

MONTHLY MEETING OF THE COUNCIL

5TH JULY 2021

SUPPORTING PAPERS

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

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Agenda Item 2

Steve Rolph

Please be aware, in line with council policy, there will be one minute's silence to mark the passing on Wednesday, 16th July, of the council's main Village Orderly, Steve Rolph, aged just 63.

Also known within the council as Weekday Steve, Steve joined the council in October 2012, having retired early from the RAC. Until his very recent illness, Steve had never taken a day's sick leave, a fact he was always proud of. Steve was also very proud of carrying out his duties around the village very early each weekday morning, unseen by most residents, his efforts appreciated by them nonetheless.

The council sent a bouquet of flowers and a condolences card to Steve's partner, Dawn.

Following the announcement of Steve's passing in the e-newsletter published on 23rd June, some residents have sent these messages:

"I'm so sorry to hear this about Steve. Although I did not know his name we often waved to each other when I was out for my run! He did so a good job! How very sad."

"sad to hear about Steve he was as you say a quiet man doing what needed doing around the village-who will be sadly missed."

"So sad for his family, I would see him most mornings on way to work. much love to them x"

"Sorry to learn of Steve Rolph's death, I had noticed him a few doing his bit for EP. He just got on with it. We are so lucky to have such people looking after the village."

Other residents have telephoned or stopped me in the street to express their sadness.

Simon Cross – **Clerk to the Council**

28th June 2020

Agenda Item 9

Minutes of Monthly Full Council meeting, 7th June

The draft Minutes were circulated to all councillors on 8th June, asking for suggested amendments by 15th June. None were received. Cllr Moore replied, "The Minutes look good, they must be the easiest ones you have ever had to produce."

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2021**
3. **Minute 372/21 – New Items to be Referred to the Next Meeting, 5th July 2021**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 7th June 2021.

2. Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2021

The Annual Governance and Accountability Return was sent off on 23rd June and received by the external auditors on 24th June.

3. Minute 372/21 – New Items to be Referred to the Next Meeting, 5th July 2021

The East Preston Yarnbombers have announced they will be auctioning off the latest set of decorations but have not yet revealed details.

I did report back to the Yarnbombers concerns about the covering-up of the high-visibility strips so they are aware for the future.

Agenda Item 12

Committees

Committees are slowly meeting in person again in a socially-distanced environment at the Infant School. All attendees need to register their attendance several hours before the meeting and need to read COVID-19 guidelines when they arrive. They then need to sign their acceptance of the guidelines.

During June, the Major Events and Planning & Licensing Committees both met on 28th June.

Simon Cross – **Clerk to the Council**

29th June 2021

Agenda Item 12a

Amenities Committee

The committee did not meet during May or June.

Village Green – Following the removal of the table football table, an accessible gap was left in the north-eastern corner of the Village Green. After a small group of travellers took up residence on Langmeads Field, Simon arranged for a concrete barrier to be placed across the gap for the time being.

Wildflower beds have been sown and are beginning to flourish.

As Cllr McElroy mentioned at the last meeting, the committee is investigating replacement of the low-level security fencing around the whole of the Village Green as approximately twenty-one of the posts are showing significant signs of wear, even rotting at the base. Committee is likely to need to ask council for additional funding if this work is to be completed in this financial year, but is still obtaining financial information to put before the council.

Warren Recreation Ground – Resurfacing of the tennis court completed in early May. The council has received some compliments on the new surface since the court has been reopened.

Drainage work in the south-eastern corner has been carried out. This is to ease the flooding problems in Mr Hodgson's yard which partly result from water flowing off the Warren Rec because of faulty pipework which has now been rectified.

Remedial work has also been carried out on the block paving by the entrance to the children's playground after Simon noticed this had become a trip hazard. The fencing around the children's playground is going to be repainted shortly.

On the western boundary, the council's tree contractor has removed some of the larger branches as negotiated with the cricket club. These trees were shedding smaller branches which were a safety issue for players. Simultaneously, a small amount of tree-work was carried out on the eastern boundary to allow essential repair work to be carried out on the safety netting. This repair work has been completed.

Lashmar Bank – the new planter has been installed and was planted up by Ferring Nurseries week beginning 21st June. The initial display is pink and red begonias and we will discuss future planting schemes with Ferring Nurseries in due course.

Village Hall – the council's noticeboard from the semi-circular flint wall recess at the front of the Village Hall site has been removed and relocated to behind the wall, still in front of the

toilet block. New block paving has been installed in the recess and from where the fig tree was removed. The committee is working with a local craftsman to provide a bespoke bench in the semi-circular recess. Cllr Toney has donated to Mrs Lee a fig tree grown from one of the cuttings taken when the tree was removed last summer.

Owing to the inability to hold meetings virtually since 6th May, the committee's meeting schedule has got out of sync and the next meeting will be on 12th July.

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

29th June 2021

Agenda Item 12b

Audit & Governance Committee

The committee is scheduled to meet on 19th July.

Simon Cross – **Clerk to the Council**

29th June 2021

Agenda Item 12c

Community Engagement Committee

The committee is scheduled to meet on 26th July. The committee's next milestone is the *Come and Meet Your Local Councillors* event scheduled for 10am to midday on Friday, 23rd July, part of the East Preston Festival. All councillors are asked to let me know whether or not they are able to take part in this event. Attendees will be asked to book a slot, but the committee is hopeful a drop-in element will be possible depending upon any changes to government guidelines nearer the time.

Cllr Elizabeth Linton –

28th June 2021

Chairman of the Community Engagement Committee

Agenda Item 12d

Finance & General Purposes Committee

In May, the committee considered the Grant Aid applications received and agreed the following grants:

Organisation – charity no	Amount requested? (£)	Cllr notes
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		Based upon the notes left by all committee members:
1 st East Preston Scout Group 305895	£248 Litter pick equipment	Agreed donation: £248
4SIGHT Vision Support 1075447	£245 To provide support to five people for a year	Agreed donation: £245
Air Ambulance Kent Surrey Sussex 1021367	£300 “to fund vital pieces of equipment such as 2 new Oxylog 3000+ ventilators”	Agreed donation: £300
Friends of St Mary’s 1180544 (see below)	£1650 “Contribution to cost of structural survey of building and environs.”	Agreed donation: £825 (i.e. half of the costs of the report)
KEPT – Keep East Preston Tidy n/a	£250 Litter hoops and tabards “To provide identification and equipment for the group in order to present a stronger presence in the village community”	Agreed donation: £250
Parish Church of St Mary the Virgin, East Preston with Kingston 1180544	£500 “To encourage the reduction of car use and promote cycling by providing bike racks on the church premises.”	Agreed donation: £250 (i.e. half of the amount requested)
St Barnabas House	£350 “We are applying for a grant to support the ongoing work of the Community Palliative Nursing Team in East Preston...”	Agreed donation: £350
Victim Support (Sussex Area) 298028	£200 “Recruit, train and supervise new volunteers to support victims and witnesses of crime”	Agreed donation: £200
West Sussex Mediation Service 1084592	£200 “To help support the provision of free mediation services to East Preston residents and promote its use within the Parish.”	Agreed donation: £200
Worthing and District Community Responders n/a	£2000 “To help equip new Community First Responders (CFRs)”	Agreed donation: £1,302 (i.e. costs of one responder)

The committee was very aware of receiving requests from two separate arms of St Mary the Virgin church and considered the applications accordingly.

The following acknowledgements of the grants have been received:

1 st East Preston Scout Group 305895	Hi Simon That's brilliant news, thank you so much. kind regards Cheryl
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<p>4SIGHT Vision Support 1075447</p>	<p>Hi Simon</p> <p>Thank you for your email, that's great news! I will write again with a formal thank you letter once we have received the cheque.</p> <p>Kind regards</p> <p>Sonia Balshaw Finance Assistant</p>
<p>Air Ambulance Kent Surrey Sussex 1021367</p>	<p>Good afternoon Simon,</p> <p>Thank you for your email and for kindly advising of the Council's generous decision to award the charity a donation of £300 – that really is amazing!</p> <p>I'm sorry to hear that our medical teams have been required to attend residents of East Preston in the past few months. As you say, let's hope we are not required again. Should the unfortunate need arise in the future however, we will of course be available and able to respond thanks to donations such as that granted by the Council.</p> <p>If you require anything further, please do let me know. Thank you and the Council once again for your support.</p> <p>Kind regards,</p> <p>Nick Turrell Head of Community Fundraising</p>
<p>Friends of St Mary's 1180544 (see below)</p>	<p>On behalf of the FOSM, may I say thank you for such a generous help.</p> <p>Malcolm McLelland. Chairman</p>
<p>KEPT – Keep East Preston Tidy n/a</p>	<p>Thanks Simon and thanks very much to all the Parish Council for their Grant.</p> <p>Kind regards,</p> <p>John</p>
<p>Parish Church of St Mary the Virgin, East Preston with Kingston 1180544</p>	<p>S</p> <p>Wow! Thank you very much! That is great news. The Quinquennial Inspection is in the process of being assembled: the bicycle racks are a way off yet, but we will certainly be in touch once they are a little nearer.</p> <p>Again huge thanks to the Finance and General Purposes Committee.</p> <p>Best wishes</p> <p>Fr Andrew Perry Vicar of St Mary's East Preston</p>
<p>St Barnabas House</p>	<p>Dear Simon</p> <p>What a wonderful email to receive, thank you so much for your continued support. It means such a lot to everyone here at St Barnabas House.</p> <p>I look forward to receiving your grant in due course. I will ask our Finance team to look out for it and will send you confirmation of its safe arrival.</p> <p>Thank you once again.</p> <p>Kind regards</p> <p>Anna Woodward Fundraising Executive</p>

<p>Victim Support (Sussex Area) 298028</p>	<p>Once again, thank you so much for continuing to support us and your recent generous donation of £200.00. With your continued support we are able to help many vulnerable victims of crime in the area, particularly at this difficult time. Unfortunately our work load has increased in recent months as we have had to support a high number of Domestic Violence cases, together with an increase in fraud and on line scams.</p> <p>Please assure the Councillors that funds will go to training of new volunteers, and ongoing training of existing volunteers, so that victims and witnesses of crime in your area can be offered support and facilities, on a long or short term basis, depending on their needs. The volunteers are currently having on line training to equip them with the skills to support different crimes and cope with working from home by phone and video link.</p> <p>We still rely on donations to maintain the enhanced services we like to be able to provide to victims in your area. I am sure your funding is very limited, so we are very grateful to you for your support and would appreciate you passing on our sincere thanks to the council members for their donation.</p> <p>If you would like to read more about Victim Support you can find details on our website: www.victimsupport.org.uk.</p> <p>May we wish you all a safe and healthy 2021</p> <p>Best wishes</p> <p>Sue</p>
<p>West Sussex Mediation Service 1084592</p>	<p>Hi Simon,</p> <p>Great News. Much appreciated.</p> <p>Hope to be working from the office more in the coming weeks. We are ticking over nicely, at the moment.</p> <p>Regards,</p> <p>Nick Handley Service Co-ordinator</p>
<p>Worthing and District Community Responders n/a</p>	<p>Thank you so much.</p> <p>Sally</p>

Simon Cross – **Clerk to the Council**

14th June 2021

Agenda Item 12e

Major Events Committee

The committee met on 28th June.

In chronological order:

East Preston Food & Drink Festival, 28th August – preparations are continuing and the event is shaping up nicely. There will be the usual mix of firm favourite suppliers alongside new ones. The committee is hopeful it will be able to furnish a marketplace area in the Village Green car-park, this more geared at products for home consumption. Marshals and children’s entertainment are all booked.

East Preston Voluntary Service Thank-You Party, 18th September – this event has been moved from 31st July to 18th September owing to uncertainty about what government guidelines would still be in place on 31st July. The committee currently intends to issue invitations from 1st August.

Funday Sunday, 3rd October – preparations for this are continuing. There has been a suggestion this event could move back a couple of weeks to allow the committee a bit more breathing space following the Thank-You Party.

East Preston Christmas Celebrations, 20th November – similarly, preparations for this event are on track. The Craft Fair in the Village Hall and Music Hall in the Conservative Hall are all sorted; the French Market is booked in and the committee is beginning to contact local shopfront businesses about how they would like to get involved.

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

Simon Cross – **Clerk to the Council**

29th June 2021

Agenda Item 12f

Personnel Committee

The committee is next scheduled to meet on 19th July. Top of the agenda will be the recruitment of a replacement Village Orderly.

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

28th June 2021

Agenda Item 12g

Planning & Licensing Committee

Between the committee’s meetings on 19th April and 28th June, the committee submitted responses to fifteen Planning Applications. Decisions were made by the Chairman of the Committee and myself, following input from committee members.

At the meeting on 28th June, Cllr Mathias and Cllr Linton were re-elected Chairman and Vice-Chairman respectively, unopposed.

The committee considered four Applications and agreed to object to three of them. These were for properties in Sea Road, Tamarisk Way and Beechlands Close. Final consideration of an Application for Seaview Road was deferred pending the applicant providing some additional drawings.

The committee's next meeting may be on 12th July and back to the usual schedule thereafter.

Simon Cross – **Clerk to the Council**

29th June 2021

Agenda Item 13a

Amenities Committee – Warren Recreation Ground children's playground

Council is asked to agree unforeseen expenditure on the surfacing at the Warren Recreation Ground children's playground.

Cllr McElroy to lead on this item.

Simon and I have recently noticed the surface areas around the multiplay and both sets of swings are showing signs of wear. Some areas have large cracks and holes, in particular around the multiplay, presumably because the kit is so well used. In line with council's Financial Regulations, I have obtained two quotes, both from companies the council has happily used before. The committee has agreed electronically to recommend to Full Council a quotation for replacement of the rubber surfacing of **£4,219.00 excluding VAT**. This would be for coloured surfacing which the committee think will make the area more attractive. If agreed, this sum would be taken from the council's reserves.

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

28th June 2021

Agenda Item 14

Working Parties

Only the Environmental Initiatives Working Party met this month, 17th June.

Simon Cross – **Clerk to the Council**

25th June 2021

Agenda Item 14b

Environmental Initiatives Working Party

Meetings were held on 17th May 2021 and 17th June.

Meetings were attended by Councillors Chapman, Duff, Gander and Gunston and the Parish Clerk.

Hedge saplings are being looked after by several councillors until we can plant them in September. One is also in the custody of an eight-year-old resident who has written to the council about the need for more trees.

We are also planning to obtain four bird-boxes to put up in Two Acres to attract nesting birds next spring.

Our environmental checklists for home and business will be publicised and put on the Parish Council website and the food waste booklet will hopefully be put on the Fridge website.

The results of our environmental survey will be published in the next newsletter in August. We were pleased with the number of responses received.

Pat will be writing an article for the November newsletter about starting an East Preston in Bloom group and holding a meeting with interested parishioners later this year.

We are putting together a plan to make public buildings in the village greener and hopefully carbon neutral and will update full council in September.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

23rd June 2021

Agenda Item 14c

Flat and Frontage Working Party

On 11th June, a representative from Fuller Associates visited the office in order to make detailed floorplans of the office. This took him a good ninety minutes.

On 23rd June, I had a short meeting in the Fuller Associates office so David Fuller could get a better understanding of our requirements. His colleague, Emma Weaver, has reduced her time spent at Fuller Associates to concentrate on her own Personal Training business.

On 25th June, David came to the office to visualise the layout and requirements for himself. Initial drawings may be available during the first full week of July.

Simon Cross – **Clerk to the Council**

25th June 2021

Agenda Item 14e

Playing of Cricket Working Party

The working party met on 10th May to consider three pieces of correspondence received since I delivered the working party's report to neighbouring properties. Two letters were from a household on the western boundary and the third was from a household on the eastern boundary.

The working party agreed to take no further action in response to the letter from the eastern boundary household as the author was considering next steps and would get back to the council.

A letter was sent to the western boundary household on 14th May. At the time of writing, no response has been received.

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

21st June 2021

Agenda Item 15a

Annual Parish Meeting, 21st June 2021

Council is asked to note the draft Minutes from the Annual Parish Meeting held on 21st June 2021.

These have already been reviewed by the Chairman and Vice-Chairman of the Council, Cllrs Toney and Linton respectively.

Simon Cross – **Clerk to the Council**

28th June 2021

Agenda Item 15

Clerk's Report

- 1. Introduction**
- 2. Police matters**

3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Littlehampton Community Fridge meeting, 15th May**
6. **Sussex Police & Crime Commissioner, Focus Group, 20th May**
7. **East Preston Business Community Business Breakfast, 2nd June**
8. **Meeting with two local business owners, 9th June**
9. **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 22nd June**
10. **Littlehampton Community Fridge on Tour, May and June**
11. **Social media**
12. **MailChimp stats**
13. **A selection of things we have been asked since the last meeting**
14. **Recent bouquets and complaints**
15. **Leave**
16. **July meetings and events**

1. **Introduction**

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

2. **Police matters**

Following the events of earlier in the year, thankfully the village has been quieter these past two months.

According to the Littlehampton Gazette, with reference to the drugs raid above Lloyds Pharmacy on 2nd February, a resident “was fined £300 and must pay £34 victim surcharge, £85 costs, after admitting possessing cannabis, a class B drug, in East Preston on February 2, 2021, with intent to supply family members and friends. He also admitted producing seven mature plants of cannabis in East Preston on February 2, 2021, no separate penalty.”

Although not strictly a police matter, councillors may have noticed an increased presence of ADC Civil Parking Enforcement Officers in the village. Although they have been unable to issue any tickets by the southern shops because offenders always move their vehicles before a ticket can be issued, the officers have been successful in talking to the offenders as they have moved their vehicles. At weekends, some tickets have been issued to cars parked illegally in Sea Lane and Normandy Drive.

3. **Anti-social behaviour matters**

No new reports this month.

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

No Freedom of Information or Data Protection requests received since the last report.

5. Littlehampton Community Fridge meeting, 15th May

I attended this Saturday afternoon catch-up meeting for Fridge organisers and volunteers. About twenty volunteers attended of the seventy now on the Fridge's books.

Founder Sarah Renfrey opened the meeting with some statistics of food saved since the Fridge started in the middle of 2019. 142 tonnes of food have been saved. This is, apparently, the equivalent of 337,745 meals. 596 tonnes of carbon have been saved from being released into the atmosphere. Up to 3.5 tonnes of food are now being saved each week, a much higher figure than during last year. The amount of food donated to the Fridge which is then not saved has remained fairly constant throughout and is a small percentage.

In addition to the Fridge's distribution through its presence at St James's Church in Littlehampton and On Tour, 1,695 emergency parcels were distributed during 2020. That side of the operation has been wound down, although emergency parcels could still be provided upon application.

The Fridge was now a Community Interest Company (CIC). £35,000 had been received in grants from July 2019 to date. The biggest expenditure to date has been the van and currently that is also the highest running cost. Donors include both West Sussex County and Arun District Councils. Apart from the van, the biggest outgoings have been insurance, infrastructure such as shelving and lockers, Personal Protective Equipment (PPE) and stationery. The Fridge pays Brighton Fare Divide £750 per year for it to deliver excess food – this sum is solely for delivery not the food itself. There has been no expenditure of the use of the hall at St James's Church yet, but as the country returns to normality, it is expected the arrangements at St James's Church will have to change.

Sarah stressed the organisation aims to be non-judgemental. The main driver is to reduce food waste so nobody in a queue should be made to feel they should not be there, regardless of whether or not they are able to donate financially. The organisation has aimed to be as non-hierarchical as possible, but as it is growing so that is changing. Sarah said volunteers needed to take a step back if they thought a member of the public was taken more than the volunteer thought they should. There will also be members of the public who will push any boundaries set up.

Kath Callaghan, training lead and Rustington Parish Councillor, thanked East Preston Parish Council for having so quickly built an effective team of volunteers, some of whom she has needed to pinch to work elsewhere.

The meeting agreed there was no clear policy on non-food items, something which has not really arisen in EP to date.

There was some discussion about why the Fridge was being given tinned foods with long expiry dates and why was that food not being given to foodbanks. The agreements the Fridge has with various suppliers is that it cannot pass food on to foodbanks. Sarah also believed foodbanks were well-stocked with long-life goods. Excess bread was being given to local pigs. Some excess food was also given to Ferring Country Centre for its animals.

Volunteers were asked to be mindful of how much they took for themselves.

The Fridge has some hi-vis tabards and I have asked for some to be kept in our box so volunteers can wear them.

Looking to the future, Paul Amoo suggested a social event be organised as soon as possible, so volunteers can all meet in a social environment. This suggestion was enthusiastically taken up by the organisers. Sarah said she would eventually like to run a rescue café, using the food saved from supermarkets to make nutritious meals. Sarah would also like to run a seed swap, maybe starting next year.

The meeting ended after two-and-a-quarter hours with Sarah saying how humbled she is by the efforts made by the great team of volunteers.

6. Sussex Police & Crime Commissioner, Focus Group, 20th May

Cllr Linton and I attended this online meeting together with representatives from Rustington and Angmering Parish Councils. The meeting was led and facilitated by Mandy Jameson from the Sussex Police & Crime Commissioner's office, and Trevor Leggo, Chief Executive Officer of the West Sussex Association of Local Councils. The meeting did much to highlight both the similarities and the differences between the three neighbouring communities. For example, Rustington PC has had to call greatly this past year on the Sussex Police Rural Crime Team whereas this council has not needed that team's service at all.

The meeting lasted seventy minutes and now I have attended one I feel I will be better prepared for the format next time around.

7. East Preston Business Community Business Breakfast, 2nd June

Several local businesspeople attended this meeting in person in The Seahorse, the first in person Business Breakfast since last August (I think). Much of the meeting discussed the ongoing financial implications of the pandemic and, to a lesser degree, Brexit.

Thanks to Sam and Kiera for hosting this meeting.

8. Meeting with two local business owners, 9th June

I was contacted by two local business owners who wanted to talk about what central government funding was available "for upgrading the village in terms of its very dated look." We then met to discuss this further. I explained central government funding was directed at areas of deprivation and, with the best will in the world, the cars parked around the southern end of Sea Road did not betray any evidence of deprivation. The two business owners have a vision of upgrading the village "get a sandbanks vibe etc which would benefit everyone and in particular help local business." The meeting ending with the two business owners seeming to accept central government funding might not be possible, and therefore interested businesses would look at sponsorship to introduce more planters and such like to the southern end of the village. This may tie in nicely with an idea the Amenities Committee will be considering later in July.

9. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 22nd June

This meeting was held in a socially-distanced arrangement at the club itself. As this meeting should have been hosted by the council, Cllr Toney assumed the chair. Cllr Gunston was also present for the council. The club was represented by new Chairperson, Elaine Phillips, new Secretary, Jo MacGovern and Administrator, Sarah Fisher.

Club membership was strong, to the extent the club may have to introduce a cap and a waiting list. The club was grateful for grants it had received in the past year via Arun District Council which had helped tide the club over during the pandemic months it was not allowed to open. The club has plans for the refurbishment of the inside of the clubhouse and will be seeking the membership's approval with a view to completing the work in time for a Christmas party. The club committee is concerned about the use of e-scooters. Cllr Toney and I explained our understanding of the law, and advised the club to contact the Angmering-on-Sea Estate Residents' Association for its position as the club is surrounded by roads forming part of the estate. Cllr Toney suggested the club erected signage at the

entrance if it does not want anyone to ride e-scooters whilst on the premises. The club is also beginning to consider the introduction of Padel Tennis, a new variation on the sport.

Cllr Gunston talked about the work of the Environmental Initiatives Working Party and how it would like to bring together the custodians of publicly-owned buildings in the village with a view to drawing up a scheme to make those buildings more energy-efficient by the end of the decade. The club's reps were definitely keen to learn more and join in if possible.

I talked with Andrew Cook, Head Coach, about free-to-participate tennis coaching sessions this year, and these have been pencilled in for the 10th, 17th and 24th September.

The meeting agreed this one meeting would cover both this year's meetings and the next meeting was scheduled for 19th January.

10. Littlehampton Community Fridge on Tour, May and June

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

5th May, Cllr Gunston

12th May, Cllr Toney

19th May, Cllr Duff

26th May, Cllr Linton

2nd June, Cllr Gander

9th June, Cllr Duff

16th June, Cllr Linton

23rd June, Cllr Gunston

30th June, Cllr Toney

There was some concern about one attendee on 16th June taking rather more than entitled to the extent Cllr Linton did remind her of the "five items plus bread" guidance. This lady's, shall we say, overenthusiasm for items on offer was commented upon by others in the queue behind her, and I might put something into an e-newsletter about Fridge on Tour etiquette.

After 23rd June we will not be providing a queue manager. We believe attendees are behaving well enough in the queue and keeping their social distance whilst still managing to chatter away together.

On the evening of the 26th May, Paul Amoo took me with him to collect surplus food from Aldi and on to the hall at St James's church in Littlehampton to help process that surplus food into the Fridge system. Every item of food received is sorted and weighed by type. It is then arranged around the hall, again by type. Patrons are able to attend the church hall most days and take their "five items and bread". Bread which is damaged or for which the packaging has split is put to one side and is collected daily by a man who uses it to feed birds. Vegetables which have gone beyond the point where humans might eat them are distributed to a local pig farm and some to Ferring Country Centre to feed the horses and some of the other animals there. It was very interesting to see this side of the operation.

11. Social media

A lot of Facebook posts have been seen by over 500 people since the last report.

- Post of information from Network Rail concerning the replacement of the damaged barriers at Roundstone Level Crossing – 5,129 people
- Update on the above post about Roundstone Level Crossing – 3,834
- Missing dog post. Dog found within an hour of the post – 3,274
- Advice Langmeads Field was owned by ADC and it was liaising with WSCC to remove the travellers that had arrived in the middle of the month – 2,693
- Post reporting the sighting of Nottingham Knockers in the village, 28th June – 2,187
- Repost about a missing cat – 1,751
- Post about a teddy bear found on East Preston beach by former councillor, Pete Dallimore – 1,446
- Poster advertising a charity plant sale in Woodbridge Park - 783
- Reminder the tennis court was being repaired – 683
- Details of the overnight New Road road closures – 608
- Post thanking the East Preston Yarnbombers on International Yarnbombing Day, 11th June – 584
- Happy Sussex Day post, 16th June – 559
- Report of the East Preston Yarnbombing video made by Arun District Council - 557
- Post of found property, a lost debit card and a lost purse - 554
- Report of a dodgy looking van in the Lashmar Road area - 544
- Reminder of the Fridge on Tour – 520
- Repost of WSCC Covid stats, 4th June – 515 (I post this every Friday but usually it only gets seen by about 350 people)
- Found plastic water bottle at the children’s playground - 503

Sadly, the cat was not found alive.

The plastic water bottle was claimed by its owner.

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th June)

The number of people currently liking the council on Facebook is 1,427, an increase of 19 on the last report.

12. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 28th April – sent to 869, opened by 583 (67.1%)

Parish Council news – 5th May – sent to 869, opened by 573 (65.9%)

Parish Council news – 12th May – sent to 869, opened by 572 (65.8%)

Parish Council news – 19th May – sent to 871, opened by 589 (67.6%)

Parish Council news – 26th May – sent to 873, opened by 584 (66.9%)

Parish Council news – 2nd June – sent to 876, opened by 575 (65.6%)

Parish Council news – 9th June – sent to 876, opened by 590 (67.4%)

Parish Council news – 16th June – sent to 881, opened by 562 (63.9%)

Parish Council news – 23rd June – sent to 882, opened by 567 (64.4%)

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

“Do you have a dog warden?”

“Do you know anywhere I can get rid of clothes that are not really fit to wear and certainly not saleable but can be recycled in the old “rag and bone” manner? Also shoes that are no longer wearable. I want to avoid landfill if possible.”

“Do other households adjacent to the railway line ever complain about the aggressive weedkiller Network Rail uses on its track beds?”

“We are moving soon and wondered where the nearest GP surgery is.”

“Where has my blue bin gone?”

“Do you know where I can recycle blister packs from pills?” (According to the WSCC presentation we had in March 2020, you can put them out, without any tablets, in your fortnightly recycling.)

“Do you know about the turtle competition?” (It was my idea.)

“Which village do I live in?” (Asked by a resident of Coach House Close after he had received a copy of All About East Preston.)

“Can you tell me the rules that should be followed for cleaning outside tables and chairs at cafés and pubs?”

14. **Recent bouquets and complaints**

(In addition to anything reported above)

“There is always something of interest provided by the Fridge. I have twice had the mangoes from the Fridge and they have been delicious and the bread in any shape or form is always useful.”

From a resident of Vermont Way for help given with getting a hole in the road repaired, not a pothole, “It was fixed yesterday, so I remain very impressed with the response! [My son] watched it all from the top of the climbing frame with delight. Many thanks for all your help, I’m sure the other residents of Vermont Way are all equally grateful and pleased as well.”

From a new resident in Golden Avenue, “Thank you for such a warm welcome, we’re still pinching ourselves, we feel incredibly lucky to be living in such a beautiful village.”

From a resident of Upper Drive, “My daughter and I used the tennis court this morning. The work done is excellent.”

Thanks from a resident of Hazelmead Drive for putting her in touch with someone who could help her with a fox problem on her property, “You’re very nice and I hope we meet one day.”

From a resident of South Strand who raised over £4,000 by completing the Sussex Hospices Walk, “Thank you Simon for including my walk report.....your support has been greatly appreciated.”

A resident called at the office with several questions and left saying, “Thank you. That is all my questions and you have answered them positively.”

“Thanks for the suggestion of the textile bin by the fire station. I googled it and found that it can reuse low-grade recyclables, whereas everything else I looked at only wanted decent goods.”

On 17th June, we moved a planter from the “alcove” outside the Sea Road toilet block to the eastern end of Sea Road, enabling the council’s contractor to do some paving work there before a different contractor constructs a bench in that alcove. Two separate residents of The Homestead wrote in as follows:

“Thank you to the person, or persons, responsible for providing Two Acres with a large planter; strategically positioned so that the north block of the Homestead can enjoy it.”

“I’m joining my neighbour Jen in thanking you for the beautiful planter at the Sea Road end of Two Acres. I have a perfect view from my flat at The Homestead; it was a wonderful surprise when I arrived home yesterday evening. You and all the team are absolute stars ★”

Thanks from a family in Sea Lane for helping to publicise their sons’ golf challenge raising funds for Cancer United.

15. **Leave**

Alison will be on leave 14th, 15th and 19th July.

I will be on leave 15th and 21st July.

16. **July Meetings and Events**

This list may be incomplete and is subject to change.

5th Full Council (19:00, East Preston Infant School)

- 6th East Preston & Kingston Bowls Club (10:30, Bowls Club) (ST, JG and SC only)
- 7th East Preston Business Community Business Breakfast (08:00, Zoom)
- 8th West Sussex Clerks' Forum (10:30, Zoom)
- 12th Sussex Community Rail Partnership (10:00, Zoom) (SC only)
 Planning & Licensing Committee (18:00, East Preston Infant School)
 Amenities Committee (19:00, East Preston Infant School)
- 14th West Sussex Chairs' Forum (10:30, Zoom)
- 19th Audit & Governance Committee (14:00, Council Office tbc)
 Personnel Committee (18:00, East Preston Infant School)
- 21st ADC Planning Committee (14:30, Civic Centre) (GM tbc)
- 26th Planning & Licensing Committee (18:00, East Preston Infant School)
 Community Engagement Committee (19:00, East Preston Infant School)

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**

29th June 2021

Agenda Items 17a-b

Other meetings and events – Part 1

Council is asked to note the following reports:

Councillor Walkabout, 11th June

Cllr Linton and I walked Willowhayne Avenue from its western end and all the roads to the south of it.

In Westfield Avenue we talked to a couple who were very positive about the Parish Council, but commented on the lack of proactive policing by PCSOs and were very concerned about the two recent village violent crimes. We did explain that Sussex Police Sgt Amy McAlees had spoken at the May 4th council meeting, indicating that 'enquiries are ongoing with both crimes'.

In Seaview Avenue a lady was very supportive of the PC, but asked if there was any possibility of a dog-free zone on the beach. Cllr Linton explained that our beach is only about three quarters of a mile wide and it would be impractical and furthermore the beach is not under the PC's control.

A lady in The Circle was very positive about the PC and all the events we put on and so was another lady in Seaview Avenue.

We noticed that the derelict garage had completely collapsed in The Way. This site is currently subject of a Planning Application, EP/16/21/PL, which will see a new garage constructed with some office space above.

In The Drive, two gardeners who live in the village were very positive about the work the PC does, but complained about Cloud Nine vehicles continually being parked up on the separation zone opposite the Parish Office. We explained that the traffic wardens occasionally come from Littlehampton, but have little impact in that area.

We then proceeded down Willowhayne Avenue to my abode where the walk ended.

Cllr David Moore

18th June 2021

Councillor Walkabout, 15th June

Councillor John Gunston and I visited the beach today, taking the opportunity to meet with residents and visitors to East Preston.

We had an interesting discussion with two residents who, although living abroad, have a house in East Preston, visit it regularly and refer to it as 'home'. They have a long family association with the village and were able to tell us about some of the history and changes they have seen.

Other residents we spoke to love living in East Preston, enjoying the beach, the sea and the community feel of the village. There were one or two negative comments about the increase of traffic in the village and the subsequent impact on parking.

The visitors come to East Preston because it is quiet, and the beach is beautiful. Several had travelled some way to visit East Preston and were particularly impressed with the cafés in the area. They tend to take advantage of the quieter weekdays and avoid the busier weekends. It was noticeable during our walk that all three cafés at the southern area of the village were very busy.

One visitor said his reason for visiting East Preston was unlike Littlehampton or Worthing – there are no 'kiss me quick' hats!

It was good to receive a mix of comments from both residents and visitors and note that most comments were incredibly positive.

Cllr Patricia Gander

15th June 2021

Appendix A

Agenda Item 15a

Annual Parish Meeting, 21st June 2021

Council is asked to note the draft Minutes from the Annual Parish Meeting held on 21st June 2021.

ANNUAL PARISH MEETING - EAST PRESTON

21st June 2021

The Annual Parish Meeting at East Preston duly convened and held this day via the Zoom online meeting application.

Present: Parish Councillors Christine Bowman, Kit Bradshaw, Andrea Chapman, Lisa Duff, Barbara Gale, Pat Gander, John Gunston, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore, Steve Toney (in the Chair) and Steve Wilkinson

West Sussex County Councillor Roger Elkins (East Preston and Ferring)

Arun District Councillors Ricky Bower and Terry Chapman (East Preston and Kingston)

Members of the Public: Two

Clerk to the Council: Simon Cross

Apologies: Arun District Councillor Paul Kelly

The Chairman of the Council, Councillor Steve Toney, opened the meeting at 19:02, and thanked and welcomed those attending.

APM2021/01 - To confirm the Minutes of the last Annual Parish Meeting held on 22nd June 2020

The Minutes of the Annual Parish Meeting held on 22nd June 2020 were agreed to be a true record. The meeting agreed these could be signed by Cllr Toney when he was next in the Council Office.

These Minutes had previously been noted by the Parish Council at its meeting held on 6th July 2020, Parish Council Minute 438/20.

APM2021/02 - To receive the Annual Report of the East Preston Parish Council

Cllr Toney's report had been made available to all attendees before the start of the meeting. Cllr Toney asked if anyone present needed him to read it; nobody said they did so Cllr Toney just read the final two paragraphs of the full report below.

The report, which was to be included in the Summer 2021 Newsletter, read:

“Here is the council's Annual Report for the past financial year.

“2020, the year none will probably ever forget. The first year of the COVID-19 pandemic, a situation which is still having a marked impact upon many people’s lives a year and a half after we first started to talk about it. For many of us, I expect 1st April 2020 feels a lifetime ago.

“Just before the beginning of the new financial year on 1st April, 2020, central government announced the first lockdown as a measure to reduce the spread of the virus. In preparation for such a move, the council launched the East Preston Voluntary Service, much about which has been written and spoken elsewhere. But the achievements of the Voluntary Service in supporting East Preston residents who found themselves more vulnerable than usual bear repeating. Other councils managed their service on a task-based model and so can tell you exactly how many tasks volunteers carried out for those in need. The coordinators of the Voluntary Service (myself and Cllrs Bradshaw, Duff, Gander, Gunston and Linton and the Clerk) decided to set up more of a buddying system, whereby a household in need was paired with a household willing to help. We cannot say how many tasks have been and are still being carried out but we can say over 150 households were willing to help over 150 other households in the village, pairing up to provide direct 1:1 contact and, beyond that, two-way friendship. We have had our hearts warmed numerous times hearing great stories from volunteers and those who have benefitted from their assistance. Most of the help needed was shopping or collecting prescriptions, but there were also a number of more unusual requests the service fulfilled such as the lady who desperately wanted just a packet of Bourbon biscuits at a time when she could not go and get them herself, a volunteer standing in a front garden tuning the guitar for a man with dementia, volunteers walking dogs big and small, mowing lawns and helping with pest control.

“By the time this report is published in the Newsletter, the council hopes to have been able to hold an afternoon tea-party to celebrate the achievements of the Voluntary Service and the friendships that have arisen.

“As far as we can tell, the virus has not affected the village too badly. A few of us will have lost dear friends and relatives and our condolences to those people, but thanks to residents mostly respecting government guidance and regulations, many of us have a full set of friends and relatives still intact. Although often a struggle, local businesses have, on the whole, survived and we ask residents to keep supporting our local businesses. On behalf of the whole council, I really want to thank those business owners who found ways to adapt and work within the government guidelines to keep serving residents in ways old and new.

“The council also had to adapt to work within the government guidelines. No longer able to meet in person, I was delighted with how quickly councillors and officers adapted to holding meetings online. Thanks also to the members of the public that embraced the new technology and attended meetings throughout the pandemic; your tangible support is much appreciated. As you would expect, some council projects had to be delayed as they would best be served by face-to-face meetings, but generally the council was able to get on with its businesses of being in the heart of the village and supporting residents and businesses alike.

“Disappointingly, the council had to cancel all its big, regular events during the year, but came up with or supported others’ ideas to keep the village entertained in different ways. Our thanks to the East Preston Festival Committee for its unconditional support of the Brighten Up East Preston events at Christmas, which were much appreciated by local residents. Any conversation about brightening up East Preston cannot conclude without praising the East Preston Yarnbombers who once again brought delight and smiles to almost every East Preston resident, regardless of age. Just as the Festival continues to put East Preston on the map, so the Yarnbombers are doing so in a different way, encouraging tourists into the village, bolstering local businesses. We have no idea who most of you are, but we tip our knitted hats in your honour. Thanks also to everyone who wrote a poem or painted a pebble or posted an inspirational message around the village. You are probably all too modest to understand quite how important an impact your creativity had. The council’s Major Events Committee is busy, with its fingers crossed, hoping to run East Preston Food & Drink Festival and East Preston Christmas Celebrations events this year together with a much-delayed second Funday Sunday in October. Such events will, of course, depend upon government guidance on social distancing.

“Despite the pandemic, it should be noted the council received a wholly clean bill of health from both the Internal and External Auditors for the year-ending 31st March 2020. This achievement cannot be underestimated in underlining how responsibly the council handles your money.

“As a way of connecting with residents in these curious times, the council reintroduced Councillor Walkabouts. For these a pair of councillors go for an hour-long walk in different areas of the village, chatting to villagers they come across. It has been very pleasing to hear the mostly positive comments those we have spoken to have had. All comments are fed back to the council by participating councillors and are considered by the relevant council committee or passed on to the relevant authorities.

“The council remains always approachable and willing to consider ideas you have for ways in which life in the village can be improved. Please submit suggestions in writing (letter or email) so the correct committee can consider them or our officers can report on previous discussions on the same matter. We look forward to hearing your ideas and hopefully implementing some of them to make the village even lovelier.

“As in previous years, I would like to finish by thanking my fellow councillors for their hard work throughout the year and their support of me, and also by thanking the council’s officers who maintained a visible presence throughout the lockdowns and who really do work tirelessly for the village.”

No questions were asked of the Chairman.

APM2021/03 - To receive a report from the Arun District councillors representing East Preston.

District Cllr Chapman started by thanking the parish councillors and officers of the council for their exceptional work over the past year in keeping the business of the parish running in difficult and unprecedented circumstances. Cllr Chapman said he believed most residents had great confidence in the council, which could sometimes be seen by some of the unusual requests made of the Clerk. Mrs ██████ put her thumbs up in support of Cllr Chapman’s comments.

Cllr Chapman explained the Conservatives had regained control of Arun District Council with the support of three Independents who had not been Independents at the time of the 2019 local election. The council had just moved to a new system of governance – there was no longer a cabinet system but in its place were committees with some executive powers. The former Development Control Committee had been restructured as the Planning Committee with fewer members overall. Cllr Chapman had been made Chairman of the committee and District Cllrs Bower and Kelly had also been elected to the committee. Additionally, Cllr Bower had been made Chairman of the Planning Policy Committee, of which Cllr Chapman is also a member. This did mean the three district councillors could receive observations from members of the public but would have to be very careful in how they responding to avoid accusations of predetermination. The three could advise East Preston and Kingston residents on Planning process.

Cllr Chapman reminded the meeting ADC had, not so long ago, passed a Public Spaces Protection Order (PSPO) covering the coastal area of Arun. Cllr Chapman felt the district council was not currently able to enforce this. One of the provisions of the PSPO was for dogs to be kept on leads on beaches during the summer season. No signs have been implemented to advise of this and Cllr Chapman’s questions about when any signs will be put up have got unanswered.

Cllr Chapman concluded the felt the village was generally “in good heart.” He again thanked the council and the volunteers that have been working alongside the council across the village. Cllr Chapman said it was good to know the parish council’s Councillor Walkabouts were bearing fruit. He himself usually spent about an hour a day walking around the village, talking to people, and almost all of what residents had to say was positive.

District Cllr Bower thanked the parish council for the work it had done over the past year. He felt this work showed the village in its best possible light. As far as the pandemic was concerned, he felt East Preston residents had responded very well to the challenges thrown up. The district council had been supporting West Sussex County Council in delivering general support and the vaccine programme with great success.

Following on from Cllr Chapman’s comments on Planning, Cllr Bower said he and his colleagues could provide information on process but could not express any opinions on Planning Applications within the village. The new Planning Policy Committee had had one meeting so far, and had not yet decided whether or not to undertake a Local Plan review. Cllr Bower referred to challenges nationally with changes proposed to Planning Policy by central government, in light on which it may be prudent not to undertake a Local Plan review at this time.

The council was picking up on projects in Littlehampton and Bognor Regis which had not progressed much in the first two years of the current district council term.

Cllr Bower concluded by again thanking the parish council and confirming district councillors would continue to support East Preston residents to the best of their ability.

There being no questions for the district councillors, District Cllr Chapman left the meeting at this point.

APM2021/04 - To receive a report from the West Sussex County councillor representing East Preston.

County Cllr Roger Elkins expressed particular thanks to everyone for embracing online technology so meetings could be held openly and the democratic process continue unimpeded. He thanked the Clerk for managing the technology and all councillors for not having any problems with making best use of the technology, highlighting how the community has worked together. He thanked the community of East Preston for supporting its members through the pressures of the pandemic. Cllr Elkins added the council's thoughts were with those residents who had been impacted by the pandemic.

Cllr Elkins said he was delighted to have been re-elected to the county council in May. He further thanked the residents of East Preston and Kingston for the high turnout; even with the unusual restrictions on polling stations, the turnout in the ward was within 1% of previous turnouts. Cllr Elkins said he had chosen to stand down from his cabinet role, but was continuing to work with the Local Government Association on coastal issues.

Cllr Elkins went on to talk about improvement works to the A259, and the slight delay that had been incurred owing to the pandemic-related pressures on one of the utility companies involved.

A local enquiry was scheduled for August concerning the £11m project to improve the Lyminster by-pass.

A public consultation was underway for proposed improvements to the A259 between Littlehampton and Bognor Regis.

The county council was concerned about the increase in Ash Dieback seen affecting trees across the county.

Remarkable improvements had been noted in the provision of Children's Services and the West Sussex Fire & Rescue Service.

Cllr Elkins ended by thanking the councillors and the Clerk for continued good work.

In response to a question, Cllr Elkins explained construction work on the Arundel by-pass was likely to start in 2023 or 2024. Preparatory surveys were taking place and work was also being undertaken to mitigate the impact on the villages closest to the selected route. Cllr Elkins confirmed people were working full-time on the project.

APM2021/05 - To consider any written resolutions received by the council no later than 18th June 2021

The Clerk to the Council confirmed no such resolutions had been received.

APM2021/06 – Public question time.

Mrs [REDACTED] asked whether the Clerk had any information on why the landlord of The Clockhouse had new seating outside his pub. The Clerk said he had not seen the landlord to speak to, but had asked someone close to the landlord who had not been able to give an answer.

Mrs [REDACTED] appeared to have nothing she wanted to raise.

Cllr Toney added, on behalf of the parishioners, thanks to the East Preston Yarnbombers again for the joy their work brings to the village. He closed the meeting at 19:36.