

Minutes of Full Council Meeting 9th December 2015
at Harriet Johnson Centre, Loose Lane, Sompting

- 2035 Attendance: Cllrs Mear, Wood, Servante, Smith, Jones, Bashford, Lewis, Vincent, Thornton, and Tufnell. Also present WSCC Cllr L Parsons
- 2036 Apologies and reasons for absence: Cllrs Bamber and Scotting
- 2037 Declarations of interest by councillors on any of the agenda items below: None
- 2038 Request for DPI Dispensations: None
- 2039 Public participation: None present
- 2040 Minutes: The minutes of 11th November 2015 approved as a true record .
Matters Arising: None
- 2041 Report of District or County Councillors –
WSCC Cllr Parsons updated members on the garage compounds in Sompting in particular behind Grafton Gardens. He is awaiting a response from Adur DC
He has been in discussion with the Vicar of St Mary's about having a Pageant in mid-June next year and forming a steering group to organise. He invites the Parish Council members to join the group. Cllr Mear spoke about the ADC's Local Plan to be considered by ADC
- 2042 Budget and precept for 2016/17: Members received the Clerk's report. Cllr Smith questioned whether the precept should be lowered and the balance required between budget and precept to be funded from more use of reserves. This was discussed but not agreed.
Resolved:
1. The 2016/17 budget is £ 99,100.
 2. There will be £ 2,000 carried over from year 15/16 to 16/17
 3. The precept will be £ 82,700
 4. The balance between the budget and precept will be funded from
 - a. income of hiring £ 5,000
 - b. EMR 323 (initiative) £ 1,000
 - c. EMR 338 (elections) £ 6,000
 - d. EMR 339 (communal garden) £ 2,000
 - e. EMR 343 (H J Centre) £ 400

It was agreed that the communications committee will sit on 15th December to derive the Council's budget statement to be placed in the January Sompting Signpost, Web site and reference made with link to web site on Facebook.

Full Council instructed the Clerk to inform Adur DC of the resolved precept figure.

- 2043 Policing matters
1. No police presence.
 2. Members noted the clerk's report on the policing survey and agreed that members will respond individually as a member of the public.
- 2044 Change of member on Centre, Finance and General Purposes and Communications committees: The Clerk, with the Chairman's approval informed the Council that Cllr Scotting had considered the proposal as detailed in the item's description but has resigned as from 8th December 2015. The Clerk continued to state that he would inform Adur DC of the resignation.
- The following members have been appointed to the committees
- Cllr Bashford – Centre
Cllr Servante – Finance and General Purposes
Cllr Vincent – Communications
- 2044 Contd Cllr Smith has taken on the role of lead for the IT suite
- Cllr Wood suggested that a letter of thanks be written to Mrs Scotting. Chairman of the Council to do this.
- 2045 Additional grass cutting: Members received the Clerk's report containing the response received from WSCC highways officer. On discussion it was resolved that the Council would not continue with this proposal. The Clerk is inform WSCC of this.
- 2046 External Audit Report: The report was noted
- 2047 External Auditor: Members considered the Clerk's report and recommendation and resolved:
To use the proposed NALC external auditor system and not opt-out
- 2048 Planning Committee: The minutes of 11th November and with approval of the Chairman 9th December 2015 were approved as a true record. No matters arising
- 2049 Amenities and Environment Committee: The minutes of 2nd December 2015 approved as a true record.
Matters Arising: Cllr Smith informed Council that he had made an interested response to the offer of grant from Tesco. All members had received the information earlier by "forward email"
- 2050 Finance and General Purposes Committee: The minutes of 25th November 2015 approved as a true record . No matters arising.

- 2051 Centre Committee: The minutes of 25th November 2015 approved as a true record. No matters arising.
- 2052 Events Working Group: None presented
- 2053 Communications Committee: The minutes of 11th November 2015 approved as a true record. No matters arising.
- 2054 Neighbourhood Plan Update: No update was given. The Clerk presented the Housing and Estate Design Guide for members approval. Clerk
Resolved: Subject to the correction of typo errors, the document was approved for circulation. The Clerk is to send to ADC for their comments.
- 2055 Reports by the Clerk: The Clerk informed members Clerk
1. The planning application for the solar farm at Lyons Farm had been refused by South Downs National Park Authority.
2. The Council had been invited to the Big Local AGM on Saturday 12th December to give presentation on the funding received from that organisation. Cllr Smith is presenting.
3. Sompting Big Local thanked the Council for invite to have a discussion about the two organisations working together better and suggested after December for the date.
- 2056 Report of representatives to other bodies: To receive reports
Cllr Wood on Local Strategic Partnership: No meeting
Cllr Cllr Bamber on Adur County Local Committee – The Clerk read report - noted
Cllr Thornton on Adur District Conservation Area Group – No meeting held
Cllr Bamber on West Sussex Association of Local Council - Cllr Bamber attended the AGM. The Clerk is to distribute the minutes
Cllrs Smith, Wood on Sompting Big Local - Information given already during meeting
Cllr Servante on PCSO meeting – No meeting due to change of police staffing. Members agreed this report would be removed from future agendas Clerk
- 2057 Items for future discussion by Council, committees or Emergency Consultation Panel:
1. Review of committees to involve all chairman and vice chairman
2. Review of caretaker employment and whole service

2015	Attendance: Cllrs Mear, Wood, Servante, Scotting, Smith, Jones, Bashford, Lewis, Bamber, Vincent, Thornton, and Tufnell	
2016	Apologies and reasons for absence: WSCC Cllr Parsons	
2017	Declarations of interest by councillors on any of the agenda items below: None	
2018	Request for DPI Dispensations: None	
2019	Policing matters – No police presence. Cllr Mear informed members of a roving police crew in Sompting but had no further details. Cllr Servante commented that this presence was different to that reported on last month and requested that the Clerk invite a police representative to attend Full Council to explain the policing plans.	
2020	<p>Report of District or County Councillors –</p> <p>The Clerk presented a report from WSCC Cllr Parsons on the following:</p> <p>He is requesting Adur District Council do something about the garage compounds in Sompting in particular behind Grafton Gardens.</p> <p>He has been in discussion with the Vicar of St Mary’s about having a Pageant in mid-June next year and forming a steering group to organise. He invites the Parish Council members to join the group.</p>	
2021	<p>Minutes: The minutes of 14th October 2015 approved as a true record .</p> <p>Matters Arising: None</p>	
2022	Public participation: None	
2023	Planning Committee: The minutes of 14 th and 28 th October 2015 approved as a true record. No matters arising	
2024	<p>Amenities and Environment Committee: The minutes of 4th November 2015 approved as a true record.</p> <p>Matters Arising: Cllr Smith requested members to identify any tasks that the caretaker is to undertake with priority. Cllr Smith apologised that the Awards presentation had to be cancelled due to the recipients could not attend the occasion.</p>	Clerk/Centre Manager
2025	Finance and General Purposes Committee: The minutes of 28 th October 2015 approved as a true record . No matters arising.	
2026	Centre Committee: The minutes of 28 th October 2015 approved as a true record. No matters arising.	

2027	Events Working Group: None presented	
2028	Communications Committee: The committee was held prior to Full Council. Cllr Smith updated members of meeting. Minutes to be presented next meeting.	
2029	7A Bus Service: The Clerk's report on receipt of £ 500 from Sompting Big Local noted	
2030	Neighbourhood Plan Update: The Steering Group chairman updated members on the current status of the Plan. Cllr Wood stated that it is expected that the document will be presented to the next Full Council for approval. The document will then be issued to Adur District Council and hence to the Planning Inspector. The Clerk informed members that if the Plan could not be presented at Full Council there will be an extra-ordinary meeting called by the Chairman of the Council. The Clerk thought that if a referendum was to be called, Adur District Council were going to hold it at the time of Council elections and asked if that were the case were members happy with that timing. Members voted and it was agreed that if possible the referendum should be held a separate time. The Clerk is to update members when timing information is discussed with Adur District Council.	Clerk
2031	Current Year Expenditure and proposed 2016 – 17 and 2017 – 18 budgets and committee position: Current budget status noted. Chairman's Allowance - leave as at present. Chairman's Charity – leave as at present. No further additions	Clerk
2032	Reports by the Clerk: The Clerk informed members that CAB had thanked the Council for the donation of £ 1,500. The Clerk informed members of a question raised by Mr Locke on Facebook concerning the bank balance. Members agreed to discuss response with the Clerk. The Clerk raised problems associated with members receiving information and agendas by eMail. Agreed that a review to be undertaken in the new year.	Clerk
2033	Report of representatives to other bodies: To receive reports Cllr Wood on Local Strategic Partnership: Attended meeting and nothing reported on Sompting Cllr Cllr Bamber on Adur County Local Committee – Nothing to report Cllr Thornton on Adur District Conservation Area Group – No meeting held Cllr Bamber on West Sussex Association of Local Council - Cllr Bamber will be attending the AGM on 19 th November at 2pm and report next meeting	

Clerk

Cllrs Smith, Vincent and Jones on Sompting Big Local - Big Local to be invited to use the Council's notice boards under controlled method as lack of advertising given to the Big Local meetings etc. This will be for three months with review at end. Cllr Smith suggested a meeting between two main members of the Big Local and Parish Chair and Vice Chair to seek ways of improving co-operation between the two parties. Clerk to arrange Cllrs Jones and Vincent to be removed from reporting on this item.

Cllr Servante on PCSO meeting – Thought he had met with new PCSO but awaits presentation at future Full Council meeting (see above)

2034 Items for future discussion by Council, committees or Emergency Consultation Panel: None

Minutes of Full Council Meeting 14th October 2015 - 7.30pm
at Harriet Johnson Centre, Loose Lane, Sompting

Action

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- 1993 Attendance: Cllrs Mear, Wood, Servante, Smith, Jones, Bashford, Lewis, Bamber, Vincent, Thornton and Tufnell WSCC Cllr Parsons and ADC Cllr Boggis were present.
- 1994 Apologies and reasons for absence: Cllr Scotting, (holiday) Cllr Vincent, (holiday) Cllr Tufnell (illness)
- 1995 Declarations of interest by councillors on any of the agenda items below: None
- 1996 Request for DPI Dispensations: None
- 1997 Policing matters – Cllr Servante and Cllr Smith had attended a Police meeting at Lodge Hill on 5th October. One suggestion was for the Police to get rid of PCSO's and replace them with 'Local wardens'. This would mean the Local Councils having to raise their precept to cover costs. (suggested it would need to double it to cover two wardens and transport) . Various suggestions discussed. Cllr Mear said the police should raise THEIR precept instead. Cllr Boggis said as the as the local Authority ADC do not wish to take it on, and Councillor Parsons said WSCC agree with ADC .
Lancing and Sompting were areas of relatively low crime – and

the Parish Council should seek to promote Neighbourhood Watch Schemes.

The Council agreed to note the report as it had no intention of supporting it.

1998

Report of District or County Councillors –

a) West street - Cllr Parsons highlighted the e mails that he had received from Tim Laughton and a local resident regarding the problems of the 'rat run' along West Street. He said there are no quick or easy answers to the situation. Problems are made worse by two sets of traffic lights within 50 yards of each other at Lyons Farm, then A27 going into a single lane. Originally only one store at Lyons farm now in excess of nine. Cllr Servante said that from the A27 meeting it will be 2017 before any proposals are heard.

b) Avon Close Parking Problems – Cllr Parsons reported that after the first meeting where he had been encouraged by residents support (about 20 attended), he was disappointed at the subsequent meeting on 13th October where only 3 residents had turned up. He reported that if those 3 could 're-enthuse' the other people from the community to form a larger group (or better still a Residents Association) it would have much more effect when making complaints to the authorities.

Cllr Boggis put forward the suggestion that it may be a good idea to demolish garage compounds in the future as many are not used for cars, but for storage and not necessarily by residents in the immediate area. Cllr Parsons is to raise the subject of problems with local parking at the next the full WSCC meeting

1999

Minutes: The minutes of 9th September 2015 approved as a true record .

Cllr Jones

Matters Arising: Cllr Bamber enquired as to whether the £500 had been received from the Big Local for the 7A bus. Cllr Jones to follow up

2000

Public participation: None

2001

Planning Committee: The minutes of 30th September approved as a true record. No matters arising (14th October 2015 not available due to internet problems)

2002

Amenities and Environment Committee: The minutes of 7th October 2015 approved as a true record.

Clerk/Assistant Clerk

Matters Arising: Two quotes (third not received due to internet problems) had been received for the clearance of the planters. It was agreed unanimously to accept the £450 quote from Ed's Garden Services . Cllr Mear requested this

was instigated as a matter of urgency

- 8.15pm
2003 Councillor Thornton joined the meeting
Finance and General Purposes Committee: The minutes of 23rd September 2015 approved as a true record after an amendment to item 574 which should read 'there were NO differences'. No matters arising.
- 2004 Centre Committee: The minutes of 16th September 2015 approved as a true record. No matters arising.
- 2005 Events Working Group: The notes of 2nd September 2015 . These were approved as a true record. Cllr Wood explained there had been a more recent meeting but the minutes were not yet available. Everything seems to be coming together and there are definitely more volunteers involved this time. There may a problem with the Friday programme as that is a school inset day.
The next meeting is the first Tuesday in November (3rd) at the Joyful Whippet.
- 2006 Current Year Expenditure and proposed 2016 – 17 and 2017 – 18 budgets and committee position: Chairman's Allowance – Resolved – leave as at present. Clerk
Chairman's Charity – Cllr Smith raised the question as to whether this should be raised independently and not allocated from the precept – as it was not widely know which Charity it was for anyway.
After discussion it was resolved to leave at £100 . Query as to whether this had been paid out this year. Clerk to check payment has been made.
- 2007 Budget recommendations from Centre and Finance and General Purposes committees and alteration of current Terms of Reference for the Communications Committee: The committee read the Clerks Report and resolved to accept all the recommendations within the report. Clerk
- 2008 IT Suite: Discussion followed about printer for use in IT suite and how usage should be administered. Investigate a public source printer with photocopying facility? Cllr Smith to obtain costs before Finance & GP meeting. A maintenance package should also be considered. Cllr Wood suggested taking advice from JSPC computers. Cllr Smith
- 2009 Avon Close Parking: This was dealt with under item 1998b.

2010	South Downs National Park Draft Local Plan: preferred options. It was noted that there is nowhere in Sompting that the SDNP is developing and has no interest in the Halewick Lane site.	
2011	Doug Sherriff and Best Gardens Awards: Cllr Smith read through the options for the Doug Sherriff award - a vote was taken and the winner announced Best Gardens – Cllr Smith provided a slideshow of the best gardens - a vote was taken and the winner announced	Clerk Clerk
2012	Reports by the Clerk: Cllr Wood stated that a meeting with the Clerk and Faustina was needed to take the Neighbourhood plan forward. Cllr Smith to contact Faustina to say situation was in hand. Cllr Mear : The Council will be attending the Service of Remembrance on 8 th November at St Marys - wreath needs to be ordered.	Clerk Clerk
2013	Report of representatives to other bodies: To receive reports Cllr Wood on Local Strategic Partnership: The AGM is on 15 th October at 5pm at Robert Woodard Academy and Cllr Wood will be attending. Cllr Cllr Bamber on Adur County Local Committee – Work on flood defences at Shoreham Airport and surrounding areas to start in the new year. Cllr Parsons trying to get venue for the next meeting locally. Cllr Thornton on Adur District Conservation Area Group – Cllr Parsons reported and is mostly dealt with in item above – but they are looking for another representative from Sompting. Cllr Thornton seems to have dropped off their mailing list but will be re-instated Cllr Bamber on West Sussex Association of Local Council - Cllr Bamber will be attending the AGM on 19 th November at 2pm Cllrs Smith, Vincent and Jones on Sompting Big Local - Cllr Smith/Jones reported that the change of emphasis for the 2 nd year was towards local clubs and sports facilities . Also additional youth worker in Sompting – through the church for 'targeted female youth worker. It was hoped that this person would remain independent and not be absorbed by Adur's Wellbeing team. They are not employing another co-ordinator at present. Trevor Crowter has been to planning meetings for Sompting	

Festival.

Cllr Wood reminded people of the Big Local Open Day on 26th October – and reminded that you had to register for a place by 20th October....as there is only limited capacity.

It was noted by some of the committee that there were no recent agendas, or minutes available to view. It was questioned what the ongoing situation was regarding the Millfield planters and the Big Local . Cllr Jones reported it was being reviewed.

It was reported that anyone could make an application for ADC Community Grants and Cllr Parsons reported this was the same for WSCC.

Cllr Parsons reported however that St Marys Church had applied for a £21000 grant to install a complete new boiler system , which had been turned down - so other funding was being sought.

Cllr Servante on PCSO meeting – this was covered in item 1997 above

- 2014 Items for future discussion by Council, committees or Emergency Consultation Panel: Review of bus shelters and their locations
(Cllr Smith commented this was on the A & E agenda and Cllr Smith to talk to the Clerk)
Budget for flower beds
Cllr Mear to send message to Cllr Kennard of ADC to wish her a speedy recovery - she has had operation and is making progress.

The meeting closed at 9.30pm

Minutes of Full Council Meeting 9th September 2015
at Harriet Johnson Centre, Loose Lane, Sompting

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| | Members stood for 1 minute silence in memory of the victims of the air crash at Shoreham. | |
| 1972 | Attendance: Cllrs Mear, Wood, Servante, Smith, Jones, Bashford, Lewis, Bamber, Vincent, and Scotting. WSCC Cllr Parsons and ADC Cllr Albury were present. | |
| 1973 | Apologies and reasons for absence: Cllrs Thornton and Tufnell | |
| 1974 | Declarations of interest by councillors on any of the agenda items below: None | |
| 1975 | Request for DPI Dispensations: None | |

1976	<p>Policing matters: No police officer attended. Cllr Servante informed members of the increased area being covered by the Police Officer.</p>	
1977	<p>Minutes: The minutes of 8th July 2015 approved as a true record</p>	
1978	<p>Public participation: Public present but nothing raised</p>	
1979	<p>Planning Committee: The minutes of 22nd July, 5th August, 19th August and 2nd September 2015 approved as a true record. No matters arising.</p>	
1980	<p>Amenities and Environment Committee: The minutes of 2nd September 2015 approved as a true record. Matters arising: 1. Cllr Smith spoke about the awards presentation 1st November 2015 5-7pm and that cllrs are to take photographs of gardens and nominate persons for the Doug Sherriff award. Both items to be given to Assistant Parish Clerk by end of September for decision on winners in October Full Council.</p>	Cllrs
1981	<p>Finance and General Purposes Committee: The minutes of 22nd July 2015 approved as a true record. No matters arising.</p>	
1982	<p>Centre Committee: The minutes of 22nd July 2015 approved as a true record. No matters arising.</p>	
1983	<p>Events Working Group: The group had it first meeting. Notes of the meeting unavailable for meeting. Clerk is to email when available.</p>	Clerk
1984	<p>Caretaker budget and committee position: This item was presented by Cllr Smith following the discussion and recommendation made by Amenities and Environment committee. Following discussion, resolved That the Amenities and Environment committee to hold post and budget. Clerk to alter the committee's Terms of Reference</p>	Clerk
1985	<p>Internal Audit Report: The Clerk presented the report and his response recommendations relating to the auditor's recommendations for best practice. On discussion it was resolved That the Responsible Financial Officer's response recommendations be approved for submission to the internal auditor.</p>	Clerk
1986	<p>Amendments to existing Council Financial Regulations and other recommendations on existing clauses to be resolved: Council received the Clerk's report and resolved approval to the recommendations. The amendments shown in italics. Recommendation 1. To alter the existing clause 4.1 to accommodate the resolution made by Finance and General Purposes committee. BUDGETARY CONTROL AND AUTHORITY TO SPEND 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved</p>	

budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500;
- the Clerk for any items to and below £500;
- *the Centre Manager for items to and below £ 300, with the following conditions:*

following conditions:

1. *That the Centre Manager is to have delegated authority to incur expenditure on items within the remit of the Centre Committee without prior approval of the Centre Committee.*

2. *That this delegated authority does not authorise the Centre Manager to exceed the Council's agreed budgets for those items.*

3. *That the requirement to have three estimates for expenditure up to £ 300.00 is removed*

4. *If expenditure is to exceed the limit of either the delegation or the budget available, the Centre Committee must authorise the expenditure prior to that expenditure being incurred.*

5. *That this delegation does not change the existing procedure for emergency work i.e. the Parish Clerk retains that authority with the Chairman of the Council.*

6. *That the Centre Manager presents a monthly report to the Centre Committee listing all expenditure incurred by the delegation for the committee's awareness and consideration and this list will be presented to the Finance and General Purposes committee in the usual method for payment approval and placed on the Council's web site.*

Such authority is to be evidenced by a Minute where council or committee determines

Contracts may not be disaggregated to avoid controls imposed by these regulations.

End of clause 4.1

b. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

Clause 2.2: On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.

Recommendation 2: Whilst a member of the Finance and General Purposes committee Cllr Wood is appointed to verify bank reconciliations for all accounts and that the agendas for future Finance and General Purposes committee includes an item for the conclusion of verification to be minuted. In Cllr Wood's absence, Cllr Smith shall verify. When change of membership occurs, the committee shall re-appoint and the change minuted.

c. Extract of Clause 6.7 The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

Variable Direct Debit is used for utility companies. Clerk

Recommendation 3: To comply with this clause, the Council renews by resolution the approval of the use of a variable Direct Debit.

d. Extract of Clause 6.9 The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

The Council uses on-line account payment for salaries, company payments and paying staff for council purchases.

Recommendation 4: To comply with this clause, the Council renews by resolution the approval of the electronic payment method as well as cheques.

The Clerk is to issue the amendments to Cllrs

1987	7A Bus Service: Noted and Cllr Jones to arrange the Sompting Big Local's contribution of £ 500.00	Cllr Jones
1988	Neighbourhood Plan update: Cllr Wood as chair of the steering group for the Plan informed members of the latest position regarding the production of the Plan.	
1989	Reports by the Clerk: The Clerk informed members of <ol style="list-style-type: none">1. Development of a versatile community presence: Letter from SALC about forming clusters to develop the concept. Although not suited for this council at the moment members asked Clerk to speak with Lancing PC.2. Letter from WSCC re West Sussex Cycling and Walking Strategy-questionnaire. Members asked Clerk to send extract from the Neighbourhood Plan as council's response.3. Clerk showed members the layout of the proposed solar panel farm at Lyons Farm4. Clerk informed members of the current work in West Street by Eon for the Rampion Wind Farm project5. Clerk showed the photographs chosen for the calendar. Members suggested 20 calendars be printed and facebook used to advertise and pre order.6. Clerk informed members of the South Downs National Park's draft Local Plan preferred options for future development – allocation of sites. Members informed of drop-in session at Arundel Town Hall on Wednesday 16th September 2015.	Clerk Clerk
1990	Report of District or County Councillors: WSCC Cllr Parsons spoke about the reduction of police presence and of the meeting regarding parking at Avon Close. ADC Cllr Albury spoke of the memorial for the victims of the air crash.	
1991	Report of representatives to other bodies: Cllr Wood on Local Strategic Partnership – will attend next meeting Cllr Bamber on Adur County Local Committee – Cllr Lewis to attend	

on his behalf at next meeting
 Cllr Thornton on Adur District Conservation Area Group–no meeting
 Cllr Bamber on West Sussex Association of Local Councils– will attend AGM in October
 Cllr Jones on Big Local – reviewing the budget and planned works
 N Plan steering group – no meeting. Members updated already
 Cllr Servante on PCSO meeting – no meeting

- 1992 Items for future discussion by Council, committees or Emergency Consultation Panel:
 SDNP’s preferred options and Centre committee to discuss IT operation

Minutes of Full Council Meeting 8th July 2015
 at Harriet Johnson Centre, Loose Lane, Sompting

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| | | Action |
| 1950 | Attendance: Cllrs Wood, Servante, Smith, Jones, Bashford, Thornton, Lewis, Vincent, Tufnell and Scotting.
Cllr Wood chaired the meeting. | |
| 1951 | Apologies and reasons for absence: Cllr Mear (awards at SRWA), Bamber (work) | |
| 1952 | Declarations of interest by councillors on any of the agenda items below: None | |
| 1953 | Request for DPI Dispensations: None | |
| 1954 | Policing matters: No police officer attended | |
| 1955 | Minutes: The minutes of 10 th June 2015 approved as a true record subject to correction of spelling of Cllr Albury | |
| 1956 | Public participation: Public present but nothing raised | |
| 1957 | Planning Committee: The minutes of 10 th June, 24 th June and 8 th July 2015 approved as a true record. No matters arising. | |
| 1958 | Amenities and Environment Committee: The minutes of 1 st July 2015 approved as a true record. Matters arising:
1. Q. Cllr Wood - Has letter on Halewick Area project been sent? Reply Cllr Smith – Not yet
2. Cllr Smith explained to members the concept of the project and it was agreed that this was a large project for the Council and as such all members should be involved. Clerk to place item on next agenda of full council in September.
3. Q. Planters – is the Council going to plant and can sponsorship be sought? Reply yes. | Clerk |

- 1959 Finance and General Purposes Committee: The minutes of 24th June 2015 approved as a true record. No matters arising.
- 1960 Centre Committee: The minutes of 24th June 2015 approved as a true record. No matters arising.
- 1961 Events Committee: Unconfirmed minutes issued at meeting. No matters arising as will be dealt with under agenda item 17 Festival Review.
- 1962 7A Bus Service: The Clerk at the start of this item corrected the financial figure stated in his report to read £ 2,500 not £ 2,000. Members were updated on the service by Cllr Vincent discussing usage figures. Cllr Vincent informed members that with the figures discussed it showed that the 7A service had to be financially supported and that if the service was to continue after September 2015, financial support had to be agreed. Cllr Vincent and Cllr Jones stated that the Sompting Big Local would continue their financial support of £ 500.00 which left a deficit of £ 2,500. On discussion, Council confirmed its commitment to provide a much needed bus service for residents by agreeing to financially support the 7A service for a further 6 months commencing October 2015 at a cost of £ 2,500.00. However, questions were raised over the use of the bus service by residents outside the parish and that the service should cover the "extra" bank holidays in March due to Easter. Cllr Vincent was requested to confirm with the service provider that all bank holidays (except Christmas Day) would be covered at no extra cost and to derive better information from the service provider to determine how many Sompting residents use the service. It was also agreed that at nearing the end of the extended service that other organisations be asked to financially support the bus service. The Clerk reminded members that no budget had been set for the funding and the use of EMR Transportation would have to fund the £ 2,500.
- Resolved:
1. That the service provider of the 7A bus service be informed that the Parish Council and the Sompting Big Local would financially support the bus service for a further 6 months commencing October 2015.
 2. That the Council's funding of £ 2,500.00 would be taken from EMR Transportation
 3. That all endeavours should be given to get financial support from other organisations
- 1963 Neighbourhood Plan update: Cllr Wood as chair of the steering group for the Plan informed members of the success of the recent "open days" used to consult on the pre-submission Plan. Cllr Wood thanked those councillors who attended the events. The Clerk informed Council that some statutory consultees had already given
- Clerk

their thoughts on the content of the document. Cllr Wood requested the Clerk to organise a steering group meeting to discuss those comments and the ones received at the “open days”.

- 1964 Terms of reference for Communications Committee: Members received the Terms of Reference and approved
- 1965 Reports by the Clerk: The Clerk informed members of
1. Community matters are holding days to discuss with residents about energy matters and that the organisation had booked Friday 24th July to as such with the residents of Sompting.
 2. West Sussex County Council electoral boundaries were being reviewed
 3. That the Clerk had been successful in obtaining grant of c£8,000 for the continuation of the Neighbourhood Plan
- 1966 Report of District or County Councillors: None presented
- 1967 Cllr Thornton left at 8.40
- 1968 Report of representatives to other bodies:
Cllr Wood on Local Strategic Partnership – no meeting
Cllr Bamber on Adur County Local Committee – absent
Cllr Thornton on Adur District Conservation Area Group–no meeting
Cllr Bamber on West Sussex Association of Local Councils– no meeting
Cllr Smith on Big Local – consultation on Hamble Rec proved useful
N Plan steering group – no meeting
Cllr Servante on PCSO meeting – no meeting but PCSO at Festival
- 1969 Sompting Calendar: Although not on agenda, the Chairman agreed to close the meeting to give a break before the Festival Review to look at the photographs sent in by residents for the calendar. Members informed the Clerk of those rejected.
- 1970 Festival Review: All members were asked to present their thoughts on the Festival 2015 so that those raised matters (good and bad) could help in making the Festival 2016 excellent. After considerable discussion it was agreed that the Events committee was not working as it did not bring together residents and other organisations together to help with the organising of the event. It was therefore agreed that the committee should be dissolved and a working group be formed as soon as possible and within that group there should be two councillors. All other events will then be under the remit of Amenities and Environment committee.
Resolved:
1. That the events committee is dissolved
 2. That the Festival 2016 will be organised by a working group with residents and organisations being part of the group
 3. That two Parish Councillors will be part of the group
 4. That all other events being organised by or involving the Council

will be under the remit of Amenities and Environment committee.
5. That the Chairman of the Council is tasked with fixing the date for the festival

- 1971 Items for future discussion by Council, committees or Emergency Consultation Panel:
Report back on the consultations on the Neighbourhood Plan and whether the Council or steering group should meet with the developer of the allocated site "West Sompting"

Minutes of Full Council Meeting 10th June 2015
at Harriet Johnson Centre, Loose Lane, Sompting

- 1930 Attendance: Cllrs Wood, Servante, Smith, Jones, Bamber, Bashford, Thornton, Lewis, and Scotting. WSSC Cllr Parsons ADC Cllr Albury Cllr Wood chaired the meeting.
- 1931 Mr A Edwards and Mr W Boyd discussed with the members the outdoor exercise equipment to be placed at Sompting Recreation Ground. On discussion, it was agreed that the equipment viewed was suitable and the District Council is now able to tender the works.
- 1932 Apologies and reasons for absence: Cllr Mear, Vincent, Tufnell
- 1933 Declarations of interest by councillors on any of the agenda items below: None
- 1934 Request for DPI Dispensations: None
- 1935 Policing matters: As no police officer attended members requested the Clerk to write to the Commander expressing their disappointment and that if the officer can not attend to email the Clerk with his report.
- 1936 Minutes: The minutes of 13th May 2015 approved as a true record. No matters arising
- 1937 Public participation: Public present but nothing raised
- 1938 Planning Committee: The minutes of 28th May 2015 approved as a true record. No matters arising. The minutes of 10th June were not presented and will be at the next meeting
- 1939 Amenities and Environment Committee: The meeting was cancelled due to lack of agenda items.
- 1940 Finance and General Purposes Committee: The minutes of 27th May 2015 approved as a true record. No matters arising.
- 1941 Centre Committee: The minutes of 27th May 2015 approved as a true record. No matters arising.

Action

- 1942 Events Committee: No minutes presented as committee did not sit.
- 1943 Communications Committee: Members received the unconfirmed minutes of 3rd June 2015 and approved. Any matters arising
- 1944 Terms of reference for Communications Committee: Members received the Terms of Reference and approved
- 1945 Reports by the Clerk: The Clerk informed members of
1. Rampion wind farm's drop in at Lancing Parish Hall
 2. Attendance at Neighbourhood Plan open day at the Centre
 3. Sompting Signpost – cllr input and delivery
 4. 7A bus service – council requested to decide on the extension of the service in accordance with the Agreement Council has with Stagecoach. Members agreed to an emergency meeting on 23rd June.
- 1946 Report of District or County Councillors: Cllr Parsons spoke about the new paving at the Co-Op in Cokeham Road.
- 1947 Cllr Thornton left at 8.45 when Cllr Aubrey arrived
- 1948 Report of representatives to other bodies:
 Cllr Wood on Local Strategic Partnership – no meeting
 Cllr Bamber on Adur County Local Committee – meeting in June
 Cllr Thornton on Adur District Conservation Area Group– reported earlier no meeting
 Cllr Bamber on West Sussex Association of Local Councils– no meeting
 Cllr Smith on Big Local – Launch of mini-bus and consultation prepared re Hamble rec revamp.
 N Plan steering group – consultation started on pre submission document
 N Plan deliverance group – not yet started
 Cllr Servante on PCSO meeting – no meeting
- 1949 Items for future discussion by Council, committees or Emergency Consultation Panel:
 Emergency meeting to be held re 7A bus service

Minutes of Annual General Meeting 13th May 2015
 at Harriet Johnson Centre, Loose Lane, Sompting

Action

Attendance: Cllrs Mear, Servante, Smith, Bamber, Bashford, Thornton, Lewis, Tufnell, Vincent, Wood and Scotting. Also present were Mr A Jones, WSCC Cllr L Parsons, ADC Cllr Boggis.

Apologies and reasons for absence: none

Election of Chairman: Cllr Mear was elected as Chairman of the Council. (proposed Cllr Thornton/seconded Cllr Wood)

Election of Vice Chair: Cllr Mrs Wood was elected as Vice Chair (proposed Cllr Mear/seconded Cllr Servante)

Co-Option of councillor: Both applicants for Co-Option, Mr A Jones and Mr L Parsons were interviewed by Council. Following a discussion, a vote was taken for the successful applicant. Resolved: Mr Alun Jones be Co-Opted as a councillor.

Co-Opted councillor to make his declaration: Mr Jones made his declaration to the Council and signed his declaration form, duly signed by the Clerk.

To resolve on committees, dates and times for the ensuing year and the terms of reference: Council received the Clerk's report. In the main report, Cllr Smith proposed that another committee should be formed titled "Communications". His proposal was to include the Editorial Board in this committee with the Terms of Reference covering the necessary movement towards better communications with the public through technology and social media. On discussion it was agreed that the proposal is approved. The actual title of the new committee to be confirmed as with the Terms of Reference at the first meeting and referred to Full Council for resolution.

Resolved

1. The committees, times and dates of the meetings to follow last year.
2. Terms of Reference agreed
3. The actual title of the new committee "Communications" to be confirmed as with the Terms of Reference at the first meeting and referred to Full Council for resolution

Election of Committee members to serve on the committees: The following Councillors have been elected as committee members as follows. Please note the Chairman and Vice Chair are to attend all committees.

Planning: Servante, Thornton, Jones (with Bashford to cover Thornton when working)

Amenities and Environment: Tufnell, Smith and Vincent

Finance and General Purposes: Bashford, Smith, Scotting

Centre: Jones, Servante, Scotting

Events: Bamber, Lewis, Servante

Communications: Smith, Scotting, Servante

Emergency: As last year the chairman of committees with the Chair and Vice Chair.

Election of representatives for each of the following bodies for the ensuing year :

Adur County Local Committee: Bamber
Sussex Association of Local Councils: Bamber
Local Strategic Partnership: Wood
Adur District Conservation Area Consultative Group: Thornton
Sompting Big Local: Vincent, Jones, Smith
Neighbourhood Plan Steering Group: As existing Chair – Wood with
Jones, Bashford, Servante
Neighbourhood Plan Deliverance Group: Smith, Mear, Jones
PCSO meetings: Servante

Cllr Thornton left 8:45 pm

Minutes. The Minutes of the 8th April 2015 meeting and the extra ordinary meeting of 27th April 2015 were approved as a true record with the item numbers changed. There were no matters raised.

Public participation: There were no matters raised.

Planning Committee: The minutes of 15th and 29th April 2015 approved. No matters arising.

Amenities and Environment Committee: Subject to grammatical errors being rectified the minutes of 6th May 2015 approved. Any matters arising – Cllr Smith spoke about the donation in memory of J Burns and it was agreed that at the next Full Council members may like to donate themselves. Cllr Smith confirmed that following an email from Mr Edwards of Adur DC that the outdoor exercise equipment will be placed near the existing playground on Sompting Recreation Ground. The Clerk was asked to rearrange the meeting with Mr Edwards for the next committee. The Clerk informed Council that he had further correspondence with Mr Tristram regarding the flint walls and that the subject will be placed on the next agenda.

Finance and General Purposes Committee: The minutes of 22nd April 2015 approved. Any matters arising - None

Centre Committee: The minutes of 15th April 2015 approved. Any matters arising - none

Events Committee: The minutes of 15th and 29th April 2015 approved. Any matters arising - none

Editorial Board: Council was informed of the Sompting Signpost is to be finalised for June delivery. The posters (to date) were approved.

Grant application: Members were presented with the grant application from the Scouts. The Clerk pointed out that the applicant did not submit bank statements as required. The Clerk also questioned whether the grant was to be in addition to any costs to be incurred by the Festival budget (that may be overspent) for the Scouts. Cllr Wood proposed that no grant be confirmed tonight as the

requirement for bank statements was not fulfilled. Cllr Wood continued by proposing that the Scouts be informed for this error and that when all documents were available, the application should be on the next available Finance and General Purposes committee agenda.

Resolved: The grant application be deferred. The Scouts be asked to provide bank statements and the issue be placed on the next available Finance and General Purposes committee after receipt of the documents.

Complaint against Cllr Servante: Noted

Sompting Parish Neighbourhood Plan: The Clerk updated members on the current position noting the project timetable as presented. He informed members that the "Open Sessions" will be 1st at the Harriet Johnson Centre. The other two sessions – location to be confirmed. However, there will be presence at the Festival and members should be available to man the session.

Reports by the Clerk: None

Report of District or County Councillors: WSCC Cllr Parsons spoke on getting trees listed under a TPO to prevent suitable trees being cut down or pruned. He also spoke about the condition of the private forecourts of the shops in Cokeham Road and requested the Parish Council to write to the landowners to get work done to make the forecourts safe. The Clerk pointed out that it would be wrong of the council to be involved as the forecourts were private.

Report of representatives to other bodies:

Cllr Servante on Local Strategic Partnership - none

Cllr Smith or Cllr Wood on Adur County Local Committee - none

Cllr Thornton on Adur District Conservation Area Group - none

Cllr Bamber on West Sussex Association of Local Councils - none

Cllr Smith or Cllr Vincent on Big Local - none

Cllr Servante on PCSO meeting - none

Items for future discussion by Council, committees or Emergency Consultation Panel: Council to resolve where these items are to be discussed and the priority.

1. Communications committee Terms of Reference to be confirmed and recommended to Council for approval.

Minutes of Annual Assembly 13th May 2015
at Harriet Johnson Centre, Loose Lane, Sompting

Attendance: Cllrs Mear, Servante, Smith, Bamber, Bashford,
Thornton, Lewis, Tufnell, Vincent, Wood and Scotting.

Action

Apologies and reasons for absence: none

Report by Chairman: The Chairman stated that
“This has been another difficult year for us, but all our councillors have met the challenges full on. We have tried different ways of running our festival and Best Kept Garden. We have learned by our mistakes and this year we should be able to rectify these problems. Our Christmas event, despite the weather, went very well. We have managed to go forward with several of our programs with councillors taking on extra work i.e. the bus service and Neighbourhood Plan. I thank those councillors who made this possible.
We have managed to keep our precept the same again without reducing our services.
We have also lost one of our popular councillors, Joyce Burns. I think we can look forward to a very successful year ahead and would like to finish by thanking everyone of the councillors and staff for all the effort you have put in this laast year on behalf of Sompting.”

Other matters: Members discussed the progress being made with the Festival.

Minutes of extra ordinary meeting 27th April 2015
at Harriet Johnson Centre, Loose Lane, Sompting

		Action
1905	Attendance: Cllrs Mear, Servante, Smith, Bamber, Bashford, Lewis, Mrs S Wood Tufnell, Vincent and Scotting. Mr A Jones,	
1906	Apologies and reasons for absence: Cllr Thornton (away)	
1907	Declarations of interest by councillors on any of the agenda items below: None	
1908	Request for DPI Dispensations: None	
	Approval for consultation of the pre submission document and the Housing Design for the Neighbourhood Plan: Members received copies of the documents prior to the meeting for discussion and approval for consultation. The Chairman of the Steering Group, Cllr Mrs Wood opened the discussion. Cllr Bamber offered for members’ consideration his notes on amendments to the documents with an addition paragraph to be inserted in Policy 1 of the document.	
	The additional paragraph was “ <i>Sompting Parish Council has a policy of sustainable development. The development of the ‘built</i>	

environment' will be harmonised with the development of suitable infrastructure provided by other bodies. In particular, transport links will need to be improved and educational facilities will need to be extended"

The Clerk pointed out that any stated policy should be shown as evidence in the final document and following discussion it was agreed that as the Council did not have a policy of sustainable development, the words in the proposed paragraph 'has a policy of' should read 'supports'. Cllr Wood then proposed the following changes to the additional paragraph as presented. Line 2 'will' to be 'should'; line 3 the following words to be inserted after 'particular' 'it is strongly felt that'.

Cllr Wood continued to state that it would be beneficial to send the proposed amended paragraph to the consultants for their view on whether the paragraph should be inserted in Policy 1; elsewhere in the document or not inserted at all.

Members considered the Housing Design document and agreed with the grammatical changes as presented by Cllr Bamber.

Members discussed when the consultation should commence. It was agreed that a final push to obtain comments should occur at the Sompting Festival in June. Giving the 6 week consultation period the commencement date of 18th May was agreed.

It was resolved

1. That the proposed above amendments to Cllr Bamber's additional paragraph be used and the paragraph sent to the consultant for their response as indicated by Cllr Wood.
2. To make the changes to the Housing Design as presented by Cllr Bamber.
3. In making the above changes and allowing the consultant to decide where the additional paragraph will be inserted in the document, if applicable, the pre submission document and the Housing Design are approved for consultation.
4. The commencement date for consultation would be 18th May 2015.

Minutes of Full Council Meeting 8th April 2015
at Harriet Johnson Centre, Loose Lane, Sompting

1886 Attendance: Cllrs Mear, Servante, Smith, Bamber, Bashford, Thornton, Lewis, Tufnell, Vincent and Scotting. Mr S Robb (Herald), WSSC Cllr Parsons ADC cllrs Aubrey, Boggis and Mr A Jones,

Action

- 1887 Apologies and reasons for absence: Cllr Mrs S Wood (away)
- 1888 Declarations of interest by councillors on any of the agenda items below: None
- 1889 Request for DPI Dispensations: None
- 1890 Policing matters: The Clerk informed members that there is to be a reduction in PCSO's in Sussex.
- 1891 Minutes: The minutes of 11th March 2015 approved as a true record. No matters arising
- 1892 Public participation: Public present but nothing raised
- 1893 Planning Committee: The minutes of 18th March and 1st April 2015 approved as a true record. No matters arising.
- 1894 Amenities and Environment Committee: The minutes of 1st April 2015 approved as a true record..
- 1895 Finance and General Purposes Committee: The minutes of 25th March 2015 approved as a true record. No matters arising.
- 1896 Centre Committee: The minutes of 18th March 2015 approved as a true record. No matters arising.
- 1897 Events Committee: The minutes of 18th March 2015 approved as a true record. The minutes of 1st April were not presented.
- 1898 End of Year Accounts: Taken at end of meeting
- 1899 7A Bus Service: Cllr Vincent updated members and thanked those who attended the launch and Mr Jones on delivering the timetables
- 1900 Editorial Board: None presented
- 1901 Reports by the Clerk: The Clerk informed members of
1. SDNP Local Plan consultation
 2. Consent to receive emailed agendas and documents
 3. Sussex Heritage and red telephone boxes
 4. Rampion's direction of work on watercourses etc
- 1902 Report of District or County Councillors: Cllr Aubrey spoke about the trees being removed at Cokeham Lane junction and on the condition of Test Road surfacing. Cllr Boggis spoke about the SDNP Local Plan and the land on the corner of Steepdown. Cllr Parsons spoke about the Halewick Lane road by the disused Recycling Centre and that he was talking with WSCC on the funding of the 7A bus service.

- 1903 Report of representatives to other bodies:
 Cllr Servante on Local Strategic Partnership – no meeting
 Cllr Smith or Cllr Wood on Adur County Local Committee – meeting tonight
 Cllr Thornton on Adur District Conservation Area Group– no meeting
 Cllr Bamber on West Sussex Association of Local Councils– no meeting
 Cllr Smith on Big Local – Cllr Smith informed members of the meeting on the 16th April. Cllr Aubrey stated that the purchasing of the Joyful Whippet was on-going.
 Cllr Servante on PCSO meeting – speed watch along West Street; parking issue at the school and that the fencing at the recreation ground would be replaced end of month
- 1904 Items for future discussion by Council, committees or Emergency Consultation Panel:
 Council to resolve where these items are to be discussed and the priority.
 Extra ordinary meeting 27th April; Shayler to be invited to attend A&E;
- 1905 End of year accounts: Council received the end of year accounts documents and approved for the Chairman to sign.

Minutes of Full Council Meeting 11th March 2015
 at Harriet Johnson Centre, Loose Lane, Sompting.

- | | | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1865 | Attendance: Cllrs Mear, Servante, Smith, Mrs S Wood, Thornton, Lewis, Tufnell, Vincent and Scotting.
Mr S Robb (Herald) | |
| 1866 | Apologies and reasons for absence: Cllrs Bamber, Burns, Bashford and WSSC Cllr Parsons | |
| 1867 | Declarations of interest by councillors on any of the agenda items below: None | |
| 1868 | Request for DPI Dispensations: None | |
| 1869 | Minutes: The minutes of 11 th February 2015 approved as a true record. No matters arising | |
| 1870 | Public participation: Public present but nothing raised | |
| 1871 | Planning Committee: The minutes of 18 th February and 4 th March 2015 approved as a true record. No matters arising. | |
| 1872 | Amenities and Environment Committee: The minutes of 4 th March 2015 approved as a true record. The Chair spoke on his discussions | |

with Adur DC regarding the outside equipment stating that ADC had a budget of £ 15,000 and were to link with Parish Council budget of £ 7,000. The PC budget was for £ 5,000 and ADC needs to be alerted of this figure.

- 1873 Finance and General Purposes Committee: The minutes of 25th February 2015 approved as a true record. No matters arising.
- 1874 Centre Committee: The minutes of 25th February 2015 approved as a true record. No matters arising.
- 1875 Events Committee: The minutes of 25th February 2015 approved as a true record. Matters arising: It was agreed that the items discussed during the meeting prior to the Full Council will be discussed at the next committee meeting 18th March 2015.
- 1876 Vacation of office by failure to attend meetings: Full Council resolved on the Chairman's proposal to approve the 6 month absence of Cllr Joyce Burns starting at the date of this meeting.
- 1877 Proposed Bus Service: Cllr Vincent updated Council and presented the Agreement and timetable. Cllr Vincent continued identifying some changes to the Agreement which the Council agreed. A penalty clause was proposed by Cllr Smith and it was agreed that a clause to that should be within the Agreement. Cllr Vincent stated she would go back with the proposed amendments and if successful the Clerk was authorised to sign the document.
- 1878 Editorial Board: None presented
- 1879 I T Inclusion: The Council met with Mr J Stoner of JSPC and discussed the way forward for his company to assist the Council in achieving its goal. It was resolved that Cllrs Smith and Scotting will work with Mr Stoner to make the arrangements. Cllr Vincent said that the Academy may be able to assist with the training and/or volunteers.
- 1880 Formal complaint against Cllr Servante: The Clerk still awaiting to be informed of decision by the monitoring officer.
- 1881 Sompting Neighbourhood Plan: Cllr Wood updated Council on the progress.
- 1882 Reports by the Clerk: Council received an email from Mr Tony Morris regarding the cuts on the fire service. Members agreed that someone from the Fire service is to be invited to a full council meeting to discuss the cuts and the effect on Sompting. The Clerk reminded members of the Resident's meeting on 15th April and it was agreed that Cllr Smith would speak at the event on behalf of

the Council.

- 1883 Report of District or County Councillors: Cllr Mear (as ADC Cllr) reported on his meetings and that the District Council had awarded an increase in members' allowances.
- 1884 Report of representatives to other bodies:
Cllr Servante on Local Strategic Partnership – no meeting
Cllr Smith or Cllr Wood on Adur County Local Committee – meeting tonight
Cllr Thornton on Adur District Conservation Area Group– no meeting
Cllr Bamber on West Sussex Association of Local Councils– no meeting
Cllr Smith on Big Local – Cllr Smith informed members that the grant bid made to Adur DC by the Big Local for Hamble Rec was rejected.
Cllr Servante on PCSO meeting – no meeting
- 1885 Items for future discussion by Council, committees or Emergency Consultation Panel:
Council to resolve where these items are to be discussed and the priority.
Summer Travellers: What is happening to protect land in Sompting.
Clerk to invite an officer to inform Council.

Minutes of Full Council Meeting 11th February 2015
at Harriet Johnson Centre, Loose Lane, Sompting

- Action
- 1846 Attendance: Cllrs Mear, Bashford, Bamber, Servante, Smith, Mrs S Wood, Thornton, Lewis, Ms Vincent and Mrs Scotting.
Mr A Jones and Mr and Cllr Mrs Phillips were present
- 1847 Apologies and reasons for absence: Cllrs Tufnell, Mrs Burns and WSSC
Cllr Parsons
- 1848 Declarations of interest by councillors on any of the agenda items below: None
- 1849 Request for DPI Dispensations: None
- 1850 Minutes: The minutes of 14th January 2015 approved as a true record.
No matters arising
- 1851 Public participation: Public present but nothing raised
- 1852 Planning Committee: The minutes of 21st January 2015 approved as a true record. No matters arising.

- 1853 Amenities and Environment Committee: The minutes of 4th February 2015 approved as a true record. No matters arising.
- 1854 Finance and General Purposes Committee: The minutes of 28th January 2015 approved as a true record. No matters arising.
- 1855 Centre Committee: The minutes of 21st January 2015 approved as a true record. No matters arising.
- 1856 Events Committee: Cllr Lewis circulated the unconfirmed minutes of 4th February 2015 which were approved as a true record. Matters arising: Council discussed the festival fairground issue and agreed to discuss further outside of this meeting.
- 1857 Editorial Board: None presented
- 1858 Proposed Bus Service: Cllr Vincent updated Council using her email notes previously distributed to members. Members agreed with her suggested wording to be used in the publicity of the service. Questions were raised concerning the agreement or contract between both parties. The clerk advised that the document should be a contract. Cllr Vincent is to discuss this further with Compass Travel.
- 1859 Formal complaint against Cllr Servante: The notification presented was noted.
- 1860 Legality contested of emergency full council meeting's resolution: Cllr Bashford stated his reasoning behind the contested resolution made at the extraordinary meeting held on 28th January 2015 regarding the advice given by SALC following the letter sent to SALC on the MP's actions. The reasoning was on two accounts:
1. That the Chairman of the meeting (Cllr Wood) was wrong in being able to use a casting vote, and
 2. That the resulting resolution made was illegal as it altered a previous resolution concerning the press release that was made within the last six months.
- The Clerk advised that the two issues, although linked, should be treated separately with the casting vote being dealt with first as, if the contested issue was proved correct then issue two becomes illegal. The Clerk requested that the Council's Standing Orders be viewed by the Chairman to inform members whether the casting vote was legal. On viewing the Orders issue 1 was not illegal.
- Members then considered whether the resolution made at the extraordinary meeting was illegal in itself. The Clerk informed members of the resolutions made at the meeting of:-
- MIN OF 12TH NOVEMBER: Letter regarding local MP: The Chairman presented the letter received from the Standards Commissioner for Parliament in response to the Council's letter reporting on the activities of the local MP. All members agreed that the content of the letter was unsatisfactory and

Resolved: That a letter is to be derived by Cllr Bamber to SSALC regarding the situation requesting their advice on the matter. This letter to be presented to the Council's Editorial Board for consideration. The Editorial Board to derive a press release which will be included in the letter to SSALC. It was agreed that since the Clerk would not be present for the Editorial Board to sit on 19th November following Events committee, the Board would meet following the Finance and General Purposes committee on 26th November 2014

Extract of Min 10TH December 2014: Editorial Board: The Clerk reported that the Board had derived a letter to SSALC requesting guidance on how to progress the complaint laid against the local MP. This was presented and subject to the reference being made to the letter received from the Commissioner and the date of the requested meeting with SSALC the content of the letter was approved. The Council had the draft press release on the same issue which was approved to be included with the letter to SSALC subject to the following changes; para 3 In 2 "Weston Road" to read "Western Road"; the words para 6 In 5 " members of his party" to be removed.

The Clerk confirmed that the minutes did not state that a press release would be issued but only to send a draft to SALC for their consideration and as such no previous resolution had been altered by the resolution made at the extra ordinary meeting. This was his advice.

The Chairman stated that the Council during previous discussions had inferred that the press release would be released. The Clerk responded stating that the contested resolution was based on the previous minutes only not on what the Council had inferred thus his advice remained as before.

The Chairman overruled the Clerk's advice and put to Council a proposal for the resolution made at the extra ordinary meeting to be illegal. A vote was taken with the result that the contested resolution was deemed illegal.

The Council agreed that the draft press release would be sent to SALC for the lawyers consideration after the elections and would be issued subject to the MP's future actions.

- 1861 Reports by the Clerk: Council received the verbal reports from the Clerk on the following:
1. The Clerk informed Council that he had received the Gift Agreement from Addur District Council regarding the operation of the IT suite at the Harriet Johnson Centre. He reported that there were clauses within the Agreement that he was not happy with and he would inform the District Council of those issues.
 2. The Council had received a draft pre submission document for the Neighbourhood Plan and this would be discussed at the next steering group meeting.

- 1862 Report of District or County Councillors: Cllr Mear (as ADC Cllr) reported on his discussions with Adur re the skate board park at Hamble Recreation Ground. It was agreed that this would be discussed further at the next Amenities and Environment committee following information from Cllr Smith in the next item on the agenda.
- 1863 Report of representatives to other bodies:
 Cllr Servante on Local Strategic Partnership – no meeting
 Cllr Smith or Cllr Wood on Adur County Local Committee – no meeting
 Cllr Thornton on Adur District Conservation Area Group– no meeting
 Cllr Bamber on West Sussex Association of Local Councils– no meeting
 Cllr Servante or Cllr Smith on Big Local – The Big Local is considering the purchase of a community bus; the skate park was removed as unsafe; there was no plans for a summer event more a bonfire/Halloween; they were considering the purchase of The Joyful Whippet as a community asset; the new Chairman wished to have a meeting with the Council’s chairman and the Clerk – Mr Jones would provide contact details
 Cllr Servante on PCSO meeting – meeting was uneventful
- 1864 Items for future discussion by Council, committees or Emergency Consultation Panel:
 Council to resolve where these items are to be discussed and the priority.
 None

Minutes of Full Council Meeting 14th January 2015
 at Harriet Johnson Centre, Loose Lane, Sompting

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| | | Action |
| 1829 | Attendance: Cllrs Mear, Bashford, Bamber, Servante, Smith, Mrs S Wood, Mrs J Burns, Thornton, Tufnell, Lewis, Vincent and Scotting. Mr A Jones and S Robb were present | |
| 1830 | Apologies and reasons for absence: WSSC Cllr Parsons (other meeting) | |
| 1831 | Declarations of interest by councillors on any of the agenda items below: None | |
| 1832 | Request for DPI Dispensations: None | |
| 1833 | Minutes: The minutes of 10 th December 2014 approved as a true record. No matters arising | |
| 1834 | Public participation: Public present but nothing raised | |
| 1835 | Planning Committee: The minutes of 7 th January 2015 approved as a true record. No matters arising. | |

- 1836 Amenities and Environment Committee: The minutes of 7th January 2015 approved as a true record. No matters arising.
- 1837 Finance and General Purposes Committee: None as meeting cancelled
- 1838 Centre Committee: None as meeting cancelled
- 1839 Events Committee: The minutes of 7th January 2015 approved as a true record. Matters arising: The Clerk informed Council that he had an email from Adur District Council regarding the application by Shaylers for a fairground on the Sompting Recreation Ground in May and had we concerns on its effect to the Festival. The Clerk to write to ADC stating that they objected. Mr Coles of Coles Fair spoke to Cllr Lewis regarding this and a possible change of our Sompting Festival could resolve some of the issue. Both matters to be discussed at Events committee in February.
- 1840 Editorial Board: None presented
- 1841 Proposed Bus Service: Cllr Vincent updated Council and stated that the service to start from Good Friday; the service would be on a six month trial; the service to be 7A; suggested by Compass Travel that service on 3rd/4th/5th to be free; the cost of advertising event suggested to be £250.00. Members considered the update and voted that subject to further details of the event to be discussed at Amenities and Environment Committee, the funding would be found from reserves as this was not considered at the time of setting the budget for 2015/16.
- 1842 Reports by the Clerk: Council received the verbal reports from the Clerk on the following:
1. The Clerk informed Council of the draft pre submission document for the Neighbourhood Plan which would be considered by the steering group later this month.
 2. The Clerk informed Council that he had received the invoice for the elections
 3. Council was informed the Virgin broadband for the IT was to be installed by February
 4. Agreement was made by members that the Annual Assembly would be held on 15th April 6-9pm. All members are to present.
 5. The Sompting Signpost is being delivered starting the next day
 6. The Clerk informed that the Council had been asked by Mr Stobart of Sussex Police for a date for presentation of "Operation Crackdown to Council. The Clerk is to organise.
- 1843 Report of District or County Councillors: Cllr Mear (as ADC Cllr) reported on the joint meeting of Adur/Worthing Councils where he would place a motion to discuss the car boot policy by Adur DC and to discuss the current position of the skate park at Hamble Recreation Ground. Once the information is available these items to be discussed at Amenities and Environment committee.

- 1844 Report of representatives to other bodies:
Cllr Servante on Local Strategic Partnership – no meeting
Cllr Smith or Cllr Wood on Adur County Local Committee – no meeting
Cllr Thornton on Adur District Conservation Area Group– no meeting
Cllr Bamber on West Sussex Association of Local Councils– no meeting
Cllr Servante or Cllr Smith on Big Local – concern over the election of the new chairman
Cllr Servante on PCSO meeting – meeting next evening
- 1745 Items for future discussion by Council, committees or Emergency Consultation Panel:
Council to resolve where these items are to be discussed and the priority.
None