

YAPTON PARISH COUNCIL

MINUTES

A Meeting of the Yapton Parish Council was held on the 9th November 2020 virtually using Microsoft Teams, commencing at 7.48pm.

Present: Mr Stephen Haymes (Chairman), Mr Peter Dunkley, Mrs Philippa Greenan, Mr Graham Holden, Mr Doug Maw, and Mrs Vicky Newman.

Also present: Mr Gardiner (Clerk of the Council), County Councillor Mrs Jacky Pendleton and 2 members of the public. Lisa Griffiths, Steve Culpitt, MD of Seaward Properties and Ian Johnson of Luken Beck were present for the Bonhams Field Planning Application

APOLOGIES FOR ABSENCE

112. Apologies were received from Parish Councillor Mrs Amanda Worne who was unable to join the meeting due to a clash with an Arun District Council meeting.

DECLARATIONS OF INTEREST

113. 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

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

PUBLIC QUESTION TIME

115. There were no public questions, however Mr Jim Payne reminded the Council that he was intending to hold a brief Act of Remembrance at the Memorial Plaque outside the Village Hall at 11am on Wednesday 11th November 2020. The Chairman would be laying a wreath on behalf of the Parish Council.

PARISH COUNCILLORS

116 Co-option of Parish Councillors - The Clerk updated the meeting with regard to the current position concerning the recruitment and possible co-option of two Parish Councillors to replace the late Anthony Kendall and also following the resignation of Michael Pickthall. Two applications have been received for the current vacancies, one before the closing date and one the week after the closing date. The Clerk recommended to the Council that the recruitment process be extended for a further two months to allow for more advertising on the parish notice board and in the Yapton News, with the closing date set for the end of December to allow for a special meeting to consider any applicants to be held in mid-January 2021. The Council agreed to the Clerk's recommendation.

- 117 **Appointments to Committees, Sub-Committees and Representatives on Outside bodies** - The Clerk referred to the vacancies which were set out on the agenda paper in relation to committees working groups and outside bodies which had resulted from the non-filling of the vacant positions. The Parish Council agreed that it would not deal with any of the vacant positions until such time as the Council was able to co-opt the two new members following the recruitment process to replace the late Anthony Kendall and following the resignation of Michael Pickthall.
118. **Staffing Committee** - The Clerk pointed out that there was an exception to the above regarding the Staffing Committee which is normally comprised of the Chairman, the Vice-Chairman and one other parish councillor. Following the election of Councillor Peter Dunkley to the position of vice chairman at the last meeting, one vacant position remained on this committee. The committee normally meets prior to the budget setting meeting of the parish council in January of each year, and the Clerk suggested that a meeting should be held sometime prior to that meeting in mid-January. The Chairman asked if there were any nominations for this committee position and Councillor Philippa Greenan volunteered herself. The council agreed to Councillor Greenan taking the vacant position for the remainder of this civic year.

MINUTES

119. *Resolved* - That the minutes of the meeting held on 14th September 2020 be approved as a correct record and that they be signed by the Chairman.

MATTERS ARISING

120. The Clerk referred to various matters requiring update from the minutes of the meeting held on the 14th September 2020. The issues raised were as follows:
- (i) **Minute 95 (i) - Installation of a bund – King George V Playing Field Boundary with Village Hall Car Park:**
- a. The Clerk referred to the quotation which had been received from Man-About-the-House in the sum of £2,354 to reshape the bund into a more pleasing and uniform shape, remove the height of the bund at the far end of the field next to the open fields by approximately 12 inches, provide for a uniform size pedestrian access to the playing field at various points, to cover some of the bollards which had become exposed and generally remove any large stones or dangerous items which have become exposed due to the settling of the bund. The bund would also be seeded with grass seed. The Clerk confirmed that the quotation had been agreed and the works were now in hand;
 - b. The question of using weedkiller on the large section of the bund prior to it being made ready for the creation of a wild-flower garden was discussed. The quotation had suggested using the product “RoundUp” and this had had mixed reviews on safety and environmental grounds. The Clerk stated that a decision on which product to use did not need to be made until the spring of next year;

- c. A proposal was put forward by Councillor Maw and seconded by Councillor Holden that the Council should decide at this meeting not to use any products containing Glyphosate in future application of weedkiller on the bund. A vote was taken which was tied 3 in favour and 3 against. The Chairman used his casting vote to indicate that the Council should wait and make a decision when the Clerk had found suitable alternatives.
 - d. The Clerk reported that the cost of weedkilling in the spring would be met from the Playing Field maintenance budget.
- (ii) **Minute 99 (c) Special Recognition Volunteer Award** – The Clerk informed the Council that following her nomination at the last meeting, Councillor Phillipa Greenan had recently been awarded The Special Recognition Volunteer Award by the High Sherriff of West Sussex which was awarded to residents in West Sussex who had acted in a voluntary capacity throughout lockdown and beyond.
- (iii) **Minute 101 - Grants to Voluntary Organisations 2020/21** – The Clerk reported that he had received messages of grateful thanks from many of the organisations which received grants awarded at the last meeting.

COUNTY & DISTRICT COUNCILLORS REPORTS

121. County Councillor Mrs Jacky Pendleton referred to her written report which had been circulated prior to the meeting. Mrs Pendleton presented a verbal update stating that she had few items to report on.
122. District Councillor Mrs Amanda Worne was not in attendance at the meeting.

REPORT / UPDATE FROM THE LOCAL PCSO

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

CORRESPONDENCE

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

(a) **Rural Community Energy Fund**

The Council noted that an enquiry had been received from Councillor Holden as to whether the Parish Council had considered applying for "Rural Community Energy Fund" grants in the past? He referred to grants that are currently available for feasibility studies on community and locally owned renewable energy generation. Councillor Holden referred to Pagham Village Hall which have some solar panels, and he was wondering if this is something we would or have considered in the past?

Resolved: That Councillor Holden be asked to look into this matter and report back

(b) Rampion 2 - Community Project Liaison Group Invitation

The Council noted receipt of an e-mail dated 21st September which had been received from Paula Seager, Natural PR, Independent PLG Chair and Facilitator, on behalf of Rampion 2 (*Copy attached to these minutes*). Rampion 2 is seeking nominations from the Council to participate in future **Community PLG** meetings to represent the Council's area of interest. Initially, Rampion anticipate there being three meetings in the first 12 months, with the frequency of meetings being reviewed thereafter.

Resolved: That Councillor Holden be nominated to attend the Community PLG meetings and to report back.

(c) Standards Matter2 – Public Consultation and Public Sector Surveys

The Council noted an email had been received from SSALC dated 21st October 2020 (copy attached to these minutes). The Committee on Standards in Public Life had recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The e-mail set out the terms of reference of the review, a series of questions to be used as the basis of any response and the link for the consultation. Responses to the consultation are due to close at 5pm on the 4th December 2020.

Resolved: The Parish Council decided not to respond to this consultation

(d) West Sussex Association of Local Councils (WSALC)

(i) Open letter to all Chairs and Councillors of Parishes in West Sussex – The Council noted an open letter (*Copy attached to the minutes*) dated 28th October which had been received from the Board of the WSALC concerning the Value for Money review currently being undertaken by the board of WSALC Ltd.

(ii) West Sussex ALC Survey – The Council noted receipt of an e-mail dated 23/10/2020 from Joanna Cadman, Administrator, West Sussex ALC Limited with a link to West Sussex ALC Ltd's survey for all member councils, which forms part of the Value for Money exercise currently being undertaken. The e-mail stated that, as requested in the survey, WSALC would appreciate Clerk's taking this survey to their Council, and look forward to receiving a completed response before the end of November. A further e-mail was sent indicating that there were a couple of errors on the survey, which have now been rectified. The new version, link below: <https://bit.ly/3knSYmB>

The Parish Council has been asked to answer the questions on services for the financial year 1st April 2019 to 31st March 2020 and all questions from 17 onwards from the 1st April 2016 to 31st March 2020, to give a wider view on these questions

Resolved: That the Clerk be authorised to complete the survey on behalf of the Council, in consultation with the Chairman.

(iii) WSALC Value for money project - Letter from the Chair of the Mid Sussex Association of Local Councils – The Council noted the letter dated 28th October 2020 (*Copy attached to the minutes*).

Resolved: That the contents of the letter be noted and that the Council endorses the following motion to be presented to the Annual General Meeting of the WSALC on the 2nd December 2020.

- The Company Directors cease to progress the current value for money study;
- The Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element;
- The Company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework; and
- That the current
- Chairman and Vice Chairman of WSALC stand down.

(iv) West Sussex ALC Limited: Notice of Annual General Meeting 2020

The Council noted receipt of the following papers (copies attached to the minutes) for the West Sussex ALC Ltd AGM commencing at 10.00am on Tuesday 10th November 2020 by Zoom:

- a) West Sussex ALC Ltd AGM Agenda
- b) Draft Minutes of West Sussex ALC Ltd AGM held on 3rd October 2019
- c) West Sussex ALC Ltd Annual Report 2019-20

A subsequent e-mail was received changing the date of the meeting to 2nd December 2020.

Due to a Zoom capacity limit of 300 it was noted that no more than two pre-booked representatives from each member Council could attend the AGM and forum. Voting will be carried out by Zoom poll and a recording of the meeting and subsequent Q&A forum will be circulated to all member Councils.

Resolved: That the Parish Council confirm that the Chairman and the Clerk be authorised to attend the AGM, with the Chairman having voting rights on behalf of the Council.

TRAINING AND DEVELOPMENT OF MEMBERS/STAFF

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

PARISH COUNCIL MAGAZINE (YAPTON NEWS)

126. The Clerk reported that a 28 page paper version of the Yapton News had been prepared for November 2020 (Version 104) which should be available for distribution on Friday 13th November 2020.

127. 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.

128. The Clerk had located a local company, Dor-2-Dor (Chichester) Ltd, who 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 13th November. 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 13th November in the sum of £300 (plus VAT).
129. The Clerk reported that it is the Council's usual practice at this time of the year, to give each member of the local delivery team (excluding Parish Councillors) a small value gift voucher as a token of the Council's gratitude for the work they do throughout the year in delivering the Yapton News across the parish. The Council agreed to award each person a voucher to the value of £15, and the Clerk would make arrangements to send these direct to each persons home address.

REPORTS FROM COMMITTEES

ALLOTMENTS

130. The Clerk reported that there was currently a waiting list for the Allotments and that trees were being acquired to be planted, by the allotment plotters, along the boundary with the new properties. These would grow to a height of 8 feet and be looked after by the adjacent plotter.
131. 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 site rental will continue at the rate of £500.00 in 2021. The Clerk suggested that the rentals be left at the 2020 rate for the following year.

Resolved: that the allotment annual rental remain at £36.00 for a 5-rod plot for the financial year 2021/2022.

EMERGENCY & RESILIENCE

132. Councillor Mrs Philippa Greenan updated the Council on the work and initiatives initially undertaken locally
- a. Councillor Greenan had held a virtual meeting, with the Clerk's assistance of the Joint Committee of the 4 local parish Councils (Clymping, Ford, Walberton & Yapton);
 - b. The Joint Committee had been asked to recruit an Emergency and Resilience Co-ordinator for each parish council area;
 - c. Councillor Greenan would be e-mailing all volunteers from the list provided by the previous co-ordinator to check on their availability in the future;
 - d. With the regard to the latest lockdown, all volunteers who had come forward in March 2020 have been contacted to enquire as to their availability to help in the current lockdown;
 - e. All business and the local pharmacy had been contacted to ascertain what help might be needed in the coming weeks;

- f. The Parish Council *resolved* at appoint Councillor Philippa Greenan as the Emergency and Resilience Co-ordinator for Yapton Parish Council to replace Sheena McKenzie who resigned earlier in the year. The Clerk would notify the Emergency Planning Sections at West Sussex County Council and Arun District Council of this appointment.

PLANNING

133. The Council considered the following and:

- (a) received the minutes of the meeting of the Planning Committee held on 14th September 2020 (*copy attached to these minutes*);
- (b) received details of the planning decisions made by Arun District Council in September and October 2020 (*schedule attached to these minutes*).

PLAYING FIELD

134. The Clerk updated the Council on the following matters:

- a. Maintenance works had been carried out to the play equipment, including the removal of one item which had reached the end of its useful life;
- b. The Clerk had surveyed the safety surfaces in the play area and had obtained a quotation. The value of the quotation was such that at least one other quotation would be required;
- c. The Clerk reported that a small section of fencing on the western boundary had been damaged and collapsed. The Clerk sought to make the area safe using Heras fencing and the repairs were carried out as a matter of urgency to make the area safe;
- d. Safety works had been identified as needing urgent repair to the Skatepark where protruding bolts had come to light on the wooden sleepers and cracks on the running surface needed attention. This work has been completed;
- e. The height barrier to the lower car park needed welding repairs and the key mechanism would be replaced;
- f. 6 litter bins around the recreation and gym equipment areas needed drilling to provide drainage and new padlocks were being provided so the bins could be removed and emptied properly.

135. Following consideration of the above matters, Councillor Graham Holden enquired as to whether there were Section 106 monies, negotiated on some recent planning applications, which could be used to replace / renew / repair the ageing play equipment on the playing field. A year ago, he had sought to get information from Arun District Council on the outstanding Section 106 obligations and update the Council. The Clerk reminded the Council that a former parish councillor had prepared a spreadsheet showing the outstanding amounts. Councillor Holden would update the information on behalf of the Parish Council.

REPORTS FROM REPRESENTATIVES

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

(a) **Village Hall**

There had been no meetings of the Trustees so there was no update for the meeting on the work and activities of Yapton & Ford Village Hall.

FINANCIAL STATEMENTS

137. The Council **resolved**:

- (a) To approve the financial statements showing the receipts and payments for the months of September and October 2020 (*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 October 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 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 31st October 2020 (*copy attached to the minute book*).

DATE OF NEXT MEETING

138. **Monday 18th January 2021 at 7.30 PM or at the conclusion of the meeting of the Planning Committee, whichever is the later.**

Meeting closed at 9.17pm

_____ Chairman