath only could be changed in some cases, to allow a circular route to be enjoyed by those other users who presently cannot access the network at all – ie. if we could change the status of some paths to that of **Bridleway** which would allow horse riders and cyclists to also be able to enjoy this fantastic facility (instead of just dog walkers!).

Mrs Robinson had recently sent an e-mail to the Clerk requesting that the item be raised at a future meeting of the Parish Council to enlist their support. She also attached a plan for ease in identifying the area to which she referred. It was agreed to pass the matter on to the next meeting of the Parish Council's Planning Committee.

## MINUTES

42. *Resolved* - That the minutes of the meeting held on 9<sup>th</sup> January 2017 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

43. The following matters were raised on the minutes of the meeting held on the 9<sup>th</sup> January 2017:
- (a) **Minute 7 (c) – Moles on the King George V Playing Field** – the Clerk reported that following the question raised about moles on the playing field at the last meeting he had been put in touch with the Pest Control service provided by Arun District Council. The Clerk, in consultation with the Chairman, had entered into an annual contract for the clearance of moles and other pests. The Pest Control Officer had already cleared five moles from the site at the date of the meeting.
- (b) **Minute 9 (b) - Minute 150 (c) - Village Hall Clock** –the Clerk of the Council indicated that he had now received and accepted quotes for the provision of scaffolding and for the repairs to the clock, and had one quote for the replacement of the cladding on the westerly end of the hall wall which needed replacing. The Clerk reported that the scaffold had been erected in the previous week, and that the replacement to the cladding and repairs to the Clock had been completed. The Clock Tower had also been cleaned whilst the scaffolding was in place.
- (c) **Minute 20 (c) - Joint Downland Area Committee** - A member of the Council queried whether it was the Parish Council's practice to appoint a substitute to attend meetings of the Joint Downland Area Committee when the nominated councillor is unable to attend. The Chairman suggested the matter being looked at during the annual meetings in May 2017.

## COUNTY & DISTRICT COUNCILLORS REPORTS

44. There were no matters raised on County Council business as County Councillor Mrs Phillips was not present at the meeting.
45. Councillor Stephen Haymes and Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

## CORRESPONDENCE

46. Receipt of the following correspondence was reported by the Clerk and action agreed as indicated:-
- (a) **Parish Briefing - Neighbourhood Plan questions** – The Council noted receipt of the following e-mail received from Neil Crowther at Arun District Council – “Following our last briefing on 29 November where there were a number of questions on how Neighbourhood Plans might be revised to include increased housing numbers, the Government has published its response to the consultation on how to ‘modify’ Neighbourhood Plans.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577326/gov\\_draft\\_summary\\_of\\_consultation\\_responses\\_NP\\_provisions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577326/gov_draft_summary_of_consultation_responses_NP_provisions.pdf)

Para 13 sets out the process that is envisaged. We are seeking clarification from DCLG on a number of matters.

1. an increase in housing numbers is considered to be a modification ‘not so significant or substantial as to change the nature of the plan’?
2. What funding is available to modify a Plan?

It was hoped that any response from DCLG that provides clarity on the above matters would be forwarded to you before the briefing on the 25 January 9.30-12.30 in the Council Chambers). We have invited DCLG to the meeting to discuss these points and we await their confirmation as to whether they will attend.”

## TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

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

## PARISH COUNCIL MAGAZINE (YAPTON NEWS)

48. Details of the March 2017 edition (83<sup>rd</sup> issue) of the magazine were reported at the meeting.

## REPORTS FROM COMMITTEES

### ALLOTMENTS

49. Mr Gardiner reported that the annual rental accounts had been sent out on the 23rd January 2017. All of the payments from current tenants had been received. Mr Caiger confirmed that there were currently 3 vacant plots.
50. Allotments Lease – The Clerk reported that the Lease documents had been received from the Solicitors acting on behalf of the Owners of the Cinders Lane Allotment Site. The Council resolved to authorise the Chairman and Vice Chairman of the Council and Councillor D. Ambler to sign the lease on behalf of the Parish Council for the renewal effective from the 25<sup>th</sup> March 2016. The lease would be for a 6 year term with the rental continuing at the rate of £500 per annum for the first three years, rising to £550 per annum for the second three year period.

## **EMERGENCY AND RESILIENCE COMMITTEE**

51. The Clerk and Members of the Committee reported on a meeting held in February 2017 at which the latest work programme was updated and some tasks were re-allocated to Members of the Committee and the Community Volunteers. A further meeting was planned for the end of March 2017.

## **PLANNING**

52. The Council considered the following and:
- (a) noted that the minutes of the meetings of the Planning Committee held on 9<sup>th</sup> January and the 13<sup>th</sup> February 2017;
  - (b) noted the planning decisions made by Arun District Council in January/February 2017 (*schedule attached*);

## **PLAYING FIELD**

53. The Clerk reported that the following matters had been attended to since the last meeting:
- i. the annual safety inspection for the Children's Play Area had been ordered;
  - ii. the annual safety inspection of the outdoor gym equipment inspection had taken place and five items required attention;
  - iii. some remedial work to trees around the boundary of the field was pending;
  - iv. an annual contract with Arun District Council Pest Control service had been entered into at an annual cost of £400, this would clear all public health pests, including wasps and moles;
  - v. fencing around the Children's Play Area needs attention;
  - vi. the grass banks around the skateboard park needed attention.

## **REPORTS FROM REPRESENTATIVES**

54. 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 a special meeting of the Arun District Association of Local Councils held on the 25<sup>th</sup> January 2017. Mr Gardiner reported this special meeting of the Association had been called to discuss issues raised during the presentation on planning matters in the previous meeting.
  - (c) Joint Downland Area Committee  
Mr Pickthall reported on the meeting of the Joint Downland Area Committee held on the 7<sup>th</sup> March, including the successful grant application to provide a laptop and projection facilities for the Yapton & Ford Local History Group.

## **FINANCIAL STATEMENTS**

55. *Resolved:*
- (a) That the financial statements showing the receipts and payments covering the period 1<sup>st</sup> January 2017 – 28<sup>th</sup> February 2017 be received (*copy attached to minute book*);

**FINANCIAL STATEMENTS (Continued)**

55. *Resolved:*

- (b) That the Bank Reconciliation for the Parish Council’s current account and instant access savings account as at 28<sup>th</sup> February 2017 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 – 28<sup>th</sup> February 2017 be received (*copy attached to minute book*)

**PART II – CONFIDENTIAL INFORMATION – EXCLUSION OF PRESS AND PUBLIC**

56. *Resolved* - 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 items 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 GROUNDS MAINTENANCE, LITTER PICKING / COLLECTION AND GRASS CUTTING IN 2017/18**

- 57. The Council agreed to accept the quotations received from the lowest bidders from amongst those individuals and companies who had submitted bids for the provision of Grounds Maintenance, Litter picking/collection on the King George V Playing Field, and for Grass Cutting at the Cinders Lane Allotment Site during 2017/18.
- 58. The Council noted that the Clerk had recently entered into a contract with Arun District Council for the treatment of moles and other pests on the King George V Playing Field in the sum of £400 per annum for unlimited treatments.

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CHAIRMAN