



Clerk to the Council:
Hall

Morgan Taylor
Yapton

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Yapton and Ford Village

Main Road,

West Sussex

Dear Councillor

I hereby summon you to attend a parish meeting of Ford Parish Council.
Meeting to be held on **Tuesday 15th May 2018 at 7.45pm** in Yapton and Ford Village Hall, Small Hall.

Morgan Taylor

Clerk to the Council & Responsible Finance Officer

Ford Parish Council Meeting

1. **Apologies for absence**
2. **Declarations of Interest** - Members are reminded that they are required to make a declaration in relation to any item on this agenda in which they may have any personal or prejudicial interests
3. **Minutes from March meeting** - To agree the minutes of the last meeting as a true and correct record
4. **Election of office**
 - a) Chairmanship
 - b) Vice Chairmanship
 - c) JAWAC
 - d) West Sussex ADALC (x2 representatives)
 - e) Village Hall Management Committee (x2 representatives)
 - f) Footpath Ranger (x1 representatives)
 - g) Memorial Garden (x1 representatives)



- h) Planning Committee (x3 representatives)
- i) Waste Management (x1 representatives)

Parish Meeting May Agenda continued

- j) Police Meetings (x1 representatives)
 - k) Allotments (x1 representatives)
 - l) Resilience plan (x1 representatives)
5. **Chairman's Allowance** - To review and agree the Chairman's Allowance
 6. **Freedom of Information Act 2000 & Data Protection Act 1998 (Including GDPR)** - rules to be reviewed and adopted
 - a) Awaiting Consultants Upgrade
 7. **Inventory of Land & Assets** - Review and agree inventory of land and assets
 - a) Memorial Garden only site owned
 - b) Allotment Land is leased by Parish (The Parish pay no annual rent)
 8. **Insurance** - Confirmation of arrangements for insurance cover in respect of all insured risks
 9. **Subscriptions** - Review and agree to the council's subscriptions to other bodies
 - a) SSALC - (included in WSALC payment)
 - b) SLCC - £41
 - c) NALC - £68.67
 - d) WSALC - £304.10
 - e) ADALC - £15
 10. **Finance** - to receive a report on the Council's financial position and authorise payments. In connection with the audit arrangements for local councils, and Annual Return must be completed by the Parish Council.
 - a) **Spreadsheet** - Whole financial year transactions supplied
 - b) **Report by Internal Auditor** - (Rachel Hall of R S Hall & Co) Auditor will be given all documents after this meeting and results will be shared at the meeting in July (17th)



- c) Council to approve – Data Protection Act registration & payment
- d) Cashbook - Cashbooks to be signed by a Councillor

11. Police Report - Update from Cllr J Merritt

Parish Meeting May Agenda continued

12. County Councillor report - County Councillor J Pendleton may be present to give a report

13. District Councillor Report - District Councillor S Haymes and D Ambler may be present to give a report

14. Chairman's update - Cllr Trevor Ford

15. Memorial Garden - Update from Cllr D Smith.

16. Community Resilience Plan - Update from Cllr Ford

17. Planning Applications - F/8/18/PL

CM/12/18/PL (although in Climping Parish due to borders Ford Councillors may want to express their opinion.

18. Report on Village Hall Management Committee meetings - Cllr D Ambler

19. Footpath Report - Collective report - individual reports to be given by all councillors

20. Correspondence

21. Requests for Donations None

Meeting Closed.

OPEN FORUM



N.B. any matters arising will be noted and added to agenda for next meeting to discuss

22.Matters Arising -

NEXT MEETING:

Ford Parish Council - 17th July 2018 at 7.30pm, Yapton and Ford Village Hall, Small Hall

Dear All,

I am writing following our recent meeting of the Resilience Volunteers.

At that meeting we promised to ask the Village Hall Management Committee to revisit their decision to charge £720 for the rent of the first floor room at the Village Hall which we are creating into a Resilience Hub, usable by a number of local parish councils.

At a recent meeting of the Village Hall Management Committee, the Committee agreed to reduce their annual charge for the first floor room to £360 per annum. This means that if all four local councils joined the hub, then each council would be expected to pay £90 per annum or £7.50 per month. This would rise to £120 per annum or £10 per month if 3 councils joined in.

I would be grateful if you could consider this proposal and let me know if your Council would like to join in using the facility at Yapton Village Hall as a Resilience Hub. Yapton and Ford have already had their stock of emergency items delivered to the resilience room following the training carried out by Chris Scott from WSCC Emergency Planning Department.

I look forward to hearing from you at your earliest convenience.

Regards

Andrew

Andrew Gardiner
Clerk to Yapton Parish Council

Telephone: 01243 859141

Normal Office hours at Yapton Village Hall – Mondays, Wednesday & Thursday 9.30 a.m. – 12.30 p.m.

At all other times please email or phone 01243 859141

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West Sussex County Councillor Report for April/May 2018

GENERAL UPDATES FOR THE AREA

Consultation with the Public

The following consultations are currently underway -

‘What matters to you?’ survey 2018: this has been run every 2 years since 2012 and the feedback used to reflect change. The County Council spends more than £500 million pounds of tax payers’ money on council services for more than 821,000 residents, so it really does need to hear what residents think. Residents are invited to have their say on how WSCC services are delivered to the community, what the priorities should be, and what should be reflected in a balanced budget including council tax levels. The feedback from parish Council and communities will help decide which 3/5 priorities outlined in the West Sussex Plan 2017-2022.

Visit online at www.westsussex.gov.uk/whatmatters2018 or get a paper copy from the library, a children and family centre or youth centre – **closing date is Monday 16 July 2018**

New bus strategy proposals: WSCC is developing a new bus strategy to explore ways in which it can work with bus companies and other partners to help sustain and improve services. They want to have feedback which will inform their approach to investment in bus services and community transport between 2018 and 2026.

To take part online, go to www.westsussex.gov.uk/buses or call 01243 642105 to request an information pack or email to buses@westsussex.gov.uk - **closing date for the consultation is Wednesday 6 June, 2018.**

Fire Service consultation: A 6 week public consultation on the Integrated Risk Management Plan for West Sussex Fire & Rescue Service is now live. The Plan seeks to improve public safety, reducing the number of emergency incidents and saving lives. It outlines work on:

- Prevention – educating the community on how to reduce risks.
- Protection – providing safer public spaces, fire safety inspections and enforcement.
- Response – sending fire appliances and firefighters to emergency incidents.
- People – how do we make sure we have a highly trained, diverse workforce.
- Value for money – ensuring everything we do is as efficient as possible.
- Partnership and collaboration – how we will work with other organisations.
- West Sussex Fire & Rescue Service is at the heart of West Sussex County Council's Communities and Public Protection Directorate, working to support communities to become safer, stronger and more resilient through a combination of prevention, protection and response activities.

To read the IRMP and to take part in the consultation please go to www.westsussex.gov.uk/IRMP2018 or email yourfireservice@westsussex.gov.uk

Adult Social Care: Work at WSCC has begun, to modernise the way they deliver some adult social care services. The council runs a number of learning disability and specialist residential and day services which are used by more than 900 people. New proposals will be aimed at supporting more people to gain the skills and confidence to lead as active and as independent a life as possible.

The new approach will give more control to people receiving support so they can live their lives as they wish and reduce the likelihood of becoming isolated, improving health and wellbeing and

allowing people to be more actively engaged with their own communities. Staff, service users, their families and carers have had a say on how support could look in the future.

This consultation is aimed at delivering Adult Services for the next 5 years so Parish Councils and communities can have their say – closing date for the consultation is 31st May and can be found online at www.westsussex.gov.uk/choicesforthefuture

Crowd funding

From a local event or festival to bringing a disused space back to life, West Sussex has a new way to fund and support local projects.

West Sussex Crowd is a new crowdfunding platform where you can share your community idea and offer neighbours, local businesses and other interested parties the opportunity to pledge their support to make your idea a reality. WSCC is making £330,000 Community Initiative Fund available to pledge to projects on the site. This will replace its previous funding initiatives including the Small Grants Fund and the Members' Big Society Fund.

An event to introduce this new platform for Arun will be as follows - Arun Community Workshop, Friday 18th May, 10am – 12noon

To find out more and to upload your project to West Sussex Crowd, visit:
www.westsussexcrowd.org.uk

Any further queries about getting started or discussion on your project ideas, e mail
communities@westsussex.gov.uk

Potholes

More repair teams are tackling potholes, increasing from 12 to 15 teams, with approximately 250 potholes repaired per day. There are additionally 2 roving gangs bringing the total to 17. The money to pay for this has come from the Department for Transport's Pothole Action Fund for this financial year.

In 2017, approximately 14,500 potholes were repaired. In the first 4 months of 2018, more than 8,500 have been repaired already, a 35% increase.

Residents and Parish Councils are encouraged to report highways enquiries using the **Love West Sussex website** at

<https://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/>

or its app or follow on Twitter [@WSHighways](https://twitter.com/WSHighways), where they can be kept up to date with Highways messaging or find out how to make a report.

A259 Bognor Road – NCN2 cycle way

The final stages of the A259 footway/cycleway scheme are now underway. Tarmac surface has started to be laid for those sections which have all the preparatory work complete, and, although somewhat delayed, other preparatory work is well underway with a completion date now predicted as June 2018

CLYMPING, YAPTON AND FORD LOCAL ISSUES

Yapton, Ford & Clymping Advisory Group

This group, where WSCC officers, WSCC Councillors, ADC Councillors, Property Developers, and Parish Councillors all get together to discuss local housing development & infrastructure issues, is now well under way having had 2 meetings to date.

Community Highways Initiatives

There is currently 1 initiative underway:

- Traffic calming on Rollaston Park

This is awaiting the outcome of planning applications to change the flow of industrial vehicles into and out of the Ford airfield Industrial Park.

Highways issues

Clymping are now in possession of a portable, tripod mounted, battery operated, Speed Indicator Device (SID) for use on 40, 30 or 20 mph roads which will flash up the relevant speed limit reminder sign when a vehicle is detected going faster than the speed limit. This was funded from S106 monies

Accident damage to structures within the Horsemere Green Lane traffic calming, is on a list for repair but with no timeline as yet attached for the necessary work.

Yapton Road double bend signage – the south bound signs were mainly replaced as part of the gateway signing north of Horsemere Green Lane. The signing south of Horsemere Green Lane is scheduled for replacement (night time road closures due 17 and 18 May) along with refreshing of the road markings and road studs.



Royal British Legion Volunteer Role Description

Role: Volunteer Poppy Appeal Organiser

Purpose of role

Raise vital funds for the Royal British Legion's mission by organising and conducting the Poppy Appeal in your designated area, working in support and under the guidance of the local Community Fundraiser (CFR) and others appointed to assist.

Tasks

- In conjunction with the local CFR carry out an annual review of the operation of the Poppy Appeal in your designated area and agree a set of actions to ensure the maximum possible funds are raised during the PA in your area.
- In conjunction with the local CFR, organise the recruitment and briefing of sufficient collectors and helpers to ensure sufficient coverage within your designated area. Maintain and share with the CFR, accurate records of collectors and helpers operating in your area.
- In conjunction with the local CFR, publicise and promote the Poppy Appeal in their area.
- Arrange for ordering, storage, distribution and collection of sufficient poppies, collecting trays, tins, wreaths and other Poppy Appeal supplies and materials in your area, ensuring accurate records of locations and recovery are kept.
- Carefully safeguard and accurately account for all monies taken during the Poppy Appeal, completing and returning the income return to Aylesford promptly. Bank Appeal donations promptly, ensuring health & safety guidelines are followed.
- Liase with PA Head Office administrator at Aylesford if required and promptly deal with any changes of policy and procedures.

Location

At a pre-agreed location(s), usually within your designated area. You may also be required to visit the local Area Office, or other pre-arranged location for briefings, training or meetings.

Support and supervision

There will be on-going day to day support from the local CFR who will periodically meet with you to discuss your role, workload, training and personal development as a Legion volunteer. Additional support will also be provided by the regional administrators at Poppy Appeal Headquarters, Aylesford.

Benefits of the role

Your work as a Legion volunteer is central to raising vital funds that will make a difference to the lives of those who are serving or have served in our Armed Forces and their dependents. You will gain valuable experience of working in a professional, forward-looking charity that supports, campaigns for and is responsive to the needs the Armed Forces community.



You will be part of a friendly, committed team of people and have the chance to draw on your experience and skills, or acquire new ones. You will be accountable for carrying out a set of agreed tasks and have access to further personal development opportunities. Should you need it, this will give you valuable experience for future roles, whether as an employee, or volunteer. After volunteering for us for a period of time we will be able to give you a reference, should you request one.

Personal qualities and requirements

In general, for this role we are looking for someone who is reliable, trustworthy, has good organisational abilities, can enthuse and motivate others, delegate tasks where necessary and build and maintain relationships. We would expect you to:

- Have empathy with the Armed Forces community and be committed to the Legion's vision, mission and values;
- Have experience of planning and coordinating materials and people;
- Be confident when dealing with and accounting for money;
- Be able to build productive relationships with others, within and outside TRBL, taking account of their different social and cultural backgrounds;
- Be able to communicate clearly and concisely verbally and in writing;
- Be a confident and regular user of computers, the internet and email;
- Hold a full driving licence and have use of a suitable vehicle with appropriate insurance cover.

Availability

In order for the role to be rewarding for you and the Legion, we ask that you give a commitment for a regular amount of time preceding and following the Poppy Appeal (normally the last two weeks of October the first two weeks of November).

How we work together

We are very grateful for your gift of time in helping us to support our Armed Forces community. In serving our beneficiaries we ask that you:

- At all times respect the confidentiality of Legion information;
- Act with integrity and work collaboratively with other Legion volunteers and staff, sharing knowledge and information within the team as appropriate;
- Act in line with Legion policies and procedures, in particular our health and safety policy;
- Attend briefings, training and other meetings when required to keep up to date with the needs of your role and developments within the Legion;
- Work in a way that acknowledges and respects other's social and cultural differences.

We aim to make your volunteering with the Legion an enjoyable and rewarding experience. As a Legion volunteer you will be covered by our insurance, (but please note this does not include the use of privately owned motor vehicles) and we will reimburse your travel expenses and other authorised out of pocket expenses.