

LANCING PARISH COUNCIL

Minutes of the Annual Meeting of the Full Council held on Wednesday 3 May 2017

Councillors Present: Douglas Bradley, Clive Burghard, Mick Clark, Lee Cowen, Gloria Eveleigh, Liz Haywood, Robin Monk, Geoff Patmore, Lionel Parsons, Gina Scotting and Jean Turner.

Officers: Helen Plant, Clerk and Vally Fish, Assistant Clerk.

In attendance: 2 members of the public and 1 member of the press.

The previous Chair of the Council, Councillor Gloria Eveleigh, opened the meeting at 7.02pm and welcomed everyone.

1. To elect the Chairman of Lancing Parish Council for 2017/18 and to receive the Chairman's Declaration of Acceptance of Office

Cllr Eveleigh was proposed and seconded. There were no other nominations.

Resolved – That Cllr Gloria Eveleigh be elected as Chairman of Lancing Parish Council for the Municipal year 2017/18.

The declaration and acceptance of office was subsequently signed by Cllr Gloria Eveleigh and witnessed by the Clerk to the Council.

2. To elect the Vice Chairman of Lancing Parish Council for 2017/18 and to receive the Vice Chairman's Declaration of Acceptance of Office

Cllr Mick Clark was proposed and seconded. There were no other nominations.

Resolved – That Cllr Mick Clark be elected as Vice Chairman of Lancing Parish Council for the Municipal year 2017/18.

The declaration and acceptance of office was subsequently signed by Cllr Mick Clark and witnessed by the Clerk to the Council.

3. Apologies

Apologies had been received, and with the reasons outlined, were accepted from Cllrs Carol Albury, Ann Bridges, James Butcher, David Lambourne and Emma Purnell.

4. Declarations of Interest

None.

New Register of Interests forms were circulated to Members for completion and return to the Clerk.

5. To approve the minutes of the full Council meeting held on 5 April 2017

Resolved – That the Minutes be accepted as a true and accurate record.

6. **Grouped Items:-**

It was agreed that Committee Minutes and Working Group Notes would now be submitted as a grouped item to Council meetings for Members' information. The Minutes themselves would be subsequently approved at the relevant Committee or Working Group meeting, a standard practice in local councils.

- (1) Amenities & Environment Committee Meeting – 10 April 2017
- (2) Monk Rec Improvement Project – 11 April 2017
- (3) Community Cinema Working Group – 12 April 2017
- (4) Finance & General Purposes Committee Meeting – 19 April 2017
- (5) Planning Committee Meeting – 19 April 2017

Resolved – That the submitted draft Committee Minutes and Working Group Notes be received.

7. **To appoint Members to Committees:-**

It was noted that the Chair & Vice Chair of the Council were ex-officio members of all Committees.

Resolved – That the membership of the Council's Committees for 2017/18 be as follows:-

- 7.1 **Amenities & Environment Committee (7 seats)** – Cllrs Albury, Bridges, Cowen, Haywood, Patmore, Parsons and Scotting.
- 7.2 **Finance & General Purposes Committee (7 seats)** – Cllrs Albury, Bradley, Burghard, Cowen, Patmore, Scotting and Turner.
- 7.3 **Planning Committee (7 seats)** – Cllrs Bradley, Burghard, Cowen, Lambourne, Monk, Purnell and Turner.
- 7.4 **Human Resources Sub-Committee (4 seats)** – Cllrs Bridges, Cowen, Monk and Patmore.
- 7.5 **Value for Money (VFM) Sub-Committee (4 seats)** – Cllrs Monk, Patmore, Scotting and Turner.

8. **To appoint Members to serve as representatives on Outside Bodies:-**

Resolved – That the Council's representatives on outside bodies for 2017/18 be as follows:-

- 8.1 **Lancing Parochial Charities (2 seats)** – Cllrs Albury and Clark.
- 8.2 **Lancing Football Club (1 seat)** – Cllr Cowen
- 8.3 **World of Widewater (LNR Steering Committee & Management Committee) (2 seats)** – Cllrs Clark and Cowen.
- 8.4 **Airport Consultative Committee (1 seat)** – Cllr Burghard.
- 8.5 **Adur Conservation Board (1 seat)** – Cllr Butcher.
- 8.6 **Local Strategic Partnership (1 seat)** – Cllr Lambourne.
- 8.7 **Adur District Council Standards Committee (1 seat)** – Cllr Clark.
- 8.8 **Adur Voluntary Action Management Committee (1 seat)** – Cllr Parsons.
- 8.9 **West Sussex Association of Local Councils (2 seats)** – Cllrs Clark and Eveleigh.
- 8.10 **Adur & Worthing Youth Council (1 seat)** – Cllr Monk.
- 8.11 **Friends of Lancing Ring (1 seat)** – Cllr Albury.
- 8.12 **Brighton & Hove Albion Football Club Community Steering Group (1 seat)** – Cllr Haywood.
- 8.13 **Adur District Council Capital Projects Group (2 seats)** – Cllrs Albury and Eveleigh.
- 8.14 **Lancing Vision Group (2 seats)** – Cllrs Eveleigh and Monk.
- 8.15 **'Keep Lancing Safe' (4 seats)** – Cllrs Eveleigh, Monk, Patmore and Turner.

8.16 Lancing Parish Youth Council (3 seats) – Cllrs Eveleigh, Patmore and Purnell and Council Officer.

8.17 Fun4Kids Lancing – Council Officer.

9. To approve and adopt the Council's Standing Orders and Financial Regulations

Resolved – That the Council's current Standing Orders and Financial Regulations be approved and adopted for the Municipal Year 2017/18.

10. Review of the Council's and/or Employees' Memberships of other bodies:-

10.1 Sussex Association of Local Councils

10.2 Society of Local Council Clerks

Resolved – (a) That the Council confirms and agrees to renew the membership of the above bodies.

(b) That the Sussex Association of Local Councils membership be reviewed during 2017/18 to ensure it provides value for money.

11. Review of the Council's Inventory of Land and Assets

Submitted – The Parish Council's Land and Asset register as at 31 March 2017.

Resolved – That the inventory of land and assets, as submitted, be noted.

12. Review of Council Policies and Procedures

Submitted – A report in respect of five of the Council's policies and procedures that had been recently reviewed as a matter of course, brought in line with current legislation or had been newly created. It was noted that there was an intention to continue the review, and introduce new ones where necessary or appropriate, throughout the year so all Policies and Procedures were as up to date as possible.

Resolved – That the Complaints Procedure, Dignity at Work Policy, Document Retention Policy, Equal Opportunities Policy and Grant Aid Policy, as submitted, be approved.

13. Appointment of Auditors for Financial Year 2017/18

Submitted – A report regarding a review of the Council's Internal Auditor services that the Finance and General Purposes Committee had carried out and to acknowledged the appointment of the External Auditor.

Resolved – (a) That Mulberry & Co be appointed as Lancing Parish Council's Internal Auditor for the Financial Year 2017/18.

(b) That PKF Littlejohn LLP be appointed as Lancing Parish Council's External Auditor for the Financial Year 2017/18.

14. To confirm the the dates and times of ordinary meetings of the Council and Committees for 2017/18

Resolved – That the following schedule of Council and Committee meetings during the Municipal Year 2017/18 be confirmed:-

Council – 5 July, 6 September, 8 November 2017, 10 January, 7 March and 2 May 2018.

Amenities & Environment Committee – 10 May, 12 July, 13 September, 15 November 2017, 17 January, 7 March and 9 May 2018.

Finance and General Purposes Committee – 17 May, 19 July, 20 September, 22 November 2017, 24 January, 21 March and 16 May 2018.

Planning Committee – 17 May, 7 June, 28 June, 19 July, 9 August, 30 August, 20 September, 11 October, 25 October, 13 December 2017, 24 January, 21 February, 21 March, 11 April 25 April and 16 May 2018.

15. Clerk's Report:-

15.1 Annual Audit Report 2016/17

Submitted – The Council's Annual Audit Report for 2016/17, which included, the Internal Auditors Report, Statement of Accounting Policies, Notes to the Accounts, Annual Return and supporting papers and Income & Expenditure. It was acknowledged that there were no highlighted issues in the Internal Auditors report.

Resolved – (a) That the Annual Governance Statement 2016/17 be approved.
(b) That the Accounting Statements for 2016/17 be approved.
(c) That the Annual Internal Audit Report for 2016/17 be noted.

With the Annual Audit Report 2016/17 subsequently approved, it was duly signed off by the Chairman and the Responsible Financial Officer and would now be submitted to the External Auditor, PKF Littlejohn LLP.

15.2 Vacant Parish Hall office space (North Wing)

Pursuant to Council Minute 117.1/Apr/17, it was confirmed that the office space was now vacant and it was reported that a further review of the current rental charge had been carried out by three commercial letting agents and details of the values and other fees were provided.

Members discussed whether charitable/not-for-profit organisations should be given a discount on the set rental amount, but the consensus was that the Council should advocate a business acumen.

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 the preferred letting agent be Marshall Clark.
(b) That the rental amounts for each of the rooms be as follows:-

Room (per annum)	Letting Agent 3
Main room (Chamber size)	£8,400
Corridor office 1 & 2 (each)	£1,250
Corridor office 3	£2,160
Upstairs area	£5,700
Total (per annum)	£18,780

(c) That the rooms be firstly offered to those organisations who have expressed an interest at the set rental amount.

(d) That if (c) above does not source tenants for all of the rooms, the letting agent be used to source tenants and to collect the rents.

15.3 Skatepark

- i. It was confirmed that the chosen contractor had now met all of the planning conditions and work had commenced. It was noted that the original blue coloured edging had been amended to be green on the advice of the Planning Officer. The works were anticipated to take 5-7 weeks to complete.
- ii. It was reported that a suggestion had been made to revise the layout of the path that led to the skatepark from the adjacent paths to the east and south. This would be for a through path from the same entry points to go between the skatepark and the play area and a revised draft drawing was circulated.

The contractor had advised that this would create an additional cost of £2,600, which the Council would have to pay. It was confirmed that this could be paid from the earmarked sum that Council had set aside for the project, albeit that would leave nothing left to purchase additional seating or bins. It was noted that the Project Manager would also be involved in revising the path's plans.

Resolved – That the skatepark path be revised to run directly from the adjacent paths to the east and south with spurs leading to the skatepark and play area with the additional cost being paid for by the Council.

15.4 Lancing Post Office

- i. Pursuant to Council minute 98.3/Feb/17, it was confirmed that a response was still awaited in respect of the application to register the Post Office building, located at 40 North Road, Lancing, as an Asset of Community Value submitted to Adur District Council. It was confirmed that the matter had been chased up with ADC.
- ii. It was confirmed that the Post Office had announced proposals to move Lancing Post Office to a new location at 7 North Road. If the move went ahead, the branch would be run by Garrett's Convenience Store. A copy of the letter outlining the proposals had been submitted to Members, which included details of why the changes were required.

A local public consultation period started on 25 April to end on 27 June 2017 with the proposed month of change being October 2017. Members were requested to determine a formal response to the Lancing Post Office public consultation.

Cllr Cowen advised that he would be campaigning outside the Post Office on 6 May 2017 to encourage everyone he meets to respond to the consultation and oppose the proposed changes.

It was anticipated that the Post Office would be holding a public meeting to coincide with the consultation and Members would be advised of the details as soon as they were known.

Resolved – That the Council disagrees with the proposed changes to the Post Office services in Lancing and the following response be made to the consultation:-

“Lancing Parish Council is totally opposed to the proposed changes to Post Office services in Lancing. It will be detrimental to the community as it will destroy a community hub and put at risk postal services in Lancing. The Post Office should consider changing its own business model to become more effective.”

15.5 Beach Green Hire Request

It was reported that a request to hire Beach Green had been received from the organisation which held a ‘Beach Party’ on the Green the previous two years. However, it was confirmed that the request had been refused as the organisation breached the terms and conditions of the hire conditions at those two previous events.

15.6 Parish Council Newsletter

Pursuant to the approval of the Council’s Communications Strategy, Members were reminded that a quarterly Newsletter would be introduced at the Annual Residents Meeting on 25 May 2017 to inform the local community of Council activities and meetings and carry a message from the Chair of the Council.

Whilst it was envisaged that Newsletters would be delivered to all households within the Parish by Members of the Council, some Members stressed that they would not be able to do this for various reasons.

As the agreed size of the Newsletter would restrict the number and size of articles it was stressed that only Council activities should be initially included in the Newsletter, with any Council partnership/sponsored/supported activities being included if space allowed.

It was also recommended that an Editorial Working Group be set up to finalise the content of the Newsletter.

It was noted that the Newsletter would be reviewed for 2018/2019 to either increase publication through local sponsorship or discontinue if it did not provide value for money.

Resolved – (a) That only Council activities be initially included in the Newsletter, with any Council partnership/sponsored/supported activities added if space allows.

(b) That an Editorial Working Group be set up consisting of the following members from each Ward – Cllrs Clark, Eveleigh, Purnell and Scotting and the Assistant Clerk.

(c) That the outcome of the Newsletter delivery within the Parish by Councillors be reviewed after the first edition.

15.7 Parish Member appointment to the South Downs National Park Authority

It was reported that a Casual Vacancy currently existed for a parish representative from West Sussex to be part of the above. An election would take place if more than one candidate was put forward.

As Lancing Parish Council was partially within the National Park area, it had been invited to nominate an eligible candidate. It was noted that Members of the SDNPA did not represent their appointing bodies on the Authority, but were responsible for ensuring the SDNPA achieved the National Park Purposes and Duty, and did so in a way that best suited the special characteristics of the National Park as a whole.

Resolved – That Cllr Clark be put forward for election to the South Downs National Park Authority.

15.8 AVA Information

The latest figures were provided in respect of the number of shop visits and the reasons for the visits, including that there had been 5 food bank donations, 23 food bank collections, 2 volunteer enquiries and 23 general enquiries. A photo shoot had also taken place, with 13 representatives from partner organisations, including Parish Councillors, to raise the awareness of the shop having to move premises.

Members expressed their concerns regarding the increase in the number of food bank collections.

15.9 Parish Hall – Corridor & Foyer redecoration

It was noted that the main corridor and foyer area would be redecorated over the next few weeks by one of the caretakers and the Community Payback Team, who would be coming in on Sundays to carry out the work.

15.10 Annual Residents Meeting – 25 May 2017

Members were reminded that the Annual Residents Meeting was scheduled for 25 May 2017.

16. Other Matters:-

16.1 Unveiling Event for the Basque Children Blue Plaque

Resolved – That the item be delegated to the Amenities & Environment Committee.

16.2 Lancing Parish Youth Council

Cllr Eveleigh reported that the core group had attended the Spin Youth Club at The Tabernacle as part of their recruitment drive for suitable youth councillors and the Youth Club's inaugural Annual Meeting was scheduled on 24 May 2017.

It was acknowledged that a necessary Safeguarding Policy was required.

Resolved – That a Safeguarding Policy be composed and submitted to the Finance and General Purposes Committee meeting on 17 May 2017 for initial approval.

16.3 Lancing Vision Group

Cllr Eveleigh reported that the last meeting had considered which Capital project should be put forward to the Adur Capital Projects group for progression. It was agreed that the village centre should be upgraded to the same standard as Queensway.

16.4 Meeting with Sussex Police & Crime Commissioner

Cllr Eveleigh reported that she had attended a meeting with the Sussex PCC, Ms Katie Bourne, and the Clerk on 5 April 2017. This was instead of her attendance at the public meeting that the Council had tried to arrange, but the PCC had had to cancel due to other commitments.

Cllr Eveleigh read out the questions that had been put to the PCC and the subsequent answers, albeit some of the questions were redirected to be answered by Inspector Allan Lowe. Members expressed their disappointment with the PCC's response. Cllr Eveleigh advised that she would arrange a meeting with Insp Lowe and report back in due course.

16.5 Carers Week

Cllr Parsons provided Members with an outline of the annual campaign Carers Week, including that the Carers Week 2017 would take place week commencing 12 June and the charity, Carers Support, was due to hold a 'Coffee and Cake Celebration' event in the Parish Hall on 16 June and all Members are encouraged to attend. The aim was to spread the word and to reach more family and friend carers to be able to offer them support and information.

17. Report(s) of Representatives on Outside Bodies

It was reported that Cllr Butcher had been appointed as a public member of the Primary Care Overview Group on the Coastal Western Sussex Clinical Commissioning Group and an overview of the role's purpose and the responsibilities of the CCG was provided.

Whilst this role was not a Council Representative role, Members **agreed** to Cllr Butcher's suggestion of providing updates to the Council under this heading in the future.

18. Future Agenda Items

None.

The meeting closed at 9.10pm.