

**MONTHLY MEETING  
OF THE COUNCIL**

**7<sup>TH</sup> SEPTEMBER 2020**

**SUPPORTING PAPERS**

## **Please note not every Agenda Item will have a supporting paper.**

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### **Agenda Item 8**

#### **Minutes of Monthly Full Council meeting, 3<sup>rd</sup> August**

The draft Minutes were circulated to all councillors on 5<sup>th</sup> August, asking for suggested amendments by 12<sup>th</sup> August. Alison spotted one typo which has been corrected.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> August 2020

### **Agenda Item 9**

#### **Monthly Update Report**

1. **Introduction**
2. **Minute 434/20 – Amenities Committee – Warren Recreation Ground Children’s Playground**
3. **Minute 500/20 – West Sussex County Council**
4. **Minute 509/20 – Warren Recreation Ground – playing of cricket**
5. **Minute 510/20 – Clerk’s Report**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 3<sup>rd</sup> August 2020.

2. **Minute 434/20 – Amenities Committee – Warren Recreation Ground Children’s Playground**

The outdoor gym equipment was officially made available to the public again from Tuesday, 11<sup>th</sup> August.

3. **Minute 500/20 – West Sussex County Council**

Cllrs Bradshaw, Moore, Toney and Wilkinson had volunteered to work on the council’s response to the proposed Traffic Regulation Orders and had met on Tuesday, 11<sup>th</sup> August to

agree the response. This meeting had included site visits to most of the proposals. I submitted the response to WSCC on about the 17<sup>th</sup> August, ahead of the 20<sup>th</sup> August closing date for comments.

4. **Minute 509/20 – Warren Recreation Ground – playing of cricket**

Cllrs Bowman, Linton, McElroy, Moore and Wilkinson volunteered to work on a Playing of Cricket Working Party. The first meeting was held on 25<sup>th</sup> August and is reported below.

5. **Minute 510/20 – Clerk’s Report, Item 13 – a selection of things we have been asked...**

The front garden quiz took place but is unlikely to take place again as other neighbours complained about the noise!

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 11**

### **Committees**

Since the last meeting, the following committee meetings have taken place: Amenities on the 10<sup>th</sup> August; Audit & Governance on the 10<sup>th</sup> August; Major Events on the 17<sup>th</sup> August; Planning & Licensing on the 10<sup>th</sup> and 24<sup>th</sup> August.

Draft Minutes from each of these meetings will have been circulated to all councillors ahead of this evening’s meeting.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> August 2020

## **Agenda Item 11a**

### **Amenities Committee**

The committee met on 10<sup>th</sup> August.

**Outdoor Gym Equipment** – The Outdoor Gym Equipment was reopened on 11<sup>th</sup> August. Social distancing could easily take place safely so no equipment had to be removed or closed. The equipment was cleaned thoroughly and the relevant signage is in place.

**Village Green Car Park** - The committee agreed to removing the overnight parking charges, between the hours of 8pm and 8am, with regular reviews over a period of time.

The Assistant Clerk is liaising with One Parking Solutions, as soon as the signage is ready

the public will be informed via the council's Newsletter and website.

**Trees** – The Village Hall committee brought to the committee's attention that the Sycamore tree in the Village Hall car park required attention. Following an inspection by The Urban Surgeon it was established the tree is older than 39 years. The Village Hall lease was taken out in 1982, therefore the tree was on the land, prior to the lease being signed. The committee has informed the Village Hall and it is the Village Hall Committees decision, as to what work it would like to be done to the Sycamore Tree.

On 26<sup>th</sup> August, a large limb became partially detached from a Silver Birch in Two Acres, causing concern to one household in Two Acres. Simon contacted our tree guy who said he would attend as soon as he could. Simon then visited the property in Two Acres to advise them of this in person. The limb of the tree had been removed before 31<sup>st</sup> August. Tom is concerned about the health of this tree and fully expects it to be selected for removal next year. In light of this, I am going to see whether ArbTec will come out just to visit this tree and give an update to his annual inspection report from March of this year.

Dawn Reid – **Assistant Clerk to the Council**

1<sup>st</sup> September 2020

## **Agenda Item 11b**

### **Audit & Governance Committee**

The committee met on 10<sup>th</sup> August. The draft Minutes of the meeting were circulated to all councillors on 13<sup>th</sup> August.

Cllr Mathias was elected Chairman and Cllr McElroy was elected Vice-Chairman.

The committee reviewed and adopted new Terms of Reference which changes in line with the other committees this year.

As requested by Full Council in May (Minute 277/20) the committee reviewed the Model Standing Orders adopted by the council at that May meeting (Resolution 1414). The committee walked through every line of the document, and agreed a further revised set of Model Standing Orders to be adopted by the council at this meeting.

Cllr Gunston had drawn up a Sponsorship Policy which the committee had initially considered in March. A second version, taking into account comments from committee members, was agreed by the committee as suitable for recommending to Full Council at this meeting.

The committee also reviewed, on behalf of the council, the end-of-year Internal Audit report which had already been noted by Full Council at its meeting in June (Minute 332/20). The committee provided responses to comments made by the auditor and these have been forwarded to Mulberry & Co..

Finally, concerned that the council's attempts at Emergency Planning tended to go round in circles, Cllr Gander suggested an Emergency Planning Working Party be set up to work on this. An opportunity for councillors to put themselves forward can be found below.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> August 2020

## **Agenda Item 11d**

### **Finance & General Purposes Committee**

The committee did not meet this month and there were no actions from the committee's last meeting to report back upon.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> August 2020

## **Agenda Item 11e**

### **Major Events Committee**

The committee met on 17<sup>th</sup> August.

With great reluctance, the committee decided to postpone the *Funday Sunday* event which had been scheduled for 18<sup>th</sup> October and to cancel this year's East Preston Christmas Celebrations events, scheduled for 21<sup>st</sup> November. A potential date of 9<sup>th</sup> May 2021 was agreed for *Funday Sunday*. The committee considered some ideas from members of the public for other activities leading up to the Christmas season. We have contacted the Festival Committee for its assistance with these and the initial response has been positive.

The committee heard how preparation for the East Preston Virtual Food & Drink Festival was progressing, but it would be almost impossible to gauge its success.

The committee agreed to continue investigations into hosting an outdoor film event in the summer of 2021.

Cllr Elizabeth Linton –  
**Chairman of the Community Engagement Committee**

28<sup>th</sup> August 2020

## **Agenda Item 11f**

### **Personnel Committee**

The committee did not meet this month and there were no actions from the committee's last meeting to report back upon.

Councillor Patricia Gander – **Chairman of the Personnel Committee**

20<sup>th</sup> August 2020

## **Agenda Item 11g**

### **Planning & Licensing Committee**

The committee met via the Zoom online meeting application on Mondays, 10<sup>th</sup> and 24<sup>th</sup> August.

Both meetings considered plans for Vista Point in Tamarisk Way, EP/80/20/HH and EP/81/20/L. The applicant attended both meetings, and unable to provide a document which had not uploaded correctly to the ADC website, he supported a decision to defer further discussion until he could obtain the document from his architect. His architect joined him at the online meeting on 24<sup>th</sup> August. Further discussion was again deferred as the architect was unable to answer a couple of questions from home. The meeting adjourned and reconvened on 26<sup>th</sup> August, with the architect, just to iron out those final points. The committee agreed not to object to these two Applications.

On the 10<sup>th</sup> August, the committee agreed not to object to the two other Planning Applications and one Licensing Application on the meeting's agenda. The committee considered a letter received from an applicant complaining the committee had made its decision based upon incorrect information provided to ADC by several neighbouring properties; it was agreed I should draft a letter to be agreed by Cllrs Linton and Mathias before sending.

In response to a plea for help at the 10<sup>th</sup> August meeting, Cllr Linton helped me to write supporting information for an Article 4 request to ADC. This will remove the Permitted Development rights for a property within the village because of its perceived historic importance to the village.

On the 24<sup>th</sup> August, the committee considered a further six Planning Applications, agreeing not to object to any of them. Applicants or their agents joined the call to discuss four of the Applications on the evening's Agenda. The committee agreed the council should object to an Application by Persimmon Homes for outline permission to build a "Mixed use development comprising up to 475 dwellings along with associated access, internal roads and footpaths, car parking, public open space, landscaping, local centre (uses including A1, A2, A3, A4, A5, D1, D2, as proposed to be amended to use classes E, F and Sui Generis) with associated car parking, car parking for the adjacent railway station, undergrounding of overhead HV cables and other supporting infrastructure and utilities" on "land north west of Goring railway station." I reported I had replied to the correspondent in the above paragraph and had received no response.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 12a**

### **Audit & Governance Committee – Standing Orders**

Cllr Mathias to introduce this item.

**Council is asked to adopt Version 2018.2 of the council's Standing Orders.**

On 4<sup>th</sup> May, council adopted Version 2018.1 of Standing Orders to bring it into line with Model Standing Orders, on the understanding these were reviewed by this committee at its first meeting this council year.

The committee reviewed Version 2018.1 of the council's Standing Orders at its meeting on 10<sup>th</sup> August, section by section. A number of small changes were agreed and these have been incorporated into Version 2018.2. A draft of this version was circulated to committee members on 11<sup>th</sup> August, asking for them to let me know of any agreed amendments I had missed. No such amendments were advised back to me. An electronic copy of Version 2018.2 was circulated to all councillors on 31<sup>st</sup> August, any councillor wanting a paper copy being given that option too.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 12b**

### **Audit & Governance Committee – Sponsorship Policy**

Cllr Mathias to introduce this item with additional input from Cllr Gunston, possibly.

**Council is asked to adopt a Sponsorship Policy.**

At its meeting on 10<sup>th</sup> August, the Audit & Governance Committee agreed a Sponsorship Policy fit to be put before the council. The policy will apply to sponsorship offers from members of the public as well as businesses.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 12c**

### **Audit & Governance Committee – Emergency Planning working party**

Cllr Gander to introduce this item.

**Council is asked to note a proposal to set up an Emergency Planning working party.**

This council's involvement in Emergency Planning has been a topic which has bounced around for several years with almost clear decisions being overturned soon after by new information received. There is no statutory requirement for the council to be involved in

Emergency Planning and no clear steer from above. Cllrs Linton, Tester and Wilkinson, and no doubt others, have all attended events on this topic, resulting in further (understandable) indecision and confusion.

At this committee's meeting on 10<sup>th</sup> August, and in light of this council's response to the COVID-19 pandemic, Cllr Gander proposed an Emergency Planning working party be set up to tackle this indecision and confusion.

Please let me know if you would like to be part of this working party.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 13**

### **Working Parties**

Neither the Environmental Issues Working Party nor the Leases Working Party has met since the last meeting of the council.

The Flat and Frontage Working Party had its first meeting on 17<sup>th</sup> August. Cllr Wilkinson was elected Chairman. Although officially reporting into the Finance & General Purposes Committee, there were a couple of matters it has referred back to Full Council for speed.

The Playing of Cricket Working Party had its first meeting on 25<sup>th</sup> August. Cllr Bowman was elected Chairman. The meeting mainly discussed the proposed door-to-door survey for properties bordering and / or facing onto the Warren Recreation Ground. Cllr Bowman and I have met to draft questions, and these are with the other members of the working party for review. The lead neighbour and the Chairman of the Cricket Club have both been advised of the working party.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> August 2020

## **Agenda Item 14a**

### **Flat and Frontage Working Party – Terms of Reference**

**The council is asked to note the Terms of Reference for the working party.**

At its meeting on 17<sup>th</sup> August, the committee agreed its initial Terms of Reference. These can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> July 2020



## **Agenda Items 14b to 14d**

### **Flat and Frontage Working Party – rental of 124 Sea Road**

**The council is asked to agree to a recommendation to let out the flat about the Council Office for at least a further year.**

As noted above, the working party met on 17<sup>th</sup> August. Members of the working party had all visited the flat above the Council Office. Although all could see some potential for expanding the council space into the flat, all could equally see logistical problems with doing so, especially with regards to making the space accessible to all. To do so would likely incur serious expense.

The working party AGREED to recommend the flat be rented out again on a short-term rental for at least the coming year. This is being brought directly to Full Council as per clause 5b of its Terms of Reference, “FFWP will report to the Finance & General Purposes Committee in the first place or, if time is critical, to Full Council.”

The working party also considered whether or not the council wished to remain with its existing letting agency or try someone different. To that end, I have been seeking quotes from a number of letting agencies and the committee **asks council to delegate it the authority to choose a letting agent and a tenant.**

Not knowing the last tenant was likely to move out this year, there is no money set aside for maintenance of the flat. Some of the carpet certainly needs to be replaced, and an initial quote for that is £895. **Council is asked to give the Flat and Frontage Working Party access to up to £1,500 from the Contingency Budget line for 2020/21 to spend upon maintenance required to make the flat marketable.** As you will see from your budget sheets, currently we have spent just under £1,100 of the £10,000 Contingency Budget for this financial year, and £400 of that should be coming back to us in the form of a grant from ADC.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 15a**

### **Playing of Cricket Working Party – Terms of Reference**

**The council is asked to note the Terms of Reference for the working party.**

At its meeting on 25<sup>th</sup> August, the committee agreed its initial Terms of Reference. These can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 16a**

### **West Sussex Association of Local Councils**

**The council is asked to note the following communiqué received on 25<sup>th</sup> August.**

The following email was sent to all councils in the West Sussex Association of Local Councils on 25<sup>th</sup> August:

Dear Clerk

Please would you ensure that your Chairman, **and all members of your Council**, have sight of the attached communiqué from the Directors of West Sussex ALC. It is very important that everyone is aware of the research that is being undertaken on your behalf and of your opportunities to engage in the decision making process.

Regards

Joanna

*Joanna Cadman*

**Administrator**

**West Sussex ALC Limited**

#### **West Sussex Association of Local Councils [West Sussex ALC Limited]**

The West Sussex Association of Local Councils (WSALC) was established (as a Private Company Limited by Guarantee, on 23<sup>rd</sup> April 2013) to protect and promote the interests, rights, functions and privileges of Member Councils, to assist Members in the performance of their functions, to promote and develop the social, economic, environmental, cultural and recreational life of Parishes, and to promote a widespread and well-informed interest in local government, good local government, and governance (Articles of Association, 13<sup>th</sup> March 2013). WSALC also liaises with a range of organisations including WSCC, Sussex Police, Health & Social care providers and Voluntary Sector organisations on numerous issues. It also lobbies and puts forward the collective views of its Town and Parish Council Members – and the annual WSALC/WSCC joint conference provides a forum for the exchange of views. There are currently 138 Members,

WSALC is a Member of the Surrey and Sussex Association of Local Councils (SSALC Limited), the other Members being East Sussex (East Sussex ALC Limited) and Surrey (Surrey ALC Limited). WSALC (West Sussex ALC Limited) acquires services from SSALC (SSALC Limited) on behalf of WSALC's Member Councils – the original objective being the benefits of scale. Those services are currently costing WSALC Members some £91,000 per annum (2020 – 2021). As part of its function, WSALC is concerned to see that value for money is obtained from the contributions that Member Councils pay to it and with which it, in turn, buys member services from SSALC.

The board of WSALC is currently undertaking a “Value-for-Money” Review of how Member Councils’ subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. The Review is being led by Professor Colin Copus, a respected and well-known expert in local government and author of the national review “The Voice of the Councillor”. This exercise reflects the expectation that is incumbent upon all Councils – to check on expenditure and service-delivery to ensure that the public money for which they are responsible and accountable is being well spent and to enhance local Council (or government) and Parish democratic services.

The findings of Colin Copus’s Review will be published in a Report, which is expected by the end of the year – together with a Directors’ Report that will consider all options available and make Recommendations that the Board considers would be in the best interests of all member councils.

Every Parish and Town Council that is a Member of WSALC will have an opportunity to make known its views on the content of the Report and any Recommendations made, at a series of District Association Q & A “Zoom” sessions in late 2020.

The decision as to how Member Councils wish to proceed for the year commencing April 2021 will be determined at an Extraordinary General Meeting of WSALC early in 2021.

### **Board of Directors**

#### **West Sussex ALC Limited**

This has caused some consternation within the community of West Sussex Clerks concerned about the real reasons behind this communication and the democratic procedures followed to justify this use of public money.

I have gone back to Joanna to express my own concern that Zoom sessions not be the only way in which councils can have input. For some people Zoom meetings can be intimidating and it’s also easy to miss people who wish to have a say, unintentionally or otherwise. I have had no reply.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Item 17**

### **Clerk’s Report**

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. East Preston Voluntary Service**
- 5. East Preston Voluntary Service – service user feedback**
- 6. East Preston Voluntary Service – volunteer feedback**
- 7. East Preston Business Community Business Breakfast, 5<sup>th</sup> August**
- 8. ADC Civil Parking Enforcement, 11<sup>th</sup> August**

9. **SSALC Online Clerks' Forum, 13<sup>th</sup> August**
10. **Voluntary Action Arun and Chichester (VAAC), Parish and Voluntary Sector Networking meeting, 25<sup>th</sup> August**
11. **Angmering School smallholding trip, 26<sup>th</sup> August**
12. **WSCC consultation on Traffic Regulation Orders for various roads in East Preston, 23<sup>rd</sup> July to 20<sup>th</sup> August**
13. **Social media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **September meetings and events**

## 1. **Introduction**

This is the report mainly covering August 2020 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

On 4<sup>th</sup> August, we reported anti-social behaviour at the Village Hall to the anti-social behaviour team at Arun District Council. This had already been reported to Sussex Police by the Village Hall committee and referred to young men possibly taking drugs behind the Sea Road toilet block and elsewhere in the Village Hall car-park.

On 7<sup>th</sup> August, a resident called to report anti-social directed at her neighbour in Sea Road. Apparently, on three consecutive nights, three youths have turned up outside the property at about 21:00 and have proceeded to shout obscenities and taunt the lady occupant. The lady occupant has been known to react unpredictably, hence the resident's concern. I asked the resident to report this officially to Sussex Police whilst I emailed Sussex Police and the anti-social team at ADC. This matter has continued to bubble away throughout the month with residents talking directly to ADC officers and Sussex Police.

Additionally, the neighbour referred to in the paragraph above has directed some anti-social behaviour towards others in the village again. I have asked the Police Community Support Officer for the village to come and see me when we are next on duty together.

## 3. **Freedom of Information / Data Protection requests**

The council received no Freedom of Information or Data Protection requests during the month of August.

## 4. **East Preston Voluntary Service**

The East Preston Voluntary Service was officially put into a state of suspension from 31<sup>st</sup> August. The coordinators of the service – Cllrs Bradshaw, Duff, Gander, Gunston, Linton and Toney found it a difficult decision to make but felt it was the right decision for now. All volunteers and service users were written to about a month ahead of this date. Some service users were nervous but have had a chat with their coordinator and have come to terms over the past few weeks. As has already been said elsewhere the service looked after about 150 households in the village with a team of about 150 volunteers. In addition to the expected

shopping and prescription trips, the team also got involved with activities such as dog-walking, gardening, laundry, telephone chats, help with completing official forms, driving people to hospital and undoubtedly more.

#### **5. East Preston Voluntary Service – service user feedback**

The following comments are mostly, but not wholly, in response to the letter hand-delivered to all service users over the weekend of 31<sup>st</sup> July to 2<sup>nd</sup> August.

One service user emailed in on 30<sup>th</sup> July, “May I express my gratitude to the parish council, and to Liz Linton in particular, for the establishment of the voluntary service scheme that allowed me to stay in isolation while my shopping was done by one of your volunteers, Jane [REDACTED]. Jane was totally reliable, and this was a great comfort for my wife and me, as I have two terminal conditions, one of which affects my immune system, so could not be more vulnerable during a virus pandemic. Jane’s dedication meant that we were relieved of the worry of risking trips to the shops. We think we can now manage on our own, and have expressed our thanks to Jane.”

A service user from Lavinia Way emailed us on 31<sup>st</sup> July, “I want to thank the parish council for their fantastic volunteer service during lockdown. I live on my own, am 86, but with no health problems, but when your leaflet came through the letter box I thought I would make use of your offer. My two volunteers were [REDACTED] and [REDACTED]. Unfortunately [REDACTED] had to pull out as she had suspect covid symptoms and [REDACTED] and [REDACTED] took over. Both shopped at Sainsbury which was brilliant as I always do my shopping there so it was easy to tell where all my bits and pieces were !! I can't thank them enough for their help and have made friends with both and hope to meet up with them when circumstances permit. Well done, Parish Council. You have provided a superb service and congratulations are due to all involved.”

On 3<sup>rd</sup> August, a resident of Cotswold Way called in to say thanks to the council for running the service and to say how grateful he and his wife were for their volunteer Sue and all she has done for them.

Residents of Forge Close emailed on 3<sup>rd</sup> August, “Thank you for your letter regarding the Voluntary Service. I would like to thank your organisation for arranging the service and for the help given to us by Jane; it was very kind of her. Our hope now is that the Council doesn't find it necessary to restart the service, but comforting to know it's there. Keep well and safe.”

A resident of South View called in on 3<sup>rd</sup> August to thank the council for the Voluntary Service and to say, “Heather has been absolutely marvellous, couldn't fault her at all. And best of all, she's used her common sense when she has been shopping for us.”

A couple from Normandy Lane called in on 4<sup>th</sup> August to thank the council for having paired them with Jen who had been wonderful help to them.

A lady from Vermont Way called in on 4<sup>th</sup> August to thank the council for the Voluntary Service and her volunteer, Christine, for all the help given. The lady said she had broken her elbow and her husband was too old to drive so Christine's help had been invaluable.

From a resident of Tamarisk Way, “Having received the Summer 2020 EPPC letter, we were heartened to learn how very well the voluntary scheme worked for the village. Our own experience was one of complete gratitude to our volunteer, Elliott and to the council for providing the well organised service. It would have made our lives extremely difficult without the crucial offer. We have been so impressed by the community spirit and feel of East Preston, being newcomers, we feel sure it is going to be a wonderful place to reside. At some stage in the future, when the risks for us have lessened, it will be good to look at being more involved in the community.”

On 10<sup>th</sup> August, the council received a thank you card from a resident of Hillview Crescent, “[The EPVS] has been such a great help during the pandemic and is much appreciated. Also, I want to give a special mention and thank you to Pam and John who have been so caring during these past months and I will certainly miss their help and kindness. Once again, a very big thank you to you and the Parish Council for the excellent care and service given during these difficult times.”

A resident of Tamarisk Way emailed on 11<sup>th</sup> August, “Colin and I would like to send you our thanks for setting up the volunteer service. It was very useful whilst we were under lockdown and Elizabeth(?) very kindly picked up our prescriptions for us. We are both able to go out again now and collect our own prescriptions. We trust you and the other staff are keeping well and let us hope there are no further waves of the virus!”

#### **6. East Preston Voluntary Service – volunteer feedback**

On Monday, 3<sup>rd</sup> August, the Voluntary Service coordinators sent an email to all volunteers advising of the decision to cease the service on 31<sup>st</sup> August. The email included a copy of the letter to service users and promptly the following comments.

LE: “Just an observation, following the support I provided, I realised that many do not have direct access to the internet and, furthermore, will require written communications in a larger font to help with any with failing eyesight.”

DH: “Thank you very much for your email, if you need any more help feel free to contact me, kind regards”

JS: “It was such a joy to be part of this service. Thank you for organising us all and for introducing me to a couple who I will now deem as life-long friends! Hoping for the country’s sake that there is not another lockdown... but I would be happy to assist again if that were to happen. A lovely email and attached letter - brought a smile to my face!”

HB: “It has been a pleasure to do the shopping for R and J. We have had lots of lovely chats and I hope we will stay in touch. Such a nice couple. They told me last week that R was free from shielding this week and that they’d do their own shopping from now on. I have said I’m happy to help them out any time they may need it and am very glad to have met them.”

TG: “Thank you so much for your kind letter below. It was my pleasure to be a volunteer and I loved my door step visits and conversations with my ‘Service users’. Whilst I may have been there to help them, they helped me too, to have a purpose and a different face outside of my immediate family to talk to. It was lovely to meet new people from the village and be able to offer a friendly face and help at such a difficult an unusual time. I’d be delighted to volunteer again in the future should we be required. I feel so privileged to live in such an awesome village! Best wishes and my thanks to you too!”

MM: “Many thanks for the updated info😊 Please do get in touch should the news arise to re-start the volunteer service, I will be happy to be added to the list of potential helpers again. With thanks and wishing you all continued good health.”

#### **7. East Preston Business Community Business Breakfast, 5<sup>th</sup> August**

This month’s Business Breakfast was the now-traditional social at the end of the “normal” working day. About ten businesses were represented, sitting well-distanced outside The Seahorse Café. No major matters were discussed as this was purely a social event. September’s Business Breakfast will be back to a Zoom meeting as the weather is too unpredictable to bank upon an outdoor meeting.

#### **8. ADC Civil Parking Enforcement, 11<sup>th</sup> August**

Concerned at the safety issues arising from the inconsiderate parking in both Sea Road and Sea Lane, I contacted ADC Civil Parking Enforcement on 11<sup>th</sup> August asking for some officers to visit. For once, I copied in our three District Councillors. District Cllrs Bower and Kelly both responded, and a Civil Parking Enforcement officer was seen at the southern end of Sea Road on Tuesday, 18<sup>th</sup> August. He was seen to move on one of the people who regularly parks on the telephone box island, but it was a quiet day and there were no other instances of inconsiderate parking at the time of his visit. Thanks to District Cllrs Bower and Kelly for getting involved.

#### **9. SSALC Online Clerks' Forum, 13<sup>th</sup> August**

Alongside eighteen other clerks, I attended this first-ever SSALC online Forum, this one especially for West Sussex clerks. Angmering and Kingston the only other Arun local council represented. The forum lasted about an hour and a quarter and was led by Chief Executive of SSALC, Trevor Leggo.

The most important bit of news is that currently SSALC represents councils about three counties, Surrey and East and West Sussex. Each county has a separate association under the SSALC umbrella and a separate board. For some reason, the West Sussex board has decided to start looking at splitting from SSALC. For what it is worth, this move would, overnight, lose almost all of the expertise to which we currently have access. A questionnaire is to be distributed shortly.

SSALC's advice remains strongly that councils should continue to have virtual meetings as SSALC does not believe town and parish councils can meet the stringent spacing and, in particular, ventilation requirements government is imposing. The Sussex Resilience Forum is predicted a second wave of the pandemic with the rate of infection rising to 2.5.

SSALC is hoping the future of Planning Legislation will soon become clearer so it can advise councils on the status of their Neighbourhood Plans. That said, according to Trevor, few councils in Sussex felt their Neighbourhood Plans had been worth the effort.

SSALC hopes to run these fora once every three weeks, but if WSALC leaves SSALC we will no longer have access.

#### **10. Voluntary Action Arun and Chichester (VAAC), Parish and Voluntary Sector Networking meeting, 25<sup>th</sup> August**

I attended most of this event which was held via the Zoom online meeting application.

The event was aimed at councils in the Arun and Chichester areas, so geographically quite diverse. Neighbouring councils represented were Angmering, Littlehampton and Rustington.

The call was mainly to compare experiences of helping in our communities over the pandemic. Some of the larger councils represented said they had not overseen volunteer services as they had felt they were neither resourced nor best placed to and now felt guilty for not having done so.

A councillor from a community about half the size of ours, said she had basically single-handedly overseen a team of just thirty volunteers which had "literally delivered thousands and thousands of prescriptions". She added she had had little or no support from her fellow councillors.

One Town Council had run its volunteer scheme on a similar buddying-up basis as we had and was looking to transform those volunteers into some sort of community hub.

Attendees were worried there would be a lot of social isolation around over this coming winter with groups too nervous to meet again or unable to find a suitable venue for the size of membership or folding, unable to continue running in the current climate.

#### 11. **Angmering School smallholding trip, 26<sup>th</sup> August**

I attended this visit together with Cllrs Toney, Linton, Gunston and Moore. I cannot improve upon Cllr Gunston's report below.

#### 12. **WSCC consultation on Traffic Regulation Orders for various roads in East Preston, 23<sup>rd</sup> July to 20<sup>th</sup> August**

Further comments received:

From a resident of Manor Road, "Great news on parking restrictions as it has been a nightmare trying to exit Manor road. I did ask the council to also include the south side of Manor road as this is being used as overspill parking and the pavement is completely blocked for pedestrians. Maybe we can organise a traffic enforcement officer to come to the village on a sunny Fri/Sat/Sun and ticket these cars. It would only take a couple of visits for the message to get through to these people. It's a shame that people seem to park illegally rather than pay for the car park for a day. Many thanks for your efforts in pushing through these measures."

To WSCC, "I note your proposals to revise the road markings and parking restrictions within the above application and would support this work. However as a Sea Lane resident neighbouring the above, I am extremely concerned that Sea Lane has not been captured within the proposal! Sea Lane I believe carries a 'D' unclassified classification and as such stands as a 'country lane'? When we moved here some 4 years ago or so, the traffic volumes were and remain relatively low, however parking within the Lane has become a significant issue of late and throughout late spring and summer of this year, particularly at the end of the week and over the weekends, has become worrying dangerous. Cars are parked, often staggered on both sides of the road along the southern length of Sea Lane, and often beyond the junction with Normandy drive and around the blind 'S' bend heading north. This makes access/egress for all traffic using the Lane particularly hazardous. This would also make 'blue light' vehicle access potentially restricted and dangerous. Please would you consider extending the current proposal to cover Sea Lane and in particular, the dangerous 'S' bend element to the north of Normandy Drive?"

#### 13. **Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- Missing tortoise – 1,434 people (the post announcing it had been found safely and returned home was only seen by 419)
- Lost black kitten on 3<sup>rd</sup> August – 1,402 people
- † Ristorante Al Mare post - 731
- Notice we had received an ebay purchase, mistakenly addressed to us; the correct owner lives at a similar address and claimed his stash of vinyl records later the same day – 699
- \* Post announcing the cancellation of this year's Christmas Celebrations - 642



- Thank you to the man who handed in a key purse and advice he had been given a gift by the owner of the key purse – 608
- Found wallet – 538 (more than a week later, this wallet remains unclaimed)
- † Ben Miller and Nick Cook comedy egg-cooking routine – 520

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 31<sup>st</sup> August)

The number of people currently liking the council on Facebook is 1,346, a increase of 3 over the last report.

#### 14. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 23<sup>rd</sup> July – sent to 843 recipients, opened by 545 (67.6%)

Parish Council news – 30<sup>th</sup> July – sent to 842, opened by 561 (66.6%)

Parish Council news – 17<sup>th</sup> August – sent to 845, opened by 551 (65.2%)

Parish Council news – 28<sup>th</sup> August – sent to 845, opened by 537 (63.6%)

#### 15. **Things we have been asked since the last meeting**

“Do you have to report European wasps if you see them?” (I asked Environmental Health at ADC and received no reply.)

“Do you know who installed the fencing around the cricket pavilion?”

“Could you hold the dog for me whilst I go to the paper shop?”

“Can you give me some advice about quarantining? My neighbours are due back from abroad and I am unsure where I stand.” (Gave some qualified advice but recommended resident contact her GP for better advice.)

“Has anyone handed in an oar?”

“I live in Canada and am trying to locate my great-great uncle, a senior citizen within your community. I last spoke to him last year but he hasn't been answering his phone calls. Could you have someone check on his house?” (No, but a quick search on the Littlehampton Gazette website finds the great-great uncle in question died in September 2016.)

“Have you noticed a really wafty smell out here?” (No, but the questioner admitted it was not noticeable outside the Council Office.)

#### 16. **Recent bouquets and complaints**

(In addition to anything reported above)

During a general conversation with a resident of North Lane, the lady remarked, "You're the most amazing part of the council. We're lucky to have you."

A resident of Sea Lane called in concerned about the proposed TROs and hedging at a property on the corner of Sea Lane. As he left, he said, "These are small matters and otherwise we love living in Sea Lane."

From a resident at top of the village after we posted on the council's Facebook page about her missing kitten, "Thankyou so much for putting this on your page this morning. Fortunately he has returned, it looks like he actually spent the night under our shed, and just came out looking very bedraggled, much appreciated though."

A resident reunited with her lost key purse emailed in, "Thank you so much," and then delivered a packet of posh biscuits to the office. These were passed on to man who actually found the keys.

On 22<sup>nd</sup> July, the council was contacted by a visitor to one of the village's businesses who felt she had been discriminated against because of her disability. I contacted one of the Directors of the company and he seemed open to being contacted about the lady's complaint. I duly, with her agreement, forwarded him the lady's complaint asking for him to reply to her direct. As the lady had received no reply by 3<sup>rd</sup> August, I chased the Director. I heard nothing and by 11<sup>th</sup> August, the lady had given up hope of a reply. "No, nothing. It's pretty depressing, but your attitude certainly helped when it first happened. I'm not sure there's anything we can do if neither staff nor directors care?" Thankfully, the lady received good service and much friendliness in other village venues, singling out Kiera at The Sea Horse Café for special mention, and hopes to visit the village again.

A resident of Sea Lane Close emailed, "What a great idea to have a virtual food festival. Well done."

From the person looking for their great-great uncle, "Thank you for this notice. My family greatly appreciates the notice and closure that this brings us."

In response to the e-newsletter of 17<sup>th</sup> August, a resident of West Ridings emailed in, "Hello, thank you for this report it is very interesting. We really like the sign on the gate near to the park that says " dont be a tosser"."

A resident of Forbon Court called in to thank the council for its quick responses to a couple of email queries she had recently raised.

From a resident of Willowhayne Avenue, "It's good to see 'Sam' the sealion smiling again."

From the village historian, "I like your socks."

## 17. **Leave**

I am on leave on 16<sup>th</sup> and 17<sup>th</sup> September.

## 18. **September Meetings and Events**

This list may be incomplete and is subject to change.

- 2<sup>nd</sup> East Preston Business Community Business Breakfast (08:00, Zoom)
- 3<sup>rd</sup> Merchant Navy Day (10:00, War Memorial)
- 7<sup>th</sup> Full Council (19:00, Zoom)

- 9<sup>th</sup> SSALC West Sussex Clerks Networking Forum (14:00, Zoom) (SC and DR only)
- 10<sup>th</sup> *Come and Meet Your Local Councillors* (10:30 – 12:30, Council Office forecourt)  
*Tackling Loneliness Together* (15:00 – 17:00, Zoom) (PG and SC only)
- 14<sup>th</sup> Planning & Licensing Committee (18:00, Zoom)
- 15<sup>th</sup> Playing of Cricket Working Party (12:00, Zoom)  
 Flat and Frontage Working Party (14:00, Zoom)
- 21<sup>st</sup> Finance and General Purposes Committee (10:00, Zoom)  
 Warren Recreation Ground Annual General Meeting (19:00, Zoom) (tbc)
- 27<sup>th</sup> East Preston Beach Clean No. 15 (11:00, bottom of Sea Road)
- 28<sup>th</sup> Planning & Licensing Committee (18:00, Zoom)  
 Community Engagement Committee (19:00, Zoom)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2020

## **Agenda Items 18a-c**

### **Other meetings and events – Part 1**

**Council is asked to note the following reports:**

#### **Project Creators Online Workshop, 6<sup>th</sup> August**

On 6<sup>th</sup> August I attended a Project Creators Online Workshop. It was run by Spacehive a company nominated by West Sussex County Council to help run crowdfunding schemes for community projects. This may be useful to help gain community support for the proposed flower display and future climate change proposals.

Spacehive take a 5% fee but only if the crowdfunding is successful. They have an 85% success rate with an average project size of £10k. Projects typically run for 10 weeks. People can pledge any amount as low as £2 by Paypal or using a credit card. Crowdfunding must be for a project in its own right and can be either a temporary or permanent scheme.

Rachel Allen from West Sussex County then spoke about the Community Initiative Fund. This £140k fund is for community projects and usually provides £2K - £2.5k per approved project. Before applying for funds it was suggested that community and local county councillors should be seen to be supporting the project.

Cllr John Gunston

14<sup>th</sup> August 2020

#### **Community Engagement Walkabout, 7<sup>th</sup> August**

On the 7<sup>th</sup> August David Moore and I started walking from the Parish Council Office, up Sea Road, along Normandy Drive and down Normandy Lane turning right at the end and right again up Sea Lane and returning to the office via Sea Road. Along the way we met some villagers and







introduced ourselves and asked them for any comments regarding the village. We were able to give information on the e-newsletter, parking and speeding issues and get to hear how they felt about East Preston. It wasn't all complimentary but was worth doing and, hopefully, names might now be associated with faces!

Cllr Elizabeth Linton

17<sup>th</sup> August 2020

### Community Engagement Walkabout, 7<sup>th</sup> August

We had a pleasant walk in the sunshine and noticed the following: -

Observations	Photos/Notes	Council response
Parish Council noticeboard Station Parade end of Worthing Rd - take down "Join our team" poster. No information about parish meetings.		Already noted and will be tidied up. Too small to advertise council meetings.
Graffiti in bus shelter - is this Parish Council responsibility?		Already on the council's handyman's list. Amenities Committee has recently agreed to paint the insides of the council's bus shelters in brighter colours.
Northern side of Worthing Rd pavement uneven in places and a small ditch on grass verge.		West Sussex County Council responsibility but previously not in a hurry to attend to this.
East Preston sign - remove twin town information and replace black edging.		Already asked whether we can cover up the Twinned wording on three signs on the way into the village
Coil of cable at bottom of telegraph pole in Worthing Rd is a potential hazard.		Will report to WSCC
Litter - particularly alcohol and drinks cans - along Worthing Rd, Warren Cres and Millpond Way.		KEPT does its best.

Can we provide more rubbish bins - perhaps on the corner of Worthing Rd and Warren Cres (next to dog poo bin), next to the bus shelter and another in the park on Millpond Way?		For the attention of the Amenities Committee. More bins does not necessarily mean less litter though.

We spoke to a resident who confirmed rubbish is a problem in Millpond Way.

Cllr Andrea Chapman

17<sup>th</sup> August 2020

### **Visit to Angmering School's proposed smallholding, 26<sup>th</sup> August**

On Wednesday 26<sup>th</sup> August the Parish Clerk together with Councillors Toney, Linton, Moore and Gunston visited Angmering School to see the proposed school smallholding. Matt Whatford the Deputy Headteacher is looking to establish a community facility focused initially on those children most affected by the Covid 19 outbreak.

The site already has a building that will be used as a teaching and office space. Existing fencing divides the area into 4 sections. A proposed sensory area already has 4 fruit trees planted. In the next section 6 raised beds need to be made higher so that they are wheelchair accessible. The third section could, in the future, be used to house small animals, but only once a full-time member of staff has been employed. The final and largest area will be cultivated to form the main garden.

Matt is very enthusiastic and has secured funding from a number of sources to get the project started with the installation of a shed and wheelchair friendly pathways by WSCC volunteers. Angmering Parish Council have already agreed to fund the provision of 3 hours a week from Arun Community Projects, at a cost of £3,000 to run the scheme. He is looking for East Preston and Rustington Parish Councils to provide a similar amount so that the facility can initially run for at least 9 hours a week.

In the longer term Matt is also in discussion with the Lorica Trust who operate East Clayton Farm. He is hoping that the Angmering project can become a satellite site ultimately run by the trust. This will take away the administrative burden and allow animals to be loaned to the Angmering site from East Clayton and hopefully a full time member of staff to run the smallholding and look after animals on a full time basis. Various educational courses can then be run on site rather than sending children to other facilities.

East Preston children attending Angmering School will clearly immediately benefit from this scheme. Our junior and infant schools have both been among the first local schools to express an interest in using the site. Matt is also keen that local community volunteers get involved so that the site becomes a multi-generational project.



Cllrs Moore, Linton, Toney and Gunston learn about the proposals for the Angmering School smallholding project from Deputy Headteacher, Matt Whatford

Cllr John Gunston

27<sup>th</sup> August 2020

## **Appendix A**

### **Agenda Item 14a**

#### **Flat and Frontage Working Party – Terms of Reference**

**The council is asked to note the Terms of Reference for the working party.**

##### **Flat and Frontage Working Party (FFWP) Terms of Reference**

(version 1 – agreed 17<sup>th</sup> August 2020)

1. Overview
  - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the Council Office frontage and the flat above the Council Office.
2. Responsibilities
  - a. To advise East Preston Parish Council on matters relating to the Council Office frontage and the flat above the Council Office
  - b. To consider all known options for the Council Office frontage
  - c. To provide recommendations to East Preston Parish Council as to the future of the Council Office frontage
  - d. To consider all known options for the future usage of the flat above the Council Office

- e. To provide recommendations to East Preston Parish Council as to the future usage of the flat above the Council Office
  - f. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in
3. Timescales
- a. The working party is initially set up for three months from the date of its first meeting.
  - b. As that meeting took place on 17<sup>th</sup> August 2020, the initial three months period will end on 17<sup>th</sup> November 2020.
4. Membership
- a. Any volunteer invited at the discretion of either the FFWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.
  - b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
- a. If the working party cannot appoint a Chairman from within its membership, the Chairman of the Council shall nominate the FFWP Chairman, in consultation with other councillors
  - b. FFWP will report to the Finance & General Purposes Committee in the first place or, if time is critical, to Full Council
  - c. No proposal or guidance from the FFWP will be council policy until agreed by Full Council
6. Officer support
- a. There will only ever be limited administrative support available from the council's officers.

## **Appendix B**

### **Agenda Item 15a**

#### **Playing of Cricket Working Party – Terms of Reference**

**The council is asked to note the Terms of Reference for the working party.**

##### **Playing of Cricket Working Party (PCWP) Terms of Reference**

(version 1 – adopted 25<sup>th</sup> August 2020)

1. Overview
  - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the playing of cricket on the Warren Recreation Ground.
2. Responsibilities
  - a. To advise East Preston Parish Council on matters relating to the playing of cricket on the Warren Recreation Ground
  - b. To consider all known options for the playing of cricket on the Warren Recreation Ground
  - c. To provide recommendations to East Preston Parish Council as to the playing of cricket on the Warren Recreation Ground
  - d. To engage residents on all boundaries of the Warren Recreation Ground as the Working Party sees appropriate
  - e. To provide recommendations to East Preston Parish Council as to the playing of cricket on the Warren Recreation Ground
  - f. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in
3. Timescales
  - a. The working party is initially set up for three months from the date of its first meeting.
  - b. As that meeting took place on 25<sup>th</sup> August 2020, the initial three months' period will end on 25<sup>th</sup> November 2020.
4. Membership
  - a. Any volunteer invited at the discretion of either the PCWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.
  - b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
  - a. If the working party cannot appoint a Chairman from within its membership, the Chairman of the Council shall nominate the PCWP Chairman, in consultation with other councillors
  - b. PCWP will report to Full Council in the first place
  - c. No proposal or guidance from the PCWP will be council policy until agreed by Full Council
6. Officer support
  - b. There will only ever be limited administrative support available from the council's officers.