

YAPTON PARISH COUNCIL

UNCONFIRMED MINUTES

A Meeting of the Yapton Parish Council was held on the 17th of January 2022 in the Main Hall of the Yapton & Ford Village Hall, commencing at 8.15pm.

Present: Mr Haymes (In the Chair), Mr Andrews, Mr Dunkley, Mrs Pamela Evans, Mrs Pippa Greenan, Mrs Vicky Newman, Mr O'Dell 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

1. Mr Ambler was not present at the meeting. PCSO Charlotte Hall had sent her apologies.

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. None were made.

VACANCY FOR A PARISH COUNCILLOR

3. At its meeting on the 4th May 2021, the Clerk reported on the resignation of Graham Holden as a Parish Councillor with immediate effect. At the July and subsequent meetings, the Parish Council agreed to the co-option of a suitable candidate to fill the current vacancy on the Parish Council. The Clerk reported that he had received no enquiries or applications for consideration.
4. 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 28th February 2022. Interviews to be held by the Parish Council at its next meeting on the 14th March 2022.

URGENT MATTERS

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

PUBLIC QUESTION TIME

6. The following question / issue was raised by a member of the public present:
 - (a) **Burdell Bridge** – a local resident raised the current state of the Burdell Bridge and suggested there was much concern and interest about the bridge's future. A Parish Councillor who lives in the vicinity of the bridge indicated that this was private property belonging to the Emerald Gardens development. This was a significant liability for the residents, and he referred to difficulties accessing S106 monies.

The Parish Council had had previous discussions on the future of the bridge but had declined to become involved due to the significant budgetary implications. The resident suggested that the community should try and discuss a way forward to preserve this historic structure for the future.

MINUTES

7. *Resolved* - That the minutes of the meeting held on 8th November 2021 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

8. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 8th November 2021. The issues raised were as follows:

- (a) **Minute 153 (b) – re 125 (b) - Street Lights in Church Road** - The Clerk had a site meeting with a local contractor regarding the overgrown vegetation around the BT pole at the Church Road entrance to the playing field. The Clerk has agreed a price of £440 to clear all the vegetation on Parish Council land on the corner of Church Road including the use of a cherry picker to clear up and around the BT pole. Work is expected to commence in the near future.
- (b) **Minute 153 (d) Re Minute 127 (d), Minute 104 (d), Minute 82 (c) - Asset of Community Value — Expiry of Five-Year Listing Period for the following asset: ACV73 — Maypole Inn, Maypole Lane, Yapton** – An e-mail was received following a phone call from Danial Carman on the 3rd December 2021, from Karen Garner, Local Land Charges & Property Gazetteer at Arun District Council requesting much more detailed information to be supplied in support of the application.

The Clerk wrote to all Parish Councillors on the 17th December requesting some assistance in compiling the additional information. Only 1 response had been received to date. Various suggestions regarding the source of information was suggested.

- (c) **Minute 127 (h) – Re: Minute 107 (a) - Dog Waste 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 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.

Hannah Thresher, Senior Cleansing Officer from Arun District, has been in contact with information about the arrangements and costings for the provision of Dog Waste Bins in Hoe Lane. The Clerk arranged a site meeting with Hannah and another colleague together with Mr Burns of the Residents Association. The R.A. had previously requested two new

bins, but having walked down Hoe Lane, a site was agreed on the verge by the entrance to the Bilsham/Yapton Footpath. A green waste bin could be provided.

The one off cost of the bin and its installation would be:

£246.55p - to supply a dog bin (One off)

£50.00p - to pay for fitting of said bin (One off, unless moved)

£290.22p – annual service charge incl future maintenance (Yearly fee) of bins fitted subject to this agreement.

The Parish Council **resolved** to place an order with Arun District Council for the supply and installation of one green Dog Waste Bin at a cost of £296.55 to supply and install the bin and an ongoing annual service charge of £290.22.

- (d) Minute 155 (d) – Queen’s Green Canopy – Councillor Mrs Pippa Greenan updated the Parish Council on the research she had undertaken in support of this initiative. The Parish Council resolved to support the installation of trees on the section of the bund backing onto the open fields in the north-east section of the playing field.

Mrs Greenan would contact the supplier of the trees after working out how many required for the agreed location, and would recommend when the best time for planting the trees would be.

COUNTY & DISTRICT COUNCILLORS REPORTS

9. County Councillor Mrs Jacky Pendleton was present and raised the following matters of interest to the meeting:
- (a) **Children’s and Family Centre** – it was reported that West Sussex County Council had declared the centre surplus to requirements. There had been 3 applications expressing an interest and it was stated that it would be a very useful community asset in the future;
 - (b) **Land on Main Road, Yapton** – it was reported that after making enquiries of the site West Sussex County Council were not showing any interest in this land. It was suggested that the Parish Council should consider what to do with the land, and possibly including the land opposite at the end of Canal Road. The land could be planted with wildflower seeds to create a wild flower area.
 - (c) **Fire in a detached property in Middleton** – the County Councillor had been present at a recent presentation following a house fire in Middleton. She suggested that this could be of interest to the parish council including running a presentation on the issue in the future.
10. District Councillor Mrs Amanda Worne was present and raised the following matters of interest to the meeting:
- (a) **Community Speedwatch** – Councillor Mrs Worne referred to the information she had supplied to the Clerk which the Clerk confirmed had been used as an update in the latest Yapton News. Two members of the group were present and it was suggested they could give an update to a future meeting of the Parish Council;
 - (b) **Strategic Plan for North End Road** – it was reported that a meeting had been held to discuss a strategic plan which was being developed covering the area in North

End Road around the School. This might include a proposal for a walking bus to school and better use of footpaths and cycle routes. It was noted that discussions were taking place with developers. The Clerk was unaware of this initiative and requested that he was kept informed;

- (c) **Arun District Council Planning Advisory Committee for Clymping, Ford and Yapton** – an update on the major applications was provided;
- (d) **The Sheep Field, Yapton Road** – Councillor Mrs Worne indicated that the developers of the strategic housing site in Drove Lane were minded to gift this piece of land to the Parish Council. The Clerk reminded Members that if they had not received a specific delegation from the Parish Council then they had no authority to make decisions or enter into commitments until a discussion at the Parish Council had taken place. The Clerk also suggested that he should be in attendance at such meetings with developers.

CORRESPONDENCE

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

(a) Fire Service public consultation

The Parish Council noted the attached e-mail dated 17th November 2021 (*copy attached to these minutes*) from the Chief Fire Officer regarding a proposed consultation on the future direction of the Fire Service. The Parish Council **resolved** not to respond to the consultation proposals attached.

(b) Great British Spring Clean - 25 March — 10 April 2022

The Parish Council noted the "Save the Date" information received from the Keep Britain Tidy Group regarding their proposed Great British Spring Clean to be held from 25th March to 10th April 2022. Councillor Mrs Amanda Worne offered to organise an event during the "Spring Clean" period and a discussion would be held at the Parish Council meeting in March 2022.

(c) Highways England — Proposed Public Consultation on A27 proposals around Arundel

The Parish Council noted that following the issue of a recent public notice in early January 2022, National Highways had referred to a proposed public consultation on a revised scheme for the A27 around Arundel. A Statement of Community Consultation (SOCC) had been made available for inspection by the public, which could be viewed free of charge at www.nationalhighways.co.uk/a27arundel. National Highways would be undertaking a statutory consultation and invited comments on the scheme from January 11 to 11.59pm on March 8.

A discussion ensued during which it was noted that the Parish Council had previously responded to an earlier set of proposals. It was pointed out that the junctions at Ford Lane and Yapton Lane need to be constructed to cope with future traffic volumes especially with all of the housebuilding in the Arun District currently under construction.

The Council noted the proposed consultation and Councillor Mrs Vicky Newman offered to prepare a response on behalf of the Parish Council, and Members were requested to send comments to her by the end of February 2022.

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 28-page paper version of the Yapton News was being prepared for publication in January 2022 (Edition 111), which should be available for distribution on or around Friday 21st January 2022.

REPORTS FROM COMMITTEES

ALLOTMENTS

14. The Parish Council considered the following matters in relation to the allotments:
 - (a) The Parish Council noted that the legal transfer of the ownership of the Cinders Lane Allotment Site in Cinders Lane, Yapton to the Parish Council had been completed on the 6th January 2022. The transfer of the land was completed at no cost to the Parish Council and the process is underway to register the land under the Allotment Acts to ensure it continues to be used as an Allotment Site in the future. The Parish Council is very grateful to the landowners for their generosity in transferring the ownership of the land to the Parish Council. The Allotments will continue to be managed in the same way as present and annual fees will continue to be payable to the Parish Council at £36 per annum based on a 5-rod plot.
 - (b) Councillor Andrews 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. The developers had suggested that the Parish Council should contact the Planning Authority if they wished the plans to be amended. Suggestions had been made to improve the access to Cinders Lane from Park Drive.
 - (c) Councillor Andrews agreed to liaise with Councillor Dunkley regarding the details of a resident who had been promised a plot but had been waiting some considerable time.

EMERGENCY & RESILIENCE

15. Councillor Mrs Philippa Greenan stated that there was no report or update on emergency or resilience matters.

PLANNING

16. The Parish Council considered and:
- (a) received the minutes of the meeting of the Planning Committee held on 8th November 2021 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in November and December 2021 (*schedule attached to these minutes*).

PLAYING FIELD

17. The Clerk referred to the 6 bids which had been received by today's closing date for the receipt of bids, which would now be considered by an evaluation panel tasked with recommending a preferred contractor to the Parish Council. The Council had previously agreed to a delegation to progress the selection of the preferred contractor. The Council hopes to complete the installation of the new play area in time for the Queen's Jubilee weekend in early June.

REPORTS FROM REPRESENTATIVES

18. **Village Hall** - There had been no recent meetings of the Trustees.

CONSIDERATION OF THE 2022/2023 PARISH COUNCIL BUDGET AND SETTING OF THE PARISH PRECEPT (COUNCIL TAX) FOR 2022/23

19. 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 (2021/22) and the estimates of expenditure and income for 2022/2023 (*copy attached to minute book*).
20. Members noted that the forecast total expenditure for revised estimates for 2021/22 was £71,790, and the expected income and grants receivable from services was £5,260 giving a net expenditure £66,530. This was £2,700 less than originally budgeted.
21. The Clerk pointed out that the forecast total expenditure for 2022/23 was £77,760, and the expected income and grants receivable from services was £4,750 giving a net expenditure £73,010. 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.
22. The Clerk advised that the provisional budget for 2022/23, 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 some exceptions resulting in a net increase (growth) in expenditure of £3,960, including inflation of £1,760, as listed in the report, had been included in the 2022/23 budget to deal with these increasing requirements.
23. A new provision of £5,000 had been included in the draft estimates 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.

24. The Clerk referred to an analysis set out in the report of the Reserves and Working Balances brought forward from the 2020/21 financial year. This identified an unspent balance of £2,467 for future work on the Yapton Neighbourhood Plan and a balance of £10,000 brought forward in the Election Reserve, with a net balance in general reserves brought forward at 1/4/21 of £23,159 to cover the Council's routine expenditure and contingencies. The revised budget had assumed a net contribution of £3,710 to overall reserves.
25. The Council had been notified by Arun District Council that the Band D equivalent taxbase for 2022/23 had been calculated at 1581. This is a 4.7% (up from 1509) increase and would generate income from increased council tax receipts at the current rate of tax of some £3,346. 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 2022/23 (e.g. Cinders Lane Nursery, Land off Burndell Road and in North End Road) likely to be completed and occupied during the next financial year.
26. 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 2022/23. On the 16th December 2021, The Secretary of State for Levelling Up, Housing and Communities presented a written statement on the local government finance settlement for 2022/23. 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 2022/23. The Government would take careful account of the increases set by parishes in 2022/23 when reviewing the matter ahead of future year's settlement.
27. 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 limit the call from reserves and working balances. The report had assumed an increase of 2% from 1st April 2022.
28. The Council agreed that the budget, resulting in the Council's net expenditure of £73,010 was needed in 2022/23 to maintain its local services. The report pointed out that significant sums were being included in the capital budget to replace the ageing play area facilities on the King George V Playing Field funded from CIL and S.106 contributions to re-invest in modern facilities. The total budget for this project was agreed at £110,000, and bids were currently being invited.
29. Following a robust and detailed discussion it was agreed that the Council Tax needed to fund the proposed budget for 2022/23 should be increased by 2%. This would result in a precept of £74,480. This would produce an average Band D council tax of £47.36, which represents an annual increase of £0.93 on last year's figure (equivalent to a weekly increase of approximately £0.02 per Band D property).
30. The estimated total balance remaining in Reserves, after taking into account the proposed 2% increase in Council Tax in 2022/23 would be £41,186, after allowing for a small net contribution to reserves of £3,740 in 2021/22 and a net contribution of £1,850 in 2022/23.

31. ***The Parish Council resolved that:***

- (a) The approved forecast total expenditure for 2022/23 of £77,760, and the expected income from services and grants of £4,750 giving a net expenditure to be met from Council Tax and Reserves of £73,010;
- (b) The Council noted the tax base for Yapton for 2021/22 of 1581;
- (c) The Council agreed to support the budget by making a contribution of £1,400 in 2021/22 and £0 in 2022/23 from the Yapton Neighbourhood Plan Reserve and making a contribution of £5,110 in 2021/22 and £1,850 in 2022/23 to the General Reserve, leaving the balance to be met by the actual precept, resulting in a precept of £74,880;
- (d) The Council Tax for the Parish of Yapton for 2022/23 be increased by 2% producing a Band D Council Tax of £47.36 (£46.43 + £0.93); and
- (e) That the Yapton Parish Council precept for the year 2022/23 be set at £74,880 (£47.36 x 1581) to cover the estimated cost of maintaining the facilities and local services as set out in the Clerk's report.

FINANCIAL STATEMENTS

32. The Council ***resolved:***

- (a) To approve the financial statements showing the receipts and payments for the months of November and December 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 31st December 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 1st April 2021 to 31st December 2021 (*copy attached to the minute book*).

DATE OF NEXT MEETING

33. **Monday 14th March 2022 at 7.30 PM or at the conclusion of the Planning Committee Meeting of the Parish Council whichever is the later.**

Meeting closed at 10.10pm

_____ Chairman