

YAPTON PARISH COUNCIL

A Meeting of the Yapton Parish Council was held on the 12<sup>th</sup> of July 2021 in the Main Hall of the Yapton & Ford Village Hall, commencing at 7.50pm.

Present: Mr Ambler, Mr Andrews, Mrs Pam Evans, Mr Haymes (In the Chair), Mr O'Dell, Mrs Vicky Newman, and Mrs Amanda Worne.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of Yapton Parish Council) and 3 members of the public.

**APOLOGIES FOR ABSENCE**

96. Apologies were received from Mr Peter Dunkley who was concerned about attending face to face meetings at the present time and Mrs Phillipa Greenan who was caring for a sick close family member. PCSO Charlotte Hall had also tendered her apologies.

**DECLARATIONS OF INTEREST**

97. 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.

**URGENT MATTERS**

98. The Clerk had no urgent matters to raise with the Council.

**VACANCY FOR A PARISH COUNCILLOR**

99. At its meeting on the 4<sup>th</sup> May 2021, the Clerk reported on the resignation of Graham Holden as a Parish Councillor with immediate effect. The Council decided to hold off with the filling of the vacancy whilst the local elections were being held and coronavirus restrictions were still in force. The Clerk, in consultation with the Returning Officer at Arun District Council, had subsequently placed the statutory notice required following notification of a vacancy and the notice period ran from 16<sup>th</sup> June and expired on the 5<sup>th</sup> July.
100. If 10 electors from the Parish do not request an election to be held to fill the vacancy following publication of the Notice then the Parish Council can fill the vacancy by co-option. The Returning Officer had confirmed that no such requests had been received following expiry of the notice period and the Parish Council was clear to fill the vacancy by co-option.
101. **Resolved:** The Parish Council agreed to the co-option of a suitable candidate to fill the current vacancy on the Parish Council. The Council agreed to advertise the vacancy in the Yapton News, on its website and on the Parish Council notice board with a closing date of the 31<sup>st</sup> August 2021. Interviews to be held by the Parish Council at the next meeting on the 13<sup>th</sup> September 2021.

## PUBLIC QUESTION TIME

102. The following questions / issues were raised by members present:

- (a) **Community Speedwatch** – a local resident asked about progress on the local Community Speedwatch initiative. Councillor Worne indicated that it was going well and that she would present a report to the next meeting of the Parish Council.
- (b) **Litter Bins on the Playing Field** – Councillor Newman asked if there was a chance that more litter bins for rubbish could be provided on the playing field. The Clerk undertook to make some enquiries on the matter.
- (c) **Verges on North End Road** – Councillor Mrs Newman reported on the poor state of the verges in North End Road adjoining the new housing developments. The Clerk was asked to contact the three developers requesting that they restore the verges in the area adjoining their sites.

## MINUTES

103. *Resolved*- That the minutes of the meeting held on 4<sup>th</sup> May 2021 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

104. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 4<sup>th</sup> May 2021. The issues raised were as follows:

- (a) **Minute 77 (a) - Yapton Youth Hub** – As requested at the last meeting Parish Councillor Mrs Pam Evans had prepared a statement detailing her interest in setting up a Yapton Youth Hub for the young people of Yapton. This would be a regular event on one evening each week with provision for games and other activities, including outings, and with refreshments being available. Councillor Mrs Evans hoped that the initiative would be supported by parents. A discussion ensued where various issues regarding safeguarding requirements, the role of the Parish Council and sources of finance were raised. It was pointed out that youth facilities were already provided by the Free Church and Mrs Evans was asked to contact them with regard to their activities.
- (b) **Minute 79 – re Minute 10 (c) – Bund Maintenance** – A meeting to discuss the Wildflower meadow had taken place on Monday 5<sup>th</sup> July between Landscape Gardener Will Cronin, Cllr Amanda Worne and the Clerk. Cllr Stephen Haymes was also present. Cllr Peter Dunkley and Cllr Michael O'Dell were away from Yapton on that day. See item later in the agenda.
- (c) **Minute 79 (d) re Minute 55 and 56 – Award of Contracts for Litter Picking / Collections and Allotment Grass Cutting in 2021/22** – At the last meeting, the Clerk had been given delegated authority, in Consultation with the Chairman and the Playing Field Committee Members, to negotiate an extension of the contract to cover 2021 and to agree to new terms for the contract for the period April to October 2021.

In following the matter up, the Clerk had e-mailed the Idverde Account Manager on 29/04/21 and sent a reminder on 07/07/21. Mr David Church, the Account Manager replied:  
*“Dear Andrew,  
I apologise for not responding in good time. Our company incurred a massive cyber breach in April / May which resulted in our servers having to be rebuilt, consequently losing all previous emails and vast amounts of data. I will look into this request and reply as soon as is possible.*

*Regards,  
David*

It was noted that the Clerk was awaiting a response from the Account Manager at Idverde.

**(d) Minute 82 (c) - Asset of Community Value — Expiry of Five Year Listing Period for the following asset: ACV73 — Maypole Inn, Maypole Lane, Yapton**

At its last meeting the Council resolved to consider this item at this meeting. The Council noted receipt of an e-mail dated 2nd March 2021 from Daniel Carman, Local Land Charges Manager at Arun District Council, advising that Arun District Council had written to the nominating body, owners, Parish / Town Council and Councillors to advise that the successful nomination had reached the end of its 5-year listing. This property would cease to be listed as an Asset of Community Value (ACV's) but this does not prevent future nomination.

Following a discussion the Council **resolved** to submit applications to Arun District Council to request that the Maypole Inn, Maypole Lane and the Villages Children & Family Centre on Main Road in Yapton be listed as Assets of Community Value. (Note: ACVs can only be nominated if they are of interest socially - such as for sport, culture or recreational uses - or increase the wellbeing of the community now and into the future).

**(e) Complaint against the Parish Council** – Following the update to the last meeting the Clerk received a lengthy response from the complainant dated 14/05/21 incorporating further matters being complained about. Following a discussion with the Chairman a letter inviting the complainant to a Complaints Panel Hearing on the 19th July, as set out in the Complaints Procedure was sent. The complainant declined a meeting at this stage, but offered no suggestion when they could meet.

The Chairman and the Clerk agreed that a Complaints Panel should hear the original complaint and any subsequent issues with the Neighbourhood Plan should be raised at the appropriate point in the procedure. A follow-up e-mail was sent on the 18/06/21 to which a reply came back dated 24/06/21 suggesting that a meeting was not being called in accordance with the Complaints Procedure and that the complainant would now refer the matter direct to the Monitoring Officer at Arun DC as is their right. A further exchange of e-mails has subsequently taken place.

The Clerk advised that the Parish Council needs to set-up a Complaints Panel to deal with any future complaints. The Clerk suggested that it comprises the Chairman, Vice-Chairman and the Chair of the Council's Planning Committee in this instance.

**Resolved:** That the Parish Council agrees to the setting up of a Complaints Panel comprising the Chairman, Vice-Chairman and the Chair of the Council's Planning Committee to deal with any current or future complaints received by the Parish Council.

- (f) **Creation of a Wildflower Meadow on the Bund** – a meeting took place on Monday 5th July between Landscape Gardener Will Cronin, Cllr Amanda Worne and the Clerk. The meeting suggested that the short stretch of bund immediately to the right of the Downview Close access to the field be planted initially. Mr Cronin agreed to supply a cost of sowing wild flower seeds in this area and a cost for supplying good grade seed. The area would need to be cleared of large weeds before sowing in the Autumn.
- (g) **Yapton Recreation and Leisure Working Group** - Three local residents applied to join the working group which met for the first time on the 8th of June 2021. The meeting discussed a number of issues concerning the future of leisure and recreation activities in the parish.

Following a general discussion on improvement to or upgrading the Children's play area it was agreed to create a WhatsApp group and produce a questionnaire which could be available online, through social media, on our website and also in the July Yapton News, to get residents views on how they saw this matter being taken forward.

Two of the residents agreed to lead the group and one produced a draft questionnaire which has been worked on so that it can be made available easily through our social media sites and online. The closing date for the questionnaire is the end of July and the group will meet shortly after that to consider any responses and to begin to formulate proposals for the Parish Council to consider.

## **COUNTY & DISTRICT COUNCILLORS REPORTS**

105. County Councillor Mrs Jacky Pendleton was present and raised the following matters of interest to the meeting:
1. Children's and Family Centre, Main Road, Yapton – the County Council were withdrawing funding for this centre. County Councillor Mrs Pendleton had raised an expression of interest with regard to the future of this centre;
  2. Planning Application for the Ford Incinerator project – the application would be considered by the County Planning Committee in September 2021. There had been many objections to this application including the impact on the locality especially on local highways;

106. District Councillor Mrs Amanda Worne was present and raised the following matters of interest to the meeting:

1. District Councillor Mrs Worne had met with the new PCSO Charlotte Hall who had recently taken over from PCSO Natalie Shrimpton;
2. There had been a very successful Litter Pick as part of the Big Spring Clean run by the Tidy Britain Group. Councillor Worne had worked with Arun District Council and enlisted others to assist in organising the litter pick. Parish Council had registered an expression of interest for the Litter Pick on the Tidy Britain Group campaign website.
3. Community Speedwatch – current activities going well;
4. Councillor Worne had been appointed as a Community Link Governor with the Yapton Primary School.

## **CORRESPONDENCE**

107. The Parish Council dealt with the following items of correspondence which had been received since the date of the last meeting:

### **(a) Dog Poop Bins in Flansham**

The Council noted an e-mail dated 19th May 2021 received from Andrew Burns of the Flansham Residents Association which referred to this matter being looked into a while ago with the previous Clerk. "Yapton Parish Council agreed to purchase 2 Doggy bins and the former Clerk arranged for a protocol to be agreed and the local 'collection' service to include Flansham (I seem to remember that it was through ADC, but I can't say for sure)."

"Subsequently the FRA Committee decided that they would not take up the option at the time. The Former Clerk put the protocols and arrangements on file and informed me that it was an option that we would be able to take up, should we decide, at a later time. Of course, these are very different days now as a result of the lockdowns over the last 14 months and the Lane has well and truly been discovered! We have a lot of dog walkers and the dog poo is an issue. Are you able to confirm that these protocols still exist and that we could now take up the option of having 2 Dog Poop Bins in the Lane?"

The Council *agreed* for the Clerk to investigate the existence of the Protocols and research the costs of installing bins and making collections from the bins in the Flansham area and report back to the next meeting.

### **(b) Arun DC Tree Planting Strategy**

The Council noted receipt of an e-mail dated 7th June 2021 from Oliver Handson, Environmental Services & Strategy Manager, of Neighbourhood Services at Arun District Council with a covering letter and associated questionnaire regarding Arun's proposed Tree Planting Strategy & action plan (attached). This has been sent to all Town & Parish Council's, although it was appreciated that in some Parishes, Arun DC do not own significant areas of open space. However, even where this is the case it would be useful for Arun DC to understand whether the Parish Council has any plans when it comes to tree planting.

**Resolved:** The Council agreed for the Clerk to complete the questionnaire on behalf of the Council. Member's of the Council were encouraged to send any views to the Clerk as soon as possible.

### **(c) Rampion 2 Statement of Community Consultation**

- (i) The Council noted receipt of an e-mail dated 8<sup>th</sup> June 2021 from Jenn Bryden, Consultation Manager, Rampion 2 (copied to Parish Councillors on the 10<sup>th</sup> June) informing the Council that Rampion have published the Statement of Community Consultation (SoCC) for Rampion 2 proposals (*copy attached to the minute book*). The SoCC sets out the planned approach for public consultation, which will be held over a 9-week period from 14 July until 16 September 2021. The Statement of Community Consultation (SoCC) for Rampion 2 proposals is also available on the website [www.Rampion2.com](http://www.Rampion2.com). A copy of the public notice setting out a summary of the proposals and where hard copies may be collected by members of the public.

The Parish Council **resolved** not to make any comments on the proposals.

- (ii) Prior to his resignation from the Parish Council, Graham Holden was the Parish Council's appointed representative for attending any local discussions groups on the Rampion Proposals. The Council was asked if it wishes to suggest a replacement representative on the Rampion proposals.

**Resolved:** that Councillor Amanda Worne be appointed the Parish Council's representative for attending any local discussions groups on the Rampion Proposals.

### **(d) West Sussex County Council - Series of proposals for further major investment in Arun's highway infrastructure**

The Council had been notified that proposals were being put forward as a further piece in the multi-million-pound 'jigsaw' of investment in Arun's highway infrastructure. Consultation began on Monday, 21 June on a set of proposals (***copy of press release attached to the minutes***) to improve road safety and journey times by changing junction layouts on the A259 between Bognor Regis and Littlehampton. This was in addition to:

- the multi-million-pound scheme, currently under construction, which will widen approximately 2km of single carriageway to dual carriageway in Angmering and Littlehampton
- The planned northern section of the Lyminster bypass, which has just received an £11.8million boost from the Department for Transport (DfT)

West Sussex County Council had worked closely with key stakeholders, including parish and town councils, plus the district council, in developing proposals to help ease congestion, make journeys safer and more reliable on the A259 between Bognor Regis and Littlehampton. The consultation went live on Monday, 21 June and closes at midnight on Sunday, 25 July 2021.

The Parish Council **resolved** to respond to the Consultation outlined above by welcoming the proposals.

## **GRANTS TO VOLUNTARY ORGANISATIONS 2021/22**

108. The Council considered the applications received from voluntary and charitable organisations for grant aid in the current financial year (copy attached to the minutes).
109. Resolved – The Council agreed that grants be made to the following organisations in 2021/22:  
Arun & Chichester Citizens Advice Bureau - £100;  
4 Sight Vision Support - £100;  
1st Yapton Rangers- £100;  
West Sussex Mediation Service – request further information on impact on Yapton residents;  
Yapton & Ford Parochial Church Council - £100 (towards the maintenance of the closed churchyard);  
Yapton Evergreens Over 50's Club - £100; and  
Yapton Free Church (towards cost of annual Children's Holiday Club) - £100  
Total allocated £600. (Total budget £950 for the year)

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

110. Members of the Council, nor the Clerk, had attended any training courses since the last meeting.

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

111. The Clerk reported that a 32-page paper version of the Yapton News was being prepared for publication in July 2021 (Edition 108) and which should be available for distribution on or around Friday 16<sup>th</sup> July 2021.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

112. Councillor Mark Andrews stated that there was an issue with the boundary fencing which had been erected on the boundary between the Allotments and the Crayfern development at the old Cinders Nursery site. The fence posts delineating ownership of the fence had been placed facing the allotment site which meant that the Parish Council could become liable for the fence.

The Clerk was asked to write to the Managing Director of Crayfern Homes pointing out the error and also copy to the landowner of the Allotment Site.

## **EMERGENCY & RESILIENCE**

113. Councillor Mrs Philippa Greenan was not present at the meeting but had sent the following note for the Council on the work and initiatives undertaken locally.

*“The Emergency and Resilience Committee has not met since the last YPC meeting. I requested that my role as coordinator and Chair be covered for a short while but I do not think I saw a response. The three parishes now need to recruit a replacement for Sheena [McKenzie] now we are coming out of Covid Restrictions and high demand on the role. Can you please note for the minutes that I will work with you [the Clerk] to fill this role. During the last year our volunteers have been amazing, for much of the year supporting those in self isolation with food, medication and signposting for other support. Since January two of the volunteers also worked at the Bognor Vaccination Centre. I would like to say Thank you to all concerned, all four villages offered volunteer help and it’s been an honour to work with so many lovely people.”*

## **PLANNING**

114. The Council considered the following and:

- (a) received the minutes of the meeting of the Planning Committee held on 4<sup>th</sup> May 2021 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in May and June 2021 (*schedule attached to these minutes*).
- (c) The Chairman of the Planning Committee reported that following various meetings of representatives of the Steering Group and a discussion with our consultants, O’Neill Homer it was felt that some further professional assistance was required to bring the Modification Proposals up to the standard required for it to be submitted to Arun District Council under Reg 15 of the procedure.

The Clerk reported that a proposal had been received from O’Neill Homer consisting of a number of pieces of work amounting to 6.0 days in total costing £2,950. The Clerk reported that we were able to make a further grant application of meet some of the costs amounting to £1,550. Therefore, the Steering Group was short by some £1,400 to cover the proposed works, and the Planning has agreed that a request be made to the Parish Council for a supplementary estimate be granted to cover the shortfall. The Clerk suggested that this could be funded from the unspent Elections budget (£4,500) in the current year.

The Parish Council **resolved** to accept the request from the Planning Committee and for the Parish Council to grant a supplementary estimate of £1,400 to cover the shortfall in the cost of the additional work by the Consultants. The supplementary estimate would be funded from the unspent Elections budget (£4,500) in the current year.

## **PLAYING FIELD**

115. The Clerk updated the Council on the following matters:

- (a) **Graffiti on the Play Area and the Skatepark** – the Clerk reported that there had been several recent incidents of Graffiti on the play area and on skatepark ramps and also a bench at the end of the field. Some of the graffiti had been particularly unpleasant, involving personal comments relating to individuals and pictures of male body parts. The Police and the local Anti-Social Behaviour Unit had been informed and were stepping up patrols. Several local residents raised the potential for installing CCTV covering this area of the



playing field and our PCSO had supplied some initial information to the Parish Council. Members of the Public who had information regarding these incidents were asked to report any matters to the local police via 101 or online.

- (b) **CCTV** – following a discussion on the merits and difficulties encountered in installing CCTV in this location, the Parish Council **resolved** not to pursue CCTV at the present time. The main issues were the costs involved, the siting of the cameras, the monitoring of the images, and getting sufficient quality images to assist in identifying the perpetrators of these disturbing images.

## **REPORTS FROM REPRESENTATIVES**

116. The following reports from representatives on various bodies were received by the Council:

- (a) **Village Hall**

There had been no meetings of the Trustees. The Chairman (Councillor Ambler) reported that they had been managing financially through the Pandemic period of closure of the Hall with the support received from Government Grants.

## **FINANCIAL STATEMENTS**

117. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of April, May and June 2021 (*schedules attached to the minute book*);
- (b) To note the Reconciliation of the Council's Bank Accounts and the Public Sector Deposit Fund as at 30th June 2021 (*copy attached to the minutes*), and to approve that Councillor Mark Andrews, who is not a signatory to the Bank Accounts, be appointed to check and sign off the reconciliation with the Bank Statement and the Deposit Fund Statement;
- (c) To note the summary of income and expenditure over the various budget heads for the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 (*copy attached to the minute book*).

## **DATE OF NEXT MEETING**

118. **Monday 13<sup>th</sup> September 2021 at 7.30 PM or at the conclusion of the Planning Committee Meeting of the Parish Council whichever is the later.**

**Meeting closed at 9.30pm**

\_\_\_\_\_ Chairman