

# **MONTHLY MEETING OF THE COUNCIL**

**4<sup>TH</sup> MAY 2021**

## **SUPPORTING PAPERS**

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

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### **Agenda Item 2**

#### **Annual appointment of the Chairman of the Council**

On 14<sup>th</sup> April, I wrote to all councillors asking them to let me know if they wished to stand for Chairman of the Council.

Of the eight councillors who replied, only Cllr Toney has put himself forward to be Chairman.

Following council protocol, even though Cllr Toney is the only candidate, there will still be a Yes / No paper ballot. In these unusual times, as a paper ballot would not be possible online, councillors have been asked to provide an electronic vote by midday on 1<sup>st</sup> May. I will then collate those and run them past Cllr Mathias in his role as incumbent Chairman of the Audit & Governance Committee.

**Council is asked to appoint a Chairman for the coming council year.**

Following the appointment of a Chairman of the Council, it will be necessary for the successful candidate to complete a Declaration of Acceptance of Office.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> April 2021

### **Agenda Item 3**

#### **Annual appointment of the Vice-Chairman of the Council**

On 14<sup>th</sup> April, I wrote to all councillors asking them to let me know if they wished to stand for Vice-Chairman of the Council.

Of the eight councillors who replied, only Cllr Linton has put herself forward to be Chairman.

Following council protocol, even though Cllr Linton is the only candidate, there will still be a Yes / No paper ballot. In these unusual times, as a paper ballot would not be possible online, councillors have been asked to provide an electronic vote by midday on 1<sup>st</sup> May. I will then collate those and run them past Cllr Mathias in his role as incumbent Chairman of the Audit & Governance Committee.

**Council is asked to appoint a Vice-Chairman for the coming council year.**

## **Agenda Item 4**

### **Sussex Police**

Immediately after the stabbing in Two Acres on 15<sup>th</sup> April, I contacted DI Jason Parry and, in addition to asking him what he could let me know about the incident, asked him to send a representative to our May meeting to answer any questions councillors or residents may have.

DI Parry responded positively although he himself is unable to attend as he will be on leave. I have confirmed with him the meeting date of 4<sup>th</sup> May and will remind him in due course if he has not let me know who will be attending.

## **Agenda Item 8**

### **Minutes of Monthly Full Council meeting, 12<sup>th</sup> April**

The draft Minutes were circulated to all councillors on 14<sup>th</sup> April, asking for suggested amendments by 21<sup>st</sup> April. None were received.

## **Agenda Item 9**

### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 203/21 – Reports from the council’s committees – Finance & General Purposes Committee**

3. **Minute 285/21 – Planning & Licensing Committee – Community Infrastructure Levy Infrastructure Plan**
4. **Minute 287/21 – Flat and Frontage Working Party**

**1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 12<sup>th</sup> April 2021.

**2. Minute 203/21 – Reports from the council’s committees – Finance & General Purposes Committee**

The invoice for the sycamore tree has been seen now and payment made to the Village Hall Foundation.

**3. Minute 285/21 – Planning & Licensing Committee – Community Infrastructure Levy Infrastructure Plan**

As I await assistance from WSCC, I have not been able to submit an Infrastructure Plan to ADC but we have already received the £2,500 CIL money.

**4. Minute 287/21 – Flat and Frontage Working Party**

In an email dated 20<sup>th</sup> April, Fuller Associates confirmed it “would be delighted to work with you and the Parish Council on your proposed works. I can confirm that our fees would be as our Fee Proposal dated 28/09/20, unless advised otherwise that the brief differs from that which our Fee Proposal refers to.”

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 13**

### **Committees**

This month, the following committee meetings have taken place: Major Events on the 26<sup>th</sup>; and Planning & Licensing and Personnel on the 19<sup>th</sup>.

Draft Minutes from the Major Events and Planning & Licensing meetings will have been circulated to all councillors ahead of this meeting. Personnel Committee Minutes are only circulated to members of the Personnel Committee due to the sometimes confidential subject matter.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> April 2021

## **Agenda Item 13a**

### **Amenities Committee**

The committee did not meet during April.

**Village Green** – Three additional lengths of low level recycled plastic fencing have been installed at the southern boundary of the Village Green. The fencing has been installed to help prevent travellers from accessing the site.

**Warren Recreation Ground** – Targeted resurfacing work is underway at the Tennis Court. A section of the court's surface is being replaced due to tree root damage. It is estimated the work will take five days to complete.

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

26<sup>th</sup> April 2021

## **Agenda Item 13b**

### **Audit & Governance Committee**

The committee did not meet in April.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 13c**

### **Community Engagement Committee**

The committee did not meet in April.

The joint winners of the Easter Egg Hunt, a brother and sister, will be announced in the Spring 2021 Newsletter which will be published later in May.

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

26<sup>th</sup> April 2021

## **Agenda Item 13d**

## **Finance & General Purposes Committee**

The committee did not meet in April. The committee's next meeting is currently scheduled for the morning of 17<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> April 2021

## **Agenda Item 13e**

### **Major Events Committee**

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

The meeting was relatively short, with the committee holding off full discussion on most projects remaining cautious as the country continues to follow the government's roadmap out of National Lockdown.

The committee agreed to set up an East Preston Voluntary Service Party Working Party to arrange a thank-you party for volunteers and service users on 31<sup>st</sup> July. All councillors are asked to put this date in their diary and to make themselves available for that afternoon. A working party will be able to meet at shorter notice than the committee and can meet remotely should that matter still be up in the air.

Good progress had been made on the East Preston Food & Drink Festival, scheduled for 28<sup>th</sup> August. There were currently 23 stalls planned for the Village Green itself and a further ten in the marketplace area on the car-park.

The committee agreed not to pursue further an outdoor film show for this summer.

Work on the East Preston Christmas Celebrations event had started and was chugging along in the background.

The committee especially thanked Mrs Roberts for her work on most of the above events.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> April 2021

## **Agenda Item 13f**

### **Personnel Committee**

#### **Disclosure and Barring Service (DBS)**

As previously agreed by Council, parish councillors are required to undergo a DBS check at the start of, and mid-way, through a term of office. The council is now mid-way through the current term.

Councillors have been reminded to complete the process as soon as possible

### **Covid 19 – Pandemic**

The current Government roadmap is working towards an end to all lockdown restrictions by 21<sup>st</sup> June. It is not certain whether any guidelines on social distancing will remain in place or whether the Council Office will open to the public at that time. It will be important to consult staff on any decision on the full re-opening of the office, although it must be remembered that throughout lockdown the office has been unofficially staffed and accessible to the public most of the time, albeit observing social distancing guidelines.

### **Council Meetings**

The resumption of conventional council meetings is currently under discussion and has been subject to an appeal to the High Court on 21<sup>st</sup> April. The Committee agreed it is important to ensure that all who attend meetings feel safe, at the same time ensuring the business of the council is conducted in a transparent manner. The outcome of the appeal hearing may not be received until 30<sup>th</sup> April and it was therefore agreed to defer further consideration of this at the moment.

### **Terms of Reference for Committees**

A review was undertaken by the Committee and a revised version will be submitted to Council on 4<sup>th</sup> May.

### **Standing Order for Working Parties**

A revision to the Standing Orders relating to the duration of working parties will be submitted to Council on 4<sup>th</sup> May.

### **Staffing**

Councillors Gander and Linton have recently undertaken the Clerk's annual appraisal. The Clerk has completed the appraisals of the office staff.

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

26<sup>th</sup> April 2021

## **Agenda Item 13g**

### **Planning & Licensing Committee**

The committee met on 19<sup>th</sup> April.

The committee considered five Applications and agreed to object only to one in The Plantation. Local residents have also contacted the District Councillors on this Application. At least three households in The Plantation have sent in their thanks for the council's support in this Application.

I also agreed with the Chairman of the committee this council should support Angmering Parish Council in objections it has raised against a proposal to build a pair of semi-detached houses on a triangle of land in Downs Way. This land has long been assumed to be recreational greenspace, not to be built upon.

The committee's next meeting may be on 17<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> April 2021

## **Agenda Item 14a**

### **Personnel Committee – Committee Terms of Reference**

**Council is asked to adopt a change to the Terms of Reference for all committees.**

Cllr Gander to lead on this item.

At its meeting on 19<sup>th</sup> April, the Personnel Committee considered a suggested change to the Terms of Reference for all committees and agreed to recommend it to this council.

The proposal is to add the following clause to *Section 2 – Authority* of the Terms of Reference of each of the council's committees:

2.3 Where a decision is needed ahead of a committee meeting, and this can clearly be justified, a decision can be made on behalf of the committee by the Chairman and Vice-Chairman of the Committee in conjunction with the Clerk or Assistant Clerk. Wherever possible, committee members should be consulted electronically first.

This could possibly assist the council's business in the period between the possible end of remote meetings and the full resumption of in-person meetings.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 14b**

### **Personnel Committee – Standing Orders for working parties**

**Council is asked to adopt a change to the council's Standing Orders.**

Cllr Gander to lead on this item.

Clause 28b of the council's Standing Orders states: "All working parties will be set up for a maximum period of three months to be reviewed every three months by their owning committee."

This was implemented to keep the council's working parties focussed and on track, but working parties have tended to be self-governing and the reviews have not been necessary. Committees or individual councillors can speak up if they feel working parties have become too elastic in their timescales or ineffective.

Currently the council has six working parties: Conservative Hall, East Preston Voluntary Service Party, Environmental Initiatives, Flat and Frontage, Leases and Playing of Cricket.



## **Agenda Item 15**

### **Working Parties**

None of the council's working parties have met this month.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 15e**

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

Three pieces of correspondence have been received since I delivered the working party's final report on its work on this topic. I would like another meeting of the working party to agree how the council should respond to the three pieces of correspondence. Two are from one household on the western boundary, and the third is from one household on the eastern boundary. The latter came to the council via the West Sussex Association of Local Councils, the Chief Executive there feeling this council was best placed to answer the letter. An initial response was agreed by Cllrs Toney, Linton and I and the Clerk. Initial holding responses have been sent to the household on the western boundary too. I hope to be able to have a meeting during the week beginning 10<sup>th</sup> May.

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

26<sup>th</sup> April 2021

## **Agenda Item 16**

### **Clerk's Report**

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **East Preston Business Community Business Breakfast, 7<sup>th</sup> April**

6. **East Preston Cricket Club, 7<sup>th</sup> April**
7. **South Strand Community Toilets Annual General Meeting, 8<sup>th</sup> April**
8. **WSALC Clerks' Meeting, 15<sup>th</sup> April**
9. **SLCC Sussex Branch Annual General Meeting, 20<sup>th</sup> April**
10. **East Preston Voluntary Service conference, 22<sup>nd</sup> April**
11. **Littlehampton Community Fridge on Tour, April**
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. **May meetings and events**

### 1. **Introduction**

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

### 2. **Police matters**

An interesting month.

Firstly, on 16<sup>th</sup> April I learned of a raid that had taken place in St Mary's Drive on 8<sup>th</sup> March. Sussex Police was only able to confirm "a Police led activity in St Mary's Drive by our Serious and Organised Crime Unit."

As reported to the last meeting, there was a stabbing on 3<sup>rd</sup> April. Sussex Police has explained this was non-life-threatening and may have had something to do with dogs.

On the sunny afternoon of 15<sup>th</sup> April, there was a stabbing in Sea Road. Two males, 20 and 16, have been arrested in conjunction with this attack on a 20-year-old male.

All the above cases remain under investigation.

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

No new reports this month.

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

The council received a Freedom of Information request on 16<sup>th</sup> April related to littering and fly-tipping. I replied answer the three questions I could answer, referring the requester to ADC for the other ten questions asked. Interestingly, I can find no trace of this request on the WhatDoTheyKnow? website that it came through. That is where I usually look to find out how many other random councils have been asked the questions.

No Data Protection requests received.

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

Cllr Linton and I attended this meeting, which included representatives from seven local businesses. Apologies had been received from a couple of other businesses.

After the usual introductions and catch-up with attendees, the group had a lively discussion about how we can bring life back into the village business areas. For me, this highlighted how much of a difference there is between living in the village and running a business in the village. On the one hand, people move to East Preston because it is quiet, with venues that are known only to those in the know, but on the other hand, those businesses need customers in order to survive.

Suggestions for how businesses can be supported during the post-pandemic rebuild included an advertising directory of local businesses delivered to every household, better signage to attract people into the village, better parking provision and temporary provision of toilets on or near the Village Green.

There was lively discussion on these topics both in the meeting and outside the meeting later on. I agreed to contact the publisher of All About East Preston and Kingston to see if a double-page spread of welcome back to East Preston businesses could be possible as free editorial rather than as advertising that we would need to pay for. I have also spoken to ADC about whether there are business regeneration grants available for signage to persuade people into the village – although that suggestion did split opinion as residents showed last year they were not always supportive of a great influx of visitors to the village, especially at a time when the physical health of the nation is at stake. There are grants available should we decide to commission some signage for some or all of the entrances to the village. There were no suggestions as to how to provide better parking in the village, nobody even raised the ageing chestnut of making the Village Green car-park free-to-use again or the even older chestnut of illegal parking at the southern end of Sea Road. Finally, although previous investigations into the long-term temporary provision of toilets on or near the Village Green have shown this could be a costly initiative, perhaps this or improved signage could be discussed by the Amenities Committee. (Less than an hour after the meeting had ended, a resident of Seaview Road called at the office to ask if temporary toilets could be provided close to the beach for the summer to reduce the temptation and justification for visitors to use local front gardens as a very public toilet.)

The next Business Breakfast will be on 5<sup>th</sup> May.

## **6. East Preston Cricket Club, 7<sup>th</sup> April**

This was the official first of the twice-yearly meetings between the club and the council. Council was represented by Cllrs Toney and Linton and Bowman. The club was represented by Messrs Simon Locke (Chairman), Andy Reeves (Treasurer) and Colin Smith (Secretary and Head Groundsman).

Within government and England and Wales Cricket Board guidelines, the season is likely to start in the first week of May. Fixture cards are being drawn up to deliver around the local properties, but there may be occasional, short-notice friendly matches added to the schedule after the card has been issued.

In the week before the meeting, the club had done a lot of work on the ground, including the use of a powered, ride-on roller to try and level out more of the field and a spiker to improve the drainage. The club has signed and returned the pre-season agreement for the year. Informal inspections of the safety netting have taken place and shown it to be in good condition. A more formal inspection will take place and any repairs necessary will be made before the seasons starts. The club remains concerned about the amount of football that was played, in boots, on the ground over the winter. This does seem to have dropped off after I

asked the Football Club to ask its members not to play on the Warren Rec. This request followed reports of junior Football Club players wearing their kit whilst playing on the Warren Rec.

As per the Playing of Cricket Working Party's report, the club had invited its insurers to visit the ground before renewing the club's insurance, but the insurers had declined this year owing to the pandemic. The club said it would extend a further invite next year.

\* \* \*

Since the meeting, the Club has distributed its fixture card to properties around the ground and also to the council. I forwarded this to councillors on 26<sup>th</sup> April with my usual plea all councillors should try to spend some time at a match during the season. The first home match of the season is a 2<sup>nd</sup> XI match on 1<sup>st</sup> May at 13:00.

I have received the club's insurance for the coming year. I can make the schedule available to any councillors who asks.

#### **7. South Strand Community Toilets Limited Annual General Meeting, 8<sup>th</sup> April**

I attended this meeting alone as Cllr Bradshaw was unable to attend because he was working at the 17:00 start time.

The meeting started late for technical reasons, but before the meeting did manage to start, a resident of Manor Road thanked the council for the double yellow lines implemented at the junction of Manor Road and Sea Road. The resident said this made her feel much, much safer was exiting Manor Road.

The 17:00 meeting finally started at 17:24, with only seven attendees, probably because of the technical problems, and it lasted half an hour.

The company is financially more secure than it had hoped to be at this stage of its lease, mainly thanks to a COVID-19 Grant from ADC. The group continues to make improvements to the block.

The Chairman asked whether the group could have a stall at the Food & Drink Festival. I replied in the negative as the South Strand Toilets, whilst a valuable asset, does not really fall under the banner of a food or drink business. I also had to say simply knocking up some flapjacks to sell would not fly either. I am sure there is a way in which the group can have a presence close to the Village Green on that day and have offered to discuss this further with them when they are ready.

I mentioned the council's change of date for the first Beach Clean of the year, suggesting the group might like to do something around the toilet block simultaneously and we could try and get joint publicity. Some saw this as a good idea.

Local resident, Mr Croston, thanked the group for the work they have done in keeping the toilets open and in improving them.

#### **8. WSALC Clerks' Meeting, 15<sup>th</sup> April**

I attended this meeting which was led by Cllr Douglas Denham St Pinnock of West Hoathly Parish Council. More than once Cllr Denham St Pinnock reminded the meeting of the importance of Clerks. He said Clerks were "absolutely crucial" in local government.

Other Arun councils represented included Angmering, Barnham and Eastergate, Bognor Regis, Clymping, Kingston, Rustington and Yapton.

The new board is looking to restore Clerks' involvement in the board. The board hopes to implement a common constitution across the District Associations and retain but keep under review the current Limited Company structure.

In response to a question from me about councils' disappointment not to have received even an acknowledgement to pleas sent to the National Association of Local Councils Chief Executive during the recent WSALC debacle, Cllr Denham St Pinnock said the board would consider writing to NALC to express its concern about the lack of response.

There was much talk about a return to face-to-face meetings with most councils considering their options just as we have. It was felt the government would not be able to sanction councils who continued to have remote meetings at this time. Remote meetings are just as transparent as face-to-face meetings, if not more so.

The week after the meeting the Chairman and Vice-Chairman of WSALC were due to meet their East Sussex counterparts to start rebuilding bridges between the two associations.

#### **9. SLCC Sussex Branch Annual General Meeting, 20<sup>th</sup> April**

Other Arun councils represented were Bersted, Rustington and Yapton.

I retained my post, unopposed, as Branch Communications Officer.

The Chairman of the Branch, Julie Holden, Clerk to East Grinstead Town Council thanked and praised all town and parish councils for their rapid response to the death of HRH – Julie felt councils would have let themselves down had they waited for the appropriate Lord Lieutenant's Office to instruct them.

Some town and parish councils have already commissioned memorials for residents that have been lost to the pandemic.

The Branch has asked for some Best Practice guidance on hybrid meetings and also for a survey into bullying of Clerks during the pandemic.

WSALC might be looking at an apprenticeship for future Clerks. Experienced Clerks are leaving feeling undervalued and inexperienced Clerks are finding their expectations of the job are not being met and so they are leaving too.

Nationally, SLCC has put up £50,000 towards the costs of a Bullying Officer and is looking for NALC to support this role similarly.

In the open session, other Clerks asked for advice on how to reduce vandalism in public toilets, how to stop people sleeping over in public toilets, littering of open spaces, and the effectiveness of *Don't Be A Tossler* and similar signage.

#### **10. East Preston Voluntary Service conference, 22<sup>nd</sup> April**

With the government foreseeing the official end of National Lockdown in June, the Voluntary Service coordinators all agreed it was time to have another conference (call) with volunteers.

The volunteers who attended were generally still happy to be helping or their circumstances were beginning to change and they needed some help with ending their working relationship with their service users. Where this was the case, generally they were happy to keep up a friendship with their service users.

An article will be published in the Spring 2021 Newsletter, advising the Voluntary Service was again coming to an end, this time in line with the government's roadmap.

#### 11. **Littlehampton Community Fridge on Tour, April**

The Fridge on Tour made the following visits to the village, with the name of that session's council rep:

7<sup>th</sup> April, Cllr Toney

14<sup>th</sup> April, Cllr Gunston (with his queue managed by me)

21<sup>st</sup> April, Cllr Gander

28<sup>th</sup> April, Cllr Linton

A local resident visiting the Fridge for the first time on 14<sup>th</sup> April, later wrote in, "I absolutely loved the Fridge! Very efficient and friendly, van arrived, quick set up, all very organised and a truly British queue in operation. Just like Christmas not knowing what there would be, but in April! I am hoping to come again this Wednesday. Is there a suggested donation for the box?"

#### 12. **Social media**

Only three Facebook posts have been seen by over 500 people this month, but all have been seen by an above average number of people for our posts.

- Photograph of a lost teddy bear – 1,943 people
- Found black Ted Baker purse – 1,202
- Request for information on the 15<sup>th</sup> April stabbing – 1,044

The purse was claimed by its owner and the teddy bear appeared to have been claimed too.

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

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

The number of people currently liking the council on Facebook is 1,408, an increase of 4 on the last report.

#### 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 – 8<sup>th</sup> April – sent to 870, opened by 564 (64.8%)

Parish Council news – 15<sup>th</sup> April – sent to 869, opened by 559 (64.3%)

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

“Can I go out now?”

“I used to visit the village and wondered whether Angmering-on-Sea still exists?”

#### 15. **Recent bouquets and complaints**

(In addition to anything reported above)

From a resident of Kingston in an email about the Fridge, “Many thanks for all that you do for the village.”

From the owner of a local business, “Thanks for always being awesome with us btw x Lucky to have such good neighbours.”

From a resident of Willowhayne Avenue in response to me thanking her for putting out some Easter decorations, “Thank you so much for your email. It’s so lovely to be part of the village and nice to shed a bit of happiness in these strange times!”

From a resident of Milliers Court for assistance with concerns about the Station Road service road, “Many thanks for your quick reply.”

A resident of South Strand asked whether her expensive car keys had been handed in; they had not, but I posted about them on Facebook, and a resident of Seaview Road handed the keys into the Council Office the following day. “Thank you once again for the message on Facebook and dropping the keys back.”

At the Planning & Licensing Committee meeting held on 19<sup>th</sup> April, a resident of The Plantation thanked the council and councillors for all they do for the village.

From a resident of Willowhayne Close, “By the way, the double yellow lines on Sea Road makes pulling out from Willowhayne Crescent much safer – thanks EPPC.”

#### 16. **Leave**

I am on leave on 29<sup>th</sup> April and 7<sup>th</sup> May. I also want to try not to be around for too many Fridays in May, so please bear that in mind when contacting the office during May.

#### 17. **May Meetings and Events**

This list may be incomplete and is subject to change.

- 4<sup>th</sup> Full Council (19:00, Zoom)
- 5<sup>th</sup> East Preston Business Community Business Breakfast (08:00, Zoom)
- 11<sup>th</sup> Planning & Licensing Committee (18:00, Zoom tbc)
- 17<sup>th</sup> Finance & General Purposes Committee (10:00, Zoom tbc)  
Amenities Committee (19:00, Zoom tbc)
- 24<sup>th</sup> Planning & Licensing Committee (18:00, Zoom tbc)  
Community Engagement Committee (19:00, Zoom tbc)
- 26<sup>th</sup> Internal Audit

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> April 2021

## **Agenda Item 17a**

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

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

#### **Councillor Walkabout, 13<sup>th</sup> April**

The walkabout was done p.m, on Tuesday 13th April 2021, by Cllr Patricia Gander and me. Our route was from the Parish Office, down Sea Road, Seaview Road, Normandy Lane, Normandy Drive and Sea Road back to the Parish Office. It was a chilly afternoon with very few people about, but we did go into the Tudor Tavern garden and chatted to some patrons who were very positive about the village. In Normandy Lane, we had a long talk with a lady who expressed concern about parking in the road in summer and the lack of parking in the village car park because of the charges. She also thought that it would be nice to have trees and flowers in the grass verges. Otherwise, generally the lady was very complimentary about the efforts of the parish council.

We chatted to a lady in Sea Road who was very positive about the village, but was shocked about the recent assault and stabbing in Beechlands Close, although the victim was found in Vermont Drive, where the lady lives. We did say that the police investigation is ongoing, therefore we had no further news about the assault. She also mentioned that rubbish is an issue in her neighbourhood, but enjoys living in East Preston.

Cllr David Moore

13<sup>th</sup> April 2021

#### **Councillor Walkabout, 30<sup>th</sup> April**

Report to follow.

Cllrs Andrea Chapman and Elizabeth Linton

26<sup>th</sup> April 2021

## **Agenda Items 19a-g**



## **Committees for 2021/22**

Each year, council reviews the membership of its committees, giving councillors the opportunity to use their skills on different committees. In January 2013, council “**RESOLVED** that with effect from May 2013, in order to effect greater rotation of councillors between committees, the Chairman of the Council and the incumbent chairmen of the Committees will have a greater say in which councillors sit on which committees; this understanding to be in place until at least the end of the current municipal term, i.e. May 2015.” (Minute 013/13, Resolution 0635) There has, to date, been no move to revoke this policy.

All councillors were sent a form earlier this month.

Most councillors ticked the new No Change box at the top of the form, but the few changes requested have been built into the table below. Where changes were proposed, the Chairman of the Council and the incumbent Chairman of the relevant committee have agreed them.

### **Council is asked to agree the committee membership as noted below:**

Amenities	Bowman, Gale, McElroy, Moore and Wilkinson	full
Audit & Governance	see note below	to be confirmed
Comm. Engagement	Chapman, Duff, Gander, Gunston and Moore	full
Finance & GP	Gunston, McElroy, Mathias and Wilkinson	one vacancy
Major Events	Bowman, Chapman, Duff, Gander and Gunston	full
Personnel	Duff, Gale, Gander, Linton, Toney with Wilkinson (substitute)	full
Plan. & Licensing	Bowman, Bradshaw, Mathias, Moore and Wilkinson	full

At the April 2018 meeting, it was resolved the Chairmen of the above committees should automatically be members of the Audit & Governance Committee. Therefore, membership of that committee will be finalised as soon as each of the other committees has met and elected a Chairman.

As Chairman and Vice-Chairman of the Council elected tonight, Cllrs Toney and Linton are automatically members of the Personnel Committee and they are also entitled to attend and vote at meetings of the other committees. The above permits all committees to function within their Terms of Reference.

As you will note, the Finance & General Purposes Committees has a single vacancy. If you would like to fill that vacancy, please let me know.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Items 20a**

### **Working parties for 2021/22**

Each year, council reviews the membership of its working parties, giving councillors the opportunity to use their skills on different working parties.

All councillors were sent a form earlier this month. The only change is Cllr Bowman has joined the Conservative Hall Working Party. The only restriction on numbers for a working party is it must have at least three councillors aboard, there is no maximum number.

**Council is asked to agree the working party memberships as noted below:**

Conservative Hall	Bowman, Gander, Gunston, Linton, Mathias, McElroy, Toney and Wilkinson
Environmental Initiatives	Chapman, Duff, Gander, Gunston
Flat and Frontage	Gale, Linton, McElroy, Toney and Wilkinson
Leases	Gunston, Mathias, Moore, Toney and Wilkinson
Playing of Cricket	Bowman, Linton, McElroy, Moore, Toney and Wilkinson

As Chairman and Vice-Chairman of the Council elected tonight, Cllrs Toney and Linton are entitled to attend and vote at meetings of the council's working parties. The above permits all working parties to function within their Terms of Reference.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 21**

### **Freedom of Information Panel**

The council has a Freedom of Information Panel to consider Freedom of Information requests received from the public.

**Council is asked to agree the panel's membership for the coming year as Cllrs Linton, Mathias, Toney and Wilkinson.**

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 22**

### **East Preston & Kingston Village Hall Foundation**

The council can have a member sit on the committee of the East Preston & Kingston Village Hall Foundation.

Cllrs Bowman and Toney put themselves forward for this role. As Chairman of the Council, Cllr Toney can automatically attend any meetings between the council and the Village Hall Foundation. Therefore:

**Council is asked to agree Cllr Bowman is the council's representative to the East Preston & Kingston Village Hall Foundation.**

The mechanics of this appointment will need to be agreed with the committee of the Village Hall Foundation which is aware of the council's desire to fill this post.

N.B. the six-monthly tenancy meetings with the Foundation would still be attended by the Chairman of the Council and the Chairmen of the Amenities, Audit & Governance and Finance & General Purposes Committees.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 23**

### **East Preston Youth Club**

**Council is asked to agree Cllr Chapman is the council's representative to the East Preston Youth Club.**

Other councillors wishing to be members of the East Preston Youth Club committee may do so, but do so as independents rather than council representatives. This should be discussed with Cllr Chapman. Cllrs Duff and Toney have indicated an interest in working with the Youth Club. Cllr Duff is already secretary.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 24**

### **South Strand Community Toilets**

Cllrs Bowman and Bradshaw are both happy to be the council's representative to the South Strand Community Toilets group. Over the past year, now the group is established, there has been little for a council representative to do. Any day-to-day contact is through the Council Office. Therefore, my suggestion would be Cllr Bradshaw continues as first named contact, with Cllr Bowman as substitute when needed.

**Council is asked to agree Cllr Bradshaw is the council's representative to the South Strand Community Toilets group with Cllr Bowman as named substitute.**

Should the representative(s) not be called upon this year, I would suggest we no longer have a named representative from May 2022 onwards.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> April 2021

## **Agenda Item 26**

### **Exclusion of the press and members of the public**

**Council is asked to agree to exclude the public and press from the remainder of the meeting because of the confidential nature of the business to be transacted, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

The above legislation states:

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The Personnel Committee believes the discussion to be had at Agenda Item 27a would be better attended solely by councillors and officers as they will be most affected by any decisions made. Although there is a financial element to any decisions made at Agenda Item 27a, they are very much subsidiary and not part of the consideration.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> April 2021

## **Agenda Item 27a**

### **Personnel Committee - meetings**

**Council is asked to consider matters related to the possible return to face-to-face meetings.**

At the time of writing, government instruction to return to face-to-face meetings still stands even though it is in direct conflict with the same government's guidance on numbers of people meeting indoors. The outcome of the High Court case which may help councils to resolve this is not yet known. The Personnel Committee does not want the council to take any action which could jeopardise the safety of councillors, officers or local residents.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> April 2021