



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, 10th January 2022 at East Preston Infant School, Lashmar Road, East Preston

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

ALSO: Clerk to the Council, Simon Cross

County Councillor Roger Elkins (until 19:40)

District Councillor Terry Chapman (until 19:40)

Mr C, Mrs D and Mrs L

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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;
PCSO – Police Community Support Officer;

SLCC – Society of Local Council Clerks;
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 19:02.

001/22 INTRODUCTIONS

Cllr Toney welcomed all present and wished everyone a Happy New Year. Cllr Toney then led a round of introductions.

002/22 APOLOGIES FOR ABSENCE

All East Preston parish councillors were present.

District Cllrs Bower and Kelly had provided an apology for this meeting.

003/22 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

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

004/22 PUBLIC SESSION

Agenda Item 11a – Amenities Committee – Mrs D started by thanking and complimenting Cllr Linton “for her diligence in representing the people of East Preston and staying aware of Council spending for the Parish – keeping in mind the real need and relevance of this council committing to purchases.” Mrs D explained this was in relation to the discussion on the justification for a wheelchair swing at the children’s playground (Minute 981/21).

Mrs D said the discussion the council had had on the wheelchair swing had reminded her of the “soft skills” training she had delivered whilst at American Express, one of the courses of which was “Facilitating Decision Making Meetings at Manager Level.” Mrs D had found it “very interesting to witness the demographics of your group of councillors and rewarding to see that there are councillors prepared to put forward their beliefs, others ready to contradict, some not sure about speaking up and those who can bring the matter to a compromising solution. A very reassuring state of affairs. May I offer my compliments - as a group you have some useful and complementary talents.”

Mrs D concluded this section of her thoughts by asking the council to bear in mind, when considering any expenditure for East Preston, one question, “How does this sit with Climate Change?”.

Agenda Item 11d – Finance & General Purposes Committee – Mrs D said she was surprised the council had been considering the use of a debit card for office expenses rather than a credit card which, she felt, brought with it in-built financial safeguards.

Agenda Item 15 – Clerk’s Report – Mrs D said she hoped all councillors were pleased to have received the thanks from various parishioners who took the time to respond to the council’s various communications. “You absolutely deserve all of these and more.”

Agenda Item 7 – Arun District Council – turning her attention to Arun District Council, Mrs D asked for clarification on why £76,000 was available to private landlords to improve the energy efficiency of their properties but seemingly not to privately-owned households.

Referring to Minute 975/21 of the December meeting, Mrs D felt the district council was applying pressure to the parish council regarding the roof of the Conservative Hall. Could this be explained?

Agenda Item 11a – Amenities Committee – Mrs D ended by asking whether Sussex Police would be interested in contributing financially to cctv for the Warren Recreation Ground.

Agenda Item 11e – Major Events Committee – Mrs L wished all present a Happy New Year and, particularly, a healthy year. Mrs L then thanked the council for the marvellous Christmas Celebrations event which had taken place on 20th November. This had been much appreciated by those who had come out and got involved.

Agenda Item 7 – Arun District Council – Mrs L then asked the council for an update on actions taken to open up Club Walk for public access again. Club Walk had always been a public right of way throughout her life and was safer and easier to walk through than the footpath neighbouring The Lawns. Mrs L again said it was not right for people to move into the village, or simply to buy property in the village without living it in, and then to try and change everything.

005/22 COUNCIL RESPONSES

Agenda Item 11d – Finance & General Purposes Committee – Cllr McElroy said the Finance & General Purposes Committee had reviewed its decision and had now decided to have a credit card instead of a debit card. Cllr Gander explained she and Cllr Toney, as cheque signatories, had noted an increasing number of transactions where council officers were having to pay for items upfront out of their own pockets. The committee had considered this and had decided a debit card was the simplest way forward, but this had not been possible through the council’s bank. Thus, as Cllr McElroy had said, the committee had reviewed this and had opted for a credit card instead, with a limit of £1,200 payable at the end of each month.

Agenda Item 7 – Arun District Council – Cllr Wilkinson, speaking as a member of the Angmering-on-Sea Estate Residents’ Association board, said the Association had no sway over either Club Walk or The Lawns as both were in private ownership. He also stated Club Walk was not an official public right of way according to WSCC.

006/22 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins wished the councillors and all present a Happy New Year. He praised the Clerk's "fantastic publicity photos of the past year" and said they showed what great community spirit there was in East Preston.

Cllr Elkins also thanked the council for its "fabulous" Christmas Celebrations event. When he had visited the children's activities in the library, there had not been "an inch of space left". Cllr Elkins said how much the library staff enjoyed being part of the day.

Registration closed on 15th January for any children due to begin school in September 2022.

The monthly A259 updates, whilst reflecting a constantly changing situation, had been well received.

The WSCC Community Hub was still active, helping vulnerable residents across the county. The Hub had even been staffed on Christmas Day.

There was a profound need for foster parents for teenagers in the county. Two-thirds of children in care in the county were aged between 11 and 17.

The county council was investigating ways in which it could better support and communicate with voluntary carers.

Budget-setting was underway.

The West Sussex Record Office had celebrated its 75 years in existence last year, and had again been accredited by the National Archives.

Mr C asked Cllr Elkins whether WSCC could consider installing some traffic controls at the junction of the A259 and the A280 as he felt once the A259 improvement works had been completed, too much traffic would simply race through that junction making it dangerous for vehicles attempting to leave the village or heading south off the A280. Cllr Elkins replied traffic controls were not currently planned but he would bear Mr C's comments in mind.

Cllr Toney and the Clerk asked Cllr Elkins whether he had heard anything further about a follow-up meeting to the meeting held with Cllr Dennis, Cabinet Member for Highways & Transport, back in September. Cllr Elkins said he had been chasing but had not yet received a satisfactory update.

007/22 ARUN DISTRICT COUNCIL

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

Cllr Chapman started by providing an update on his concerns about Arun Court. He had now received a maintenance plan which he was reviewing and which he would share with the parish council in due course. He could report there had been significant progress in the past month.

He believed the next stage of public consultation on the proposed expansion of the Rampion Wind Farm – Rampion 2 – was due to start at the end of January. He predicted ADC's response would be even stronger than it had been to the first public consultation.

Turning to the matter of Club Walk he agreed with Cllr Wilkinson Club Walk had never been an official public right of way. The land is in private ownership and it is up to the landowner whether or not the public is allowed across that land. The current landowner was not minded to agree to have the recently-installed sea defence removed and as the defence had been constructed on private land, ADC had no legal right to remove the sea defence. Cllr Chapman felt there would be no further progress made in this matter without the agreement of the landowner. Should individual members of the public wish to get together to seek an easement over the land, Cllr Chapman advised that could be a very costly thing to attempt.

Picking up on Mrs D's point about the Conservative Hall, Cllr Chapman explained he had simply reported on the damage to the roof as a leaking roof may have made the venue temporarily unavailable to village groups and the parish council may have received queries about that. He was happy to report the insurers had agreed to cover the cost of most of the necessary repairs.

Cllr Chapman reported the Planning Inspectorate had dismissed an appeal lodged by the owners of West House, South Strand after ADC had refused Planning Permission last year, EP/47/21/HH. The Planning Inspector's conclusion was, in Cllr Chapman's opinion, rather robust in its dismissal of the appeal, "For the reasons given above I conclude that the appeal

proposal would have unacceptable adverse effects on the character and appearance of the host property and the locality as well as on living conditions for neighbours. Accordingly, the appeal is dismissed.” (Planning Inspectorate case: APP/C3810/D/21/3282204)

Cllr Chapman also made reference to Planning Applications in Hillview Crescent and The Roystons, both of which had been handled robustly by the council’s Planning Department.

With reference to Mrs D’s question about grants to landlords of homes in multiple occupation, Cllr Chapman said private householders could apply for similar grants through the ADC Warm Front scheme thus negating any unfairness of the £76,000 available to landlords.

Cllr Chapman expressed concern about an NHS policy which was seeing cured people discharged into suitable accommodation that may be a long way from their own homes. If parish councillors became aware of any such cases, he asked they contact him as he might be able to help in some way. Funding was available to support patients and their families and Cllr Chapman wanted to ensure that funding was accessible to those that needed it.

Cllr Chapman concluded by wishing all present health and happiness for 2022.

(Cllrs Chapman and Elkins left at the conclusion of this item.)

008/22 MINUTES OF THE MEETING HELD ON 6TH DECEMBER 2021

The draft Minutes were circulated to all councillors on 7th December asking for suggested amendments by the 14th December. Cllr Duff had spotted a typographical error which had subsequently been corrected.

1600 The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 6th December.

009/22 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 638/21 – Public Session – West Sussex County Council**
- 3. Minute 827/21 – West Sussex County Council**
- 4. Minute 989/21 – Environmental Initiatives Working Party – Greener Buildings Project**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 6th December 2021.

2. Minute 638/21 – Public Session – West Sussex County Council

In the e-newsletter published on 1st December, I included a link to a poll about parking restrictions in the area of Sea Road and North Lane between the junctions of Lashmar Road and Fairlands. Cllr Linton agreed the wording of this very simple survey. 186 people responded. There was a cost for this as the free survey software I used was only free up to 100 people. To access the other 86 responses, I have had to take out a monthly subscription at a cost of £45 (excl. VAT) but I will cancel that before a second month’s payment is taken.

The responses will initially be considered by the Community Engagement Committee. Broadly speaking, over 80% of respondents were in favour of “further parking restrictions in North Lane

and Sea Road, between the junctions with Fairlands and Lashmar Road.” 114 respondents commented, and those comments will be available to committee members prior to the next meeting.

3. **Minute 827/21 – West Sussex County Council**

As reported to the last Full Council meeting, County Cllr Elkins had confirmed Landbuild is still an approved WSCC contractor. He said it would be simpler for me to call Landbuild direct than for him to try and get a contact for me. I spoke to and emailed Landbuild on 10th December. During the telephone conversation I had, I was told how busy the company was at the moment but I might chase the email up before this meeting.

4. **Minute 989/21 – Environmental Initiatives Working Party – Greener Buildings Project**

Energy Performance Certificates have been produced for the buildings covered by the project and will be issued once payment has been received. The one exception is the currently-damaged Bowls Club clubhouse which is subject to an insurance claim after a neighbour’s tree limb fell on it.

At its meeting in September 2021, council resolved to cover the cost of these Energy Performance Certificates up to a cost of £2,500. To date, the bill has been £2,083. Surveys have yet to be carried out at the Angmering-on-Sea Lawn Tennis Club (at its request) and the Conservative Hall. These will hopefully be completed soon.

Simon Cross – **Clerk to the Council**

4th January 2022

Minute 990/21 – Clerk’s Report – Item 5 – Community Speed Watch, 28th October – the Clerk reported he had referred Cllr Linton’s question to Mr Harris, Community Speed Watch coordinator, and he had replied it was a difficult question to answer as there were so many variables in play on any given patrol. Mr Harris extended an invitation to Cllr Linton to attend and observe a patrol in action, an invitation Cllr Linton said she would be happy to accept.

010/22 **FINANCIAL MATTERS**

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

- 1601** The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2021/22, value £8,585.42 (excl. VAT).
- 1602** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid report for December totalling £1,405.47 (incl. VAT) (including unreported additional payments from the previous month).
- 1603** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid report for December totalling £14,893.20 (incl. VAT).
- 1604** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £317,740.07 (incl. VAT) for the financial year ending 31st March 2022.

The council NOTED the paper Bank Reconciliations to 14th December 2021.

The council NOTED the year-to-date Budget Summary Report for 2021/22.

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

011/22 **REPORTS FROM PARISH COUNCIL COMMITTEES**

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

Committees

The following committees met during December. Finance & General Purposes on the 13th; Major Events and Planning & Licensing both on the 20th. Draft Minutes from these meetings have been circulated.

Simon Cross – **Clerk to the Council**

3rd January 2022

Amenities Committee

The committee did not meet during December.

Warren Recreation Ground Car Park Lighting – Committee has consulted with residents of the adjacent properties in Field Court regarding the proposed car park lighting, and also met with the EPKVH Chairman and Premises Manager. The proposed lighting has been generally well received by residents, with no objections. There were concerns the increased lighting could attract a larger number of youngsters in warmer weather, as they have few places to congregate.

The EPKVH Chairman and Premises Manager appear in favour of the proposed lighting and offered a direct connection to its power supply, this would save the council the cost of installing a separate energy meter. The energy cost would be calculated using the luminaire energy consumption rates and then recharged to the council.

Committee is waiting for the costings for the installation and completion from Enerveo, (previously SSE).

The planning application has been validated by ADC and the outcome cannot be determined until the end of the statutory publicity and consultation period, which is 21st January 2022.

Sea Road Island Planters – In response to the WSCC planting licence application, WSCC advised there are a number of potential location issues. A 500mm clearance is required on either side of the planters, therefore at certain points where the island narrows it would rule out using the agreed size interlocking planters. Plantscape, the company engaged to install the planters, advised they are able to revise the design and will quote using a thinner planter to fit the narrower points of the island.

Another concern was the maintenance of the planters, this may be an issue at times when vehicles are parked either side of the planters, which they should not be anyway.

In response a site meeting has been requested to discuss the issues and to reiterate the problems around inconsiderate parking, which is hoped would be reduced by installing the planters.

Village Green Boules Piste - Repairs to the Boules Piste surround were completed on 11th December 2021. Two sleepers at the southern side of the piste have been replaced using reclaimed treated oak sleepers. Bob Horne, one of the regular organisers of boule events, called in person at the Council Office to praise the new sleepers.

Village Green low level fencing – Work on the installation of the new recycled plastic fencing is scheduled to take place week commencing 10th January 2022. The new fencing will replace the old wooden low level fencing, around the entire perimeter of the Village Green.

The committee's next meeting is scheduled for 14th February.

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

3rd January 2022

Audit & Governance Committee

The committee did not meet in December.

Simon Cross – **Clerk to the Council**

3rd January 2022

Community Engagement Committee

The committee did not meet in December.

Progress on the Queen's Jubilee clock continues to be slow but moving in the right direction. I have chased Enerveo for the quotation for the electrical work. I have chased the clock manufacturer for drawings without which we cannot proceed to putting in the Planning Application. Fuller Associates is apparently ready to proceed once we have that drawing now it has received a response from ADC on what level of plans it requires for the Application.

As councillors will know, the Yarnbombers' Christmas tree was moved to Two Acres on the morning of 30th November. The Yarnbombers have felt this was a much better location with far more visitors to the tree than were visiting the Fire Station. Over £1,000 has been raised for the Firefighters' Charity including £68 raised by councillors and officers at the December meeting. The tree is due to be dismantled during 4th January. The knitted squares will all be washed and transformed into twiddle blankets for use on the dementia ward at Worthing Hospital. The infrastructure of the tree has been offered to the Infant School for use in its Forest School area.

With effect from 5th January, the Littlehampton Community Fridge on Tour will run from the Conservative Hall foyer. This will provide some cover should weather necessitate that. The Fridge's volunteer coordinator has visited the hall and is happy two tables can be set up in the foyer for visitors to walk around. Until I have seen this for myself, I admit to remaining a little sceptical.

Simon Cross – **Clerk to the Council**

3rd January 2022

Finance & General Purposes Committee

The committee met on 13th December.

The committee had a further discussion about the East Preston & Kingston Village Hall Foundation's proposal the council link into its cctv system to provide some coverage over the Warren Recreation Ground. The committee remains in two minds about the proposal despite going back to the roots of the proposal and discussing what the council would want from a cctv system covering most of the Warren Recreation Ground. Despite the indecision, the committee agreed to include £2,500 in the coming year's budget for cctv and for Cllr McElroy to provide advice to the three councillors already working on this for the committee.

The committee also considered a request from the VHF to site a bicycle shed in front of the eastern elevation of the building, between the foyer and the steps up to the Miller Barn. The committee agreed to this request which will result in a larger shed better for electric bicycles. The committee advised the VHF to contact ADC for whether or not Planning Permission should be given for this scheme.

On behalf of the Flat & Frontage Working Party, Cllr Wilkinson gave a presentation on the work carried out by Fuller Associates on improving accessibility to the Council Office whilst the frontage is replaced. The committee agreed to include £10,000 in the coming year's budget to cover the cost of replacement furniture and any internal alterations which may be required. As suggested by the

committee, I have been in touch with an office furniture supplier willing to look at the proposed layout and see what furniture may be needed to meet the council's needs best. Other officers have started to be consulted on whether suggestions made by the committee would work in practical terms. The committee thanked Cllr Wilkinson for his work on this project.

The committee considered budgets for the coming year and a budget proposal is to be considered at Agenda Item 12a below.

As reported in the Audit & Governance Committee report to last Full Council meeting, that committee had agreed the Council Office should have access to a debit card for purchases up to £100, rather than the council's officers paying from their own pockets and being reimbursed. Mrs Khoo investigated with our main bank, Barclays, which would not permit a debit card on a two-signatory account such as ours. It would allow a Barclaycard credit card, and this committee considered and agreed to this as a suitable alternative.

The committee considered a grant request from the West Sussex MIND Youth Mental Health Service. The committee agreed it was a worthwhile request but as it has spent out that budget line for the current year, it is requesting money from the council's reserves. See Agenda Item 12c below.

Simon Cross – **Clerk to the Council**

3rd January 2022

Major Events Committee

The committee met on 20th December.

Looking at events agreed for the coming year, the committee agreed the following lead councillors for those events: *Funday Sunday*, 24th April, Cllr Gander; East Preston Food & Drink Festival, 27th August (tbc), Cllr Gunston; East Preston Christmas Celebrations, 26th November, Cllr Linton.

In addition to the events listed above, the committee is in touch with the East Preston Festival Committee about events for the Queen's Platinum Jubilee weekend of 2nd to 5th June. This will culminate with a "picnic on the green" style event on Sunday, 5th June. The committee is planning to unveil a plaque alongside the new tree the Amenities Committee is planting on the Village Green to commemorate the jubilee.

The date for the Food & Drink Festival is to be confirmed because the committee would like to move the event to the Warren Recreation Ground, for a number of reasons, but the Cricket Club is unable to accommodate the event on the usual Saturday. Mrs Roberts will shortly be contacting the most regular businesses represented at the event with a view to ascertaining which of a range of options would be best for those businesses.

Simon Cross – **Clerk to the Council**

3rd January 2022

Personnel Committee

The committee did not meet in December. The committee will be meeting next on 17th January.

Simon Cross – **Clerk to the Council**

4th January 2022

Planning & Licensing Committee

The committee met on 20th December.

The committee considered five Applications at the meeting. The committee agreed not to object to three of those Applications whilst submitting objections to Applications in Beechlands Close / Montpelier Road and Selhurst Way.

The committee continues to explore cautiously its options for refreshing the Neighbourhood Plan.

Simon Cross – **Clerk to the Council**

3rd January 2022

Additionally:

Amenities: Cllr Toney reported the Enerveo quotation for electrical works to support the Automatic Number Plate Recognition system had increased by £300 but committee members had agreed to this additional expenditure. He also reported work had started that day on replacing the wooden “dragon’s tooth” fencing around the Village Green with a recycled equivalent (Minute 647/21, Resolution 1558).

Community Engagement: Cllr Linton reported the Littlehampton Community Fridge on Tour provision was now being operated from the Conservative Hall. The first weekly session had taken place on 5th January and had been successful as the weather had been good and the tables could be set up outside. Cllr Linton was unsure how well two tables would fit into the foyer, which was the Fridge’s bad weather plan.

There were no updates from the council’s other five committees.

012/22 FINANCE & GENERAL PURPOSES COMMITTEE – BUDGET FOR THE YEAR 2022/23

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

Finance & General Purposes Committee – budget for 2022/23

Cllr McElroy to lead on this item.

Council is asked to agree a budget of £304,491.78 for the 2022/23 financial year.

Each budget-holding committee has considered its budget requirements for the forthcoming year. These are currently:

Committee	2021/22 net expenditure	2022/23 net expenditure	Difference
Admin (F&GP)	£113,173.00	£115,583.00	+£2,410
Amenities	£33,930.00	£40,100.00	+£6,170
Audit & Gov.	£1,000	£1,000	None
Community Engagement	£35,450.00	£34,050.00	-£1,400
F&GP	£36,375.00	£50,375.00	+£14,000
Major Events	£13,800.00	£6,700.00	-£7,100
WRG Trust (Amenities)	£54,911.28	£46,683.78	-£8,227.50

Additionally, the Finance & General Purposes Committee has agreed to include the usual £10,000 as a Contingency Budget line in the proposal. The proposed budget is just £5,825.50 higher than the current year’s.

Rather than circulate a paper copy of the budget sheets, I will send around a PDF version. If anyone would like a paper copy too, please just get in touch.

Simon Cross – **Clerk to the Council**

4th January 2022

Cllr McElroy spoke in favour of the proposal.

1605 The council **RESOLVED** unanimously to set the budget for the 2022/23 financial year at £304,491.78.

013/22 FINANCE & GENERAL PURPOSES COMMITTEE – COUNCIL OFFICE MAINTENANCE / IMPROVEMENTS

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

Finance & General Purposes Committee – Council Office improvements budget

Cllr McElroy to lead on this item.

Council is asked to ring-fence the £15,000 in the current year’s budget, or remainder thereof, should it not be spent by the end of March 2022.

As mentioned above, Cllr Wilkinson presented to the committee at its December meeting on the work undertaken so far by Fuller Associates with the intention of improving accessibility to the Council Office at the same time as replacing the existing frontage. As that work will likely not start in the current financial year, the committee would like the council to agree to ring-fence the £15,000 in this budget line in the current financial year.

Simon Cross – **Clerk to the Council**

3rd January 2022

Cllr McElroy spoke in support of the proposal.

1606 The council **RESOLVED** unanimously to ring-fence £15,000 from the Public Buildings – Parish Office Maintenance / Improvements budget line if not spent by 31st March 2022.

014/22 FINANCE & GENERAL PURPOSES COMMITTEE – GRANT AID 2021/22 – WEST SUSSEX MIND YOUTH MENTAL HEALTH SERVICE

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

Finance & General Purposes Committee – Grant Aid 2021/22

Cllr McElroy to lead on this item.

Council is asked to agree to award £500 Grant Aid to West Sussex MIND Youth Mental Health Service.

West Sussex MIND Youth Mental Health Service contacted the council on 7th December, asking for support in “helping local young people struggling with their mental health”, mainly as a continuing impact of the continuing pandemic.

Although the committee has spent the whole of its Grant Aid budget line for the current year, together with the additional 5% a committee can spend without recourse to Full Council, the

committee felt this was a very worthwhile service being provided and to make the service wait until the new financial year was churlish bearing in mind the council's current strong financial position.

Should the council agree to award £500 as suggested by the committee, the money would be recorded as an overspend on the Grant Aid budget line.

Simon Cross – **Clerk to the Council**

3rd January 2022

Cllr McElroy spoke in support of this resolution.

1607 The council **RESOLVED** unanimously to award £500 Grant Aid to West Sussex MIND Youth Mental Health Service.

015/22 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

The Conservative Hall Working Party and the Leases Working Party met in December. The council's other three working parties did not meet.

Simon Cross – **Clerk to the Council**

29th December 2021

Conservative Hall Working Party

The Working Party met on Monday, 13th December. The working party agreed it could not progress this matter further without some clear guidance as to what is being offered by the current Trustees.

Simon Cross – **Clerk to the Council**

15th December 2021

Environmental Initiatives Working Party

No meeting was held in December. We have received most of the building reports back from the surveyor regarding our greener buildings project and these will be the subject of our next meeting on 17th January. We will also be talking about sewage spills, (thanks to Steve W for bringing this to our attention), as well as reviewing our actions from November's meeting.

The winner of the crisp packets competition, Caroline Larkam, happily collected her prize on 9th December. Most of the prize was a goodie bags of environmentally-friendly items donated by West Sussex County Council, such items as pens, pencils, electronic recipe books, gardening gloves and more. The council topped this up with a bottle of wine and a packet of crisps. Our thanks to WSCC for the items donated.

Cllr John Gunston –

Chairman of the Environmental Initiatives Working Party

3rd January 2022

Flat and Frontage Working Party

Cllr Wilkinson gave a short presentation to the Finance & General Purposes Committee's December meeting on the work undertaken so far by Fuller Associates on making the Council Office more accessible. The committee identified some other avenues it would like to explore alongside the work already completed.

A verbal update on the flat above the Council Office will be provided at the meeting.

Simon Cross – **Clerk to the Council**

3rd January 2022

Leases Working Party

The Leases Working Party met on 13th December to begin consideration of a renewed lease to the East Preston & Kingston Bowls Club.

As this was the first time the working party has met this council year, it was necessary to elect a Chairman. Cllr Wilkinson was elected. The working party also agreed Cllr McElroy could join it.

Ahead of the meeting, Cllr Wilkinson had taken the time to transcribe the existing 1965 lease making it easier for working party members to read and work upon.

The working party agreed the council should look to appoint a solicitor to work on its behalf in this matter but in the meantime the working party would like to have an initial meeting with representatives of the club to get some idea of what changes either side would like to make. It has been suggested this meeting takes place in March, combined with the annual meeting of the two organisations. I have asked the Bowls Club to let me know which firm of solicitors it intends to use.

Simon Cross – **Clerk to the Council**

15th December 2021

Playing of Cricket Working Party

Nothing to report this month.

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

4th January 2022

Additionally:

Environmental Initiatives – Cllr Gunston thanked the Clerk for having thought up the crisp packet competition which had kept him busy at the Christmas Celebrations event and had attracted a healthy engagement from the public.

Cllr Gunston also thanked Cllr Wilkinson for bringing to his attention the concerns of local residents about untreated sewage spilling into the sea. Several councillors expressed their opinions on this matter including that more children were being taken swimming off East Preston beach than ever before. Mr C said he had known a young child become very ill after a short spell in the sea at Bournemouth. Mrs L said she went swimming in the sea regularly, and to date she had neither been ill nor seen anything untoward.

The Clerk said he had thanked WSCC for its cooperation and help in getting Tracey Graham's "treecycling" tree into the village. His contact at WSCC had said Tracey Graham herself had said this was the location in the county at which she had received most public engagement whilst the tree was being assembled.

Flat and Frontage – Cllr Wilkinson provided a confidential update on the tenancy in the flat above the Council Office.

He also reported the Finance & General Purposes Committee was investigating options for making the central working area of the office into an open plan area. Cllr Wilkinson said he was aware Cllr Toney had spoken to Mrs Reid about this proposal and Mrs Reid had expressed concerns about privacy for members of the public when meeting with council officers.

Leases – Cllr Wilkinson said the working party had met in December and was beginning to work on the Bowls Club lease. Furthermore, the Clerk had asked the Bowls Club which solicitor it would be using so we could avoid wasting time approaching the same solicitor.

Playing of Cricket – Cllr Bowman said there was nothing to report at this time.

016/22 LEASES WORKING PARTY – TERMS OF REFERENCE

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

Leases Working Party – revised Terms of Reference

Cllr Wilkinson to lead on this item.

Council is asked to adopt revised Terms of Reference for the Leases Working Party.

Following his election to Chairman of the Leases Working Party, Cllr Wilkinson reviewed the working party's Terms of Reference and noted some amendments and updates were necessary.

Together we have drafted Version 2 which, without going into any depth, has made a few minor alterations, shown in red.

Simon Cross – **Clerk to the Council**

16th December 2021

Cllr Wilkinson explained the background to this resolution. The draft Version 2 of the Terms of Reference had been circulated with the Supporting Papers.

1608 The council **RESOLVED** unanimously to adopt revised Terms of Reference for the working party.

(Mrs L left at the conclusion of this item.)

017/22 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. Meeting with East Preston & Kingston Bowls Club, 7th December**
- 6. Queen's New Year's Honours**
- 7. Social media**
- 8. MailChimp stats**
- 9. A selection of things we have been asked since the last meeting**

10. **Recent bouquets and complaints**
11. **Leave**
12. **January meetings and events**

1. **Introduction**

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

2. **Police matters**

Nothing major to report this month. Members of the Community Engagement Committee and a member of the public have separately reported concerns about a parent collecting a child from the Junior School and then travelling north in Clarence Drive on an e-scooter, breaking several laws in the process and raising several safety concerns. I have referred this to PCSO Raju who has said he will investigate once the schools have returned.

3. **Anti-social behaviour matters**

Nothing to report.

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

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

5. **Meeting with East Preston & Kingston Bowls Club, 7th December**

Cllr Gunston and I held a brief meeting with Roy Hickey (Secretary) and Ian Campbell (Treasurer) of the Bowls Club, mainly to discuss the initial findings of the Energy Performance Certificate work undertaken by the council on a number of buildings in the village.

The meeting also gave us an opportunity to see first-hand the extensive damage caused to the northern end of the clubhouse by a branch falling from a neighbour's tree. As the clubhouse requires quite extensive work to repair the damage it seemed timely to discuss the Energy Performance Certificate guy's strong suggestion roof insulation is fitted sooner rather than later. Unsurprisingly, the club had been thinking the same. Asked about grant opportunities, Cllr Gunston said this council currently had no funds set aside to help building owners with their Energy Performance works and I suggested the club could contact Bowls England which should be able to provide some grants advice. I further suggested the club might consider a crowdfunding request to past and present members, and have subsequently sent them a link from the Sport England website which talks about crowdfunding and more.

I also suggested the club might want to see whether the hall at Our Lady, Star of the Sea was suitable for their indoor bowls purposes.

On 8th December, Mr Hickey let me know Peter Lloyd had become the new Chairman of the club.

6. **Queen's New Year's Honours**

Mhairi Sharp, a relatively new East Preston resident, was awarded an MBE for "services to the Covid-19 response". I have been in touch with Mhairi and will publish something about this in the e-newsletter going out this week and something longer in the *Winter 2022* paper Newsletter due for publication in February.

7. **Social media**

These are the Facebook posts seen by over 500 people since the last report.

- Repost of the Just Because... *All I Want For Christmas Is Santa In East Preston* video – 1,126 people
- Request for help identifying the two local horseriders mentioned below – 1,115
- Photograph of Father Christmas at the top of Golden Avenue with two local horseriders – 886
- Repost of Yarnbombers' video showing the relocation of the Christmas tree – 872
- Repost of ADC seasonal bin collection details – 572

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 2nd January)

The number of people currently liking the council on Facebook is 1,445, an increase of 2 on the last report.

8. **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 – 1st December – sent to 901, opened by 627 (69.6%)

Parish Council news – 8th December – sent to 901, opened by 640 (71%)

Parish Council news – 15th December – sent to 901, opened by 628 (69.7%)

Parish Council news – 22nd December – sent to 900, opened by 622 (69.2%)

Parish Council news – 31st December – sent to 901, opened by 642 (71.4%)

Rather than any news, the e-newsletter of the 31st December simply featured a selection of photographs taken in the village across the year. Some photos were the council's own photos, other were kindly submitted by members of the public, to who we are deeply grateful. As you will see below, the idea generated some good feedback from residents, so I shall aim to do the same at the end of this year.

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

“Please could you let me have the details of the carpet cleaner you recently gave me?” (Interrogation of this caller drew out she had meant to call Cooper-Adams which had indeed recommended a carpet cleaning company to her recently.)

From a local business, “We have lost our Father Christmas for an event just before Christmas, please could you help us find another?” (Yes.)

“Can I put glass tealight holders in my general recycling?” (No. WSCC Waste Prevention team has confirmed the glass in tealight holders is too different to that used in bottles and jars and should only be recycled at a Household Waste centre.)

“Can you tell me where East Preston's red telephone boxes went to?” (No, it was too long ago and even BT probably does not have such records, but we did point the requester to various websites which sell red telephone boxes.)

10. Recent bouquets and complaints

(In addition to anything reported above)

On 1st December, a resident of Roundstone Crescent emailed in, unable to open the survey link which had been included in that day's e-newsletter. After we had exchanged emails about this and he had confirmed the link had subsequently worked for him, he ended with, "Keep up the great work."

From a resident of Sea Lane Close on 1st December, "The Yarnbombers tree looks great in its new location."

From a resident of Midholme, after I had put him in touch with Martyn White, ADC Planning Conservation Officer, "Thanks for your help. I have just had a very informative meeting with Martyn White who has promised to help us on the question of replacement windows for the Manor House."

From a resident of Sea Road, in response to the e-newsletter of 1st December, "Thanks Simon. As usual lots of useful information and surveys."

From a resident of Nursery Close, also in response to an e-newsletter, "thank you for your most informative communications."

Thanks from the Martlets care home to which we donated some DVDs we had been given.

Thanks from St Barnabas House for publicising its Christmas Tree collection service, "Thank you so much. That's so helpful. We have already had some sign ups from East Preston as I handed out leaflets out on Saturday and I am sure that your efforts have helped that too."

In response to the e-newsletter published on 15th December, a couple from ??? emailed in, "Just wanted to thank you for all the weekly newsletters this year – they are really informative. This week's edition with the Santa video is exceptionally special! It put a smile on our faces! Thank you to 'Just Because' and yourselves for including it."

Responses received following the e-newsletter published on 22nd December:

"Thank you very much for the newsletter, we only joined the mailing list this year and it keeps us up to date and adds to the already great experience of being a part of East Preston. Happy Christmas."

"Thank you for all your support and kindness this year."

"Just a quick line to wish you and the team a very merry Christmas and to thank you for all your hard work this year."

"All best wishes to you and your team for a Happier New Year. Thanks to you all for your hard work in 2021."

"May I offer my thanks for your support during the year. I think you look after us all extremely well and it is much appreciated."

"A belated thank you for the newsletter, which is a great way to keep us informed and is always read from cover to cover!"

Responses received following the e-newsletter published on 31st December:

"Many thanks for this great selection of photos, which convey the East Preston community so well. Best wishes for 2022 to you and all the Parish Council team."

“this is just fab. I wonder if we could do a calendar next year maybe from Sept to Sept as you couldn't wait till the end of the year. Maybe you have a councillor who could do it? I think a lot of people would buy one.”

“Just want to say thank you to everyone who has made our village such a lovely place to live and visit. I can only imagine how much work goes on behind the scenes and we are all very grateful. We have had another horrible year but all the activities put on by EPPC have helped us to forget even if for a short while. Keep up the good work and in the words of Dear Sir Tom “tomorrow will be a good day”. Grateful and kind regards to you all.”

“What a lovely collection of photos to end the year, thank you. Happy New Year to you and all who work with you in the office.”

“Thank you for sharing your collection of celebratory images of 2021 in East Preston. I'm sure many people will enjoy seeing them, as I did.”

“That's a lovely newsletter and the photos showing life in East Preston in 2021. Really cheered me up. Here's to a happy and healthy New Year, I think what you do is incredible.”

“Brilliant photos (thank you for sharing).”

“Happy New Year to you all at the Council. The December news update was excellent very good photos let's hope the New Year is kind to us all.”

“The calendar of photos you put together of East Preston are quite unique. What a wonderful idea.”

“Thank you for sending all the photographs – we much enjoyed seeing them.”

“Gosh, what a busy year East Preston has had, lovely to see the photographs.”

“I really liked all the photographs. I am going to keep that email and look back at the photographs when I am feeling sad.”

County Cllr Elkins emailed to say, “Great selection of Photos, really capturing the community spirit in East Preston in what has been a challenging year for many.”

11. **Leave**

I will be on leave on Friday, 7th January.

12. **January Meetings and Events**

This list may be incomplete and is subject to change.

- 10th Full Council (19:00, East Preston Infant School)
- 11th WSALC Clerks' Forum (10:30, online) (SC and DR only)
Planning & Licensing Committee advisory group (11:00, Zoom)
- 13th Transport for the South East, *Growing the economy whilst decarbonising the transport system: how do we make it happen?* (18:00, online) (JG only)
WSALC Chairs' Forum (19:00, online) (ST only)
- 17th Personnel Committee (18:00, East Preston Infant School)
Environmental Initiatives Working Party (19:00, East Preston Infant School)
- 19th Arun District Association of Local Councils (19:00, online) (ST only)
- 24th Planning & Licensing Committee (18:00, East Preston Infant School)
Community Engagement Committee (19:00, East Preston Infant School)
- 25th Initial meeting for Men In Sheds idea (14:30, British Legion)

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**

3rd January 2022

Item 6 – Queen’s New Year’s Honours – in response to a question from Cllr Linton, the Clerk advised he had not yet met with Mrs Sharp with a view to the article in the Winter 2022 Newsletter.

Cllr Toney thanked the Clerk for his report.

018/22 EXTERNAL MEETINGS AND EVENTS

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

WSALC Chairing Meetings: Skills for Councillors training, 7th December

Zoom

I attended the WSALC Chairing Skills course online on 7th December. Only one other person attended, so we had plenty of time to ask questions.

The training handout that accompanied the course has been circulated electronically to all councillors and contains a number of useful points on how to prepare for and run council meetings.

The top tips highlighted at the end of the course were:

- Make sure as chairman you have a good understanding of reports and papers and the objectives of the meeting. What are the key points or issues, what decisions need to be made and what can be deferred?
- Be confident with the meeting process and procedures e.g. understand rules of debate and how to stop interruptions.
- Consider the physical environment - can you be seen by everyone - do you have all you need to hand?
- Think about how to encourage participation - perhaps be proactive and ask people to speak.

If necessary, don’t be afraid to pause the meeting and take a break.

The course confirmed that our meetings run well and generally have few contentious points.

Cllr John Gunston

16th December 2021

Cllr Gunston said the value of his course had been slightly reduced as he was one of only two attendees, and therefore the course did not benefit from the breadth of experience it could have done. That said, he felt this council was a “very civilised council” and that it did not have many of the problems that the course said other councils experienced. He thanked everyone around the table for being part of a good council.

019/22 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no comments about any of the above reports.

020/22 NEW ITEMS FOR THE NEXT MEETING (7TH FEBRUARY)

Nothing was suggested.

The meeting concluded at 20:01.

Chairman: *Cllr Steve Toney* Date: **7th February 2021**

END