



# 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, 12<sup>th</sup> April 2021 via the Zoom online meeting application

**PRESENT:** Councillors Christine Bowman, Kit Bradshaw, Lisa Duff, Barbara Gale, Pat Gander, John Gunston, Elizabeth Linton, Glyn Mathias (from 19:02), Rick McElroy, David Moore, Steve Toney (Chairman) and Steve Wilkinson

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

County Councillor Roger Elkins (until 19:32)

District Councillors Terry Chapman and Paul Kelly (both until 19:32)

Mrs D

Mrs M

**ABSENT:** Councillor Andrea Chapman

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;  
AoSERA – Angmering-on-Sea Estate Residents' Association  
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;  
SLCC – Society of Local Council Clerks;

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;  
WRA – Willowhayne Residents' Association  
WSCC – West Sussex County Council;  
WSALC – West Sussex Association of Local Councils

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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*.

## **270/21 INTRODUCTIONS**

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

## **271/21 HIS ROYAL HIGHNESS, PRINCE PHILIP, DUKE OF EDINBURGH**

Cllr Toney read the following statement which was based upon the statement posted on the council's website on 9<sup>th</sup> April:

"East Preston Parish Council joins the nation in mourning the death of His Royal Highness Prince Philip, Duke of Edinburgh.

"For the past 73 years, His Royal Highness, Prince Philip, has been at the heart of the British Royal Family. Not only has he been a constant support to his wife, Her Majesty the Queen, but highly active in his own capacity.

"Many East Preston residents will have happy memories of the sense of achievement gained through their involvement in the Duke of Edinburgh Awards scheme.

"East Preston Parish Council sends The Queen and all members of the Royal Family its sincere condolences.

"May he rest in peace."

Cllr Toney then led the meeting in a one-minute silence in memory of His Royal Highness.

#### **272/21 APOLOGIES FOR ABSENCE**

A retrospective apology was received from Cllr Chapman ( ).

An apology was also received from District Cllr Bower.

#### **273/21 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS**

Cllr Toney reminded councillors they could declare an Interest at the beginning of each Agenda Item. None were declared.

#### **274/21 PUBLIC SESSION**

**Agenda Item 14 – Planning & Licensing Committee – Community Infrastructure Levy** – Mrs D asked what the Community Infrastructure Levy was, how could the council apply for it, how could the council spend it. Could the sum in question be used towards provision of a village bus service?

**Agenda Item 15d – Leases Working Party** – Mrs D noted the Leases Working Party was on the agenda and questioned whether this meant the council would be reviewing its lease with the East Preston & Kingston Village Hall Foundation. Mrs D said she felt the lease did not give enough power to the council as lessor.

**No Agenda Item** - Mrs D thanked Cllr Gunston for a conversation they had had about the proposed extension to the Rampion Wind Farm.

#### **275/21 COUNCIL RESPONSES**

**Agenda Item 14 – Planning & Licensing Committee – Community Infrastructure Levy** – Cllr Mathias explained the Levy was, put simply, a tax on property developers. The sum payable depending upon the number and size of properties built. ADC was responsible for collecting the income. As a council with a made Neighbourhood Plan, 25% of the sum payable reverted to the parish council.

The Clerk added the sum could only be spent on infrastructure and Mrs D's suggestion the money could possibly be spent upon a bus was unlikely to be seen as infrastructure.

**Agenda Item 15d – Leases Working Party** – Cllr Mathias explained the Leases Working Party had initially decided to review the lease to the Village Hall Foundation but that had been superseded by a request from Angmering-on-Sea Lawn Tennis Club which needed a new lease in place in order to qualify for a loan from the Lawn Tennis Association. That new lease being in place, the working party agreed to return to working on the Village Hall Foundation lease, but was of the opinion the most productive discussions of such a document could best be had in person. Cllr Mathias was hopeful such meetings could soon take place.

#### **276/21 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins said it was fairly quiet at the county council leading up to the local elections in May.

Over the Easter school holidays, the council had funded £465,000 worth of vouchers for children in need. Each child was awarded £15 of vouchers each week.

The booking system for Household Waste Recycling Sites had now been implemented and had proved effective in tackling the queues sites had been contending with. Cllr Elkins said this was just a trial period. In response to questions posed by councillors, Cllr Elkins said contractually to go back to seven-day opening of sites would be prohibitively expensive and the council did not have such funding in its budget. He did not believe the county council would implement charging for use of the sites any time soon.

Reporting on the Fire & Rescue Service's campaign, *Keep Calm! Get An Alarm!*, Cllr Elkins reminded the meeting of the need to test alarm systems regularly. During 2021, West Sussex's Fire & Rescue Service attended sixty fires where alarms were installed but not working.

In the past seven days, just 34 new cases of COVID-19 had been recorded in the county. Cllr Elkins saw this as confirmation the rollout of the vaccine was going well.

The Clerk asked Cllr Elkins if he could enlighten the meeting about a Tree Preservation Order which had been raised by ADC for four plane trees on the south-eastern corner of the A280/A259 roundabout, precisely where a westbound slip-road into the village might be located. The Clerk also raised concerns about the £3,000 bond fee payable to WSCC just for having it look at the feasibility of a scheme such as the pavement extension to be discussed later in the meeting. The Clerk did not feel such a charge was a good example of working together. Cllr Elkins asked the Clerk to provide further details on both matters.

In response to a question from Cllr Gunston, Cllr Elkins said he did not currently know the future of the West Sussex Community Hub.

Cllr McElroy asked whether Cllr Elkins, in the absence of anyone from Sussex Police, could provide any updates on the recent drug-related crimes in the village – the raid on a Sea Road property in February and the stabbing on the evening of 4<sup>th</sup> April. Cllr Elkins said he knew about both incidents, but did not know whether they were linked or whether or not Sussex Police could operationally provide any further information at this time, but he was happy to ask the question.

## **277/21 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 Bower.

District Cllr Chapman said the Clerk had asked him and his fellow District and County Councillors whether their councils had yet responded to the government's decision not to extend the provision for remote meetings beyond 6<sup>th</sup> May 2021. Cllr Chapman said there was a High Court hearing scheduled for 21<sup>st</sup> April which would consider what provision there is in the Local Government Act to hold remote meetings.

Cllr Chapman had no definite information on the four plane trees referred to by the Clerk, but posited the Tree Preservation Order might be related to possible future development of adjacent land.

Cllr Chapman had been contacted by two local residents concerned about dogs running freely on local beaches. Cllr Chapman advised ADC had recently implemented a Public Spaces Protection Order (PSPO) which made provision to tackle poorly-behaving dogs on beaches. He was awaiting a response from ADC officers as to whether or not ADC was going to put up signs about seasonal control of dogs and as to how the matter would be policed.

Cllr Kelly thanked the Chairman for the opportunity to speak but said he had nothing to add at this time.

Cllr Mathias asked whether either councillor had any information on rumours the whole Windmill Entertainment site was going to go for complete redevelopment. Cllr Chapman responded there was a long-held dream to make the site into a family hotel site to encourage visit-duration to Littlehampton to be longer than just a day-trip. There was nothing more formal on the table at this time.

(Cllrs Chapman, Elkins and Kelly all left the meeting at the conclusion of this item.)

## **278/21 MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> MARCH 2021**

The draft Minutes were circulated to all councillors on 2<sup>nd</sup> March asking for comments by the 9<sup>th</sup> March. No suggested amendments had been received. Cllr Moore had emailed in, "I have carefully read through the Minutes and found them to be correct."

- 1515** The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 1<sup>st</sup> March.

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

## **279/21 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 625/20 – WSALC – West Sussex Association of Local Councils**
- 3. Minute 658/20 – Council Office – Access Protection Line**
- 4. Minute 203/21 – Reports from the council's committees – Finance & General Purposes Committee**
- 5. Minute 204/21 – Amenities Committee – Warren Recreation Ground children's play area**
- 6. Minute 206/21 – Planning & Licensing Committee – mapping software and the council website**

### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 1<sup>st</sup> February 2021.

### **2. Minute 625/20 – WSALC – West Sussex Association of Local Councils**

(This update also refers to Minutes 705/20, 790/20 and 210/21.)

Following the overwhelming rejection of the old WSALC board's proposals based upon buying support services from the Hampshire Association of Local Councils, several of the board members have been replaced and those remaining are likely to be replaced soon. Therefore, as I said at the last Full Council meeting, there is no longer a need for the council to consider, at the present time, withdrawal from the Association. A new Chairman is in post, Cllr Douglas Denham St Pinnock, and an e-newsletter partly written by Cllr Denham St Pinnock was electronically circulated to all councillors on 15<sup>th</sup> March. In that e-newsletter he said he and his new Vice-Chairman, Cllr Martin Beaton (Aldingbourne PC) "both look forward to working with the Town and Parish Councils of West Sussex, looking to the future rather than dwelling on the issues of the past with which you are all so familiar. [...] Finally I have referred publicly to a desire to rebuild relationships with Town and Parish Clerks. We all know that our Clerks are at the heart of our tier of Local Government."

Trevor Leggo has been appointed as Chief Executive and County Officer with Mulberry & Co. (currently this council's Internal Auditors) appointed as provider of support services such as training and advice.

### **3. Minute 658/20 – Council Office – Access Protection Line**

The white Access Protection Line on the road outside the Council Office was refurbished on Monday, 8<sup>th</sup> March. Four contractors from Hi-Way, via WSCC, worked on site on this refurbishment. The work cost this council £131.37.

On 12<sup>th</sup> March, a member of the public parked on the line for about half an hour. Cllr Linton arrived at the Council Office and witnessed this and sought an apology from the member of the public upon her return to her car.

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

The sycamore tree in the Village Hall car-park was removed on 18<sup>th</sup> March. At the time of writing, the council has not yet seen the invoice and no payment has yet been made to the Village Hall Foundation.

5. **Minute 204/21 – Amenities Committee – Warren Recreation Ground children’s play area**

The new surfacing around the northern/western bench was completed during the week beginning 22<sup>nd</sup> March. The reporter of the original incident has been informed and thanked the council for acting so promptly in this matter.

6. **Minute 206/21 – Planning & Licensing Committee – mapping software and the council website**

The first tranche of mapping work has been completed. To see the results, visit the council’s website and access either via the Planning Maps option under the Parish Council tab or individual options under the About East Preston tab. The second tranche will be for the council’s Asset Register to be mapped and Mrs Chaffe is currently investigating how much work that will be and at what cost.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Nothing was added.

**280/21 FINANCIAL MATTERS**

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

- 1516** The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2020/21, value £592.39 (excl. VAT).
- 1517** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid reports for March totalling £1,252.30 (incl. VAT) (including unreported additional payments from the previous month).
- 1518** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for March totalling £22,579.94 (incl. VAT).
- 1519** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £307,704.21 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2021.

The council NOTED the paper Bank Reconciliation to 13<sup>th</sup> March 2021.

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

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

**281/21 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 have taken place: Audit & Governance on the 8<sup>th</sup>; Community Engagement on the 29<sup>th</sup>; and Planning on the 15<sup>th</sup>.

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

Simon Cross – **Clerk to the Council**

1<sup>st</sup> April 2021

## **Amenities Committee**

The committee did not meet during March.

**Village Green** – The Steve Lown memorial bench has been installed at the south end of the Village Green. In compliance with council policy, the bench is made from recycled plastic material.

In line with government guidance, the Boules Piste was officially re-opened for us on 29<sup>th</sup> March, although enough people had been using it in the weeks leading up to that date we had to put up notices and issues reminders it was closed on Facebook and in the council's e-newsletter. None of these measures had been necessary during previous periods of lockdown.

**Children's Playground** – Playsafe Playground has completed the re-surfacing work to the area in front of the bench. Due to wet weather this area had become muddy and slippery. A 'safamulch' rubber was used, which is a specialist non-slip material.

**Warren Recreation Ground** – The outdoor Gym Equipment and Tennis Court were both reopened to the public on Monday 29<sup>th</sup> March. This is keeping in line with the Government lifting restriction on the use of outdoor sports facilities. All equipment was checked and cleaned prior to opened. New COVID information signs have been displayed, to remind users to stay safe whilst using the equipment.

One household in Oakley Gardens reported quad bikes being used on the southern end of the Warren Rec. I inspected the site and whilst wheel impressions were visible, the ground had not been damaged. I asked the residents to report any further incidents to both Sussex Police and to us, and to date we have heard nothing further.

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

1<sup>st</sup> April 2021

## **Audit & Governance Committee**

The committee met on 15<sup>th</sup> March.

The committee looked over the draft new Code of Conduct from ADC. The committee agreed there was little to be discussed at this point and that the Code of Conduct could become an Agenda Item for tonight's meeting.

The committee reviewed a Retention Policy for the council and agreed that too could be put before the council this evening.

## **Community Engagement Committee**

The committee met on 29<sup>th</sup> March.

Extra Kind Month seemed to have been well received but no decision was made about doing another one just yet.

Over Easter there was an Easter Egg hunt with twenty businesses hosting the event and the Yarnbombers distributed over 200 woolly animals to be taken home by those that found them.

It was agreed the Beach Clean in April would be postponed until 27<sup>th</sup> June which is the first Sunday after National Lockdown is due to be ended.

It was hoped that a play scheme for East Preston children would go ahead during the May half term.

The Sussex flag will be raised outside the library on Sussex Day the 16<sup>th</sup> June.

The committee agreed to run a Come and Meet Your Councillors day on Friday 23<sup>rd</sup> July from 10:00 to 12:00 so Councillors should try and make sure they are free to attend.

There was some discussion about how to celebrate the Queen's Platinum Jubilee and it was agreed to plant a special tree in keeping with the council's native planting policy. It was also discussed that, perhaps, a commemorative clock could be purchased for the village. Cllrs Toney, Duff and I are to look into the latter suggestion further.

The Environmental Initiatives Working party will be issuing an online survey on topics of environmental interest such as provision of electric vehicle charging points, vehicle-free Sundays, water usage and such like.

There will be another Newsletter in May and the various topics were discussed.

Councillor walkabouts will recommence this month.

It was hoped that another blue plaque could be erected in the village to the artist Heywood Hardy and initial contact has been made with the householder. This plaque will be more centrally located than the existing three in the village.

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

6<sup>th</sup> April 2021

## **Finance & General Purposes Committee**

The committee did not meet in March.

The committee's next meeting is scheduled for 17<sup>th</sup> May. Part of that meeting will consider the requests received for Grant Aid this financial year. Eleven applications have been received, all from organisations which have benefitted from council support before. I have provided all organisations with a holding response advising they would only hear after the committee's meeting in May.



## **Major Events Committee**

The committee did not meet in March.

Simon Cross – **Clerk to the Council**31<sup>st</sup> March 2021

## **Personnel Committee**

The committee did not meet during March. The committee's meeting scheduled for 26<sup>th</sup> April has been brought forward to the 19<sup>th</sup> to enable the committee to discuss slightly sooner the government's announcement it was not extending the Regulations permitting local authority meetings to take place online. This announcement has been roundly criticised and challenged by the Local Government Association and the National Association of Local Councils. Not so much here in East Preston, but elsewhere there are councils where the great majority of councillors are refusing to return to face-to-face meetings.

At Agenda Item 13a below, you will find an informal resolution proposed by the Personnel Committee to change the date of the Annual Meeting of the Council forward a week, to take place before the 7<sup>th</sup> May cut-off date for virtual meetings.

Simon Cross – **Clerk to the Council**1<sup>st</sup> April 2021

## **Planning & Licensing Committee**

The committee met on 15<sup>th</sup> March.

The committee considered a single Planning Application related to an East Preston eatery wishing to start serving food outside. The committee understood the reasons behind this eatery wanting this, but agreed to object to the eatery's bid to remove what can only be described as a trial period levied by ADC.

The committee's next meeting is on 19<sup>th</sup> April.

Simon Cross – **Clerk to the Council**1<sup>st</sup> April 2021

Additionally:

Community Engagement – Cllr Linton simply directed councillors to the committee's decision to host another *Come and Meet Your Local Councillors* event on Friday, 23<sup>rd</sup> July, between 10am and midday. Cllr Linton asked as many councillors as possible to make themselves available on the day.

Personnel – Cllr Gander said the committee's next meeting had been moved forward so it could consider how to manage meetings beyond 6<sup>th</sup> May 2021. The committee would bear in mind the comments made by District Cllr Chapman about this whole issue being taken to the High Court.



Planning & Licensing – Cllr Mathias reported the committee was aware of, seemingly, objections being raised by the parish council being ignored by the district council. Cllr Linton said it felt as if it had been a long time since we had been invited to the ADC Development Control Committee in support of objections we had raised.

There was nothing to report from the other four committees.

## **282/21 AUDIT & GOVERNANCE COMMITTEE – CODE OF CONDUCT**

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

### **Audit & Governance Committee – Code of Conduct**

**Council is asked to adopt a revised Code of Conduct for the council**, based upon the new Code of Conduct in place at Arun District Council.

ADC ratified its new Code of Conduct on 24<sup>th</sup> March. As has been the case for the past decade or so, this council has adopted the ADC Code of Conduct for itself – this simplifies matters should members of the public complain about any East Preston councillor or officer.

The new Code of Conduct can be found at Appendix A below. If the council agrees to adopt this, ALL councillors will need to complete a new Declaration of Acceptance (Appendix B) and a new Register of Interests form (Appendix C). Replacement forms will be issued the day after the meeting, if the Code of Conduct is adopted. These will need to be returned to me in time for me to forward them to ADC within 28 days, so I will put a tight timescale upon their return to me.

It is worth pointing out the threshold for declaration of gifts received has increased from £25 to £50.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Cllr Mathias added the council had tended to adopt the ADC Code of Conduct as it made ADC's job when investigating complaints somewhat easier if the same Code of Conduct was in use.

**1520** The council **RESOLVED** unanimously to adopt a revised Code of Conduct for the council.

The Clerk asked councillors to complete a new Declaration of Acceptance of the Code of Conduct and a new Register of Interests form which he would circulate straight after the meeting.

## **283/21 AUDIT & GOVERNANCE COMMITTEE – DOCUMENT RETENTION POLICY**

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

### **Audit & Governance Committee – Document Retention Policy**

**Council is asked to adopt a Document Retention Policy for the council.**

As part of its ongoing campaign to update council policies, the Audit & Governance Committee is recommending to Full Council the adoption of a Document Retention Policy as per Appendix D below.

The Policy was reviewed by the committee on 15<sup>th</sup> March and deemed suitable for adoption. Appendix E below is the National Association of Local Councils recommended retention periods. The only change to this proposed by the Audit & Governance Committee is the increase for bank statements to six years.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Cllr Mathias explained the background to the request.

**1521** The council **RESOLVED** unanimously to adopt a Document Retention Policy for the council.

#### **284/21 PERSONNEL COMMITTEE – MAY FULL COUNCIL MEETING**

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

### **Personnel Committee – Annual Meeting of the Council**

**Council is asked to consider whether or not to move the May Full Council meeting from 10<sup>th</sup> May to 4<sup>th</sup> May.**

Cllr Gander to introduce this item. This is an informal suggestion from the Chairman and Vice-Chairman of the Personnel Committee as the committee has not met formally to discuss this.

Early last year, the government passed into law *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* allowing government bodies to meet virtually until 7<sup>th</sup> May 2021. At that time, I doubt many of us foresaw there may be a need to continue to meet virtually beyond 7<sup>th</sup> May 2021. However, it became clear that a) many local councils, ourselves included, could continue to function very well through virtual meetings, b) many members of the public were just as happy to attend virtually as in person and c) there would be councillors, officers and members of the public across the country who would not feel comfortable returning to in-person meetings until the pandemic was well and truly over.

As we all now know though, despite being petitioned months ago by organisations such as the Local Government Association and the National Association of Local Councils, the government has decided not to extend the 7<sup>th</sup> May 2021 date. It has been known for months there are councils where the majority of councillors are refusing to meet in public until at least everyone present has had both doses of their vaccine. As a council, we are not in that position but we do need to be aware there are councillors and almost certainly members of the public who will not return to in-person meetings until we can assure them everyone present has had both doses of their vaccine.

The Personnel Committee has moved its April meeting forward from the 26<sup>th</sup> to the 19<sup>th</sup> so it can discuss this fully. The Hall at the Infant School is big enough to host council meetings with suitable social distancing in place, but how would we control the numbers of members of the public who wanted to attend? Will the school require the council to clean down every possible surface at the end of a meeting? What evidence do we have of where attendees are on the vaccination road?

The letter announcing the refusal to extend beyond 7<sup>th</sup> May 2021 does state, “those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply.”

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Cllr Gander spoke in favour of the report. After some discussion, it was AGREED the council could move the meeting date to 4<sup>th</sup> May if the outcome from the High Court challenge meant that a meeting could not be held remotely on 10<sup>th</sup> May. The committee would be keeping a close eye on developments and would advise the council as soon as possible.

**1522** The council **RESOLVED** unanimously to move the Annual Meeting of the Council to 4<sup>th</sup> May if necessary.

#### **285/21 PLANNING & LICENSING COMMITTEE – INFRASTRUCTURE PLAN**

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

# **Planning & Licensing Committee – Community Infrastructure Levy Infrastructure Plan**

**Council is asked to agree an initial Infrastructure Plan for the spending of Community Infrastructure Levy income received.**

Cllr Mathias to introduce this item.

The council has (unexpectedly) been awarded £2,500 in Community Infrastructure Levy funding. In order to claim and spend this money, the council needs to agree an Infrastructure Plan and submit that to Arun District Council which will consider and hopefully approve our suggestion and release the money.

I imagine councillors will have their own thoughts which we can build into a list, but the proposal this council has talked about sporadically in the past is to extend the pavement by the children's playground, as per the very professional mock-up below. We do, from time to time, receive concerns from parents trying to cross safely to the playground that this will never be truly possible until the pavement is extended there. There is a downside this would reduce parking in that area.



There could be an argument to put the extended pavement to the north of the entrance to the Warren Recreation Ground rather than to the south. The pedestrian access to the Warren Rec is on the southern side of vehicular access, and the toilet block is to the south which is why paving to the south makes greater sense. In the future, the council may want to extend the paving to the north of the entrance, outside Field Court, but in the short-term that would not help parents.

I have submitted an initial request to WSCC for a costing for such a project. When we last talked about it, an estimated was about £2,000. Perhaps the council's initial Infrastructure Plan could be just this one item, whilst councillors think about other projects to put forward.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Cllr Mathias spoke in support of the report and in the absence of any other ideas felt the pavement extension was a very good proposal.

**1523** The council **RESOLVED** unanimously to agree an initial Infrastructure Plan for the spending of the Community Infrastructure Levy (CIL) income received.

The Clerk asked councillors to let him know of other infrastructure ideas they had for the village.

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

## **Working Parties**

The Environmental Initiatives Working Party met on 22<sup>nd</sup> March, the only working party to have met this month.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

## **Conservative Hall Working Party**

Nothing to report.

Cllr Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

## **Environmental Initiatives Working Party**

The working party met on 22<sup>nd</sup> March. The meeting was attended by 4 councillors and the clerk.

We have discussed a range of initiatives but recognised that little progress has been made so we focused on putting together an action plan with deadlines. This had the unexpected benefit of showing the working party what it has actually achieved.

We have a trial wildflower verge planted and a hawthorn hedge for the Warren Recreation Ground due to be delivered soon. In production are an environmental questionnaire for the parish, a booklet to help reduce food waste and eco checklists for homes and businesses. Birdboxes for Two Acres and rainwater collection systems are being researched before our next meeting in May.

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

5<sup>th</sup> April 2021

## **Flat and Frontage Working Party**

Nothing to report.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

## **Leases Working Party**

At the Audit & Governance Committee meeting on 15<sup>th</sup> March, Cllr Mathias said he was hopeful, with the government plan in place to lead the country out of lockdown, a face-to-face meeting could be held in the not-too-distant future.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

## **Playing of Cricket Working Party**

I delivered the final version of the working party's report to all properties bordering the Warren Recreation Ground. To date, one Sea Lane resident has come back with some very valid questions. I would like to hold one further meeting of the working party just to address those questions.

On 7<sup>th</sup> April, I will be one of the council's representatives at the first of the standard twice-yearly meetings with the club for this year. This will be the first meeting attended by the club's new Chairman, Simon Locke.

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

2<sup>nd</sup> April 2021

Additionally:

Playing of Cricket Working Party – Cllr Bowman reported the council had been forwarded a letter a local resident had sent to the West Sussex Association of Local Councils. The Association was handing the letter back to the council for it to respond.

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

### **287/21 FLAT AND FRONTAGE WORKING PARTY**

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

## **Flat and Frontage Working Party**

**The council is asked to agree a recommendation as to which contractor to use for the design and planning work of a replacement office frontage.**

Councillors will know the council has for some time had the intention to replace the frontage of the Council Office to something lower maintenance but double- or even-triple glazed to reduce the heating bills for the building. The look would be very similar. There is a possibility of minor revisions to the internal layout to make the Council Office more accessible overall.

The Working Party sought quotations for the design work from three East Preston-based companies. Of those three, although all expressed interest, only two provided quotes, as follows. All three companies have done work for the council in the past, if not essentially under their currently trading name.

Company 1	£2,750
Company 2	No quotation received
Company 3	£1,230

The detail of the two quotations received has been considered by the working party, and the recommendation of the working party is to go with Company 1. (N.B. the quotation was received in September 2020, and may have increased slightly since then.) The working party is aware the

preferred quotation is double the other received but feels reassured by the amount of detail included in Company 1's quotation over Company 3's.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

Cllr Wilkinson talked the council through the report, and further explained the committee was making its recommendation, recognising the additional expenditure that would be incurred, because the whole response from the proposed company had been the most professional.

**1524** The council **RESOLVED** unanimously to use contractor Company 1 for the design and planning work of a replacement office frontage.

The Clerk then revealed the names of the three companies. Company 1 was revealed to be Fuller Associates.

## **288/21 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. East Preston Cricket Club**
- 6. East Preston Business Community Business Breakfast, 5<sup>th</sup> March**
- 7. Arun District Association of Local Councils, Annual General Meeting, 5<sup>th</sup> March**
- 8. Urban Food Fest meeting, 5<sup>th</sup> March**
- 9. Littlehampton Community Fridge on Tour, March**
- 10. Social media**
- 11. MailChimp stats**
- 12. A selection of things we have been asked since the last meeting**
- 13. Recent bouquets and complaints**
- 14. Leave**
- 15. April meetings and events**

#### **1. Introduction**

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

#### **2. Police matters**

On 31<sup>st</sup> March, PCSO Kate Houston emailed to say she was to be reassigned from 11<sup>th</sup> April. At the time of writing, I am not aware of Kate's permanent replacement. Kate wrote, "Thank you for welcoming me into EP and for assisting me in some of my enquiries! I'm sad to leave!"

On 26<sup>th</sup> February, a local landlord invited me to see the remnants of a cannabis farm which had been being run from a lock-up of his. He had already made Sussex Police aware but return calls he had been promised had not been forthcoming. He asked me to contact Sussex Police on his behalf,



which I did. Insp. Parry came back to me saying he was aware of the case and would be getting in touch with the landlord himself.

On 1<sup>st</sup> March, the council was contacted for cctv footage in relation to a case in Worthing that weekend.

On 2<sup>nd</sup> April, I and a small number of councillors partially witnessed a number of police officers visit a property at the southern end of the village.

On 3<sup>rd</sup> April, there was apparently a stabbing in the Beechlands Close area.

More information on each of these events in due course, when allowed.

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

No new reports this month.

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

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

### 5. **East Preston Cricket Club**

Following the club's Annual General Meeting on 9<sup>th</sup> March, Simon Locke is the new Chairman and Steve Parsons is the new President.

Outgoing Chairman and President, Keith Chamberlain, was thanked, alongside the outgoing Chairman of the Tennis Club, Ian Robinson, in the Thanks section of the Winter 2021 Newsletter. Both have thanked the council for this.

I have contacted Mr Locke as we should try to have a meeting with the club's representatives before the season starts. Colin Smith and Andy Reeves continue as Secretary and Treasurer respectively.

### 6. **East Preston Business Community Business Breakfast, 5<sup>th</sup> March**

Having moved the meeting to the Friday of this week so village finance experts could discuss the Budget which had been announced on 3<sup>rd</sup> March, only four people attended the meeting – Cllr Linton, one member of the clergy, one finance expert and me. That said, the finance expert, David Macdonald, said he would know far more after the second budget which will be announced on 23<sup>rd</sup> March.

The next Business Breakfast will be on 7<sup>th</sup> April.

### 7. **Arun District Association of Local Councils, Annual General Meeting, 5<sup>th</sup> March**

This meeting was called in the wake of the WSALC fiasco previously reported.

I was only part of this meeting for forty-one minutes, at which point I lost connection and when I tried to get back in again, nobody was gatekeeping, so I gave up and went to Sainsbury's, not that you need to know that.

Cllr Toney will report more fully on this meeting, at which he was elected Vice-Chairman of the association.



## 8. **Urban Food Fest meeting, 5<sup>th</sup> March**

Following an approach from Urban Food Fest, I had a short Zoom meeting with Jessica, a representative of the organisation. Basically, she has found out about East Preston and thinks the village would make a great venue for a weekly or monthly Farmers' Market or Street Food Market. I didn't feel I was always being listened to when I said I was unsure whether there was sufficient demand in the village for a monthly Farmers' Market let alone a weekly one.

Following the call, Jessica has sent through a proposal which, I guess, will be considered by the Major Events Committee at its next meeting. The proposal is for "working together with East Preston Parish Council to create a unique, exciting and high-end monthly street food and farmers' market operating on the last Saturday and Sunday of every month between the hours of 10am and 3pm at East Preston Village Green. Our aim is to bring a high-end market concept to East Preston Village Green that creates a sociable and exciting atmosphere for the local community, residents and businesses, as well as engages with the wider community, to ensure they are involved with the markets." So there.

I have gone back to Jessica advising her the end of our conversation had been about a one-off trial Farmers' Market and also asking for greater financial detail, although I do have it in writing from a colleague of hers, "In fact we would pay a rent for a regular market."

## 9. **Littlehampton Community Fridge on Tour, March**

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

3<sup>rd</sup> March, Cllr Toney

10<sup>th</sup> March, Cllr Gunston

17<sup>th</sup> March, Cllr Linton

24<sup>th</sup> March, Cllr Gander

31<sup>st</sup> March, Cllr Duff

## 10. **Social media**

These are the council's Facebook posts which have been seen by over 500 people this month:

- Post announcing the start of the village Fairy Doors initiative – 4,365 people
- Post announcing the start of the council's Easter Egg Hunt 2021 – 1,840
- Post announcing the start of the council's Extra Kind Month – 1,664
- Extra Kind Month: Day 28. British Summer Time starts – pamper yourself or your pet – 1,011 (all other Extra Kind Month posts average about 250 views)
- Post of WSCC Temporary Traffic Regulation for Old Worthing Road on 17<sup>th</sup> March - 751
- Repost of an Angmering Parish Council post about misuse of the Bramley Green skate park - 711

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 5<sup>th</sup> April)

The number of people currently liking the council on Facebook is 1,404, an increase of 25 on the last report.

#### 11. **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 – 24<sup>th</sup> February - sent to 857, opened by 579 (67.1%)

Parish Council news – 3<sup>rd</sup> March – sent to 860, opened by 598 (69.1%)

Parish Council news – 10<sup>th</sup> March – sent to 868, opened by 577 (66.6%)

Parish Council news – 18<sup>th</sup> March – sent to 868, opened by 587 (67.6%)

Parish Council news – 31<sup>st</sup> March – sent to 869, opened by 559 (64.4%)

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

“Where can we get rid of the compostable coffee cups we have recently collected from local cafés?”

“Could you ask the businesses that back on to my property to stop seagulls from hanging around their roofs.”

“I just wondered if you know anyone locally who repairs Canon printers please?”

“I have a load of pennies I want to get rid of, do you know of a charity which will take them?”

“How can I report someone living in a shed?”

#### 13. **Recent bouquets and complaints**

(In addition to anything reported above)

Not an official complaint as such, but a resident has written in expressing his concerns over the inclusion of the Meat-free Monday recipe in the Winter 2021 Newsletter. The editorial team of the Newsletter has sent a reply to the concerns raised.

From the organisers of World Day of Prayer at Our Lady, Star of the Sea, “Thank you so much for the write up in the EP Parish Council e-newsletter regarding the World Day of Prayer - it is very much appreciated. Some members of the village have already now been in contact in order to join us. The e-newsletter is a great form of communication for us all.”

A member of the public who attended the Planning & Licensing Committee meeting on 22<sup>nd</sup> February, emailed a week later, “I felt the parish council zoom was very well run, thank you.”

From the resident asking about compostable coffee cups, “That’s really helpful. Thank you for taking the trouble to find out.”

A resident of The Ridings emailed in response to the Newsletter article on dog-free areas. I acknowledged and briefly commented upon her comments which elicited a further email, “You are also terribly efficient and quick to respond. Carry on the great work and stay safe.”

From a resident of Sea Lane Close, in response to the e-newsletter issued on 10<sup>th</sup> March, “Another excellent N/L.”

From a resident of Kithurst Close, a new subscriber, also in response to the e-newsletter issued on 10<sup>th</sup> March, “Many thanks for this. Very informative.”

A resident who questioned the fact he had not yet received a Census letter, “Wise advice – thank you.”

From a resident who contacted us about the temporary closure of Rascals, “My mum speaks very highly of you and you haven’t disappointed!”

From a resident asking about commissioning a bench in memory of her grandparents, “Thank you so much for such a speedy reply and your kind words, you’re very helpful.”

A resident of Willowhayne Avenue visited in person to give us a thumbs up and big thank you for the double yellow lines in Sea Road, “Should have been done a long time ago.”

Thanks from a resident of Sea Road after I helped her after she tripped and fell on her nose.

A resident of Lavinia Way wrote in after receiving her first e-newsletter, “Thank you for the news letter, I found it very interesting and look forward to the next one.”

In response to the 31<sup>st</sup> March e-newsletter, a Rustington resident emailed, “Wowsy well done for all of that. Happy Easter to you all and 'lovely kind thought' to the yarn-bombers.”

From a resident of Vermont Drive, “I like your tie, Simon. I’ve meant to say it before, I always like your ties.”

From a resident of Flint Close, “I still like getting your e-newsletters. I liked the bit this week about there being a buzz about the village again. You’re right, you know, there is.”

#### 14. **Leave**

Dawn and Alison are both on leave week beginning 6<sup>th</sup> April. For both, this is using up leave from the 2020/21 leave year.

#### 15. **April Meetings and Events**

This list may be incomplete and is subject to change.

- 7<sup>th</sup> East Preston Business Community Business Breakfast (08:00, Zoom)  
East Preston Cricket Club (19:00, Zoom)
- 8<sup>th</sup> South Strand Community Toilets Ltd., Annual General Meeting (17:00, Zoom)
- 12<sup>th</sup> Full Council (19:00, Zoom)
- 11<sup>th</sup> WSALC Clerks’ Networking Meeting (11:00, Zoom) (SC only)
- 19<sup>th</sup> Planning & Licensing Committee (18:00, Zoom)  
Personnel Committee (19:00, Zoom)
- 20<sup>th</sup> Sussex SLCC AGM (10:00, Zoom) (SC only)
- 22<sup>nd</sup> Sussex Community Rail Partnership (10:00, Zoom) (SC only)
- 26<sup>th</sup> Major Events Committee (19:00, Zoom)

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

Simon Cross – **Clerk to the Council**

6<sup>th</sup> April 2021

**Item 10 – Social Media** – Cllr Linton offered congratulations to the team behind the Fairy Doors initiative. This had been a fun and popular activity. The team included the council’s own Mrs Roberts.

Cllr Linton also offered congratulations to the team behind the Easter Egg Hunt 2021 and the businesses that had taken part. This had also been a fun and popular activity.

Cllr Linton found it very telling the Extra Kind Month post about pampering oneself had been the most popular; obviously everyone needed to pamper themselves.

**Item 12 – Things we have been asked since the last meeting** – Cllr Linton asked where compostable cups could be composted. The Clerk replied one local café was happy to compost the cups in its own food waste bins. Another local café replied a little less certainly and had subsequently campaigned for customers to bring their own reusable cups with them in future.

**Item 12 – Things we have been asked since the last meeting** – Cllr Linton asked about the person living in a shed. The Clerk replied he knew little more about this but he had suggested the reporter raise this as a Planning Compliance case to ADC.

The Chairman thanked the Clerk for his report.

## **289/21 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:**

#### **Arun District Association of Local Councils, Annual General Meeting, 5<sup>th</sup> March**

This was done via a Zoom meeting attended by 30 parishes. The main purpose was to close down the old constitution which was set up in 2016. And set up a new one. This was voted and a majority of 87% for and 13% abstained.

We were informed Trevor Leggo will continue to be our County Officer working for SALC for 2 days a week and the remainder of the team will be working for Mulberry & Co. There are no costs for leaving the Hampshire Contract as it had not been put into place.

2 Cllr members were elected to serve on the WSALC board; Martin Beaton from Aldingbourne and Alison Cooper from Rustington.

We were told our financial position, we had £726.20p on our bank statement. As we had not met during the pandemic, only 2 transactions had been made and no further funding had been received from A.D.C..

Cllr Alan Smith from Aldwick was elected Chair. Cllr Steve Toney was elected Vice Chair, The Secretary post is still vacant, Gill Yates has said she will remain Treasurer for the time being.

Future subs will be in line with other districts at £15 p.a. I asked the question how many councils are in the ADALC area to which it turns out to be 24/25. In 2018, there were only 14 were paid up members.

The proposed next meeting date will be in the week commencing 26<sup>th</sup> April.

Cllr Steve Toney – **Chairman of the Council**

6<sup>th</sup> April 2021

## **West Sussex County Council, Community Safety Team seminar: Domestic and Sexual Violence and Abuse, Covid-19 and Beyond, 11<sup>th</sup> March**

Webinar took place on Monday 8<sup>th</sup> March and was linked in with International Women's Day.

As we are now aware the Government is currently looking at updating the Domestic Violence and Sexual Abuse Act and the Bill reflects upon 'stand alone offences', coercion and control offences and has been highlighted recently by the sad murder of Sarah Everard.

The meeting was split into speakers who reflect all services where work is being carried out to support the concerns related to domestic violence and sexual abuse.

### **WORTH SERVICES**

Worth Services work with high risk clients – both adult only and adults with children across the whole of West Sussex. Although the vast majority of high risk clients are women, also children and men are coming forwards regarding this type of violence.

There has been a much higher demand on these services and helplines since 2019 through to late 2020 which have been linked to lockdown restrictions. For example: New referrals in November 2019 were 33, new referrals received in November 2020 were 160.

Evidence has shown that there has been an increase in concerns of escalation in mental health among clients and an increase in tension within the home – leading to escalation.

Worth Services are also concerned about the impact on the staff teams own emotional wellbeing. They work very closely with partners to be able to meet with clients and work very closely with GPs, Police and Children's Social Care and are involved with MARAC (Multi Agency Risk Assessment) conference.

### **CONNECT SERVICES**

Connect is a medium and standard risk Outreach Service "Whole Family Approach" to domestic abuse and their delivery areas are Worthing & Adur and Crawley. It was launched in November 2018. The Domestic Abuse Bill has highlighted the need for children to be recognised as victims and funding to be available to address this current gap.

They give 1-2-1 working support for victims, both adult and children and direct behaviour change work with perpetrators of abuse (people who harm in order to control). They run weekly recovery support groups and individual group sessions for adult and child victims of domestic abuse for over 400 adult victims and have established an evolving Peer Support Network.

They also delivery training to over 500 professionals. And have a strong partnership with colleagues in education, early help and children's social care and upskilling of peers to increase confidence in those living with or recovering from sexual abuse.

### **MY SISTERS' HOUSE WOMENS CENTRE**

This is a centre which works in coastal West Sussex and is a grass route charity which has had challenges through the pandemic as have other charities. It is also a drop-in centre and has been overwhelmed over the last few months and have had to increase their workforce. They desperately need donations to support the increase in workforce and work has been carried out on zoom where possible and has had its own challenges because of setting up staff to work from home.

### **LIVE CENTRE**

This is a counselling service supporting those victims of sexual violence and to help them unlock the past and their experiences to enable them to face the present and reclaim their future.

It is run by experienced councillors to support, not judge and by unlocking the past bearing in mind that a lot of victims have experienced bullying and sexual violence as a child. Lockdown has highlighted some more complex needs during isolation and not being able to see their supporters. More men have come forward this year and the youngest person has been 2 years old and the eldest 90!!

It is estimated that approximately 1 in 4 women and 1 in 6 men have had an unwanted sexual experience and a traumatic experience can have long-lasting implications, such as: depression, eating disorders, relationship problems and many more. The effects are devastating and 65% self-harm, 64% experience suicidal thoughts, 38% mental health issues.

## SUMMARY

### **Domestic violence campaign – Rishi, a member of Youth Parliament for Crawley and East Grinstead**

*“Domestic Violence is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm young people and witnessing domestic abuse is child abuse that also affects them mentally and physically. It's important to remember domestic abuse and violence:*

- *-can happen inside and outside the home*
- *-can happen over the phone, on the internet, and on social networking sites*
- *-can happen in any relationship and can continue even after the relationship has ended*
- *-both men and women can be abused or abusers.*

*“We believe that we should raise more awareness for domestic violence on social media so that young people are empowered with the knowledge and confidence to help. We would like to help raise awareness about domestic violence through the creation of webinar style participation events so that you can identify and support those in need.*

*“I was 3 years old when I experienced mental and physical abuse from my father. I wasn't aware of what was going on and didn't understand what was happening to me. As a young victim, I was very scared and lonely as I did not know where to get help from. This also made me more vulnerable to bullying and getting bullied at a young age greatly affected my mental health.*

*“I wanted to talk more about this campaign due to my own personal experiences with domestic violence and the difficulties in which confronted me both in my home life and at school, due to the teachers not understanding the severity of the event and openly discussing my case to others which led to my confidence taking a hit.*

*“This event that the youth cabinet aim to create is made more unique by the fact that it is headed by me who has experienced domestic violence issues and knows what young people feel in the situation, and what they need, which adds something personable to our campaign.”*

Cllr Christine Bowman

17<sup>th</sup> March 2021

Cllr Bowman added how impressed she had been with the amount of help which is available to the victims of domestic abuse, which anyone can become a victim of. Domestic violence was escalating in every corner of society.

### **290/21 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Nothing was added.

### **291/21 NEW ITEMS FOR THE NEXT MEETING (4<sup>TH</sup> OR 10<sup>TH</sup> MAY)**

Nothing was suggested.

**The meeting concluded at 19:59.**

Chairman: Cllr Steve Toney Date: **5th May 2021**

END



## **Agenda Item 12a**

### **Audit & Governance Committee – Code of Conduct**

**Council is asked to adopt a revised Code of Conduct for the council**, based upon the new Code of Conduct in place at Arun District Council.

#### **Joint statement issued by the Local Government Association on the adoption of the LGA Model Code of conduct 2020**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the

role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

#### **INTRODUCTION**

Arun District Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority. The Code was originally introduced on 1 July 2012 and was updated on 8 November 2017. This version of the code is based on the LGA Councillor Mode of Conduct and was adopted by the Council in December 2020

As an elected or co-opted member of Arun District Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

#### **Definitions**

For the purposes of this Code of Conduct,

“councillor” means a member or co-opted member of a local authority or a directly elected mayor. A



“co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

“meeting” means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
- any meeting of the Cabinet and any Committee of the Cabinet
- any briefing by officers
- any site visit.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person

- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

##### **1.1 I treat other councillors and members of the public with respect.**

## **1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. *Bullying, harassment and discrimination***

**As a councillor:**

### **2.1 I do not bully any person.**

### **2.2 I do not harass any person.**

### **2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. *Impartiality of officers of the council***

**As a councillor:**

### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

#### **4. Confidentiality and access to information**

**As a councillor:**

##### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    - 1. reasonable and in the public interest; and
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    - 3. I have consulted the Monitoring Officer prior to its release.

##### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

##### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

#### **5. Disrepute**

**As a councillor:**

##### **5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

#### **6. Use of position**

**As a councillor:**

##### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

#### **7. Use of local authority resources and facilities**

**As a councillor:**

**7.1 I do not misuse council resources.**

**7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. *Complying with the Code of Conduct***

**As a councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

## **9. *Interests***

**As a councillor:**

**9.1 I register and declare my interests.**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen

by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

**10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

**10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

**10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit

themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Appendix B Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### **Declaring interests**

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
8. Where a matter arises at a meeting which *affects* –
  - a. your own financial interest or well-being;



- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; (b) and which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy

	or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

### Agenda Item 12a

#### Audit & Governance Committee – Code of Conduct

**Council is asked to adopt a revised Code of Conduct for the council**, based upon the new Code of Conduct in place at Arun District Council.



#### Code of Conduct

#### Members Declaration

**As a Member of East Preston Parish Council, I undertake to comply with the Members Code of Conduct, as adopted by the Council on [enter date of Council meeting here], and that my conduct will in particular address the statutory principles of the Code.**

Signed	
Name (please print)	
Date	

<b>For office purposes only</b>	
Declaration received by Monitoring Officer	
Date	

## Agenda Item 12a

### Audit & Governance Committee – Code of Conduct

**Council is asked to adopt a revised Code of Conduct for the council**, based upon the new Code of Conduct in place at Arun District Council.

ADD COUNCIL LOGO HERE

Office purposes only:  
Form received by Monitoring  
Officer on (date):

#### REGISTER OF INTERESTS FORM

I, (NAME) \_\_\_\_\_, being a Member of [enter town/parish council name here], set out below under the appropriate subject headings the details which I am required to declare under the Localism Act 2011 and related Regulations relating to my Pecuniary, Personal and/or Prejudicial Interests.

Subject	Description/Notes <small>Please read Appendix B of the Code for full description</small>	Myself	My spouse /partner
<b>PART 1 – DISCLOSABLE PECUNIARY INTERESTS (see Appendix B, Table 1 of the Code of Conduct)</b>			
1. Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
2. Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		NOT APPLICABLE

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3. Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
4. Land	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
5. Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		

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6. Corporate tenancies	Any tenancy where (to the councillor's knowledge)— the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
7. Securities	Any beneficial interest in securities* of a body where— that body (to the councillor's knowledge) has a place of business or land in the area of the council; and either— the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		

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<b>PART 2 – PERSONAL INTERESTS (See Appendix B, Table 2 of the Code of Conduct)</b>			
8. Personal Interests	Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;  Any Body:- a) Exercising functions of a public nature; b) Directed to charitable purposes; or c) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) Of which you are a member or in a position of general control or management.  <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
<b>PART 3 – VOLUNTARY REGISTRATION</b>			
9. For information only	Do you belong to any other organisations that you would wish to declare, for example a political association, residents association or charity/group not covered by (8) above? <i>If yes, please state details</i> <i>If none, please state 'no'</i>		NOT APPLICABLE
<b>PART 4 – SENSITIVE INTERESTS (See Appendix B, paragraph 5 of the Code of Conduct)</b>			
10. Sensitive Interests	Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, you should share your concerns with the Monitoring Officer. If the		

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	<p>Monitoring Officer agrees, he/she will not include details of the interest in the Register of Interests, but may state that you have registered an interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.</p> <p><i>Please list the subject that you believe should not be made public and provide a separate explanation of the reasons. If the Monitoring Officer agrees, these will be withheld from the published Register of Interests</i></p>		
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

<b>MEMBERS DECLARATION</b>	
I declare that:	
<ol style="list-style-type: none"> <li>1. The information that I have provided in this form is complete and correct.</li> <li>2. I will ensure my Register of Interests is kept up to date and agree to notify the Monitoring Officer in writing within 28 days of becoming aware of any change to the information provided.</li> <li>3. I acknowledge that my Register of Interests will be available for public inspection and will be published to the Council's website (excluding any sensitive interests agreed with the Monitoring Officer).</li> <li>4. I acknowledge the criminal sanctions relating to disclosable pecuniary interests, as set out in [enter town/parish council name here] Council's Code of Conduct.</li> </ol>	
Signed	
Name (please print)	
Date	

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## **Agenda Item 12b**

### **Audit & Governance Committee – Document Retention Policy**

**Council is asked to adopt a Document Retention Policy for the council.**

#### **Document Retention Policy**

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

The purpose of this document is to provide a policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives the Council a system for the management of paper and electronic records. The Parish Clerk is responsible for ensuring all Council documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Council's Documents and Records (legal topic note 40), therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

##### **2. Retention of Documents**

Certain important documents must be retained for clear reasons such as audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to the above reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until proper advice has been sought.

Attached at Appendix A to this policy is the appropriate minimum document retention periods.

##### **3. Retention of Documents for Legal Purposes**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

It should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (eg in the case of disease)
- Where damage is hidden (eg to a building)
- Where a person is a child or suffers from a mental capacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts.

Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

In such circumstances the Parish Clerk will consider (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made;
- The value of the claims; and
- The inability to defend any claims made should relevant documentation be destroyed.

#### **4. Disposal**

All Council documents will be handled in the correct manner for their sensitivity.

As per the Council's Data Protection Policy and the Data Protection Act 1998, any document which contains data on an individual/s or personal data will be disposed of confidentially via the confidential waste bin service within the Council offices.

In an effort to maintain the organisation and efficiency of the workplace and reduce the volume of printing carried out, Council Officers are committed to printing only those documents necessary to have in hard copy and disposing of those which are not necessary to be kept.

Any Councillors wishing to dispose of paper copies of confidential Council documentation will do so via the Council's confidential waste service.

#### **5. Responsibility**

The Parish Clerk holds responsibility for ensuring all Council employees are aware of and adhering to the Document Retention Policy, in particular the retention of the documents at Appendix A to the policy.

**Agenda Item 12b****Audit & Governance Committee – Document Retention Policy**

**Council is asked to adopt a Document Retention Policy for the council.**

*LTN 40*

**ANNEX TO LEGAL TOPIC NOTE 40**

**RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS**

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	6 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	6 years	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years generally but 20 years for VAT on rents	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

National Association of Local Councils

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▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
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DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>For Halls, Centre, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>▪ application to hire</li> <li>▪ lettings diaries</li> <li>▪ copies of bills to hires</li> <li>▪ record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
▪ register and plans	Indefinite	Audit, Management
<b>For Burial Grounds</b>		
<ul style="list-style-type: none"> <li>▪ register of fees collected</li> <li>▪ register of burials</li> <li>▪ register of purchased graves</li> <li>▪ register/plan of grave spaces</li> <li>▪ register of memorials</li> <li>▪ applications for interment</li> <li>▪ applications for right to erect memorials</li> <li>▪ disposal certificates</li> <li>▪ copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)

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