

UNCONFIRMED

Agenda Item X

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 8th July 2019 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, Mr Tony Kendall, Mr Doug Maw, Mr Michael Pickthall and Mrs Vicky Newman.

Also present: District Councillors Henry Jones and Mrs Amanda Worne, Mr Gardiner (Clerk of the Council) and 10 members of the public.

APOLOGIES FOR ABSENCE

71. Apologies were received from County Councillor Mrs Jacky Pendleton.

DECLARATIONS OF INTEREST

72. 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.

CO-OPTION OF PARISH COUNCILLORS

73. Following the local elections held on the 2nd May 2019, 7 parish councillors were returned unopposed. At its meeting on the 13th May 2019, the Council authorised the filling of the remaining 3 vacant seats by co-option and authorised the advertising of the vacancies. Following the advertisement 6 applicants came forward and 5 were interviewed by the appointed panel on the 27th June 2019.

74. The Chairman reported that following the interviews the panel were recommending 3 candidates for appointment to the Parish Council. They were Philippa Greenan, Graham Holden and Amanda Worne.

75. The Council confirmed the co-option of the 3 candidates as recommended by the panel.

ACCEPTANCE OF OFFICE FORMS

76. The Clerk reported that all 3 newly co-opted Councillors had signed their acceptance of office forms which had been countersigned by the Clerk of the Council.

VACANCIES ON COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES

77. The Council was asked to agree any appointments to Committees and representatives on outside bodies and organisations.

78. The Council agreed the appointments to the following Committee and Groups which had vacancies remaining after the annual meeting:
- (i) **Emergency and Resilience Committee** – (up to 4 members) – Councillors Mrs Philippa Greenan, Mr Graham Holden, Mr Michael Pickthall and Mrs Amanda Worne.
 - (ii) **Neighbourhood Plan Steering Group** – no limit - Mrs Amanda Worne.
 - (iii) **Traffic Issues Group** – no limit - Councillors Mrs Philippa Greenan, Mr Tony Kendall and Mrs Amanda Worne.
 - (iv) During discussion on the appointment to the Traffic Issue Group it emerged that District Councillor Mrs Amanda Worne had held a “community meeting” recently, to which she had invited representatives of the local police to discuss the re-formation of a Yapton Community Speedwatch Group. The Clerk drew attention to the former group which had been run by the Parish Council and the Group which had been meeting to discuss traffic issues. District Councillor Mrs Amanda Worne offered to become the co-ordinator of the re-formed Yapton Community Speedwatch Group. The Clerk agreed to write to those members of the original group and members of the public interested in traffic issues and to put them in touch with District Councillor Mrs Amanda Worne.

URGENT MATTERS

79. There were no urgent matters for consideration at this meeting.

PUBLIC QUESTION TIME

80. The following questions/issues were raised by members of the public present:
- (a) **Longacre Park – North End Road** – a local resident raised the issue of the prevalence of the use of train horns in the area of the railway crossing on North End Road, and the increased frequency, and duration of the horns since the trains were moving faster on that stretch of the railway since the introduction of the new full crossing gates in January 2019.

This had become a real nuisance to the people living in the area, and the noise was disturbing residents at all times of the day. Many residents had been in touch with Network Rail but had received no reply.

The Parish Council agreed to write to Network Rail suggesting that the horns only need to be used for the Maypole Lane pedestrian crossing as the other pedestrian crossing had minimal use. It was suggested that a survey could be taken to ascertain usage of the crossing points.

MINUTES

81. *Resolved* - That the minutes of the meeting held on 13th May 2019 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

82. The following matters arising were raised from the minutes of the meeting held on the 13th May 2019:
- (a) **Minutes 36 (b) - Persimmon Homes Emerald Gardens development** – Councillor Peter Dunkley stated that he had met the two newly elected District Councillors on site to discuss the issues on the development.
 - (b) **Minute 59 (d) - Grass verges opposite Yapton Primary School** – it was reported that the bollards on the verges at the junction of Church Lane and North-End Road opposite the Yapton Primary School had been replaced.
 - (c) **Minute 66 – Emergency and Resilience** - Mr Pickthall stated that he had now been given a key to the cupboard in the Village Hall in which to locate a generator to assist with the continued setting up of the Village Hall as an Emergency Control and Rest Centre. Mr Gardiner was asked to contact the Hall Manager with a view to getting the cupboard cleared to enable it to be used for the storage of the generator.
 - (d) **Overgrown hedges at the Junction of Canal Road / Main Road** – Mr Pickthall reported that some remedial work had been carried out to the hedge but he felt it still constituted a hazard to traffic. He confirmed that he was still trying to obtain the contact details of the owner of the hedge.

COUNTY & DISTRICT COUNCILLORS REPORTS

83. County Councillor Mrs Jacky Pendleton was not present at the meeting and there was no report for the meeting to consider.
84. District Councillor Mrs Amanda Worne informed the Parish Council that she and other residents were planning to attend the meeting of the County Planning Committee tomorrow, at which the Committee was due to consider the application WSCC/037/19 for a Proposed Inert Waste Recycling Facility, (with new building, hardstanding, car parking, boundary treatment and re-aligned access to the agricultural unit, and including variation to approved site landscaping and use of internal spaces within the existing Materials Recovery Facility) Applicant: Envirowaste (Southern) Limited, Burndell Road, Yapton, West Sussex, BN18 0HR.

CORRESPONDENCE

85. The following item of correspondence was considered by the Council:

(a) **ASB on King George V Field Yapton**

The Council noted an e-mail from PCSO Justina Grant (Sussex Police) dated 3rd June 2019 which referred to an incident of anti-social behaviour affecting a property in Briars Close in Yapton which backs onto King George V playing field and skate park. The owner has reported that, on a daily basis, litter has to be picked up that is thrown over the fence from youths that are gathering on the broken bench near to the rear of the property on the field. In addition to this youths have kicked the metal fencing and damaged it. The

owner stated that this has been ongoing every summer as the evenings get lighter. PCSO Grant reports that is happening to two residents in this area and the Police patrol and try to identify the youths concerned, but it is on an ad hoc basis and resource dependent, and being in the right place at the right time to identify the youths.

The PCSO asked if there was any consideration by the parish council to remove the seat as it is already damaged, and this may move the youths to another area in the open space where the other benches are away from residents houses. It was also suggested that the parish council could provide a bin for them to put their rubbish in.

The Council had a wide ranging discussion on this issues raised by the incident, but felt, on balance, since the police had put up notices in the area which seems to have improved the situation, to leave the seat in its current position and make good the damaged seat.

- (b) **St Wilfrid's Presentation** - The Council noted an e-mail from Penny Ibbott - Ambassador for St Wilfrid's dated 10th June 2019 which reported on the opening of St Wilfrid's Dream Building - the brand new hospice located in Bosham – the Hospice is providing power point talks to groups and organisations in the catchment area. The presentation is about twenty minutes long and concerns the services they provide and exactly who can benefit from them. At the end of the talk, we are happy to stay and answer any questions that arise.

The Council considered the request for the Hospice to come to present their talk at one of the parish council meetings. It was agreed that the Hospice be invited to make their presentation prior to the next meeting of the Parish Council on the 9th September 2019.

- (c) **Burdell Road -Condition of roads and pavements** – The Council considered an e-Mail from Mrs Elisabeth Sturt dated 15th June 2019

Mrs Sturt stated that as a result of all the vehicle movements serving the latest housing developments and the wet weather the state of Burdell Road is appalling as are also the pavements. There has been no sign of any road cleaning vehicles from either developer and, of course none from Arun who have not cleaned the pavements for many years despite all the filth we have had from previous developments. Mrs Sturt was concerned that she had been living for so long in a chaotic mess of lorries and traffic lights. The road to the east of the village is also now covered in mud from the tractors leaving Langmeads field.

Mrs Sturt asked if the parish council could put some pressure on the developers and also the local farmer to clean the roads regularly as they should be doing. The filth from the roads when wet is sprayed onto the pavements by the traffic and Arun should be expected to clean these seeing as they are collecting our money for the privilege of living here.

The Clerk was asked to raise the matter with WSCC Highways department and the local farmer.

Mrs Sturt also stated that it had been noticed that several cars are regularly resident in the second car park, allegedly belonging to the resident of "Two Hoots" in Bilsham Road. She felt that, as their tax status is "SORN" the vehicles should not be moved on the roads (which they often are) and presumably not left abandoned in public car parks. This situation had been going on for a very long-time now, since at least 2008, and little seems

to have happened. Mrs Sturt suggested that, as the vehicles should not be left in the parish council car park they could be clamped or taken away for recycling.

It was reported that Arun District Council were about to take some action regarding the state of the property in Bilsham Road.

- (d) **Mobile Library Service** – The Council noted an e-mail from Mrs Elaine Cordingley dated 25th June 2019 which contained a letter she had received as a user from WSCC library service. Mrs Cordingley was concerned about the loss of this service from the village and hoped that the service will be reinstated in the near future and explaining that it is a vital rural amenity for young and old. She had been in touch with WSCC who had suggested that Arundel library is the nearest alternative to Yapton, but there is no bus service to get to Arundel.

Mrs Cordingley asked if the Parish Council could assist in appealing to WSCC to ensure the mobile library is continued as it is a vital service to a growing population.

- (e) **Children's and Family Centre, Main Road, Yapton** – as part of the discussion on the previous item, it was reported that the Children's and Family Centre situated on Main Road, Yapton and next to the Village Hall was reportedly being closed and possibly sold off. Following a discussion it was suggested that it could be transferred to the Village Hall to provide additional facilities, or linked to the Neighbourhood Plan requirement to provide additional Community Facilities, or registered as a Community Asset so the community could be offered to buy the facility if WSCC put it up for sale.

GRANTS TO VOLUNTARY ORGANISATIONS 2018/19

86. The Council considered the applications received from voluntary and charitable organisations for grant aid in the current financial year (copy attached to the minutes).
87. *Resolved* – The Council agreed that grants be made to the following organisations in 2018/19:

Arun Community Transport - £100;

4Sight Vision Support - £100;

1st Yapton Guides - £150;

Home Start – Arun, Worthing & Adur - £200;

Yapton and District Cottage Gardeners' Society - £160;

Yapton & Ford Parochial Church Council - £100 (for the maintenance of the closed churchyard);

Yapton Evergreens - £100.

The Budget for 2019/20 is £910 and the above allocations total £910.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

88. (a) **E-mail accounts** - The Clerk reported that he would be setting up the newly co-opted members on their parish council e-mail accounts as soon as possible. The Clerk also requested that the remaining parish councillors who had not set-up their new email accounts do so as a matter of urgency.

(b) **Sharepoint** – the Clerk referred to the next move in response to the introduction of GDPR regulations was the introduction of technology to centrally hold and access documents and information. A discussion ensued on the pros and cons of processing agendas documents in this way and this would be looked at when the new system was about to be introduced. It was agreed that training for parish councillors would be arranged at the appropriate time.

(c) **Planning Training** – it was agreed that basic planning training, which was being arranged by Bersted Parish Council, and being facilitated by Lindsay Frost of SSALC on the 8th August 2019 would be attended by Mrs Vicky Newman, Derek Ambler, Tony Kendall and Philippa Greenan.

All members of the Planning Committee should undertake a basic level of training before taking up their place on the Planning Committee.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

89. Details of the July 2019 edition (97th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

90. Councillor Tony Kendall reported that all plots were presently taken. He also referred to continued issues with the removal of the boundary fencing along the boundary with the new Bovis housing site. This had left the plots adjacent to the boundary very exposed and vulnerable. The Clerk would be making some enquiries on this matter.

EMERGENCY & RESILIENCE

91. There were no matters arising from the Yapton Community Co-ordinators or Volunteers.

PLANNING

92. The Council considered the following and:

- (a) received the minutes of the meeting of the Planning Committee held on 13th May 2019 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in May / June 2019 (*schedule attached to the minutes*).

PLAYING FIELD

92. Installation of a proposed bund.

- (a) Over the past two years the Paris Council has had two unauthorised incursions onto the King George V Playing Field for a number of days which caused an element of nuisance for the other users of the playing and once the site was vacated a significant amount of rubbish, including personal waste items and detritus was left around the site. Significant costs of legal action to evict the travellers and to clear the site was incurred.

- (b) The Managing Director of Matthews (Sussex) Limited has offered to review the gate and barrier drawings provided by Yapton Parish Council. Matthews (Sussex) Limited will be assisting with the earthworks element of this project, which includes the provision of the soil material free of charge and installing the gate whilst on site.
- (c) It is proposed to install a small soil/sub-soil bund along the length of the boundary of the playing field with the adjoining car park. Sufficient gaps will be left for access to waste bins and the 4 lighting columns along that boundary. This will be seeded with grass and it is hoped over time that it will blend into the surrounding field. The negotiations with Matthews (Sussex) Limited have resulted in Matthews agreeing to supply the material free of charge including delivery to the site and forming a 1 metre high bund along the approximately 56m length.
- (d) The current entrance posts across entrance way (approximately 16 ft wide) will be removed and replaced with a secure gate(s) with fixing posts across the entrance way. Quotations are currently being obtained for the provision of the replacement gates.

93. Financial Implications

The estimated cost of the project is as follows:

Provision of materials to form the bund	Free of charge
Carriage of materials to site and forming of the bund	Free of charge
Supply of Security Gate	say £1,800
Installation of security gate	Free of charge
Landscaping and seeding	£500
Planning Fees	£300
TOTAL COST TO PARISH COUNCIL	£2,600

94. Following a discussion on the installation of the proposed bund the Council resolved to:
- a) Agree to the provision of a 1 metre security bund and gates along the boundary between the Yapton Village Hall Car Park and the King George V Playing Field;
 - b) Accept the offer from Matthews (Sussex) Limited to provide correct grade soil and sub-soil to form the bund along the length of the boundary as set out in the report;
 - c) Accept the offer from Matthews (Sussex) Limited to install the security gates in the current entrance to the field;
 - d) Delegate authority to the Clerk of the Council, in consultation with the Chairman and Vice-Chairman of the Council, to accept the most suitable quotation for the supply of the security gates;

- e) Agree to the Clerk of the Council making an application to Arun District Council for the grant of planning permission for the proposed works; and
- f) Agree to the making of a supplementary estimate in the sum of £2,600 to cover the total cost of the project and to fund the project from the general reserves carried forward from the previous financial year.

REPORTS FROM REPRESENTATIVES

95. 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 Committee – there was no update from the meeting held on the 19th June 2019.

FINANCIAL STATEMENTS

96. The Council *resolved*:

- (a) To approve the financial statements showing the receipts and payments for the months of April, May and June 2019 (*schedules attached to the minute book*);
- (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 30th June 2019 (*copy attached to the minutes*), and to approve Councillor Michael Pickthall, who is not a signatory to the Bank Accounts, to 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 30th June 2019 (*copy attached to the minute book*).

DATE OF NEXT MEETING: Monday 9th September 2019 at 7.30 PM or at the conclusion of the meeting of the Planning Committee.

Meeting closed at 8.40pm

_____ **Chairman**