

YAPTON PARISH COUNCIL

A Meeting of the Yapton Parish Council was held on the 13<sup>th</sup> of September 2021 in the Main Hall of the Yapton & Ford Village Hall, commencing at 7.30pm.

Present: Mr Andrews, Mr Dunkley, Mrs Greenan, 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 6 members of the public.

**APOLOGIES FOR ABSENCE**

119. There were no apologies tendered by Parish Councillors for this meeting. PCSO Charlotte Hall had tendered her apologies.

**DECLARATIONS OF INTEREST**

120. Members were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.

121. Councillor Peter Dunkley declared a personal interest in Item 10 (d) on the agenda in relation to the Burndell Bridge which is located on the Emerald Gardens housing development. Mr Dunkley stated that he wished to speak on the matter during Public Question Time.

**URGENT MATTERS**

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

**VACANCY FOR A PARISH COUNCILLOR**

123. At it's 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. At the July meeting, 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. The Clerk reported that he had received no applications for consideration.

124. The Parish Council **resolved**: to continue with the advertising of the current vacancy on the Parish Council and to try to fill the position by the co-option of a suitable candidate. 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 27<sup>th</sup> October 2021. Interviews to be held by the Parish Council at its next meeting on the 8th November 2021.

## PUBLIC QUESTION TIME

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

- (a) A resident raised concern about the growing numbers of cars being parked on the verge and in the layby near to Two Hoots on Bilsham Road. The Chairman and various members commented on this long-running issue, allegedly causing a nuisance to residents and road users in this part of Yapton. A number commented on the situation and the apparent lack of action to remedy the situation.

Resolved: The Clerk was asked to write to the relevant officers at Arun District Council, Sussex Police and the local PCSO Charlotte Hall.

- (b) A local resident raised concern regarding the overgrown vegetation surrounding the Street Light in Church Road. The Clerk was asked to investigate the matter.
- (c) A resident asked what was happening to the Community Infrastructure Levy monies (CIL) which the Parish Council was due to receive from recently agreed housing developments in the Parish. The Clerk stated that the Parish Council was due to prepare an Infrastructure Plan setting out the projects which it planned to progress using CIL monies. He indicated that this was likely to be a complex and lengthy task to complete, and the Parish Council had already agreed that the Planning Committee would oversee the implementation of this Plan.
- (d) Mr Dunkley, having declared a personal interest in the consideration of the item regarding Burndell Bridge appearing later on the agenda, summarised the issues with regard to the Emerald Gardens Management Company, his own position, and the current ownership of the Bridge.

## MINUTES

126. *Resolved* - That the minutes of the meeting held on 13<sup>th</sup> July 2021 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

127. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 13<sup>th</sup> July 2021. The issues raised were as follows:

- (a) **Minute 101 – Vacancy for a Parish Councillor** - 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 31st August 2021. Interviews to be held by the Parish Council at the next meeting on the 13th September 2021. – No applications had been forthcoming for interview at this meeting
- (b) **Minute 102 (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 reported that additional litter bins would cost between £80 and £200 to purchase plus the cost of installation. The Council requested that any new bins are sited near to the seat at the far end of the field.

- (c) **Minute 102. (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. – The Clerk had written to Dandara and Southcott Homes and had received replies on the 18<sup>th</sup> and 19<sup>th</sup> August which had been forwarded to councillors.
- (d) **Minute 104 (c) – Re: 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. – The Clerk reported that an e-mail had been received from Sharon Gravett, Office Manager at Idverde, explaining the latest position and offering terms based on last year’s contract. The Clerk had written to the two Parish Councillors seeking their authority to accept the draft terms, which they did and a contract letter was sent to Idverde for signing on the 4<sup>th</sup> August 2021.
- (e) **Minute 104 (d) – Re: Minute 82 (c) - Asset of Community Value — Expiry of Five-Year Listing Period for the following asset: ACV73 — Maypole Inn, Maypole Lane, Yapton** - At the July Meeting 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. – The Clerk submitted applications through the online system on the 2<sup>nd</sup> August and 4<sup>th</sup> August respectively. To date no response had been received.
- (f) **Minute 104 (d) – Re: Complaint against the Parish Council** – At the July meeting the Parish Council agreed 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. The Clerk had spoken to the Monitoring Officer on 21<sup>st</sup> July seeking advice on how to proceed. This was followed up in writing. The Clerk is pursuing the setting up of a Panel Hearing to deal with the complaint.
- (g) **Minute 104 (f) - Creation of a Wildflower Meadow on the Bund** The Clerk reported on receipt of a Quotation from Mr William Cronin (Excelsior Landscaping) to remove current plants on the bund as discussed, to prepare the ground and seed the area with a wildflower and meadow grass seed mix. To put up 2 small signs explaining what is happening. The quotation totals £130 including labour and the cost of the wildflower and meadow grass seed mix, and the two signs. The work to be ideally undertaken in September or October. The Parish Council agreed to the Clerk’s recommendation to accept the quotation as set out above.
- (h) **Minute 107 (a) - Dog Poop Bins in Flansham** - The Council had previously noted an e-mail dated 19<sup>th</sup> 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. It stated that 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.

The Clerk reported that he had been unable to locate the Protocol document, and would need to commence the review again. The Clerk would contact Arun District Council regarding the possible siting of the two new bins and investigate who would be responsible for collecting any arisings and an approximate cost of the service.

## **COUNTY & DISTRICT COUNCILLORS REPORTS**

128. County Councillor Mrs Jacky Pendleton was present and raised the following matters of interest to the meeting:

- ❖ The issue of riparian ownership concerning an overgrown hedge on the Barnham Road heading out of Yapton;
- ❖ With regard to the parking along Bilsham Road, there is nothing West Sussex County Council can do if the vehicles are properly registered or taxed. If they are causing an obstruction or nuisance, the County Council via Arun District Council can use enforcement powers;
- ❖ Some issues have arisen concerning the access onto Cinders Lane from Bilsham Road and the possible contravention of the double-yellow no parking lines in that area;
- ❖ Updated the Parish Council on efforts to get together a group of interested people to take on the running of the Children's and Family Centre on Main Road in Yapton.

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

- Some areas owned by Arun District Council had been deemed to be untidy and growing wild. These could have potential for becoming wildflower meadow or for growing vegetables;
- Flooding from the field onto the road out of Yapton near the Parish Boundary was causing concern. County Councillor Jacky Pendleton agreed to liaise with Councillor Worne to identify whose is responsible for the proper drainage in this area.
- Councillor Worne had been working with the local PCSO on the following matters;
  - Installation of 30 mph road signs on Burndell Road;
  - Bike identification signing;
  - A community speedwatch event during the coming week;
  - Alleged motorbike nuisance riders in the area;
  - Anti-social behaviour on certain estates in the area.

## **CORRESPONDENCE**

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

**(a) Draft West Sussex Transport Plan 2022-2036 consultation**

The Parish Council noted receipt of an e-mail dated 16<sup>th</sup> July (copy previously circulated to parish councillors) from the West Sussex Transport Planning and Policy Team stating that West Sussex County Council has published the Draft West Sussex Transport Plan 2022-2036 (WSTP) for consultation from Friday 16<sup>th</sup> July to Friday 8<sup>th</sup> October. The County Council is reviewing the WSTP to update the County Council's approach to managing and investing in the transport network. Feedback was requested via the online survey form also available at the above link by Friday 8<sup>th</sup> October.

In autumn, 2020, the County Council invited views about the key transport issues and priorities through the WSTP review survey. This information has been used to develop the Draft WSTP, which sets out how the County Council intends to address challenges including: transport emissions and climate change; a growing and ageing population; rural isolation; public health and wellbeing; congestion and road safety.

**The Parish Council *resolved* not to respond to this consultation.**

**(b) Rampion 2 Wind Farm expansion project public consultation**

The Parish Council noted receipt of an e-mail dated 21<sup>st</sup> July from Chris Tomlinson, Development & Stakeholder Manager for Rampion 2, informing the Parish Council that Rampion have launched the Rampion 2 formal public consultation on their draft proposals to expand the Rampion Offshore Wind Farm. The nine-week public consultation was due to run from 14 July to 16 September at [www.Rampion2.com](http://www.Rampion2.com) which has the plans and response to the survey.

Parish Councillor Amanda Worne gave a brief update on the proposals which will directly affect the parish of Clymping.

**The Parish Council *resolved* not to respond to this consultation.**

**(c) Joint Arun Area Committees & new County Local Forums**

The Parish Council noted receipt of an e-mail dated 22<sup>nd</sup> July from Monique Smart, Democratic Services Officer at West Sussex County Council together with a letter attached from Tony Kershaw, Head of Law & Assurance, confirming that the Joint Arun Area Committees have now be disbanded pending the outcome of the trial new approach. Parish Councils were being asked to submit any views on the new approach of County Local Forums. The Chairman confirmed that the Clerk had already sent a response on his behalf.

**(d) Funding for the Restoration of Burndell Bridge**

The Parish Council noted receipt of an e-mail from local resident, Andrew Saunders, dated 16<sup>th</sup> August 2021, stating that "Following our registration as a charity we would like to apply to Yapton Parish Council for CIL money to add to the funds required to ensure Burndell Bridge as an important feature and monument to times gone by is successfully saved, restored and maintained. We have plans and costings with the involvement of specialists such as the Inland Waterways Association. No doubt you have a process or paperwork to this end. If you could let me know please."

The Parish Council *resolved* that much more detailed information would be required from the Burndell Bridge Charity before the Council could consider the restoration project as one of its priorities in allocating future CIL monies.

## **REPLACEMENT PLAY EQUIPMENT AND ASSOCIATED WORKS**

131. The Parish Council considered a joint report from one of the lead members of the Recreation and Leisure Working Group and the Clerk and Responsible Financial Officer on the creation of a project to replace the existing play area equipment and associated landscaping works, together with technical support on the existing play area site on the King George V Play Area in Yapton. To agree a budget for the proposed works and the funding identified to finance the project.
132. The much-loved children's play area adjacent to the King George V Playing Field in Yapton Village Centre is approaching 20 years old and some elements are coming to the end of their natural life. The Parish Council conducted a public consultation to hear from local residents as to what they would like to see in any future park. The Consultation ran from mid-July and closed on the 31st July. Responses to the questionnaire could be submitted online or sent by post or e-mail to the Clerk of the Council. A total of 133 responses were received and a wide variety of views were expressed. In addition a survey was carried out among the 8 classes at the Yapton Primary School, with children's ages ranging from 4 to 12. The responses received and the types of replacement equipment preferred have been used to inform the brief outlined in Paragraph 133 below.
133. The brief, which will be further detailed by the working group, sets out the initial areas of focus are as follows:
- An extension of the existing area. This will be achieved by reducing the size of the existing car park (whilst retaining the same number of parking spaces) and potentially installing some junior equipment on the greenspace next to the MUGA.
  - An inclusive area, with equipment which can be used by a range of ages and abilities including children with disabilities and learning difficulties.
  - An area which is designed to reduce the likelihood and impact of vandalism and anti-social behaviour.
  - Improved surfacing and fencing.
  - No specific theme identified – most popular was 'no preference/no theme' followed by Pirate/Smuggler. However, there does appear to be a small number of parishioners who would like to see a focus on the canal and the heritage of the area. This area needs to be considered further before play companies are approached.
  - Equipment choices include: Zip wire, adventure trail/obstacle course, roundabout, new climbing units (junior and toddler), sensory items, basket swing, natural play features.
  - A more natural environment which fits in with the village landscape better, balanced with cost of replacement surfacing/all weather surfacing.
  - An element of lighting to ensure maximum use in winter months.
134. Outline Timetable for project - It is anticipated that the playground will be constructed and opened to coincide with the Queen's Platinum Jubilee on the bank holiday weekend of 2nd - 5th June 2022. This is considered an appropriate target to reflect the construction of the current play area in 2002 which commemorated the Queen's Golden Jubilee.

135. The Parish Council agreed to the following recommendations for the replacement of the Play area on King George V Playing Field, Yapton:
- (a) The creation of a project to replace the existing play area on the King George V Playing Field with new facilities as per the brief shown in paragraph 133 above;
  - (b) The setting of a budget of £100,000 for the replacement of the play area, with an additional £10,500 allocated to landscaping, seating and other ancillary items inside and within the immediate vicinity of the play area. The budget will cover professional fees, incidental costs, design and installation of the equipment; and
  - (c) The use of the Section 106 monies and Community Infrastructure monies which have been allocated for this purpose from new housing developments in the Parish to be allocated to fund this project as set out in the Clerk's report; and
  - (d) To delegate the selection of the preferred contractor, the design and the award of the contract to the Clerk of the Council, in consultation with the Chairman of the Council, and the two Parish Councillors on the Playing Field Committee, following a recommendation from the Recreation and Leisure Working Group, after a public consultation on the proposed design.

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

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

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

137. The Clerk reported that a 28-page paper version of the Yapton News was being prepared for publication in September 2021 (Edition 109), which should be available for distribution on or around Friday 17<sup>th</sup> September 2021.

The County Councillor and District Councillor present asked if the Clerk could submit a timetable for the submission of items to be considered for inclusion in the magazine.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

138. The Clerk reported that following consideration of the issue with regard to the erection of a fence between the Cinders Lane Allotment Site and the new housing development on the Cinders Lane Nursery Site at the last meeting, he had received a reply from Mr Ian Sellar, Architect to Crayfern Homes. The e-mail included a copy of their site wide conveyance plan which indicates that the fences between plots 1 to 11, and the allotments is owned by the plots – as denoted by the red 'T' marks. The small section of fence between plots 5 & 6 will be the responsibility of the management company for the developments. This would ensure that the legal ownership of the fence was clear for those buying plots with the new fence included.
139. The Clerk was asked to write to the landowner of the Cinders Lane Allotment Site regarding any change of use they might be planning in the future.

## **EMERGENCY & RESILIENCE**

140. Councillor Mrs Philippa Greenan stated that not much had happened recently and that she was happy to continue for the time being. A replacement co-ordinator needs to be appointed as soon as possible.

## **PLANNING**

141. The Parish Council considered and:

- (a) received the minutes of the meeting of the Planning Committee held on 13<sup>th</sup> July 2021 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in July and August 2021 (*schedule attached to these minutes*).

## **PLAYING FIELD**

142. The Clerk reported that some issues regarding the lighting columns adjacent to the hard court area were currently being attended to.

## **REPORTS FROM REPRESENTATIVES**

### **143. Village Hall**

There had been no meetings of the Trustees.

## **FINANCIAL STATEMENTS**

144. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of July and August 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 31<sup>st</sup> August 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 31<sup>st</sup> August 2021 (*copy attached to the minute book*).

## **DATE OF NEXT MEETING**

145. **Monday 8<sup>th</sup> November 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 9.00pm**

\_\_\_\_\_ Chairman