

UNCONFIRMED

Agenda Item 5

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 12th November 2018 in the Small Hall of the Yapton & Ford Village Hall, commencing at 7.40pm.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Martin Clark, Mr Peter Dunkley, Mrs Pam Evans, Mr Tony Kendall, Mr Michael Pickthall and Mrs Vicky Newman.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 7 members of the public.

APOLOGIES FOR ABSENCE

131. Apologies for absence were tendered at the meeting from Parish Councillor Mr James Gadd.

RESIGNATION OF PARISH COUNCILLOR

132. The Clerk reported that he had received an e-mail from Mr Chris Sprules tendering his resignation as a Parish Councillor with effect from the date of the meeting. The Council noted receipt of Mr Sprules's resignation from the Parish Council.

133. The Clerk reported that under current Electoral Rules, if a resignation is received within 6 months of the retirement date for a Parish Councillor, following the next Scheduled elections, which are due to take place on the 2nd May 2019, then the vacancy caused by the resignation could wait to be filled until the next scheduled election. The Council agreed to advertise the vacancy but to state that the position will be held vacant until the next election due to take place in May 2019.

DECLARATIONS OF INTEREST

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

135. Mr Haymes and Mr Ambler both declared an interest in any matters relating to Arun District Council as an elected member of Arun District Council.

136. Mrs Vicky Newman declared an interest in relation to the Traffic Regulation Order for changes to the access to Kings Close, being proposed by Kingham Homes, as an employee of the Co-operative Stores group.

URGENT MATTERS

137. There were two urgent matters for consideration at this meeting:

(a) Proposed Traffic Regulation Order – Kings Close, Yapton

The Clerk referred to a letter and drawing he had received from Mr Michael Gadd, a Director of Kingham Homes, who were currently constructing the new dwellings in Kings Close, at the rear of the Co-operative Stores on Main Road in Yapton. The letter was seeking support to a proposed Traffic Regulation Order for improvements to the access and junction arrangements at Kings Close and Main Road.

Resolved: *That the Council support the proposed Traffic Regulation Order and to enquire if the double yellow no parking lines could be extended further from Main Road into King's Close.*

(b) Network Rail investing to improve safety at Yapton level crossing

The Clerk referred to a letter received today, from Liam Farrell, Communications Manager with Network rail, with an update on the major investment Network Rail is making to improve safety at Yapton level crossing, which is being upgraded from a half barrier crossing to a full barrier crossing controlled by CCTV. The letter set out details for the completion of this work, which will require engineers to close the crossing on Sunday 18 November and for 10 days in January 2019. The letter was distributed to Members of the Council at the meeting.

PUBLIC QUESTION TIME

138. There were no questions/issues raised by members of the public present.

139. Lynda Ryan, from AgeUK West Sussex made a presentation in support of her correspondence on Social Prescribing include elsewhere on the Agenda. Ms Ryan handed out copies of a presentation and a specification for the service which was seeking a grant of £1,000 from the Parish Council to continue the work at local Doctors Surgeries in 2019/2020.

MINUTES

140. *Resolved* - That the minutes of the meeting held on 10th September 2018 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

141. There were no matters arising on the minutes of the meeting held on the 10th September 2018.

COUNTY & DISTRICT COUNCILLORS REPORTS

142. The Chairman referred to a report prepared by County Councillor Mrs Jacky Pendleton which was circulated at the meeting and Members were asked if there were any questions or queries relating to the report.

143. Mr Chris Sprules, in his resignation e-mail, had indicated that he was happy to continue his work on the Public Rights of Way on behalf of the Parish Council. *The Council signified their agreement to continuing in this role until new Councillors were elected in May 2019.*

144. Councillor Stephen Haymes and Councillor Derek Ambler had nothing to report on the work of the Arun District Council.

CORRESPONDENCE

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

(a) B2233 Burndell Road Yapton

The Council noted an e-mail dated 6th October 2018 (*attached to these minutes*) from Mr Anthony Creal which raised concerns of many residents about the excess speed problem along the Burndell Road as expressed to him personally and on the Yapton and Ford Facebook News page. The e-mail referred to correspondence with County Councillor Mrs Jacky Pendleton about this issue, and the help that data from the Community Speedwatch scheme, and with the backing of residents, can help towards getting a community highway scheme to provide traffic calming in the area. He stated that the police were aware of the issue and on behalf of many residents he would much appreciate it if the Parish Council could publish an article about the problem with speed in the Parish Magazine.

A short discussion ensued concerning the Community Speedwatch Scheme set up a couple of years ago and the traffic issues group which had been working with the Police to identify the problem traffic hotspots in the village. The Clerk would look into re-starting the group and seek to attract new members who could assist with the Community Speedwatch Scheme.

(b) Social Prescribing

The Council noted an e-mail (*attached to these minutes*) from Lynda Ryan from Age Uk West Sussex dated 8th October regarding the Social Prescribing model AgeUk West Sussex are piloting in West Sussex. This work has now progressed and AgeUk are working in the area with the Regis GP Practice Group which is made up of 9 GP surgeries, including the two in Yapton.

Lynda Ryan attended the meeting giving a short presentation during Public Question Time and left 2 handouts for councillors and dealt with two queries arising from this initiative.

(c) A27 Arundel Bypass Scheme Update

The Council noted receipt of an e-mail (*attached to these minutes*) from Highways England dated 12th October 2018 which informs the Parish Council that Highways England had chosen to carry out a further non-statutory consultation for the A27 Arundel Bypass scheme. The consultation, which is planned for spring 2019, will give local people a fresh look at all the viable options for upgrading the A27 using the latest available information.

(d) West Sussex County Council Cybercrime/Online Safety Surveys are now LIVE!

The Council noted receipt of an e-mail dated 16th October from The Community Safety & Wellbeing Team at West Sussex County Council informing the Council that it had launched two surveys in order to gather feedback about people's perceptions and experiences of cybercrime/online safety over the last 12 months. The e-mail stated that responses to the survey would influence how the County Council shape their cybercrime/online safety support work for residents and local businesses in the future.

The two surveys - Personal Use Survey and a Business Survey (details shown in the e-mail) would be open for 5 weeks, and would close at midnight on Monday 19th November, 2018.

(e) Council Tax Reduction Scheme Consultation

The Council noted receipt of an e-mail dated 16th October 2018 and letter (*copies attached to these minutes*) regarding the above consultation. Arun District have stated that like many other councils Arun District Council needs to make savings and increase income so they are currently considering options of changes to the existing Council Tax Reduction scheme. The Council declined to offer any comments on the consultation.

(f) Letter of Support – Community Highway Scheme Application - National Cycle Route 2 - New Link, Grevatts Lane West, Yapton.

The Council noted receipt of an e-mail (*attached to these minutes*) from Mr Chris Sprules dated 22nd October 2018 in which he proposed that Cyclists / Pedestrians would be able to use the sealed off section of Grevatts Lane West. This would allow users to gain access to the A259 cycle route going eastwards more safely by diverting them off the main Yapton Road/ Bilsham Road.

Resolved: The Council agreed to support Mr Sprules in making a Community Highway Scheme Application at Gravetts Lane West in Yapton as per the details in the e-mail and map as submitted.

(g) Green Infrastructure Masterplan – Coast to Downs

The Council noted receipt of an e-mail dated 26th October 2018 from Mr Karl Roberts the Director of Place at Arun District Council and a subsequent follow-up e-mail. The e-mails stated that the District Council had commissioned LUC to prepare a Green Infrastructure Masterplan for a corridor of land that extends from the Coast near Butlin's up to the Downs at Fontwell (roughly following the railway and then the Lidsey Rife). This is building upon the work undertaken on GI across the district in 2012 as part of the Local Plan process.

Mr Roberts and the consultants have offered a meeting with the Parish Council and a number of representatives from each parish to look at this exciting opportunity to enhance the area and to hear any ideas and any concerns about the plan. The meeting has been scheduled to take place on Thursday, 22 November 2018 @ 6.00 pm in Committee Room 1, Arun Civic Centre.

The Parish Council confirmed that the Chairman, Councillor Stephen Haymes and the Chair of Planning Committee, Councillor Mrs Vicky Newman be authorised to attend the meeting on behalf of the Parish Council.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

146. Councillor Mrs Vicky Newman reported on the seminar she attended on Neighbourhood Planning on Thursday 13th September 2018. Councillor Michael Pickthall reported on the 2-day course on the use of Chainsaws in October 2018. The Chairman presented Mr Pickthall with his Certificate of Attendance on this course.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

147. Details of the November 2018 edition (93rd issue) of the magazine were reported at the meeting.

148. **Resolved:** The Council agreed to award Christmas vouchers to the value of £15 to the volunteers (except Council Members) who assist with the delivery of the magazine each time.

REPORTS FROM COMMITTEES

ALLOTMENTS

149. The Clerk reported that there were currently no vacant plots at the Council's Cinders Lane Allotments.
150. The Clerk reported that following the inspections of the 4 plots referred to at the last meeting as being unattended and in a poor state, letters had been sent to each of the ploholders requesting that they tidy their plots and begin to work them in accordance with the Conditions of Hire for the Allotment Plots,
151. The Clerk had re-inspected the plots and found that 3 out of the plots were in a satisfactory state. The ploholder of the fourth plot had been in touch and requested that he be allowed to continue to cultivate half of the existing plot and offer up the other half. He had cleared all of the one half and was in the process of clearing the remaining half plot which would be let shortly. The Clerk would not be issuing any notices to quit at the present time.
152. The Clerk introduced a recommendation to agree the allotments rentals for the next financial year. The current annual rental was increased to £32.00 for a 5 rod plot in 2018/2019. The site rental will continue at the rate of £500.00 in 2019.
153. **Resolved:** The Council agreed that the allotment annual rental is increased by £2.00 to £34.00 for a 5 rod plot for the financial year 2019/2020.

EMERGENCY AND RESILIENCE

154. Mr Pickthall reported on a recent get-together of volunteers which had not been very well attended. The Emergency and Resilience Group would be appealing for more volunteers. Mr Pickthall also referred to the need for grant applications to be made by the other three parish councils who make up the local group. The fusebox at the village hall needed upgrading and a sum of £2,000 would be required from the four councils to fund this work.

PLANNING

155. The Council considered the following and:
- (a) received the minutes of the meeting of the Planning Committee held on 10th September 2018 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in September / October 2018 (*schedule attached to the minutes*).

PLAYING FIELD

156. **Security Bund** - The Clerk updated the Council on the progress made in possible works to improve the security of the Playing Field along the boundary with the Village Hall Car Park and the main access way to the Playing Field. The construction of a bund could be made along the length from the village hall to the end of the car park. Drawings had been prepared and it was intended to submit these to Arun District Council to see if planning permission is required. The access way would require either new posts or a gate to be installed. The resurfacing of the entrance to the field would also be investigated. Costs for these associated elements of the work are currently being sought.

157. Village Hall Car Park Lights – there had been some recent issues with the lights not working on these columns. 2 of the lamps are very faint and it was agreed that these should be replaced. The lights are dependent on photo cells to activate the lights when it gets dark each night. It would appear that these cells have been taken from the top of the columns and thereby not allowing the lamps to function. It was suggested that anti-climbing spikes could be installed on the columns to prevent the photo cells being taken or damaged and the Council agreed to install these to prevent access up the columns.

158. Seat in the Northwest corner of the playing field adjacent to the Church Road entrance – the Clerk reported on two quotations which had been received to move the seat from its current location to a location near to the car park. The Council felt that the quotations were excessive for the proposed work to move the seats and **resolved** to move the seats using voluntary labour.

REPORTS FROM REPRESENTATIVES

159. 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. He specifically referred to the resealing of the floor in the village hall which was due to be carried out over the Christmas / New Year holiday period.

(b) **Arun District Association of Local Councils**

The Council received an update from the meeting of the Arun District Association of Local Councils held on the 19th September 2018 attended by Councillor Derek Ambler. A copy of the minutes of the meeting were attached to the agenda. The meeting had requested each parish council to consider the issues at item 9 – Future of the Association.

The Council discussed the various options and following a vote resolved to support the option to set up an Executive Meeting to prepare one meeting each year.

(c) **West Sussex Association of Local Councils**

There was no update from the meeting of the Annual General Meeting and Conference of the West Sussex Association of Local Councils held on the 4th October 2018, as no one was available to represent the Parish Council at the Annual General Meeting.

(d) **Joint Western Arun Area Committee**

Mr M. Pickthall, the Council's representative, presented an update from the meeting of the Joint Western Arun Area Committee held on the 31st October 2018.

RENEWAL OF PARISH COUNCIL INSURANCES

160. The Parish Council's insurance cover, which is currently provided by Aviva Insurance at an annual premium of £1,600.56 including Insurance Premium Tax, is due for renewal on 16th December 2018. Came and Company have access to a panel of insurers who provide "core" cover to local councils which offers competitive insurance rates for Parish Councils.

161. Came & Company Local Council Insurance has been working with the Clerk to provide 3 quotations, based on the schedule of cover currently provided by Aviva Insurance, and an assessment of our demands and needs. Quotations have been obtained from 3 insurance providers who provide Parish Council's insurance cover which is based on the same level of cover.

162. The following quotations, including Insurance Premium Tax (IPT), have been received:

Insurer	Annual Premium (incl IPT)	Annual Premium if 3 year long term agreement taken-based on a 5% discount
1. Inspire via Axa	£1,300.00	£1,235.00
2. Hiscox	£1,307.53	
3. Ecclesiastical	£1,382.83	

The Parish Council was recommended to accept the quotation for a new insurance policy with **Inspire via AXA** with effect from 16th December 2018 on the basis of a 3-year long term binding agreement. The existing policy with Aviva Insurance will be cancelled on the 15th December 2018 at the end of the current 3-year agreement period.

163. Resolved: That the Parish Council accept the quotation from Inspire via AXA to provide Insurance cover with effect from the 16th December 2018.

ANNUAL AUDIT OF ACCOUNTS 2017/18

164. The Council noted receipt of a letter dated 26th September 2018 from the Council's External Auditor, Moores Stephen, which informed the Council that the limited assurance audit of the Council's Annual Return for 2017/18 had been completed. The Auditor returned the signed copy of the Annual Return (*Copy of the return attached*) which signified completion of the audit process. The Auditor had not raised any issues which needed to be brought to the Council's attention. The Clerk referred to a note in the accompanying letter which referred to the low level of reserves held the by the Council.

165. The Council noted that it had met the requirement to publish (*Copy of the notice attached*) the signed copy of the Annual Return for 2017/18 by the 30th September 2018, and to make copies of the return available on payment of a small fee.

PRELIMINARY CONSIDERATION OF THE 2019/2020 PARISH BUDGET

166. The Council noted the contents of a letter dated 18th October 2018 (*attached*) received from Arun District Council confirming the arrangements for the notification of precepts set and the payments of precepts in 2019/20, and a note suggesting that currently the Government had no plans to cap the level of Council Tax proposed by local councils.

167. The Council considered whether there were any proposals for growth in expenditure it wished to be included in the draft 2018/19 budget, and if there are any other issues relevant to the preparation of the budget, which the Council will be considering at its next meeting on the 15th January 2018. The Clerk referred to continuing increasing costs of maintaining play equipment and the need to provide for the local election in May 2019. Costs of providing the litter picking and grounds maintenance service were also expected to increase in the next financial year.

FINANCIAL STATEMENTS

168. The Council resolved:

- (a) To approve the financial statements showing the receipts and payments for the months of September / October 2018 (*schedules attached*);
- (b) To note the Bank Reconciliation for the Council's Bank Accounts as at 31st October 2018;
- (c) To note the summary of income and expenditure over the various budget heads for the period 1st April to 31st October 2018 (*copy attached*).

DATE OF NEXT MEETING: Monday 14th January 2019 AT 7.30 PM or at the conclusion of the meeting of the Planning Committee.

Meeting closed at 9.10pm

_____ Chairman