



# EAST PRESTON PARISH COUNCIL

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**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 1<sup>st</sup> February 2021 via the Zoom online meeting application

**PRESENT:** Councillors Christine Bowman, Kit Bradshaw, Andrea Chapman, Lisa Duff, Barbara Gale, Pat Gander, John Gunston, Elizabeth Linton, Glyn Mathias (from 19:11), Rick McElroy, David Moore, Steve Toney (Chairman) and Steve Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

County Councillor Roger Elkins (until 19:29)

Mrs M

Mr D and Mrs A C (until 19:15)

Ms K F

\* \* \* \* \*

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;  
BTP – British Transport Police;  
CPRE – Campaign for the Protection of Rural England;  
JEAAC – Joint Eastern Arun Area Committee;  
NHS – National Health Service;  
NR – Network Rail;  
ONS – Office for National Statistics;  
SLCC – Society of Local Council Clerks;

SSALC – Sussex and Surrey Associations of Local Councils;  
SSE – Scottish and Southern Electric;  
SW – Southern Water;  
TfSE – Transport for the South East;  
TRO – Traffic Regulation Order;  
VHF – East Preston & Kingston Village Hall Foundation;  
WSCC – West Sussex County Council;  
WSALC – West Sussex Association of Local Councils

\* \* \* \* \*

The meeting opened at 19:00.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and the council's own *Protocol for Remote Meetings*.

## **090/21 INTRODUCTIONS**

Cllr Toney welcomed those present, especially members of the public, and led a round of introductions.

## **091/21 APOLOGIES FOR ABSENCE**

All members were present for most of the meeting. The Clerk advised the meeting Cllr Mathias had said he may be late joining owing to a previous meeting.

Apologies had been received from District Cllr Chapman.

An apology had also been received from Mrs D who wished the council well and a Happy February.

A retrospective apology was received from District Cllr Kelly.

## **092/21 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS**

Cllr Toney reminded councillors they could declare an Interest at the beginning of each Agenda Item.

## **093/21 PUBLIC SESSION**

Four members of the public attended the meeting.

**Agenda Item 7a – West Sussex County Council** – Mrs C read the following statement:

“In the spring of 2020 a number of TROs were suggested to West Sussex County Council by residents of Sea Road based upon their concerns about the on-street parking and the dangerous traffic congestion caused at the junctions of Sea Road with Manor Road and Sea Road with Willowhayne Crescent north side. After an inspection by the county council the applications were approved. Details were contained in Appendix A of the plans as circulated to respondents in an email from West Sussex County Council dated 15<sup>th</sup> January 2021.

“On 23 July 2020 a public notice was issued outlining the details of the agreed proposals and asking for comments and objections to be submitted.

“On 15 January 2021 the council contacted us outlining the responses and submitting the new proposals in their Appendix B. They stated that the number of changes were as a direct result of the responses received in respect of the consultation process.

“We responded on 16 January expressing our concerns and disappointment about the amended proposals, bearing in mind that there were 56 supportive comments and only 20 objections. These objections were from some of the local businesses and some surrounding and further afield streets.

“We did not receive any response until 25 January when we were informed that the decision had been made and published on the council website and to alter it would require a further decision by county councillors. This 10-day delay did not give us any time to dispute this aspect of the application.

“Our main concern is that there are proposals to protect and improve the junction of Sea Road and Willowhayne Crescent but the same protections are not afforded to the busier junction of Sea Road and Manor Road.

“The existing yellow line on the west side of Sea Road is to be extended a short distance directly opposite the Willowhayne junction to protect this junction. We ask for consideration to be given to amending the order to include a short single yellow line on the west side of Sea Road directly opposite the junction with Manor Road. This junction is much busier than Willowhayne Crescent as there is a two-way flow of traffic as opposed to Willowhayne which is only one-way. Vehicles turning north when leaving Manor Road are forced to turn initially into the southbound carriageway of Sea Road to avoid vehicles parked on the west side of Sea Road directly opposite the junction. We feel that this slight adjustment to the order would greatly assist the safety and congestion at this dangerous junction and provide for a safe flow of traffic on this busy road, protecting drivers and pedestrians including schoolchildren.

“We would suggest that this small adjustment could be implemented at a nominal cost and it would not have any detrimental effect on the current on-street parking in the village.”

The other two members of the public chose not to speak.

## **094/21 COUNCIL RESPONSES**

There were no responses from councillors.

## **095/21 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins started by responding to Mr and Mrs C. He explained the process which had been followed and that both the proposals and the final option had been designed by a professional traffic engineer working with the suggestions of local residents and the comments received during the consultation period last summer. Whilst on the face of it, it might appear a simple thing to add in a small amount of double-yellow lining, the legal reality was not so simple as this would require a further public consultation and could also set a precedent in which little was ever achieved because there would always be someone wanting a small amendment. He did understand the C.'s concerns and said that once the scheme had been implemented, they could submit a further request for the double-yellow lining they had suggested. Cllr Elkins reminded the meeting the proposed scheme had only got as far as it had because he recognised its importance and had pushed for it when it had not scored highly enough to be implemented. Cllr Elkins said he hoped implementation would be as soon as possible, but the pandemic and the weather had set back the council's contractors.

Mr and Mrs C thanked Cllr Elkins for having listened to them. Mrs C said the campaign would continue to make this a safer junction for everyone. Mrs M indicated her support for this.

(Mr and Mrs C left the meeting at the conclusion of this item.)

Cllr Elkins turned the meeting's attention to the food voucher scheme for vulnerable children. The County Council had increased the value of a food voucher for the February half-term week from £15 per child to £20.

Following the rapid increases in COVID rates in early January, the county was seeing those figures come back down again, presumably as a result of residents following lockdown guidelines and regulations. Cllr Elkins praised the NHS for its progress with the vaccination rollout. He reminded the meeting any questions on the rollout should be directed to the NHS.

The County Council's redesign of its Early Years offering, which would cover the future of the Children & Family Centre in East Preston as mentioned at the January meeting, was heading towards a public consultation exercise in March.

The council was close to agreeing its budget for 2021/22. It was looking at a 4.99% increase, 3% of which would be for social care, the other 1.99% to cover everything else. A budget meeting was scheduled for mid-February. Depending upon what the pandemic does next, there could be more money coming from central government to offset the extra costs of council services during the pandemic.

The council was still supporting the government with Test & Trace activity. According to Cllr Elkins, often the council had the ability to contact members of the public the government might not have.

In response to a question from Cllr Gander, Cllr Elkins said he understood the demand on the WSCC Community Hub, similarly to that of the East Preston Voluntary Service, had only increased minimally during the current lockdown.

Cllr Elkins ended by saying the council was supporting local Citizens Advice Bureaux in distributing fuel vouchers to those in need over the winter.

(Cllr Elkins left the meeting at the conclusion of this item.)

## **096/21 ARUN DISTRICT COUNCIL**

(Throughout this Minute, Cllr Chapman refers to District Cllr T Chapman not Parish Cllr A Chapman.)

Apologies had been received from District Cllr Chapman. The council NOTED the following report which had been circulated electronically earlier in the day of the meeting.

### **Arun District Council – Cllr Chapman report**

**Council is asked to note the following report received from District Cllr Chapman who has offered his apologies for this meeting.**

Dear Chairman, Councillors and Clerk,

Recent issues arising in East Preston have been:

1 Covid19 vaccinations, there seems to be major discrepancy between the service offered to patients of the Willow Green Surgery and that offered to patients of other Surgeries. I have received a very large number of calls asking why villagers over the age of 80 have not been contacted either by the surgery or by the NHS about a date for their vaccination. There has been little that I can do to influence matters but in pursuing enquiries through the Clinical Commissioning Group it has become clear that the service offered through the West Court surgery, which is supposed to cover patients of Willow Green, has been under pressure due to the high number of Nursing Homes in the area. I hope that the situation improves quickly and the four major at risk groups are all completed by the 15th February.

2 Rampion Wind Farm; I have received a number of representations on this from individuals and groups who object. I have explained to all enquirers that I will not comment until the matter has been debated at Arun and the position of the Council is known. In the meantime might I impress on Councillors that so far the matter of the effect of the proposed development on "littoral drift" seems to have been overlooked. Our beach is self charging because the littoral drift brings large amounts of shingle ashore and this maintains our beach levels. Any diminution in the transport of shingle will adversely impact the forecast safety levels from Littlehampton to Worthing. Councillors might wish to bear this in mind.

Meantime, I have asked Rampion for sight of the results of their hydrostatic modelling.

3 I have also received some representation on dog owners allowing their dogs "off lead" on the beach and on our roads. Whilst the amended Public Space Protection Order will help with the beach situation during summer months the matter of dogs off lead on or adjacent to the public highway is a matter for the police service.

4 Nothing to report from Arun District Council, very frustrating at a time when planning should be well advanced for the recovery from Covid19. Vaccination will be the key but as reported above the arrangements for East Preston seem to be somewhat confused depending which GP practice villagers are registered to.

Best wishes

District Councillor Terence Chapman –  
**East Preston Ward**

1<sup>st</sup> February 2021

The Clerk added the council had been approached by a member of the public in November, frustrated by inconsiderate parking in the area of the Council Office, wondering whether the council's CCTV cameras could be used for parking enforcement as the ability to do such had been reported in the Daily Mail in 2008. The Clerk had immediately contacted ADC's Customer & Parking Services Manager who had replied to him on the day of this meeting. His response was as follows, "I have been in contact with the Parking Strategy Team at West Sussex County Council to enquire about your suggestion of using CCTV to carry out enforcement. They have confirmed that this is a Traffic Management Act power that would need Cabinet Member approval in order to enact it. This has not been done so at the moment, we cannot enforce parking via CCTV on-street. Going forward they do intend to look at using CCTV to carry out enforcement on school keep clears and bus stops. However, it is unlikely that they would extend this to double yellow lines because of the complications of Blue Badge Holders and motorists loading and unloading being allowed to park on double yellow lines. It is also legally questionable whether we would be able to use a third party's CCTV to carry out enforcement. With regard to the observation time that we are required to give before issuing a ticket it is 5 minutes for a domestic vehicle and 10 minutes for a commercial vehicle."

#### **097/21 ARUN DISTRICT COUNCIL – PARKING**

The council NOTED the following report without further comment.

## **Arun District Council**

Early evening on 27<sup>th</sup> January, the council received notification from ADC of a proposal to vary the parking charges in its car parks. The new charges will come into force on 1<sup>st</sup> April.

Comments on the proposed charges are to be made by 25<sup>th</sup> February but notice of the consultation was received too late for this meeting.

For us, that is not a problem as there are no affected car parks in East Preston. However, for the record the lowest hourly rate is increasing from 60p to 70p, whilst the highest hourly rate will be increased to £1.60. This applies to five car parks in Bognor Regis, one in Felpham and fourteen in Littlehampton.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> January 2021

**098/21 MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> JANUARY 2021**

The draft Minutes were circulated to all councillors on 5<sup>th</sup> January asking for comments by the 12<sup>th</sup> January. No suggested amendments had been received. Cllrs Gander and Moore had both replied the Minutes looked fine.

**1497** The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 4<sup>th</sup> January.

The meeting **AGREED** this action could be completed by the Chairman on the day after the meeting.

**099/21 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS**

Council **NOTED** the following report, which had been circulated in advance of the meeting.

## **Monthly Update Report**

- 1. Introduction**
- 2. Minute 006/21 – West Sussex County Council - fostering**
- 3. Minute 008/21 – Arun District Council – Code of Conduct**

**1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 4<sup>th</sup> January 2021.

**2. Minute 006/21 – West Sussex County Council - fostering**

After County Cllr Elkins asked for this council's help in advertising the need for foster parents, I included an article in the e-newsletter dated 6<sup>th</sup> January. A local resident sent me the following which he is happy for me to share with you.

“As previous Foster carers with an established track record, we took a break for a period of time.

“However, in response to the critical need for foster carers (and regular emails and texts requesting urgent help), we made ourselves available to accept a child: This was October. To date we haven't managed to get through the process of re-registering.

“The red-tape and protocols have intervened! Lock-down has effectively stopped home-visits and assessment of suitable environments. We are in limbo. [...] My personal recommendation to anyone contemplating fostering, frankly, is not to bother, unless they're prepared for endless frustration and delay.”

I understand the author has also contacted Cllr Elkins direct.

### 3. **Minute 008/21 – Arun District Council – Code of Conduct**

As reported below, the Personnel Committee did consider the draft Code of Conduct and I have reported back to ADC this council generally has no concerns with the draft.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

The Clerk said he had nothing to add but was happy to take questions. None were asked.

#### **100/21 FINANCIAL MATTERS**

The Accounts for January 2021 had been distributed to Members in advance of the meeting.

- 1498** The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2020/21, value £6,502.95 (excl. VAT).
- 1499** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid reports for January totalling £2,012.72 (incl. VAT) (including unreported additional payments from the previous month).
- 1500** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for January totalling £14,301.55 (incl. VAT).
- 1501** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £301,528.15 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2021.

The council NOTED the paper Bank Reconciliation to 14<sup>th</sup> January 2021.

The council NOTED the year-to-date Budget Summary Report for 2020/21.

The Chairman thanked the council's Book-keeper, Mrs Khoo, for her preparation of the above reports.

#### **101/21 REPORTS FROM PARISH COUNCIL COMMITTEES**

The council NOTED the following reports which had been circulated in advance of the meeting:

### **Committees**

This month, the following committee meetings took place: Community Engagement on the 25<sup>th</sup>, Personnel on the 18<sup>th</sup> and Planning & Licensing on the 11<sup>th</sup> and 25<sup>th</sup>.

Simon Cross – **Clerk to the Council**

25<sup>th</sup> January 2021

### **Amenities Committee**

The committee did not meet in January.

**Warren Recreation Ground - Tennis Court surface repair work** – An advert was placed on Contract Finder inviting companies to tender for the work, four quotes were received in total. Councillor Wilkinson carried out Due Diligence checks on the companies and the committee agreed to engage Playsafe Playgrounds to carry out the work. Playsafe Playgrounds quoted £10,002.00, which includes colour coating all the court area and reinstate lines. This is £2 more than in the budget line for 2021/22. The work will be carried out when the weather improves, Spring 2021.



The tennis court is currently closed to the public as per government regulations. The children's playground is still open though, although someone has very meticulously removed every bit of COVID-related signage we had installed in the playground. Fresh signage was put up yesterday.

Some concerns have expressed about drainage just inside the eastern boundary. This has been investigated and the report will be considered at the committee's next meeting.

**Two Acres** - Following the recent Risk Assessment carried out at Two Ares, the committee agreed to go ahead with the recommendations, to erect hazard warning signs to indicate the dangers and the sudden drop of the open ditch. Three hazard warning signs indicating the danger, have now been installed along the adjacent fencing.

The committee's next meeting will on 8<sup>th</sup> February.

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

26<sup>th</sup> January 2021

## **Audit & Governance Committee**

The committee did not meet in January.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> December 2020

## **Community Engagement Committee**

The committee met on 25<sup>th</sup> January.

The meeting started with a chat with John Heaton, Census Engagement Manager, South and South West of West Sussex, on how Census 2021 will work and how the council may be able to help promote and provide reassurance to the public about the census. Mr Heaton thanked the Clerk for his help and advice so far and the council for its willingness to help. There is the potential of a fine of up to £1,000 for people who do not complete the census.

The committee agreed to move Extra Kind Month back to March in order to be better prepared for it.

For a different reason, i.e. pandemic uncertainty, the committee also agreed to move the half-day playscheme being planned for the Easter holidays back to May half-term.

The committee has identified one further blue plaque it would like to implement sometime during the coming financial year. This would be in a more central location than those already installed.

The committee remains in favour of somehow making either the existing playground more suitable for intergenerational usage or creating a new intergenerational space somewhere.

The committee considered a proposal from the East Preston Yarnbombers and agreed to support it, in principle, depending upon the costs involved. In order to retain an element of surprise for the village, no further information can be given on this project at this time.

Finally, the committee considered correspondence suggesting the council creates a dog-free space on its land somewhere in the village. The authors recognise this is a very dog-friendly village but not all residents are wholly comfortable with dogs. A similar proposal is going to be included in Correspondence Corner in the next newsletter and the committee agreed to discuss this further following any response to that article.

There will also be a newsletter article asking villagers for ideas on how the village could celebrate the Queen's platinum jubilee in June 2022.

Finally, the committee agreed to suspend Councillor Walkabouts until further notice. The committee does not want to go against government lockdown regulations.

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

26<sup>th</sup> January 2021

## **Finance & General Purposes Committee**

The committee did not meet in January

Simon Cross – **Clerk to the Council**

20<sup>th</sup> January 2021

## **Major Events Committee**

The committee did not meet in January.

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

25<sup>th</sup> January 2021

## **Personnel Committee**

The committee met on 18<sup>th</sup> January.

As tasked at the last council meeting, the committee considered the ADC draft Code of Conduct which had been circulated to all councillors ahead of that last council meeting. The committee agreed it was generally happy with the proposed new Code of Conduct and I let Solomon Agutu, ADC's Interim Monitoring Officer, know this before his closing date for comments of 20<sup>th</sup> January.

The committee agreed it would ask all councillors and officers to undertake a basic Disclosure and Barring Service (DBS) check again during April as the council reaches the half-way point of the current term. This is in line with the council's Resolution 1374 made in Minute 947/19 of the meeting held on 4<sup>th</sup> November 2019.

The committee reviewed the current COVID-19 working arrangements for all members of staff and were satisfied.

Progress is being made with the compilation of a Staff Handbook.

The committee was happy with recent councillor and officer behaviour and also that of the public at meetings.

Work has started on Annual Performance Reports for office-based staff.

The committee noted how little sick leave had been taken during 2020 and thanked the staff for that.



## **Planning & Licensing Committee**

The committee met on 11<sup>th</sup> and 25<sup>th</sup> January to consider a total of four Planning Applications. By the time of this meeting, draft Minutes from both meetings will have been circulated to all councillors.

On the 11<sup>th</sup>, the committee considered two Applications. The first was the council's own Application to install four security lights in the Warren Recreation Ground car-park, all facing south. The council could not comment upon its own Application but the committee noted there had been no comments submitted to ADC by the time of the meeting. The committee then considered the third version of a Planning Application for Breakers, a property in Tamarisk Way. The committee agreed, not unanimously, not to object to this version of this Application. This has led to two members of the public writing in objecting to this council's stance upon this Application which they both see as a major about-turn compared to the previous Applications.

On the 25<sup>th</sup>, the committee considered a further two Applications. The first was for a change of Conditions for the Scorton site at the junction of The Street and Lime Tree Close. The committee was unhappy the change of Conditions was being requested after some properties had already been occupied on the site. The committee asked me to write to someone high up at ADC to express concern about this. The second Application was for a rear extension in Russells Close to which the committee had no objections.

Also on the 25<sup>th</sup>, the committee received a short presentation from Maureen Chaffe of Process Matters on how it is now possible to integrate information from Parish Online onto the council's website. Parish Online is the ever-evolving mapping software the council uses and Maureen showed how easily dynamic maps showing, for example, all the dog bins in the village could be generated on to the website. The committee was impressed and asked Maureen to provide a quotation for initial setting up work she could do on behalf of the council.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

Additionally:

Community Engagement – Cllr Linton advised the meeting the committee's Happiness Calendar was being prepared for March. This would be circulated in an e-newsletter in the last week of February. Additionally, there would be an 08:00 daily post on the council's Facebook page every day during March with that day's post from the Happiness Calendar. The wording would be finalised this week, allowing Cllrs Chapman and Duff to design something residents could print off and put on their fridge doors.

Cllr Linton added the committee was hopeful it could support the East Preston Yarnbombers in projects later in the year. The Council Office was already being used as a drop-off point for spare wool and the Clerk said the officers were swimming in that spare wool already.

Finance & General Purposes – Cllr McElroy said the committee was due to meet on 15<sup>th</sup> February.

Major Events – Cllr Linton said the committee was due to meet on 22<sup>nd</sup> February.

Personnel – Cllr Gander stressed the council's commitment to councillors having up-to-date Basic DBS checks and asked all councillors to carry out a check, at the council's expense, during April. Paper copies of certificates should be provided to the Council Office as online access is only available for one year from the date of the check.

Planning & Licensing – Cllr Mathias added he felt the committee had made its decision on Breakers based upon possibly misleading information. He suggested those present took a final look the house as it is currently as he felt certain permission would be granted and the thatched roof would have been replaced by tiles within a year.

There was nothing further to report from the council's other committees.

## **102/21 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

The following report had been circulated in advance of the meeting:

### **Working Parties**

The Emergency Planning and Environmental Initiatives Working Party both met on 11<sup>th</sup> January.

The Conservative Hall Working Party is meeting later today.

The council's other three working parties did not meet in January.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

### **Conservative Hall Working Party**

The working party is meeting later today. Initial membership of the working party is Cllrs. Gander, Linton, Mathias, McElroy, Toney and Wilkinson.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

### **Conservative Hall Working Party**

The working party's first meeting was held late afternoon on Tuesday, 26<sup>th</sup> January. Cllr McElroy was elected Chairman, Cllr Linton Vice-Chairman. Should it become evident there is a conflict of interests for Cllr McElroy, owing to his marriage to the Chairman of the East Preston & Kingston Village Hall Foundation, Cllr Wilkinson would be prepared to assume the chairmanship.

The working party was keen to investigate this matter further with the Trustees of the building and Cllrs McElroy, Toney and Wilkinson are have arranged an initial meeting with the Trustees for 10<sup>th</sup> February.

Simon Cross – **Clerk to the Council**

1<sup>st</sup> February 2021

### **Emergency Planning Working Party**

The working party on 11<sup>th</sup> January. Those present agreed a Business Continuity Plan and an Emergency Resilience Plan were ready to be recommended to Full Council for adoption. Please see Agenda Item 13 below.

## **Environmental Initiatives Working Party**

The meeting was attended by four councillors, 1 member of the public and the Clerk.

Articles on energy saving and recycling have been written for the Winter 2021 newsletter.

The Woodland Trust application for a hedge has been submitted and a planting application for a wildflower verge has been granted.

The energy checklist for homes and businesses to help people assess how they can save energy is nearing completion.

Food was the main topic of the meeting and we are putting together a list of tips and recipes to help with food waste - including several useful apps that can be downloaded.

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

27<sup>th</sup> January 2021

## **Flat and Frontage Working Party**

### **Flat:**

No further problems since the last Full Council meeting.

### **Frontage:**

I hope to have an initial meeting with Caldotec next week.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Leases Working Party**

Nothing to report.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Playing of Cricket Working Party**

On 20<sup>th</sup> January, via Zoom, Cllrs Toney and Linton, Simon and I met with three representatives for the first of this year's twice-yearly meetings with the Cricket Club. The Club was represented by outgoing Chairman and President, Keith Chamberlain, Secretary, Colin Smith and Treasurer, Andy Reeves.

The bulk of the meeting was taken up discussing the draft report from the Playing of Cricket Working Party. The Club reps thanked the council for having undertaken this project and was pleased the residents' responses had been mainly positive.

Simon has provided comprehensive notes of the meeting and he and I will work on a final version of the report to be presented to the March Full Council meeting.

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

22<sup>nd</sup> January 2021

Additionally:

Environmental Initiatives – Cllr Gunston reported he was attending a further meeting about the proposed extension to the Rampion Wind Farm later in the week. If councillors had any questions, they could contact him directly.

Playing of Cricket – Cllr Bowman said she hoped to be able to get together with the Clerk in the next week or so to complete the next draft of the working party's report, incorporating responses from the Cricket Club.

There was nothing further to report from the council's other working parties.

### **103/21 EMERGENCY PLANNING WORKING PARTY**

The following report had been circulated in advance of the meeting:

## **Emergency Planning Working Party – Business Continuity Plan and Emergency Resilience Plan**

**The council is asked to adopt a Business Continuity Plan for the council.** The latest draft can be found at Appendix A below.

**The council is also asked to adopt an Emergency Resilience Plan for the council.** The latest draft can be found at Appendix B below.

Cllr Gander will lead on this item.

If this documents are both adopted, **the council is asked to disband the Emergency Planning Working Party.**

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

Cllr Gander explained the background to both documents and their interconnectivity.

It was AGREED the word Chair should be changed to Chairman throughout the documents. With this change agreed...

**1502** The Council **RESOLVED** unanimously to adopt a Business Continuity Plan for the council.

**1503** The Council **RESOLVED** unanimously to adopt an Emergency Resilience Plan for the council.

**1504** The Council **RESOLVED** unanimously to disband the Emergency Planning Working Party.

The Chairman thanked Cllr Gander and the whole Emergency Planning Working Party for their work.

### **104/21 CLERK'S REPORT**

The council NOTED the following report which had been circulated in advance of the meeting:

## **Clerk's Report**

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Littlehampton Community Fridge on Tour, January**
6. **Littlehampton Community Fridge volunteers call, 7<sup>th</sup> January evening**
7. **East Preston Voluntary Service mini-conference, 19<sup>th</sup> January**
8. **Twice-yearly meeting with East Preston Cricket Club, 20<sup>th</sup> January**
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. **February meetings and events**

1. **Introduction**

This is the report mainly covering January 2021 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

On 7<sup>th</sup> January we received an email from a resident of Station Road who had received a visit from some Nottingham Knockers. Only seeing this email on the morning of 8<sup>th</sup> January, I posted a warning on the council's Facebook page, although usually Nottingham Knockers do not hang around long in any one location. A resident commented Nottingham Knockers had also been on the Angmering-on-Sea estate on the 6<sup>th</sup>.



The following link will take you to an Action Fraud leaflet on Nottingham Knockers - [https://www.actionfraudalert.co.uk/images/site\\_images/39616\\_Nottingham\\_Knockers\\_leaflet\\_26\\_02\\_18.pdf](https://www.actionfraudalert.co.uk/images/site_images/39616_Nottingham_Knockers_leaflet_26_02_18.pdf)

A couple of residents have been in touch with both us and Sussex Police about the apparent use of the MUGA on Lashmar Road by Personal Trainers in contravention of current pandemic regulations. ADC's officer responsible for Lashmar Road confirmed ADC does not take bookings for use of the MUGA and advised those concerned about its current usage should contact Sussex Police. Our local PCSO replied saying she has visited the site and spoken to a Personal Trainer there and found him or her not to be in contravention of the regulations. Local residents remain concerned though.

### 3. **Anti-social behaviour matters**

No new reports or updates this month.

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

The council received a new Freedom of Information request on 21<sup>st</sup> January, asking for information on any byelaws on our land covering the use of “UAVs” (otherwise known as drones). As the council has no byelaws about operating UAVs on its land, there was no need to confer with the Freedom of Information Panel about this request, and a response has been provided.

This request had been submitted to “a batch of 500” local authorities via the *WhatDoTheyKnow* website. In a seemingly random manner, the request has not been made of Arundel Town Council, Chichester City Council, Rustington Parish Council, all of which have land under their control, whilst it has been made of, for example, Kingston Parish Council which has no land. I have written to Sir Peter Bottomley, MP, expressing my concerns such websites make it all too easy for unclear and irrelevant requests to be made of too many local authorities in one go. The legislation just seems a little imbalanced to me. No response as yet.

No Data Protection requests have been received since the last meeting.

### 5. **Littlehampton Community Fridge on Tour, January**

Since the papers for the last meeting were circulated, the Littlehampton Community Fridge on Tour operated on the Council Office forecourt on 23<sup>rd</sup> and 30<sup>th</sup> December, and 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> January and will again on the 27<sup>th</sup> January. Some of those days have been subject to bad weather but most of the food provided has been taken away by local residents. Whilst *Grub & gumption* is only opening Thursday to Sunday, Lottie Kemp is happy for the Community Fridge on Tour to set up in the partial shelter of the temporary wooden structure currently in place there.

For an hour on the morning of 7<sup>th</sup> January, six community volunteers, three councillor volunteers, Dawn and I joined a “familiarisation” Zoom call led by volunteer coordinator, Kath Callaghan. Kath provided some background to the Community Fridge, gave initial details of online courses she would like all volunteers to undertake and, most importantly, answered questions from volunteers. Subsequently, all volunteers have been asked to complete a simple online form and await the details of the online courses we are expected to undertake.

The rota for February has been finalised. From 1<sup>st</sup> February, most of the EPPC admin of the Littlehampton Community Fridge on Tour in East Preston admin will be handed over to Alison. This will mainly comprise sorting the volunteers for each month one month ahead of the start of that month.

There should be an article on the Fridge on Tour in the Winter 2021 Newsletter.

### 6. **Littlehampton Community Fridge volunteers call, 7<sup>th</sup> January evening**

As the East Preston scheme is so new, I accepted an invitation to attend this call on behalf of all East Preston’s volunteers. However, despite attempts to get hold to the call details, they did not arrive in time so I was unable to attend. Kath has apologised and said she hopes I will be able to join the next call in a month or so’s time.

### 7. **East Preston Voluntary Service mini-conference, 19<sup>th</sup> January**

The coordinators of the Voluntary Service thought it would be a good idea to run a Zoom call as a mini-conference that volunteers could join if they wanted to meet up with other volunteers or if

they had any concerns they wished to air. The mini-conference took place at 17:00 on the 19<sup>th</sup> January.

All five coordinators attended – Cllrs Toney, Linton, Duff, Gander and Gunston – alongside eight volunteers. Eight might not sound many, but the eight were all prepared to speak up and tell us their experiences, which was invaluable. As coordinators had expected, there are one or two cases where a volunteer has begun to think about retiring from that service user only to have the service user say something such as, “Nobody could shop as well as you do,” or “Nobody else would get the bananas just the way I like them.” The volunteer has then felt they really should stay with that service user. In writing communications to volunteers the coordinators have always made it very clear the option exists to retire from or change your service users if a volunteer wishes.

The volunteers were all very grateful to the council for running the service, all felt it enhanced the village’s reputation and all seemed happy with the friends they have made. The coordinators in turn thanked the volunteers without whom the council would not have been able to run the service.

#### 8. **Twice-yearly meeting with East Preston Cricket Club, 20<sup>th</sup> January**

A more detailed report is available at Agenda Item 12f above, but I attended this meeting with Cllrs Toney, Linton and Bowman. This was the first meeting the council had had with the club since March 2019 initially because of the mediation exercise which took place between April and November 2019 and then because of the pandemic and lack of games played in 2020.

#### 9. **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.

- Post announcing the Littlehampton Community Fridge on Tour visit, 23<sup>rd</sup> December – 2,301 people
- Christmas Poems No. 29 – *Christmas in East Preston* – 1,337
- Post announcing the temporary relaxation of bus pass rules in West Sussex – 1,275
- Post announcing temporary roadworks in Sea Lane, 18<sup>th</sup> January - 829
- Post asking for old laptops for East Preston Junior School - 692
- Post warning of the presence of Nottingham Knockers in the village - 653

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 25<sup>th</sup> January)

The number of people currently liking the council on Facebook is 1,371, an increase of 11 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 – 23<sup>rd</sup> December - sent to 855, opened by 574 (67.3%)

Parish Council news – 30<sup>th</sup> December – sent to 855, opened by 587 (68.7%)

Parish Council news – 6<sup>th</sup> January – sent to 855, opened by 576 (67.4%)

Parish Council news – 13<sup>th</sup> January – sent to 857, opened by 596 (69.5%)

Parish Council news – 20<sup>th</sup> January – sent to 856, opened by 568 (66.4%)

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

“Is the council aware of the barrier which has been installed across Club Walk leading to the beach on the Angmering on Sea estate? Our understanding is that Club Walk is a public right of way leading to the beach and the local AirB&B owners have no right to block this access off.” (Similar requests were received from other residents. The barrier in question was a temporary barrier installed as part of an ADC project to improve flood defences in Club Walk. The final design would maintain pedestrian access.)

“Can the Parish Council do anything to get the residents of EP inoculated?”

“Is there anything the Parish Council can do to make this summer more enjoyable for residents & visitors please?”

#### 12. **Recent bouquets and complaints**

(In addition to anything reported above)

From residents regarding Club Walk, “Thank you so much for going to the trouble of looking into this and getting back to me so swiftly. Much appreciated” and “Thank you so much for your email and keeping me informed about the situation. It is much appreciated.”

From a resident of Vermont Drive asking about the May 2021 elections, “Thank you very much. Very helpful.”

Not thanks as such but the Public Information Office at Buckingham Palace was very impressed we were well ahead of the game in planning for the Queen’s Platinum Jubilee by asking whether or not there was a logo yet. There is not.

Thanks from the Headteacher of East Preston Junior School, Michael Tidd, for publicising the school’s need for old laptops and tablets which has resulted in over twenty pieces of kit going to the school, many via the Council Office.

#### 13. **Leave**

Weekday Steve may start working fewer days per week in order to reduce his backlog of leave.

I may attend a funeral on 1<sup>st</sup> February but will be in the office in time for that evening’s meetings. I might take off Friday 5<sup>th</sup> and Monday 8<sup>th</sup> Feb, but again will be in the office in time for that evening’s Planning & Licensing Committee meeting.

#### 14. **February Meetings and Events**

This list may be incomplete and is subject to change.

- 1<sup>st</sup> County Lines briefing by Cllr Bowman (18:30, Zoom)  
Full Council (19:00, Zoom)
- 3<sup>rd</sup> East Preston Business Community Business Breakfast (08:00, Zoom)  
Arun Chairman’s Networking Meeting (19:30, Zoom)
- 8<sup>th</sup> SSALC West Sussex Clerks’ Forum (10:30, Zoom)

- Planning & Licensing Committee (18:00, Zoom)  
 Amenities Committee (19:00, Zoom)
- 15<sup>th</sup> Finance & General Purposes Committee (10:00, Zoom)
- 22<sup>nd</sup> Planning & Licensing Committee (18:00, Zoom)  
 Major Events Committee (19:00, Zoom)
- 25<sup>th</sup> WSALC Annual General Meeting (tbc, Zoom) (any two from ST, EL and SC only)
- 26<sup>th</sup> SSALC *Managing Difficult People* course (10:00, Zoom) (EL only)

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> January 2021

**Item 2 – Police Matters** – in response to a question, the Clerk said the MUGA was on ADC land. Concerns about the use of the MUGA by Personal Trainers had been relayed to ADC which in turn had asked for concerned residents to report incidents to Sussex Police which some residents had certainly done. There was a Sussex Police COVID response team but chances are it would not be spending much time in East Preston.

**Item 4 – Freedom of Information / Data Protection requests** – the Clerk reported he had not yet heard back from Sir Peter Bottomley, MP.

#### 105/21 EXTERNAL MEETINGS AND EVENTS

The council NOTED the following reports which had been circulated in advance of the meeting:

### Other meetings and events – Part 1

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

#### Councillor Walkabout, 12<sup>th</sup> January

We enjoyed a pleasant walk exploring the many little cul-de-sacs along Manor Road. Nursery Close, The Spinney and, later in the walk, The Nookery allowed us to see the Tennis Club from every possible vantage point. We also walked around Veronica Close and Appletrees before circling around Upper Drive, South View and Homelands Avenue picking up Vermont Drive to get back to our starting point at the Village Hall.

The Covid 19 restrictions meant we were not able to talk to any parishioners and we did not see any issues worthy of the Parish Council's attention on our stroll. The walk was however a useful opportunity to spend time with a fellow councillor and provided a welcome break from sitting at home.

Cllrs John Gunston and Elizabeth Linton

14<sup>th</sup> January 2021

#### East Preston Youth Club Annual General Meeting, 18<sup>th</sup> January

Cllr Chapman provided the following verbal report, with contributions from Cllr Duff.

The committee was keen to start running sessions again as soon as legally possible. These would start with Friday nights at Rascals. The committee might look at a rebrand to coincide with sessions running again. Popularity might lead to two nights a week. If a second night had to be run from the Conservative Hall, it would probably be more along the lines of a drop-in centre owing to the format of the venue.

The committee wanted to talk to the Headteacher at East Preston Junior School, Michael Tidd, about some younger Youth Club sessions aimed at Years 5 and 6. The intention was to get those children into a Youth Club mindset so they could join in older sessions with some idea of how it all ran. These sessions might need to take place at the school.

Ben Young has been promoted within Arun Community Church and our East Preston leader was now Emma Biffi.

Arun Youth Projects had used a Grants Finder recently and some money from that work might filter into East Preston. This had led to a discussion that maybe the committee could hire a Grants Finder of its own. In the meantime, the committee would be approaching the council to ask for this year's sum in the budget for youth to be ring-fenced when it goes back into reserves at the end of March. Cllr Gander mentioned the WSCC Community Initiatives Fund and Cllr Moore advised it was possible ADC had grants available too.

The Clerk said an article could easily be included in an e-newsletter asking for more committee members when the current committee felt necessary.

#### **106/21 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Nothing to report.

#### **107/21 NEW ITEMS FOR THE NEXT MEETING (1<sup>ST</sup> MARCH)**

Nothing was suggested.

**The meeting concluded at 20:02.**

Chairman: *Councillor Steve Toney* Date: **2<sup>nd</sup> March 2021**

END