



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 6th February 2023 at East Preston Infant School, Lashmar Road, East Preston

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

ALSO: Clerk to the Council, Simon Cross

Mr G (until 19:14) and Mrs M

* * * * *

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
AoSERA – Angmering-on-Sea Estate Residents' Association
BTP – British Transport Police;
CPRE – Campaign for the Protection of Rural England;
JEAAC – Joint Eastern Arun Area Committee;
NHS – National Health Service;
NR – Network Rail;
PCSO – Police Community Support Officer;

SLCC – Society of Local Council Clerks;
SW – Southern Water;
TfSE – Transport for the South East;
TRO – Traffic Regulation Order;
VHF – East Preston & Kingston Village Hall Foundation;
WRA – Willowhayne Residents' Association
WSCC – West Sussex County Council;
WSALC – West Sussex Association of Local Councils

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The meeting opened at 19:02.

083/23 INTRODUCTIONS

Cllr Toney welcomed all present, ran through some protocol and led a round of introductions.

084/23 APOLOGIES FOR ABSENCE

All parish councillors were present.

Apologies had been received from County Cllr Roger Elkins, District Cllrs Ricky Bower, Terry Chapman and Paul Kelly, Mrs Linda Denton and Mrs Helen Hill.

085/23 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.

086/23 PUBLIC SESSION

Agenda Item 6a– West Sussex County Council – Mr G said he had come to the meeting in the unusual position of wanting to ask questions not of the parish council but of County Cllr Roger Elkins, but also of being in the position of having received a telephone call during the afternoon of the meeting from Cllr Elkins.

Mr G's big concern was the condition of the surface of Vermont Drive, a road which is also the only access to seven residential roads and is the main access to some other roads in the village and is frequently used as access to the northern half of the Angmering-on-Sea private estate. Mr G said he believed the road was used a lot but was not repaired a lot.

For the best part of a decade, local residents have been raising concerns about this road to WSCC. Last November, Cllr Elkins attended a site meeting with local residents, a WSCC Highways officer, the Clerk to the parish council. At that meeting, he saw for himself the problems with lack of maintenance, low quality repairs and the detritus that is frequently left behind after poor work or is not cleared after it has been removed from potholes during the repair process. Mr G was concerned such detritus was ending up in the drainage system.

On 25th January, WSCC contractors repaired potholes in Vermont Drive. By the morning of 26th January, large pieces of tarmac had already lifted out of these potholes becoming an additional safety issue to the re-emerging potholes themselves.

Mr G said he was not only concerned about the state of the road surface, but he objected to his council tax being wasted on roads which were not being maintained and repairs for which there was no apparent accountability.

During their telephone call, Cllr Elkins said he was doing his best. He believed the contractor would have to carry out any remedial work from the 25th January works at its own expense. He has asked for a schedule to show when Vermont Drive will be resurfaced, but had not received that yet. He had added a "not insubstantial" amount of additional funding was being directed to road surfacing.

Mr G closed by reminding the meeting Vermont Drive had previously been called Cinder Lane, a state to which it was rapidly returning.

Agenda Item 11e – Major Events Committee – Mrs M simply said she wanted to thank the council again for it all contributed to making the village a lovely place to live. Cllr Toney thanked Mrs M for this comment.

087/23 COUNCIL RESPONSES

Agenda Item 6a– West Sussex County Council – Cllr McElroy said he felt Mr G's pain and that Vermont Drive was not alone in this condition. He was unconvinced taxpayers' money was being spent wisely and felt the council should be complaining about this situation. Budget cuts led to reduced maintenance which ultimately led to bigger bills in the long run.

Cllr Wilkinson echoed the sentiment Vermont Drive needed a permanent solution applying sooner rather than later.

Cllr Linton questioned what had happened to the new resurfacing vehicles WSCC had trumpeted about last autumn. The Clerk said he thought those vehicles were too big to get into a village such as East Preston.

Cllr Bowman asked what quality control was applied within the Highways Maintenance contract and Cllr Mathias replied he believed the contractor was in a position to self-assess the quality of any work carried out.

Cllr Bradshaw said he had noticed a real dip in the quality of road repairs over the past three or so years. He believed there was an issue with the materials used and the problem was not unique to West Sussex.

(Mr G left the meeting at the conclusion of this item.)

088/23 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins had sent his apologies for this meeting.

089/23 ARUN DISTRICT COUNCIL

All three district councillors had sent apologies for this meeting.

[Clerk's Note: the Personnel Committee agreed last year from May 2023, District and County Council reports will appear further down the Agenda than currently. The belief is this will enable the parish council to spend more time considering its own business.]

090/23 MINUTES OF THE MEETING HELD ON 9TH JANUARY 2023

The draft Minutes were circulated to all councillors on 11th January asking for suggested amendments by the 18th January. None were suggested.

1717 The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 9th January. Cllr Toney duly did so.

091/23 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 1048/22 – Personnel Committee – Civility & Respect Pledge**
- 3. Minute 008/23 – Arun District Council**
- 4. Minute 013/23 – Planning & Licensing Committee**
- 5. Minute 014/23 – Finance & General Purposes Committee – budget and precept for 2023/24**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 9th January 2023.

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

At the time of writing almost 200 more town and parish councils have taken this pledge.

3. Minute 008/23 – Arun District Council

District Cllr Chapman did indeed send me the press release from ADC regarding its objection to the 5G telecommunications mast proposed for the bottom of Sea Lane. The press statement was as follows:

“We can confirm that the application was refused on the grounds that the height of the proposed monopole would be visually intrusive.

“In the proposed, exposed location for the mast, it would be detrimental to the character of the area. The proposed height would represent an unneighbourly form of development and be an overbearing feature on the private amenity space of existing homes in the immediate area.”

4. **Minute 013/23 – Planning & Licensing Committee**

On 23rd January, the council received a copy of the final Determination Notice for the licensing application from Perfect Pizza in Willowhayne Crescent, licence application no. 117273

The following is copied for information:

The hours of operation to be: Shop opening hours for collection Sunday – Thursday 12:00 – 23:00 Friday – Saturday 12:00 - 23:00

Delivery from rear of premises Sunday – Thursday 12:00 – 01:00 Friday – Saturday 12:00 - 03:00

3. All collections must be collected by 23:00 and last orders for in shop collection accepted no later than 22:30.

I presume the first two sentences are bulletpoints 1 and 2, but no such numbering appears in the letter.

5. **Minute 014/23 – Finance & General Purposes Committee – budget and precept for 2023/24**

I confirmed with ADC on 11th January our requirement for it to collect £278,261.61 Council Tax / precept on our behalf.

Simon Cross – **Clerk to the Council**

1st February 2023

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

092/23 FINANCIAL MATTERS

The Accounts for January 2023 had been distributed to Members in advance of the meeting.

1718 The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2022/23, value £27,321.30 (excl. VAT).

1719 The council **RESOLVED** unanimously to approve the Supplier Non-BACS Invoices Paid reports for January 2023 (inc. unreported additional payments from previous month) totalling £704.07 (inc. VAT).

1720 The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for January 2023 totalling £15,431.24.

1721 The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report for financial year to date totalling £326,617.05 (inc. VAT).

The council NOTED the paper Bank Reconciliations to 13th January 2023.

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.

093/23 REPORTS FROM PARISH COUNCIL COMMITTEES

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

Committees

The following committee meetings took place in January. Community Engagement on the 23rd, Personnel on the 16th and Planning & Licensing on the 10th. Draft Minutes from these meetings have been circulated with the exception of the Personnel Committee meeting, the draft Minutes of which have been circulated only to the members of that committee.

Simon Cross – **Clerk to the Council**

1st February 2023

Amenities Committee

The committee did not meet during January.

Tree Planting - In January 2023 four new trees were planted, two at Two Acres and the other two along the western boundary at Warren Recreation Ground. Twenty-Five hedging whips were also added to gaps in the southern boundary hedge row. Three of the trees and the hedging whips were received from Arun District Councils 'Free trees for councils' scheme', as part of its commitment to tackling climate change. The fourth tree was a memorial tree, for June Phillips's dogs, and this was planted in the new oval flowerbed at the western end of Two Acres.

Tree Safety – see Agenda Item 12a below.

Loo of the Year Award – The 2022 Platinum Award which had been awarded to the Sea Road Toilets, has now been upgraded to the Platinum Plus Award. This was due to an error by the Inspectors. The Hoist Assisted Toilet (HAT) had been marked as a 'Changing Places' facility rather than a 'Space to Change' facility. This resulted in a higher score being achieved and therefore the upgrade was awarded.

Warren Rec – Millennium Yew – after a lot of trouble finding the right wording, we have now purchased a plaque to be installed alongside the Millennium Yew on the eastern side of the Warren Recreation Ground. The location of the plaque has been agreed with the cricket club.

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

30th January 2023

Audit & Governance Committee

The committee's next meeting is in March 2023.

Simon Cross – **Clerk to the Council**

1st February 2023

Community Engagement Committee

The committee met on 23rd January.

Below are some of the matters discussed.

St Mary the Virgin Christmas Tree Festival – the committee unanimously thanked Cllrs Chapman and Duff for organising the council's entry.

Christmas Lighting – committee members had carried out a visual inspection of the Christmas Lighting just after new year. Cllrs Linton and Moore have been tasked with following this up.

Playschemes in 2022/24 – the committee agreed the second playscheme of the year will actually take place in the new financial year, on 12th April.

King Charles III's Coronation, 6th May – the committee agreed Cllrs Linton and Gander should work together on a proposal for a gift to be donated to all primary-school age children in the village.

See the Major Events Committee report below for more about the Coronation.

East Preston Festival, 2nd to 11th June – the committee agreed to host a Come and Meet Your Local Councillors event again, this year on Thursday, 8th June. Please put this date in your diary.

Cllrs Linton and Duff were tasked with looking for an entertainment event the council could host, similar in format to last year's visit of The Bell Orchestra.

An Introduction to East Preston map – work is continuing on providing a guide map for the village aimed at visitors as well as residents. Subsequently, Cllr Gunston and Simon have had an initial meeting with a designer from ADC, Mandy Armstrong, looking at the proposed map guide. Mandy will now knock up a very rough idea of how she envisages the map. There is no cost at this stage.

East Preston Warm Space – Cllrs Gander and Gunston continue to lead on this initiative. At the time of writing, there have been three sessions, each attended by twenty or more local residents, appreciative of lunch and good company. The most recent session also had some live music performed, free-of-charge, by a local resident. Cllrs Gander and Gunston will provide more information on the success of the event at the meeting.

Cllr Gunston and Simon are to be congratulated on successfully and rapidly bidding for a Warm Space grant from ADC. We have been awarded £1,000 towards the costs of the Warm Space.

Village bus – Simon submitted the TRO request on Friday, 13th January. Who's superstitious?! The last contact he had from Highways, on the 23rd January, was from someone unable to trace the request. Simon sent him the log details he had been sent by a colleague of that contact, but has heard nothing since.

Simon has had an informal meeting with representatives from Rustington Parish Council and he and I are going to have a further meeting with them on 8th February. This meeting will also be attended by the representative of Compass Travel. I am no longer convinced the service will be able to start on 11th April, mainly because of the TRO situation but also because we have had no response from Compass about what infrastructure will be needed where and when. I have started to look at alternative start dates.

Newsletter – I signed-off the Winter 2023 Newsletter on 30th January, and it was sent to print on 1st February (Simon took 31st January off). The editorial team (Steve T., Pat, Lisa, John and me) have started to plan the Spring 2023 Newsletter, which will be published in May. As that will be just after the local elections, Simon has booked Bob Billingham to come along to the May Full Council meeting to take a "class photo" for inclusion in the Spring 2023 Newsletter.

The committee's next meeting is on 27th March.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

1st February 2023

Finance & General Purposes Committee

The committee did not meet in January.

The committee's next meeting is in February.

Simon Cross – **Clerk to the Council**

1st February 2023

Major Events Committee

The committee did not meet in January. However, at the Community Engagement Committee, some discussion was had about a village event to mark King Charles III's Coronation. The committee agreed to host a Big Coronation Lunch on Sunday, 7th May. Further details to follow. There was also agreement to suggest a Coronation tree is purchased and that can be found further down this evening's agenda too.

Cllr Elizabeth Linton –
Chairman of the Major Events Committee

1st February 2023

Personnel Committee

The committee met on 16th January.

The committee agreed to start using the school's upstairs meeting room again for smaller committee meetings. The committee also agreed to keep the council's Zoom account running.

Cllr Gander had written a Dignity at Work policy for the council to consider adopting later this evening.

The committee agreed a proposal to put before the Finance & General Purposes Committee at its February meeting relating to office furniture.

The committee's next meeting is in April, by which time we will know how many candidates will be standing in the Local Elections.

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

1st February 2023

Planning & Licensing Committee

Since the last Full Council meeting, the committee has only met on 10th January.

The committee considered four Applications. Four members of the public attended together with two members of Kingston Parish Council.

The committee agreed not to object to the three East Preston Applications before it. However, it did agree to object to the fourth Application, K/56/22/PL for a housing development at the top of

Kingston Lane, directly south of Somerset Road. The two Kingston parish councillors present were the Chairman and Vice-Chairman of that council's Planning Committee, Cllrs Masson and Kenning. That council will be objecting and has been looking for support from other local councils. On 30th January, I submitted a five-page letter details this council's objections to the proposal. Not surprisingly, there were differences in the priorities the two councils gave to their objections.

The committee's next meeting is on Monday, 13th February. In addition to the usual sort of East Preston Applications to be considered, the council has also been asked by Angmering Parish Council for support in objecting to A/2/23/OUT for "up to 133 dwellings" on Land at Ham Manor, and by Ferring Parish Council for support in objecting to FG/180/22/OUT for "the construction of 112 dwellings" on Highdown Vineyard.

The committee also considered whether or not now was the time to proceed with a Neighbourhood Review and agreed it was. I hope to have some idea from the council's chosen contractor as to his preferred way forward.

Simon Cross – **Clerk to the Council**

1st February 2023

Additionally:

Community Engagement – Cllr Linton said she and Cllr Gander were close to deciding upon a commemorative coin to give to all primary school-age children in the village.

Major Events – Cllr Linton said there would be a Big Coronation Lunch on Sunday, 7th May, much along the lines of the Big Jubilee Lunch held in 2022.

There were no updates from the council's other committees.

094/23 AMENITIES COMMITTEE – WARREN RECREATION GROUND TREE WORKS

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

Amenities Committee – additional expenditure on tree works

Council is asked to agree to additional, unforeseen expenditure on tree works listed in the Annual Tree Report.

Cllr Wilkinson to lead on this item.

As previously reported to Council in the September 2022 Amenities report, Committee anticipated there would be an overspend on the 2022-2023 Open Spaces - Tree Safety Budget. This is due to the costs relating to the recommended tree reduction to the western boundary trees at Warren Recreation Ground, and the awaited costs for the remedial work highlighted in the Winter Tree Inspection Report.

The above work means there will be an overspend of approximately £4,200, on the Open Spaces - Tree Safety Budget.

Committee is requesting £4,200 from the Council's contingency budget, to cover the cost of the tree safety work. At the time of writing, there is more than enough within that budget line to cover this request.

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

30th January 2023

Cllr Wilkinson spoke in support of this item.

1722 The council **RESOLVED** unanimously to additional expenditure of up to £4,200 to carry out essential tree works identified in the council's Annual Tree Report.

This money will come from the council's annual Contingency budget line.

095/23 COMMUNITY ENGAGEMENT COMMITTEE – CORONATION TREE

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

Community Engagement Committee – Coronation tree

Council is asked to take up to £800 from the council's Contingency budget line for the planting of a Coronation tree.

Cllrs Linton and Toney to lead on this item.

Only whilst considering the Coronation weekend did any committee member consider the planting of a Coronation tree to balance the Jubilee tree. Cllr Toney agree to investigate as it will be necessary to plant such a tree very soon if we are to plant it this year.

Responsibility for the siting of the tree will fall to the Amenities Committee, but it is the Community Engagement Committee which is asking for the funding for the tree and its installation. Even if the council agrees to the £4,200 asked for above, there would be enough in this year's Contingency budget line for up to £800 for a Coronation tree – this sum would include planting and initial care and also a plaque.

Simon Cross – **Clerk to the Council**

1st February 2023

Cllr Toney spoke in support of the proposal.

1723 The council **RESOLVED** unanimously to purchase, install and maintain a Coronation Tree at a cost of up to £800.

This money will come from the council's annual Contingency budget line.

Cllr Toney will visit Arundel Arboretum to see what trees were available. This matter will pass to the Amenities Committee to agree a final location, most likely the Village Green, for this tree. The Community Engagement Committee is represented on the Amenities Committee by Cllr Linton.

096/23 PERSONNEL COMMITTEE – DIGNITY AT WORK POLICY

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

Personnel Committee – Dignity at Work Policy

Council is asked to adopt a Dignity at Work Policy.

Cllrs Duff and Gander to lead on this item.

Following the council's adoption of the SLCC Civility and Respect Pledge, Cllr Gander has drawn up a Dignity at Work Policy. Having looked at a few other councils had online, Cllr Gander ultimately chose to adapt the National Association of Local Councils policy.

Owing to the size of the policy document and its attendant guidance notes, the documents have been sent to councillors electronically and do not form part of this pack.

Cllrs Duff and Gander introduced this item. Cllr Gander added she felt the NALC template was more conciliatory in its approach.

Cllr McElroy expressed concern about the statement within the Scope of the document, “Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.” He felt acting just on suspicions was rather unfair to any contractors, and if he saw that statement in a contract, he would not sign up to it.

After some discussion, Cllr Gander suggested the alternative wording, “Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect; following investigation, the council may terminate the contract, without notice, where there are reports of harassment or bullying.”

1724 On the understanding the revised wording would be incorporated, the council **RESOLVED** to adopt a Dignity at Work Policy.

One councillor abstained.

Cllr Bradshaw asked whether this policy had come about following the (in)famous scenes from Handforth Parish Council seen worldwide at the end of 2020. The Clerk replied, the SLCC had been trying to tackle bullying and similar behaviour which rendered some councils ineffective within their communities. The Clerk said he felt this council had avoided much of the bad behaviour he was aware of from other councils in the county.

097/23 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

The Environmental Initiatives Working Party met on 16th January and the 20MPH Working Party met on 30th January.

20mph Working Party

The working party held its first meeting on 30th January. Cllr Wilkinson was elected Chairman and Cllr Toney will take the notes at future meetings.

Membership of the working party is currently Cllrs Linton, Moore, Toney and Wilkinson together with two representatives from Community Speed Watch, Keith Harris and John Wintle. Cllr Toney has a contact who worked in Road Traffic Policing for fifty years, twenty-five of which were with a camera team.

The working party agreed it would be a good idea to get an updated idea on support for the proposal from the village. Keith agreed to write an article for inclusion in the April All About East Preston. A version of the article will also go into an e-newsletter at the end of March. Both will refer to an online survey for people to take part in. Once the working party has some idea of public support, it can decide how next to proceed.

Keith invited any member of the working party to come and observe a Community Speed Watch patrol if they desired.

The traffic survey of Vicarage Lane, (Community Engagement, 28th November 2022, Minute 1013/22 and Full Council, 5th December 2022, Minute 1046/22) has been completed and the working party has seen the results.

Simon Cross – **Clerk to the Council**

1st February 2023

Conservative Hall Working Party

The Red Book valuation visit took place on Friday, 20th January. I have asked but have not yet been told when we can expect the valuation.

Simon Cross – **Clerk to the Council**

1st February 2023

Environmental Initiatives Working Party (EIWP)

The working party met on 16th January, three councillors, one officer and two members of the public.

We reviewed a number of ongoing projects and talked about signage. The ongoing projects were recycling (a proposal will be put together for the next EIWP meeting on another Terracycle bin and a bra bank), green roofs for bus shelters (photographs of the Parish Council shelters will be sent to a potential supplier) and the village walking trail map (a meeting has been held with an ADC designer). On signage a meeting is to be arranged with the junior school headmaster to talk about children designing cycle signs for the village and we will look at costs for signs to encourage drivers to switch off engines at level crossings when gates are down. We also considered putting a water fountain in the village.

Separately, on 23rd Jan, I attended another Greener Buildings Teams call with WSCC and UK Community Works. I agreed to put together a panel of local residents to discuss barriers to solar panels to test our future plans. I will be meeting with Alan Evans (Angmering Parish Council) and representatives from WSCC and UK Community Works to discuss our local energy plan before our meeting at the Infant School with local residents and the Design Council on 14th Feb.

Cllr John Gunston –

Chairman of the Environmental Initiatives Working Party

30th January 2023

Flat Working Party

The new tenant took possession of the keys to the flat on 16th December.

No major teething problems with the new tenancy, but we did have to call ADC in to remove completely the overfilled bins which had not been emptied from the last tenancy and which Biffa refused to take when Caspar and I did put the bins in the right place for collection. ADC did get the complete bins removed and are providing replacements.

Simon Cross – **Clerk to the Council**

1st February 2023

Leases Working Party

The draft lease I produced after my meeting with reps from East Preston & Kingston Bowls Club was circulated to members of the Leases Working Party on 20th January. Cllr Gunston came back with a few points which I believe I have answered to his satisfaction without needing to make any changes to the draft lease.

The next step will be for the working party to work out a proposal for how to increase the annual rent to bring it into line with that paid by the Angmering-on-Sea Lawn Tennis Club, and then for two or three reps of the working party to meet with two or three reps from the bowls club to agree the lease is ready to be put before each party's solicitors.

Simon Cross – **Clerk to the Council**

1st February 2023

Additionally:

20MPH – Cllr Wilkinson advised the meeting the Zone proposed covered The Street, Fairlands and Sea Road.

Conservative Hall – the Clerk reported he had now been advised the Valuation Report would be provided by the end of this week.

Environmental Initiatives – Cllr Gunston said he had sent photographs of parish council bus shelters to a green-roofing company which had come back saying the pitch of the roofs was too great, even for the company's lightweight product. Cllr Gunston said Mrs M's idea for green roofs in the village was still good and he would likely approach ADC next about its two bus shelters within the village – North Lane and Fairlands.

Cllr Gunston added he would like the March meeting to start at 18:30 with a presentation about the working party's Greener Building Project.

Leases – Cllr Wilkinson saw the remainder of the Bowls Club work package as having three stages.

1. The working party to agree a rental proposal to agree with the club.
2. The working party to meet with club representatives to ensure both sides agreed with the proposed wording of a new lease.
3. Both sides to refer the agreed draft to their legal representation.

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

098/23 SUSSEX POLICE

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

Sussex Police

Council is asked to note the following message from PCSO Raju, received on 31st January.

Hello Simon,

We haven't had much reports this month apart from few instances of theft and youth nuisance at Angmering station where BTP is already aware.

I am still dealing with some neverending neighbourhood dispute and not sure when it is going to be over.

Regards
Raj.



PCSO RIJO RAJU 40743
Sussex Police
WEST Division
SECTION B Neighbourhood Policing Team
www.sussex.police.uk

Simon Cross – **Clerk to the Council**

1st February 2023

Additionally, on 3rd February, the Clerk had circulated the following email received on 2nd February:

Good evening,

There has been a recent change in how our Neighbourhood policing team is operating and from this point East Preston village will be covered by the Littlehampton OUTER TEAM. This means there now 4 officers, who can be contacted and to assist in any advice, community events or local issues. You can contact us by emailing the Arun@Sussex.police.uk and requesting the Littlehampton Outer team. This means going forward that the team will assist you in any advice, community events or issues within your area and manage matters as a team rather than individuals.

Now in regards to the Road traffic incidents this will be attended by the team over a period of review and then decide on the appropriate actions if needed.

The team will update the Parish on any developments so that this can be fed back to your local community.

Apologies for any inconvenience.

This team consist of:
PS BURT EA 530 (supervisor)
PC PARKIN EA 569
PCSO RAJU 40743
PCSO PULLEN 41470
PCSO ALLIEVI 40012

Kind regards



PCSO RIJO RAJU 40743
Sussex Police
WEST Division
SECTION B Neighbourhood Policing Team
www.sussex.police.uk

099/23 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. **Society of Local Council Clerks, 13th January**
6. **First East Preston Warm Space, 16th January**
7. **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 17th January**
8. **Meeting with ADC re Beach Access, 17th January**
9. **Community Speed Watch team meeting, 19th January**
10. **Meeting with Network Rail, 26th January**
11. **Social media**
12. **MailChimp stats**
13. **A selection of things we have been asked since the last meeting**
14. **Recent bouquets and complaints**
15. **Leave**
16. **February meetings and events**

1. Introduction

This is the report mainly covering January 2023 and matters which may not arise elsewhere on the agenda.

2. Police matters

Little to report this month.

A resident of Tamarisk Apartments reported a case of inconsiderate parking in Manor Road to me. I went and saw this for myself and also reported it to PCSO Raju. He visited for himself and did not think the lorry was really causing a problem, although he did unsuccessfully try to contact the driver/owner. The following day, roadworks commenced in the spot the lorry had been parked in and are continuing almost two weeks later.

3. Anti-social behaviour matters

There are no updates on previous reports nor new 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. Society of Local Council Clerks, 13th January

I attended this meeting in Lewes, rescheduled from early December.

The meeting was attended by about twenty clerks – no others from Arun – of which I had been in post longest. Thank you for putting up with me.

The bulk of the meeting was a presentation from Trevor Leggo, Chief Executive of the West Sussex Association of Local Councils. WSALC has been looking for council's with unusual projects behind them to form part of a video showing what councillors and councils can achieve.

WSALC is pushing NALC to republish the Good Councillors' Guide so councils can have copies ready for the Local Elections in May. No timetable has been agreed by NALC.

[Martyn's Law](#) seeks "to ensure stronger protections against terrorism in public places," in the wake of the Manchester Arena bombing in 2017. The Protect Duty will require venues to take steps to improve public safety, with measures dependent on the size of the venue and the activity taking place. Dedicated statutory guidance and bespoke support will be provided by the government to ensure those in scope can effectively discharge their responsibilities, with even small venues also able to benefit from this and take voluntary action. Expert advice, training and guidance is also already available on the online protective security hub, [ProtectUK](#). Even though our events may fall outside the scope of Martyn's Law, there may well be lessons we can learn, extra measures we could apply anyway. Something for the Major Events Committee to consider.

Retail Crime is on the increase, mainly shoplifting, but there are concerns police forces are not attending quickly enough if at all.

Most councils represented at the meeting had taken the SLCC Civility and Respect Pledge. Although not particularly clear, there is a recommendation councils should take the pledge at the beginning of each four-year term. Of the councils represented which had not yet taken the pledge, some were because councils had not had the pledge to consider yet and some were because councils had rejected the pledge, in one case because it did not specifically mention the Clerk. It was suggested there should be some work done to ascertain why some councils had rejected the pledge. When we took the pledge, we were the 799th council to do so. At the time of writing, that number has increased to 918. Our internal auditor, Andy Beams, was present and there was talk external audits will this year expect the internal auditor to take note of whether or not a council had taken the pledge. There was some uncertainty as to the link between the Annual Return and the pledge.

Disagreement between councillors at one council within Rother District had led to that district council spending £15,000 to bring in an independent advisor to, how shall we say, realign the councillors and make the council effective again. This apparently also happened at a West Sussex parish council recently, but the independent advisor was felt to have been ineffective.

In response to confusion as to upon which date those successful in the 4th May Local Elections take office, confusion because of the coronation and the bank holiday, Trevor said WSALC was working to those elected taking office on 9th May, and the first date a council can hold its annual meeting is the 15th May, which is what we have in our diaries.

A quick review of councils' precept increases showed a range from 0% to about 8%. There was a definite feeling councils should never decrease their precept. The 8% increase was at a council with only a small precept anyway.

The meeting lasted two hours and was followed by self-funded lunch. I finished my trip to Lewes with a cheeky film showing at the Lewes Depot.

6. **First East Preston Warm Space, 16th January**

I attended this session with Cllrs Gander and Gunston. They will undoubtedly have their own take on the event.

With Full Council only approving the finance for these sessions on 9th January, publicity could only start on 10th January and, in reality, only started in earnest on 11th January after we had agreed a poster and text. I contacted the two East Preston headteachers and the heads of the two East Preston churches, all of whom were very supportive and very keen to help publicise the sessions.

The sessions were designed to take twenty-five people and twenty attended the first session, not exactly the twenty that had pre-booked. Although the sessions can only start at midday, when the Legion opens, but the first attendee arrived at 11:50. All twenty were in place by 13:00, when we served them soup and a roll. After lunch, attendees were given a hot drink at which point I left Cllrs Gander and Gunston to it. Feedback was very positive and **all** attendees asked if they could attend the following session.

Cllrs Gander and Gunston and I noted areas for improvement as the event unfurled, nothing more than teething problems and these will hopefully have been sorted by the time you read this report.

Dawn, Alison and I are all happy to take it in turns to help out with the first two hours of the event.

7. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 17th January

The twice-yearly meeting took place in the Council Office. Cllr Wilkinson chaired the meeting, supported by Cllr Mathias. The club was represented by Elaine Philips, Chairman, Jo MacGovern, Secretary, and Sarah Fisher, administrator.

Refurbishment of the clubhouse is nearly complete, just furniture left to sort.

Membership has increased to about 500 excluding social members. Playing membership is probably going to be capped at 500, otherwise some members never get to play. The club is concerned about the impact all the local housing development could have upon the club in terms of a greatly increased number of people wanting to become members.

The club's licence had been renewed. At the time of writing it is not visible on the ADC public register of licences and I have reported that to the Licensing team.

The club's Head Coach, Andrew Cook, is again willing to run some free coaching sessions on behalf of the council, and I have made initial contact with him about that.

The meeting agreed twice-yearly meetings are not currently required and the next meeting will be in January 2024. Should either party require a meeting in the meantime, that can easily be arranged.

8. Meeting with ADC re Beach Access, 17th January

I joined Cllrs Toney and Wilkinson at this meeting with ADC. Initially, at the suggestion of the Amenities Committee, I had asked for a meeting with the Chief Executive, James Hassett. He had passed our request to Philippa Dart, ADC Director of Environment and Communities, who agreed to meet with us and her colleague, Joe Russell-Wells, Group Head of Environment and Climate Change. On the day, Philippa was called away to more urgent matters, and we met solely with Joe.

Our objective was to persuade ADC to take the lead on a beach access project for East Preston, with support from the parish council. It would be fair to say in that objective we failed as ADC's engineering department is sadly depleted at the moment and recruitment is not proving easy. However, Joe was sympathetic to the village's need for better access for all to its beach. ADC is currently working with a consultancy company on improving access to the beach at Bognor, and he said he would see whether that company would be willing to talk to us, although looking at that company's website we are rather small fry compared to the other local authorities with which it has worked. I have followed up with Joe, but had nothing concrete back yet.

I shall probably attend the Disability Action Group meeting on 7th February to report back on this meeting and to answer any questions which may arise.

9. **Community Speed Watch team meeting, 19th January**

I attended this meeting which mainly looked at staffing patrols for the next three months but also reviewed the sites the group feels are its priorities – Sea Road, North Lane and Vicarage Lane. There was a new member, Jan Williams, who had completed her training and was looking forward to getting out on patrol soon. There are a few other residents new to the village who have been identified as potential new team members, less to staff an increased number of patrols than to reduce the burden on existing team members.

10. **Meeting with Network Rail, 26th January**

After a few changes of date, finally I met with two representatives of Network Rail at the Roundstone Level Crossing: Heather Crewdson, Level Crossing Manager for Sussex Zone 2 which includes both the Roundstone and Angmering Station level crossing, and Theresa Andrews, Local Operations Manager Lancing Signallers.

Although not only new to the role but new to Network Rail, Heather has lived within the local area for some time and is well-acquainted with both level crossings. Before Theresa arrived, we talked about the nonsense of the yellow posts with their short-lived cameras atop them. Heather, a former police officer, said she was very aware of the value even of dummy cameras (worth noting) and would try and find out whether even dummy cameras could be put up as the council believed the cameras had improved behaviour whilst they were in position.

Both Heather and Theresa were aware of the problems residents experience at the crossing. Both had read the article published in the Autumn 2017 Newsletter after Joop Duijf, Geraldine Walker and I had visited the Lancing signal box, and both thought the article was a fair and accurate representation of the situation.

I explained why we wanted to have a public meeting with stakeholders and they both came across as understanding and supportive of the idea, and would now go back to their bases and communicate upwards to find the right people to attend a meeting. They were both certain there would need to be more than one NR rep.

Lancing signals may no longer be transferring to the Three Bridges Railway Operations Centre (ROC) as was the belief when I visited the latter however many years ago, but may now transfer to a proposed mini-ROC to be set up at Barnham.

Finally, I asked about in-cab signalling, something District Cllr Bower used to mention regularly at council meetings a decade or so ago. Both said they had never heard of this.

11. **Social media**

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

- First poster for East Preston Warm Space – 5,251 people
- Warning the toilet roll dispenser in Sea Road Cubicle 2 was not working – 1,489
- MailChimp post of East Preston Parish Council news, 19th January – 524

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 31st January)

The number of Followers is currently 1,800, an increase of 6 on the last report.

12. **MailChimp stats**

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

Parish Council news – 5th January – sent to 899, opened by 619 (68.9%)

Parish Council news – 11th January – sent to 898, opened by 643 (71.7%)

Parish Council news – 19th January – sent to 900, opened by 634 (70.5%)

Parish Council news – 26th January – sent to 900, opened by 638 (71%)

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

“Can you tell me the name of the painter and decorator used to be on your website? He was very praised.” (We have never displayed the names of businesses on our website.)

“Please could you help me find some beach-themed props for the church's Spring play? I need things like a life-ring and stones.” (I contacted ADC's Foreshore team who were willing to help, but I have not heard the outcome.)

14. **Recent bouquets and complaints**

(In addition to anything reported above)

Two members of the public who attended the January Full Council meeting, separately took the time to visit the office to say how impressed they had been with how the council had conducted its business at that meeting.

Whilst Caspar was on leave and I was in the children's playground litter-picking, a dog-walking resident of Sea Road asked me whether he was off sick. I said he was simply on leave and she replied it was well-deserved and he did a fantastic job.

In response to the announcement the council was hosting a Warm Space, a resident of Willowhayne Crescent emailed, “Please pass on my thanks to the Parish Council for funding the Warm Welcome at the British Legion. It is an excellent idea.”

In response to the news the council had decided to object to Planning Application K/56/22/PL for 48 houses on land to the east of Kingston Lane, a resident of Somerset Road emailed, “Thank you SO much for this news re. the planning application. I am so delighted and relieved to know that the Planning and Licensing Committee is going to raise these objections to the proposed development. It gives me hope. I'm about to compose and submit my own objections and this news gives me even greater determination. Please pass on my sincerest thanks to the Committee.”

A member of the public visited the office to thank all three of the council's office-based officers for their support unknowingly given following the death of her eldest (adult) child.

“Thank you so much for giving me the contact with the foreshore officer, she has been so helpful and I have arranged to go and see her nearer the time.” (see above)

15. **Leave**

The only officer with leave booked at the moment is Dawn with the 23rd February booked.

16. **February Meetings and Events**

This list may be incomplete and is subject to change.

- 6th Full Council (19:00, East Preston Infant School)
- 8th Meeting with Rustington Parish Council and Compass Travel (09:00, Rustington Parish Council) (EL and SC only)
WSALC *Latest Developments in Planning* session (18:30, online) (DM only)
- 9th Sussex Police Unauthorised Encampments meeting (10:00, Rustington Parish Council) (SC only)
- 13th Planning & Licensing Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 14th EIWP Greener Buildings meeting with Design Council (10:00, East Preston Infant School) (EIWP and SC only)
- 20th Finance & General Purposes Committee (18:00, East Preston Infant School)
Personnel Committee (19:00, East Preston Infant School)
- 27th Planning & Licensing Committee (18:00, East Preston Infant School)
Major Events Committee (19:00, East Preston Infant School)

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

Simon Cross – **Clerk to the Council**

1st February 2023

Item 11 – Social Media – Cllr Linton was delighted the news of the faulty toilet roll dispenser had reached such a wide audience and had hopefully been useful information to those people.

Item 10 – Meeting with Network Rail, 26th January – Cllr Mathias said he remember District Cllr Bower talking about in-cab signalling. Cllr Mathias had recently mentioned this to a friend who knew about these things, who had replied he did not expect in-cab signalling in any of our lifetimes.

100/23 **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:

NALC Local Councils and Community Engagement webinar, 25th January

online

TPXimpact, a consultancy company working with local councils, identified 3 main strands to a good community engagement strategy.

1. A strong relational foundation. Do we have an empowered group who we can share plans with and that are ready and willing to respond?
2. Intentional methods. Do we just look to pull together people when we have to for legal or financial issues? Do we work with partners and 3rd parties?
3. Bright sparks. Do we have a culture that encourages people to think differently so we don't do what we have always done? Are we open to new ideas?

The town clerk from Halstead in Essex talked about how they engage with local groups and have encouraged the local police to hold monthly surgeries for residents. Their COVID delivery service is now permanent, they have a community fridge, organise senior citizens outings, bands in the park and coffee with councillors.

Questions: - How to deal with entrenched councillors and residents - find out what their "hot buttons" are, use divide and conquer tactics, or root arguments in strategy.

How to engage online - be genuine, don't be a cheerleader, convince people something will change then they will engage, don't be defensive and so demonstrate that all views will be heard. Don't do online for the sake of it - be clear on the purpose.

It was also suggested that councillors work in pairs as champions of projects and that councils should not be afraid to fail.

Cllr John Gunston –

30th January 2023

Chairman of the Environmental Initiatives Working Party

WSALC Chairmen meeting, 25th January

online

Meeting mainly conducted by Trevor Leggo, Chief Executive of WSALC.

1, Talked about the Local elections coming up in May. A reminder to everyone to present a Photo i.d for your right to vote. Also, if your seats are going to be contested to ask Arun District about the costs involved – Simon did this whilst the council was setting budgets but has not received any answer yet.

2, Martyn's Law. This is for protection Against terrorism. Once again, ask District Council what provisions they have in place.

3, Email from PARISH.UK. This is asking about the Councils grant making policy. DO NOT engage, this is an unsolicited email. Simon has also had a phonecall from a business in Findon which had been contacted by PARISH.UK claiming to be working on our behalf. Simon explained that was not the case which the caller accepted as she had very little interaction with East Preston.

4, Levelling up. Steve Tilbury, a local independent planning officer has been employed part time by WSALC and Sussex A.L.C. to assist on planning issues.

NALC to make a case to Government for hybrid or remote meetings. The general opinion was that hybrid meetings are not as effective as remote meetings.

5, Police Focus Group will be running again this year, 17th May in Arun area. They will be Face to Face meetings.

The Military Covenant was talked about with over 32,000, serving or ex military personnel in West Sussex out of a total of 60,000 in Sussex.

Much talk about Southern Water and the discharging of sewerage into our rivers and seas.

A reminder about updates to Emergency planning and Resilience planning.

Meeting finished at 20.02 hrs

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

30th January 2023

Cllr Gunston said he would be happy to spend a few minutes at the next Community Engagement meeting discussing the NALC training further. He felt the training had been one of the better NALC courses he had attended.

Cllr Toney said he was willing to discuss anything from his report further should anyone wish.

101/23 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

Nothing was added.

102/23 NEW ITEMS FOR THE NEXT MEETING (6TH MARCH)

Nothing was suggested.

1724 On the understanding the revised wording would be incorporated, the council **RESOLVED** unanimously to the Clerk's suggestion a further plaque is added to the blue bench outside the Council Office, this in honour of former Cllr Howdle. This would be funded from the council's Contingency budget line for the current year.

The meeting concluded at 19:41.

Chairman: *Cllr Steve Toney* Date: **6th March 2023**

END