

LANCING PARISH COUNCIL

Minutes of the Meeting of the Full Council held on Wednesday 1 March 2017

Present: Chair: Cllr Gloria Eveleigh

Councillors: Carol Albury, Ann Bridges, Douglas Bradley, James Butcher, Clive Burghard, Mick Clark, Lee Cowen, Robin Monk, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner.

Officers: Helen Plant, Acting Clerk

In attendance: Three members of the public.

Presentation at 6.30pm.

Prior to the start of the Council meeting, Miss Liz Leggo, Temporary Health and Wellbeing Officer for Sussex Association of Local Councils, provided a brief presentation in respect of 'Opportunities for Parish and Town Council Involvement in Health and Wellbeing in West Sussex'. Mr Trevor Leggo, Chief Executive Officer of SALC was also in attendance.

Miss Leggo outlined the concept of the project, which stemmed from the West Sussex Association of Local Councils' Board being keen on establishing a collaboration with the NHS in the County, as well as learning what local councils could do to improve the health and wellbeing of their communities. Whilst town and parish councils do not have a statutory duty to provide health or wellbeing services, unlike district and county councils, local councils could support the health and wellbeing of their communities if they chose to do so, and example schemes were provided.

Miss Leggo and Mr Leggo answered Members questions. It was considered that the Council was already supporting local schemes without realising, but should become mindful of the issue when potential projects are being drawn up in the future. It was also considered practical to create a directory of what relevant schemes/groups/support etc. were already available in Lancing.

Miss Leggo and Mr Leggo were thanked for their attendance.

The Chair opened the meeting at 7.05pm and welcomed everyone.

102. Apologies

Apologies had been received, and with the reasons outlined, were subsequently accepted from Cllrs Liz Haywood and David Lambourne.

103. Declarations of Interest

None.

104. Public Forum & Questions

None.

105. Minutes of Previous Meetings:-

105.1 Full Council held on 1 February 2017

The Minutes of this meeting were agreed as a true and accurate record of the meeting. Matters arising:-

In respect of Item 98.5 (Motion Received – New Monks Farm Development), the Chair invited Mr Bill Freeman, Adur Floodwatch Group, to provide an update in respect of the Adur Local Plan Examination. Mr Freeman had given a presentation to the Inspector to highlight the impact a large development, and how serious it would be, on New Monks Farm in respect of associated drainage issues, and that it had not been dealt with to a satisfactory level that could demonstrate drainage sustainability for inclusion in the ALP as required by the National Planning Policy Framework.

Other aspects of the ALP that Mr Freeman observed whilst he was at the Examination included the overall housing numbers, wording of all policies to be saved in the Plan and all development sites – even those that had been previously rejected by the Council. He noted that there had been no discussion in respect of infrastructure, especially in respect of A259/A27 for traffic and air pollution. However, the Inspector had advised that he had received sufficient information from Highways England to assist him in his decision making. An interim assessment was anticipated from the Inspector shortly.

With that in mind, Mr Freeman was thanked for his attendance and invited to the next Council meeting on 5 April to provide a further update.

105.2 Amenities and Environment Committee held on 8 February 2017

The Minutes of this meeting were agreed as a true and accurate record of the meeting.

105.3 Finance & General Purposes Committee held on 15 February 2017

The Minutes of this meeting were agreed as a true and accurate record of the meeting.

105.4 Planning Advisory Committee held on 15 February 2017

The Minutes of this meeting were agreed as a true and accurate record of the meeting.

106. Chairman's Announcements/Report

106.1 AVA Information

The Chair provided the latest figures in respect of the number of shop visits and the reasons for the visits, including that there had been 10 food bank donations, 10 food bank collections, 5 volunteer enquiries and 20 general enquiries.

106.2 Lancing Parish Youth Council

Whilst the Chair had been unable to attend the last meeting, it was reported that the core group had received a training session in respect of Presentation Skills delivered by Ms Lydia Schilbach, Community Officer for West Sussex County. The young people had found this very helpful and the group were now on a recruitment drive for suitable youth councillors.

107. Report(s) of the Clerk:-

107.1 Citizen Advice Bureau

It was reported that Central and South Sussex Citizens Advice (CAB) had reviewed their service across their locations, in terms of funding constraints and client needs. As a result, a new outreach service would open in Lancing Library one day per week for face-to-face advice.

Consequently, CAB would no longer require the space currently occupied in the Parish Hall. As the current lease expired on 31 March 2017, an extension to the use of the offices until 30 April 2017 to allow the existing service to run until the end of March and to then be able to clear the space and make good in accordance with the lease had been requested.

Details of the current rental charge on the space was provided and it was recommended that this should be reviewed to ensure best value could be achieved in respect of the future rental of the space. It was noted that the Council office had already received two enquiries from local organisations to rent parts of the space. Furthermore, it was anticipated that the Police might prefer one of the rooms, as originally discussed, instead of the rental of the back office in the Council office.

Members were also reminded that an amount of £2,000 was included in the Council's 2017/18 budget, as it has been for a number of years, as a grant to CAB. However, as the budget had been approved less than six months ago, Standing Orders would need to be suspended if a decision to rescind that amount was to be taken.

Members considered that an appropriate amount of revenue should be obtained for the space, even if it was to be let to small charitable organisations and that fairness should be applied to any organisation who expressed an interest in renting the space.

Resolved – (a) That approval be given to CAB's lease being extended by one month until 30 April 2017, free of charge.

(b) That a review of the current rental charge be carried out.

(c) Standing Orders were suspended and it was agreed that the £2,000 grant included in the Council's 2017/18 budget to CAB be rescinded.

107.2 Skatepark

It was noted that the start date for the construction continued to be delayed. The chosen contractor must make arrangements for a ground survey report to be carried out to confirm that there was no contaminated land in the area before any excavations begun, to comply with a request from Adur District Council's Environmental Health – Contaminated Land Officer in association with the planning conditions for the proposed drainage works. It was also stressed that in no way were ADC procrastinating for the construction of the skatepark and that the Parish Council were not accountable for the costs of any ground surveys. The Planning Conditions had been made very clear in the tender document and it was the chosen contractors responsibility to fulfil them.

107.3 Lancing Post Office

Pursuant to Council minute 98.3/Feb/17, it was confirmed that the application to register the Post Office building, located at 40 North Road, Lancing, as an Asset of Community Value has been submitted to Adur District Council and a decision was awaited.

Cllr Cowen confirmed that the rally to retained the Post Office services at the existing site on 18 February had been a success. Furthermore, local MP, Mr Tim Loughton had arranged a meeting with a Post Office representative and District Councillors to explain the reasoning behind the decision to franchise Lancing Post Office. The Representative had indicated that expressions of interest had been received from potential operators for the service at that site.

107.4 Beach Green Hire Requests

The following requests had been received for the hire of Beach Green:-

- i. The use of Area A by Showtime Amusements for the annual fireworks event, including the funfair on 1 November 2017, based on the same format as previous year's.

Resolved – That the hire fee of Beach Green Area A for the 2017 annual fireworks and funfair event provided by Showtime Amusements be waived to act as the Parish Council's contribution towards the costs of the firework display.

- ii. A request had been received from Impulse Leisure, to start up a run around Beach Green, in partnership with Great Run Local, to commence in April 2017 on Sunday mornings.

Whilst the event was greatly supported, Members expressed concerns that the proposed route incorporated the shared cycle/footpath. Whilst it was stressed the route would be marshalled and advertised well in advance, it was suggested details of the event also be advertised via Sustran.

It was suggested that, as this event was being arranged by a non-profit organisation and was to encourage people to get fit, the Parish Council should not charge for the use of Beach Green for this event.

Resolved – That Impulse Leisure be allowed the use of Beach Green free of charge for the Great Run Local events only.

107.5 Pollution Risk Forecasting

It was reported that the Parish Council had taken advantage of being part of a Pollution Risk Forecasting system, in partnership with the Environment Agency (EA) and Adur District Council (ADC), to identify potential sources of pollution and to warn the public when seawater quality was expected to be poor. A summary of the process was outlined.

However, due to a staffing restructure, ADC had advised that it was no longer able to undertake the work carried out on behalf of Lancing Parish Council free of charge and would cost of £2,050, albeit the Parish Council could carry out the work itself.

It was therefore recommended that ADC should continue the work for the 2017 bathing season with a view to Parish Council staff (and possibly willing Councillors) being trained up during the year to take over the work from the 2018 bathing season. It was confirmed that there was scope in the 2017/18 budget to cover the costs of the work.

Members questioned whether this work was actually a statutory duty of ADC or the EA or whether the work could be carried out by the Beach Patrol within its contract with the Parish Council. It was also suggested for an appropriate officer from ADC to provide Members with a presentation in respect of Pollution Risk Forecasting at a future Council meeting.

Resolved – That a decision in respect of the work associated with Pollution Risk Forecasting be deferred until further investigations are carried out.

108. Other Matters:-

108.1 Unveiling Event for the Basque Children Blue Plaque

Cllr Cowen advised that the costs to provide ready-made Basque style food at the event had not proved feasible and it would therefore be more viable to provide a general tapas selection. Cllr Bridges offered her support in this respect. A folk singer had volunteered to provide entertainment at the event and two dignitaries, the Secretary of the International Brigade Memorial Trust and a relative of one of the children from the Basque Children of '37 Association, had agreed to attend.

Cllr Cowen request a sum of £500 towards the event from the Small Projects Fund.

Resolved – That £500 towards the Unveiling Event for the Basque Children Blue Plaque from the Small Projects Fund be approved.

108.2 Garden Competition

Cllr Monk reported that at a recent meeting of the Garden Competition Working Group, it had been agreed that there would be three categories, i.e. front gardens, hanging baskets/containers and an under-18's container garden, the competition would be free to enter and advertising and the application form were finalised. It was noted that Jacob Steele estate agents had agreed to provide £50 sponsorship and a trophy and Gardner and Scardifield had agreed to provide £100 in gift vouchers to offer as prizes as well as a trophy.

108.3 Community Cinema

Cllr Monk reported that the second Community Cinema showing that screened on 20 February 2017 had been a great success. The next film for the showing on 20 March 2017 would be The Revenant. He advised that a grant of £500 had been awarded to the project from Southern Water.

Cllr Monk also advised that the next meeting of the Working Group would consider a summer break for the Cinema from May to August, as research had establish that those were the months with the least audience and to apply for further grant funding towards a replacement projector and more comfortable seating.

108.3 Lancing Air Raid Shelters

Cllr Patmore advised that two attempt to excavate the entrance to carry out a structural survey had been cancelled due to bad weather, but another attempt would be made in the next couple of weeks.

108.4 Millennium Handshake

Cllr Patmore advised that replacement plaques for the Millennium Handshake were in the process of being made.

108.5 Mobile Library

Details of changes to the Mobile Library Service that visited North Lancing on alternate Mondays were noted.

109. Report(s) of Representatives on Outside Bodies

Cllr Bridges provided details of the matters discussed at the Community Panel meeting, held on 5 December 2016 including, the introduction of the new PCSO for the area, information on the new Neighbourhood Watch website, parking on pavements, a speed warning board for A27 and that the anticipated installation of a mobile CCTV unit had been delayed due to a lack of funding.

110. Future Agenda Items

Cllr Bridges – consideration of the purchase of a defibrillator for the Parish Hall.

Cllr Patmore – consideration of a heritage display cabinet for the Parish Hall foyer.

At this juncture, the Chair closed the meeting to the press and public as the following matters were discussed in confidence under Standing Order 12 as the items related to discussions affecting employees of the Council.

111. Staffing Matters

111.1 Job Description for the role of Assistant Clerk

Pursuant to Council Minute 67(b)/Nov/16, the job description for the role of Assistant Clerk was submitted for approval. It was noted that the document as based on a model job description and had been adapted to suit this Council's requirements.

Recommendation – That the job description for the role of Assistant Clerk, as submitted, be approved.

111.2 Appointment of new Parish Clerk

Pursuant to Council Minute 81/Dec/16, the interviews for the post of Parish Clerk duly took place on 16 February 2017. The Chair provided a verbal report in respect of the process and subsequent decision of the Interview Panel.

Resolved – That the Council endorses the decision of the Interview Panel and Mrs Helen Plant be accordingly appointed as Lancing Parish Council's Clerk and Responsible Financial Officer.

The meeting closed at 8.48pm.

Helen Plant
Acting Clerk to the Council
3 March 2017