

**YAPTON PARISH COUNCIL**

**UNCONFIRMED MINUTES**

A Meeting of the Yapton Parish Council was held on the 16th of January 2023 in the Club Room of the Yapton & Ford Village Hall, commencing at 7.30pm.

Present: Mr Haymes (In the Chair), Mr Ambler, Mr Andrews, Mr Dunkley, Mrs Pamela Evans, Mrs Philippa Greenan, 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 9 members of the public.

**APOLOGIES FOR ABSENCE**

1. Apologies were received from Chief Inspector Nick Bowman, Police Serjeant Hayley Wright and PCSO Natalie Shrimpton.

**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. Councillor Peter Dunkley declared a personal interest in any matters to do with the Burndell Bridge as a resident on the Emerald Gardens Estate and a Director of the local Management Committee.

**URGENT MATTERS**

3. The Clerk indicated that, although not strictly an urgent matter to raise with the Council, he had received some Terms of Reference which had been prepared for the Eco-group which the Clerk felt should be formally appointed as a working group of the Council. The Council agreed to deal with this matter when the Playing Field item was reached on the agenda.

**PUBLIC QUESTION TIME**

4. The following issue was raised by a member of the public present:
  - (a) A resident informed the Parish Council that the Dentists at Walberton to which many Yapton residents attend were no longer accepting NHS patients from the end of March 2023.
  - (b) A resident raised a number of issues including:
    - The definition of the Burndell Bridge discussions with details of how the mediation between the interested parties would work;
    - Response to information raised at the last meeting;

- Rectification of damage to the Play Equipment – *the clerk had been in contact with a representative from HAGS UK;*
- Concern that to use the Zip-wire young people have to climb up the front of the launch pad and there is no protection from other users – *the clerk indicated this was the agreed standard design;* and
- What plans were being made to deal with the damage to the Oak trees on the playing field.

## MINUTES

5. Resolved - That the minutes of the meeting held on 14th November 2022 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

6. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 14<sup>th</sup> November 2022. The issues raised were as follows:
  - (a) **Minute 131 (a) – Burndell Bridge** – a letter received from the Chairman of the Burndell Bridge Society would be dealt with under the Correspondence item on the agenda;
  - (b) **Minute 108 (b – d) – CCTV** – Following the discussion at the July and November meetings the Clerk's report and the quotations received from the 3 local companies, together with the additional information requested, will be considered later in the meeting.
  - (c) **Minute 114 (a) - Investment Plan for the UK Shared Prosperity Fund** – A recent e-mail from Matt Gover at Arun District Council had indicated that the bids which the Parish Council put forward had not been included in the Arun Plan submitted to Government for approval. A small projects bidding round will be initiated in early 2023 from local funds.
  - (d) **Minute 122 – 124 – New Play Area** – Despite numerous requests for a firm date to be supplied for the completion of the outstanding works nothing had transpired on the completion of the sensory path and the agreed landscaping. The Clerk would be pressing HAGS UK for a date for the work to be completed. In response HAGS UK had indicated that bad weather had stopped progress on the landscaping works. The other items remained outstanding.
  - (e) **Minute 134 (a) – Cost of Living Issues** - Attempts to set up a Warm Space by the Parish Council and the local churches have been unsuccessful.
  - (f) **Minute 137 (a) - ADC offering free trees for towns & parishes** - Trees and Whips had been collected from Arun District Council and stored until early December when a group of Councillors, Volunteers and children from the Primary School met on the Field to plant the items in very cold conditions on the large bund backing the open fields. Councillors Mark Andrews and Phillipa Greenan who led the initiative gave a brief update.

## COUNTY & DISTRICT COUNCILLORS REPORTS

7. County Councillor Mrs Jacky Pendleton was present and raised the following item at the meeting:
  - Flooding – there were major issues regarding flooding across the West Sussex County area, including parts of Yapton. Some areas will require major engineering solutions to rectify.
  
8. District Councillor Mrs Amanda Worne was present and raised the following matters of interest:
  - Break-ins had occurred at the Primary School and at the Village Hall – linked with possible anti-social behaviour;
  - Recent problems at the Youth Club run by the Yapton Free Church, especially with those youths who had been banned from attending. The Police had been involved and discussions had taken place with the Free Church youth workers;
  - Concern over a tree felled at the Drove Lane Site;
  - A fresh application by Landlink Ltd on land to the west of Drove Lane;
  - Information had been obtained from the Tree Officer at Arun District Council regarding alternative varieties of small trees which can be used in planting schemes;
  - A small incinerator had been approved recently on the Ford Airfield site.

## UPDATE FROM THE LOCAL PCSO

9. PCSO Natalie Shrimpton was not present at the meeting and had not submitted a report.

## CORRESPONDENCE

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

### **(a) King Charles III Coronation – May 6<sup>th</sup> 2023**

The Council noted an e-mail which had been received from a local resident on the 23<sup>rd</sup> November 2022 which enquired whether a local event(s) could be organised to celebrate this event?

Following a wide ranging discussion, Councillor Phillipa Greenan agreed to co-ordinate an event to be held on the Playing Field on Sunday 7<sup>th</sup> May 2023. A £1,000 budget was being proposed to provide some funding for the activities to be provided on the day, which would be much in line with those held on the late Queen's Jubilee celebration in June 2022.

It was agreed to seek volunteers via the Council's social media and to look into the possibility of obtaining sponsorship for the day.

**(b) Burndell Bridge**

- (i) The Council noted receipt of an e-mail dated 21st November 2022 from Andrew Saunders, Chairman of the Burndell Bridge Society, requesting that a discussion on its future is held, and that a possible meeting of all interested parties is convened.
- (ii) Mr Saunders indicated that the Burndell Bridge Society was keen to work with all and Yapton Parish Council including the infrastructure group to facilitate a win-win outcome for all concerned. Mr Saunders stated that he believed the safeguarding and restoration of Burndell Bridge to be a key community action in a much-developed Yapton and that it is a part of the adopted and revised local plan to do so.
- (iii) Following a discussion, it was **resolved** that a meeting of all the interested parties should take place with Yapton Parish Council taking on the role of mediator. Councillors Mrs Vicky Newman, Mrs Amanda Worne and Mr Mark Andrews were appointed as the Council's representatives. This would include the owners and Remus Management who represented the interests of the Emerald Gardens residents.
- (iv) It was observed that the biggest issue was the question of the ownership of the bridge, with the bridge possibly being transferred to a charity or with the Parish Council taking on the ownership of the Bridge.

**(c) Platinum Jubilee Village Halls Fund**

The Parish Council noted receipt of an e-mail from Matt Gover, Economic Regeneration Projects Officer, Directorate of Growth at Arun District Council dated 3rd January 2023 containing information on the Platinum Jubilee Village Halls Fund.

After some discussion about the merits of making an application to this fund, the Clerk reported that if the application was intended for remedial works to the Village Hall then any application should be made on behalf of the Village Hall Management Committee. The results of the recent Infrastructure Plan questionnaire indicated that there were some projects which had been identified which might be suitable for this fund. However, as the fund only contributed 20% of the cost of any works, the Parish Council would be expected to make up the difference which would amount to around £30,000.

The Clerk had been in contact with the Treasurer of the Village Hall Management Committee who indicated that there was too little time to make the closing date for a stage 1 application by the end of this week, 20<sup>th</sup> January 2023. The Clerk agreed that this was likely to be the case if he was asked to complete the initial application.

The Parish Council **resolved** that, under the circumstances, it would not make an application to this fund at this time.

## 11. INSTALLATION OF CLOSED CIRCUIT TELEVISION (CCTV)

- (a) The Clerk re-presented a report on the possible installation of a CCTV solution covering parts of the King George V Playing Field, including quotations received from local providers (*Confidential schedule - attached on pink paper*) and a CCTV Policy for the Parish. (*Report had been considered at the previous meeting on the 14<sup>th</sup> November 2022.*)
- (b) The Council noted that there are a number of pieces of legislation and regulations covering the control and management of CCTV cameras and the purpose of the report and the attached draft policy was to ensure that the Parish Council complied fully with these regulations if it was minded to instal a CCTV solution on the Playing Field in Yapton.
- (c) The Parish Council was aware that there had been much discussion locally on the pros and cons of introducing a CCTV system in Yapton, particularly in the vicinity of the newly installed play area and the other recreational and exercise areas on the King George V Playing Field. The Parish Council had discussed the matter in full at its meeting on the 14<sup>th</sup> November 2022 and requested the Clerk to seek further clarity on a number of issues, before the Council decided whether to install a CCTV Solution, mainly concerning the technology proposed in the quotations received. Each company had now responded to these requests which the Clerk had submitted on separate schedule.
- (d) **CCTV Policy** - Once the Parish Council had decided it would be installing a CCTV system covering all or part of its grounds then a CCTV Policy would be required. During the investigations of the various issues surrounding the introduction of CCTV it became clear that there were many examples of CCTV Policies in place at Parish Councils across the country. A Draft CCTV Policy was attached as Annex A to the report and comprehensively covered all the aspects of installing, managing and monitoring a CCTV System which complied with the Legislation and Regulations currently in force. The Clerk stated that he was indebted to the Clerk at Middleton-on-Sea Parish Council for supplying a copy of their policy and for allowing large parts of it to be included in the draft Yapton CCTV Policy attached.
- (e) **Proposals and Financial Implications**
  - (i) The Clerk had held meetings with the representatives of 3 local companies with a view to obtaining information from them on their proposals for the introduction of a CCTV solution which would be suitable in the locations mentioned above. The basis of selection being that these companies had successfully implemented solutions at other local parish council or public organisations in the area. Standing Orders require that 3 quotations are obtained where practical for works of this kind under £25,000 in value.
  - (ii) The Clerk received three quotations as set out in the confidential schedule (*copy attached to the minutes*). Following a discussion on the quotations and the further responses received it was decided to agree to progressing the proposal from Company 1 as set out in the confidential schedule and to agree the quotation supplied. This would be subject to receipt of a satisfactory reference and identifying the costs of the ongoing annual maintenance of the proposed system.

- (iii) The Parish Council had not allocated a specific budget for this purpose, and it was noted that the Council will be in receipt of a total of £19,375 in CIL Monies in this financial year (2022/23). This sum, at present, remains unallocated and could be used to fund the installation of a CCTV system in Yapton. In addition, a specific budget of £5,000 remains un-allocated in the Council's current year revenue budget for dealing with one-off projects and the draft budget to be considered later on in this meeting indicates an underspend of £5,740 in the current year's revenue budget. The Clerk recommended that the Parish Council utilise these revenue budgets in the current year, leaving the CIL monies to be allocated to future infrastructure projects.

(f) **Recommendation**

The Parish Council **resolved** to:

- (i) note the contents of the Clerks report and attachments;
- (ii) agree to the installation of a CCTV solution around the recreational and exercise areas on the King George V Playing Field by supplier marked number 1 on the confidential appendix in the total sum referred to in that appendix;
- (iii) the final agreement to the solution being made subject to receipt of a satisfactory reference and identifying the costs of the ongoing annual maintenance of the proposed system; and
- (iii) approval of the CCTV Policy attached as Annex A to the report.

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

12. 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)**

13. The Clerk reported that a 32-page paper version of the Yapton News was being prepared for publication in November 2022 (Edition 116), which should be available for distribution on or around Friday 18<sup>th</sup> November 2022.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

14. The Clerk reported that he was working on the Allotment rentals for the next financial year commencing in April 2023 which the Council had agreed not to increase in 2023/24 and remained at £36 for a 5-rod plot. The letters would be sent out before the end of January 2023.
15. There was currently a waiting list of approximately 6 people for plots on the allotments.

## EMERGENCY & RESILIENCE

16. Councillor Mrs Philippa Greenan updated the meeting on a call she had received from the Resilience lead in Middleton-on-Sea suggesting that the Parish Council engage with them and a number of other local councils to work jointly on resilience and emergency matters. Councillor Greenan reported that there had been a number of flooding issues in the area recently. The Clerk stated that there was little to report or update on emergency or resilience matters with Clymping, Ford and Walberton Parish Councils/

## PLANNING

17. The Parish Council considered and:
  - (a) received the minutes of the meeting of the Planning Committee held on 14<sup>th</sup> November 2022 (*copy attached to these minutes*);
  - (b) received details of the planning decisions made by Arun District Council in November and December 2022 (*schedule attached to these minutes*).

## PLAYING FIELD

18. The Clerk informed the Council that a return visit by the installer's was still outstanding to carry out some smaller remedial works that needed to be finished (the sensory path and adjustments to the self-closing gates). It was hoped that these items would be completed as soon as possible. The agreed autumn return date (week commencing 24<sup>th</sup> October 2022) for the landscaping (installation of 4 trees and seeding with wildflowers in the area adjacent to the enclosed play area) did not happen and the works remain outstanding despite numerous reminders being sent. The Clerk is chasing the Project Manager for HAGS UK regarding a date for this work to be completed.
19. At this point Councillor Mark Andrews referred to the setting up of a Yapton Eco Group and described a number of issues which had been identified at the first meeting of the group in October and a subsequent meeting in December 2022. Councillor Andrews had identified that a number of these issues had been raised as part of the Infrastructure Working Group.
20. The Clerk had suggested that this Group be set up as a working group of the Parish Council to enable it to report more effectively to the Parish Council with a regular agenda item, and to enable funds to be allocated where appropriate. Councillor Andrews had prepared and tabled a draft Terms of Reference for the proposed working group.
21. The Parish Council **resolved** to agree to the setting up of a Yapton Eco Working Group and agreed the terms of reference, as amended (*Copy attached to the minutes*).
22. It was recommended that 7 tree guards be purchased to support the Oak Trees planted under Queen's Green Canopy initiative. Design 1 was agreed costing £125.79 each.

23. It was suggested that a further section of the bund near to Downview Close be planted with trees. The 4 householders directly affected would be sent a letter with the proposals.

## **REPORTS FROM REPRESENTATIVES**

24. **Village Hall** – Councillor Ambler reported that there had been no recent meetings of the Trustees. However, as Chairman of the Village Hall Management Committee he reported that hall bookings were picking up and that the financial position remained sound, especially after the receipt of various grants and room rentals. The Chairman of the Parish Council requested that a meeting of the Management Committee should be convened prior to the next meeting of the Parish Council.
25. **Arun Joint Action Group** – the Council noted that neither of the Council's representatives, Mr Gardiner (Clerk of the Council), or Councillor Mrs Amanda Worne (who is the nominated substitute) had been able to attend the meeting held on the 18th November 2022.
26. **West Sussex Association of Local Councils Annual General Meeting** – Councillor Stephen Haymes, the Council's representative, had not been able to attend the AGM held on Friday 25th November 2022 at Billingshurst Community Centre.

## **CONSIDERATION OF THE 2023/2024 PARISH COUNCIL BUDGET AND SETTING OF THE PARISH PRECEPT (COUNCIL TAX) FOR 2023/24**

27. 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 (2022/23) and the estimates of expenditure and income for 2023/2024 (copy attached to minute book).
28. The report set out the significant sums, which had been included in the capital budget to replace the ageing play area facilities on the King George V Playing Field, funded from CIL (£13,125) and S.106 contributions (£84,193) and a modest revenue contribution of £12,682 to re-invest in modern facilities. The total budget for this project was agreed at £110,000, and the successful bid from HAGS UK was in line with the budget expected. The works were completed in June 2022.
29. Members noted that the forecast total revenue expenditure for the revised estimate for 2022/23 was £86,290, and the expected income and grants receivable from services was £4,650 giving a net expenditure £81,640. This was £8,230 more than originally budgeted. This is mainly due to the revenue contribution of £12,680 required to make up the funding for the new play area project completed in 2022.
30. The Clerk pointed out that the forecast total revenue expenditure for 2023/24 was £84,770, and the expected income and grants receivable from services was £4,650 giving a net expenditure £80,120. The Council agreed that this level of budget was needed to maintain its local services. 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 (Council Tax) and Parish Council reserves.



31. The Clerk advised that the provisional budget for 2023/24 (*copy attached to these minutes*) had been prepared on the basis of providing a similar level of services and activities as in previous years. There were some exceptions resulting in a net increase (growth) in expenditure of £6,710, including inflation of £2,520, as set out in the report, and had been included in the 2023/24 budget to deal with these increasing requirements.
32. A provision of £5,000 had been included in the draft estimates for 2023/24 to provide for funding of one-off initiatives and to provide for expenditure to be incurred on other matters such as the effects of climate change.
33. The Clerk referred to an analysis set out in the report of the Reserves and Working Balances brought forward from the 2021/22 financial year. This identified an unspent balance of £10,000 brought forward in the Election Reserve, with a net balance in general reserves brought forward at 1/4/22 of £24,554 to cover the Council's routine expenditure and contingencies. The revised budget had assumed a net contribution of £5,740 to overall reserves.
34. The Council had been notified by Arun District Council that the Band D equivalent taxbase for 2023/24 had been calculated at 1817. This is a 14.9% (up from 1581) increase and would generate income from increased council tax receipts at the current rate of tax of some £11,177. Some of this increase had resulted from additional properties now being occupied in Yapton as a result of approved housebuilding and an estimate of the number of new properties and anticipated completions in 2023/24 (e.g., Bonhams Field, Land off Burndell Road and the many sites in North End Road) likely to be completed and occupied during the next financial year.
35. The Clerk and Responsible Financial Officer referred to a section in the report which referred to the Local Government Finance Settlement alongside which the Government had published "The Referendums Relating to Council Tax Increases (Principles) (England) Report 2023/24. On the 19th December 2022, The Secretary of State for Levelling Up, Housing and Communities presented a written statement on the local government finance settlement for 2023/24. He confirmed that in the expectation that parish and town councils continue to show restraint when setting council tax precept levels, the Government proposed to continue with no referendum principles for town and parish councils in 2023/24. The Government would take careful account of the increases set by parishes in 2023/24 when reviewing the matter ahead of future year's settlement.
36. The question of the level of precept to be demanded from Arun District Council was discussed. Given the net increase in expenditure of £6,710, and the increased receipts from council tax of £11,176.96 being generated from the higher number of properties included in the parish council's taxbase, a general increase in Council Tax was unlikely to be justified in 2023/24.

37. However, with the results of the recent Yapton Infrastructure Plan now being considered, the creation of a Yapton Infrastructure Plan Reserve was suggested with an initial contribution of £5,000 in 2023/24 being recommended for consideration. Several Members were concerned about the effects of inflation on the budget and suggested that £2,000 of this allocation should be transferred to maintenance budgets on the Playing Field.
38. Following a robust and detailed discussion it was agreed that the Council Tax needed to fund the proposed budget for 2022/23 should not be increased as additional council tax receipts were being generated from recent housing developments. This would result in a precept of £86,050, and would produce an average Band D council tax of £47.36, which represents a zero annual increase last year's figure.
39. The estimated total balance remaining in Reserves in 2023/24 would be £44,224, after allowing for a small net contribution to reserves of £5,740 in 2022/23 and a net contribution of £930 in 2023/24.
40. The Parish Council **resolved** that:
- (a) The approved forecast total expenditure for 2023/24 of £89,770, and the expected income from services and grants of £4,650 giving a net expenditure to be met from Council Tax and Reserves of £85,120;
  - (b) The creation of a Yapton Infrastructure Plan Reserve with an initial contribution of £3,000 in 2023/24 be agreed;
  - (c) A contribution of £5,740 in 2022/23 and £930 in 2023/24 to the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of £86,050;
  - (d) The Council Tax Base for Yapton for 2022/23 be noted as 1817;
  - (e) The Council Tax for the Parish of Yapton for 2023/24 be not increased resulting in a Band D Council Tax of £47.36; and
  - (f) The Yapton Parish Council precept for the year 2023/24 be set at £86,050 (£47.36 x 1817) to cover the estimated cost of maintaining the facilities and local services as set out in the Clerk's report.

## FINANCIAL STATEMENTS

41. The Council **resolved**:
- (a) To approve the financial statements showing the receipts and payments for the months of November and December 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 31<sup>st</sup> December 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> December 2022 (*copy attached to the minute book*).

#### **DATE OF NEXT MEETING**

**42. Monday 13<sup>th</sup> March 2023 at the conclusion of the Planning Committee Meeting or 7.30pm whichever is the later.**

**Meeting closed at 9.35pm**

\_\_\_\_\_ Chairman  
Stephen Haymes