

MONTHLY MEETING OF THE COUNCIL

9TH MAY 2022

SUPPORTING PAPERS

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

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Agenda Item 2

Annual appointment of the Chairman of the Council

On 25th April, I wrote to all councillors asking them to let me know if they wished to stand for Chairman of the Council.

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

Following council protocol, even though Cllr Toney is the only candidate, there will still be a Yes / No paper ballot.

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

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 3

Annual appointment of the Vice-Chairman of the Council

On 25th April, I wrote to all councillors asking them to let me know if they wished to stand for Vice-Chairman of the Council.

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

Following council protocol, even though Cllr Linton is the only candidate, there will still be a Yes / No paper ballot.

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 10

Minutes of Monthly Full Council meeting, 4th April

The draft Minutes were circulated to all councillors on 5th April, asking for suggested amendments by 12th April. None were received.

Simon Cross – **Clerk to the Council**

13th April 2022

Agenda Item 11

Monthly Update Report

- 1. Introduction**
- 2. Minute 289/22 – West Sussex County Council**
- 3. Minute 294/22 – Community Engagement Committee – jubilee reusable tumblers**
- 4. Minute 296/22 – Clerk’s Report – Item 9 – East Preston Cricket Club**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 7th March 2022.

2. Minute 289/22 – West Sussex County Council

On 12th April, I did contact County Cllr Elkins about the bus-stop in Old Worthing Road, but have not received an update yet.

3. Minute 294/22 – Community Engagement Committee – jubilee reusable tumblers

The tumblers arrived on 3rd May. We have been in contact with the headteachers at the Infant and Junior Schools, and Cllrs Linton and Duff, as Chairman and Vice-Chairman of the committee will liaise over distribution of the tumblers to children at the two schools. They also need to agree a price for the sale of the spares to members of the public.

4. Minute 296/22 – Clerk’s Report – Item 9 – East Preston Cricket Club

Simon Locke, Chairman of the cricket club, emailed on 20th April confirming the pavilion has been fitted with a new fire alarm and all lighting has been upgraded to LED.

On 29th April, Simon handed me the 2022 Pre-season agreement. All netting repairs identified at the site visit on 24th March had been completed and the council was happy to

allow cricket to proceed this season. Anyone wishing to see the Pre-season agreement just needs to ask me.

Simon Cross – **Clerk to the Council**

29th April 2022

Agenda Item 12

Committees

The following committee meetings took place in April. Audit & Governance on the 14th, Major Events on the 25th, Personnel on the 11th and Planning & Licensing on the 11th and 25th. Draft Minutes from these meetings should have been circulated by the time of this meeting with the exception of the Personnel Committee meeting.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 12a

Amenities Committee

The committee did not meet during April.

Sea Road Toilets, Cubicle 2 – on 13th March, Simon came into the office to an email from the Fire & Rescue Service reporting it had had to free a young man from Cubicle 2 (the western cubicle) after he had been accidentally locked in by a temporary cleaner working for Biffa. In doing so, the lock had been removed and the door damaged beyond repair. Simon started an investigation with ADC which in turn triggered an investigation with Biffa. Simon also triggered an insurance claim and requested a quotation for the provision and installation of a replacement door. At the time of writing, Biffa is considering whether it will pay for the replacement door direct or through the insurance claim. Leadtime is supposed to be about five weeks. It is looking unlikely the door will be repaired in time for the Festival.

An apology for any inconvenience caused by the closure has been published in the e-newsletter and as an article in the Spring 2022 Newsletter which is going to press this week.



This is the door to Cubicle 2 after I had secured it. This obviously does not show the damage to the door, nor clearly that the flush strip on the handle side of the door is completely missing. This left the cubicle rather insecure.

Sea Road bespoke semi-circular bench – The new bespoke bench next to the toilet block has been installed, it has been specially constructed to fit around the inside of the semi-circle flint wall. The bench is made from recycled plastic materials and should therefore last for many years to come.



The semi-circular bench outside the Village Hall and Sea Road toilet block.

Sea Road Island Planters – WSCC agreed to the proposal to place four Interlocking Planters along the Sea Road Island. A Public Notice is on display, if there are no objections by 9th May 2022, the planters will be installed and the floral displayed planted up.

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

3rd May 2022

Agenda Item 12b

Audit & Governance Committee

The committee did not meet in April.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 12c

Community Engagement Committee

The committee did not meet in April.

Replacement pads for the council's defibrillator, both a main set and a back-up set, finally arrived on 21st April, having been ordered back in September.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

26th April 2022

Agenda Item 12d

Finance & General Purposes Committee

The committee did not meet in April.

The committee's next meeting is on 16th May at 18:00.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 12e

Major Events Committee

The committee met on 25th April.

The *Funday Sunday* event was a great success in spite of Sainsbury's failing to supply the entire online order. My thanks to Cllr Gander for her quick thinking which saved the event's catering plans with just a few hours' notice. 47 of the 50 tickets were sold and it was agreed to hold another event in October. Feedback, so far, has been positive.

Planning permission has been granted for the Jubilee Clock and if the installation goes ahead as planned a dedication will be made at 1000 on Thursday 2nd June.

The Jubilee Tree dedication is scheduled to take place on Sunday 5th June at 1145 and the plaque to be planted adjacent to the tree has been ordered.

The Food and Drink stallholders had mostly paid up and submitted their paperwork and entertainment has been booked.

The Christmas arrangements are still ongoing.

Agenda Item 12f

Personnel Committee

The committee met on 11th April. The following report details the discussions had.

Councillor Availability Policy

The Committee discussed whether the Council should have a policy regarding the availability of councillors at arranged major events which have been agreed by the Council. The Committee agreed there should be no formal policy, but members of the Major Events Committee will continue to encourage all councillors to get involved on the days of major events.

Following the more specific discussion on the Christmas Celebrations event it was agreed that the Clerk will undertake a doodle poll where councillors could add their availability so that a rota of duties can be drawn up before the date, thus spreading the workload more equitably through the day.

County and District Councillors

Whilst the attendance of County and District Councillors at Parish Council meetings is welcomed and valued, parish councillors and members of the public have expressed some concerns that on occasions the reports and subsequent interactions with parish councillors and members of the public have been quite lengthy. This has the effect the Parish Council business, the main purpose of the meeting, is often delayed and rushed through in order to keep the meeting time to under two hours, as recommended by professional bodies.

The committee agreed that from May 2023 onwards the County and District Councillors would have a later slot on the agenda, thus allowing the parish's business to be discussed in a more timely and fair manner at the beginning of the meeting.

Council HR and Governance Support.

The Committee is mindful of the complex and wide-ranging ramifications of employment law and the need to have access to appropriate resources. The Committee is awaiting a quote from a HR consultancy firm which has specialist knowledge of local government terms and conditions.

Covid-19

The current staffing arrangements are working very satisfactorily, offering flexibility and good office cover. These will continue. The Committee agreed to continue using the large school hall for meetings for the foreseeable future and will review again at its next meeting. The Zoom account will be maintained enabling flexibility of meetings, if required.

Continuity for Council's Chairman

The Committee have had a good response from councillors and are now in a better position to undertake continuity planning.

Queen's Platinum Jubilee: Staffing

A full discussion took place on the availability of staff over the Jubilee weekend and other major events planned during the year. An addendum on overtime pay/time off in lieu will be drafted by Councillor Gander for further discussion before being added to officers' contracts.

Confidential Matters

Other confidential matters discussed by the Committee are not included in this report.

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

21st April 2022

Agenda Item 12g

Planning & Licensing Committee

The committee met on 11th and 25th April.

On 11th April, the committee considered three Planning Applications. The committee agreed to object to an Application in Elm Avenue, which is an Area of Special Character.

On 25th April, the committee considered three Applications and agreed to object to an Application in South Strand.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 13a

Community Engagement Committee – East Preston **Men in Sheds fund**

Cllr Gander to lead on this item.

Council is asked to set up a fund to help support the East Preston Men in Sheds.

As part of its wellbeing programme, the Community Engagement Committee has been leading on the setting up of an East Preston Men in Sheds group. As councillors will have seen from reports to Full Council meetings and in newsletters, the initial meetings of the group have been enthusiastic and well attended.

At the moment, the group has no funds and has no accommodation. It is suggested a fund be set up for early expenditure whilst the group finds its feet, along the same lines as agreed for East Preston in Bloom. Cllr Gander will suggest an initial sum at the meeting.

I have authorised expenditure of an initial £30 to register the group officially. This gives the group access to a wealth of useful information. As with the money set aside for East Preston in Bloom, an expiry date of 31st March 2023 could be added to this fund.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 14

Working Parties

The council's working parties did not meet in April.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 14a

Conservative Hall Working Party

The Working Party did not meet in April.

The surveyor's second visit took place on 1st April and a more comprehensive report was provided to us on 7th April. The working party has yet to meet to discuss the report and next actions. I have proposed a meeting for 10th May.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 14b

Environmental Initiatives Working Party (EIWP)

The working party did not meet in April.

In Two Acres, the working party has installed bird boxes recently crafted by local children.



Cllr Gunston and Andy Billups
installing bird boxes into trees in
Two Acres on 28th April.

Agenda Item 14c

Flat and Frontage Working Party

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

Simon Cross – **Clerk to the Council**

28th March 2022

Agenda Item 14d

Leases Working Party

The working party did not meet during April.

Simon Cross – **Clerk to the Council**

29th April 2022

Agenda Item 14e

Playing of Cricket Working Party

Please see the item below.

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

27th April 2022

Agenda Item 15a

Playing of Cricket Working Party – disbandment

Cllr Bowman to lead on this item.

Council is asked to disband the Playing of Cricket Working Party.

In August 2020, the council set up the Playing of Cricket Working Party to act, “as an advisor to East Preston Parish Council on matters relating to the playing of cricket on the Warren Recreation Ground.” The working party’s main piece of work was the surveying of residents on all boundaries of the Warren Recreation Ground and to produce a report from those surveys. That was completed and adopted by council in March 2021 (Minute 209/21, Resolution 1514) and circulated to those neighbouring properties which had requested a copy. Since then, Cllr Bowman, as Chairman of the working party has attended meetings with the cricket club in the council’s cycle of twice-yearly meetings.

At this time, there is possibly nothing else the working party feels it can achieve easily. To that end, the working party should perhaps be disbanded.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 16a

Sussex Police

Council is asked to note the following report received on Friday, 29th April.

INCIDENTS (April 2022)

- There were couple of reports where youth causing issues in around Angmering station.
- A resident reported that someone was riding motorbikes without helmets in Tamarisk way. They did not have any Vehicle Registration Mark at that time.
- There was a report of attempted burglary but nothing lost
- There was an incident where a young boy was victim of robbery in Vicarage lane. Phone was later recovered by using tracker but lost small amount of money.
- We still getting reports of phone scams. In one occasion, resident received call from bank and asked to transfer the money into new account as old account has an unusual transaction. Luckily this resident hung up the phone and no money lost. I have sent report to action fraud team with details given by this resident. Please be aware of council tax £150 tax rebate scam where scammer posed as council staff and asking for bank details to transfer the money.
- I have attended HASBRAC meeting in relation to Millpond way dispute and there is some action plans in place in due course.

I have been doing patrols including foot patrols in the village and there is a slight improvement in terms of parking issue but still some issue with builder’s vehicles nearby your office and shops.

PCSO Rijo Raju

I have asked Raj if he is able to attend the Annual Parish Meeting on 13th June.

Simon Cross – **Clerk to the Council**

29th April 2022

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Southern Water presentation, 29th March**
6. **Disability Action Group of East Preston, 4th April**
7. **East Preston Men in Sheds, 5th April**
8. **South Strand Community Toilets Annual General Meeting, 8th April**
9. ***Funday Sunday, 24th April - feedback***
10. **Community Speed Watch team meeting, 28th April**
11. **East Preston Cricket Club bar opening, 29th April**
12. **Social media**
13. **MailChimp stats**
14. **A selection of things we have been asked since the last meeting**
15. **Recent bouquets and complaints**
16. **Leave**
17. **May meetings and events**

1. **Introduction**

This is the report mainly covering April 2022 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

Police were called to a domestic situation at a flat above one of the offices in the southern parade of shops on 13th April.

On 14th April, we were made aware that, “a microlight flew along from Littlehampton towards Worthing about 1pm today, the 14 April. He flew along the sea edge with his feet touching the sea even between people who were in the sea and the shore. It was unbelievably dangerous. A second microlight flew above him but at a safe height.” I advised the author to contact Sussex Police. Perhaps unsurprisingly, the respondent had too little information for the police to act upon.

3. **Anti-social behaviour matters**

Civil Parking Enforcement officers were seen at the southern end of Sea Road at 16:00 on Thursday, 28th April. Needless to say the vehicles parked illegally and/or irresponsibly around the island opposite the Council Office all disappeared before any tickets or warnings could be issued.

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

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

5. **Southern Water presentation, 29th March**

I helped out at this meeting which was organised by the Environmental Initiatives Working Party after a member of the public had been on the BBC complaining about having fallen ill a few times after being in the local sea. That same member of the public attended a working party meeting, at which the working party committed to try and get someone from Southern Water to the village to talk about this situation.

Cllr Gunston led the meeting, supported by Cllrs Chapman and Gander. Twenty-two, very varied members of the public attended including representatives from the local wind- and kite-surfing communities, local swimmers and those interested in the environment.

Cllr Gunston has already reported fully on this event, but I can add feedback has been positive.

“I thought the talk on Tuesday evening was very interesting.” (CF)

“I apologise for being late, but I managed to pick up the thread of Dr Mills’s presentation from the Q&A. I certainly felt better informed of the problems facing the water company, our changing climate and environment.” (CH)

6. **Disability Action Group of East Preston, 4th April**

I attended this monthly meeting. Five members of the group were also in attendance, including Chairman, Alan Hultquist.

The group has started to work with a civil engineer resident in the village. He is awaiting some information from the group about the scheme implemented at Shoreham Beach from which he will start to design a scheme for East Preston. The group is aware this is likely to be very expensive but is equally aware in-depth fundraising cannot really start until a likely design is agreed and costings can take place, let alone achieving Planning Permission. The group is currently thinking it will submit three Planning Applications, one for the bottom of Sea Road, one for the bottom of Sea Lane and a third plan which would link the other two. The civil engineer has advised the group to instruct a solicitor to investigate the land ownership issues at these three locations.

The group has been in touch with East Preston Infant and Junior Schools and also Angmering School as it is trying to widen its membership to include some younger people.

7. **East Preston Men in Sheds, 5th April**

I attended this with Cllr Gander.

Local resident Tony Page brought along with him two long-standing, very experienced Worthing Men in Sheds, and the meeting spent a good hour listening to and questioning them on how best to set up a Shed. Much of the information they provided supported what the group had already discussed for itself. Some members took away actions to speak to contacts they have about possible venues.

As Cllr Gander is unavailable on the first Tuesday of May, the group will experience the joy of me leading May's monthly meeting!

8. South Strand Community Toilets Annual General Meeting, 8th April

I attended this meeting as Cllr Bradshaw was working at the time the meeting was called for. This may have been the case for several other people as the meeting comprised two members of the Toilets committee and two members of the organisation – these are people who have paid a donation towards the running of the toilets, so the parish council is a member of the organisation.

The main part of the meeting was a review of the financial situation. In the year to 31st March 2022, the toilets operated at a loss of just over £1,700, but that was mainly because Southern Water caught up with its billing – councillors may remember Southern Water agents used to be unable to find the meter and so estimated bills. The location of the meter is now known and committee members will take and submit more frequent readings. A budget has been set for the coming year which aims to make a profit of about £700. All profits are paid back into the upkeep and improvements of the toilets.

Nearly £1,000 was raised from donations, split almost equally between the collection box in One-Stop and the donations boxes in the toilet block itself.

Invoices are being issued for organisations and individuals to pay their contribution for the coming year. In 2019, the Finance & General Purposes Committee agreed to pay £1,000 a year up to and including 2023/24, i.e. an April 2023 payment (12th August 2019, Minute 716/19).

The committee had taken the decision to turn off the outside taps during the winter for fear water leaking or spilled from the taps would freeze and cause a hazard. Almost all users spoken to about this had accepted the sense in this decision.

For the first winter in several years, sand fleas have returned to the toilet block. These harmless but numerous creatures come in off the beach, under the door and up through the plumbing to reach the warmth of the toilet block.

Future improvement projects include replacing the basins in the block and implementing a single instant electric water heater to provide hot water to those basins. This would likely be similar to the system in place in the Sea Road toilet block.

The committee is looking to attend some village events during the summer to raise additional funds.

The meeting lasted about an hour.

9. Funday Sunday, 24th April - feedback

I attended this event alongside most of the councillors, at some point, and Alison. The Major Events Committee will have discussed the event more fully by the time of this meeting, but in the meantime, I have sent out a questionnaire to the attendees for whom we have email addresses.

48 out of 50 tickets were sold, one being a complimentary ticket to the person who lends us the vintage crockery used. 21 were sold online, the rest in person through the office. Although there is a charge for selling tickets online, it is an easier way for the office and those punters willing to buy their tickets that way.

Some initial verbal feedback from the day and from the morning after follows.

“It was lovely to see Alison with flowers in her hair. John is lovely. You have a really good team at the moment and we are happy to let you know what a lovely event it was.”

“Thank you for giving me the push to attend. I have had a very lovely time. Everyone is lovely.”

“It has been a great afternoon. We have been very well looked after.”

“I’m having a lovely time. Thank you.”

“It’s a lovely atmosphere and there are some lovely dancers.”

“A nice lot of people.”

“It’s been a very good afternoon.”

10. Community Speed Watch team meeting, 28th April

I attended this meeting held in coordinator Keith Harris’s garden. Six other team members were present. The meeting was lively as it was the first time some of the team had seen each other for far too long and also there was a lot to discuss. The team continues to support the implementation of a 20mph zone in Sea Road / North Lane from the junction of Lashmar Road south. In support of this, for a while, the team is going to concentrate its patrols on that area.

11. East Preston Cricket Club bar opening, 29th April

I attended this event with Cllrs Toney, Linton and Bowman, Mrs Toney and Weekend Stephen. The bar has been refurbished and renamed Bar 1860 and is about twice the size it was previously, an internal wall and some storage space having been lost. The club hopes to be able to hire the venue out more with these enhanced facilities.

Chairman Simon Locke welcomed all those present and thanked the council, club members who had made specific contributions to the project, the contractors, the club’s sponsors, and representatives of East Preston Village Pre-School and East Preston Stoolball Club, two organisations which also made good use of the cricket pavilion. Simon then handed over to Cllr Toney who made a short speech and cut the ribbon.

The official opening was followed by a stoolball match between the U15 cricket team and the regular stoolball team. I understand the match ended in an honourable draw.

12. Social media

At last, we have Facebook posts being seen by over 500 people again. These are the ones since the last report:

- Repost of ADC post concerning the revamp of the Lashmar Rec play area – 1,044 people
- Post advising of the temporary absence of the school crossing patroller - 789
- Thank you to East Preston Yarnbombers for the Easter project – 700
- Advance notice of East Preston Yarnbombers Easter project - 535
- Post of library Toddler Time poster – 521

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 2nd May)

The number of people currently liking the council on Facebook is 1,513, an increase of 19 on the last report.

13. **MailChimp stats**

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

Parish Council news – 30th March – sent to 905, opened by 648 (71.8%)

Parish Council news – 7th April – sent to 906, opened by 639 (70.7%)

Parish Council news – 14th April – sent to 907, opened by 632 (69.9%)

Parish Council news – 29th April – sent to 907, opened by 610 (67.6%)

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

“What guidance is there for the use of metal detectors?” (The question specifically referred to Langmeads Field. ADC replied, “Detectorists need a licence from Arun District Council, can only use certain sites and must make good afterwards.”)

15. **Recent bouquets and complaints**

(In addition to anything reported above)

In the e-newsletter published on 7th April, the lead article was about the Friends of East Preston Infant School fundraising for a replacement playtrail. Within an hour on publication, a local resident had kindly donated £200 to the campaign. FEPIS saw this and emailed in, “Yes – we are loving that ! EPPC's support is much appreciated.”

In response to the e-newsletter of 7th April, “Love the newsletter as usual. We are at our daughter's Easter Saturday or I'd be there for a bunny. Love them!”

From a resident who contacted the council about a Planning Application, “It is good to know that the Parish Council is responsive and supportive to the residents and there in times of need.”

From a West Kingston resident who has been in touch with us about Ukrainian refugees, “The e-Newsletter is a fantastic vehicle for communication about EP affairs! Important for you to know that it's read and appreciated!”

From one of a number of neighbouring residents affected by a rat problem, “Thank you, you are the only council which seems to be being proactive in our problem.”

Thanks from a local resident for advertising a Greek dog she is trying to rehome.

Thanks from Janet Williamson for an article on her and her favourite charity in the Spring 2022 Newsletter.

16. **Leave**

I am off on 26th May.

17. **May Meetings and Events**

This list may be incomplete and is subject to change.

- 3rd East Preston Men in Sheds (14:30, British Legion) (SC only)
- 9th Full Council (19:00, East Preston Infant School)
- 10th Planning & Licensing Committee (18:00, East Preston Infant School) (not required)
Environmental Initiatives Working Party (19:00, East Preston Infant School)
- 12th Opening of Littlehampton mental health support hub (11:00, Littlehampton) (CB only)
- 16th Finance & General Purposes Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 23rd Planning & Licensing Committee (18:00, East Preston Infant School)
Community Engagement Committee (19:00, East Preston Infant School)
- 24th *Carbon Footprint: A Road Map to Net Zero* (10:00, online) (JG only)
Sussex Police & Crime Commissioner focus group (10:30, Arundel) (SC only)
- 31st End-of-year internal audit (09:30, Council Office)

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**

30th April 2022

Agenda Items 18a-c

Other meetings and events – Part 1

Council is asked to note the following reports:

West Sussex Association of Local Councils (WSALC) Chairman’s Forum, 12th April

online

I attended this meeting via zoom for our chairman as he had another appointment. There were about 25 other attendees.

Emily King, Director of Communities WSCC, was broadcasting from The Falkland Islands, no picture but a great connection. She outlined the process for Ukrainians entering this country either on an extended family visa scheme or “Homes for Ukraine”.

She said there was a Facebook group in East Preston about 15 or 16 strong and that the libraries in each area would be set up for drop ins.

Trevor Leggo spoke next and amongst other items stressed the need for Parish Councils to have a Resilience Plan citing the example of Battle having no electricity for about 50 or 60 hours. He gave details of Parish Councils that had good plans in place already.

Trevor also suggested the PCSO's submit patrol plans and liaise regularly with the Parish Clerk.

As this is a Forum and not an official meeting there are no official notes but I can provide a limited amount of further information if needed.

Cllr Elizabeth Linton – **Vice-Chairman of the Council**

2nd May 2022

WSALC New & Refresher Councillors and Chairmanship Training, 19th April

online

This was presented by Steve Trice, Clerk of Haywards Heath Town Council on behalf of Mulberry and Co, one of WSALC's preferred training partners.

There were 4 other councillors from around the region, 3 who have been co-opted on this year, the 4th had been a Councillor for 10 years.

It is fundamentally designed for new Councillors but also goes into detail about other roles within the Council and for councillors who are looking to graduate to Chairpersons.

We covered quite a lot of ground in the 2½hr time scale. I found it very interesting and a comprehensive set of slides which have been produced for our information and guidance.

If any Councillors would like a copy of the slides, please let me know.

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

28th April 2022

Rotary Club of Angmering South Downs charter night, 25th April

Angmering Manor Hotel

Karen and I were Parish Council representatives, invited by the Club President Jeremy Flaskett, to celebrate the newly formed Rotary Club of Angmering and South Downs receive their Charter from the District President.

There were 50 Rotarians with their partners from various Branches for this special event.

This new club has been formed from previous members from Worthing and Littlehampton Rotary clubs. To form a new branch, they needed 20 members and are now up to 23 and growing.

They are looking forward to working with the Parish Councils and other similar organizations in the East Preston/Angmering area. The club has already provided crocus bulbs which were planted in Two Acres to raise awareness for the global fight against polio.

If anyone has an interest to join they have meetings on the 1st Wednesday and 3rd Monday each month at the Angmering Manor. More information can be found on [their website](#) or contact AEPRotary@gmail.com or call 07788 638757.



Karen and me with Lady Carol Flaskett

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

26th April 2022

Agenda Items 20a-g

Committees for 2022/23

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

All councillors were sent a form in April.

Most councillors ticked the new No Change box at the top of the form, but the few changes requested have been built into the table below. Where changes were proposed, the Chairman of the Council and the incumbent Chairman of the relevant committee have agreed them. Please let me know if I have made any mistakes in the table below.

| | | |
|--------------------|---|-----------------|
| Amenities | Bowman; Bradshaw; Gale; McElroy; Moore; Wilkinson | |
| Audit & Governance | see note below | to be confirmed |

| | | |
|-------------------|---|-------------|
| Comm. Engagement | Chapman; Duff; Gander; Gunston; Moore | |
| Finance & GP | Gunston; Mathias; McElroy; Wilkinson | one vacancy |
| Major Events | Bowman; Chapman; Duff; Gander; Gunston | |
| Personnel | Duff; Gale; Gander | |
| Plan. & Licensing | Bowman; Bradshaw; Mathias; Moore; Wilkinson | |

Council is asked to waive the Terms of Reference for the Amenities Committee in order to allow all six interested councillors to sit on the committee for the coming year only. As the incumbent Chairman of the committee it falls to Cllr Toney to select which interested councillors he would like to sit on the committee, and he has asked for council to agree to all six.

Council is then asked to agree the committee membership as noted above.

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

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

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Items 21a

Working parties for 2022/23

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

All councillors were sent a form in April. The only restriction on numbers for a working party is it must have at least three councillors aboard, there is no maximum number.

Please let me know if I have made any mistakes in the table below.

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

| | |
|---------------------------|--|
| Conservative Hall | Bowman, Linton, Mathias, McElroy, Moore, Toney and Wilkinson |
| Environmental Initiatives | Chapman, Duff, Gander, Gunston |

| | |
|--------------------|---|
| Flat and Frontage | Gale, Linton, McElroy, Toney and Wilkinson |
| Leases | Gunston, Mathias, Moore, Toney and Wilkinson |
| Playing of Cricket | Bowman, Linton, McElroy, Moore, Toney and Wilkinson |

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

If the Playing of Cricket Working Party is disbanded tonight, it will be removed from any discussion on this item.

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 22

Freedom of Information Panel

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

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 23

East Preston & Kingston Village Hall Foundation

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

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

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 24

East Preston Youth Club

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

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

Simon Cross – **Clerk to the Council**

3rd May 2022

Agenda Item 25

South Strand Community Toilets

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

Cllr Bradshaw has been representative for the past year and has not been called upon. Therefore, **Council is asked to suspend appointing a specific representative to the South Strand Community Toilets.** The South Strand Community Toilets organization knows of this and does not have a problem with it.

Simon Cross – **Clerk to the Council**

3rd May 2022