

**MONTHLY MEETING  
OF THE COUNCIL**

**2<sup>ND</sup> NOVEMBER 2020**

**SUPPORTING PAPERS**

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

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### **Agenda Item 4**

#### **Protect Coastal England**

**Council is asked to receive a ten-minute presentation from Dr Colin Ross of Protect Coastal England (<https://www.protectcoastalengland.org/>) on the subject of opposition to the proposed expansion of the Rampion Wind Farm.**

Cllr Gunston has accepted an invitation to attend a Community Project Liaison Group meeting about what has been called *Rampion 2*. His first meeting was on 22<sup>nd</sup> October and his report can be found below.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> October 2020

### **Agenda Item 9**

#### **Minutes of Monthly Full Council meeting, 5<sup>th</sup> October**

The draft Minutes were circulated to all councillors on 7<sup>th</sup> October, asking for suggested amendments by 14<sup>th</sup> October. None were received.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> October 2020

### **Agenda Item 10**

#### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 623/20 – Flat and Frontage Working Party – Letting of the flat above the Council Office**
- 3. Minute 690/20 – Public Session – Residents' Parking Schemes**

#### **4. Minute 690/20 – Public Session – Various Agenda Items**

##### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5<sup>th</sup> October 2020.

##### **2. Minute 623/20 – Flat and Frontage Working Party – Letting of the flat above the Council Office**

A lot of progress has been made here. Cllr Wilkinson’s report below will go into more detail, but on 21<sup>st</sup> October I signed, on behalf of the council, an agreement with Cooper Adams for it to be the letting agent.

At the time of writing, new tenants have been found and are currently undergoing various background checks.

An up-to-date Energy Performance Certificate and gas and electric safety tests have been undertaken and these have highlighted some actions the council may want to investigate further.

Replacement carpet is to be provided in the lounge and upstairs hallway.

##### **3. Minute 690/20 – Public Session – Residents’ Parking Schemes**

As requested, I dropped a copy of the Road Space audits document round to Mrs D..

The Amenities Committee has the matter of a Road Space audit on its Agenda for 9<sup>th</sup> November, but as that meeting already has a very long agenda, discussion may be deferred.

##### **4. Minute 690/20 – Public Session – Various Agenda Items**

A response to Mr M has been drafted with input from the Chairmen of the Community Engagement, Finance & General Purposes and Personnel Committees. I hope to have a letter finalised and sent before the end of this week.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2020

## **Agenda Item 12**

### **Committees**

This month, the following committee meetings have taken place: Major Events on the 26<sup>th</sup>; Personnel on the 12<sup>th</sup>; Planning & Licensing on the 12<sup>th</sup> and 26<sup>th</sup>.

Draft Minutes from the Major Events and Planning & Licensing meetings will, most likely, have been circulated to all councillors ahead of this meeting. Draft Minutes for the Personnel meeting have been circulated to the committee’s members.

## **Agenda Item 12a**

### **Amenities Committee**

The committee did not meet during October but is scheduled to meet on Monday, 9<sup>th</sup> November.

**Warren Recreation Ground, Height Restriction Barrier** – our contractor had told us the replacement parts would be available in time for the work to be carried out on Thursday, 22<sup>nd</sup> October. This turned out not to be the case, and at the time of writing we are still awaiting an update on when the replacement parts will be available and when the work will be done. We have stressed our urgency to get the work done so the Warren Recreation Ground is no longer as exposed as it is at the moment.

**Village Green benches** – new concrete bases have been installed on the Village Green for three benches – the existing Colin Forster memorial bench, and the new Steve Lown and Chris Shore memorial benches. The Colin Forster bench will be angled round at the north-western corner of the boules piste to match the Josie Ellis memorial bench at the north-eastern corner. The Chris Shore bench is due to arrive on Monday, 26<sup>th</sup> October but the Steve Lown bench will not be delivered until January at the earliest.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> October 2020

## **Agenda Item 12b**

### **Audit & Governance Committee**

The committee did not meet in October. The committee is scheduled to meet on 14<sup>th</sup> December, by which time there should be an interim Internal Audit report to consider. At the time of writing the Annual Return for the year-ending 31<sup>st</sup> March 2020 has not been received back from the External Auditor, even though this council did not take advantage of the extension offered. I only know of one council which has had its Annual Return returned.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2020

## **Agenda Item 12c**

### **Community Engagement Committee**

The committee did not meet in October. Its next meeting is scheduled for 23<sup>rd</sup> November. By that time the latest two blue plaques will, hopefully, have been installed and quietly unveiled.

Over the past couple of years, in the run-up to Remembrance Sunday, the council has installed lamp-post poppies on a number of lamp-posts between the centre of the village and St Mary the Virgin Church. Unfortunately, these poppies, though specifically designed for use on lamp-posts, are not robust enough for the coastal winds East Preston residents know well. Each year, several have had to be repaired whilst others have come back beyond repair. At the end of last year, Simon suggested attaching the poppies to the backs of public seats around the village. His thinking was this would give them better protection from the wind and would also spread the poppies wider across the village. Almost every bench now has a poppy attached to it, from now until the end of November. Poppies have been attached to the left-hand end of each bench, to avoid any obscuring of memorial plaques and to give some uniformity. Thanks to Alison and Dawn for going out in all weathers to install these poppies.



A lamp-post poppy repurposed as a bench poppy, this one outside St Mary the Virgin Church

The Autumn 2020 Newsletter has gone to press, a six-sided edition. Weather permitting, delivery is due to start on 2<sup>nd</sup> November.

Cllr Elizabeth Linton –

**Chairman of the Community Engagement Committee**

26<sup>th</sup> October 2020

## **Agenda Item 12d**

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

The committee did not meet in October. It will be meeting on 16<sup>th</sup> November at which it will discuss the council's budget for 2021/22.

## **Agenda Item 12e**

### **Major Events Committee**

The committee met on 26<sup>th</sup> October.

**Food and Drink Festival** – the committee reviewed the [Virtual] Food & Drink Festival which it had run on 29<sup>th</sup> August. Support from businesses who had been signed up to attend the Food & Drink Festival in person was not as good as we might have hoped. Despite this, the committee was pleased the council had still run something on the day and thanked Alison for her work on this.

The committee agreed to run a Food & Drink Festival on 28<sup>th</sup> August 2021, circumstances permitting.

**Christmas Celebrations** – as previously reported, with the Christmas Celebrations event unable to go ahead this year, the council has linked up with the East Preston Festival Committee to run some activities. These have been publicised in the Autumn 2020 Newsletter and the November edition of *All About East Preston & Kingston*. The committee agreed to purchase some prizes from its Christmas budget line.

The committee also agreed to use some of its Christmas budget line to print some Christmas cards to be hand-delivered to East Preston Voluntary Service service users and volunteers.

**Funday Sunday, 9<sup>th</sup> May 2021** – no further progress can be made with this event at this time.

**Possible outdoor film show** – Simon has had an initial conversation with the company used by Littlehampton Town Council for its annual outdoor film events. Alison has been contacted by a company wanting to run a World Market in the village but also letting her know it too has an outdoor cinema set-up. Simon has provided the first company with some information from which the company should be able to give us some advice and pricing. Alison will go back to the second company with some questions for the committee to consider at its next meeting. This refers to the World Market as well as the film show.

Cllr Elizabeth Linton –  
**Chairman of the Major Events Committee**

27<sup>th</sup> October 2020

## **Agenda Item 12f**

### **Personnel Committee**

The committee met on Monday, 12<sup>th</sup> October via Zoom. Below are some of the items the committee discussed.

### **Covid-19 Pandemic: External Staff:**

Both external staff have now returned to work and are maintaining social distancing and other recommended precautions as appropriate to their work. They have indicated that they do not need any further protective clothing at this time.

### **Covid-19 Pandemic: Office Staff**

Staff are maintaining a presence at the Parish Council offices. Staff have mutually agreed a rota system between working at home and at the office to maintain social distancing as much as possible. Enquiries from members of the public attending in person are being responded to in line with social distancing, wearing of masks and sanitising. Councillors attending the office are also abiding by the Government guidelines. Staff have advised that these measures ensure the safety of the staff and enable the continuing efficient working of the parish office.

### **Council workload**

The Committee had a comprehensive discussion with the Clerk about the current workload and agreed that whilst the enthusiasm of councillors to embark on new projects is laudable, this does have a potential impact on the office workload. It was agreed that a maximum of 7 committees and 3 working parties is manageable and Council will be asked to agree to this policy. (Currently there are 7 committees and 5 working parties (Emergency Planning, Environmental Issues, Flat and Frontage, Leases and Playing of Cricket Club. EP in bloom is not intended to become an official council working party, more something led by residents with limited council involvement.)

### **Staff Handbook**

A staff handbook is currently being drafted which does refer to other staff policies, necessitating these also to be drafted. Two policies – Flexible Working and Training and Development will be separate agenda items for Council approval.

### **Communication from resident**

An email has been received from a resident claiming, amongst other matters, the Council Office was overstuffed. This was discussed and a response will be sent in due course.

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

15<sup>th</sup> October 2020

## **Agenda Item 12g**

### **Planning & Licensing Committee**

The committee met via the Zoom online meeting application on Monday, 12<sup>th</sup> October.

Three Applications were on the Agenda, and the committee agreed not to raise objections to any of them. The applicant of an Application in Copse View emailed in after the meeting, “This is very good of you to let me know the outcome of the meeting so quickly. My daughter and I thank you and the other councillors for your consideration over this and compliments. I realise its not rubber stamped yet but knowing that my local council have no issue is a great comfort to us.”

The committee also received a presentation from the owners of The Breakers in Tamarisk Way together with the team they have instructed to carry out what they are calling the “restoration, remodelling and extensions” to the property. A formal Planning Application will follow in due course.

At the meeting on 26<sup>th</sup> October, the committee considered three Applications. The committee agreed to object to two of the three.

Members of the public attended both meetings.

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**

27<sup>th</sup> October 2020

## **Agenda Item 13a**

### **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 the meeting last month, council agreed to spend up to £800 on replacing the three Welcome to East Preston signs – those in Old Worthing Road, Worthing Road and Vicarage Lane.

Final choice of a contractor was delegated to Cllr McElroy and me as I had only received a single quotation by the time of that meeting. I have chased for a second quotation from the company which was initially the cheaper of the companies that had provided an informal quotation. Two chasing emails have gone unacknowledged.

Therefore, this matter is back with you tonight because the formal quotation we have from the one company that has provided us with such is for £1,724.00 excluding VAT.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2020

## **Agenda Item 14a**

### **Personnel Committee – Flexible Working Policy**

Cllr Gander to introduce this item.



**Council is asked to adopt a Flexible Working Policy.**

As part of the Personnel Committee's work to publish a Staff Handbook for the council, the committee is working on creating some policies it has not had before.

The proposed protocol can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> October 2020

## **Agenda Item 14b**

### **Personnel Committee – Training and Development Policy**

Cllr Gander to introduce this item.

**Council is asked to adopt a Training and Development Policy.**

As part of the Personnel Committee's work to publish a Staff Handbook for the council, the committee is working on creating some policies it has not had before.

The proposed protocol can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> October 2020

## **Agenda Item 15**

### **Working Parties**

The Environmental Issues Flat and Frontage and Playing of Cricket Working Parties have all met this month. Reports can be found below.

The Leases Working Party remains delayed further owing to the strictures of in-person meetings.

The first meeting of the Emergency Planning Working Party has now been scheduled for 11<sup>th</sup> November.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> October 2020

## **Agenda Item 15b**

### **Environmental Issues Working Party**

Our second meeting, held on 19<sup>th</sup> October, four councillors attended plus three members of the public and one Clerk to the Council.

The meeting was attended by Rev Emma Ham-Riche, and the working party agreed to work alongside St Mary's Church as it progresses towards becoming an Eco church.

Other actions included taking a poll of parishioners regarding electric vehicle charge points (probably through the e-newsletter the readership of which is pretty well-spread across the village), integrating wildflower planting into the EP in Bloom project, becoming involved with the Rampion II consultation and thinking about setting up social media accounts to communicate with parishioners.

The working party's next meeting will be on Monday, 30<sup>th</sup> November.

Cllr John Gunston – **Chairman of the Environmental Issues Working Party**

26<sup>th</sup> October 2020

## **Agenda Item 15c**

### **Flat and Frontage Working Party**

#### **Flat:**

As reported to the last meeting, the council has placed the flat with Cooper-Adams for letting. The other companies given the opportunity to bid for this contract were the other three estate agencies in the village and Leaders in Rustington, through whom the flat was previously let. At the time of writing the agency is processing through the paperwork of a young couple who would like to let the flat.

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 4<sup>th</sup> November. The front door of the flat has been refurbished and a final pre-let clean has been arranged with the Council Office's cleaners though a date has yet to be decided.

#### **Frontage:**

The first company approached has provided an initial pricing schedule. A second local company has been asked to provide a comparative schedule.

## **Agenda Item 15e**

### **Playing of Cricket Working Party**

A third meeting of the Cricket Club Working Party was held via Zoom on the 13<sup>th</sup> October, mainly to review the output received during the door-to-door interviews carried out a few days before the meeting.

Nearly all of the domestic properties we contacted replied, mainly in person although a few asked if they could just be sent the questions. With the exception of one household where the owner made it very obvious he did not want to talk, everyone was welcoming and pleased to have been given a chance to have a say.

The three non-domestic neighbours – the Village Hall, the Bowls Club and The Martlets care home – all replied in writing.

The working party delegated the drafting of a report to Cllr McElroy and myself, and that draft report is Agenda Item 16a for your consideration.

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

26<sup>th</sup> October 2020

## **Agenda Item 16a**

### **Playing of Cricket Working Party – draft report**

**The council is asked to consider the working party's draft report.**

At its meeting on 13<sup>th</sup> October, the working party delegated the reporting of its findings to Cllrs Bowman and McElory. A draft report can be found at Appendix C below.

Once the council has agreed a final version of the report, it will be distributed to the participating households and to the Cricket Club. Agreement of a final version could be delegated to the working party, if appropriate.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2020

## National Association of Local Councils

**The council is select a set of councillors to respond to a public consultation on standards in public life.**

The council received the following email on 21<sup>st</sup> October:

The Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to:

- review the evidence as to how well ethical standards are upheld in public life in the UK
- review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards
- review the adequacy and continuing relevance of the Seven Principles of Public Life,
- identify examples of best practice in the regulation of ethical standards
- identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards.

The main consultation document is available [here](#).

NALC will be responding to the consultation questions as follows:

### Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

### Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

### Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

### Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

### Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?  
B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Responses

Please email your responses to this consultation to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 17.00 on 4 December 2020.

Kind Regards,

**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**

If sufficient councillors are willing to take part, I will arrange a Zoom meeting at which you can agree your responses to the questions above.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> September 2020

## **Agenda Item 18**

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

**The council is asked to receive an update following the WSALC communiqué received on 25<sup>th</sup> August.**

Despite continued protests by member councils, the value-for-money review is continuing. Councils remain concerned questions are not being answered about why WSALC is progressing this alone and at this time when councils have more important matters to focus upon.

On 26<sup>th</sup> October, an email letter was received from the Chairman of Bolney Parish Council asking how councils felt and advising he is proposing a motion to the WSALC AGM for this review to be stopped in its tracks.

**Council is also asked to nominate the Chairman and the Vice-Chairman as official representatives to the WSALC Annual General Meeting on 10<sup>th</sup> November.**

The WSALC AGM is taking place on Tuesday, 10<sup>th</sup> November. Two representatives from the council are allowed to attend but, this year, they need to be formally agreed. I would suggest these be the Chairman and Vice-Chairman, as usual, with me as a substitute if either cannot attend.

**Council is asked to delegated completion of a survey on value-for-money to the Chairman and Vice-Chairman of the Council and the Chairman of the Personnel Committee.**

On 23<sup>rd</sup> October, at 4pm, the council received the following "letter" from the Administrator of the West Sussex Association of Local Councils:

Dear Clerk

The link below will take you to West Sussex ALC Ltd's survey for all member councils, which forms part of the Value for Money exercise currently being undertaken.

<https://bit.ly/3knSYmB>

As requested in the survey, we would appreciate your taking this survey to your Council, and look forward to receiving your completed response before the end of November.

Best wishes

Joanna Cadman  
Administrator  
West Sussex ALC Limited

I have looked at the 59 questions of the survey. I am not alone in thinking the questions are poorly worded and, to some extent, almost unanswerable. I am also not alone in going back to the Administrator asking for clarification of how we are supposed to answer some questions. The Administrator's answer this morning was, "Its very hard to get a balance between finding information and asking too many questions – I hope that we have managed this at least some of the time."

I have also expressed a concern some smaller councils will not be meeting again before the end of November.

I propose the survey is answered by the Chairman and Vice-Chairman of the Council and the Chairman of the Personnel Committee, the latter because there are questions about training courses.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> October 2020

## **Agenda Item 19**

### **Clerk's Report**

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. East Preston Business Community Business Breakfast, 7<sup>th</sup> October**
- 5. Officers' team meeting, 8<sup>th</sup> October**
- 6. Arun and Chichester Citizens Advice, Virtual AGM 2020, 20<sup>th</sup> October**
- 7. WSCC Staying Safe Online webinar, 21<sup>st</sup> October**
- 8. ADC Active Transport Consultation webinar, 22<sup>nd</sup> October**
- 9. SCRP quarterly meeting, 22<sup>nd</sup> October**
- 10. SSALC Online Clerks' Forum, 23<sup>rd</sup> October**

- 11. Remembrance Sunday, 8<sup>th</sup> November**
- 12. Social media**
- 13. MailChimp stats**
- 14. A selection of things we have been asked since the last meeting**
- 15. Recent bouquets and complaints**
- 16. Leave**
- 17. November meetings and events**

## 1. **Introduction**

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

## 2. **Police matters**

On Wednesday, 7<sup>th</sup> October, PCSO Kate Houston turned up outside the office and introduced herself to Cllr Bradshaw and me. PCSO Houston is the village PCSO whilst PCSO Billingham is seconded to Chichester District for about three months. PCSO Houston also called into the office on 16<sup>th</sup> October and introduced herself to Dawn and Alison.

One potentially abandoned vehicle was reported to us and we reported it to the Abandoned Vehicles Officer at ADC, having checked it had in-date tax and MoT. The reply back from ADC was, "I can confirm that the car has not been stolen, registered and insured to the same owner. Sussex Police have no concerns. Thank you for sending the picture as this helps Sussex Police with making a decision etc."

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

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

## 4. **East Preston Business Community Business Breakfast, 7<sup>th</sup> October**

This month's Business Breakfast was another Zoom meeting. Much better attended than last month, the council was also represented by Cllr Gunston, attending for the first time.

Two businesses were represented for the first time – an accountant and a hypnotherapist - although the proprietor of one of those has been many times in the past under a different auspice.

Only a short call, half an hour, but it covered quite a bit of business ground.

John asked what challenges businesses were facing locally, but those present were not suffering unduly. Local businessman Ian is looking to get more supportive of other local businesses and also looking for a way in which local people looking for work could advertise the skills they have. He may be looking to recruit someone and would like to recruit someone local, but does not know the best way to achieve that. Café proprietor, Sam, said social media had worked well for her when looking to recruit staff locally. I added when I see a local job vacancy on Facebook I do tend to add it to the East Preston Business Community Facebook page.

This was the last call Reverend Emma Ham-Riche attended as a curate before her ordination as priest on 11<sup>th</sup> October. The council sent Emma a card commemorating her graduation within the priesthood.



Reverend Emma Ham-Riche being ordained into the priesthood by the Bishop of Horsham, Ruth Bushyager, watched by Reverend Andrew Perry (photograph taken by Reverend Lucy Sullivan)

#### **5. Officers' team meeting, 8<sup>th</sup> October**

I called a short team meeting for office-based staff on Thursday, 8<sup>th</sup> October. As Chairman of the Personnel Committee, Cllr Gander was invited and attended.

The call was mainly a catch-up call for office-based staff to say how they are feeling about working from home and whether or not it has given them any concerns. Likewise, the call aimed to find out how they were feeling about returning to the office.

In brief, Dawn and I both find it easier to work in the office. This way we can provide an unofficial, socially-distanced, face-to-face service to members of the public and it is far easier to interact with contractors in person when they are undertaking work for us.

#### **6. Arun and Chichester Citizens Advice, Virtual AGM 2020, 20<sup>th</sup> October**

Cllr Gander and I registered to attend this event, due to take place between 10am and 11am. Although I chased for the details on Monday, 19<sup>th</sup> October and was told they would be sent out in time, neither of us ever received the details.

On the afternoon of the meeting, I received the following email from Luca Badioli, the Bureau's Chief Executive Officer, "That is strange as we had you both down as people who registered their interest in attending and to send the invite. My apology to you and please apologise to Cllr Gander on my behalf. I will make sure that your apologies are recorded in the minutes of the meeting. I again apologise."

Subsequently, Mr Badioli provided Cllr Gander and I with a link to watch a recording of the meeting. During the 2019-20 financial year, Arun and Chichester Citizens Advice helped 9,803 people with 23,925 issues. £1,441,545 has been gained in financial outcomes for those people. 56% of clients were female, 44% male, and 8% of clients were described as being from ethnic minorities.

In the seven months since lockdown, the organisation has already helped 6,327 people (an 11% increase on last financial year) with 11,989 enquiries and gained £1,461,372 in financial outcomes (a 14% increase). 58% of clients are female and the percentage of ethnic



minority clients has risen to 13%. This service has been provided with a reduced number of volunteers, some of whom have naturally been unable to volunteer at this time.

#### **7. WSCC Staying Safe Online webinar, 21<sup>st</sup> October**

I attended this hour-long webinar, led by Claudia Deamer, Safe Digital Life Delivery Officer of the Community Safety and Wellbeing team at WSCC.

Owing to the platform used, it was impossible to know how many other people were there or which organisations were represented.

As we are all aware, more and more people are spending more and more time online, with a sharp increase seen since the pandemic lockdown. Crims have noticed this too, and compared to this time last year, 19% more phishing emails are being sent, emails designed to get hold of a person's personal details in order to defraud them of large sums of money.

However, the biggest area for concern is that of romance fraud, a crime which has increased enough over the past year for Sussex Police now to consider those online looking for romance to be a separate vulnerable group. Over 50% of the victims of romance fraud are over 60. In the financial year 2018-19, nationally over £50m is known to have been lost by victims of romance fraud, with the average loss being £11,145, a 27% increase over the previous year.

Advice given during the webinar was a reminder of the need for strong passwords to be used, nothing based upon the name of pets or children or a maiden name. With the growing use of devices in the public domain, users were advised to be mindful of people looking over their shoulder and also listening in to their private conversations which can often include sensitive information. How many times have we heard someone giving out their phone number when on the phone whilst sat in a café or on a train? Online banking is much safer via an app on a smartphone than via the bank's website.

More information can be found here - <https://www.westsussex.gov.uk/fire-emergencies-and-crime/crime-prevention/staying-safe-online/>.

#### **8. ADC Active Transport Consultation webinar, 22<sup>nd</sup> October**

This was led by Adam Bunce (2020 Highways and Transportation Consultants) and Kevin Bond and Nicki Faulkner from ADC. Angmering and Rustington Parish Councils were also represented. Arun District Council was also represented by the Green Party member for Arundel & Walberton. There was also a representative from the West Sussex Cycle Forum. This was a meeting for stakeholders in the east of the district, but there was disappointment that the stakeholder take-up was lower than had been hoped.

Active travel is travel that includes some form of physical exercise, i.e. walking, cycling, pushing yourself in a wheelchair and horse-riding.

Adam's company has been contracted to develop some ideas to improve active travel options in the district and is currently undertaking a public consultation on these ideas. By the time you read this, I will have provided a link to the consultation in an email to residents. I will circulate the presentation from the meeting to all councillors. Please take part in the survey if you can.

Some deliverable options have already been identified including a route along the coast from the east bank at Littlehampton through to Goring-by-Sea. Although identified, it is also understood there could be constraints where the route passing through private estates in Rustington, East Preston and Kingston.

The meeting asked what we thought were our communities' three main reasons for using their cars rather than active travel. I answered first – schools, supermarkets and social activities. These were agreed with by the Angmering and Rustington reps.

After the call, I received an email from Nicki, “Thank you for attending. We certainly find it useful to gather everyone’s views as part of the overall process. Your publicity of the study survey is much appreciated.”

#### **9. SCRP quarterly meeting, 22<sup>nd</sup> October**

I was scheduled to attend this meeting, but the meeting above overran and I did not want to interrupt this meeting by joining late.

However, Angmering Station users will have noticed there is more seating available these days and the footings of the stairs of the footbridge have been re-footed. Nobody at the SCRP quite knew what this meant, but I think it just means the yellow bits have been repainted to be clearer.

Meanwhile, in Sir Peter Bottomley’s email to residents dated xxx, he reported on how the eastbound platform at Goring-by-Sea station had been extended so longer trains no longer held up traffic over the level crossing. About eight years ago, maybe longer, I had asked Network Rail if the eastbound platform at Angmering Station could be extended for the same reason, but I had been told there was no money around for such a project. I emailed Sir Peter in response to his article explaining there is no alternative route over the railway line at Angmering Station although there is at Goring-by-Sea. I asked if he could, therefore, make some noise about having the eastbound platform at Angmering Station extended. He replied within an hour, “Dear Simon. Thank you. My team will try to put this on the railway’s agenda as a do-soon project. I wish you well. Peter B”

I have subsequently been contacted by a Network Rail Stakeholder & Public Affairs Manager, Greg Thompson, who has gone away to ask whether this is something that could be funded in its “Control Period to 2024”.

#### **10. SSALC Online Clerks’ Forum, 23<sup>rd</sup> October**

Another useful conference call for West Sussex Clerks. Twenty-one Clerks attended with Angmering and Yapton the other Arun District councils represented. The call was led by SSALC Chief Executive, Trevor Leggo, supported by Anne Bott and Anna Beams.

There was a lot of discussion about council-led Remembrance Day events and the approach by councils varies widely at the moment. Here in East Preston, our event is led by the local branch of the Royal British Legion, and we await further information.

Several Clerks present mentioned councillors who are not good at attending meeting, either because they do not like technology or because they do not like not meeting not in public. What the conversation confirmed is that this council is better organised than most in recording the approved apologies at Full Council meetings. Many councils seemingly only note a councillor’s apologies so the “six months clock” is permanently ticking, whereas here our clocks are repeatedly deferred. I also got the feeling our attendance is much better than that at other councils.

The call confirmed owners of second homes in the parish who do not live in the parish are eligible to stand for council as long as their home in the parish is not let out.

The Standards survey which is Agenda Item 17a tonight was discussed briefly, with Trevor urging councils to respond simply.

The West Sussex Association of Local Councils (WSALC) conference is scheduled for Tuesday, 10<sup>th</sup> November, and council can send two representatives. For us this would normally be the Chairman and Vice-Chairman. Because of the current review and tightening of some of the more informal parts of WSALC behaviour, councils are having to nominate formally their representatives.

The day before this call, the Horsham Association of Local Councils had had a meeting, chaired by the Chairman of WSALC, Cllr Terry Oliver. Apparently, there were several questions about the review raised during that meeting that went unanswered, and there was a feeling the call had been wrapped up earlier than it needed to be.

This call ended with some informal discussion about the WSALC “value-for-money review”. The question was asked as to what the other two Boards within the SSALC area feel about WSALC having continued what was initially a joint action alone. Anne Bott replied on behalf of East Sussex and Surrey boards, unofficially, but believed both boards were “absolutely incensed” at WSALC’s decision to continue this exercise alone. Anne also believed both East Sussex and Surrey boards felt they “could be severely disadvantaged” as any new arrangement between East Sussex and Surrey, whilst probably similar to the current arrangement, will probably take a year to bed in. It was clear from those Clerks willing to speak up they are happy with the service they receive from SSALC and the relationships they have built up over the years. Additionally, there are councils concerned about the timing of this review as they are still focussing much energy on pandemic-related matters.

## **11. Remembrance Sunday, 8<sup>th</sup> November**

The council received the following letter on Saturday, 24<sup>th</sup> October:

Simon

On behalf of the East Preston and Kingston British Legion I would like to introduce myself to you, Karen Toney, as the Poppy Coordinator.

Celebrations at East Preston and Kingston British Legion on Sunday 8<sup>th</sup> November 2020 are as follows.

This year due to the coronavirus the ceremony will be different. There is no parade.

There will be a wreath laying ceremony at 12am at the memorial in The Street, arrival at 1145am and then at Kingston as usual. As you are aware Steve will be laying a wreath on behalf of the Council.

RSVP please to [email address]

Regards

Karen Toney

## **12. Social media**

Facebook has once again changed how it presents information, so I now have to go through every single post to see how many people have seen a post rather than see all that information on a single screen. Luckily only one of our posts appeared to reach over 500 people this month.

- Photograph of an abandoned bike in the Village Green car-park – 1,223 people

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 26<sup>th</sup> October)

The number of people currently liking the council on Facebook is 1,343, a decrease of 1 on the last report. Apparently, 66.5% of those people are women, 33.5% men.

The abandoned bike was not claimed and Alison took it to the Durrington Community Cycle Project.

**13. 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 – 1<sup>st</sup> October – sent to 846, opened by 567 (67%)

Parish Council news – 9<sup>th</sup> October – sent to 844, opened by 548 (65%)

Parish Council news – 22<sup>nd</sup> October – sent to 845, opened by 543 (64.3%)

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

“Please could you come and witness my Will?”

“The television aerial at Arun Court has been dislodged by the wind again. We cannot wait five days to get service restored, please could you help us?”

From a holidaymaker, “Is [a certain property in] Coastal Road a genuine Arts and Crafts house?” (No, it appears to have been built no earlier than 1960 and may only have been built after a further Planning Permission was granted on that site in 1978.)

“When is the bus coming down here?”

“Can you tell me how to get a new bus pass, I've lost mine?” (Email: [buspass@westsussex.gov.uk](mailto:buspass@westsussex.gov.uk) or telephone 033 022 26222. There is a £10 fee for replacing lost bus passes.)

**15. Recent bouquets and complaints**

(In addition to anything reported above)

“Thanks for doing that.” (the Will woman)

In response to an e-newsletter article about the Book Exchange service outside the Council Office, a resident of Sea Road emailed, “I have found this very useful.”

“Thanks for keeping us all in the loop with your emails and especially your light-hearted touch. We don't want to get too serious.”

Thanks received from the Friends of St Mary's for allowing them to sell Christmas cards on the Council Office forecourt on 10<sup>th</sup> October. So successful was their time on the forecourt, they returned on 24<sup>th</sup> October.

From the man who asked about the property in Coastal Road, “Dear Simon, Thanks very much for your comprehensive reply. Sadly, we left East Preston at the end of last week but are certain to return during the course of next year. It is an area rich in architectural interest. Thank you very much for the links you sent below. We will be certain to look these

properties up during our next visit and also the houses you mention in Tamarisk Way. Many thanks again for your quick reply and also to Dawn for referring the query.”

From a resident of The Street who had queried a tree matter related to the new development on the corner of Lime Tree Close, “Thank you Simon, always appreciate your comments, advice and support.”

Thanks received from a lady resident who asked us to publish some reminders about the distress fireworks can cause. In the Autumn 2020 Newsletter we published an edited version of an article we had first published in the Winter 2016 Newsletter and in the e-newsletter published on 22<sup>nd</sup> October, we included a similar press release from WSCC.

#### 16. **Leave**

Dawn, Alison and I all had leave during October.

#### 17. **November Meetings and Events**

This list may be incomplete and is subject to change.

- 2<sup>nd</sup> Full Council (19:00, Zoom)
- 4<sup>th</sup> East Preston Business Community Business Breakfast (08:00, Zoom)
- 6<sup>th</sup> SSALC Chairman’s Networking Forum (10:30, Zoom) (ST only)
- 9<sup>th</sup> Planning & Licensing Committee (18:00, Zoom)  
Amenities Committee (19:00, Zoom)
- 10<sup>th</sup> WSALC Annual General Meeting (10:00, Zoom) (ST only)
- 11<sup>th</sup> Emergency Planning Working Party (12:00, Zoom)
- 16<sup>th</sup> Finance & General Purposes Committee (10:00, Zoom)
- 23<sup>rd</sup> Planning & Licensing Committee (18:00, Zoom)  
Community Engagement Committee (19:00, Zoom)
- 30<sup>th</sup> Environmental Issues Working Party (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**

26<sup>th</sup> October 2020

## **Agenda Items 20a-g**

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

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

#### **Councillor Walkabout, 6<sup>th</sup> October**

Councillor Linton and I enjoyed a very pleasant walk through Langmeads, along Vicarage Lane, Angmering Lane, Myrtle Grove, Sea Lane and back to The Street.

We spoke to the owner of a local garden business and her husband. It was good to hear that the business is doing well and that they love living here. They were keen to praise the work of the Parish Clerk. The local Facebook page was also highlighted as a great forum for discussing local issues, particularly speeding drivers. The only negative element was instances of low level crime, associated with drug dealing in the village. We urged them to keep reporting examples to the police.

The owner of a dog walking business, although not a local resident, was keen to tell us that East Preston dogs were particularly well behaved.

Councillor Linton suggested to everyone we met that they should sign up to the weekly Parish Council emails.

We visited the graves of Stanley Holloway and Maurice Craig - perhaps worthy of a Bradshaw walk - before chatting to the parishioner who originally set up the Festival photographic competition. He reminded us vulnerable people are still wary about going out and that this will probably continue even when we eventually return to a more normal life.

The last resident we spoke to thanked the Parish Council for the weekly email updates as he found them a useful source of local information.

Cllr John Gunston

7<sup>th</sup> October 2020

### **Councillor Walkabout, 7<sup>th</sup> October**

Councillor Chapman and myself took a walk from the library, down Beechlands Close, Montpelier Road, and around Vermont Way and Drive.

We noted the road in Vermont Drive outside number 21 was starting to deteriorate at an area previously filled; this has now been reported to WSCC by the Clerk.

We met very few people but managed to chat to a couple enjoying the sunshine on the bench opposite the Warren Recreation Ground about the Voluntary Service and opportunities within the village. They were saddened by the stopping of activities at the village hall but understood groups cannot gather currently. They enjoy the village life.

We briefly met some dog walkers who also love the village but had to get their sandy dog home!

P.S. Bailey had a lovely sunny walk too!

Cllr Lisa Duff

13<sup>th</sup> October 2020

### **Councillor Walkabout, 9<sup>th</sup> October**

Councillor Duff and I went on a walkabout together taking in South Strand, The Drive, Manor Road and a little bit of Sea Road. We only spoke to four people, but two of those conversations were lengthy. The sunshine probably helped with people's moods and responsiveness.

Our first conversation was with a woman who is just about to move to Angmering. She liked East Preston but was rather dismissive of councillors taking time out to talk to residents. Her reason for moving – golf, which Lisa and I agreed the council could not argue with.

DS spoke to us next, out walking his dogs. He loves “living here” and loves “the balance between the manageable liveliness of the shops and eateries and the calm of the beach and the residential areas.” He loves the greenery around the village and all the characterful, not-too-matching properties. He complimented the council on its improved communications with residents, particularly as it has modernised its communications channels over recent years. He appreciated the spread of community groups and activities within the village (for example, Festival Committee, Film Society, boules piste) and did not think all of these groups were led by a very small cabal of people. Asked if he had any concerns he said he would not mention the level crossings and, although it was not really a concern, he said he hoped the right balance could be struck between preservation and progress. Ideas which had perhaps received some negativity at first had proven to be of great value to the village.

JG, out walking her dog, had been born in the village and although she had moved away for a while, she had returned to live in the village and felt that told us all we needed to know. JG felt there was so many facilities within the village and there were good transport links to other places. The “lovely schools” and the beach were particular highpoints of the village for JG.

Our final conversation was with JL, just out for a walk of her own. It would not be wrong to say JL rhapsodised about how much she loves living in East Preston. The great combination on the beach in one direction and the Downs in the other direction makes EP, she feels, almost unique. Always a great walker, JL felt she had probably walked over 500 miles during lockdown. JL loves the “friendliness” within the village and only wants to leave here in a wooden box.

Our walk lasted exactly an hour.

Addendum: as I walked home later the same day, I bumped into a local resident who moved to the village about a year ago and who has done a little volunteering for the council. Generally, she is very happy in the village, has met lots of lovely people but... She told me how she had been hit by one of her elderly neighbours who then called the police and claimed that she was the one who had been hit. Police attended and, thankfully, appeared to believe our volunteer who seems a very unlikely person to hit anyone. Chances are this was a racially-motivated attack. Apart from that, FO is very happy in the village.

Simon Cross – **Clerk to the Council**

9<sup>th</sup> October 2020

## **Councillor Walkabout, 16<sup>th</sup> October**

**Councillors:** Elizabeth Linton and Andrea Chapman.

**Route:** Lashmar Road, Cotswold Way, Cheviot Close, Mendip Close, Hillview Crescent, Orchard Road.

Luckily the weather was sunny and it turned out to be a lovely walk. We started our walk on Lashmar Road, outside the Infant School and made our way up Cotswold Way. The pavement was a bit uneven and damaged. Could cause an injury.



We then proceeded up Cheviot Close and went down the little path that led into Mendip Close. In that path there was a fence panel that had come loose and is quite dangerous for people walking.



Down Mendip Close we met several residents who were all very happy living in East Preston, they thought the Parish Council did a good job and we directed them to the Council Office to sign up for the ad-hoc e-newsletter. They didn't know anything about it.

As we came to the end of Hillview Crescent a resident had a few things to discuss:

- was putting double yellow lines near the Infant School.
- parking on her road was a nightmare and that people parked their cars right up to the junction and it's dangerous.
- Queried the paying car park in village – is the first 15 minutes free?
- Sea Lane – the Willowhayne bend is dangerous – could do with a mirror. [Clerk's Note: WSCC will not put up mirrors on its land any more as it believes mirrors cause more accidents than they prevent.]
- She could do with a bit more of a drop-down kerb but was quoted £1800.
- Corner of North Lane with access to Golden Avenue and Kingston Gorse dangerous to cross the road as no pavement.

We then came to the last road of our journey and we met a resident there who had lived in the village in Council accommodation for over 13 years and was very happy. She said she liked:

- Good bus service
- Doctors are close
- Dentist is close
- Good shops i.e. One Stop
- Asda only 40 minutes walk

Councillor Linton advised the resident about the new proposed bus service and the ad-hoc e-newsletter.

We then walked back in to Lashmar Road having had a thoroughly positive walkabout.

Cllr Andrea Chapman

17<sup>th</sup> October 2020

## **Citizens Advice Bureau Annual General Meeting, 20<sup>th</sup> October**



Whilst the Clerk and I had registered to attend the 'live' AGM meeting, we were unable to attend as we did not receive the login details.

However, we have both now viewed the recording of the meeting and, can now report as follows:

The formal part of the meeting dealt with the appointment of officers and the accounts for 2019/20.

The Chair, Geoff Palmer introduced the meeting by giving an overview of the previous year's activity, 2019/20, stating that the CAB had helped 9800 residents in the Arun and Chichester areas. The help they had been able to offer had extended due to additional project funding. The new Chair from 2020 onwards is Hugh Finlay.

Luca Badiolli, Chief Executive Officer, outlined more detail of the CAB performance over the last year, stating that not only had they helped 9,800 clients covering over 23,000 separate issues, but had achieved almost £1.5 million in financial outcomes. The issues included welfare, debt, housing, employment, relationships and family and health and community care.

There was a change to the business model during 2019/20 to include outreach hubs in Littlehampton and East Preston and social prescribing advice in medical centres in the area and home visiting services.

In March, offices were closed due to Covid-19 lockdown, but the service continues to respond and help many clients. Since the lock-down the CAB had received a greater demand on their services, receiving 25% more enquiries. They had been able to respond to this demand despite no face to face meetings. They have assisted over 6,000 clients to the end of September and achieved a further £1.5 million in financial outcomes which is more than the whole of the previous year.

Cllr Patricia Gander

23<sup>rd</sup> October 2020

### **Councillor Walkabout, 20<sup>th</sup> October**

Cllr Gander and I enjoyed a very pleasant walk from The Street along North Lane, Vermont Drive and Lavinia Way. We spoke to a number of residents who all said how much they enjoyed living in such a friendly village.

One couple were concerned about the poor state of a property in North Lane. We informed them that there was nothing we could do as it is the responsibility of the owner. A resident of Vermont Drive told us that traffic drives too quickly around the bends and that visibility can be restricted as vehicles are often parked in the road. As WSCC is the Local Highways Authority, Councillor Gander suggested that she contact Councillor Elkins at West Sussex County Council and inform him of her concerns.

We offered to help a man who was resting on a wall in Lavinia Way with his shopping. He declined our offer and told us he was just catching his breath. A reminder that there are still vulnerable people in the village who may need help.

The Parish Council were thanked for all our hard work by a resident who is a member of St Margaret's Church in Rustington. They have also been supporting vulnerable parishioners throughout lockdown. We ended our walk by chatting to a lady on the Happy to Chat bench.

Cllr John Gunston

22<sup>nd</sup> October 2020

## **Rampion 2 Project Liaison Group, 22<sup>nd</sup> October**

I represented the Parish Council at the first virtual meeting of the Rampion II wind farm Coastal Project Liaison Group on Thursday 22nd October.

RWE, the owners of E.ON, is planning to build a second wind farm off the Sussex. The current site powers 350,000 homes (half of these being in Sussex), and the addition of Rampion II will raise this to 1,000,000 homes. They have identified a large area to the south, east and west of the existing Rampion farm as a possible site for a maximum of 116 turbines (the same number exist already). The turbines will be between 8 miles and 13 miles from shore. Cables connecting the new turbines to the existing RWE facility in Bolney will come ashore under Climping beach.

RWE is putting together an environmental impact assessment before formal consultations begin in Spring next year. By then the area to be developed will be defined together with the height of the turbines which will be a maximum of 325m (the existing blade tips are 140m). Construction is planned to start in 2025/6. RWE is assessing the impact of the proposed development from 30-40 points in the area.

Initial questions concerned the visual impact, local benefits, the use of local materials, threat to marine life and coastal erosion in Climping. Although the visual impact is subjective, the design of the blades is still being considered. Red flashing warning lights will have to be installed but not on all the turbines. The local economy will benefit by an influx of perhaps 700 construction workers who will all need to be housed, fed and entertained. Additional staff will also need to be employed by RWE once the plant is operational. A benefit fund for the local community will also be established. The value has not yet been set. Local materials will be used wherever possible. RWE is aware of many of the local environmental issues, coastal erosion in Climping and the Black Bream breeding area on the Kingsmere Reef. Construction will either cease or take place in a modified way during the breeding season so that the fish are not disturbed by noise.

RWE is asking for our help in identifying local concerns and issues and is keen to reach out to as many people as possible. The Environmental Working Party is planning to accept an invitation to visit the Rampion Visitors Centre in Brighton in November and RWE has asked to present at a future full Council meeting. The next meeting of the Project Liaison Group will be held in January.

Cllr John Gunston –  
**Chairman of the Environmental Working Party**

26<sup>th</sup> October 2020

## **Agenda Item 23a**

### **Planning & Licensing Committee – EP/123/20/HH**

**Members of the Planning & Licensing Committee are asked to consider the committee's final response to this Application should any alternative plans have been received from the architect.**

Simon Cross – **Clerk to the Council**

27<sup>th</sup> October 2020

### **Personnel Committee – Flexible Working Policy**

**Council is asked to adopt a Flexible Working Policy.**

#### **Flexible Working Policy**

Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made. As a good employer, East Preston Parish Council has always had a positive view of flexible working. This statement sets out the framework in which variable working will be managed within the Council.

#### **Eligibility**

The right to request flexible working is available to employees who have a minimum of 26 weeks' continuous service.

Only one flexible working request can be made within a twelve month period.

The legislation does not provide an automatic right to flexible working. There is an emphasis on the importance of both the employee and the employer considering the terms of the request and attempting to reach an outcome that suits both parties. The employee has a responsibility to think carefully about their desired working pattern when making an application, and the manager is required to follow a specific procedure to ensure requests are considered objectively.

#### **What is Flexible Working?**

Flexible working can mean a change to the number of hours worked, the times worked or the place of work.

**Some examples of flexible working are:**

Part-time working;  
Job share;  
Flexible working hours (the organisation has a detailed policy);  
Term time only working; or  
Occasional working from home.

### **How to apply**

Anyone considering flexible working must first discuss with their manager the reasons for the request to change their working pattern. A formal application must be made in writing to the Parish Clerk. It should set out clearly:

The desired change in working pattern;  
How it will impact upon the work of the Council;  
How the employee will manage their work to ensure there is no loss in efficiency;  
The impact of the change of the work pattern on the employee's colleagues;  
How any potential problems will be overcome; and  
When the employee wishes to start the new way of working.

All applications will be considered fully. The Parish Clerk will meet with the employee to discuss the application as soon as possible. The employee has the right to be accompanied by a companion who may be a work colleague or trade union representative.

The companion has the right to address the meeting. They may also ask questions and present the employee's case. However, they have no right to answer questions on the employee's behalf.

### **Who makes the decision?**

The Parish Clerk will consider all applications and will notify employees of the decision as soon as possible. If an application is approved, the working arrangement may be implemented on a trial basis for an initial period of 6 months if necessary. If an application is refused, the individual will be notified in writing with reasons why the request cannot be accommodated at this time.

### **The grounds for refusing a request include:**

Additional burden of costs;  
Inability to reorganise work among other staff;

Inability to recruit additional staff;  
Detrimental impact on quality  
Detrimental effect on customer service;  
Detrimental impact on performance;  
Insufficient work available during the periods the employee proposes to work; or  
The proposal does not fit in with planned structural changes.

Regardless of whether an application is approved or not a further application cannot be made within 12 months.

### **Right of Appeal**

An employee has the right of appeal to the Personnel Committee against the Parish Clerk's decision. A meeting should take place to discuss a refusal to grant a request. It is important that this is dealt with in a timely manner as the law requires the consideration process to be completed within three months of first receiving the request, including any appeal.

### **Review**

The Parish Clerk will undertake a review after 6 months. This is to ensure that the change in work pattern is working effectively and that there is no adverse impact on either the work of the Council or the efficient working of the team. If there appears to be a problem, the individual will be consulted before a decision is made to vary the working pattern further or revert to the original working arrangement.

At the end of the review the Parish Clerk will confirm in writing whether or not the working pattern may continue. If it may not continue, a minimum of two months' notice will be given that the working pattern cannot be accommodated and will end on a specified date.

All flexible working will be reviewed periodically by the Personnel Committee to ensure that the needs of the Council continue to be met.

September 2020

**Personnel Committee – Training and Development**  
**Policy**

**Council is asked to adopt a Training and Development Policy.**

**Training & Development Policy**

East Preston Parish Council is committed to the ongoing training and development of all councillors and employees. From this the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

**1. Identification of Training Needs**

There are various circumstances in which training needs may arise, such as:

- ∂ Legislative requirements e.g. first aid, fire safety, manual handling etc.
- ∂ Changes in legislation
- ∂ Changes in systems
- ∂ New or revised qualifications become available
- ∂ Accidents
- ∂ Professional error
- ∂ Introduction of new equipment
- ∂ New working methods and practices
- ∂ Complaints to the Council
- ∂ A request from a member of staff or councillor
- ∂ Devolved services / delivery of new services

*Officers*

An employee who feels they have a training need should in the first instance discuss this with the Parish Clerk. Similarly, if it is felt that an employee is in need of training, the Parish Clerk will discuss this with the employee.

Training needs should not be left to be identified during the annual appraisal process; they may arise at any point of the year and should be addressed as soon as possible. That said, as per the Council's Annual Appraisal Policy, individual training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

## *Councillors*

If a councillor feels they have a training need they should discuss this in the first instance with the Parish Clerk.

The Parish Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are members of following the Annual Meeting. This is particularly important with regards to the Personnel, Finance & General Purposes and Planning Committees

On completing the training needs analyses, the results will be collated and reviewed by relevant officers. Officers will then take steps, to arrange any training required.

Below is a list of examples of internal training councillors may wish to seek:

- Code of conduct
- Chairmanship
- Conduct at meetings
- Standing Orders
- Council's Strategic Objectives
- Specific Council projects
- Budget setting
- Finances and cost centres
- Disciplinary and Grievance procedures
- Appeals procedures
- Social media

## **2. Training Methods**

There are different ways in which training and development can be achieved.

- Internally* - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.
- Partnership* - The Council has links with other partners where training can be sourced, such as through the Sussex Association of Local Councils
- Day Workshops/Seminars* - When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
- Conferences* - Details of conferences are shared with employees and councillors, again where relevant.

*Professional Qualifications* - Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.

*External Training Providers* - There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

Upon identifying a training need, the employee/councillor and their line manager/Executive Support Officer should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

### **3. Financial Implications**

Each year as part of the annual budget setting process, the Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analyses will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

#### *Recouping Costs*

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ during or within one year of having completed the course, the employee will be expected to reimburse the Council as per the agreement.

This does not apply to employees in apprenticeship positions.

Councillors attending courses: If they are unable to attend without a good reason and are unable to arrange a substitute, they will be expected to reimburse the Council for any course expenditure.

#### *Travel Expenses*

Employees or councillors attending training outside of East Preston may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

### **4. Time Off Work**

The Council will grant paid time off work for one-off training courses lasting one day or less, providing these are approved with the line manager.

Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover any absences from work. The only exception here is with NVQ qualifications for trainees sponsored by the Council for which paid leave from work will be granted, providing this is approved in advance by the Parish Clerk.



Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

#### **5. Evaluation**

It is vital that any training undertaken is evaluated for effectiveness. With the exception of internal/on the job training, upon completing a training session/course/workshop, the employee or councillor should complete a Training Report Form and return this to the Parish Clerk.

Report forms will be reviewed and collated annually as part of a report to the Personnel Committee.

The completion of these forms will also help assess whether or not the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

#### **6. Recordkeeping**

Each employee and councillor have a Training Log which is held securely by the Parish Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Parish Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

### **Agenda Item 16a**

#### **Playing of Cricket Working Party – draft report**

**The council is asked to consider the working party's draft report.**

##### EPPC CRICKET CLUB WORKING PARTY

At the Full Council meeting held on 3<sup>rd</sup> August, 2020, the council agreed to set up a Playing of Cricket Working Party. Interested councillors were asked to advise the Clerk of their interest by the end of 4<sup>th</sup> August. The following councillors did so: Bowman, Linton, McElroy, Moore and Wilkinson, and a first meeting was held on 25<sup>th</sup> August, at which Cllr Bowman was elected Chairman.

The Terms of Reference for the Working Party were agreed at that meeting and then approved by Full Council on 7<sup>th</sup> September. As part of the responsibility "To engage residents on all boundaries of the Warren Recreation Ground", the working party drafted a short set of questions and agreed, where possible, to ask these questions face-to-face. Twenty-six domestic properties were identified as falling into the category of bordering the Warren Recreation Ground plus three non-domestic properties – East Preston & Kingston Village Hall, East Preston & Kingston Bowls Club and The Martlets care home.

Letters to domestic properties were hand-delivered by working party members over the first weekend of October, with the face-to-face interviews taking place at the end of the following week. The visits were conducted by members of the Working Party in pairs and the majority of residents were available and responded well to the reasons for the visits. Some residents made appointments and a couple submitted their responses via email.

Overall the responses to the questionnaire were positive in respect of wanting cricket to continue to be played as it is now, on the recreation ground, however, consideration has to be given to those properties where the impact of sixes is greater.

There were clear indications that communication in general between the Cricket Club, Residents and the Village Hall could be improved.

Our conclusions address the following:

The Cricket Club needs to address the following:

1. Ensure that there is a policy and procedure in place to immediately respond to any resident who has experienced the intrusion of a cricket ball into their property and this to be followed up by a clearly defined representative of the Club (e.g. Chairman/Club Secretary) These events need to be logged and regularly addressed by the Club and the evidence shared.
2. Address the culture of the club from juniors upwards regarding the unnecessary competition in relation to the hitting of sixes. The ground is not big enough to play a 20/20 style of cricket and consideration should be given to local residents.
3. No cricket should be played during the evening.
4. Better communication with the village in general. Proper fixture lists (not letters) should be sent out in advance of the season reflecting all games to be played – dates and times. These fixtures should also be shared with the non-domestic properties i.e. Village Hall and Bowls Club. The Parish Notice Boards could also be used to display the fixtures and other villagers would welcome the opportunity of being aware of when the games are played and have the opportunity of watching the games.
5. The Club should ensure that sufficient signage is displayed when a game is to take place especially in relation to the children’s playground area and parking arrangements in particular “NO PARKING” in the Village Hall Car Park. Reminders that the Village Hall hires out the hall and priority parking must be given to those hirers.
6. From a Health and Safety point of view, extra netting by height needs to be a consideration especially along areas of the boundary which are vulnerable and to address the need for netting to be erected in front of the village hall and the adjacent playground.

Once council has considered this report, the Working Party will produce a Final copy and that will be given to anyone of the twenty-six households and three non-domestic properties who asked for a copy. The council will call a twice-yearly meeting with representatives of the Cricket Club shortly at which this report and its findings will be discussed.

Cllrs Christine Bowman and Rick McElroy obo the Playing of Cricket Working Party

24<sup>th</sup> October 2020