

LANCING PARISH COUNCIL

Minutes of the Meeting of the Full Council held on Wednesday 10 January 2018

Councillors Present: Cllr Gloria Eveleigh (Chair); Douglas Bradley, Anne Bridges, Clive Burghard, Mick Clark, Lee Cowen, David Lambourne (Minutes 60 to 68.2), Robin Monk, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner.

Officer: Helen Plant, Clerk.

In attendance: Four members of the public.

60. Apologies

Apologies had been received, and with the reasons outlined, were accepted from Cllrs Albury and Haywood.

61. Declarations of Interest

None.

62. Public Forum & Questions

None.

63. To approve the minutes of the Council meeting held on 8 November 2017

Resolved – That the Minutes of the meeting held on 8 November 2017 be agreed as a true and accurate record.

64. Grouped Items:-

Resolved – That the following draft Committee Minutes and Working Group Notes be received:-

- (1) Amenities & Environment Committee – 15 November 2017
- (2) Finance & General Purposes Committee – 22 November 2017
- (3) Planning Committee Meeting – 22 November 2017
- (4) Litter Campaign Working Group – 30 November 2017
- (5) Community Cinema Working Group – 13 December 2017
- (6) Planning Committee – 13 December 2017
- (7) Litter Campaign Working Group – 4 January 2018
- (8) Monks Rec Improvement Project Working Group – 4 January 2018

65. Recommendations from Committees & Working Groups

65.1 Amenities & Environment Committee - Allotment Tenancy Agreement

Further to the introduction of the Allotment Rules, the Council's Allotment Tenancy Agreement had subsequently been reviewed and brought in-line with the recommended model and consequently agreed by the Committee (Committee Minute 27.5/Nov/17 refers).

Resolved – That the revised Allotment Tenancy Agreement be approved and issued to all allotment tenants with the 2018/19 rental requests.

65.2 Finance and General Purposes Committee - 2018/19 Budget consideration and precept setting

Submitted – A report setting out the Committee’s recommendations in respect of the 2018/19 budget and associated level of precept, including the detailed list of income and expenditure by budgetary heading showing 2016/17 actual figures, 2017/18 budgets and estimated end of year figures and the 2018/19 recommended budget. It was noted that the Committee had taken into account recommendations and requests from the Value for Money Sub Committee, Amenities & Environment Committee and Community Cinema Working Group.

It was noted that the Council’s new Internal Auditor, Mulberry & Co, had recommended for General Reserves to be increased to a minimum of at least 4-6 months net cover (£60-90k).

Whilst the initially proposed 2018/19 budget allowed for all the suggested projects and items of equipment to be accomplished with the precept remaining the same, the Committee considered that a further increase of £20k was appropriate specifically for the Monks Recreation Ground Improvement Project to boost its ability to apply for larger grants that might require more match funding. This would increase a Band D property by 6p per week to £1.00, an overall increase of 6.5%.

Resolved – (a) That the Jubilee Hall hire fee be waived during 2018/19 to the Community Cinema Working Group;

(b) That £4000 of the 2017/18 Elections budget be transferred to Earmarked Reserves, and the same in the following years in anticipation of the next elections in 2020;

(c) That all fees and charges remain the same in 2018/19;

(d) That the budget, as summarised in the table below, be approved:-

Detail	2016/17 Actual	2017/18 Estimates	2018/19 Proposed
Balances brought forward	£111,474	£115,340	£102,783
All income including precept (£322,200)	£493,209	£594,150	£506,703
All expenditure including agreed projects	£489,343	£557,582	£423,167
Balance carried forward	£115,340	£151,908	£186,319
Less Earmarked Reserves	£ 25,125	£ 49,125	£ 104,125
= General Reserves	£ 90,215	£102,783	£ 82,194

(e) That the level of precept be increased to £322,200, with the £20,000 increase being specifically earmarked for the Monks Rec Improvement Project; and

(f) That the level of General Reserves be increased to £60,000.

65.3 Litter Campaign Working Group – consideration of a Campaign budget

The Amenities & Environment Committee agreed to set up a Working Group to work through a litter campaign from initial brainstorming ideas through to the implementation of those ideas (Committee Minute 28.3/Nov/17 refers) following the decision by Council to make the issue one of its work priorities (Council Minute 25.1(b)/Jul/17 refers).

The Working Group recently met and discussed the campaign elements and agreed to request £500 from Council towards campaign resources and launch event.

Resolved – That £500 from the Events budget be allocated towards the Council’s Litter Campaign resources.

65.4 Community Cinema Working Group – Request to Council to purchase additional chairs

It was confirmed that the Group had been awarded £1,000 from Tesco - Bags of Help grant to purchase more comfortable chairs for the cinema audience. However, there was a slight shortfall of funds to be able to purchase the right number of the preferred choice of chair.

Notwithstanding, it was confirmed that whilst there were insufficient funds in the Parish Hall - Furniture budget, the Administration – New Office Equipment had yet to be spent and was not anticipated to be. With that in mind, and in accordance with Financial Regulation 4.2, it was recommended that £435 be vired between the two budgetary headings.

Resolved – That £435 be vired from the Administration – New Office Equipment budget heading to the Parish Hall - Furniture budget heading towards the purchase of 25 chairs in addition to the Community Cinema Working Group's 75 chairs so that 100 are purchased in total.

66. Chair's Report:-

66.1 Public Meeting – 'Making Lancing Feel Safer'

Members were reminded that a Public Meeting was scheduled to take place on 11 January 2018 with Prevention Inspector Allan Lowe from Adur & Worthing's Neighbourhood Policing Prevention Team in attendance.

Resolved – That all Councillors make every effort to attend the Public Meeting - 'Making Lancing Feel Safer'.

67. Clerk's Report

67.1 Parish Council Newsletter

It was confirmed that the next edition of the Parish Council's Newsletter was in the process of being composed and would be delivered to all households within the Parish week commencing 5 February. The E-newsletter would be circulated on 1 March.

Resolved – That the information be noted.

67.2 AVA Information

The latest figures for November and December 2017 were provided, including that there had been 1 volunteer enquiry, 3 food bank donations, 12 food bank collections and 6 general enquiries.

Resolved – That the information be noted.

67.3 Proposed 2018/19 Calendar of Meetings

Following the review carried out in respect of the calendar of Council and Committee meetings last year, it was considered that the trial of that calendar had worked well as there has been no call for Special Council/Committee meetings for business that would have otherwise been dealt with if the meetings had been monthly. However, as there had been the occasional delay when Committees had made recommendations to full Council, it was proposed that Committee meetings be brought forward, and full Council meetings be put to the end of the month.

Resolved – That the submitted 2018/19 Calendar of Council and Committee meetings be approved.

67.4 Dementia Friends Information Sessions

Further to the presentation given to the Council in respect of 'Opportunities for Parish and Town Council Involvement in Health and Wellbeing in West Sussex' by a member of Sussex Association of Local Councils in March, it was reported that local councils were now being encouraged to organise Dementia Friends Information Sessions for the community.

Led by the Alzheimer's Society to create Dementia Friendly Communities, Dementia Friends attempted to give people a better understanding of dementia and the small things that could be done to make a difference to the lives of people affected by dementia.

Resolved – That the Council supports a Dementia Friends Information Session/s to take place in a Parish Hall room and the hire fee be waived for the session.

67.5 West Sussex County Council Rights of Way Management Plan 2018-2028

The above plan set out WSCC's approach to managing the Public Rights of Way (PRoW) network and signposted how improvements could be achieved over the next ten years. The Plans seven objectives were outlined.

Resolved – That the Council supports the West Sussex Rights of Way Management Plan 2018-2028.

68. Other Matters:-

68.1 Lancing Parish Youth Council

The Minutes of LPYC's meetings on 29 November and 20 December 2017 had been circulated for Member's information.

Cllr Eveleigh reported that a member of staff from Sir Robert Woodard Academy had been identified to help with the recruitment of Youth Councillors, the Internet Café project was still being progressed with West Sussex County Council's FindItOut Centre having been identified as a more suitable location than the library and that the Youth Council had applied to WSCC's Small Grants fund towards the cost of a climbing wall to be installed at Monks Recreation Ground.

Resolved – That the information be noted.

68.2 Lancing Vision Group

Cllr Eveleigh advised that the group were due to meet on 19 January to discuss the outcome of the street consultation that took place at the November Village Market to establish what people liked and disliked about the current village centre, with local retailers' views also being sought. This was in respect of the Group's preferred capital project of continuing with the regeneration of the village centre. The aim of the meeting would be to formalise a bid to West Adur Capital Projects Group to progress the project.

Resolved – That the information be noted.

68.3 Keep Lancing Safe

Cllr Eveleigh confirmed that the group were due to meet on 12 January to continue the partnership working, which included the Police, to eliminate the antisocial behaviour experienced at Monks Recreation Ground and Beach Green and Lancing overall.

Resolved – That the information be noted.

68.4 Formal Adoption of Lancing Vision Group & Keep Lancing Safe

Whilst the above two Groups had previously been formally recognised by the Parish Council, the Chair recommended that the Groups should now be formally adopted by the Parish Council to ensure of their effectiveness, sustainability and longevity. It was noted that this would also require a Council officer to oversee the administration of the groups.

Resolved – That Lancing Vision Group and Keep Lancing Safe be formally adopted by the Parish Council.

68.5 Beach Green Air Raid Shelter

It was reported that the cost of a structural survey had now been established further to Council minute 36(e)/Sept/17. The structural survey would establish what works were required to make it safe to open to the public.

Resolved – That the cost of a structural survey for the Beach Green air raid shelter, in the sum of £400, be paid from General Reserves.

68.6 Skatepark and associated antisocial behaviour

This item had been requested by Cllr Albury at the last Council meeting however, Members were of the opinion that the situation had improved. This was attributed to the Police having dealt with the main perpetrators and Electric Storm Youth's positive outreach work. The area would remain a focus for Keep Lancing Safe and specific questions aimed at the Police would be put to Insp Lowe at the Public Meeting (see Minute 66.1 above).

Resolved – That the information be noted.

69. Representatives on Outside Bodies

None.

70. Future Agenda Items

Cllr Purnell – Improving communications between Councillors and associated conduct.

71. Proposed Enforcement Patrols for Dog Fouling and Littering Offences

Pursuant to Council Minute 59/Nov/17, it was noted that as it was Adur District Council who imposed Public Space Protection Orders, the necessary permissions were in the process of being sought from ADC so that the Parish Council could introduce the proposed enforcement scheme for its own areas of land. Once this had been received, the matter would be progressed with District Enforcement and a scheme introduction date agreed.

Resolved – That the information be noted.

72. Exclusion of the Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

73. Land at Monks Recreation Ground

Pursuant to Council Minute 57i/Nov/17, a report to further consider the rental review of the land leased to Sussex County Football Association by this Council at Monks Recreation Ground in anticipation of the next review date.

It was stressed that the current lease stated the rent agreed between the Council and the Association should be the current market rental value. It was acknowledged that the area was an unusual piece of land, which Members considered made it difficult to ascertain a true current market valuation, despite a professional survey being carried out in October 2017. The lease also stated that if neither party agreed with the surveyor's current market rental valuation, either party could submit a statement of reasons to the surveyor as to why the rental valuation should be more or less than the market value. It was highlighted that the surveyor was named in the lease as the expert and had the final say on the rental matter.

Whilst the Clerk's recommendation was to agree with the Surveyors advice and increase the rent to £750 per annum, this was not supported as Members continued to dispute that amount as too low, acting more like a 'peppercorn' rent and because it didn't allow for the Association's accounts showing the organisation to be wealthy and profitable and the Association would not be able to carry out its business without the use of land.

An alternative suggestion was to write to the Association asking what rental amount it would be prepared to pay, but the majority favoured the idea of putting forward a high amount to kick-start rental negotiations.

Resolved – That Sussex County Football Association be advised of the proposed rental increase to kick-start rental negotiations.