

## LANCING PARISH COUNCIL

### Minutes of the Council Meeting held on Wednesday 26 September 2018 at 7:00pm in the Parish Hall

**Councillors Present:** Gloria Eveleigh (Chair); Carol Albury, Ann Bridges, Douglas Bradley (from Minute 52), Clive Burghard, Mick Clark, Lee Cowen, Liz Haywood (to item 56), Danny Jackson, Robin Monk, Lionel Parsons, Geoff Patmore, Lydia Pope (to item 56), Emma Purnell and Jean Turner.

**Officer:** Vally Fish, Assistant Clerk.

**Public:** Five.

**49. Apologies**

Apologies had been received, and with the reasons outlined, were accepted from Cllr Gina Scotting.

**50. Declarations of Interest**

None.

**51. Public Forum & Questions**

None.

**52. Mash Barn Vacancy – Co-option**

Five completed and valid co-option application forms had been received from the following candidates:-

1. Mr Richard Aulton
2. Miss Hannah Churchill
3. Mr Joe Pannell
4. Mrs Lydia Pope
5. Mr John Waters

The confidential application forms were circulated to Members prior to the meeting. Candidates were invited to speak for up to three minutes about their application followed by an opportunity for Members to ask questions of them. It was noted that Mr Joe Pannell had withdrawn his application prior to the meeting.

Members were asked to vote for their preferred candidate. It was declared that Mrs Lydia Pope had received a unanimous number of votes and was thereby co-opted onto the Council until May 2020. Mrs Pope signed the Declaration of Acceptance of Office took her seat on the Council. The Chair thanked all the candidates for their applications.

**Resolved** – That Mrs Lydia Pope be co-opted onto the Council until May 2020.

**53. To approve the minutes of the Council meeting held on 25 July 2018**

**Resolved** – That the Minutes of the meeting held on 25 July 2018 be agreed as a true and accurate record.

**54. Grouped Items:-**

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

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- (1) Lancing Vision Group – 27 July 2018
- (2) Planning Committee Meeting – 1 August 2018
- (3) Monks Rec Improvement Project Working Group – 2 August 2018
- (4) Planning Committee Meeting – 23 August 2018
- (5) Amenities & Environment Committee – 5 September 2018
- (6) Keep Lancing Safe – 7 September 2018
- (7) Planning Committee Meeting – 12 September 2018
- (8) Finance & General Purposes Committee – 12 September 2018

## **55. Recommendations from Committees**

### **55.1 Amenities & Environment Committee**

#### **i. Future of Croshaw Recreation Ground**

At the meeting of the Amenities & Environment Committee on 5 September 2018, an update was provided in respect of the grant funding situation towards the revamping of Croshaw Recreation ground's play area to add to the £15,000 of match funding provided by this Council and Sompting Big Local.

Discussion ensued in respect of the historic anomaly of Croshaw Rec being in the Parish of Sompting, yet it is under the ownership of Lancing Parish Council. It is known that Sompting Parish Council does not own any recreation grounds and the question of whether they would like to arise, with the profits of any sale going towards the Monks Rec Improvement Project. It was acknowledged that as the ground is for recreation use only, and not for property development, the land is not likely to have a high value. However, this will not be known unless the proposal was agreed and progressed.

Members questioned whether this land had any restrictions, caveats or covenants as well how the Council had come to own the land. It was agreed that Members required further information before progressing this option.

**Resolved** – That further investigations be made into the ownership history of Crowshaw Rec and whether any restrictions, caveats or covenants apply.

### **55.2 Finance and General Purposes Committee**

#### **i. Review of Council Policies and Procedures - Standing Orders & Financial Regulations**

The Committee recently reviewed revised Standing Orders and Financial Regulations, as the new models for these documents have been updated from the subsequent introduction of the General Data Protection Regulation and The Public Contracts Regulations 2015. (As Standing Orders and Financial Regulations are the written rules of the Council, the Committee do not have delegated powers to approve these and was therefore recommended that full Council approve them.)

**Resolved** – That the revised Standing Orders and Financial Regulations, as submitted, be approved.

#### **ii. Draft Budget 2019/20 and setting the precept**

In preparation for final budget and precept 2019/20 considerations, Members and Committees submitted ideas for potential schemes. Members were reminded the final budget and level of precept for 2019/20 would need to be agreed at the Full Council meeting on 30 January 2019 at the latest. Extraordinary meetings may have to be called if this timeframe could not be fulfilled.

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At this point Cllrs Clark and Purnell declared an interest as Beach Hut owners and therefore withdrew from voting on items 55.2ii(a)5 and 55.2ii(d).

**Resolved – (a)** That the costs of the following identified projects and expenditure be included in the 2019/20 budgetary considerations:-

1. **Community Cinema** – That the Jubilee Hall hire fee continues to be waived during 2019/20 to the Community Cinema Working Group;
2. **Events** – Increase from £2,550 to £3,000 to cover general increase in event costs and increase in the number of events held – increase of £450;
3. **Noticeboards** – Increase from £1,000 to £2,500 to cover the costs of new Millennium Handshake, Beach Green Wildlife and Boat Winch Information panels – increase of £1,500;
4. **Beach Green Lawns maintenance** – Increase from £500 to £1,500 to cover the costs of topping the green to re-cover the anti-tank blocks – increase of £1,000;
5. That a nominal increase year after year on the beach hut rent based on the retail price index (aka inflation) be introduced;
6. That the following Hall hire price changes be approved:-

Room	Current charge	Change to
Jubilee Hall	Mon - Thurs	
	£35 day sessions	No change
	£65 evening sessions	No change
	Friday	
	£38 day sessions	Reduce to £35
	£83 evening sessions	Increase to £90
	Saturday	
Council Chamber	£57 day sessions	No change
	£150 early evening	No change
	£200 late session	No change
Green Room	£16 day sessions	£20 day sessions
	£26 day session	£30 evening sessions
	£13 all sessions	£16 all sessions

7. That further investigations into the costs of installing solar panels on the Parish Hall be made and relevant grant funding be applied for;
  8. That £50,000 from General Reserves be committed to the Monks Recreation Ground Improvement Project, i.e. vired to Earmarked Reserves; and
  9. That an amount of £9,000 from General Reserves be used towards skatepark improvement works (Amenities & Environment Committee Minute 15.7ii/Sep/18 refers).
- (b) That the payment of Councillor Allowances continues, as the payment is an optional decision anyway.
- (c) That the long term future of the Parish Hall be put on hold until the funding for the Monks Recreation Ground Improvement Project has been secured.
- (d) That the introduction of a sale of beach hut charge, suggested at a flat rate of 5% of the sale price, to new License holders from 2019/20 not be progressed.

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Cllrs thanked the Clerk, Finance Manager and Chair of the Finance and General Purposes Committee for the management of the accounts.

**iii. Staffing Matters - Assistant Clerk's maternity leave cover**

Submitted – A report to consider the Assistant Clerk's maternity leave, which included details of statutory maternity rights, current contractual arrangements and a maternity cover proposal.

**Resolved** – (a) That the maternity cover particulars be agreed as follows:-

- i. that maternity cover be sought for 10 months on a full-time basis on SCP 21, but flexible/part-time hours (pro-rata) being considered for the right candidate, and with the proviso of 4-weeks' notice to terminate the contract early or extend the contract if necessary.
- ii. that the cover be advertised through local council channels from 28 September 2018, with a closing date of 26 October 2018.
- iii. that an interview panel, consisting of Cllrs Eveleigh, Jackson, Patmore and Turner (with Cllrs Bridges, Clark, Haywood and Parsons as reserves) and the Clerk, be set up by the Council to review the applications on Monday 29 October to create a shortlist and carry out the interview process on Thursday 8 November with a potential start date of 10 December 2018.

(b) That the financial impact of Statutory Maternity Leave and subsequent cover on the 2018/19 Administration budget be acknowledged.

(c) That the financial impact of Statutory Maternity Leave and subsequent cover on the 2019/20 Administration budget be accounted for during the Council's overall 2019/20 budgetary considerations.

**56. Chair's Report**

**56.1 South Coast Hub School for the Institute for Research in Schools (IRIS)**

Cllr Eveleigh reported that she attended the launch event on 25 September in respect of Sir Robert Woodward Academy becoming the first hub of its kind in the South of England for the IRIS. This is a charitable trust supporting school students and teachers to develop authentic research in schools.

Lancing resident, Mr Waters expressed his concerns regarding SRWA and its apparent lack of improvement, however Members recognised the positive aspects of the school and acknowledged that this should not diminish nor distract from the IRIS programme.

**Resolved** – That the information be noted.

**56.2 Elmcroft Care Home, Shoreham**

Cllr Eveleigh reported that she had been invited to attend an event hosted by the care home to celebrate their 10th anniversary.

**Resolved** – That the information be noted.

**57. Clerk's Report**

**57.1 Parish Council Newsletter**

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It was confirmed that the Winter edition of the Parish Council's Newsletter for 2018/19 will be produced early October and delivered the beginning of November. The E-newsletter will be circulated on 1 December.

**Resolved** – That the information be noted.

#### **57.2 AVA and Food Bank Information**

The latest figures for July and August 2018 were provided, including for AVA there had been 0 volunteer enquiries, 5 food bank donations, 15 food bank collections, 20 general enquiries. AVA have now moved from the Library to the Children & Family Centre on a Thursday. For LSFB collections, Library - no longer used as a collection point, Family Centre - 10, Lancing Tabernacle - 4, Sompting Big Local - 45 (a minority of SBL clients are from Lancing)

Cllr Parsons reported that AVA are in the process of recruiting for the position of Chief Officer.

**Resolved** – That the information be noted.

#### **57.3 Lancing Skatepark Action Plan – report by Tim Loughton MP**

Pursuant to Council Minute 45.5/Jul/18, a response from Mr Loughton in respect of the Parish Council's reply (dated 8 March 2018) regarding his Skatepark Action Plan was finally received and circulated to Members prior to the meeting.

Some Members expressed disappointment and disapproval with the tone of Mr Loughton's letter and observed that the letter does not acknowledge the work that the Council has done in respect of the issue, nor does it address the Council's questions that the Action Plan raised and is instead a perceived attack on the Council. After discussion, it was agreed, at the suggestion of Cllr Jackson, to invite Mr Loughton to a Council meeting to discuss these issues and agree how to best to move forward.

**Resolved** – To invite Mr Loughton to the next Full Council meeting to discuss these issues and agree how to best to move forward.

#### **57.4 General Data Protection Regulation Audit**

It was confirmed that a Data Protection Officer has been duly appointed - GDPR-*info* Limited - (Council Minute 19.9/May/18 refers) and a data audit carried out to determine the levels of compliancy to the GDPR. The subsequent report identified some issues in the way the Council handles data now, and the office is striving to address these concerns so that the Council can show it is working within the guidelines of GDPR, such as introducing new policies, updating existing, amending privacy notices and archiving/destroying old paperwork.

However, in respect of Councillors the following was highlighted:-

- Councillors who hold the personal data of residents or volunteers through the work of the Council's working groups must ensure that data is held securely and with the consent of the individual.
- That some Members are still not using their designated email address for Parish Council business.

Members were therefore advised that the use of other email addresses will cease from 30 September 2018 and the only form of email communication between the office and members will

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be via @lancingparishcouncil.gov.uk email addresses. Members using emails agreed to ensure that this account would now be used for Parish Council business and those requiring help with the set-up of their email address or remains unsure of their obligations to GDPR, were advised to contact the Clerk.

Cllr Cowen questioned whether training for Members would be of use however it was acknowledged that as many Members had received GDPR training outside of the Parish Council and that recent Councillor training had not been well attended, guidance would be circulated for Members information.

**Resolved** – That the information be noted, especially in respect of the stipulated use of @lancingparishcouncil.gov.uk email addresses.

#### **57.5 SALC Meeting with Sussex Police Chief Constable**

The Sussex Association of Local Councils holds bi-annual meetings with Giles York, the Chief Constable of Sussex Police. All local councils are requested to submit any strategic or unresolved topics that they would like to be raised in time for the next meeting on 16 November 2018.

**Resolved** – That the following questions be submitted -

1. When will pavement parking become illegal?
2. Can pavement parking be made legal by marking bays half on the pavement and half on the road where feasible, ensuring that at least one metre of the pavement is left available for accessibility?

#### **57.6 Widewater Footbridge**

Pursuant to Council Minute 46.5/Jul/18, it was confirmed that the new Widewater footbridge and access points from the A259 will be DDA compliant and the works are due to be carried out in the 2019/20 financial year. Cllr Eveleigh reported that she had made further enquiries about this issue with County Cllr Barton and, having spoken to WSCC Planning Department, he confirmed that the drawings were currently being prepared and the date for this work would definitely be as scheduled.

Cllr Patmore advised that he was aware of loose handrails at the footbridge and Cllr Bridges agreed to report this to WSCC.

**Resolved** – That the information be noted.

#### **57.7 Community Cinema – request for Councillor volunteers**

It was stressed that at the moment, the operation of the Cinema was only made possible due to the commitment of Cllr Monk and that additional help was needed. There had been previous volunteers from cinema attendee's, but these had not been sustained. At the Finance and General Purposes Committee meeting on 12 September 2018, it was resolved that Cllrs Burghard, Clark, Eveleigh and Purnell be trained on the projection equipment, however further volunteers were sought.

**Resolved** – (a) That Cllrs Parsons and Turner also be trained on the projection equipment.  
(b) That Cllr Monk organises a rota for staffing the Cinema.

#### **57.8 Lancing Residents Autumn Meeting**

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Members were reminded that the above meeting is scheduled for Thursday 11 October 2018 at 7.00pm. As well as updating local residents on progress made in relation to the issues raised at the Annual meeting held in May, there will be a general update given by panel of Cllrs leading current projects, a residents' question time and the presentation of cheques to the successful Grant Aid applications. All Members were encouraged to attend and requests for Members to serve refreshments were sought.

**Resolved** – That the information be noted, and Cllr Clark serves refreshments.

**57.9 Notice of Conclusion of Audit 2017/18**

It was confirmed that the Notice of Conclusion of the External Audit and right to inspect the Annual Return for 2017/18 had been received from Moore Stephens, the external auditor, along with the certificate and opinion. There had been no matters of concern raised and all proper practices had been followed. The notice would be on display in the Parish Hall in accordance with regulations and could be inspected on the Councils website.

**Resolved** – That the information be noted.

**57.10 Change of Meeting Date and Fireworks**

Members were advised that due to the availability of the firework contractor, the fireworks on Beach Green will now be taking place on Wednesday 31 October resulting in the Amenities and Environment Committee Meeting being moved to Wednesday 7 November. It was noted that unfortunately the original dates had already been advertised in the Council's newsletter, but the events would now be advertised via the Council's Facebook page.

**Resolved** – That the information be noted.

**58. Other Matters:-**

**58.1 Lancing Parish Youth Council**

The Minutes of LPYC's meetings on 19 September July 2018 had been circulated for Member's information. YCllr Churchill thanked Members on behalf of LPYC for the permission and grant to progress the Community Garden at the Parish Hall. Members were advised that the Youth Council had received positive feedback in regard to the Climbing Wall at Monks Rec and were in discussion with Sompting Parish Council to investigate the feasibility of creating a joint Youth Council.

**Resolved** – That the information be noted.

**58.2 Lancing Vision Group**

Cllr Eveleigh reported that whilst the LVG's recommended capital project had been to regenerate the village centre, the West Adur Capital Project Working Group (WACPG) had identified the redesigning of the Farmers Junction in South Street as a priority and a feasibility study be commissioned (unless the 2012 BDP feasibility study was still relevant). Signposts to the village from Beach Green and at the Farmer's junction, and to hang banners from Beach Green up to and including North Road are also being investigated. The WACPG has allocated a £25k budget for the next three years for Lancing and Sompting.

**Resolved** – That the information be noted.

**58.3 Keep Lancing Safe**

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Cllr Eveleigh reported that the police Joint Action Group had identified a significant increase in hate crime graffiti and therefore circulated 'Kick it Out' posters to all Members, in an attempt to combat this issue, especially within the football community.

It was reported that partnership working with the Police was still ongoing - Police continue with increased directed patrols, especially in Monks Rec following an arson attack on the toilet block, and on Beach Green following the repeated destruction of skate park signs.

**Resolved** – That the information be noted.

**58.4 New Monks Farm Development ([AWDM/0961/17](#)) and Shoreham Airport ([AWDM/1093/17](#))**

Adur District Council's Planning Committee will meet on Wednesday 3 October 2018 to decide on the above applications. Both applications have been objected to by this Council and its Planning Committee. Members were asked to consider whether to nominate a Councillor to speak on behalf of the Council's objections to the development.

**Resolved** – That Councillor Eveleigh be authorised to attend Adur District Council's Planning Committee meeting on 3 October 2018 to speak on behalf of the Parish Council's objections to the planning applications above.

**59. Representatives on Outside Bodies**

**i. BHA Football Club Community Steering Group**

The Steering Group met on 7 June and 6 September 2018. As these meetings are held during the day, this Council's representative Cllr Clark, has acknowledged it is difficult for him to attend and that another representative should be nominated.

**Resolved** – That Cllr Purnell be appointed to the BHAFC Community Steering Group.

**ii. World of Widewater** - Cllr Patmore has also acknowledged that, due to personal circumstances, he is unable to attend the Monday night meetings of WoW.

**Resolved** – That Cllr Pope be appointed to the World of Widewater Local Nature Reserve Steering Committee, with Cllr Cowen as a reserve.

**iii. Lancing Football Club**

Cllr Eveleigh reported that the Community Status of the club is pending and that a new manager for the men's team had been appointed. The ladies' team had won all matches played so far and a disabled team is in the process of being set up. The club received £6,000 prize money for winning the first qualifying round and they are in the second qualifying round for the first time since 1967.

**Resolved** – That the information be noted.

**60. Future Agenda Items**

Cllr Parsons - Pastor John Woods of Lancing Tabernacle has offered to speak to LPC regarding Lancing and Sompting Foodbank.

**Meeting closed 9:10pm**

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