

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 8<sup>th</sup> of November 2021 in the Main Hall of the Yapton & Ford Village Hall, commencing at 7.30pm.

Present: Mr Haymes (In the Chair), Mr Andrews, Mrs Pamela Evans, Mrs Vicky Newman, and Mrs Amanda Worne.

Also present: County Councillor Mrs Jacky Pendleton, District Councillor Henry Jones, Mr Gardiner (Clerk of Yapton Parish Council) and 3 members of the public.

**APOLOGIES FOR ABSENCE**

146. Apologies were received from Mr Ambler, Mr Dunkley, Mrs Greenan and Mr O'Dell.

**DECLARATIONS OF INTEREST**

147. 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**

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

**VACANCY FOR A PARISH COUNCILLOR**

149. At its 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. At this meeting and again in September, the Council agreed to advertise the vacancy in the Yapton News, on its website and on the Parish Council notice board with a revised closing date of the 31<sup>st</sup> October 2021. Interviews were scheduled to be held by the Parish Council at its meeting on the 8<sup>th</sup> November 2021. The Clerk reported that he had received no enquiries or applications for consideration.

150. 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 7<sup>th</sup> January 2022. Interviews to be held by the Parish Council at its next meeting on the 17th January 2022.

**PUBLIC QUESTION TIME**

151. The following questions / issues were raised by a member of the public present:

(a) A resident raised a query about the lack of information coming from the builders of the new developments around Yapton. There was little information on progress or on issues

to mitigate the disturbance to local residents during the building programme. Councillors present referred to various ways that they were updated on progress and a general discussion ensued on the responsibility for managing developers.

## MINUTES

152. *Resolved* - That the minutes of the meetings held on 13<sup>th</sup> September and the 11<sup>th</sup> October 2021 be approved as a correct record and that they be signed by the Chairman.

## MATTERS ARISING

153. The Clerk referred to various matters requiring update from the minutes of the meetings held on the 13<sup>th</sup> September and the 11<sup>th</sup> October 2021. The issues raised were as follows:

- (a) **Minute 125 (a) – Cars Parked on Bilsham Road** – the Clerk updated the meeting on the various replies he had received as a result of the e-mails sent following the previous meeting. Information had been received from the Anti-Social Behaviour Officers at Arun District Council on the activities that they had been carrying out and an e-mail from the Arun District Planning Compliance Unit was read out in full during the confidential part of the agenda as it contained information of a confidential nature.
- (b) **Minute 125 (b) - Street Lights in Church Road** – Following the matter being raised at the last meeting, a letter had been received from WSCC Highways requesting that the offending trees be cut back. The Clerk had requested a quotation from local company to clear the vegetation around the street lights and also around a BT pole at the Church Road entrance to the playing field. However, subsequent to receipt of the letter, the vegetation around the street lights had been cleared. The Clerk is still following up the overgrown vegetation around the BT pole at the Church Road entrance to the playing field.
- (c) **Minute 127 (c) re Minute 102 (b) - Litter Bins on the Playing Field** – The Clerk reported that he had identified a suitable bin for installation near the seat at the far end of the playing field and had consulted with our litter picker on the design. The litter picker has also agreed to empty the bin as part of his normal cleaning round. A local firm has been contacted to construct a base on which the bin can be fixed. This will be installed shortly.
- (d) **Minute 127 (d) - Re 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** – No further updates had been received from Arun District Council on these applications. The Clerk was asked to follow these up.
- (e) **Minute 127 (e) Re: Minute 104 (d) – Re: Complaint against the Parish Council** - The Clerk reported that he had written to the Complainant who responded by saying that they were not going to pursue the matter through the remaining stage of the Parish Council's Complaint Procedure, but had referred the matter to the Monitoring Officer at Arun District Council. No further updates were available at the date of this meeting.
- (f) **Minute 127 (f) – Re: Minute 104 (f) - Creation of a Wildflower Meadow on the Bund** - The Bund has been cleared and the wildflower and meadow grass seed mix sown. The two signs have been installed. The work was undertaken in September 2021.

- (g) **Minute 127 (h) – Re: Minute 107 (a) - Dog Poop Bins in Flansham** - The Clerk reported that he had contacted Mr Andrew Burns, the Chairman of the Flansham Residents Association, and informed him that he had been unable to locate the Protocol document and would need to commence the review again. He had met Mr Burns recently and requested that he send him details of the proposed location of the two bins, which he duly did, supplying photographs of the proposed sites.

The Clerk has contacted Arun District Council regarding the possible siting of the two new bins and requesting information on who would be responsible for collecting any arisings and an approximate cost of the service. Having now established contact with an officer at the District Council, the Clerk is awaiting an update on the details requested above.

- (h) **Minutes 131 – 135 - The Parish Council agreed the recommendations for the replacement of the Play Area on King George V Playing Field, Yapton** – The Clerk updated the Parish Council on the ongoing work of the Working Group and the Clerk since the approval of this project at the Parish Council at its last meeting including;
- i Preparation of the Tender Brief
  - ii Writing a Procurement Strategy
  - iii Application to join Contracts Finder – a government website designed to ensure that all contracts over £25,000 are advertised and contractors can see what is available.  
– Approval as a Buyer received this morning.
- (i) **Minutes 138 – 139 – Parish Council Allotments, Cinders Lane, Yapton** – The Clerk had been requested to contact the owners of the Allotment Site to enquire about their future intentions for the land – correspondence from the owners of the site to be considered as an item of confidential business later in the meeting.

## COUNTY & DISTRICT COUNCILLORS REPORTS

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

- ❖ Issues with the footpath over the railway line at Maypole Lane
- ❖ The road condition on Maypole lane
- ❖ North End Road – concerns around access to the school resulting from local building works
- ❖ Active Travel Fund – update on the use of the Active Travel Fund to improve the situation outside the primary school, to stop parking outside or near to the school and encourage parents to walk their children to school
- ❖ Children’s and Family Centre, Main Road, Yapton – reported that formal notice of closure had been issued
- ❖ Footpaths around Bilsham Road and Yapton Road being considered
- ❖ Funding being made available for footpaths and cycleways

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

- District Councillor had arranged a meeting with various parties including the local MP on issues arising in the North End Road area

- The possible creation of a Community Issue Company for the provision of Youth Activities based on the Children’s and Family Centre
- The promotion of the Plant a Tree initiative
- The possible creation of wildflower meadows on West Sussex County Council or Arun District Council land
- The possible acquisition of the parcel of land known as the Sheep Field on Main Road adjacent to the Drove Lane Strategic Planning site on a possible long leasehold arrangement
- Increasing anti-social behaviour activities in the area with increased police presence, and signage etc.

## CORRESPONDENCE

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

### (a) Climate and Ecological (CEE) Bill

The Council noted receipt of an e-mail (*copy attached to these minutes*) dated 7<sup>th</sup> September 2021 from the Climate and Ecological Bill Alliance which stated that “The CEE Bill Alliance recognises that Parish and Town Councils are incredibly influential with local authorities and elected politicians, and as ‘local’ organisations they are on the front line when it comes to protecting the places and communities we love and cherish”.

The e-mail asked the Parish Council if it wished to join many others across the UK to support the [Climate and Ecological Emergency \(CEE\) Bill](#) and to add its voice to those organisations calling for joined-up action that responds to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife. The e-mail further outlined that a draft [motion](#) was available to use, and a [briefing](#) document was available. The Parish Council was also encouraged to write and request the principal authorities and local MP to also publicly support the Bill.

### (b) **Queen's Green Canopy**

The Council considered the following letter from the West Sussex Association of Local Council’s (WSALC) Chairman addressed to Mayors, Chairmen and Clerks in respect of the Queen’s Green Canopy and how the council can get involved with the initiative.

*“Dear Mayor, Chairman and Clerk*

*19th October 2021*

*By now you may be aware of the intention to mark HM The Queen’s Platinum Jubilee in June 2022 with a nationwide programme of tree planting. I recently attended the launch at Ardingly by Sir Nicholas Soames, the project being led in West Sussex by the Lord Lieutenant.*

*As Chairman of the West Sussex Association of Local Councils I believe it would be a splendid way to mark the Queen’s reign if every town or parish council supported the planting of at least one tree in its community. Details of how to obtain young trees free of charge will be shown on the WSALC website.*

*In the summer of 2022 we will invite councils to submit a photograph of planting in support of the Queens Green Canopy and I hope West Sussex is at the forefront of participation.*

Yours

Douglas Denham St. Pinnock  
Chairman WSALC”

The Parish Council **resolved** to:

- (a) Note the letter dated 19<sup>th</sup> October received from Douglas Denham St. Pinnock, the Chairman of the West Sussex Association of Local Councils; and
- (b) To accept the offer from Councillor Mrs Phillipa Greenan to research the matter and to identify organisations which were prepared to supply trees for planting free of charge, and to identify possible locations for the planting of trees. It was suggested the bund further down the King George V Playing Field, once cleared, might be a possible location.

## **GRANTS TO VOLUNTARY ORGANISATIONS**

156. The Council considered three applications received from voluntary and charitable organisations for grant-aid in the current financial year (*schedule attached to these minutes*).

The Council **resolved** to:

- (a) Make a grant of £100 to the Yapton Short Mat Bowling Club;
- (b) Make a grant of £100 to Arun Community Transport; and
- (c) Decline the application from the local branch of Age Uk.

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

157. 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)**

158. The Clerk reported that a 28-page paper version of the Yapton News was being prepared for publication in November 2021 (Edition 110), which should be available for distribution on or around Friday 12<sup>th</sup> November 2021.

## **REPORTS FROM COMMITTEES**

### **ALLOTMENTS**

159. The Parish Council considered the following matters in relation to the allotments:

- (a) Councillor Andrews reported that 3 allotment holders had not been working their plots to a satisfactory standard and the Clerk would be contacting them to enquire about their wishes with the continuation of the rental of the plot. He also referred to the works being carried

out to the highway in Cinders Lane which was considerably narrowing the carriageway and wondered if traffic calming features could be installed at the sharp bend in the road.

- (b) The Council was requested to fix the allotments rentals for the next financial year. The current annual rental was increased to £36.00 for a 5-rod plot in 2020/2021. The Clerk suggested that the rentals be left at the 2021 rate for the following year.

**Resolved:** that the allotment annual rental remain at £36.00 for a 5-rod plot for the financial year 2022/2023.

## **EMERGENCY & RESILIENCE**

160. As Councillor Mrs Philippa Greenan was not present at the meeting there was no report or update provided for emergency or resilience matters.

## **PLANNING**

161. The Parish Council considered and:

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

## **PLAYING FIELD**

162. The Clerk had no further matters to report. It was noted that some issues with regard to Anti-Social behaviour had been occurring recently and the Police were increasing their patrols in the area.

## **REPORTS FROM REPRESENTATIVES**

### **163. Village Hall**

There had been no meetings of the Trustees.

### **164. 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 virtually on 29th October 2021.

## **FINANCIAL STATEMENTS**

165. The Council **resolved:**

- (a) To approve the financial statements showing the receipts and payments for the months of September and October 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> October 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> October 2021 (*copy attached to the minute book*).

**DATE OF NEXT MEETING**

166. **Monday 17<sup>th</sup> January 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 8.57pm**

\_\_\_\_\_ Chairman