

LANCING PARISH COUNCIL

Minutes of the Meeting of the Full Council held on Wednesday 11 January 2017

Present: Chair: Cllr Gloria Eveleigh

Councillors: Carol Albury, Ann Bridges, Douglas Bradley, Clive Burghard, Mick Clark, Lee Cowen (from Minute 85.4), Liz Haywood, Robin Monk, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner.

Officers: Helen Plant, Acting Clerk

In attendance: One member of the public and one member of the press.

Training Session at 6.30pm.

Prior to the start of the Council meeting, Ms Lydia Schilbach, West Sussex County Council Community Officer, provided a short training session on the subject of Community Project Management.

Members found the topic very useful and agreed that a longer session on the subject would be beneficial. A date would be arranged and details would be circulated to members in due course.

Ms Schilbach was thanked for her attendance.

The Chair opened the meeting at 7.01p.m. and welcomed those members of the public present and wished everyone a Happy New Year.

82. Apologies

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

83. Declarations of Interest

None.

84. Minutes of Previous Meetings:-

84.1 Full Council held on 7 December 2016

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

84.2 Amenities and Environment Committee held on 14 December 2016

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

84.3 Finance & General Purposes Committee held on 21 December 2016

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

84.4 Planning Advisory Committee held on 21 December 2016

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

85. Chairman's Announcements/Report

85.1 'Making Lancing Feel Safer'

The Chair reported that, unfortunately, the Sussex Police & Crime Commissioner had had to cancel her attendance to the public event scheduled for 30 January 2017 due to a national commitment that was unable to be changed. A revised date had been requested and a response was awaited.

85.2 AVA Information

The Chair provided the AVA figures in respect of the number of shop visits and the reasons for the visits.

85.3 Lancing Parish Youth Council

The Chair reported that a number of young people from Electric Storm Youth were keen to set up a Lancing Parish Youth Council. The Chair was helping with the set up of this by arranging an initial meeting on 20 January 2017 and would provide an update at the next Council meeting. The young people had asked for Cllr Haywood to be involved, as well as herself and Cllr Patmore. The Youth Council would provide the Parish Council with update reports on its work.

Cllr Parsons stressed that young people from other youth organisations should be invited to partake, such as church youth groups, which the Chair acknowledged.

85.4 Parish Councillor Surgeries

The Chair advised that a new schedule had been circulated by email for Members to sign up to, but that a hard copy was available at the meeting as well.

85.5 Closure of Lancing Post Office

The Chair reported that Post Office Limited had announced that the company was seeking a franchise partner to take over the Lancing Post Office services as part of its efforts to secure Post Office services in this community.

Cllr Cowen advised that he had set up an online petition, which had received more than 1,000 signatures in one day, in an attempt to save the Post Office from closure and that paper copies would be available for the public to sign at the AVA Shop, the Parish Hall and he would also be outside the Post Office on Saturday, 14 January. Cllr Albury advised that there would also be a petition for the public to sign at the next Village Market.

Members were dismayed at this news and considered that any potential closure of Lancing Post Office would be detrimental to the village overall.

Whilst Members agreed that action should be taken, the Acting Clerk advised that as the item had been brought up at the meeting and not previously advertised on the agenda, no decision on the matter could be made at this point. However, the item would be placed on the next Council meeting agenda, scheduled on 1 February 2017.

86. Public Forum & Questions

None.

87. Other Correspondence:-

87.1 Cost of Normal Elections – 5 May 2016

It was reported that the invoice for the normal elections that took place on 5 May 2016 had been received and were at a cost of £18,296.23. Whilst a breakdown of the costs had been received, with the calculations based on the number of electors in the electoral area, the costs were considered exorbitant.

The item would be placed on the next Finance and General Purposes Committee agenda, scheduled on 25 January 2017, as some form of action was considered necessary.

87.2 Insurance Claim

Members noted that an insurance claim in respect of alleged negligence on the part of Lancing Parish Council, originally instigated in September 2014 and was subsequently closed, had been reopened following further correspondence from the claimant's solicitor.

88. Report(s) of the Clerk:-

88.1 Beach Green

i. Hire Agreement

Pursuant to Council Minutes 76.1/Dec/16 (daily rental increase) and 76.4/Dec/16 (refundable deposit and smaller rental areas), the Beach Green Hire Agreement had been subsequently amended and was submitted to Council for approval.

Cllr Purnell considered that, in her capacity as a solicitor, further amendments were required, especially in respect of the refundable deposit. Members agreed to approve the submitted Hire Agreement, subject to Cllr Purnell effecting final amendments.

Resolved – That the Beach Green Hire Agreement, be approved as submitted, subject to Cllr Purnell effecting final amendments.

ii. Hire Requests

Members were advised that two Beach Green hire requests had been received from Chipperfields Circus and Coles Funfairs and the details were outlined.

Resolved – That the hire requests be approved.

88.2 Review of Standing Orders and Financial Regulations

i. Standing Orders

Pursuant to Council Minute 28.2/Jul/16, it was confirmed that the Working Group had carried out a review of the Council's Standing Orders. The Group had considered the National Association of Local Councils Model Standing Orders, which all local councils were encouraged to conform to, and all non-statutory points had been amended to suit this Council's needs.

Resolved – That the revised Standing Orders, as submitted, be approved.

ii. Financial Regulations

The Working Group had also carried out a review of the Council's Financial Regulations and had considered the National Association of Local Councils Model Financial Regulations. The Council's existing Financial Regulations had been compared against the Model and points considered pertinent were combined into the Model's.

Resolved – That the revised Financial Regulations, as submitted, be approved.

iii. Terms of Reference of Council and Committees and Scheme of Delegation

During the Working Groups review of i and ii above, it had become apparent that there were no Council documents that clearly outlined the terms of reference of the Council and its Committees and any associated delegated powers.

Resolved – That the Standing Orders Working Group be authorised to produce a draft Terms of Reference of Council and Committees and a Scheme of Delegation for subsequent approval by the Council.

88.3 Police presence in Lancing

Pursuant to the Council's pledge to support the Police by use of a room within the Parish Hall, it was confirmed that the Police had responded positively to the suggestion of the use of the smaller room in the Council's offices (Council Minute 80(c)/Dec/16 refers). Whilst this option needed to be ratified by the PCC Board, there was also the requirement for a Licence Agreement between the Police and Lancing Parish Council, which needed to be approved by this Council.

A Licence Agreement had been submitted with the agenda, but a revised version was circulated at the meeting as the Police had subsequently confirmed the days and hours of use. It was noted that the Licence template had been received from the Police and amended to suit the arrangement with this Council. Advice had been sought from a local letting agent in respect of the Licence Fee and the amount quoted in the Agreement was their recommendation based on the room size and facilities on offer. However, Members considered that £1,200 per year was not a sufficient amount, with the exclusive use of a car parking space being taken into account as well.

Approval was also sought for the installation of an emergency 'yellow' phone and signage on the exterior of the building and leaflet holders within the interior.

Resolved – (a) That the Licence Agreement between the Police and Lancing Parish Council, as submitted, be approved subject to the Licence Fee being set at £1,800 per year; and
(b) That the installation of an emergency 'yellow' phone and signage on the exterior of the building and leaflet holders within the interior be approved.

88.4 Community Cinema

Members were reminded that the first evening film show for the Community Cinema would be on Monday, 23 January at 7pm and support was sought with the event.

88.5 Millennium Handshake

It was confirmed that the Millennium Handshake on Beach Green had been restored thanks to Cllr Patmore, Keep Lancing Lovely and other members of the community.

It was reported that this project had been installed as part of several millennium community projects but unfortunately, the associated plaque was no longer in situ.

Resolved – That a replacement Millennium Handshake information plaque, up to a cost of £500, be purchased by this Council by use of the Small Projects Fund.

89. Other Matters :-

89.1 Parish Council Concert

Cllr Turner suggested that the Parish Council should present an 'Old Time Musical Hall' concert. Cllr Patmore offered to work with Cllr Turner to develop the idea further.

89.2 Lancing Air Raid Shelters

Cllr Patmore advised that he had received positive support via Facebook, with 120 likes, in respect of the air raid shelters in Lancing being opened to the public. It was known that grants were available to restore air raid shelters. If successful, the project could be the start of a future project, such as a Lancing Heritage/History Trail. He introduced Mr Andrew Egginton, the member of the public present at the meeting, who explained that an Action Group was in the process of being formed, which included two structural engineers who would be able to establish if the air raid shelters were structurally safe to open up to the public. Cllr Patmore sought the support of the Council to progress the project further and for a feasibility study to be carried out. He asked for help to clear the grass and earth from the entrance to allow a structural survey to be carried out, and the Acting Clerk suggested that the Parish Grounds Men could provide this assistance.

Resolved – That the Council supports the proposal of opening up the air raid shelters to the public, subject to further feasibility investigations being made.

89.3 Lancing Heritage Centre

Cllr Parsons advised that he was keen to progress the idea of a Lancing Heritage Centre, especially with the suggestion of a future Lancing Heritage/History Trail being taken into account. However, he acknowledged that further investigations were required into the logistics of the idea and he

would continue working on those in conjunction with Cllr Patmore and the Air Raid Shelter Action Group.

89.4 Unveiling Event for the Basque Children Blue Plaque

Cllr Cowen advised that he had spoken to a member of the Basque Children of '37 Association, who lived in Worthing and was interested in being involved with an associated event as 2017 would be the 80th anniversary of the event, as well as Mr Alan Bradley, the gentleman who initiated the plaque request. It was also considered that local schools might be keen to be involved.

Cllr Bridges offered her assistance with the arrangements. Cllr Cowen would provide a report at the next Council meeting on 1 February with further information, including the preferred date and potential costs.

89.5 Garden Competition

Cllr Monk advised that the Garden Competition judging would take place on 15 July 2017 and that Ms Jean Griffin from BBC Radio Sussex's Dig It programme had agreed to judge the entries. Entries would consist of front gardens, tubs and hanging baskets that were viewable from the footpath.

90. Report(s) of Representatives on Outside Bodies

Cllr Haywood advised that details had been received in respect of Brighton and Hove Albion's Community Pitch usage and would arrange for those details to be circulated to other Members via the Council office.

91. Future Agenda Items

None.

Helen Plant
Acting Clerk to the Council
12 January 2017

Signed Chairman
Date