

LANCING PARISH COUNCIL

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

Councillors Present: Carol Albury, Ann Bridges, Douglas Bradley, Clive Burghard, Mick Clark, Lee Cowen (Minutes 1 to 11), Gloria Eveleigh (in the Chair), Liz Haywood (Minutes 1 to 13), Danny Jackson, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner (Minutes 1 to 19.8).

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

In attendance: 4 members of the public.

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

1. To elect the Chairman of Lancing Parish Council for 2018/19 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 2018/19.

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

2. To elect the Vice Chairman of Lancing Parish Council for 2018/19 and to receive the Vice Chairman's Declaration of Acceptance of Office

Cllrs Mick Clark and Emma Purnell were both proposed and seconded. By a majority, Cllr Clark was voted in as Vice Chairman.

Resolved – That Cllr Mick Clark be elected as Vice Chairman of Lancing Parish Council for the Municipal year 2018/19.

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

3. Apologies

Apologies had been received, and with the reasons outlined, were accepted from Cllrs David Lambourne and Robin Monk.

4. Welcome to New Councillor

Following the bye election on 3 May 2018, Cllr Danny Jackson was elected as a Parish Councillor for Churchill Ward. It was confirmed that his Declaration of Office had been signed prior to the meeting. Cllr Jackson introduced himself and was welcomed by Members.

5. Declarations of Interest

None.

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

6. Public Forum & Questions

None.

7. To approve the minutes of the full Council meeting held on 7 March 2018

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

8. Grouped Items:-

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

- (1) Amenities & Environment Committee Meeting – 14 March 2018
- (2) Litter Campaign Working Group – 15 March 2018
- (3) Finance & General Purposes Committee Meeting – 21 March 2018
- (4) Planning Committee Meeting – 21 March 2018
- (5) Planning Committee Meeting – 11 April 2018
- (6) Litter Campaign Working Group – 12 April 2018
- (7) Planning Committee Meeting – 25 April 2018
- (8) Amenities & Environment Committee Meeting – 2 May 2018
- (8) Community Cinema Working Group – 8 May 2018
- (9) Finance & General Purposes Committee Meeting – 9 May 2018
- (10) Planning Committee Meeting – 9 May 2018

9. Chair's 2017/18 summary

The Chair provided a summary of the 2017/18 year in office, which would be provided in greater detail in the Council's Annual Report.

The Chair circulated the 2018/19 Parish Surgery rota for Members choose their preferred dates.

10. To appoint Members to Committees:-

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

There was some confusion as to how best to appoint Committee members etc, and it was acknowledged that a better process was required for future Annual Meetings. The Clerk would look in to this.

Resolved – That the membership of the Council's Committees for 2018/19 be as follows:-

- 10.1 Amenities & Environment Committee (7 seats)** – Cllrs Bridges, Cowen, Haywood, Jackson, Parsons, Patmore and Scotting.
- 10.2 Finance & General Purposes Committee (7 seats)** – Cllrs Albury, Burghard, Monk, Patmore, Purnell, Scotting and Turner.
- 10.3 Planning Committee (7 seats)** – Bradley, Burghard, Jackson, Monk, Lambourne, Purnell and Turner.
- 10.4 Human Resources Sub-Committee (4 seats)** – Cllrs Albury, Monk, Patmore and Scotting

- 10.5 Value for Money Sub-Committee (4 seats)** – Monk, Patmore, Scotting and Turner.
- 11. To reaffirm/appoint members to working groups and Council led initiatives:-**
Resolved – That the membership of the Council’s working groups and Council led initiatives for 2018/19 be as follows:-
- 11.1 Community Cinema Working Group** – Cllrs Lambourne and Monk.
- 11.2 Garden Competition Working Group** – It was agreed to dissolve this working group and for the subject to be overseen by the Amenities & Environment Committee.
- 11.3 Keep Lancing Safe (3 seats)** – Reduced from 4 to 3 seats - Cllrs Eveleigh, Monk and Patmore.
- 11.4 Lancing Parish Youth Council (3 seats)** – Cllrs Clark, Eveleigh and Patmore.
- 11.5 Lancing Vision Group (2 seats)** – Cllrs Eveleigh and Monk.
- 11.6 Litter Campaign Working Group** – Cllrs Eveleigh, Monk and Patmore.
- 11.7 Monks Rec Improvement Project Working Group** – Cllr Cowen. Cllr Bridges agreed to be the West Sussex County Council Councillor on the group. An Adur District Council Councillor would also be sought.
- 11.8 Newsletter Editorial Working Group** – Cllrs Burghard, Clark, Purnell and Scotting.
- 12. To appoint Members to serve as representatives on Outside Bodies:-**
 Members were reminded to read the Council Representatives on Outside Bodies Policy if they served as a representative.
- Resolved** – That the Council’s representatives on outside bodies for 2018/19 be as follows:-
- 12.1 Adur District Council Standards Committee (1 seat)** – Cllr Eveleigh
- 12.2 Adur Voluntary Action Management Committee (1 seat)** – Cllr Parsons.
- 12.3 Adur West Capital Projects Group (1 seats)** – Cllr Eveleigh.
- 12.4 Adur and Worthing Youth Council (1 Seat)** – Cllr Eveleigh.
- 12.5 Airport Consultative Committee (1 seat)** – Cllr Burghard.
- 12.6 Brighton & Hove Albion Football Club Community Steering Group (1 seat)** – Cllr Clark.
- 12.7 Friends of Lancing Ring (1 seat)** – Cllr Clark.
- 12.8 Lancing Football Club (1 seat)** – Cllr Eveleigh.
- 12.9 Lancing Parochial Charities (2 seats)** – Cllrs Albury and Clark.
- 12.10 West Sussex Association of Local Councils (2 seats)** – Cllrs Clark and Eveleigh.
- 12.11 World of Widewater (LNR Steering Committee & Management Committee) (2 seats)** – Cllrs Clark and Patmore.
- 13. To approve and adopt the Council’s Standing Orders and Financial Regulations**
 It was noted that new model Standing Orders were in the process of being drafted by the National Association of Local Councils. Once received, this Council’s Standing Order’s would be reviewed accordingly.
- Resolved** – That the Council’s current Standing Orders and Financial Regulations be approved and adopted for the Municipal Year 2018/19.

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

14.1 Sussex Association of Local Councils

14.2 Society of Local Council Clerks

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

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

Submitted – The Parish Council's Land and Asset register as at 31 March 2018.

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

16. To confirm the the dates and times of ordinary meetings of the Council and Committees for 2018/19

Resolved – That the following schedule of Council and Committee meetings during the Municipal Year 2018/19 be confirmed:-

Council – 25 July, 26 September, 28 November 2018, 30 January, 27 March and 22 May 2019.

Amenities & Environment Committee – 4 July, 5 September, 31 October 2018, 9 January, 6 March and 1 May 2019.

Finance and General Purposes Committee – 11 July, 12 September, 14 November 2018, 16 January, 13 March and 8 May 2019.

Planning Committee – 30 May, 20 June, 11 July, 1 August, 22 August, 12 September, 3 October, 24 October, 14 November, 12 December 2018, 16 January, 6 February, 27 February, 13 March, 3 April, 24 April and 8 May 2019.

17. Appointment of Auditors for Financial Year 2018/19

Submitted – A report regarding the Council's Internal Auditor services and to acknowledge the appointment by the Smaller Authorities' Audit Appointments Ltd of the External Auditor. It was noted that the current Internal Auditor provided a knowledgeable and a cost-effective service and no reason could be put forward to change provider at this point in time.

Resolved – (a) That Mulberry & Co be appointed as Lancing Parish Council's Internal Auditor for the Financial Year 2018/19.

(b) That the appointment of Moore Stephens Lancing Parish Council's External Auditor for the Financial Year 2018/19 be acknowledged.

18. Recommendations from Committees

18.1 Amenities & Environment Committee – Beach Green Access Track - need to repair

The Amenities & Environment Committee had acknowledged that part of the Council owned access track between SETyres and the car wash and recognised public right of way was in dire need of repair.

The Committee were therefore recommending that the cost of the works be covered from General Reserves (Committee Minute 48.13/May/18 refers).

Resolved – That £2,000 from General Reserves be used to cover the costs of repairing part of the Beach Green access track.

19. Clerk's Report:-

19.1 Annual Audit Report 2017/18

Submitted – The Council's Annual Audit Report for 2017/18, which included the Annual Governance Statement, Statement of Accounting Policies, Notes to the Accounts, Annual Return and supporting papers and Income & Expenditure. The Internal Auditors Report was also submitted to aid Members when considering approval of the Annual governance Statement and it was acknowledged that there were no highlighted issues in the Internal Auditors report.

In accordance with the Local Audit and Accountability Act 2014 Sections 26 and 27 and The Accounts and Audit Regulations 2015 (SI 2015/234), the Notice of Public Rights and Publication of Unaudited Accounting Statements would be duly advertised to the public from 24 May 2018.

Resolved – (a) That the Annual Governance Statement 2017/18 be approved.
(b) That the Accounting Statements for 2017/18 be approved.

With the Annual Audit Report 2017/18 subsequently approved, it was duly signed off by the Chairman and the Responsible Financial Officer and would now be submitted to the External Auditor, Moore Stephens.

19.2 Parish Council Newsletter

It was noted that the Summer 2018 edition of the Parish Council's Newsletter was in the process of being delivered to all parish households.

Resolved – That the information be noted.

19.3 AVA Information

The latest figures for March and April 2018 were provided, including that there had been 0 volunteer enquiry, 6 food bank donations, 7 food bank collections and 7 general enquiries.

Members were reminded of the recent sad passing of Mr Adrian Barritt, AVA's Chief Officer and that there would be a Memorial Celebration for him on 3 June 2018. Cllrs Eveleigh and Parsons agreed to attend on behalf of the Council.

Resolved – That the information be noted.

19.4 Lancing and Sompting Churches Food Bank information

Pursuant to Council Minute 81.2(b)/Mar/18, information was provided to Members regarding the logistics of the Lancing and Sompting Churches Food Bank, including that 145 food parcels had been given out from the four outlets between 1 January 2018 to 30 April 2018

Resolved – That the information be noted.

19.5 Proposed Enforcement Patrols for Dog Fouling and Littering Offences

Pursuant to Council minute 81.3/Mar/18, it was confirmed that legislation dictated that only the District Council had the power and ability to carry out the associated enforcement of Public Space Protection Orders. It was reported that a request had been submitted to Adur

District Council for the matter to be added to the agenda of the Joint Overview and Scrutiny Committee meeting on 21 June for consideration to be given for a trial scheme involving an enforcement agency to issue fixed penalty notices for litter and dog fouling offences by ADC.

It was considered useful for a Councillor to attend and speak at the Committee meeting to further stress the important need for the trial to be carried out.

Resolved – (a) That Councillor Patmore be authorised to attend Adur District Council’s Joint Overview and Scrutiny Committee on 21 June 2018 to further stress the important need for a trial scheme involving an enforcement agency to issue fixed penalty notices for litter and dog fouling offences.

(b) That the information be noted.

19.6 Lancing Skatepark Action Plan – Report by Tim Loughton MP

Pursuant to consideration of Tim Loughton MP’s report in respect of Lancing’s skatepark (Minute 81.6/Mar/18 refers), it was confirmed that the Council’s subsequent response, to assure Mr Loughton that the Parish Council was being pro-active and for the good work being carried out to be recognised, was sent by post to Mr Loughton’s constituency office in Shoreham on 8 March and chase ups were sent to three known email addresses of Mr Loughton during April and May. A reply was finally received on 15 May 2018, which indicated Mr Loughton would respond to the letter in due course.

Resolved – That the information be noted.

19.7 Review of Health & Safety Risk Assessment

The Council’s Health & Safety Risk Assessment had been reviewed and required Council approval. It was noted that further checks at the recreation grounds should be made when heavy vehicles had crossed the land to establish if there were any wheel ruts that could be trip hazards.

Resolved – That the submitted Health & Safety Risk Assessment be approved.

19.8 Lancing Beach Title Deed Restrictive Covenant – application to lift

Members were advised that the title deeds to Lancing beach as owned by this Council contained restrictive covenants, one of which related to the building now known as The Perch. The covenant prevented the beach surrounding the building being used for any purpose other than a public open space.

It was reported that The Perch had applied to have the covenant lifted so that an inflatable beach cinema screen could be erected to provide a weekly cinema evening throughout the summer. Mr Alex Hole, Managing Director of The Perch was present at the meeting and provided further details and answered Members questions.

This suggestion was initially considered at the recent Amenities & Environment Committee meeting (Committee Minute 48.4v/May/18 refers) and whilst there were other concerns to be addressed, e.g. risk assessments being provided etc., legal advice from SALC’s solicitor had been sought as to how the implications of this covenant could be overcome. The advice received suggested that if the Council was minded to support the project, and once all health and safety aspects had been satisfied and the applicant had agreed to make good any damage, a licence for the event to go ahead in letter form would suffice.

Resolved – That, subject to a risk assessment being provided and an agreement that any damages are made good, consent be given to The Perch to provide a weekly beach cinema during the summer.

19.9 General Data Protection Regulations

Members were reminded of the Data Protection Act and the fact that the next phase of data protection improvements would come into force on 25 May 2018, i.e. the General Data Protection Regulations (GDPR). Guidance on GDPR had previously been circulated to Members and was also a topic at the recent Councillor Training Session, albeit that session was poorly attended.

It was noted that as an organisation, the Parish Council was already following the concepts and principles of data protection, but some changes needed to be made to accommodate GDPR. Most would be made by the office as a matter of course, but it was reported that previously the Clerk had been able to act as the organisations Data Protection Officer, but with the introduction of GDPR and from the advice of both SALC and the SLCC, a local council should now appoint a separate DPO to safeguard the council, who had no conflict of interest, could provide skilled advice and could ensure the Council was able to act lawfully. Unfortunately, there would be an associated cost of approximately £600 but there should be sufficient in the IT budget to cover this amount.

Furthermore, and so that Councillors could separate their Parish Council business emails to their existing email addresses and thereby distinguish Council business easier, specific email addresses for all Parish Councillor's under the @lancingparishcouncil.gov.uk domain were being set up. Instructions would be sent to Members existing email addresses shortly.

Members were advised that if they remained unsure of their obligations to the regulations after reading the GDPR guidance to contact the Clerk.

Resolved – (a) That the Clerk be authorised to appoint an appropriate body from the recommended list provided by SALC to act as the Parish Council's Data Protection Officer.
(b) That the information be noted.

19.10 Correspondence received – Lancing and Sompting Liberal Democrats - to determine a response

It was reported that a letter had been received from the Lancing and Sompting Liberal Democrats regarding a number of matters pertinent to Lancing. The letter had been replied to as most of the subject matters were easily answered, e.g. Monks Rec Improvement Project, Village regeneration and the Council's position on the proposed New Monks Farm development. However, the following matter required a Council decision:-

"We urge the Parish council to bring pressure to bear on the Police and Crime Commissioner to delay any sale of the police station site so that a plan can be constructed to use the site to improve public services in Lancing. We suggest these could include improved NHS services, access to more parking on Monks Recreation Ground , or even a replacement for the Parish Hall in a more central location."

Resolved – (a) That a letter be sent to the Police and Crime Commissioner to request that, in respect of the future use of the site of the unoccupied police station in North Road, Lancing, all efforts be made for the site to be to the benefit of the community.

(b) That any consultations in respect of the future of the site in (a) above, be responded to accordingly.

20. Other Matters:-

20.1 Lancing Parish Youth Council

The Minutes of LPYC's meeting on 16 May 2018 had been circulated for Member's information. A logo for the Youth Council had been created by YCllr Scott, which required Council approval as it incorporated the Lancing Parish Council logo. The Youth Council had agreed that its constitution needed to be slightly amended to allow for a degree of flexibility by extending the age limit in respect of any specific needs of individual youth councillors. Each case would be considered on its own merits by the Youth Council and the Clerk.

Resolved – (a) That the Lancing Parish Youth Council logo be approved.

(b) That Lancing Parish Youth Council's amended constitution be approved.

20.2 Lancing Vision Group

Cllr Eveleigh advised that the Village Consultation results and associated action plan had been circulated to the Adur West Capital Project Group for discussion at the group's next meeting and the Vision Group's next meeting on 1 June would discuss the action plan's way forward.

Resolved - That the information be noted.

20.3 Keep Lancing Safe

Cllr Eveleigh advised that antisocial behaviour had decreased for a while but was on the up again due to a group of youths on mopeds causing issues at Monks Rec and that antisocial driving was being experienced at Widewater car park. The Police had confirmed that patrols would be step up to combat those issues.

Resolved - That the information be noted.

21. Report(s) of Representatives on Outside Bodies

21.1 Albion in the Community – 2017/18 Annual report highlights

Highlights of the report were outlined, and it was noted that as soon as the full report was received it would be circulated to Members.

Resolved – That the information be noted.

22. Future Agenda Items

None.

23. 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

24. Land at Monks Recreation Ground

Pursuant to Council Minute 86/Mar/18, a report to consider Sussex County Football Association's response to the Parish Council's statement of reasons as to why the rent should be increased to more than the current market rental value.

Resolved – That an amount of £875 per annum be agreed as the current rental value of the land leased to Sussex County Football Association for the period 25 December 2018 until 24 December 2020, to be reviewed again prior to 24 December 2021 in accordance with the lease and that the Association be advised accordingly.

25. Review of Financial Risk Assessment

The Council's Financial Risk Assessment had been reviewed and required Council approval.

Resolved – That the submitted Financial Risk Assessment be approved.

The meeting closed at 8.58pm.

DRAFT