

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 13th July 2020 virtually using Microsoft Teams, commencing at 7.39pm.

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

Also present: Mr Gardiner (Clerk of the Council), County Councillor Mrs Jacky Pendleton and 4 members of the public.

APOLOGIES FOR ABSENCE

67. Apologies were received from Parish Councillor Mr Derek Ambler. Councillor Doug Maw was not present at the meeting and no apologies had been tendered.

DECLARATIONS OF INTEREST

68. 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

69. The Clerk had no urgent matters to raise with the Council. However, he reminded the Council that the Grants to Voluntary Organisations would normally be decided upon at the July meeting of the Council. The Clerk would be advertising that applications are now welcomed and that allocations would be made at the September meeting.

PUBLIC QUESTION TIME

70. The following questions/issues were raised by members of the public present:

(a) **Wild Garden on King George V Playing Field** – a local resident suggested that now that the bund had been completed a wild garden could be created in the north-eastern corner of the playing field adjacent to the open fields;

(b) **Litter Bins** – a query was raised by a local resident concerning the responsibility for providing litter bins in the Village. The Clerk responded that the Parish Council can provide litter bins, but lack of resources were preventing the Council from doing so. Councillor Mrs Amanda Worne, in her capacity as a District Councillor, said that she had been in touch with Arun District Council, and they had agreed to provide a new litter bin on the corner of Bilsham Road and Loveys Road, and a new dog bin on Canal Road;

(c) **Burdell Bridge** – a local resident informed the Parish Council that some funding for the retention of the bridge had been provided for by the developers of Emerald Gardens. A local group had been set up and were looking for volunteers to take on the

preservation of this bridge as a project and for the Parish Council to take on the freehold interest in the structure. A resident suggested including the Bridge in the updated Neighbourhood Plan to help preserve its future. Councillor Peter Dunkley declared a personal interest in this matter as a resident of the Emerald Gardens development;

(d) Street naming in new Yapton developments A local resident raised concern about the random naming of roads in a new development in Yapton. She was advised this was the responsibility of the planning authority, but that this was usually done in consultation with the relevant Parish Council. It was suggested she contact the relevant department at Arun District Council to suggest a new name in place of the one selected.

MINUTES

71. *Resolved* - That the minutes of the meeting held on 9th March 2020 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

72. The Clerk had submitted a schedule of matters requiring update from the minutes of the meeting held on the 9th March 2020 (*Copy attached to the minutes*). The Clerk gave further updates on two of the issues contained in the schedule:

(a) Acquisition of Telephone Kiosk in Bilsham Road – The Clerk reported that the Completion Notice dated 2nd July 2020 had been received from BT and that legal ownership was now vested in the Parish Council. A sign needed to be affixed to the kiosk signifying that it was no longer BT's responsibility. Councillor Holden agreed to fix the sign in the telephone box.

(b) Installation of a bund – King George V Playing Field Boundary with Village Hall Car Park

(i) The Clerk reported that the supplier of the material for the creation of the bund had been in touch in late May to state that now the lockdown was being eased she wanted to come to install the bund. Suitable material had become available locally and they were keen to get the bund in place. Councillor Michael Pickthall agreed to liaise with the contractor with regard to the closure of the car park and the works to create the bund. During the course of the installation additional costs came to light regarding some additional bollards to be sited near the entrance to the Village Hall and two wooden bollards needed to close a gap at the end of the main car park to prevent the pony and trap gaining access to the field.

(ii) A discussion ensued regarding the landscaping of the bunds and various suggestions were made regarding the type of material that could be used on the bund. The bund needed to settle for a few months and then it could be landscaped. The Clerk stressed the need that for most of the bund areas any planting needed to be done so that ongoing maintenance was not made more difficult. The large area to the north-east of the playing field could be made into a wild garden, and it was suggested that the Yapton Primary School be asked to take this on as an ongoing project.

- (iii) The Clerk reported that the total costs of the project, including the additional items referred to above, now totalled £4,750, and the Council had previously allocated a budget totalling £3,750. The Council *resolved* to allocate an additional £1,000 to complete the project.

COUNTY & DISTRICT COUNCILLORS REPORTS

73. County Councillor Mrs Jacky Pendleton apologised for not having prepared a written report. She would send a copy to the Clerk for circulation. Mrs Pendleton presented her verbal report covering the following items:
- i. Update on grant funding for cycleways in the area, including improvements along the A259;
 - ii. The Registration of Births service has now re-opened;
 - iii. Update on the adoption of vulnerable children;
 - iv. The provision of Library facilities following lockdown;
 - v. WSCC Strategy for coming out of Covid-19 – social/family/economic;
 - vi. A259 Improvements from Hoe Lane to Wick Lane;
 - vii. Planning Application for the Ford ERF and material recovery facilities.
74. District Councillor Mrs Amanda Worne presented her verbal report to the meeting for consideration. The following matters were raised:
- a. Concern about the Planning Application for the Ford ERF and material recovery facilities;
 - b. Local response to the Covid-19 Pandemic;
 - c. The re-introduction of Community Speedwatch;
 - d. Meeting with the Primary School on the Wild Garden Project.

REPORT / UPDATE FROM THE LOCAL PCSO (IF PRESENT)

75. The local PCSO was not in attendance at the meeting.

CORRESPONDENCE

76. The following items of correspondence had been received since the date of the last meeting and were considered by the Council:
- (a) **Bus Shelters for S.278 works in North End Road** – the Council considered an e-mail from Luke Hart of Odyssey Consulting (copies attached to the minute book) with a request that the Parish Council take on the responsibility for maintaining two new Bus Shelters on North End Road. The provision of the two shelters were coming out of recent locally approved housing developments and would be accompanied with a commuted sum to assist with the costs of ongoing maintenance responsibilities.

The Council *resolved* to accept responsibility for the two new shelters being installed on North End Road, based on the design shown in a recent e-mail, and to a sufficient commuted sum being offered to cover the ongoing maintenance liabilities.

- (b) **Broadband boost for rural homes and businesses as councils announce funding for Government voucher scheme** –The Council considered a press release no. PR 14935 (copy attached to the minute book) from West Sussex County Council dated 25th June 2020.

The Press release stated that Residents and small and medium-sized businesses in rural areas of West Sussex can now benefit from the fastest and most reliable broadband connectivity if they choose to 'go gigabit'. This is thanks to collaboration between the county's local authorities, with more money being made available to pay for gigabit-capable broadband connectivity through the Government's Gigabit Broadband Voucher Scheme.

County, District and Borough Councils in West Sussex have worked together to jointly invest in topping up the Government's Gigabit Broadband Voucher Scheme to enable it to go further to residents and businesses. Now rural eligible premises can claim up to £4,000 each towards the installation cost of gigabit-capable broadband, when part of a group of premises. Gigabit-capable broadband enables internet download speeds of up to 1000 megabits per second (mbps), much faster than current superfast speeds of 30 mbps. This next-generation connectivity has the potential to revolutionise rural communities, making them more attractive places to live, giving people the freedom to live and work more flexibly and helping develop thriving digital economies.

The Parish Council resolved to support the scheme and the Clerk was asked to make some initial enquiries of the County Council to see if residents in Yapton might qualify for the scheme.

VACANCY FOR A PARISH COUNCILLOR

77. At the March meeting of the Parish Council a timetable was agreed which would be followed to fill the current vacancy following notification by Arun District Council that a by-election would not be called by local electors. In the event the process for the selection and appointment of a co-opted Parish Councillor was put on hold on the 30th March following the introduction of the lockdown.

The Clerk verbally updated the Council and suggested that applications should now be sought with a closing date of the 31st August 2020 and that a special meeting of the Parish Council be held on Monday 7th September 2020 to conduct interviews for any prospective candidates and to make an appointment to the current vacant parish council position.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

78. There had be no training sessions attended by the Clerk or Members of the Council since the last meeting.

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

79. Due to the lack of meetings and the Coronavirus lockdown provisions, a Yapton News magazine was not produced in May 2020. The Clerk was proposing to produce an online version of the July 2020 edition – with the edition being publicised through the website, notice board and social media.

REPORTS FROM COMMITTEES

ALLOTMENTS

80. The Clerk had no matters to report.

EMERGENCY & RESILIENCE

81. The following matters were reported:
- (i) The Clerk briefly outlined the work which the Parish Council had been doing in response to the Covid-19 Pandemic;
 - (ii) The Clerk informed the Council of the resignation of Mrs Sheena McKenzie as Yapton Emergency and Resilience Co-ordinator. The Clerk would be speaking with Mrs McKenzie to discuss her resignation;
 - (iii) Councillor Mrs Philippa Greenan updated the Council on the work and initiatives initially undertaken locally by a group of local volunteers under her direction. This involved the delivery of food to the vulnerable and those shielding, collecting and distributing prescriptions and assisting those who needed assistance, including directing them to where help was available. A Yapton What's App group was set up initially until the WSCC Community hub was put in place and who then took over many of the local aspects of the response. A great response was shown by local volunteers, including many new people and much gratitude must be expressed to those individuals and local businesses who adapted quickly to the changing local circumstances.

PLANNING

82. The Council considered the following and:
- (a) received the minutes of the meeting of the Planning Committee held on 9th March 2020 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in March /April / May / June 2020 (*schedule attached to these minutes*); and
 - (c) noted that the regular meeting of the Planning Committee followed this meeting of the Council.

PLAYING FIELD

83. The Clerk updated the Council on the following matters:
- (a) **Issues regarding the inspection of the play areas** – the Clerk had instructed a local firm to carry out a post-lockdown inspection of the Play Area. Some minor issues requiring attention have now been put in hand, including repairs to the rails around the skatepark.
 - (b) **Follow-up on the inspection of the outdoor gym equipment** – some minor remedial action required now lockdown was being eased;
 - (c) **Re-opening of Play Area / Gym Equipment following Covid 19 closure** – The Clerk reported on the very detailed guidance which had been received from the Government following the decision to allow these areas to open on the 4th July. A risk assessment needed to be carried out before opening the facilities, and much attention needed to be placed on making the facilities Covid safe to use. A discussion ensued on the practical steps needed which included cleansing of the equipment, adequate signage especially reminding about social distancing requirements and suggestions around users providing some personal cleaning before and after use of the equipment. An initial inspection of the equipment and deep cleansing had been carried out by a local contractor, who was also installing some signage, and the Clerk was investigating extending the duties of the litter picker to include some regular cleaning of the play and gym equipment.

REPORTS FROM REPRESENTATIVES

84. The following reports from representatives on various bodies were received by the Council:
- (a) **Village Hall**
There were no representatives present to update the meeting on the Yapton & Ford Village Hall.
 - (b) **Joint Western Arun Area Committee**
The Council's representative was not present to update the meeting on the Joint Western Arun Area Committee meeting held on 11th March 2020. The July meeting of the Committee had been cancelled.

FINANCIAL STATEMENTS

85. The Council **resolved**:
- (a) To approve the financial statements showing the receipts and payments for the months of March, April, May and June 2020 (*schedules attached to the minute book*);
 - (b) To note the Bank Reconciliation of the Council's Bank Accounts as at 30th June 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 1st April 2020 to 30th June 2020 (*copy attached to the minute book*).

DATE OF NEXT MEETING: Monday 14th September 2020 at 7.30 PM or at the conclusion of the meeting of the Planning Committee.

Meeting closed at 9.54pm

_____ Chairman