



# EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

<http://eastpreston-pc.gov.uk/>

Email: [clerk@eastpreston-pc.gov.uk](mailto:clerk@eastpreston-pc.gov.uk)

- MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 9<sup>th</sup> January 2023 at East Preston Infant School, Lashmar Road, East Preston
- PRESENT:** Councillors Christine Bowman, Kit Bradshaw, 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
- West Sussex County Councillor Roger Elkins (until 19:38)
- Arun District Councillors Ricky Bower and Paul Kelly (both until 19:38)
- Mrs D, Mrs H, Mrs M and Mrs S
- ABSENT:** Councillor Andrea Chapman
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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;	SLCC – Society of Local Council Clerks;
AoSERA – Angmering-on-Sea Estate Residents' Association	SW – Southern Water;
BTP – British Transport Police;	TfSE – Transport for the South East;
CPRE – Campaign for the Protection of Rural England;	TRO – Traffic Regulation Order;
JEAAC – Joint Eastern Arun Area Committee;	VHF – East Preston & Kingston Village Hall Foundation;
NHS – National Health Service;	WRA – Willowhayne Residents' Association
NR – Network Rail;	WSCC – West Sussex County Council;
PCSO – Police Community Support Officer;	WSALC – West Sussex Association of Local Councils

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The meeting opened at 19:03.

## **001/23 INTRODUCTIONS**

Cllr Toney welcomed all present, ran through some protocol and wished everyone a Happy New Year.

## **002/23 FORMER COUNCILLOR MERVYN HOWDLE**

Cllr Toney read the following statement:

“Before this evening’s meeting continues, may I ask you all to join me in a minutes’ silence in memory of former councillor, Mervyn Howdle, who sadly died early this morning.

“Mervyn served two full terms on the council from election in May 2007 until standing down at the local elections in May 2015. A highly active member of the council, in addition to serving as Vice-Chairman of the Amenities Committee and Chairman and Vice-Chairman of the Audit & Governance, Finance & General Purposes and Personnel Committees, Mervyn also served on the Buildings & Facilities Committee, the Planning Committee and the Transport & Infrastructure Working Party.

“Please join me now in a minute’s silence in memory of Mervyn; please feel free to stand or remain sitting as you prefer.”

All present stood for one minute’s silence in honour of Mr Howdle.

### **003/23 APOLOGIES FOR ABSENCE**

An apology and a reason for absence were accepted from Cllr Chapman.

**1706** The council **RESOLVED** unanimously to accept the apology and reason for absence from Cllr Chapman (medical).

Apologies had also been received from District Cllr Terry Chapman.

### **004/23 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.

### **005/23 PUBLIC SESSION**

**Agenda Item 6b – West Sussex County Council – traffic calming in Worthing Road** – Mrs M asked the council to consider traffic calming measures other than speed humps as these were very uncomfortable for some vehicle users.

**Agenda Item 11e – Major Events Committee** – Mrs H commented upon the speed of vehicles in Sea Road and also the parking at the southern end of Sea Road, particularly around the traffic island which was regularly parked upon by various business vehicles. Every Monday morning there were now vans being valeted in the service road.

### **006/23 COUNCIL RESPONSES**

Cllr Elkins said ADC was responsible for Civil Parking Enforcement and should be approached about inconsiderate parking in Sea Road and the valeting. Cllr Gander said the council had purchased some planters to place on the island between Sea Road and the service road. It was hoped these would reduce the amount of parking that takes place on the double yellow lines.

### **007/23 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins said it was budget time at WSCC and he would be able to provide more detail at this council’s next monthly meeting.

West Sussex Library Service had launched its 2023 Reading Challenge, open to all but primarily aimed at getting more people into regular reading. Support was available through all the county’s libraries and there were monthly themes for readers to follow.

Cllr Elkins congratulated the Clerk for his annual round-up of photographs taken in the village. The review highlighted all the work councillors do. He particularly thanked the East Preston Yarnbombers for its contribution to the Fireman’s Fund early last year.

Cllr Elkins again stressed the importance of householders taking advantage of the free fire safety checks offered by the Fire & Rescue Service.

The East Preston Children & Family Centre was now a full-time contact centre, where children not living with one or both of their parents could meet their parents under supervised conditions. The centre was currently being used for approximately 65 sessions a week, including evenings and weekends.

Within the Arun District, the county had 235 Early Help plans in place. A very low percentage of these were in East Preston.

Cllr Elkins encouraged those without bus passes to take advantage of the national £2 bus fare which was in place until the end of March.

WSCC had a new policy in place to reduce speed limits around schools and other vulnerable places.

The county council was about to embark upon implementing proposals for £7.5m for solar panels and batteries on WSCC buildings.

District Cllr Bower asked Cllr Elkins for a progress report on a Traffic Regulation Order for the north side of Old Worthing Road to restrict parking along that stretch as it could and often did impede traffic flow. Cllr Elkins said he was not aware any request for such a Traffic Regulation Order had been submitted. Cllr Toney added the stretch of road in question was within Angmering Parish Council and, although East Preston and Kingston residents may be affected, it was for Angmering Parish Council to lead on any Traffic Regulation Order in that area.

Cllr Toney referred to the toiletries packs which had been made available through libraries in December. All twelve made available through East Preston library had been taken. Were the kits compiled from donations and could further packs be made available to villages? Cllr Elkins said he did not believe the kits had been made up from donations. He would find out whether more packs could be made available.

Cllr Mathias said he had looked at the county council's webpage for claiming for damage caused by potholes and found it very much geared towards the county council not meeting the majority of claims submitted. Cllr Elkins replied he did not have the data to hand, but he knew there were successful claims submitted, but it was right the county council had criteria against which claims should be considered. A lot of money had been spent in recent years on successfully reducing the number of potholes in the county, but recently he had noticed the number of potholes around was increasing again.

#### **008/23 ARUN DISTRICT COUNCIL**

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

District Cllr Bower said it was also budget-setting time at ADC and he too would be able to report more to this council's next monthly meeting.

ADC had objected to the Planning Application for a 5G mast at the bottom of Sea Lane as it felt the location was inappropriate for the scale of equipment involved. ADC had issued a press release which District Cllr Chapman had sent to the clerk just before this meeting.

Full Council was scheduled to meet later in the month to agree its response to the latest A27 Arundel Bypass consultation. Cllr Bower believed the response would not be significantly different to the council's response to the last consultation, i.e. supportive of the grey route. The concerns about rat-running through villages such as Walberton had not been sufficiently addressed.

District Cllr Kelly said he had nothing to report.

(District Cllrs Chapman and Kelly and County Cllr Elkins left at the conclusion of this item.)

#### **009/23 WEST SUSSEX COUNTY COUNCIL – TRAFFIC CALMING IN WORTHING ROAD**

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

### **West Sussex County Council – Worthing Road**

By chance, Cllr Toney has had a conversation with County Cllr Joy Dennis, Cabinet Member for Highways & Transport, and she gave him a contact to whom we could apply for traffic calming measures in Worthing Road.

Further to the public representations made at the November meeting (Minute 892/22), do we as a council want to pursue traffic calming measures in Worthing Road, and is there a councillor who would like to lead on this, as officer time is not in great supply at the moment?

Simon Cross – **Clerk to the Council**

29<sup>th</sup> December 2022

Cllr Toney explained he had met with County Cllr Joy Dennis who had put him in touch with a Highways Officer for this area. He in turn had said additional roundels was not an option, but pinch points would be something the county council would consider.

Most councillors believed Worthing Road was either the wrong place for pinch points or they would cause more grief than they would resolve.

The Community Engagement Committee had agreed to purchase two mobile Speed Indication Devices which it hoped to use in various locations around the village, but the feeling of the meeting seemed to be that Worthing Road should have two permanent Speed Indication Devices, preferably ones that displayed a vehicle's registration. The Community Engagement Committee would continue to work on this.

#### **010/23 MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> DECEMBER 2022**

The draft Minutes were circulated to all councillors on 6<sup>th</sup> December asking for suggested amendments by the 13<sup>th</sup> December. None were suggested but Cllr Gander described them as "Very comprehensive Minutes!"

**1707** The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 5<sup>th</sup> December. Cllr Toney duly did so.

#### **011/23 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 1042/22 – Arun District Council**
- 3. Minute 1048/22 – Personnel Committee – Civility & Respect Pledge**
- 4. Minute 1051/22 – Clerk's Report, Item 9 – Sussex Community Rail Partnership**
- 5. (F&GP) Minute 1060/22 – Defibrillator Fund**

### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5<sup>th</sup> December 2022.

### **2. Minute 1042/22 – Arun District Council**

I circulated Jan Cosgrove's *Survey of Parish Councils in Arun District Report* to all councillors on 6<sup>th</sup> December asking them to let me know if they wanted me to add this to an agenda for formal

discussion. At the time of writing, only one councillor has suggested the report needs any further discussion.

3. **Minute 1048/22 – Personnel Committee – Civility & Respect Pledge**

This council was the 749<sup>th</sup> council to sign up to take the pledge.

4. **Minute 1051/22 – Clerk’s Report, Item 9 – Sussex Community Rail Partnership**

My on-site meeting at the Roundstone Level Crossing had to be rescheduled owing to industrial action, so is now scheduled for 10:00 on 12<sup>th</sup> January.

I have a slight feeling I am being given a bit of a runaround here, but will see whether any Network Rail officers actually attend on 12<sup>th</sup> January.

5. **(F&GP) Minute 1060/22 – Defibrillator Fund**

Roy Allen, Premises Manager of the East Preston & Kingston Village Hall Foundation, emailed on 23<sup>rd</sup> December, “Please pass on to the Parish Council the East Preston and Kingston Village Hall Trustees’ thanks for supplying the enclose for our defibrillator. It is now installed and working well. It is a much more robust design than the previous enclosure.”

On the subject of defibrillators, I have installed new pads in the Council Office defibrillator and ordered a backup set. The newly-installed pads are valid until 2027. The back-up pads have a lead time of 28 weeks (!) at the moment, but our supplier says they have been arriving sooner than that.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

The Clerk offered to answer any questions, but none were asked.

**012/23 FINANCIAL MATTERS**

The Accounts for December 2022 had been distributed to Members in advance of the meeting.

- 1708** The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2022/23, value £27,496.48 (excl. VAT).
- 1709** The council **RESOLVED** unanimously to approve the Supplier Non-BACS Invoices Paid reports for December 2022 (inc. unreported additional payments from previous month) totalling £1,732.88 (inc. VAT).
- 1710** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for December 2022 totalling £24,112.60.
- 1711** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report for financial year to date totalling £320,456.97 (inc. VAT).

The council NOTED the paper Bank Reconciliations to 14<sup>th</sup> December 2022.

The council NOTED the up-to-date Budget Summary Report for 2022/23.

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

**013/23 REPORTS FROM PARISH COUNCIL COMMITTEES**

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

## **Amenities Committee**

The committee did not meet in December.

**Northern Shops - 'Happy to Chat' benches** – The handymen installed the two new Happy to Chat benches on 13<sup>th</sup> December 2022. The Happy to Chat bench plaques were reinstated onto the two new benches. The handymen were able to recycle slats from the old benches to reinforce the two benches by One Stop.

**Lashmar Bank** - Ferring Nurseries installed the second planter at Lashmar Bank on 29<sup>th</sup> November 2022, the winter floral display was planted up at a later date.

The positioning of the two planters has allowed enough space to the righthand side to add a further planter. Committee agreed to install a third planter at Lashmar Bank. A planting application to install the third planter and floral displays has been submitted to WSCC.

**Sea Road Toilets** – Now the Sea Road Toilets modernising and renovating work is complete, Committee agreed to remove the WRG Trust - Public Conveniences (Sea Rd) - Modernise/Renovate (Major Works) budget line from the 2023-2024 budget.

Committee has increased the WRG Trust – Ongoing Maintenance/ Improvements for Toilets budget to £1000.00 to cover all general maintenance costs.

Committee is requesting to ringfence £5k left from the 2022-23 WRG Trust - Public Conveniences (Sea Rd) - Modernise/Renovate (Major Works) budget line, to cover any work required on improving access to the Hoist Assisted Toilet (HAT).

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

3<sup>rd</sup> January 2023

## **Audit & Governance Committee**

The committee did not meet in December.

The committee's next meeting is in March 2023.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> December 2022

## **Community Engagement Committee**

The committee did not meet in December.

Below are a couple of updates on committee business.

**Village bus** – our WSCC Highways contact said it was necessary to go back to square one with a Traffic Regulation Order for double yellow lines around the north-eastern corner of Willowhayne Crescent as the original public consultation had expired. This required asking the public whether or not it still supported the proposed double yellow lines.

The simplest way of ascertaining this was, I believe, to run an online survey through the e-newsletter. I sent the WSCC officer a draft wording asking him to confirm whether or not the wording would be sufficient for WSCC needs – no reply. With time running out, I ran the survey anyway.

“Do you support the implementation of double-yellow lines around the north-eastern corner of Willowhayne Crescent / the Village Green in order to support the trial of a bus service to the southern end of the village?”

179 people responded. Yes – 158 (88.76%); No – 17 (9.55%); Unsure – 3 (1.69%); Skipped – 1.

I ran the survey until 31<sup>st</sup> December. At some point this month, I will gird myself and apply for the Traffic Regulation Order.

**Cost of Living crisis** – Cllrs Gander and Gunston have a proposal for later in this meeting.

The committee’s next meeting is on 23<sup>rd</sup> January.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

## **Finance & General Purposes Committee**

The committee met on 12<sup>th</sup> December.

The committee discussed and agreed a budget and a precept to recommend to this meeting. The committee agreed not to increase the precept, for the third year running. The committee is proposing to increase the council’s budget by approximately £10,400, the major part of that being to improve the security at the Warren Recreation Ground.

The committee agreed to make Greener Buildings Project grants to the East Preston & Kingston Village Hall Foundation and the East Preston Sports & Social Club.

The committee agreed to make a Defibrillator Fund grant to the East Preston & Kingston Village Hall Foundation by purchasing a replacement cabinet for the existing defibrillator.

The committee’s next meeting is in February.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> December 2022

## **Major Events Committee**

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

**East Preston Christmas Celebrations, 26<sup>th</sup> November** – The committee agreed to run the event on 25<sup>th</sup> November, 2023. Alison and I have been doing some work to make the event more compact, requiring fewer road closures and hopefully tackling concerns from some participants they feel a bit left out.

**Royal British Legion, Remembrance Sunday, 13<sup>th</sup> November** – Nick Ward, Chairman of the East Preston & Kingston Branch of the Royal British Legion, attended the meeting. Although for many years it has been the branch which has organised Remembrance Sunday in the village,

national RBL has said for the past two years, branches are no longer allowed to organise the event and it should fall to the local authority. Each of those two years, the council has organised the event but with pretty short notice. This meeting hoped to make an early decision on future Remembrance Sundays so we can plan ahead more effectively.

Mr Ward said the branch committee had been thinking about a different approach to Remembrance Sunday for 2023. Mr Ward agreed to come back with a fully-formed proposal for the committee's February meeting, in response to which this committee could decide whether or not the proposal was right for the council to lead on.

All was in hand for the **End-of-Term Party** in April.

Plans were taking shape for the **Funday Sunday** event scheduled for 23<sup>rd</sup> April. I have not heard back from the Village Hall Foundation yet as to whether the venue is available.

No updates regarding anything around the **King's Coronation** on 6<sup>th</sup> May.

The committee agreed to drop any further thoughts of moving the **Food & Drink Festival** to the Warren Recreation Ground. I have let both East Preston & Kingston Horticultural Society and East Preston Cricket Club know this decision.

Cllr Elizabeth Linton –  
**Chairman of the Major Events Committee**

3<sup>rd</sup> January 2023

## **Personnel Committee**

The committee is scheduled to meet on 16<sup>th</sup> January.

Cllr Lisa Duff – **Chairman of the Personnel Committee**

3<sup>rd</sup> January 2023

## **Planning & Licensing Committee**

Since the last Full Council meeting, the committee met on 19<sup>th</sup> December only.

The committee considered six Applications. Three members of the public attended.

The committee agreed not to object to five of the six applications and in the sixth, it agreed to abide by any advice supplied by the ADC Tree Officer to the Planning Officer.

The committee's next meeting is on Tuesday, 10<sup>th</sup> January. One of the Applications to be considered at the meeting will be K/56/22/PL for the "erection of 48 residential dwellings (including affordable homes)" on "land north-east of Kingston Lane, Littlehampton". As this Application falls within Kingston Parish Council's boundary, I have invited the Chairman of that council's Planning Committee to attend this committee meeting.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

Additionally:

Planning & Licensing – Cllr Mathias reported he had attended the ADC Licensing Hearing into the application for Perfect Pizza to offer a delivery service beyond midnight every night of the week. Although the decision to grant the licence was not



what anyone local present had wanted, Cllr Mathias said he had found it an eye-opening experience. He was in no doubt local residents would continue to monitor activity at the business and to report perceived transgressions.

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

**014/23 FINANCE & GENERAL PURPOSES COMMITTEE – BUDGET AND PRECEPT FOR THE YEAR 2023/24**

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

**Finance & General Purposes Committee – budget and precept for 2023/24**

**Council is asked to agree to a recommended budget of £314,883.28 for the financial year 2023/24.**

At its meeting on 12<sup>th</sup> December, the committee considered the following supporting paper:

**Budget and Precept for 2023/24**

**Committee is asked to consider a budget and a precept proposal to Full Council for the financial year 2023/24.**

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

Committee	2022/23 net expenditure	2023/24 net expenditure	Difference
Amenities	£40,100.00	£42,800.00	+£2,700
Audit & Gov.	£1,000	£1,000	None
Admin (F&GP)	£115,583.00	£108,065.00	-£7,518
Community Engagement	£34,050.00	£39,450.00	+£5,400
F&GP	£50,375.00*	£42,175.00	-£8,200
Major Events	£6,700.00	£9,550.00	+£2,850
WRG Trust (Amenities)	£46,683.78	£61,843.28	+£15,159.50

Additionally, the council usually includes £10,000 as a Contingency Budget. **Committee is asked to agree to include this in the 2023/24 budget.**

	2022/23 net budget	2023/24 net budget	Difference
without contingency	£294,491.78	£304,883.28	+£10,391.50
with contingency	£304,491.78	£314,883.28	+£10,391.50

Assuming the committee agrees to include the £10,000 contingency figure, the net budget increase (including contingency) for the coming financial year will be £10,391.50 (3.4%) on the current year.

Depending upon any discussion, **committee is asked to agree to recommend to Full Council a budget of £314,883.28 for the financial year 2023/24.**

For the past couple of years, the council has frozen the Band D precept at £98.43. With the council's reserves healthy, there seems no reason not to freeze the precept again. At the time of writing, I do not know what the Council Tax base for the year will be, but once I do know, I will multiply that by £98.43 to produce **a proposed precept for the financial year 2023/24.**

The agreed figure will be presented to Full Council in January. 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**

3<sup>rd</sup> January 2023

On 8<sup>th</sup> December, ADC let me know the Council Tax base for the coming financial year would increase from 2825 to 2827.

**Council is also asked to agree a recommended precept of £98.43 per Band D property**, i.e. no increase on the current financial year. With the above increase in the Council Tax base, the council will be asking ADC to collect £278,261.61 precept on its behalf.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

CLlr McElroy provided further background to this item.

The Clerk clarified a point relating to the council tax base, which is provided to the council by ADC.

**1712** The council **RESOLVED** unanimously to set the budget for the 2023/24 financial year at £314,883.28.

**1713** The council **RESOLVED** to set the precept for the 2023/24 financial year at £278,261.61, i.e. £98.43 per Band D property.

One councillor voted against the proposed precept.

#### **015/23 AMENITIES COMMITTEE – SEA ROAD TOILETS**

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

### **Amenities Committee – Sea Road toilets**

**Council is asked to create a ringfenced reserve of £5,000 from this year's WRG Trust - Public Conveniences (Sea Rd) - Modernise/Renovate (Major Works) budget line, to cover any work required on improving access to the Hoist Assisted Toilet (HAT).**

As Dawn reported above, all scheduled works have been completed and this budget line is no longer required.

Slight confusion at the committee meeting meant the committee agreed to ask for the full £5,000 from the current year's budget to be ringfenced for future usage, but £1,122.53 has already been spent, leaving just £3,877.47 in the budget line.

As £5,000 would be a nice, round figure for the ringfenced reserve, I suggest whatever is leftover in the budget line at the end of the financial year is topped up from the council's general reserves when the ringfenced reserve is set up at the beginning of the new financial year to become £5,000.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

The Clerk stated that following publication of the above supporting paper, he had realised the council simply needed to consider setting up a ringfenced reserve of £5,000, the other amounts stated were all irrelevant.

Cllr Wilkinson spoke in support of the proposal.

**1714** The council **RESOLVED** unanimously to create a ringfenced reserve of £5,000 towards any additional refurbishments to the Hoist Assisted Toilets.

This money will be taken from the council's reserves.

#### **016/23 COMMUNITY ENGAGEMENT COMMITTEE – WARM SPACE BUDGET**

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

### **Community Engagement Committee – warm space**

**Council is asked to take an initial £2,000 from the council's reserves to provide a warm space in the village for the next couple of months.**

Cllrs Gander and Gunston to lead on this item.

Concerned about the impact rising energy costs may have on local residents, the Community Engagement Committee asked Cllrs Gander and Gunston to investigate whether it would be possible for the council to provide a warm space for local residents. Nothing full-time, just something to take a bit of the financial pressure off.

Three local venues were contacted: Conservative Hall, East Preston & Kingston Royal British Legion and East Preston & Kingston Village Hall. With a staffed kitchen already available, the British Legion seemed to be the simplest solution to getting an offering up and running.

Cllrs Gander and Gunston, on behalf of the Community Engagement, would like to offer local residents soup and a roll and a hot drink and company, once a week. This would cost the council approximately £6.50 per attendee. Capacity would be 25 people, £162.50 per week. Starting on 16<sup>th</sup> January and running until the end of March would, at capacity, cost £1,787.50. £2,000 for the project would allow the committee to buy some extras, a few secondhand board games perhaps, something to keep people entertained if necessary.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

Cllrs Gander and Gunston spoke in support of the proposal, providing further background. There was the possibility of a grant from ADC, but that was dependent upon any warm space being available for four hours at a time. In addition to the offer of food and the provision of a warm space, the councillors said they hoped to be able to provide company and games for those that wanted. Depending upon the success of the scheme, other councillors may be called upon to help at sessions.

Cllr Duff said the Baytree Club had extended its opening hours on a Friday afternoon and that her work in preparing food hampers for families at the Junior School in December had shown there was definitely a need for assistance within the village.

**1715** The council **RESOLVED** to take an initial £2,000 from the council's reserves to provide a warm space in the village for the next couple of months.

One councillor abstained in this vote. Funding for this initiative will come from the council's Section 137 funds for the current year.

#### **017/23 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

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

## **Working Parties**

None of the council's working parties met in December.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

## **20mph Working Party**

As reported to the last meeting, the Community Engagement Committee agreed to set up this working party to work alongside the village Community Speed Watch group with a view to the possible implementation of 20mph zones in parts of the village.

Cllrs Toney, Linton and Moore have volunteered to be on the working party. If any other councillor would like to volunteer, please let me know.

The working party has not met yet and its initial Terms of Reference are to be considered later in the meeting.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

## **Conservative Hall Working Party**

The proposed terms of engagement for a Red Book valuation have only arrived this afternoon and I have not had a chance to look at them yet.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

## **Environmental Initiatives Working Party (EIWP)**

The working party is next scheduled to meet on 16<sup>th</sup> January.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

## **Flat Working Party**

The new tenant took possession of the keys to the flat on 16<sup>th</sup> December.

Although we had hoped to find replacement parts for the bits of the hob which had gone missing during the last tenancy, this had proven impossible and a local supplier said we would be better off replacing the hob. We took his advice, although his suggested pricing was somewhat under. A replacement hob was fitted on 30<sup>th</sup> December.

## **Leases Working Party**

I have had to rearrange the date for me to sit with reps from the East Preston & Kingston Bowls Club to go through the lease clause by clause. This will now take place on 6<sup>th</sup> January.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

Additionally:

Conservative Hall – Cllr Toney believed new fire doors were to be fitted to the hall in due course.

The valuation had been scheduled for the morning of 20<sup>th</sup> January.

Environmental Initiatives – Cllr Gunston advised the meeting, the working party was hoping to give a presentation to the March Full Council meeting on its local energy proposal. If that went ahead, the meeting would be scheduled to start at 18:30.

Leases – the Clerk reported he had met with the Trustees of the East Preston & Kingston Bowls Club, and they had walked through the lease, pretty much sentence by sentence. Nothing controversial had arisen and he had drafted a new lease based upon the conversation had. This had been sent to the Trustees and once they confirmed they were happy with it, the Clerk would circulate it to the members of the Leases Working Party. The Trustees recognised the rent needed to be brought up-to-date but the council may need to manage that sensitively.

There were no updates for the council's other two working parties.

### **018/23 20MPH WORKING PARTY**

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

## **20mph Zone Working Party – Terms of Reference**

**Council is asked to agree initial Terms of Reference for the working party.**

These are initial Terms of Reference for the working party. To date, Cllrs Toney, Linton and Moore have volunteered to be members of the working party. The Community Speed Watch team will most likely be represented by Coordinator, Keith Harris and John Wintle.

### **20mph Zone Working Party (20WP)**

#### **Terms of Reference**

(version 1 – drafted January 2023)

#### 1. Overview

- a. This working party acts as an advisor to East Preston Parish Council on matters relating to a proposal from the village Community Speed Watch team to implement some 20mph zones in the village.

2. Responsibilities
  - a. To advise East Preston Parish Council on matters relating to a proposal from the village Community Speed Watch team to implement some 20mph zones in the village.
  - b. To work alongside representatives of the village Community Speed Watch team to consider any proposal (from that team) for a 20mph zone in the village.
  - c. To provide recommendations to East Preston Parish Council upon matters relating to the implementation of 20mph zones in the village.
  - d. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in.
  - e. To operate within the terms of council Standing Order 34 which explicitly covers the operation of working parties, unless specific agreement is granted by Full Council or the owning committee of the working party.
3. Timescales
  - a. The working party is initially set up for six months from the date of its first meeting.
  - b. As that meeting took place on (date), the initial six months period ends on (date).
4. Membership
  - a. Any volunteer invited at the discretion of either the 20WP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.
  - b. Membership of the working party should always include at least two current members of the village Community Speed Watch group.
  - c. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
  - a. The Chairman of the Council shall nominate the 20WP Chairman, in consultation with other councillors.
  - b. 20WP will report to the Community Engagement Committee in the first place.
  - c. 20WP may make recommendations direct to Full Council where timing is a determining factor.
  - d. No proposal or guidance from 20WP will be council policy until agreed by Full Council.
6. Officer support
  - a. There will only ever be limited administrative support available from the council's officers.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2023

The meeting AGREED to the removal of the term Zone, as this had a specific meaning in law.

**1716** The council **RESOLVED** to adopt initial Terms of Reference for the 20MPH Working Party.

No monthly report had been received from Sussex Police.

020/23 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. **Angmering Christmas Event, 2<sup>nd</sup> December**
6. **East Preston Men in Sheds, 6<sup>th</sup> December**
7. **Sussex Police, 20<sup>th</sup> December**
8. **Littlehampton Community Fridge, 2022**
9. **Social media**
10. **MailChimp stats**
11. **A selection of things we have been asked since the last meeting**
12. **Recent bouquets and complaints**
13. **Christmas bouquets**
14. **Leave**
15. **January meetings and events**

1. **Introduction**

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

2. **Police matters**

Nothing new to report.

3. **Anti-social behaviour matters**

There are no updates on previous reports of anti-social behaviour in the village.

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

No Freedom of Information requests received since the last report.

No Data Protection requests received since the last report.

5. **Angmering Christmas Event, 2<sup>nd</sup> December**

To show support, I went and had a wander through this event. The event is centred on the junction of Station Road and Arundel Road, which allows it to be far more compact than our event. The event was well-attended and everyone seemed to be having a good time. I felt there was greater involvement of local businesses than we get, whether that was because this was a Friday evening or not, I don't know.

#### 6. **East Preston Men in Sheds, 6<sup>th</sup> December**

I attended this meeting at the British Legion.

The guest speaker was scheduled to be Kelvan Gale on the restoration of HMS Holland 1, the Royal Navy's first submarine, but on the day, he was unable to attend.

Instead, the group caught up with the proposal for the Village Hall car-park and spent time chatting generally. The group will not meet in January, so its next meeting will be on 7<sup>th</sup> February.

#### 7. **Sussex Police, 20<sup>th</sup> December**

This was the latest in the series of calls Neighbourhood Policing Inspector, Neil Durkan, has been holding with representatives of Arun town and parish councils.

More senior police officers have noted this work and Neil is soon to present to them on his model with a view to more districts across Sussex repeating his success.

Other councils represented on this call included: Aldwick, Bersted, Patching and Rustington Parish Councils and Littlehampton Town Council.

Neil opened the meeting by giving us all updates on his long-term projects. He has set up an Unauthorised Encampments Workshop in early February, and that will actively walk attendees through some of the processes to be followed.

In the west of the district, there have been reports of children running past OAPs, intentionally knocking them over in the process. Neil was not aware this was a "thing" and it was not something others on the call had heard about.

WSCC has been looking at reducing the number of school crossing patrols it funds. East Preston should be ok as it has long paid for the school crossing patroller in the village after a previous threat would have left the village without a school crossing patroller.

I asked Inspector Durkan if he was happy for me to have a member of his team invited to the Licensing hearing for a certain local business's application to trade into the early hours. Insp Durkan said he was happy to be invited but he could not guarantee anyone would attend. Cllr Bowman has agreed to attend the hearing on behalf of this council.

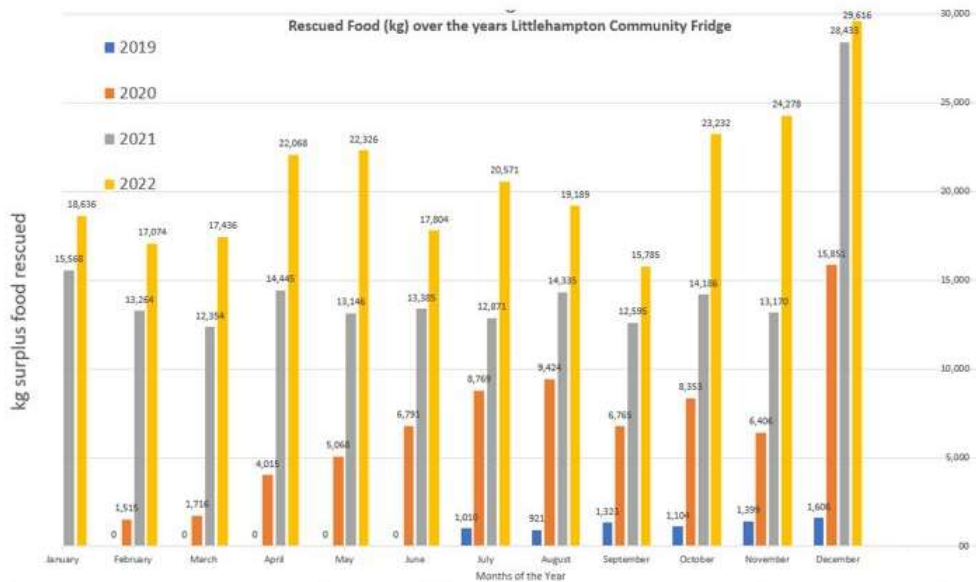
#### 8. **Littlehampton Community Fridge, 2022**

As another year of Fridge operation came to an end, Sarah Renfrey, the founder and organiser, issued the following report.

So, I have crunched the final numbers of the year, and oh my goodness we have saved a whopping 248 tonnes of food from being binned this year! (2021 was 178 tonnes which I thought was incredible! So we are a whole 40% more rescued!)

So, as you can see in the graph below from the monthly kg of food saved (1000 kg = 1 tonne), we rescued more every single month in the last year. We even managed to save more food in December this year than last year, despite Christmas eve being a lot less surplus food available. This is in part due to the extra food we are able to collect from FareShare Brighton and UK Harvest boosting our collections and was about 22% of Food saved in December (with the deliveries on Monday and Friday making up 8% food rescued). So our fabulous collectors still collected 70% of the food rescued this month so you are all wonderful!





It has felt at times that we are collecting less, especially from some of our stores which used to have lots of surplus and now don't. But as we are collecting from more stores, and being super flexible and being able to jump in and rescue food often at short notice this has meant that we can be relied on to come and collect and are often the first port of call for businesses if they have surplus food available.

From a waste point of view not included in the figures above is that we are sending 5% of what we collect to animals, and 1.1% to landfill. So even when it looks like a lot of food going into the bins (especially in the last couple of weeks!) it is because we are rescuing so much more food, so of course there will be more waste.

I realise that the goal of the project is there to be less surplus available to rescue. But while there is surplus out there, and especially while the cost-of-living crisis is squeezing everyone, and all the time we have wonderful volunteers to rescue, collect sort and redistribute the food, then we will still be an important community resource to Littlehampton and surrounding areas, and importantly our environment and ultimately the planet.

So, a humble thank again for all your time, patience, hard work and making the project a success!

If anyone has any questions on the numbers or who would be interested to see more specific detailed information, then let me know as I never know how interesting the number are to people!

(p.s. we are looking for more regular surplus food collectors most days (minimum once a fortnight collection) so if you know anyone who would like to be part of the success of the project this year, please encourage them to get involved asap as we are already turning down collections this week!)

## 9. Social media

Since the last report, these are the council's Facebook posts seen by more than 500 people:

- Warning Angmering Station level crossing was closed in both directions, 9<sup>th</sup> December – 6,605 people
- Reminder the Littlehampton Community Fridge on Tour would be operating on 28<sup>th</sup> December – 2,046
- Poster for the St Mary the Virgin Christmas Tree Festival – 656

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 31<sup>st</sup> December)

The number of Followers is currently 1,794, an increase of 4 on the last report.

## 10. **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 – 30<sup>th</sup> November – sent to 905, opened by 653 (72.3%)

Parish Council news – 8<sup>th</sup> December – sent to 903, opened by 649 (72%)

Parish Council news – 15<sup>th</sup> December – sent to 904, opened by 626 (69.4%)

Parish Council news – 21<sup>st</sup> December – sent to 904, opened by 626 (69.5%)

Parish Council news – 31<sup>st</sup> December – sent to 900, opened by 651 (72.4%)

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

“Is there any sort of local scheme for volunteering to help older people with their shopping?” (I directed the caller to Age UK West Sussex.)

“Is there anything wrong with the 700 this afternoon?” (Nothing we knew of, but we were able to give the caller a Stagecoach contact number.)

“I am visiting the area and would like to visit the Church. Is it open all the time or at specific times?” (I believe the church is freely open any day when the vicar is not on holiday.)

“I think there should be some kind of memorial to the victims of the workhouse, where members of the public can light a candle and meditate and ask for forgiveness for the sins of our ancestors.”

## 12. **Recent bouquets and complaints**

(In addition to anything reported above)

Thanks to Caspar from a couple of residents of Meadow Park, after he had found a set of car-keys in Elm Avenue and deposited them in the Council Office. A Facebook post and a visit to Angmering Parish Council, they thought the keys may have been lost in Angmering, led to the couple finding out we had their keys.

From a resident of West Ridings, “Thank you for the information that you gave me a couple of weeks ago for donating to charities dealing with rough sleepers, food banks etc. We do realise the world needs charitable help but this year we wanted to concentrate on UK based charities, with the belief that “charity begins at home”. We contacted the Trussel trust, charity at Christmas, centerpoint and St Mungos and have made financial arrangements with each of them. Again thanks for the time you gave to me in your office in EP”

The following are some of the comments received from residents following the publication of the 31<sup>st</sup> December e-newsletter which, for the second year running, was a selection of photographs from across the village across 2022:

“How lovely. Happy New Year.”

“Thank you for this wealth of photos from village life. Some things I most definitely missed altogether unfortunately.”

“Another year's excellent work at the helm of EPPC. Thanks for your hard work and here's wishing you and the team a happy and healthy new year.”

“Many thanks for sharing all those wonderful East Preston photos – great to look back, especially to those sunny days!”

“Lovely to see the photos. Thank you. Wishing you all a Happy New Year.”

“Definitely made me smile.”

“AWESOME!!! Thank you very much.”

“What a lovely set of photos, thank you. I’ve sent them on to our son in Australia for him to see what the village gets up to. Happy New Year to all the Parish Council staff.”

“We loved the photos of East Preston last week. Thank you all for making this village such a delightful place in which to live. I thought you might be interested to know that I sent the photos on to my ex pat friends living in Spain. Back came the reply, “What an amazing place to live. We are usually despondent about all the news coming out England and say we are glad we don’t live here anymore. The photos gave us a real uplift and we think that EP is amazing. A real village with so many good things going on and a real community spirit.” So a big thank you to you all, all other volunteers and a very Happy New Year.”

### 13. **Christmas bouquets**

(The following comments arrived in Christmas cards and emails)

From a resident of Willowhayne Crescent, “Thanks for all you do for East Preston. Have a great Christmas and all the councillors too.”

From a family resident in South Strand, “Thanks again to you and your team for all the hard work this year.”

From residents of The Circle, “Very Happy Christmas to you all and thanks for all that you do for the community.”

From a resident of Rustington, recipient of our e-newsletters, “We wish you all a Merry Xmas, plus healthy, peaceful & happy 2023.”

From a resident of Church Field, “Happy Christmas and thanks for all your efforts in the past year.”

From a resident of Sea Lane, “Thank you for all that you do to make this a lovely village to live in. Your hard work is much appreciated.”

From the East Preston Festival Committee, “Thanks for all your support in 2022.”

From residents of Woodbridge Park, “Thank you for all your hard work once again throughout the year. It is much appreciated. Belated congratulations to all of the team re E.P.’s Christmas Festival in November! It was really lovely to see everyone happy and enjoying themselves. Well done.”

From a resident of Lavinia Way, “Thanks very much for all you do for the village. Happy Christmas to you all.”

From a resident of Normandy Drive, “To all of EP’s parish councillors and staff in the office – You’re all amazing. Just to say a heartfelt Thank You for all you do for our lovely Village and all its Parishioners. Here’s to 2023.”

### 14. **Leave**

Caspar is on leave at the beginning of the month and office staff will cover his most essential work.

### 15. **January Meetings and Events**

This list may be incomplete and is subject to change.

- 9<sup>th</sup> ADC Licensing hearing (09:30, Civic Centre, Littlehampton) (GM and CB only)  
Full Council (19:00, East Preston Infant School)
- 10<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School)
- 13<sup>th</sup> SLCC Sussex quarterly meeting (10:30, Lewes) (SC only)
- 16<sup>th</sup> WSALC Clerk's Forum (10:30, online) (SC only)  
Personnel Committee (18:00, East Preston Infant School)  
WSALC Chairmen's Forum (19:00, online) (ST and EL only)  
Environmental Initiatives Working Party (19:00, East Preston Infant School)
- 17<sup>th</sup> Meeting with ADC about Beach Access (14:30, Civic Centre) (ST, SW and SC only)
- 19<sup>th</sup> ADC Safer Arun Partnership Joint Action Group (15:00, Civic Centre) (ST and SC only)  
Community Speed Watch team meeting (18:00, RBL) (SC only)
- 23<sup>rd</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Community Engagement Committee (19:00, East Preston Infant School)
- 24<sup>th</sup> Sussex Community Rail Partnership (14:00, online) (SC only)
- 25<sup>th</sup> NALC *Local Councils and Community Engagement* webinar (12:00, online) (JG only)

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**

3<sup>rd</sup> January 2023

**Item 5 – Angmering Christmas Event, 2<sup>nd</sup> December** – in response to a question from Cllr Linton, the Clerk said he had noticed, for example, both estate agencies had been full of people. Cllr Linton suggested the council needed to talk more and earlier to shopfront businesses before this year's event.

#### **021/23 EXTERNAL MEETINGS AND EVENTS**

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

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

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

#### **Southern Water draft Water Resource Management Plan, 7<sup>th</sup> December**

**online**

Six regional water companies (including Southern Water) have produced a draft Water Resources Management Plan for consultation until 20th February 2023.

The companies provide 6 billion litres of water per day and potentially need to increase that to 8.7 billion by 2075 because of increasing population, climate change, protecting the environment and drought resilience. A range of different scenarios have been considered and a number of different pathways and decision points make the plan as adaptive as possible

Southern Water proposes 4 main solutions to meet these challenges in our region:

1. More efficient usage. Encouraging customers to use less water. Reducing leaks by 50% by 2050. Introducing smart metres.
2. Building a better network to move water around the regions.
3. Catchment and nature based solutions.
4. New water supplies - water recycling, a new reservoir in West Sussex and a desalination plant on the South coast.

The £1.5 billion investment in the first 5 years from 2025-30 could put bills up by £85 per annum.

Have they got the balance right? They would like feedback before producing the final plan in late 2023.

Visit [www.southernwater.co.uk/our-story/water-resources-management-plan](http://www.southernwater.co.uk/our-story/water-resources-management-plan) to have your say.

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

21<sup>st</sup> December 2022

### **Design Council *Design Differently* workshop, 9<sup>th</sup> December**

**online**

I attended this meeting with representatives from WSCC and UK Community works. We discussed our project with PA Consulting (who are working on a pro bono basis) and they likened it to rural broadband initiatives. We sent PA our draft design brief and they have undertaken to come back to us in January with thoughts on how they can help us put together the constituent parts of the plan.

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

21<sup>st</sup> December 2022

### **Action in Rural Sussex (AiRS) Annual General Meeting, 15<sup>th</sup> December**

**online**

Cllr Bowman to provide a report in due course.

### **East Preston Greener Buildings, 20<sup>th</sup> December**

**online**

I attended this update meeting with WSCC and UK Community Works.

WSCC agreed to contact Geospatial Insight to obtain a quotation for a survey of East Preston and Angmering to establish buildings suitable for solar panels.

I agreed to contact Arun DC to keep them informed about progress on the project and possibly arrange a briefing session. We also agreed to share marketing ideas on how to present the project to parishioners.

Cllr John Gunston –

21<sup>st</sup> December 2022

**Chairman of the Environmental Initiatives Working Party**

Cllr Gunston encouraged people to look at Southern Water’s draft Water Resource Management Plan and take the opportunity to have their say.

Cllr Bowman reported attendees of the AiRS AGM had been informed that afternoon the event would only take place online. On the night, the online option could not cope and Cllr Bowman was one of many who was unable to join the meeting. Cllr Bowman had contacted AiRS for some notes from the meeting, but none had been received yet.

**022/23 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Nothing was added.

**023/23 NEW ITEMS FOR THE NEXT MEETING (6<sup>TH</sup> FEBRUARY)**

Nothing was suggested.

**The meeting concluded at 20:40.**

Chairman: *Councillor Steve Toney* Date: **6<sup>th</sup> February 2023**

END