

YAPTON PARISH COUNCIL

A Meeting of the Yapton Parish Council was held on the 8th of March 2021 virtually using Microsoft Teams, commencing at 7.45pm.

Present: Mr Stephen Haymes (Chairman), Mr Derek Ambler (audio only), Mr Peter Dunkley, Mrs Philippa Greenan, Mrs Vicky Newman and Mrs Amanda Worne.

Also present: Mr Gardiner (Clerk of the Council), County Councillor Mrs Jacky Pendleton and 2 members of the public.

APOLOGIES FOR ABSENCE

40. Apologies were received from Councillor Graham Holden for this meeting due to a clash with business commitments.

DECLARATIONS OF INTEREST

41. 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.

CO-OPTION OF PARISH COUNCILLORS

42. The Council interviewed three prospective candidates who had applied to be co-opted to the Parish Council. The Council was seeking to fill by co-option the three vacant Parish Councillor positions following the death of the late Anthony Kendall in 2020 and the resignations of Michael Pickthall and Doug Maw for personal reasons. Each candidate was invited to give a brief presentation of up to 5 minutes and then answered a series of set questions by the members of the Parish Council.

43. The Parish Council **resolved** to co-opt the following three candidates to the vacant positions on the Council:

- a. Mr Mark Andrews
- b. Mrs Pamela Evans
- c. Mr Michael O'Dell

APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES

44. The Council noted the following vacant positions on the Parish Council but decided not to deal with any of the positions until the Annual Meeting of the Parish Council in May 2021:

Committees and Sub-Committees —

Allotments Committee — one vacant place

Emergency & Resilience Committee — one vacant place
Playing Field Committee — one vacant place

Joint Western Arun Area Committee — one vacant place

Working Groups — all places currently filled

Outside Bodies — West Sussex Association of Local Councils — one place vacant

DATE AND TIMING OF FUTURE MEETINGS

45. The Parish Council was asked to consider the date and timing of the next meeting of the Parish Council and Planning Committee which would normally be on the second Monday in May, i.e., 10th May 2021. Under the Coronavirus legislation passed in 2020, the ability to hold remote meetings expired on the 7th May 2021. If the May meetings of the Parish Council are to be held remotely then the Parish Council would need to comply with Standing Order 5 (b) which states that "In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides."
46. The Parish Council **resolved** to bring its May meetings forward to the previous week to allow a remote meeting to take place on Tuesday 4th May 2021 should the regulations not be extended. This would include the Annual Parish Meeting.

URGENT MATTERS

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

PUBLIC QUESTION TIME

48. The following question / issues was raised by a member of the public present:
 - (a) A resident asked if the Council was in receipt of S.106 or CIL monies and what plans it had for spending these resources. It was accepted that most of these funds are allocated to other authorities. The Chairman of the Planning Committee responded by saying that most of these are assigned to specific uses. Some issues of an infrastructure nature had been included in the emerging Neighbourhood Plan, such as a new Cycleway to provide a safe cycling route to Barnham. There were monies to improve road safety around the Primary School and further monies to provide off-site play facilities. The Council was currently in discussion with Arun District Council on releasing funds for upgrading and improving play facilities in the village.

MINUTES

49. *Resolved* - That the minutes of the meeting held on 18th January 2021 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

50. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 18th January 2021. The issues raised were as follows:

- (a) **Minute 10 (c) – Bund Maintenance** -the Clerk reported that he had had a discussion with District Councillor Mrs Amanda Worne regarding the wildflower/wild garden provision which had been carried out by Arun District Council in parts of the Parish. Councillor Mrs Worne had suggested that discussions should take place now so that any seeding could be made to the Bund area in the autumn. The Clerk suggested that a meeting be held with Councillor Mrs Worne, Councillor Peter Dunkley, and that an invitation be extended to Mr Will Cronin, a local landscape gardener, to discuss what needs to be done to prepare the area for the seeding later in the year.
- (b) **Minute 14 (d) – Red Telephone Box – Bilsham Road** - the Clerk reported on discussions held between him and Pippa Quigley who was taking on responsibility for improving the telephone box prior to it becoming a book exchange. She had arranged for the windows, some of which were broken/damaged, to be inspected and had received a quotation from Wizard Windows, Ford, who would replace all the windows in the telephone box in a similar fashion to those already there for £545.

The Clerk reported that a total sum of £525 was available in unspent budgets which could be used to fund these works:

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|--|-----------|
| Bus shelters | £200 |
| Maintenance of the telephone box | £100 |
| Maintenance of the notice board | £100; and |
| Provision for Village Hall car park lighting maintenance | £125. |

The Council **agreed** to the use of these budgets in funding the works.

- (c) **Minute 24 – Playing Field** – The Clerk referred to receipt of an e-mail from Rachel Anderson from Arun District Council, in response to our request for details of Section 106 monies being available to use in Yapton. The Clerk suggested that a discussion on this take place later in the meeting.

COUNTY & DISTRICT COUNCILLORS REPORTS

51. County Councillor Mrs Jacky Pendleton presented a verbal update covering the following topics:
- ❖ Early Health – a review of provision for families who are vulnerable or in need. It was noted that the existing Children & Families Centres were not meeting current needs.
 - ❖ Ford Energy Recovery Facility – an update on the latest application and the changes made were provided. The application is likely to be considered late this year.
52. District Councillor Mrs Amanda Worne presented a verbal update covering the following topics:
- Issues concerning a dangerous wall which had been removed;
 - Assisting West Sussex County Council with a personal accident which had occurred in North End Road following the appearance of a hole;

- The shortage of Dog Bins in the area;
- Installation of a new litter bin opposite the Bilsham Stores in Bilsham Road;
- Work on improving the Red Telephone Box in Bilsham Road which could also be used as a location for a Defibrillator in future.

REPORT / UPDATE FROM THE LOCAL PCSO

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

CORRESPONDENCE

54. The following items of correspondence had been received since the date of the last meeting and were considered by the Council:

- (a). The Council noted receipt of an e-mail from a local family concerning the Twitten which runs between Church Road and North End Road. (*Copy of e-mail attached to these minutes*). County Councillor Mrs Jacky Pendleton reported that the twitten had been inspected and was totally clear and there were no health and safety issues identified. There was some evidence that hedges need to be trimmed back. It was suggested that a community group could take on the improvement and upkeep of the twitten, with the Local Rangers providing support and advice where necessary.

AWARD OF CONTRACTS FOR LITTER PICKING / COLLECTION AND ALLOTMENT GRASS CUTTING IN 2021/22

55. The Council received a schedule of quotations (*confidential copy attached to these minutes*) received from those individuals and companies who wished to be considered for the provision of the following contracts. Out of 16 invitations sent to potential bidders, 4 were received for the Grass Cutting at the Allotment Site and 2 were received for the Litter Picking contract.

56. The Council considered the list of quotations received and awarded the contracts to the following bidders:

- (a) Litter picking/collection on the King George V Playing Field – Mr William Cronin (Excelsior Landscaping); and
- (b) Grass Cutting at the Cinders Lane Allotment Site - Mr William Cronin (Excelsior Landscaping), based on 17 cuts.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

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

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

58. The Clerk reported that a 32-page paper version of the Yapton News had been prepared for March 2021 (Edition 106) which should be available for distribution on Friday 12th March 2021.

59. Due to the Coronavirus National Lockdown, the Clerk suggested that the Parish Council should find an alternative method of delivery, rather than using its usual volunteers and Councillors to deliver the Yapton News to all households in the parish.
60. The Clerk had been in touch with the local company, Dor-2-Dor (Chichester) Ltd, who had carried out the delivery of the January edition of the Yapton News, and were prepared to deliver to all the households in the Parish for the sum of £300 (plus VAT). The Company would collect the printed magazines from the printers and would deliver them sometime after the publication date of the 12th March 2021. The Parish Council *resolved* to engage Dor-2-Dor (Chichester) Ltd, to collect the printed magazines from the printers and to deliver the magazines to all the households in the Parish sometime after the publication date of the 12th March in the sum of £300 (plus VAT).

REPORTS FROM COMMITTEES

ALLOTMENTS

61. The Clerk reported that there was currently a waiting list for the Allotments. There had been some issues with the gate locks and car parking by contractors working on the new housing site further down the lane.

EMERGENCY & RESILIENCE

62. Councillor Mrs Philippa Greenan updated the Council on the work and initiatives undertaken locally. With the regard to the latest lockdown, volunteers were assisting with the Vaccination Centre at the Bognor Medical Centre, and in collecting and delivering prescriptions to residents.

PLANNING

63. The Council considered the following and:
- (a) received the minutes of the meeting of the Planning Committee held on 18th January 2021 (*copy attached to these minutes*);
 - (b) received details of the planning decisions made by Arun District Council in January and February 2021 (*schedule attached to these minutes*).

PLAYING FIELD

64. The Clerk updated the Council on the following matters:
- a. The Clerk had accepted the quotation for the repairs to the safety surfaces;
 - b. The work by a local contractor to replace the fence posts on the section of fencing running parallel to Warmere Court, and the provision of a new gate, replacement

automatic gate closures and some other minor maintenance issues, had recently been completed.

- c. Consideration of the wild (flower) garden should be carried out now with planting done in the autumn. It was suggested that Will Cronin from Excelsior Landscaping to be approached for advice;
 - d. Some minor repairs and painting on the gym equipment had been completed.
65. It was reported that Officers from Arun District Council had been in touch with the Clerk concerning the high level of use that was being experienced on the Skatepark which is effectively closed during the lockdown. Arun District Council had agreed to provide Mobile Patrols to cover the Skatepark at no cost to the Parish Council and had requested that some improvements to the signage should take place.
66. The Clerk had recently received a reply from Arun District Council indicating that the review of the Section 106 monies relating to Yapton had been completed. The Parish Council was due to get a total of £80,000 in receipts from two planning applications dating back to 2013 and 2014. £70,000 of this money was to be used towards play facility enhancements and £10,000 as a contribution for public space enhancements.
67. Councillor Mrs Newman suggested that funds could be allocated on smartening up the entrance points to the village and to prevent parking on verges. Councillor Mrs Worne suggested that monies could be utilised to provide lighting for the Skatepark area on the Playing Field.
68. Councillor Holden and Councillor Worne had previously agreed to meet with the Clerk to discuss the utilisation of any monies due to Yapton and make recommendations to a future Parish Council meeting. However, it was felt that a Steering Group of Parish Councillors and Local Residents could be set up to review the provision and make suggestions for the utilisation of resources available. Councillors Dunkley, Greenan, Newman and Worne offered to be on the Steering Group. The Steering Group would be advertised on Facebook and the Website.

REPORTS FROM REPRESENTATIVES

69. The following reports from representatives on various bodies were received by the Council:

(a) **Village Hall**

There had been no meetings of the Trustees. The Chairman (Councillor Ambler) reported that they had been managing financially through the Pandemic period of closure of the Hall.

(b) **West Sussex Association of Local Councils (WSALC Ltd) AGM – 25th February 2021**

The Chairman reported that he and the Clerk had attended the AGM of WSALC Ltd which had been quite a long a difficult meeting. Following the resignation of the Chairman and various Directors it was hoped to appoint a new Board to take forward the County Association in the future and to ensure the proper provision of support services to all West

Sussex Town and Parish Councils. It was also anticipated that the WSALC should join with the East Sussex Association of Local Councils to provide a wider basis from which support services could be provided.

The Parish Council **resolved** to continue with its members of the West Sussex Association of Local Council and to pay the subscription due on the 1st of April 2021.

The Chairman also reported that he had attended an extraordinary annual meeting of the Arun District Association of Local Council. A new Chairman, Vice-Chairman and Secretary had been appointed and two new Directors appointed to the WSALC Ltd Board of Directors.

The Parish Council **resolved** to re-join the Arun District Association of Local Councils and to pay the subscription of £15 when requested.

APPOINTMENT OF INTERNAL AUDITOR

70. The Clerk reported that with the production of the Parish Council's Accounts for 2020/21 fast approaching, an Internal Auditor needed to be appointed. The Clerk had been in touch with Rachel Hall, of R S Hall & Co who performed the Internal Audit in 2019/20, and she had signified that she would be happy to act as the Council's Internal Auditor in 2020/21 financial year.
71. The Parish Council resolved to confirm the appointment of Rachel Hall of R S Hall & Co, a firm of local accountants, as Internal Auditor to the Parish Council, and agreed the detailed terms of the appointment with a fee of £250 for the work.

FINANCIAL STATEMENTS

72. The Council **resolved**:
- (a) To approve the financial statements showing the receipts and payments for the months of January and February 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 28th February 2021 (*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 and the Deposit Fund Statement;
 - (c) To note the summary of income and expenditure over the various budget heads for the period 1st April 2020 to 28th February 2021 (*copy attached to the minute book*).

DATE OF NEXT MEETING

73. **Tuesday 4th May 2021 at 7.30 PM or at the conclusion of the Annual Meeting of the Parish Council whichever is the later.**

Meeting closed at 10.15pm

_____ Chairman