

**MONTHLY MEETING
OF THE COUNCIL**

5TH OCTOBER 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, 7th September

The draft Minutes were circulated to all councillors on 9th September, asking for suggested amendments by 16th September. Cllr Gunston spotted one typo which has been corrected.

Simon Cross – **Clerk to the Council**

24th September 2020

Agenda Item 9

Monthly Update Report

- 1. Introduction**
- 2. Minute 610/20 – Public session – Residents’ Parking Schemes**
- 3. Minute 610/20 – Anti-social behaviour**
- 4. Minute 618/20 – Audit & Governance Committee – Standing Orders**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 7th September 2020.

2. Minute 610/20 – Public session – Residents’ Parking Schemes

Residents’ parking schemes (RSPs) are managed by West Sussex County Council. They are sometimes called Controlled Parking Zones (CPZs). At the time of writing, there are only seven in operation in the county – Billingshurst, Bognor Regis, Chichester, Crawley, East Grinstead, Horsham and Worthing. Billingshurst is the smallest of those locations, so I have contacted my Billingshurst counterpart and he provided me the following information:

TBH the scheme predates my arrival.

However, all the streets affected surround our railway station which serves as a rail head for a much larger area. Whilst there is a station car park, people always try to save money by parking on street.

It is rare that councils instigate parking schemes so I suspect it was demanded by residents who couldn't park near their homes.

WSSC review the scheme every two years and ask us for views. I am not aware of any complaints about the scheme in my 4 years I have been here.

I contacted Miles Davy at WSSC, and his reply was this: "The most recent CPZ was introduced in Billingshurst in 2014. Since that time, we have had a bit of a re-think and now approach parking management in a slightly different way. The attached paper will provide you with more detail. It may transpire that you favour a parking study being undertaken in East Preston and this is something you could find/manage yourselves – see 3.2 in the attached. If a parking scheme was the desired outcome of that study, we could then incorporate it into our programme. Please do get back to me if you would like to discuss this in more detail."

If anybody would like to see the document Miles attached, *Road Space Audits*, just let me know.

Asked how much he estimated a Road Space Audit for East Preston would cost, Miles said between £10,000 and £20,000.

3. Minute 610/20 – Public session – Residents' Parking Schemes

Mrs D did call in to talk to me about the household at the centre of the anti-social behaviour concerns in Sea Road. I explained why it was not legally possible for the council to offer some financial support to the household and also why the situation was rather more complicated than that.

4. Minute 618/20 – Audit & Governance Committee – Standing Orders

Version 2018.2 of the council's Standing Orders have been uploaded to the council's website.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 11

Committees

This month, the following committee meetings have taken place: Community Engagement on the 28th; Finance & General Purposes on the 21st; Planning & Licensing on the 14th.

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**

28th September 2020

Agenda Item 11a

Amenities Committee

The committee did not meet during September.

Warren Recreation Ground, Height Restriction Barrier – On Monday 21st September at 04:50 a lorry hit the height restriction barrier at Warren Recreation Ground and caused considerable damage; unfortunately, the driver fled the scene.

Reports had indicated the vehicle made its way down Sea Road, so the Clerk and Assistant Clerk viewed the Council Office CCTV footage, to see if they were able to identify the vehicle. Although the CCTV footage was very clear, there were no sightings of the vehicle in the area around that time suggesting it either turned around and headed north again, or it turned into Manor Road or Normandy Drive.

A quote for the repairs of £1754.00 + vat has been obtained from the company which installed the barrier originally, and the council's insurers have been contacted to begin the process of making a claim.

Village Green boules piste – on 7th September, Mark the Handyman installed the plaque which the committee had commissioned to rename the boules piste The Chris Shore Memorial Boules Piste in honour of the man who came up with the original idea for the piste and then maintained and promoted it. We invited Chris's wife, Lynn, and daughter, Jen, to meet with Simon and me to unveil the plaque. Both were very touched by the council's gesture. Jen later emailed Simon, "We are absolutely blown away! Still sobbing!!!! What a wonderful surprise! We cannot thank you enough! You are incredibly thoughtful and kind. Dad would be so proud (as are we!) Thank you for the most wonderful gesture EVER! Will keep you in the loop re a boule match and will certainly get some photos for you. You're a true gem and we love you! Xxx"



The plaque in situ on the north-western corner of the piste.

Jen posted a photograph similar to that above on Facebook on the evening of the unveiling, "We are completely overwhelmed by this beautiful gesture from East Preston Parish Council in Dad's honour! What a wonderful surprise! Thank you". Comments from other members of the public included:

“Very well deserved, it was Chris who made the Boules piste happen xx”

“What a wonderful fitting tribute. Well done to everyone involved. ♥”

“How fitting - a lovely memorial. X”

“Wow that’s fantastic. Well deserved x”

“Wow this is amazing!!! How lovely ♥♥”

“This is brilliant and such a lovely tribute ♥ xx”

“A well deserved tribute to Chris!”

It is good to get something so right, even just a small gesture such as this.

Dawn Reid – **Assistant Clerk to the Council** and
Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 11b

Audit & Governance Committee

The committee did not meet in September. A meeting is scheduled for 5th October.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 11c

Community Engagement Committee

The committee met on 28th September.

The meeting reviewed the council’s Merchant Navy Day contribution and the *Come and Meet Your Local Councillors* event. Both of these were deemed successful in the circumstances. Regrettably but correctly, the committee had taken the decision not to run a Beach Clean on 27th September as it could be seen to be encouraging a gathering of more than six people. KEPT leaders John Wintle and Lindy Hinsley-Wintle still visited the beach and Lindy reported the following on Facebook, “Although the official beach clean was cancelled today, John and I went down and spent about an hour and a half there. We were delighted to find that there was virtually no litter, and someone has obviously been very busy down there on their daily walks 🙌”

The committee agreed to schedule Beach Cleans on 11th April and 26th September 2021.

The committee agreed it would like to run a preschool picnic in July 2021.

Money was set aside for running a community bus service in the near future. The committee felt the only way to ascertain definitive usage was to run the service. The committee agreed to ask Full Council to ringfence the £10,000 from this year's budget line for the community bus service when unspent money returns to the council's reserves at the end of the financial year. The committee also agreed to ask Full Council to ringfence £1,000 towards a community film show.

The committee agreed the two new blue plaques should be installed before the end of the year, if agreeable to the householders, with a very small unveiling, maximum of six people. The committee favoured the idea of a joint reception for the two households when such is possible, a simple thank you for the householders' cooperation in hosting a plaque.

Discussions continued on Mr Standing's suggestions to add some names to the East Preston war memorial and to have a virtual museum on the council's website.

Cllr Gander reported on a meeting she and Cllr Gunston had had about working with the public to increase the floral displays in the village. An article on this is likely to be published in the Autumn 2020 Newsletter.

The Clerk reported on the informal meeting he had had with a playground equipment supplier about working towards an intergenerational playground. He explained how most playground equipment is built capable to take adult weights as adults will sometimes go on a piece of equipment with their children.

Cllr Gander provided updates on some of the Wellbeing initiatives the council had tried to be part of. The committee agreed there was little further mileage at this time in the NHS Local Community Networks programme, likewise the WSCC Our Town initiative. As you will see at Agenda Item 19d, Cllr Gander attended a *Tackling Loneliness* web conference and that gave rise to other ideas the council might want to pursue.

Finally, the committee started to work up its budget for the coming financial year.

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

29th September 2020

Agenda Item 11d

Finance & General Purposes Committee

The committee met on 21st September.

The committee considered a Grant Aid request from the East Preston & Kingston Village Hall Foundation and agreed to help with the costs of works to the sycamore tree in the south-eastern corner of the Village Hall car-park. At the time of the meeting, a quotation for the works was not available and so a final award figure could not be fully agreed.

A Grant Aid request from Angmering School and Arun Youth Projects was also considered. The committee agreed to award £10 per East Preston pupil to the smallholding scheme, see Full Council Minute 627/20 includes Cllr Gunston's report of a visit to the smallholding in August. The sum awarded is £1,720.

A request from East Preston Infant School was turned back with a suggestion the application is made by the Friends of East Preston Infant School in time for the committee's November meeting.

A request from Arun Community Transport was not discussed as that organisation had provided no supporting documents.

The committee considered a suggestion put forward by the proprietors of The Seahorse Café on behalf of East Preston businesses. The suggestion was to issue a £10 voucher to every household in the village, via the Newsletter, the voucher redeemable only at participating East Preston-based businesses. The organisers of the scheme would then come to the council to recompense for any redeemed vouchers. The committee felt the scheme was less likely to benefit those hidden businesses that probably most need the support at the moment. The committee agreed not to move forward with the proposal but agreed to look at how else it could help the East Preston economy.

To that end, the committee then considered whether or not it should set a precept policy for the coming financial year. As the council's reserves are healthy at the moment, as a gesture to residents, the committee agreed to recommend to Full Council a 0% increase in the precept for the current year. This will be discussed later in this meeting.

One other recommendation from the meeting is on the Agenda for this evening and that is to replace the three Welcome to East Preston signs in the village.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 11e

Major Events Committee

The committee did not meet in September. The committee will be meeting on 26th October.

The committee heard the Virtual Food & Drink Festival was a small success, it being difficult to measure its success. Residents did seem to appreciate the council doing something instead of nothing.

The committee is working with the Festival Committee to offer an umbrella of Christmas-themed activities in place of the East Preston Christmas Celebrations event.

Cllr Elizabeth Linton –

Chairman of the Community Engagement Committee

25th September 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. The committee will be meeting on 12th October.

Agenda Item 11g

Planning & Licensing Committee

The committee met via the Zoom online meeting application on Monday, 14th September.

Five Applications were on the Agenda, but I had been informed on the morning of the meeting one of the Applications had been withdrawn.

The committee agreed to object to two of the four remaining Applications, one in Vermont Drive and one in North Lane. These objections have been submitted to Arun District Council.

The re-applications for Assets of Community Value have not been submitted yet as I am waiting for a committee member to work with me on this.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 12a

Community Engagement Committee – budget 2021/22

Cllr Linton to introduce this item.

Council is asked to agree to the ringfencing of this year's budget for two of Community Engagement's budget for 2020/21.

For the current financial year, the council agreed to the Community Engagement Committee's request for £1,000 towards a public film show event of some sort and £10,000 towards the first year's expenditure on a community bus service. Neither amount is likely to be spent in the current financial year owing to the pandemic. At the end of the financial year, those sums will go back into council's reserves.

Therefore, the committee would like those sums to be ringfenced once back in reserves to reduce the finances requires on those two budget lines next year.

Simon Cross – **Clerk to the Council**

29th September 2020

Agenda Item 12b

Community Engagement Committee – defibrillator protocol

Cllr Gander to introduce this item.

Council is asked to adopt a defibrillator protocol for the council.

The protocol refers to the actions the council takes to ensure the defibrillator on the outside wall of the Council Office is as available as possible. Councillors may not know the council's officers carry out a weekly check of certain aspects of the defibrillator and its cabinet, and these checks are all recorded online.

The proposed protocol can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

29th September 2020

Agenda Item 13a

Finance & General Purposes Committee – precept for 2021/22

Cllr McElroy to introduce this item.

Council is asked to agree to a 0% increase in the precept payable per household in the 2021/22 financial year.

A Band D property in East Preston contributes £98.43 to the council's finances. As a way of helping boost the post-pandemic economy in the village, the Finance & General Purposes Committee agreed to recommend to Full Council a 0% increase in the precept. If the council agrees this, it can be promoted in the next paper newsletter, scheduled to be distributed in November.

Until ADC tells us what our Council Tax base will be for 2021/22, it is not possible to say whether keeping the precept increase at 0% will see slightly more or slightly less income from Council Tax.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 13b

Finance & General Purposes Committee – Welcome to East Preston signs

Cllr McElroy to introduce this item.

Council is asked to agree to pay for new Welcome to East Preston signs at three points in the village.

At its meeting on 21st September, the committee considered the following paper:

Committee is asked to consider recommending to Full Council the purchase of new Welcome to East Preston signs.

There are three Welcome to East Preston signs in the village – one at the western end of Worthing Road (1), one at the eastern end of Old Worthing Road (2) and the third is at the western end of Vicarage Lane (3).

(1)



(2)



(3)



After the closure of the Twinning Association last year, I contacted West Sussex County Council asking whether we could remove any associated lettering or place a plain white panel over that part of the signs. The response was, “As suggested, you could try picking off the letters to remove the twinning reference but that may cause longer term damage to the sign by allowing water ingress beneath the signface material. If that doesn’t appear to be a suitable measure, you could use an adhesive patch to cover the twinning reference but it is important that a suitable, lasting, material should be used, or the name plates will soon look very untidy. I’m not sure whether or not the existing signs are reflective but, if they are, the patch should be reflective too. Neither of these options is likely to do much to enhance the street scene at the entrances to the parish. Perhaps it is time the Parish Council considered investing in new name plates; the existing ones have been in place for around 15 years and are showing signs of their age. WSCC is currently

giving priority to the maintenance of regulatory and other safety-critical signs, so I am afraid that I am not able to allocate any county funding to the maintenance of the name plates at present, or indeed for the foreseeable future.”

The author suggested a couple of companies who could make replacement signs for us, sending them both a photograph of the Worthing Road sign as a guide.

Company 1 came back with the following, “Dear Simon, thank you for your enquiry. Based on the picture supplied I would estimate the replacement of the EAST PRESTON sign as per the suggested wording to be around £350. This assumes that the existing supports are in good order.”

Company 2 came back with, “We would normally suggest a patch stuck over the top as a solution however the signs look like they are in need of replacement, and someone has had a good go at them already... replacement is your best option The signs would cost about £180 including installation, signs orders normally take 10days including design to the right standard. We have a new process that means we might not be able to do this for you but can pass you on if needed.”.

There is evidence of rust on the supports I have seen up close, so I would suggest any replacement should include supports.

If committee agrees, I could attempt to obtain proper quotes from these two companies and a third I have not contacted yet, and these could form part of a recommendation to Full Council, either in October or November. By then, hopefully, we will be able to put a sum upon any recommendation.

I have contacted the two companies again, only one of which has replied to date and that was just to say he was leaving and his colleague would be taking this on. In doing so, I had hoped to be able to provide a very likely sum for this work.

The committee agreed to recommend to Full Council the replacement of the three signs at a likely maximum cost of £800.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 13c

Finance & General Purposes Committee – insurance overspend

Cllr McElroy to introduce this item.

Council is asked to agree an overspend against budget of £456.48 for insurance this year.

The council’s insurance premium has increased this renewal because of the External Auditor’s recommendation the council should increase its Employee Dishonesty Cover in line with the council’s increased reserves. The premium has increased from £2,914.10 to £3,656.48, both these figures include Insurance Premium Tax and other fees. The council had agreed a budget figure of £3,200 for the current financial year for insurance.

Agenda Item 14

Working Parties

The Environmental Issues Working Party had its first meeting this month, and the Flat and Frontage Working Party and the Playing of Cricket Working Party had their second meetings. Reports can be found below.

The Leases Working Party is delayed further owing to the strictures of in-person meetings and I have not been able to spend any time on the Emergency Planning Working Party yet.

Agenda Item 14b

Environmental Issues Working Party

The Environmental Issues Working Party had its first meeting on 14th September. I was voted Chairman. The meeting discussed communication, biodiversity, energy, carbon reduction and transport. Actions included investigation of electric vehicle charging points, wildflower planting of verges, geocaching to encourage parishioners to walk, energy audit for council offices and Arun Wellbeing homes and green grant.

Membership of the Working Party is currently Cllrs Chapman, Duff, Gander and myself with one member of the public, Sam Cross. A second member of the public, Ian James, has expressed interest and will be included in the second meeting, currently scheduled for 19th October.

Agenda Item 14c

Flat and Frontage Working Party

Flat:

Following agreement from Full Council the flat should be rented out again, the working party agreed Cllr Linton met with its two preferred letting agents on 17 September – five letting agents had been contacted, only three had replied. Cllr Linton has made her recommendation to the WP which is that company number three (of the five) should be awarded the contract. Their recommended terms are:

- a rental of £750pm;
- a management fee of 9%. This does not include a rent guarantee insurance (to be explored further);
- a set-up fee of £200 to include references and credit checks;
- any work undertaken by a tenant to the property will be monitored by the agent and will attract a flat rate £25 management fee; and
- the tenant will have six monthly inspections.

The WP has been asked to consider Cllr Linton's proposal and a result will be available for the next full council meeting.

September's Full Council agreed that the WP should have a budget of £1,500 to spend on upgrading carpets and decorating. A provisional fitting appointment has been made with the chosen carpet supplier on 4th November. By that time a suitable tenant may have been identified and may wish to have a choice in the colour of carpet to be installed. That being the case an agreement may have to be reached whereby the tenant agrees to return the carpet to its original state when s/he leaves.

Similarly, should a proposed tenant wish to choose the colour palate for the painted walls in the flat an agreement may be met whereby a sum (to be determined) is deducted from their first month's rent.

Frontage:

Emma from Fuller Associates, met with the Clerk, and discussed the council's loose requirements for re-working of the frontage and internal layout of the office. She will draw-up her fee proposals and report back to the Clerk when completed.

Cllr Steven Wilkinson – **Chairman of the Flat and Frontage Working Party**

28th September 2020

Agenda Item 14e

Playing of Cricket Working Party

A second meeting of the Cricket Club Working Party was held via Zoom on the 15th September 2020.

The working party accepted Cllr Wilkinson's offer to be notetaker and we also all agreed that the minutes of the first meeting were an accurate account of the proceedings.

After a short discussion the following points were covered:

Acceptance of the draft questionnaire and agreement that the Parish Clerk will be putting together the draft letter and members of the working party will be available to deliver the letters to residents.

A letter will be delivered by hand to those residents potentially affected by the cricket once the season has concluded. The letter will include giving those residents to make an appointment for a member of the working party to visit and complete a short questionnaire. It was agreed that if there was no response to the invitation they will be cold-called.

Dates 8 - 10th October were agreed for us to conduct the above questionnaire completion and following council protocols all visits to a resident's home address will be made in pairs and a reminder that we will be following COVID guidelines.

Next meeting agreed for 13th October at 12.00 hours.

Cllr Christine Bowman – **Chairman of the Playing of Cricket Working Party**

28th September 2020

Agenda Item 15a

Environmental Issues Working Party – Terms of Reference

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

At its meeting on 14th September, the working party agreed its initial Terms of Reference. These can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

24th July 2020

Agenda Item 16a

West Sussex Association of Local Councils

The council is asked to receive an update following the WSALC communiqué received on 25th August.

The consternation amongst councils and their Clerks about the value-for-money review continues and, indeed, grows. Concerns are about why this is happening during a pandemic, without the participation of East Sussex and Surrey as originally agreed, and whether it really has the backing of West Sussex councils.

In a telephone conversation with one Clerk, the Chairman of WSALC apparently said he would not say why this review was taking place at this time.

I contacted the Arun District Association of Local Council (ADALC) representatives to the WSALC board, suggesting the exercise was fairly discredited at the moment and asking whether there was any way in which they could suggest pulling the plug and starting again. Whilst the response was partially reassuring, my point about starting again was not really addressed.

I have a feeling this may run and run.

Simon Cross – **Clerk to the Council**

28th September 2020

Agenda Item 17a

Warren Recreation Ground

Council is asked to note the draft Minutes of the Warren Recreation Ground Annual General Meeting held on 21st September. These can be found at Appendix C below.

Simon Cross – **Clerk to the Council**

24th September 2020

Agenda Item 18

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **ADC Civil Parking Enforcement, 1st and 17th September**
5. **East Preston Business Community Business Breakfast, 2nd September**
6. **SSALC Online Clerks' Forum, 9th September**
7. **Twice-yearly meeting with Angmering-on Sea Lawn Tennis Club, 22nd September**
8. **A couple of updates from the East Preston & Kingston Village Hall Foundation**
9. **Social media**
10. **MailChimp stats**
11. **A selection of things we have been asked since the last meeting**
12. **Recent bouquets and complaints**
13. **Leave**

14. October meetings and events

1. Introduction

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

2. Police matters

No updates on the anti-social behaviour incidents reports here last month.

We have helped a resident submit a report to the Anti-Social Behaviour team at ADC about drug abuse and dealing on the Village Green. The team has been in touch with the resident, but we have heard nothing more.

As reported by Dawn in her Amenities Committee report above, the height restriction barrier at the Warren Recreation Ground was damaged by reckless driving at 04:50 on Monday, 21st September. Sussex Police did attend at 05:25 by which time the perpetrator had long since driven off down Sea Road. I reported the incident to Sussex Police and was surprised to hear the police had attended on the evening and had spoken to the driver. Dubious, I replied to that email asking the author to confirm this, which she duly did. We will inform our insurers so they can contact Sussex Police and therefore get in touch with the driver.

3. Freedom of Information / Data Protection requests

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

4. ADC Civil Parking Enforcement, 1st and 17th September

A traffic warden was again seen at the southern end of the village on 1st September. He was seen to be responsible for three local businesspeople moving their cars off the telephone box island.

A different warden appeared at 14:00 on the 17th. Two local businessmen hurriedly told others of the warden's presence resulting in four cars being moved from on or around the telephone box island. With ADC following the ten-minute rule, there is nothing the warden could do as the cars were all moved well within ten minutes of him first spotting them.

5. East Preston Business Community Business Breakfast, 2nd September

This month's Business Breakfast was another Zoom meeting. Only three businesses and one church were represented but I had received several apologies in the run-up to the meeting.

East Preston businesses represented all seem to be bouncing back well.

6. SSALC Online Clerks' Forum, 9th September

Another useful conference call for West Sussex Clerks.

The National Association of Local Councils (NALC) has issued guidance that a town or parish council meeting cannot be considered a place of work and therefore cannot go against government guidance about the number of people gathering indoors. There are apparently

some councils meeting in person in secret. East Sussex County Council is not expecting to return staff to its offices until March 2021.

Government is happy for remote meetings to continue, and legislation already allows for that until May 2021.

In response to a question about whether SSALC would be able to provide support to West Sussex councils should they wish if the WSALC review come up with a different model, Chief Executive Trevor Leggo said that would not be possible as NALC's constitution is only one County Association can exist. It is worth noting that other councils have been thinking this too.

7. Twice-yearly meeting with Angmering-on Sea Lawn Tennis Club, 22nd September

Cllr McElroy and I attended this meeting, held at the Tennis Club itself. As the club was hosting, the meeting was chaired by Ian Robinson, Chairman of the club. Also present were Trish Stanley, Secretary, Ron Jerome, Treasurer and Sarah Fisher, Administrator. The meeting was held outside to enable social distancing.

Naturally, the discussion was mainly about COVID-19 and how the club has and is continuing to cope with government guidelines. After this was explained, Cllr McElroy said he was happy with the measures the club had in place.

Ian announced both he and Trish would be coming off committee at this year's Annual General Meeting after approximately six years in post each. The club had not yet decided how it would run its Annual General Meeting this year as it would not be possible in person. On behalf of the council, I thanked Ian and Trish as meetings between the two bodies had been nothing but smooth whilst they were in post.

I also thanked the club and, in particular, head coach Andrew Cook, for the free tennis coaching sessions run this month. Three participants had taken part for the first session, and four each on the other two sessions.

8. A couple of updates from the East Preston & Kingston Village Hall Foundation

Two pieces of news from the Village Hall Foundation both affecting the children's playground.

Firstly, sometime within the next week or so, a roofing contractor will be carrying out some repairs on the north elevation of the Warren Room side of the building. This will necessitate the closure of the children's playground for a few hours. I have asked for at least two days' notice so we can create and install posters at the children's playground and also forewarn potential users via Facebook and through the East Preston Village Preschool.

Secondly, next May, the Village Hall will be used by ADC as a polling station in various elections. ADC will be utilising both rooms and will want to implement a one-way system through the building. This will again mean the temporary closure of the children's playground, this time for a whole day.

9. Social media

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

- Photograph and description of the WRG height restriction barrier incident – 939 people

- * Post announcing the cancellation of the East Preston Christmas Celebrations this year - 647
- Found scooter – 529
- Found iPhone - 508

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th September)

The number of people currently liking the council on Facebook is 1,344, a decrease of 2 on the last report.

10. **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 – 28th August – sent to 845 recipients, opened by 568 (67.2%)

Parish Council news – 3rd September – sent to 845, opened by 557 (65.9%)

Parish Council news – 24th September – sent to 846, opened by 533 (63.1%)

11. **Things we have been asked since the last meeting**

“We are looking to set up a parish council Facebook page. We did have one a few years ago, actually we had 4 ! but it was set up very strangely. Just wondered how you set yours up, is it just the parish council that post things on it and overall how you find it ?”

“Good morning Simon, (fountain of all knowledge). I just wondered if you can help me as regards Pilates in the village. I thought there was something held in the scout hut - not sure.”

“Do I need Planning Permission for a window in the side elevation of my property?”

“Do you have a little guidebook of the village?”

12. **Recent bouquets and complaints**

(In addition to anything reported above)

A resident of Normandy Lane said she had been caught short and would not usually use public toilets, but was very impressed with the refurbished Sea Road toilets.

A resident of Manor Road emailed to thank you for installing the new commemorative stone honouring the old Kingston Chapel. I replied advising this had been the work of Kingston Parish Council to which the correspondent replied, “Thank you Simon, sorry the “warm fuzzies” can’t be yours! Would be grateful if you could forward on. Nevertheless EPPC is doing a great job with all the info in the newsletter for which again many thanks.”

Thanks from both Ferring Parish Council and Ferring Conservation Group for this council submitting its objections to the Planning Application for 475 homes on land north-west of Goring-by-Sea station. A slightly odd comment from the Chairman of the Ferring Conservation Group, “Simon: Very good response from EPPC and it was good to see some recycling of materials.”

Thanks from the daughter of a woman who is thinking of moving to East Preston and wanted advice on blue badges and single yellow lines, “Thanks, Simon, for your helpful and friendly reply!”

13. **Leave**

I am still deliberating whether to take some leave during the week beginning the 19th. No other leave has been booked for October.

14. **October Meetings and Events**

This list may be incomplete and is subject to change.

- 5th Audit & Governance Committee (14:00, Zoom)
Full Council (19:00, Zoom)
- 7th East Preston Business Community Business Breakfast (08:00, Zoom)
- 8th SSALC Planning White Paper consultation briefing (14:00, Zoom) (GM and SC only)
- 9th SSALC West Sussex Clerks Networking Forum (14:00, Zoom) (SC only)
- 12th Planning & Licensing Committee (18:00, Zoom)
Personnel Committee (19:00, Zoom)
- 13th Playing of Cricket Working Party (12:00, Zoom)
- 19th Environmental Issues Working Party (19:00, Zoom)
- 26th Planning & Licensing Committee (18:00, Zoom)
Major Events 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**

28th September 2020

Agenda Items 19a-d

Other meetings and events – Part 1

Council is asked to note the following reports:

Councillor Walkabout, 31st August

We had a very enjoyable and informative walk on Bank Holiday Monday and were fortunate to chat to residents of 6 households. Our walk included Sea Lane, Sea Lane Close, Fincham Close, The Street, alongside the Northern shops and Fairlands.

Without exception all of the residents were happy to chat to us, telling us of how long they have been in the village and reasons for enjoying life in East Preston. Some people had lived here a long time, but there were several newcomers to the village. We also chatted about the impact Covid-19 had had on their lives and as the majority of the residents were of retirement age, they did advise us that it had been a difficult few months. This was especially so for a couple in Sea Lane Close who had moved to the area in January to be nearer family. Although they agreed that this had been a positive move, the lockdown restrictions had prevented them being able to get out and about in the village and take part in any activities.

We also spoke to one resident who had been a service user of the EP voluntary scheme and he expressed his thanks to his volunteer and the scheme which had helped him greatly.

Outside of the northern shops we chatted to two couples who were visiting from Angmering and heard of their dissatisfaction with the increase in building in and around the village, especially with the rumoured threat to the allotment areas.

We only heard one minor complaint which concerned an estate agent sign which had been affixed to a road sign and had subsequently damaged that sign. This is being reported to the estate agent.

All of the people to whom we spoke appreciated the opportunity to speak to parish councillors, so it was a very positive experience.

Cllrs Patricia Gander and Elizabeth Linton

2nd September 2020

Merchant Navy Day, 3rd September

East Preston War Memorial, The Street

On the 3rd of September the Red Ensign was raised outside the library for Merchant Navy Day.

There was a small gathering as the event was not publicised owing to the Government restrictions. Cllr. David Moore played some sea shanties on his saxophone and the flag was raised by Jimmy Lee after the Still and Carry On was played on the ship's whistle by Able Cadet, Ella Bartlett from the Littlehampton Sea Cadets. Others in attendance included Cllr Duff, the Clerk and Assistant Clerk and former councillor, Mrs Dorothy Lee.

The following was read out by myself and Reverend Emma Ham-Riche said some prayers before the group went to the British Legion for refreshments. Reverend Ham-Riche's mentioning of former councillor Chris Roberts was especially appreciated by those there.

"In the First World War Britain depended on merchant ships importing food and materials in greater quantities, besides transporting troops abroad and recovering the wounded. The Royal Navy requisitioned 5,000 vessels as naval auxiliaries, along with 50,000 merchant seamen. "Vested interests prevented the immediate introduction of convoys, so that when Germany introduced unrestricted submarine warfare, having long since abandoned the Hague Convention, the toll of merchant ships rose alarmingly. In the first 6 months of 1917, 694 merchant ships were sunk, with the loss of 3,509 souls. When the Admiralty admitted to the Government the war at sea was being lost, the convoy system was adopted. New techniques were rapidly developed to counter the U-boat menace, including camouflage painting of ships, depth charges and the use of aircraft.

"In recognition of the 14,771 merchant seaman killed at sea during the First World War, King George V granted the title "Merchant Navy" to the service.

“Annually since 2000 in September Britain and other Commonwealth countries remember all those merchant seafarers lost in the service of their country in wartime. They came from many countries and many backgrounds; none are forgotten.

“And now a poem by Captain Joe Earl, a Merchant Navy man.

“The scattered flowers on the waves
Marked our hardy seamen’s graves
Since those floating blooms were cast
The peril’s over now and past.
Shall our gratitude just sleep
Resting still across the deep?
Have our garlands sailed astray?
No, not on Merchant Navy Day!”



Mr Jimmy and Mrs Dorothy Lee, Cllr Linton, Lt (SSC) Brian Osbourne and Reverend Emma Ham-Riche listen to Able Cadet, Ella Bartlett pipe the Still before Mr Lee raised the Red Ensign

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

3rd September 2020

Councillor Walkabout, 8th September

Councillor Gunston and I enjoyed a pleasant walk from the Roundstone level crossing along the Old Worthing Road and then along Saxon Close.

We noticed the supports on the welcome to East Preston sign at the end of Old Worthing Road need replacing as they have rusted through in several places. The twin town information also needs to be taken off the sign.



Walking back towards East Preston just before the turning to Saxon Close we noticed that the grass verge has a track worn in it as it is used by cyclists coming off the cycle path. Perhaps this is an argument for putting a cycle path into East Preston.



In Saxon Close we had a conversation with a resident who told us that cars do speed along Saxon Close despite it being a cul de sac with a sharp bend at the eastern end.

At the western end of Saxon Close we used a cut through back onto Old Worthing Road that was overgrown on one side. Ownership of this strip of land is unclear.



Cllr Christine Bowman

16th September 2020

Tackling Loneliness Together, 10th September

The meeting was chaired by Dr Tim Fooks, High Sherriff of West Sussex.

Tim introduced the meeting by saying that he had been overwhelmed by the goodwill being offered and support to the vulnerable in the community following the lockdown,

Theme for the conference

‘How organisations and people can collaborate to promote a service supporting those vulnerable in society’

It was noted that

- Loneliness affects ALL ages, does not discriminate
- Loneliness is a subjective explanation of the unpleasant state of being alone and can impact every aspect of one’s life.

It was agreed that all organisations who attended were linked by the fact we are all ‘influencers’ as we can influence what happens in our communities.

The main presentation was from Simon Hewett-Avison from Independent Age - <https://www.independentage.org/>

‘Hugs reach the feelings that word cannot touch’

Independent Age is a charity that offers clear, free and impartial advice on the issues that matter including care and support, money and benefits, health and mobility.

Loneliness can affect all of us from time to time – it’s the feeling of sadness that comes from not having as much company or the type of company that you would like.

Simon also referred to the Jo Cox Loneliness Commission, and the important report that had been produced as a result of the work undertaken

‘Combating loneliness one conversation at a time’

https://www.jocoxfoundation.org/loneliness_commission

The charity works to bring people together, bridge divides and tackles loneliness.

The foundation also organises the Great Get Together

<https://www.greatgettogether.org/about/>

After the main presentation, the aim was to have break out sessions focused on different areas of West Sussex, but the technology proved difficult and the group remained together.

We listened to several case histories relating not only to elderly people, but to young teenagers and a young mum, recently divorced and coping with a move to a new neighbourhood where she was trying to integrate with difficulty

We also discussed the lack of support for volunteers. Similar to our own experience in EP, several other attendees commented on the challenge on volunteers creating a meaningful relationship with someone, without creating dependency.

Tim Fooks will produce a report on the meeting, but to date this has not been received.

What did I take from the meeting?

There are so many organisations who are reaching out to people who are lonely, that maybe we can tap into them. I have signed up to the Great Get Together movement.

The 'Great Get Together' concept could provide us with a focus for some of our work on wellbeing.

During the past 6 months through the Parish Council's Voluntary Service scheme, we have identified many lonely and vulnerable people in the village. Whilst the country is not currently in lock-down it is important to recognise that these people, and possibly many others, continue to experience the debilitating effect of loneliness.

<https://www.campaigntoendloneliness.org/>

TIME and LISTENING are the most important things that we can offer.

Cllr Patricia Gander

25th September 2020

Agenda Item 12b

Community Engagement Committee – defibrillator protocol

Council is asked to adopt a defibrillator protocol for the council.

THE MANAGEMENT AND USE OF THE COMMUNITY DEFIBRILLATOR

Scope and Purpose of the Policy

To ensure sound governance is in place and to provide a protocol for the maintenance and record keeping of the Council's defibrillator

Objectives

- To ensure safe, prompt and effective operation of the defibrillator
- To ensure accurate record keeping for effective auditing
- To ensure continuity of accountability and responsibility

Accountability and Responsibility

The Parish Council has overall responsibility for the policy and management of the defibrillator located on the external wall of the Parish Council Offices at 122 Sea Road, East Preston, BN16 1NN.

Equipment

The Council has purchased a **Lifepack CR2** defibrillator. The defibrillator has been professionally installed in a locked, key-pad cabinet. The cabinet is brightly coloured (yellow) and is easily visible to members of the public. The equipment has been registered with SECAMB and is a registered site on their database. The cabinet also contains the following ancillary equipment:

- **“Rescue kit”** (green pouch) containing:
 - Artificial resuscitation mask
 - Alcohol prep pads (2)
 - Sterile non-woven gauze (2)
 - Clothing scissors
 - Disposable razor
 - Disposable gloves (1 pair)

The council also holds a **Physio Control Replacement Kit: Quik-Step Pacing/ECG/Defibrillation Electrodes**. This is held in the top drawer of the right-hand small filing cabinet, just outside the Council Office meeting room door.

The cabinet has clear signage advising the user to contact the emergency services – 999 – for the keypad code to gain access to the defibrillator equipment

The defibrillator has signage indicating a button for paediatric use.

Training and Public Awareness

The parishioners of East Preston have been made aware of the defibrillator via articles in the East Preston Parish Council Newsletters. Several members of the Council's office staff and members of the Community Engagement Committee have undertaken training in CPR and defibrillator training. Training was offered to members of the public when the equipment was initially installed.

A video has been added to the Council's website on how the defibrillator works

<http://eastpreston-pc.gov.uk/i-want-to/see-how-the-councils-defibrillator-works/>

The Parish Council will continue to highlight public awareness of the defibrillator.

GOVERNANCE

Equipment maintenance and storage of equipment

The Parish Council has registered with the Community Heartbeat Webnos website which provides a database for all record keeping. The Parish Council staff undertake weekly checks of the equipment and cabinet as per the checklist within Webnos. This check is almost always carried out on a Monday. Webnos automatically sends an email to the council confirming the check has been carried out and this is forwarded to Cllr Gander for her additional records.

The equipment is stored and maintained in accordance with the manufacturer's guidelines

Cleaning and care

The AED **case** is cleaned regularly with a cloth dampened with either soapy water, denatured ethanol, or 91% isopropyl alcohol. The AED and its accessories **cannot be sterilised**.

Disposal of Equipment

Once the equipment is no longer operational, disposal will be via the manufacturer.

Event Reporting and debriefing

When an AED is used, the electrocardiogram showing the heart rhythm, together with details of any shocks given are stored in an electronic memory within the AED.

This information should be downloaded from the AED immediately after the event. The record can provide crucial information that can help to ensure that the patient receives the correct treatment afterwards. The downloading is the responsibility of the ambulance service.

Debriefing for anyone involved in a resuscitation attempt, regardless of the outcome, is very important. Encountering a cardiac arrest and attempting resuscitation is stressful for all involved, especially for members of the public who have tried to help.

In most cases, the ambulance service is likely to be involved with any cardiac arrest. The Council will liaise with the ambulance service who will be able to advise on the debriefing process.

Post Use

The AED will be returned to the locked cabinet and all disposables replaced, including the adhesive pads (electrodes). A spare set is maintained by the Council. After use, a replacement spare set will be purchased.

Following use of the defibrillator, the Council staff will record and report the use on the WebNos site.

Recommissioning will be completed following the weekly checklist protocol.

October 2020

Agenda Item 15a

Environmental Issues Working Party – Terms of Reference

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

Environmental Issues Working Party (EIWP) Terms of Reference

(version 1 – adopted 14th September 2020)

1. Overview
 - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the environment.
2. Responsibilities
 - a. To advise East Preston Parish Council on matters relating to the environment.
 - b. To consider issues relating to the environment in East Preston.
 - c. To engage residents and other relevant local agencies in this exercise.
 - d. To provide recommendations to East Preston Parish Council on matters relating to the environment.
 - e. 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 14th September 2020, the initial three months' period will end on 14th December 2020.
4. Membership
 - a. Any volunteer invited at the discretion of either the EIWP 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 EIWP Chairman, in consultation with other councillors

- b. EIWP will report to the Community Engagement Committee in the first place or, if time is critical, to Full Council
 - c. No proposal or guidance from the EIWP 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.

Agenda Item 17a

Warren Recreation Ground

Council is asked to note the draft Minutes of the Warren Recreation Ground Annual General Meeting held on 21st September. These can be found at Appendix B below.

Minutes of the Annual General Meeting held on Monday, 21st September 2020 via the Zoom online meeting application.

Trustees Present: East Preston Parish Council members: Barbara Gale, Pat Gander, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore, Steve Toney (Chair) and Steve Wilkinson

Also: Simon Cross (Clerk to East Preston Parish Council, notes)

Trustees Absent: East Preston Parish Council members: Christine Bowman, Kit Bradshaw, Andrea Chapman, Lisa Duff and John Gunston

* * *

Introduction – Cllr Toney, Chairman of East Preston Parish Council, opened the meeting at 19:00. He welcomed those present.

Apologies had been received from Cllrs Kit Bradshaw, Andrea Chapman, Lisa Duff and John Gunston.

Minutes – The draft Minutes had been reviewed and noted by East Preston Parish Council at its meeting on 7th October 2019 (Minute 866/19).

The Trustees AGREED that the Minutes of the meeting held on 19th September 2019 could be signed as a true record of that meeting.

Chairman's Report – The Chairman's Annual Report had been circulated to all present in advance of the meeting, as follows:

“As chairman of the WRG Charity on behalf of all Trustees I would once again like to thank East Preston Parish Council and in particular its Amenities Committee for the work involved in running the Warren Recreation Ground so smoothly through the reporting year. The Warren Recreation Ground remains a much loved resource and to be much enjoyed by a range of East Preston residents, 365 days of every year. As before, I would also like to thank any resident who has contributed to the look of the Warren Recreation Ground over the year and also East Preston Cricket Club for its sizeable contribution to the grounds maintenance at the ground.

“The Warren Recreation Ground continues to be popular with dog walkers and youngsters using it as an open-air get-together venue. Signage at the entrances outlines appropriate usage of the area and little

vandalism was experienced during the year. The outdoor gym equipment, the Fives Court and the Tennis Court all remain well used.

“In June 2019, the council again offered free-to-participate group tennis coaching sessions in conjunction with Angmering-on-Sea Lawn Tennis Club. These were held on a Friday morning for the first time and saw two of the three sessions fully-booked. At least one attendee has subsequently gone on to join the tennis club. The sessions met the council’s Wellbeing objective and were enjoyed by all who took part. Our thanks to the Club and to head coach, Andrew Cook in particular, for their willingness to support this initiative.

“The Children’s Playground is popular with young children and families during the daytime.

“All these areas have an annual RoSPA Inspection carried out and the Playground has an additional monthly safety check by Arun District Council and the Gym Equipment is checked and serviced monthly by the Council’s Handyman.

“Before the Cricket Season starts the netting is checked by the Cricket Club and a report given back to the council. During the Cricket Season, regular reports are sent back to the Council showing any incidents occurring, including balls leaving the ground and entering neighbouring gardens.

“Mid-way through the year, the council invited the club and a resident of Sea Road to mediation sessions to see whether anything more can be done to address the neighbour’s concerns. The West Sussex Mediation Service led the exercise but, after a second meeting, the neighbor withdrew on health grounds. The council remains keen to find a suitable resolution if one exists.

“The council keeps the area clean with our two Village Orderlies who do a brilliant job on a daily basis, seven days a week. New telescopic posts were installed at the western side of the car-park. The council worked in conjunction with the relevant householder to replace fencing in the south-eastern corner of the ground. Various tree works were undertaken through the year.

“The refurbishment of the Public Toilets started in October and was more or less complete by mid-December. Although the main build was smooth, there were various small bits of snagging needed before we could sign the block off as suitable for the public. The council has received several compliments already. My thanks again to the Amenities Committee for its work on this, to Dawn Reid, the Assistant Clerk, for her work on this and to Cloud 9 and Inspired Design for their physical work on this project.

“Our thanks to our Grounds Maintenance contractor who has worked tirelessly trying to keep on top of the rapid grass and weed growth around the Recreation Ground and along Two Acres. Unfortunately, the wildflower meadows were ravaged by an uncontrollable weed this year, but the contractor has promised to sow the meadows again next year at no charge.

“I would like to end by thanking East Preston Parish Council staff and councillors for their efforts to keep the WRG a pleasant place so it can be enjoyed by everybody. In this I also ask the users to keep the place in good order it is for your own benefit.

“Thank you.”

Additionally, Cllr Toney gave extra thanks to all councillors for any contribution they had made to the overall look and feel of the Warren Recreation Ground over the year. Cllr Toney was certain this was much appreciated by members of the public.

No questions arose from the Chairman’s report.

Treasurer's Report – The Trustees NOTED a full budget report for the Year 2019-20 prepared by Mrs Khoo (Book-keeper to the Council), which had been distributed to those present prior to the meeting (see Appendix 1).

As Chairman of the council's Finance & General Purposes Committee, Cllr McElroy said he would answer any questions anyone present had.

Cllr Gander queried the inclusion of £5,000 in the 2020-21 budget for *Public Conveniences (Sea Rd) – Modernise/Renovate (Major Works)* as so much refurbishment had already been completed. Between them, Cllr McElroy and Mr Cross explained the sum was basically a contingency in case the refurbishment works gave rise to any further works, for whatever reason. Budget-setting for 2021-22 had only just started but both agreed it was highly unlikely such a sum would be included.

The Trustees unanimously AGREED the financial report for the year-ending 31st March 2020.

Delegation to East Preston Parish Council – The trustees AGREED to delegate formally responsibility for the Warren Recreation Ground for the period 1st April 2021 to 31st March 2022 to East Preston Parish Council.

Questions – No questions had been received from members of the public.

Anything Else – Mr Cross reported the local resident who had helped with the charity's Annual Return for the past few years had emigrated to the other side of the world. He asked whether anyone knew of a possibly-retired accountant in the village who might be willing to take this on.

Cllrs Gander and Linton said an accountant had spoken to them at the recent Come and Meet Your Local Councillors event and had expressed a wish to help out more in the village. Mr Cross agreed to contact him in the first instance.

Mr Cross then provided an update on an incident at the Warren Recreation Ground that morning. At 04:50, Cllr Gale had been awoken by a crashing sound which turned out to be a litter van-sized vehicle getting under the height restriction barrier. The van had drawn up on the western side of the car-park and the driver had walked across, probably, to the cricket pavilion, guided by a torch. It was too dark for Cllr Gale to get any details off the van. On his way out of the car-park the driver had taken four attempts to get through the height restriction barrier, which had resulted in the northernmost upright being shifted forwards and the crossbar being bent. Mr Gale had called the police who had visited the scene at 05:25 by which time the van had long disappeared south on Sea Road.

Mrs Reid, Assistant Clerk to the Council, had called out Arun Construction Services which had installed the barrier about seven years ago. A representative had visited the site during the afternoon and had agreed with Mr Cross and Cllr Toney in believing the northernmost post was not a danger. He in turn had called upon a fabricator in his company to come and inspect the damage to see what repairs were necessary.

Mr Cross had contacted Arun District Council Cleansing which confirmed no operative would have been out before 06:00. Mr Cross had also contacted East Preston Cricket Club in case it had been a genuine refuse collection, but the club does not have a refuse collection contract.

Concerned this might be a pre-emptive visit from a group of travellers, Mr Cross had also contacted the Arun District Council Travellers team. The officer there said it was possibly a staking-out visit by a group of travellers but he was not aware of any groups in the county currently and he had not heard of such a visit before.

Basically, there was little chance of finding the perpetrator but the council could take some comfort from the fact he must have damaged his van quite badly.

There was no cctv in the area.

Cllr Linton thanked Cllr Toney for his leadership over the year.

Close – With no other questions forthcoming, Cllr Toney thanked the council's officers and councillors for their efforts through the year. He then thanked everyone for coming and closed the meeting at 19:14.