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## Minutes of Annual Council meeting held on 8<sup>th</sup> May 2019

Meeting commenced at 7.00pm

Minute		Action
3066	<b>Attendance:</b> Cllrs Godley, Baxter, Thornton, Nicklen, Mansfield, Holland, Aulton, Derham. <b>Members of the public :-</b> 0 <b>Clerk :</b> C. Stephenson	
3067	<b>Election of Chairman for the Municipal Year 2019-20</b> Cllr Nicklen nominated Cllr Godley. This was seconded by Cllr Mansfield. <b>Agreed.</b> Cllr Godley accepted the position.	<b>AG</b>
3068	<b>Election of Vice Chairman for the Municipal Year 2019-20</b> Cllr Godley proposed Cllr Baxter. This was seconded by Cllr Holland. <b>Agreed.</b> Cllr Baxter accepted the position.	<b>CB</b>
3069	<b>Apologies:</b> Cllrs Boggis, Mear	
3070	<b>Declarations of Interest:</b> None	
3071	<b>Request for DPI Dispensations:</b> None	
3072	<b>Minutes of the Council meeting held on 10<sup>th</sup> April 2019</b> – Cllr Godley proposed and Cllr Mansfield seconded that the minutes are a true record of the meeting. <b>Agreed</b>	
3073	<b>Review and confirm committee membership</b>	
3074	<b>Finance and General Purposes Committee (7)</b> – Cllrs Godley and Baxter. Remaining positions to be filled by Chairs of each Committee when elected, plus two others.	
3075	<b>Amenities and Environment Committee (6)</b> – Cllrs Baxter, Mear, Nicklen, Thornton, Glynn Davies, Holland. <b>Agreed</b>	
3076	<b>Planning Committee (7)</b> – Cllrs Godley, Mear, Thornton, Boggis, Derham, Aulton, Mansfield. <b>Agreed</b>	
3077	<b>Centre Committee (5)</b> – Cllrs Godley, Derham, Aulton, Holland, Mansfield. <b>Agreed</b>	
3078	<b>Confirm Committee Terms of Reference</b> Cllr Godley proposed and Cllr Baxter seconded, the Terms of Reference as submitted to council be accepted.	
3079	<b>Finance and General Purposes Committee - Agreed</b>	
3080	<b>Amenities and Environment Committee - Agreed</b>	
3081	<b>Planning Committee - Agreed</b>	

- 3082 **Centre Committee - Agreed**
- 3083 **To resolve on committee dates and times for Municipal Year 2019-20**  
Cllr Godley proposed and Cllr Baxter seconded that the list presented to council be accepted. **Agreed**
- 3084 **Adoption of Council Regulations. Policies etc for 2019-20**  
Cllr Godley proposed, seconded by Cllr Mansfield that items 10.1 – 10.10 inclusive be accepted as no changes to previous year. **Agreed**
- 3085 **10.11 Safeguarding Policy 2019/20 – Agreed** to defer to next meeting
- 3086 **10.12 Statement of Intent re Community Engagement 2019/20 – Cllr**  
Godley proposed and Cllr Baxter seconded that the draft Policy be accepted. **Agreed**
- 3087 **10.13 Legionella Control Policy 2019/20 - Agreed** to defer to next meeting
- 3088 **10.14 Health and Safety Policy 2019/20 - Cllr Godley proposed and Cllr**  
Mansfield seconded that the draft Policy be accepted. **Agreed**
- 3089 **10.15 Risk Management Policy 2019/20 - Cllr Godley proposed and Cllr**  
Baxter seconded that the draft Policy be accepted. **Agreed**
- 3090 **10.16 Member co-option Policy 2019/20 - Agreed** to defer to next meeting
- 3091 **10.17 Financial Regulations 2019/20 - Cllr Godley proposed and Cllr**  
Baxter seconded that they be accepted. **Agreed**
- Clerk to update deferred Policies as discussed and circulate to all councillors prior to next Council meeting and add to next agenda. **Clerk**
- Cllr Glynn Davies arrived at this point.
- 3092 **Review and confirm appointments and representatives on outside bodies**
- 3093 **Adur County Local Committee – Cllr Glynn Davies.** Clerk to ascertain dates of meetings **Clerk**
- 3094 **Sussex Association of Local Councils – Cllr Nicklen**
- 3095 **Adur District Conservation Area Consultative Group – Cllr Godley**
- 3096 **Sompting Big Local – Cllr Glynn Davies**
- 3097 **West Area Capital Funding Board – Cllr Mansfield, Boggis**
- 3098 **A27 and A27 bypass Groups – Cllr Nicklen, Baxter respectively**
- 3099 **Multi agency parking group – Cllr Baxter**
- 3100 **Air raid Shelter Group – Cllr Godley**
- 3101 **Sompting Festival Group – Cllrs Aulton, Holland**
- 3102 **Harriet Johnson Community hub/café – Cllr Godley**
- 3103 **EPIC project – Cllr Glynn Davies, Nicklen**
- 3104 **Community in the Countryside inc Malthouse Meadows – Cllr Glynn Davies, Baxter**
- 3105 **Parish Council Insurance Cover**  
Councillors **noted** the council's insurance policy (agreed 2018) is for a 3 year period expiring 16<sup>th</sup> June 2021
- 3106 **Review Parish Council Subscriptions to other bodies**
- 3107 Sussex Association of Local Councils (SALC) - Cllr Godley proposed and
- 3108 Cllr Baxter seconded this be continued. **Agreed**  
Society of Local Council Clerks (SLCC) - Cllr Godley proposed and Cllr Baxter seconded this be continued. **Agreed**
- 3109 **Review of Councillor Allowances**  
All councillors **agreed** to leave as now and not claim any allowances for serving on this council.

- 3110      **Asset Register**  
Cllr Godley proposed and Cllr Baxter seconded that the list presented to Council be agreed. **Agreed.**
- 3111      **Sompting Neighbourhood Plan**  
Cllr Godley advised councillors that final revisions were being made to the revised document. Meeting arranged with Adur District Council for 9<sup>th</sup> May 2019 to discuss final changes. Cllr Godley to advise all councillors of outcome of meeting. Clerk to add item to next agenda. Cllr Glynn Davies wished to extend thanks on behalf of the council to Cllrs Godley and Baxter for all their time and hard work on this document. Cllr Glynn Davies also thanked for help with proof reading etc. **Agreed**
- 3112      **Committee Minutes, reports, recommendations from Committees and Working Parties**  
Minutes of Finance and General Purposes Committee dated 27<sup>th</sup> March 2019 - **Agreed**
- 3113      **Community Hub**  
Cllr Godley updated councillors on outcome of recent meeting with Adur District Council and Football Clubs. Since the plans of the football clubs and Sompting PC appear to be complimentary, there may be some synergy in working together to progress both projects simultaneously. The Parks and Foreshore Manager of Adur DC advised of an ongoing review of Parks and Open Spaces/sports facilities across the area and felt it was unlikely they would be in a position to “agree” a possible way forward regarding the recreation ground until the review was completed - expected October 2019. Cllr Godley and Clerk to attend meeting on 16.5.19 and will report back to next meeting. Clerk to add to next agenda.
- 3114      **Men in Sheds**  
Cllr Godley and Clerk met with Adur District Council (landlord) on 3.5.19 to discuss the request received from Men in Sheds to erect a shed for their sole use to the rear of the Harriet Johnson Centre. The existing lease of the Harriet Johnson Centre does not allow the sub letting of the premises. The Council has been advised what steps it would need to take to allow the Men In Sheds proposal to proceed in an email dated 3.5.19, copies of which had been circulated to all councillors prior to the meeting. There would be associated costs, most, if not all, would fall to this council to pay e.g.
- Existing lease would need to be varied to allow a sub lease – cost to SPC approx. £350.
  - Licence for alterations for the structure to be built, utilities connected etc – cost to SPC approx. £450 and plans would be needed prior to licence being issued
  - Sompting Parish Council would need to obtain independent Legal advice regarding terms of sublease - cost to Sompting Parish Council unknown at this point in time. The licence would need to be approved by the Council before completion.
  - Sompting Parish Council should take independent advice from suitably qualified Surveyor prior to construction of shed – cost to Sompting Parish Council unknown at this point in time.
  - Planning permission and Building Regulation consents to erect a shed – presume costs would fall to Men in Sheds.

The Clerk/RFO advised councillors that, given that professional advice had been sought from Adur DC regarding the terms of the existing lease and

**Sompting Parish Council’s mission:** “ To help foster a Sompting community which gives people a reason to be proud and engaged with the area we all live in”

how these may be resolved to allow this project to be taken forward and in particular, the nature of the potential risks and liabilities attached to this proposal, some of which are particularly onerous in terms of a) costs to the council - both now and in the long term should legal action need to be taken; b) the legal implications for the council; c) anticipated objections to the proposal from adjoining/nearby residents; d) the risks associated with taking this proposal forward, including the reputational damage to the council should the project fail or the sub lease with Men in Sheds be broken for some reason and e) it is understood that all members of Men in Sheds are volunteers and could easily “walk away” and leave the council in a difficult financial and litigious position in the future, to name a few, that she was unable to support this proposal.

Councillors felt they would like to investigate further in terms of ascertaining whether this proposal did indeed constitute sub leasing as opposed to being able to grant a licence etc. Councillors also considered that if it is decided that the council is unable to support the proposal in its current form, they would like to explore the possibility of finding an alternative location in Sompting for this project to proceed without the complications cited, something that had been raised by Cllr Godley and the Clerk at the meeting with Adur DC. The new housing development (land south of West Street) and land at the Depot belonging to WSCC were mentioned as possible alternatives, as was approaching Sustainable Sussex to see if there was any synergy/help they could provide in helping to identify an alternative location/way forward.

Whilst there was clear support in principle from councillors to the Men in Sheds project, it was decided to defer making a decision at this meeting due to the complexities and risks attached to this proposal requiring further consideration and to allow other enquiries to be made in an attempt to find a solution to the matters raised. Cllr Baxter is to explore if there is an acceptable, alternative legal interpretation to sub leasing and Cllr Godley to have a dialogue with Men in Sheds/WSCC/Sompting Estate and Sustainable Sussex. Cllrs Baxter and Godley to report back to next meeting. Clerk to add time to next agenda.

**CB  
AG**

**AG/CB  
Clerk**

3115

**No. 16 bus route –**

Cllr Godley advised of meetings held with West Sussex County Council and Community Transport. This route is being continued until September – on a reduced service - at the providers expense. The council is undertaking a bus survey with Lancing Parish Council – forms to go out with Signpost over coming weeks. The responses will help inform a further debate at Full Council as to whether the council can support this service being continued beyond September 2019 or not. Other options will also be considered at that time, depending on the results of the survey. Cllr Godley to advise councillors on outcome of survey in due course. Clerk to add item to the following agenda.

**AG  
Clerk**

3116

**Date of next meeting**

7.30pm on Wednesday 12<sup>th</sup> June 2019

**ALL**

**Meeting closed at 8.21pm**

**Signed .....**  
**Chairman**

**Dated .....**