



**Yapton and Ford Village Hall, Main Road, Yapton, BN18 OET**  
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Minutes of the meeting of FORD PARISH COUNCIL on Tuesday 20th March 2018 held at Yapton & Ford Village Hall. The meeting commenced at 1930.

**Present:**

**Parish Councillors:** Cllr T Ford (TF), Cllr D Smith (DS), Cllr A Baird (AB), Cllr J Merrit (JM)

**ADC:** Arun District Cllr S Haymes

**Clerk:** Miss Morgan Taylor (MT)

**1 member(s) of public**

**Guest:** Kevin Wawman (Crayfern)  
Ted Reddick (Landspeed)

**Apologies:**

Item No.	Item	Action
	Chairman opened the meeting and welcome everyone. 19.30pm	
001/17	<b>Apologies for Absence</b> Jackie Pendleton gave her apologies	

002/17	<p><b>Declaration of Interest</b></p> <p>Cllr T Ford is the Chairman of the Ford Community Land Trust (CLT) Cllr D Smith is the Treasurer of the Ford Community Land Trust (CLT) Cllr J Merrit is a board member of the Ford Community Land Trust (CLT)</p>	
003/17	<p><b>Minutes Finalised</b></p> <p>The minutes for January were confirmed and signed by the Chairman.</p>	
004/17	<p><b>Police Report - Cllr J Merrit</b></p> <p>No new report – police and crime rates are low in the Parish. There are still ongoing speeding issues in the local area, but Cllr J Merritt has had no recently speeding police contact.</p>	
005/17	<p><b>County Councillors Report – Cllr J Pendleton</b></p> <p>Cllr J Pendleton's Report Attached</p>	
006/17	<p><b>District Councillor Report – Cllr S Haymes</b></p> <p>Cllr S Haymes reported that there was only a 10p per week increase in Arun's Council tax this financial year. Cllr S Haymes again informed the Cllr's that Arun has extended the contract for the weekly bin collection by another two years overall increasing the contract to three years.</p>	
007/17	<p><b>Chairman's Update – Cllr T Ford</b></p> <p>Cllr T Ford reported that the referendum for the Neighbourhood Development Plan has been arranged for Thursday 28<sup>th</sup> June 2018. Cllr T Ford also reported that there is an open day been arranged on the Saturday 5<sup>th</sup> May 2018, regarding the Community Land Trust (CLT) where there will be stalls and information about the NDP and those involved (including CPRE – Campaign to Protect Rural England).</p>	

008/17	<p><b>Memorial Garden – Cllr D Smith</b></p> <p>Cllr D Smith reported that the flowers planted by herself and the gardener are beginning to bloom and look very nice, Cllr D Smith has been planting lots of the flowers she was donated.</p> <p>Cllr D Smith also reported that the Gardener is doing very well and has had lots of compliments therefore is very pleased with the ongoing services he provides.</p>	
009/17	<p><b>Community Resilience Plan – Cllr M Myerscough</b></p> <p>Cllr M Myerscough was not present Cllr T Ford reported instead.</p> <p>Cllr T Ford reported that the Emergency Resilience Plan has been delivered and there has been no update on the decision of rent for the storage room so at the present moment it is free, however if there is a cost the Parish will store the equipment themselves.</p>	
010/17	<p><b>Planning Applications</b></p> <p><b>F/2/18/PO</b></p> <p>Crayfern Home gave a presentation on their proposed development and application, the councillors deferred the decision to the planning committee who will meet and make their decision on March 26<sup>th</sup> 2018.</p>	
011/17	<p><b>Report on Village Hall Management Committee Meeting</b></p> <p>Cllr D Ambler not present therefore no report given.</p>	
012/17	<p><b>Footpath Report</b></p> <p>There is currently no designated footpath officer and the joint effort of the Councillors have not found/reported any footpath issues.</p>	
013/17	<p><b>Finance</b></p> <p>The Parish cash books are signed and up to date. The next cash books will be finalised and signed before the next meeting.</p>	

014/17

**Correspondence**

1. **Energy Sussex** – ‘Your Energy Sussex’ is a new energy supplier set up by the County Council it was brought up at the Parish meeting to make Cllr’s aware. For more information go to/call [www.yourenergysussex.org.uk](http://www.yourenergysussex.org.uk) or call 0800 952 0001.
2. **Parking Charges** – A list of parking charge charges was sent to the Clerk by Arun District Council (it lists the current charges and the intended charges) the document will be posted to the Ford Parish Website.
3. **Code of Conduct** – The Cllr’s agreed at the January 2018 meeting to adopt the new & updated Code of Conduct (COC), during the March 2018 meeting the councillors signed their agreement to follow this (COC) and the Clerk with send these forward to Arun.
4. **Data Protection update** – The Clerk updated the Councillors on how the process of buying the Parish’s new mobile phone is going. (This is so that the Parish will not be in breach of the new Data Protection regulations – beginning May 2018) The Clerk also updated the Cllr’s on The Audit with Maureen Chaffe – she has agreed to be the Parish Councils Data Protection officer and will help the clerk and councillors to set up SharePoint, and the parish’s new website in order to be in line with the new data protection act.



015/17	<b>Requests for donations</b>  1. <b>Pastor of Bognor Regis</b> – No donation  2. <b>Littlehampton Citizen Advice Centre</b> – Clerk to find out if they still use the Church/Hall Office. If they do there will be a donation. If not, no donation will be given at this time.  3. <b>Ford Airfield Centenary</b> – A £100 donation was decided by a unanimous vote. (£100 was decided to support the 100-year celebration).	
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Meeting Closed 21.15pm

**Open Forum:**

Matters Arising: The Clerk has since found that Littlehampton Citizen Advice Centre do not work out of the office therefore will not receive a donation.

**NEXT MEETING:**

**Annual General Meeting** - 15th May 2018 at 7.00pm, Yapton and Ford Village Hall, Small Hall

**Ford Parish Council** - 15th May 2018 at 7.30pm, Yapton and Ford Village Hall, Small Hall

**Signed..... Dated.....**