

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 15th January 2018 at the conclusion of the meeting of the Planning Committee in the Club Room of the Yapton & Ford Village Hall.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler, Mr Martin Clark, Mrs Pam Evans, Mr James Gadd, Mr Tony Kendall and Mrs Vicky Newman.

Also present: County Councillor Mrs Jacky Pendleton, Mr Gardiner (Clerk of the Council) and 8 members of the public.

APOLOGIES FOR ABSENCE

1. Apologies for absence were tendered at the meeting from Mr Chris Sprules, Mr Peter Dunkley and Mr Michael Pickthall.

DECLARATIONS OF INTEREST

2. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.
3. Mr Haymes declared an interest in any matters relating to Arun District Council as an elected member of Arun District Council.

URGENT MATTERS

4. There were no urgent matters raised

PUBLIC QUESTION TIME

5. The following questions/issues were raised by members of the public:
 - (a) An allotment plot-holder asked what the current position was with the Allotments at Cinders Lane. The Clerk responded that the Allotments were continuing to be run on the current basis with Mr Caiger overseeing the running of the Allotments on behalf of the Council. The Clerk would be sending out the letters requesting the payment of the annual rental for each plot shortly, together with the current conditions of operating each plot. There were currently 5 vacant plots which the Clerk hoped would soon be filled.
 - (b) A resident asked what the latest position was with Comet Corner. The Chairman responded that this was a matter for the County Council, and that the new cycle lane installation would soon affect the junction.
 - (c) Mr Jim Payne requested the support of the Parish Council in connection with an initiative he had been discussing with the Revd. Richard Hayes from St Mary's Church. This would take the form of a proposed

combined commemoration of the Armistice and Remembrance Sunday in November 2018, as they both coincide on Sunday 11th November 2018 which marks the 100th anniversary of the ending of the First World War. The commemoration would involve Clymping, Ford and Yapton and the Chairman stated that the Yapton Council would do what it could to help in marking the commemoration.

MINUTES

6. *Resolved* - That the minutes of the meeting held on 13th November 2017 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

7. The following matters were raised on the minutes of the meeting held on the 13th November 2017:
 - (a) **Minute 145 - Boundary Review between Felpham and Yapton** – The Chairman updated the Council on the process being followed to change the parish boundary between Felpham and Yapton which would be concluded by the 2nd May 2019.
 - (b) **Minute 152 (b) - Future Liaison Arrangements with Arun District Council** – The Clerk reported that the responses agreed at the last meeting had been submitted to Arun District Council.
 - (c) **Minute 160 (ii) - Outstanding actions and monies agreed as part of S.106 Agreements** – The Clerk referred to an update he had received from Councillor Chris Sprules which the Clerk suggested might be considered when Councillor Sprules was present. This was agreed.

COUNTY & DISTRICT COUNCILLORS REPORTS

8. County Councillor Mrs Jacky Pendleton referred to her report which had been tabled at the meeting. She raised the following issues in more detail:

A259 Hoe Lane to Littlehampton Bridge road improvements

Road Space Audits – a planned rollout of this initiative to other urban areas following a scheme launched some months ago by WSCC in Chichester to identify parking issues, parking supply, traffic management, transport corridors which has been considered a success. It is possible get hold of a ‘do it yourself’ pack for those smaller areas who would like to look at and possibly redefine their road space should Parish Councils like to take this on. Support and training would also be available.

Bus Strategy - A Task & Finish Group, consisting of WSCC Members, Officers and Bus Companies is being set up to identify a new Bus Strategy and new Bus Plan following which there will be public consultation and an impact analysis.

Education - WSCC are negotiating with the Government on what they consider is a Funding Formula which unfairly discriminates against children in West Sussex and they are supporting local schools in their campaign to get greater funding.

Expansion of School Places in Arun

The Pines, Yapton - Structural work to the embankment at the far end of the Pines has now been completed satisfactorily after a long debate on responsibility for the works and whether or not the crumbling structure presented a health & safety issue.

Highway contributions from Planning Applications Y/91/17 (Bilsham Road) and Y/92/17 (Drove Lane) - Concerns have been raised on the potential impact of these 2 proposed developments on Comet Corner and the A259 junction. These concerns have been raised with planners at WSCC who are preparing a list of additional requirements of the developers in question.

9. Councillor Derek Ambler reported on his concerns regarding Unisex Toilets which were being considered by Arun District Council Development Control Committee later this week.

10. Councillor Stephen Haymes offered no updates on the work of the Arun District Council.

CORRESPONDENCE

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

- (a) **Parish Online – free resource for West Sussex Town and Parish Council** – the Council noted receipt of an e-mail from Paul Richards Parish Clerk for Shipley who has been asked by the Sussex Association of Local Councils (SALC) to help support the 'Parish Online' roll-out/training for the towns and parishes across West Sussex.

'Parish Online' is a mapping software system that has been acquired by WSCC initially to help with Operation Watershed. This graphical information system (GIS) is available to all Town and Parish Councils in the WSCC area and it is free to use for up to 4 users in each Council.

Yapton has a subscription to Parish Online which was taken out by a former lead co-ordinator for the Council's Emergency Plan preparations. Following his departure from the area the use of the system has lapsed. SALC has secured funding from WSCC, via Operation Watershed, to assist Town and Parish Clerks with Parish Online.

SALC in conjunction with Arun District Association of Local Councils has requested all Clerks in the ADC area be contacted with an offer of free local support for Parish Online, which as a free tool can be of great help to Clerks. Mr Richards has now extended an offer for him to come along to the Parish Council and provide local advice on how the Council might use this software. There will be no charge for this service. Examples where other Parishes have been helped include:-

- 1:2:1 training with Clerks and/or Councillors (a basic training course)
- a group invitation to, perhaps, the more experienced users
- help with creating an asset data base and mapping Council owned assets
- tree surveys
- TROs
- Allotments

The Council resolved to invite Mr Richards to a future meeting to demonstrate the uses of this system.

- (b) **Notification of external auditor appointments for the 2017/18 financial year for Yapton Parish Council**

The Council noted receipt of an e-mail from the Smaller Authorities Audit Appointment LTD (SAAA dated 22nd November 2017 (*copy attached to the minutes*)). Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The e-mail notified the Council that, as the Council is opted-in to the central procurement process, an external auditor has been appointed for the Council for the 5 year period commencing with the financial year 2017/18. The appointed auditor is Moores Rowland.

- (c) **West Sussex Spring Conference – Sussex Association of Local Councils Ltd**

The Council noted that the West Sussex Spring Conference is being held Tuesday 6th March 2018 at the Hilton Avisford Park Hotel. **Resolved: That there would be no Parish Council representative attending the forthcoming Conference.**

- (d) **Consultation on the draft Public Rights of Way Management Plan (PCs)**

The Council noted receipt of an e-mail from West Sussex County Council dated 8th December 2017 with details of the public consultation on the draft West Sussex Rights of Way Management Plan (this is the

Council's revised Rights of Way Improvement Plan) which is being sent to all Parish and Towns Councils. The closing date for receipt of responses to the consultation is the 31st January 2018.

The Council resolved to look at making a response, and Councillor Chris Sprules was authorised to draft a response on behalf of the Council.

UPDATE ON THE INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATIONS

12. The Clerk of the Council presented a report updating the Council on the introduction of the General Data Protection Regulations and the possible impact on the work of the Parish Council. The Clerk referred to the following specific areas:
 - Data Protection Officers
 - Audit of the Council's state of preparedness
 - Training of Members and the Clerk of the Council
13. The Parish Council will need to review the information produced following the audit regarding the state of preparedness for the introduction of the General Data Protection Requirements 2018. An action plan of issues to be dealt with will be prepared and a timescale attributed to each action will be added to ensure that the Parish Council complies with the regulations before the effective date of the 25th May 2018. This will be supplemented by information obtained from the various training sessions being attended over the coming months.
14. The Parish Council resolved to:
 - (a) to note the contents of the Clerk's report and the progress being made in securing compliance with the GDPR regulations 2018;
 - (b) note that a local consultancy firm, ProcessMatters2, had agreed to undertake an audit and to prepare a report on the state of preparedness for the introduction of the requirements of the GDPR and to note the outcome of the audit and the recommendations set out in a report from ProcessMatters2 on what needs to be done to be ready for the regulations to be complied with by the 25th May 2018;
 - (c) agree that, in order to comply with the position shown in paragraph 5.4 of the report, Maureen Chaffe of ProcessMatters2, be provisionally be appointed as the Council's Data Protection Officer, thereby fulfilling the requirements of the GDPR, and subject to detailed terms and conditions being agreed by the Clerk in liaison with the Chairman of the Council.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

15. No Members of the Council or the Clerk had attended any training since the last meeting of the Council.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

16. Details of the January 2018 edition (88th issue) of the magazine were reported at the meeting.

REPORTS FROM COMMITTEES

ALLOTMENTS

17. The Clerk reported that the letters requesting payment of the allotment rentals for 2018/19 would be sent out to the ploholders at the end of this week. The Clerk reported that there were currently five and a half vacant plots available at the Council's Cinders Lane Allotments. A ploholder asked if anything could be done with a rat infestation on the Cinders Lane Allotment Site. The Clerk responded that he was in touch with the Pest Control Officers from Arun District Council with a view to treating the rat problem.

EMERGENCY AND RESILIENCE COMMITTEE

18. The Clerk reported that Members of each Council had been asked to take back a recommendation, for the creation of a possible resilience hub in the first floor Emergency Planning & Resilience Room at the Yapton & Ford Village Hall, to their Councils for their agreement, including the making of a financial contribution to the Village Hall Management Committee for the use of the upstairs first floor room. This matter was still outstanding.

A progress meeting of the Yapton Volunteer's was being arranged.

PLANNING

19. The Council considered the following and:
- (a) noted the minutes of the meeting of the Planning Committee held on the 13th November 2017;
 - (b) noted the planning decisions made by Arun District Council in November/December 2017 (*schedule attached to the minutes*);
 - (c) **Resolved** to appoint Councillors Mrs Vicky Newman and Mr Tony Kendall to the Planning Advisory Group which was being set up by Arun District Council to oversee the planning issues on the Strategic Housing Site (SD07) and other sites in Yapton.

PLAYING FIELD

20. It was reported that a tree had come down on the north westerly boundary of the field. Members of the public also commented on the clearance work which had been carried out on the roadside boundary of the playing field bounding Church Road opposite The Poplars and The Limes. Councillor Mrs Vicky Newman asked if the possibility of levelling the playing field could be investigated.

REPORTS FROM REPRESENTATIVES

21. The following reports from representatives on various bodies were received by the Council:
- (a) Village Hall
Mr Ambler presented a report on the financial position and various proposed forthcoming activities and projects at the Yapton & Ford Village Hall.
 - (b) Arun District Association of Local Councils

The Clerk of the Council presented an update from the Meeting of the Association held on the 22nd November 2017.

CONSIDERATION OF THE 2018/2019 PARISH BUDGET AND SETTING THE PARISH PRECEPT FOR 2018/19

22. The Council had before it and considered a report prepared by the Clerk and Responsible Financial Officer setting out the revised estimates for the current financial year (2017/18) and the estimates of expenditure and income for 2018/2019 (*copy attached to minute book*).
23. Members noted that the forecast total expenditure for 2018/19 was £68,460, and the expected income and grants receivable from services was £14,230 giving a net expenditure to be met from Council Tax and Reserves of £54,230.
24. The Clerk referred to an analysis set out in the report of the Reserves and Working Balances brought forward from the 2016/17 financial year. This identified an unspent balance of £2,162 for future work on the Yapton Neighbourhood Plan and a balance of £10,000 brought forward in the Election Reserve, leaving a net balance in the General Reserves brought forward at 1/4/17 of £4,701 to cover the Council's routine expenditure and contingencies.
25. The Council had been notified by Arun District Council that the Band D equivalent taxbase for 2018/19 had been calculated at 1397. This is a 1.53% increase and would generate income from increased council tax receipts at the current tax of £769.86. Some of this increase had resulted from the additional properties now being occupied in Yapton as a result of approved housebuilding (i.e, Emerald Gardens, Fellowes Gardens and land near to the former Lamb Inn on Bilsham Road).
26. The Council noted that the funding arrangements which now applied to the Council's budget, meant that the net expenditure was financed from two elements only: the Precept and Parish Council reserves.
27. The Clerk advised that the provisional budget, a copy of which had been enclosed with the agenda papers, had been prepared on the basis of providing a similar level of services and activities as in previous years. There were two exceptions where growth of just under £3,000 has been included in the 2018/19 budget for the playing field to deal with the increasing requirements of the Council's ageing play and gym facilities and for a contract for the control of moles and other pests which was entered into during 2017 and provision has been made for this service to continue on into 2018/19.
28. The budget for 2018/19 contains a provisional sum of £10,000 for the partial update of the Yapton Neighbourhood Plan during 2018 once the housing numbers for the Arun District are confirmed. These costs are assumed to be met by the parish council, partly from grant funding available from Arun District Council and from national grant funding which will hopefully be available for updating neighbourhood plans.
29. The Clerk pointed out that even if the Council accepted a modest increase of 5.0% in its Council Tax, which in turn determines the amount of the precept, the Council was currently running its budget at a deficit. Due to the unplanned expenditure on the repairs to the skatepark, the Council agreed that it may have to utilise other reserves and balances to make good the shortfall of £7,986 in the revised budget for 2017/18. The Council agreed to utilise £3,285 from its accumulated Election Reserve to meet the shortfall in the General Reserve in 2017/18 and £460 in 2018/19. Any underspend in the current year would be used to replenish the election reserve and then contribute to the General Reserve once the balance of £10,000 in the Election Reserve has been restored.
30. The question of the level of precept to be demanded from Arun District Council was discussed. The Clerk advised that it was his view that a modest increase in Council Tax was warranted to finance the budget and to reduce the amount that was being funded from reserves and working balances. The estimated balance remaining in the Reserves after meeting the projected drawdown in 2017/18 and 2018/19 taking into account a 5.0% increase in Council Tax would only be £7,917.
31. The Clerk and Responsible Financial Officer referred to the section in the report on Council Tax Limitation (Capping). On the 19th December 2017, The Secretary of State for Communities and Local Government

presented his statement on the local government finance settlement for 2018/19. He confirmed that the government intends to defer the setting of referendum principles for town and parish councils for 3 years. This is subject to the sector taking all available steps to mitigate the need for Council Tax increases...and the government seeing clear evidence of restraint in the increases set by the sector as a whole. Some analysts have predicted that some authorities could see increases to their Council Tax by as much as 6 % in the coming year.

32. The Council agreed that the budget resulting in the Council's net expenditure of £54,230 was needed in 2018/19 to maintain its local services. The Council agreed to support the budget by taking a small contribution of £460 from the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of £53,770.
33. The Council Tax calculated from the proposed budget for 2018/19 produces an average Band D council tax of £38.49. (Calculated from the precept of £53,770 ÷ 1397 (the Council's new tax base). This represents an increase of 5.0% or £1.83 on last year's figure (equivalent to a weekly increase of approximately £0.035 per Band D property).
34. **Resolved:**
 - (a) The Council approves the forecast total expenditure for 2018/19 of £68,460, and the expected income from services and grants of £14,230 giving a net expenditure to be met from Council Tax and Reserves of £54,230.
 - (b) The Council agreed to support the budget by making a small contribution of £460 from the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of £53,770.
 - (c) The Council noted the tax base for Yapton for 2018/19 of 1397.
 - (d) That the Council Tax for the Parish of Yapton for 2018/19 be increased by 5.0% producing a Band D Council Tax of £38.49 (£36.66 + £1.83).
 - (e) That the Yapton Parish Council precept for the year 2018/19 be set at £53,770 (£38.49 x 1397) to cover the estimated cost of maintaining the facilities and local services as set out in the Clerk's report.

FINANCIAL STATEMENTS

35. **Resolved:**
 - (a) That the financial statements showing the receipts and payments covering the period 1st November 2017 – 31st December 2017 be approved (*copy attached to minute book*);
 - (b) To note the Bank Reconciliation for the Council's Bank Accounts as at 31st December 2017 (*schedule attached*);
 - (c) To receive the summary of receipts and payments over the various budget heads for the period 1st April 2017 – 31st December 2017 be received (*copy attached to minute book*)

DATE OF NEXT MEETING: MONDAY 12th MARCH 2018 AT 7.30 PM

Meeting closed at 9.20pm

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CHAIRMAN