

YAPTON PARISH COUNCIL

UNCONFIRMED MINUTES

A Meeting of the Yapton Parish Council was held on the 11th of July 2022 in the Club Room of the Yapton & Ford Village Hall, commencing at 7.45pm.

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

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

APOLOGIES FOR ABSENCE

82. County Councillor Mrs Jacky Pendleton had sent her apologies to the meeting. Apologies were also tendered on behalf of Chief Inspector Nick Bowman and PCSO Charlotte Hall.

DECLARATIONS OF INTEREST

83. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda. Councillor Mr Peter Dunkley declared a personal interest in the item on the Burndell Bridge being a local resident of the development where the bridge is located.

URGENT MATTERS

84. The Clerk had no urgent matters to raise with the Council. He reported that, although not factually urgent, he had posted the statutory notice regarding the Inspection of the 2021/22 Accounts on the 29th June and that the Accounts were open for inspection from 1st July to 11th August 2022 inclusive.

PUBLIC QUESTION TIME

85. The following issue was raised by a member of the council present:

(a) One of the female councillors present reported that following the recent Infrastructure Meeting in June whilst she was walking her dog on the playing field she became aware of a large number of youths who had congregated near to the new Zip Wire. The youths began to circle the parish councillor and verbally abused her making her feel very uncomfortable. She also reported that a similar situation had taken place in the new play area recently. Both incidents had been reported to the local Police and they had indicated that they were reluctant to investigate unless CCTV images were available.

(b) **CCTV** – a discussion ensued concerning the apparent reluctance of the Parish Council to install CCTV on the playing field particularly overlooking the new play area. The Clerk indicated that he had been in touch with other local councils in the West Sussex locality and was starting to prepare a briefing note on the regulations applicable to the installation of CCTV and he had also investigated the costs associated with the installation. Some concerns were expressed about the presence of CCTV in the play area where children would be congregating and playing, but it was clear that the local situation had moved on from being just deterring and detecting vandalism, to a more serious situation of public safety.

- (c) The Parish Council were keen to look at this issue as a whole. Is it to act as a deterrent or being used to assist public safety and identify criminal behaviour? The local police have indicated they are in favour of a CCTV system and may have some funding available to assist with the costs of installation.
- (d) The Parish Council **resolved** to request the Clerk to investigate the installation of a CCTV system, to identify the costs and the legislation regarding the installation of CCTV to be obtained, and whether any grants are available to fund the capital costs of installing a system. One of the local policing team could be invited to present the Police case for the installation of CCTV in the area.
- (e) Councillor Mrs Amanda Worne reported that the Lollipop Lady who operates near the School in North End Road had now been reinstated.

MINUTES

- 86. *Resolved* - That the minutes of the meeting held on 9th May 2022 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

- 87. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 9th May 2022. The issues raised were as follows:
 - (a) **Minute 61 – Visit by Chief Inspector Nick Bowman** – the Clerk reported that the Chief Inspector had responded to the invitation to attend a future meeting of the Parish Council indicating that he was too busy to attend all Parish Councils in his patch. He stated that he would attend if there were any serious policing issues requiring his personal attention.
 - (b) **Minute 64 (d) – CCTV** – The Parish Council had resolved to defer consideration of the matter to allow further information about the costs and the legislation regarding the installation of CCTV to be obtained. The Clerk has commenced the review into this complex matter, but had not been able to bring forward any information for consideration at this meeting.
 - (c) **Minute 66 (b) – The Sheep Field, Yapton Road/Drove Lane** – As reported to the previous meeting Councillor Mrs Newman had produced a draft head of terms which had been forwarded to BDW. The Clerk had contacted a firm of solicitors recommended by WSALC who had provided a quotation for the transfer work including possible disbursements. The Parish Council had agreed to engage Surrey Hill Solicitors to carry out the legal work on behalf of the Parish Council. The Council noted that the fees involved would be paid for by BDW. No further updates had been forthcoming from BDW.
 - (d) **Minute 66 (d) – Donated Seats** – The Clerk had forwarded the costs of the selected seats to Councillor Amanda Worne and was awaiting confirmation of the number of seats to be ordered. The Parish Council agreed to make good any shortfall to enable the purchase to proceed.
 - (e) **Minute 66 (f) - The Queen’s Platinum Jubilee** - Councillor Mark Andrews gave an update on the “Big Jubilee Picnic” which had been a success and well attended on Saturday 4th

June from 1 to 3pm on the Yapton Playing Field to celebrate the Queen's Platinum Jubilee over the special bank holiday weekend.

- (f) **Minute 66 (h) - Community Speedwatch** – The Clerk reported that following the agreement by the Parish Council to fund the purchase of its own equipment, one radar gun for the Yapton Group's use and the Registration Certificate had been received and put to good use.
- (g) **Minute 70 (b) – Dog Fouling – Bilsham Road** – The Clerk reported that a site visit with officers from Arun DC was awaited.
- (h) **Minute 74 – Yapton, Ford, Clymping and Walberton Joint Resilience Committee** – The meeting with the other 4 other parishes was still to be progressed.
- (i) **Minute 76 – New Play Area** – The Chairman thanks Littlehampton Town Council for their response in clearing the graffiti on the skatepark ahead of the formal opening of the new play area.

COUNTY & DISTRICT COUNCILLORS REPORTS

- 88. County Councillor Mrs Jacky Pendleton was not present at the meeting and had not sent a report to the meeting.
- 89. District Councillor Mrs Amanda Worne was present and raised the following matters of interest:
 - She was hoping to meet the new PCSO once she took up her duties in the area;
 - Attended the Appeal into the planning application at Little Meadows off Bilsham Road which had been dismissed;
 - Concerned that the latest planning application on Bilsham Road by Landlink Estates maybe more difficult to dispute as, although outside the built-up area boundary was next to a site with planning permission already granted. Highways England had objected on highways grounds and discussions were taking place on making an application to the Secretary of State to call-in the application;
 - Some new lamp posts had been sited in the middle of the pavement;
 - Reviewing the future of the Canal Bridge in Drove Lane;
 - The rife in Bilsham had not been emptied and cleared;
 - With the acquisition of the parish owned radar gun the Community Speedwatch group had been more active.
 - Jason Lemm had offered to come and give a talk on scams and fraud.

UPDATE FROM THE LOCAL PCSO

- 90. PCSO Charlotte Hall was not present at the meeting and she had not submitted a report. She was about to go on maternity leave and would be replaced by PCSO Natalie Simpson at the end of July 2022.

CORRESPONDENCE

- 91. The Parish Council dealt with the following items of correspondence which had been received since the date of the last meeting:
 - (a) **Investment Plan for the UK Shared Prosperity Fund - DEADLINE 10 JUNE 2022**

The Parish Council noted receipt of an e-mail dated 13th May 2022 from Arun District Council's Director of Place inviting the Parish Council to engage with Arun District Council on the preparation of their Investment Plan for the UK Shared Prosperity Fund.

The UK Shared Prosperity Fund (UKSPF) was launched on 13 April and is the Government's domestic replacement for the European Structural and Investment Programme (ESIF) which the UK continues to participate in until 2023. The ESIF programme was essential for local regeneration, employment and skills.

The District Council has been awarded £1,083,399 to be spent over three years from April 2022 (some funding can be backdated) to March 2025. Arun District Council has been given responsibility for developing an Investment Plan for approval by the UK Government, and for delivery of the Fund thereafter.

Arun District Council suggested that, as a first step to preparing the Investment Plan, they would like the Parish Council to consider if there are any projects that the Council would like to put forward that could be supported by the UKSPF.

A group of Councillors and the Clerk met on the 7th June and produced a list of 3 projects (itemised below) which had been submitted to the District Council and the Parish Council **resolved to support these bids.**

- A. Provision and Installation of 4 Village Gateways (Bilsham Road, Burndell Road, North End Road, Yapton Road) - £5,000 (2023/24)
- B. Contribution to Cycle Route from Yapton to Barnham - £50,000 (2024/25)
- C. Community Engagement ahead of Parish Council elections due in May 2023 - £1,000 (2022/23)

(b) Arun Joint Action Group

The Parish Council noted that Arun District Council have reconstituted the Joint Action Group (JAG) under the Safer Arun Partnership with an initial meeting being held on the 16th June. JAG membership will comprise of officers from a range of statutory and non-statutory agencies, voluntary and community organisations, to represent the needs and concerns of residents within the Arun district. The group is co-chaired by Sussex Police (Neighbourhood Policing Team) and Arun District Council (Community Safety). JAG meetings will be held six-weekly.

The Council will be asked to submit a summary of concerns ahead of each meeting and should be able to demonstrate the wide impact that the issue is having on the community, as well as helping to identify any potential risks around the escalation of the problematic behaviour involved. Organisations submitting issues for discussion will be expected to participate in the meeting, to be part of the problem-solving actions, and to provide feedback to their communities. This approach will ensure that meetings are purposeful and that actions taken by JAG are measurable.

The Council noted that this forum will not discuss individuals or one-off instances. Its focus will be on addressing more extensive nuisance behaviour and crime that is ongoing and negatively impacting widespread areas or communities.

The Parish Council considered appointing a representative to attend future meetings of the Group. The Council **resolved** to appoint the Clerk of the Council as their representative.

(c) Application from the Food Shack

The operator of the Food Shack had contacted the Parish Council concerning possible future use of the Village Hall Car Park on Main Road. In his e-mail dated 23rd June, the applicant stated that *“I run The Food Shack in Rollaston Park on a Wednesday evening. I am emailing you as some of my customers have asked to be more central to them and have suggested the village hall car park.*

The basis of my request is to open Wednesday, Thursday and Friday from 8 am until 2pm and Wednesday evenings from 4pm till 9pm.” The operator would be happy to pay rent to the Parish Council. The trailer would be removed every day/ evening from the car park.

The Parish Council considered the request and **resolved not to grant permission** for the use of the Village Hall Car Park outlined above on the basis that it contravened the local byelaws for the use of the King George V Playing Field.

GRANTS TO VOLUNTARY ORGANISATIONS

92. The Council considered applications for grant-aid which it had received from local organisations and charitable bodies for the 2022/2023 financial year and **resolved** that grants be made to the following organisations:

Arun Community Transport - £100;
Burndell Bridge Society - £50;
4 Sight Vision Support - £50;
West Sussex Mediation Service - £50;
Yapton & District Cottage Gardeners' Society - £100;
Yapton & Ford Local History Group - £100;
Yapton Evergreens Over 50's Club - £75;
Yapton & Ford Parochial Church Council - £100 (towards the maintenance of the closed churchyard);
Yapton Free Church (towards Children's holiday club) - £235; and
Home-Start Arun, Worthing & Adur - £100.
Total allocated £960. (Total budget £960 for the year).

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

93. There had been no training courses attended by the Members of the Council or the Clerk since the date of the last meeting.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

94. The Clerk reported that a 32-page paper version of the Yapton News was being prepared for publication in July 2022 (Edition 114), which should be available for distribution on or around Friday 15th July 2022.

95. The Clerk reported that one of the local volunteer deliverers of the Yapton News was shortly moving away from the Village. He had been covering two roads where new building had recently taken place. The Clerk sought volunteers from among the councillor's present to take on the delivery of the following roads:

- a. Development off Burndell Road (Bovis) – Stephen Haymes
- b. Cinders Lane development (Crayfern Homes) – Mrs Vicky Newman.

REPORTS FROM COMMITTEES

ALLOTMENTS

96. The Parish Council received an update from Councillor Andrews which contained little of concern to the Parish Council.

EMERGENCY & RESILIENCE

97. Councillor Mrs Philippa Greenan stated that there was little to report or update on emergency or resilience matters.

PLANNING

98. The Parish Council considered and:

- (a) received the minutes of the meeting of the Planning Committee held on 9th May 2022 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in May and June 2022 (*schedule attached to these minutes*).

PLAYING FIELD

99. The Clerk confirmed that work on the replacement of the Play Area commenced on the 25th April 2022. Good progress had been made with weekly meetings being held with the Project Manager from HAGS UK. The enclosed play area was completed and signed off on the 1st June 2022 and the opening event was held on the afternoon of the 2nd June, with the official opening conducted by Kim Huggett, the Headteacher from the Yapton Primary School.

100. The remaining two large items (the Zip Wire and the Titan Swing) on the playing field were completed and handed over on the xxth June.

101. The Clerk informed the Council that a return visit by the installer's would be required to carry out the smaller remedial works that need to be finished (the sensory path, the moving of a landscaped mound and the self-closing gates). These items would be handled separately and would be completed before the agreed autumn return date for the landscaping (installation of 4 trees and seeding with wildflowers in the area adjacent to the enclosed play area), and noted that these works are already covered by the payments of the invoice for the full cost of the original order, made at the end of June 2022.

REPORTS FROM REPRESENTATIVES

102. **Village Hall** - There had been no recent meetings of the Trustees. However, the Chairman of the Village Hall Management Committee reported that hall bookings were gradually picking up and that the financial position remained sound, especially after the receipt of various grants and room rentals.

FINANCIAL STATEMENTS

103. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of April, May and June 2022 (*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 2022 (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 1st April 2022 to 30th June 2022 (*copy attached to the minute book*).

DATE OF NEXT MEETING

104. **Monday 12th September 2022 at the conclusion of the Planning Committee Meeting or 7.30pm whichever is the later.**

Meeting closed at 9.20pm

Stephen Haymes

Chairman