

YAPTON PARISH COUNCIL

UNCONFIRMED MINUTES

A Meeting of the Yapton Parish Council was held on the 9<sup>th</sup> March 2020 in the Club Room of the Yapton & Ford Village Hall, commencing at 8.00pm.

*Present:* Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Peter Dunkley, Mr Graham Holden, Mr Michael Pickthall, Mrs Vicky Newman and Mrs Amanda Worne.

*Also present:* Mr Gardiner (Clerk of the Council) and 4 members of the public.

**APOLOGIES FOR ABSENCE**

33. Apologies were received from Parish Councillors Mrs Philippa Greenan and Mr Doug Maw, and County Councillor Mrs Jacky Pendleton.

**DECLARATIONS OF INTEREST**

34. 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**

35. The Clerk reported that he had received various updates from NALC and SSALC concerning the current outbreak of the Coronavirus. These principally reiterated the advice coming from the Government and Public Health England

**PUBLIC QUESTION TIME**

36. The following questions/issues were raised by members of the public present:
- (a) **Cycle Path from Yapton to the A259** – a local resident enquired if there were any plans to provide a footpath from Yapton to the A259. It was reported that there was an existing route from Drove Lane to the Rife and that monies had been set aside from impending developments to provide a cycle route from Yapton to Barnham which would link to the existing facility;
  - (b) **Traffic Calming for Yapton** – a local resident asked if there were plans to reduce / calm the volume of traffic being experienced in the Village which in many cases were being turned into “rat runs”. Councillor Amanda Worne spoke about the success of the reformed Community Speedwatch group which was active in various locations in the village and did provide a deterrent to local speeding traffic.

**MINUTES**

37. *Resolved* - That the minutes of the meeting held on 13<sup>th</sup> January 2020 be approved as a correct record and that they be signed by the Chairman.

## **MATTERS ARISING**

The following matters arising were raised from the minutes of the meeting held on the 9<sup>th</sup> January 2020:

- (a) **Minute 7 (a) - Cinders Lane Allotment Site** – it was reported that the access had now improved since the new roadway had been completed. This had also created the new car parking area outside of the main entrance gates. One of the pedestrian access points from Park Drive was still shut and this may take a while to become fully operational. The issues with congestion and road conditions at the junction with Bilsham Road had improved over recent weeks.
- (b) **Minute 9(a) - Red Telephone Box situated on Bilsham Road** – The Clerk updated the Council on progress on acquiring the Red Telephone Box following the Council's decision at the November meeting. It had come to light recently that a glass pane on the side of the box was damaged, which BT had offered to replace, and some damage to the back of the kiosk visible from Bilsham Road. Councillor Michael Pickthall offered to survey the damage, and as the Parish Council were still keen to go ahead with acquiring the telephone box, the Clerk was authorised to proceed with the acquisition if the damage was considered not to be a safety issue or if the box remained watertight.
- (c) **Minute 9(c) - Proposed bund – King George V Playing Field Boundary with Village Hall Car Park** – the Clerk reported that the Planning Application for the proposed bund which had been submitted to Arun District Council had now gained Planning permission on the 17<sup>th</sup> February 2020. A meeting was being arranged with the supplier of the bund materials to review the logistics and timing of installing the bund. Councillor Michael Pickthall had been in touch with the manufacturer of the proposed entrance gates who also needed a secure locking device to complete the work on the gates. The Parish Council agreed that a budget of £100 be set aside for the acquisition of a suitable lock.

## **COUNTY & DISTRICT COUNCILLORS REPORTS**

- 38. District Councillor Mrs Amanda Worne presented her verbal report to the meeting for consideration. The following matters were raised:
  - Impact of the developments off Bilsham Road;
  - Access to the rear of properties on Tack Lee Road had been specifically raised as an issue.
- 39. There was no report on the activities of West Sussex County Council as County Councillor Mrs Jacky Pendleton was not present at the meeting.

## **REPORT / UPDATE FROM THE LOCAL PCSO (IF PRESENT)**

- 40. The local PCSO was not available at the meeting.

## **CORRESPONDENCE**

- 41. The following items of correspondence had been received since the date of the last meeting and were considered by the Council:

**(a) Dog Bins and Allotments**

The Parish Council considered an e-mail received from Louise Shaw dated 8th January 2020 regarding dog bins and rubbish bins for the village, as she stated that we don't have enough dogs bins. It was also reported that there had been a recent post on the Parish Council's Facebook page which Arun District Council had posted stating that this was the Parish Council's responsibility. The Clerk stated that this was not the case and Arun District Council's website stated that they were currently not providing any new bins.

Councillor Amanda Worne, in her capacity as a District Councillor was in discussion with officers at Arun District Council and would respond to Louise Shaw when she had further information.

**(b) \*\*21st Century Proposal for Route of old Ford to Hunston Canal \*\***

The Parish Council considered an e-mail and document from Chris Sprules dated 27th January 2020. The document had also been sent to MP's, West Sussex County Council, Arun District Council, Chichester District Council and Parish Councils.

The e-mail was requesting support to a proposal for a safe traffic free east/west route along the coastal plain from the River Arun to Chichester, providing a variety of healthy outdoor exercise options, communication between neighbouring villages, and which also provides a corridor for wildlife. The e-mail suggested that, if in principle the Parish Council could support the idea, then a meeting would be arranged of all interested parties.

*Resolved:* That the Parish Council support in principle, and to ensure it is better co-ordinated, it was suggested that the group should liaise with the Yapton Neighbourhood Plan Steering Group.

**(c) Maintenance Work on local rivers**

The Council noted a letter and plan (*copy attached to these minutes*) dated 27th January 2020 received from the Environment Agency's (EA) local Asset Management Performance Team, which outlined the EA's planned maintenance programme.

**(d) Get ready for the Great British Spring Clean**

The Council noted a request dated 28th January 2020 from Keep Britain Tidy to "Get your town and parish council ready for the Great British Spring Clean". This will be taking place between 20th March and 13th April 2020. Councillor Amanda Worne indicated that some local estates were already getting involved in this campaign.

**(e) Change in Arun District Council's Governance Arrangements**

The Council noted an e-mail (*copy attached to these minutes*) dated 5th February 2020 from Liz Fatcher, Group Head of Council Advice and Monitoring Officer at Arun District

Council, regarding an agreed change in Arun District Council's governance arrangements. The e-mail stated that Arun District Council resolved at its Full Council meeting on 15<sup>th</sup> January 2020 to change its governance arrangements to cease operating a Leader and Cabinet form of governance and to operate a Committee system with effect from the Annual Council meeting on 19 May 2021.

**(f) Flooding in Yapton**

The Council considered an e-mail received from Rebecca Perolls on the 17th February 2020 which asked whether anything was being done to address the issues around flooding, occurring seemingly at all the new building sites, within Yapton village.

Ms Perolls stated that her family had been based within the village for 20+ years and had seen an increase in flooding. She asked if these flooding issues were being addressed by the companies building the estates and if not, what was being done to improve the situation, especially with more estates being approved recently for development?

The Council discussed the issues which had been exacerbated recently by the high levels of rainfall. It was stated that the new estates would have collection ponds built within them. There were some current issues regarding the clearance of ditches to allow water to drain away and whether the flooding on the highways was caused by the lack of drain/gully emptying. The Clerk was asked to investigate whether funding through Operation watershed could alleviate some of the local flooding hotspots

**VACANCY FOR A PARISH COUNCILLOR**

42. The Parish Council considered a report from the Clerk of the Council on a new policy on co-option of parish councillors (*copy attached to these minutes*) in the event that a by-election is not called following a public advertisement regarding a vacancy for a parish councillor.

*Resolved:* The Parish Council agreed the policy on the Co-option of Parish Councillors.

43. The Parish Council noted a timetable (*copy attached to these minutes*) produced by the Clerk of the Council to be followed to fill the current vacancy in the event that a by-election is not called when the advertisement for the current vacancy expires at 5pm on the 9th March 2020. The timetable includes a special meeting of the Parish Council on the 27<sup>th</sup> April 2020 to conduct interviews for any prospective candidates and to make an appointment to the current vacant parish council position.

P.S. Arun District Elections Office notified the Clerk on the following day that no electors had requested that the vacancy be filled through a by-election.

## REPAIRS TO THE VILLAGE HALL ROOF

44. The Parish Council noted a report by the Clerk of the Council (*copy attached to these minutes*) setting out the details of the works required to repair the roof at the Yapton & Ford Village Hall. The details of the quotations received had been set out in a confidential appendix attached to the report).
45. Financial Implications - The Parish Council's budget for 2019/20 contains a sum of £2,600 for Maintenance Works to the Village Hall. The Parish Council would request a 40% contribution to the works from Ford Parish Council, but would need sufficient budget to fund the works initially.
46. The quotation from the lowest bidder exceeds the budget and would need to be supplemented by a transfer of a sum of at least £2,200 from another budget to meet the total cost of the works if the quote from the lowest contractor was selected. The budget for the provision a by-election in the Parish for 2019/20 in the sum of £4,280 is currently unspent. It is recommended that if additional funds are required then this budget be used to vire the funds to the Village Hall Maintenance Budget.
47. *Resolved:*
  - (a) The Council accepted the quotation of £4,800 from the company ABC to complete the necessary works; and
  - (b) Agreed to vire a sum of at least £2,200 from the budget provision for a by-election in the Parish for 2019/20 (£4,280 which is currently unspent) to the Village Hall Maintenance Budget.

## REVIEW OF POLICIES

48. The Parish Council considered a report and recommendations (*Copy attached to these minutes*) from the Clerk and Responsible Financial Officer on the review of various policies as set out in the report, including the Council's Financial Regulations, which has recently taken place.
49. *Resolved:*
  - (a) The Parish Council noted that the review of the following policies has shown that no changes are recommended at present:
    - (i) Data Protection Policy
    - (ii) Information Security Policy for Councillors
    - (iii) Information Security Policy for Staff
    - (iv) Data Retention Policy
    - (v) Media & Communications Policy

- (b) The Parish Council noted that a review of the Parish Council's Financial Regulations had been conducted by the Clerk.
- (c) The Parish Council agreed to the amendments shown in paragraph 2.3 of the Clerk's report in relation to the Parish Council's Financial Regulations.

#### **AWARD OF CONTRACTS FOR GROUNDS MAINTENANCE, LITTER PICKING / COLLECTION AND ALLOTMENT GRASS CUTTING IN 2020/21**

- 50. The Council noted the schedule of quotations (*confidential copy attached to these minutes*) had been received from individuals and companies wishing to be considered for the provision of the following contracts during 2020/21.
- 51. The Parish Council *resolved* to award the contracts to the following company or individual wishing to carry out the work as set out in the specification for the following contracts:
  - (a) Grounds Maintenance – Grass Cutting of the King George V Playing Field – **G. Burley & Sons Limited**;
  - (b) Litter picking/collection on the King George V Playing Field and at other locations – **Mr. William Cronin**; and
  - (c) Grass Cutting at the Cinders Lane Allotment Site – **Mr Paul Wake**.

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

- 52. There had be no training sessions attended by the Clerk since the last meeting. Some Members of the Council had attended some training on Emergency & Resilience Matters.

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

- 53. Details of the March 2020 edition – the 101<sup>st</sup> issue of the magazine were reported at the meeting.

#### **REPORTS FROM COMMITTEES**

#### **ALLOTMENTS**

- 54. The Clerk reported on the following matters
  - a. The access arrangements from Cinders Lane after its recent construction were slowly improving;
  - b. All rentals for plots from the April 2020 had been paid in full;
  - c. There were currently 2.5 vacant 5-rod plots available.

## **EMERGENCY & RESILIENCE**

55. The Clerk referred to a report supplied by Councillor Phillipa Greenan which gave an update on recent training and other matters. A follow-up event consisting of the 2<sup>nd</sup> part of the “What If” training by Christopher Scott from the County’s Emergency and Resilience team would be taking place on the 21<sup>st</sup> March 2020.

## **PLANNING**

56. The Council considered the following and:

- (a) received the minutes of the meeting of the Planning Committee held on 13<sup>th</sup> January 2020 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in January / February 2020 (*schedule attached to these minutes*).

## **PLAYING FIELD**

57. The Clerk updated the Council on the following matters:
- (a) Issues regarding the inspection of the play areas;
  - (b) Follow-up on the inspection of the outdoor gym equipment;
  - (c) Repairs to rails around the skatepark.

## **REPORTS FROM REPRESENTATIVES**

58. 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 activities and projects at the Yapton & Ford Village Hall.

## **APPOINTMENT OF INTERNAL AUDITOR**

59. The Clerk reported that with the production of the Parish Council’s Accounts for 2019/20 fast approaching, an Internal Auditor needed to be appointed. The Clerk had been in touch with Rachel Hall, of R S Hall & Co who performed the Internal Audit in 2018/19, and she had signified that she would be happy to act as the Council’s Internal Auditor in 2019/20.
60. The Parish Council resolved to confirm the appointment of Rachel Hall of R S Hall & Co, a firm of local accountants, as Internal Auditor to the Parish Council, and agreed that the detailed terms of the appointment be agreed by the Clerk of the Council in consultation with the Chairman of the Council.

## **PUBLIC SECTOR DEPOSIT FUND**

61. The Council considered a report (*copy attached to these minutes*) of the Clerk and Responsible Financial Officer regarding the setting up of a Public Sector Deposit Fund. The Clerk outlined the use of a Public Sector Deposit Fund operated under CCLA (Churches, Charities & Local Authorities) which would pay a higher rate of interest than the Instant Access Savings Account which the Parish Council currently uses with Barclays.
62. The operation of the Fund would run very similar to that of the receipts and payments held on Barclays current and instant access savings account. The mandate is for any two from three councillors to authorise payments (withdrawals) from the account. The Clerk would be authorised to administer the account and to make deposits through the online banking system. Currently the Chairman, Vice-Chairman and Councillor Ambler are the authorised signatories to the bank accounts.
63. In order to formalise the opening and operation of the new account certain changes / additions would be required to Financial Regulations to authorise the operation of the account. Loans and Investments are currently dealt with under Section 8. It is recommended that a new 8.6 is inserted:
- (i) 8.6 The Parish Council's approval will be needed to set up additional deposit or investment funds held outside of the Council's Bank Accounts, currently with Barclays Bank Limited. Deposits would normally be held with accounts displaying a minimum AAA status, and would be set up following the deposit of a minimum sum, although the operation of the account could result in the balance dropping below the minimum deposit sum.
  - (ii) 8.7 Old 8.6. All investments of money under the control of the council shall be in the name of the council.
  - (iii) 8.8. Old 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
  - (iv) 8.9. Old 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, and transfers between bank accounts and deposit funds shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).
  - (v) 8.10 In practice, the mandate will prescribe that any two from three councillors to authorise payments (withdrawals) from the account. The Clerk would be authorised to administer the account and to make deposits through the online banking system. Currently the Chairman, Vice-Chairman and one other Councillor are the authorised signatories to the bank accounts. The Clerk would send the required documentation requesting same-day withdrawals from the fund after the documentation had been signed by the authorised signatories.



64. The Parish Council **resolved** to agree:

- (a) that a Public Sector Deposit Fund be opened with CCLA in the name of Yapton Parish Council with an initial deposit of at least the minimum sum of £25,000;
- (b) that Financial Regulations be amended, as set out above, to recognise the existence and operation of the Public Sector Deposit Fund and that the Chairman, Vice Chairman and Councillor Ambler be the authorised signatories on the Fund and the Clerk be appointed as the Fund administrator.

## **FINANCIAL STATEMENTS**

63. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of January and February 2020 (*schedules attached to the minute book*);
- (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 29<sup>th</sup> February 2020 (*copy attached to the minutes*), and to approve that Councillor Peter Dunkley, who is not a signatory to the Bank Accounts, 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 1<sup>st</sup> April 2019 to 29<sup>th</sup> February 2020 (*copy attached to the minute book*).

**DATE OF NEXT MEETING: Monday 11<sup>th</sup> May 2020 at 7.30 PM or at the conclusion of the meeting of the Planning Committee.**

**Meeting closed at 9.45pm**

\_\_\_\_\_ Chairman