

ANNUAL MEETING OF THE COUNCIL

13TH MAY 2024 at 18:00

SUPPORTING PAPERS

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

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Agenda Item 2

Annual appointment of the Chairman of the Council

On 6th May, I wrote to all councillors asking them to let me know if they wished to stand for Chairman of the Council.

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

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

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

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

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 3

Annual appointment of the Vice-Chairman of the Council

On 6th May, I wrote to all councillors asking them to let me know if they wished to stand for Vice-Chairman of the Council.

Of the councillors who replied so far, only Cllr Linton has put herself forward to be Vice-Chairman.

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

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

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 8

Minutes of Monthly Full Council meeting, 8th April

The draft Minutes were circulated to all councillors on 10th April, asking for suggested amendments by 17th April. None were received.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 9

Monthly Update Report

- 1. Introduction**
- 2. Minute 358/23 – 20mph Working Party – 20mph Zone for The Street, Fairlands and Sea Road**
- 3. Minute 002/24 – West Sussex County Council – Gypsy and Traveller Officer**
- 4. Minute 108/24 – Clerk’s Report – Item 6 – Meeting with WSCC Highways, 10th January**
- 5. Minute 256/24 – East Preston & Kingston Village Hall Foundation and East Preston Men in Sheds**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 8th April 2024.

2. Minute 358/23 – 20mph Working Party – 20mph Zone for The Street, Fairlands and Sea Road

Following some degree of toing and froing, on 16th April, the council receiving notice from Oliver King, WSCC Highways Traffic Engineer, “I have reviewed your updated location plan, and revised the TRO application as a whole to reflect this. With this in mind, I have carried out a further Detailed Assessment for Sea Road only, and unfortunately the application has failed the Detailed Assessment.”

More information on this at Agenda Item 13a below.

3. Minute 002/24 – West Sussex County Council – Gypsy and Traveller Officer

On 25th April, the ADC Community Parks Officer, Anthony Baker, informed us of the following: “Apologies for the short notice but our contractors will be installing an earth bund / chicane at the Vicarage Lane entrance to Langmead’s Field tomorrow. That being said, the concrete block will remain in place this year, to allow the bund to consolidate.”

4. Minute 108/24 – Clerk’s Report – Item 6 – Meeting with WSCC Highways, 10th January

At the February meeting, I reported on the above meeting, at which some local counterparts and I met with Steve Hill of WSCC Highways, discussing ways in which the department could improve its interactions with town and parish councils.

On 25th April, participants in that and similar meetings received the following email:

Hi everyone

Thanks for inviting me along over the past few months, to ask you those communications questions.

This email is a quick update, just to let you know that we are doing something with the information that I gathered from you.

I have to say, it was great to meet you all and I’m looking forward to working with you in the future.

Here’s a quick update:

- the answers you gave have been compiled into a spreadsheet and presented it to the HTP management
- our customer service team and other colleagues have developed an action plan for the next year or so
- the answers you gave to the questions, ideas and feedback so far, will change the way we work with parish councils in the future and there’ll be a few things we will be implementing across the county straight away
- we’re going to be running a pilot programme – including all parishes contacted by this email – to trial a few of the more significant suggestions you made
- ...and after the pilot, following evaluation, we’ll roll out what works across the county

I’ll be back in touch with more details on all of the above w/c 6 May (Bank Holiday week).

Thanks again for your help with this.

And please keep in touch with me, it’s good to hear from you.

Kind regards

Steve Hill
(he/him)
Parish & Community Engagement
Business Assurance Group
Highways, Transport and Planning
West Sussex County Council

Steve has subsequently promised more information will follow.

5. Minute 256/24 – East Preston & Kingston Village Hall Foundation and East Preston Men in Sheds

Groundworks in the Village Hall car-park started on the Monday after the meeting, 15th April.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 10

Committees

Since the last Full Council meeting the following committees have met: Major Events on 22nd April; and Personnel and Planning & Licensing both on 15th April. The draft Minutes from these meetings have been circulated to all councillors, except for the Personnel Minutes which have only been circulated to committee members.

Simon Cross – **Clerk to the Council**

26th April 2024

Agenda Item 10a

Amenities Committee

Cllr Wilkinson is the chairman of this committee.

The committee did not meet in April.

Warren Recreation Ground - south eastern corner project.

East Preston in Bloom's serenity garden project is almost complete, there is just a little planting left to be done and the paving is to be cleaned. Three new composite benches have been installed, one purchased by East Preston in Bloom to mark the completion of the project.

Site Inspections

The Chairman and Assistant Clerk carried out site inspections on council-owned land. Inspections took place at Warren Recreation Ground, the Children's Playground, Sea Road Toilets, Two Acres and the Village Green. The site's risk assessments are being updated to reflect the findings, any recommendations are being addressed.

Lashmar Road Planters

Committee is requesting £1,200.00 from Full Council's reserves to cover the cost of two new composite planters at Lashmar Road, Roundstone Drive. Please see Agenda Item 11a below.

Warren Recreation Ground Car Park Planters

Committee is requesting £1,300.00 from Full Council's reserves to cover the cost of three new composite planters at Warren Recreation Ground car park. Please see Agenda Item 11b below.

Regarding the two above items, if site inspections continue matters such as deteriorating planters should be spotted sooner and budgeted for effectively.

The committee's next meeting will be on 20th May.

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

7th May 2024

Agenda Item 10b

Audit & Governance Committee

Cllr Mathias is the Chairman of this committee.

The committee did not meet in April.

The committee next meeting is scheduled for 15th July.

Simon Cross – **Clerk to the Council**

26th April 2024

Agenda Item 10c

Community Engagement Committee

The committee did not meet in April. The committee's next meeting is scheduled for 19:00 on Monday, 10th June.

Cllr Elizabeth Linton –

Chairman of the Community Engagement Committee

24th April 2024

Agenda Item 10d

Finance & General Purposes Committee

Cllr McElroy is the chairman of this committee.

The committee did not meet in April. The committee's next meeting is scheduled for 19:00 on Tuesday, 14th May.

Simon Cross – **Clerk to the Council**

24th April 2024

Agenda Item 10e

Major Events Committee

At our meeting on the 22nd of April the following was discussed:

East Preston Yarnbombers

Committee agreed to support the poppy project planned for the church and churchyard by inviting dignitaries to the event which will be held on 26th October at 11:00. More discussion will be needed at the next meeting once we know who will be attending.

Funday Sunday

This was a very successful event and a good time was enjoyed by all. Grateful thanks to all attending Councillors and office staff for all their hard work. It is hoped to put on another similar event around the same time next year.

The Big D Day Lunch

A meeting has been arranged between the Legion, Festival Committee and Parish Council on the 8th May to finalise the arrangements.

Preparations for the Food and Drink Festival and Christmas celebrations are ongoing.

The committee's next meeting will be on 17th June.

Cllr Elizabeth Linton –
Chairman of the Major Events Committee

1st May 2024

Agenda Item 10f

Personnel Committee

The committee met on 15th April.

The personnel committee discussed the extra workload that would come from adopting the Conservative Hall and how this would be managed and what resource would be needed in terms of a project manager/bookings person or caretaker. This would involve some recruitment.

The group are still looking into mental health awareness training for council staff and councillors as awareness of this allows us to support the parish and each other.

Long service was discussed and it was decided to mark 10, 20 and 30 years' service in the council.

Council staff are currently having their annual appraisals.

It was noted that within the last 5 years, chairmanship of most of the committees remained the same and although this promotes consistency, maybe doesn't allow for other councillors to have a think about whether this role would suit them. With committee memberships being agreed for the coming year, we encourage those who may be interested to even think about shadowing the chairperson or consider standing or finding out about the different options.

The committee's next meeting is scheduled for 15th July.

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

2nd May 2024

Agenda Item 10g

Planning & Licensing Committee

Cllr Mathias is the chairman of this committee.

The committee met on 15th April and considered six Applications.

The committee agreed to raise objections to Applications in Cheviot Close (on the grounds of the choice of materials for a crossover) and in Seafield Road (on grounds including possible overdevelopment of the plot and traffic concerns). At the time of writing, the Planning Consultancy working on the Seafield Road Application have offered to meet with the council on site. Regarding the latter Application, Cllrs Mathias and Linton met with the applicant and his agents on-site on 7th May, and discussed revision to the proposals.

The committee received thanks from residents of Vermont Way and Vermont Drive for supporting them in objections to an Application to extend a property in Vermont Way.

The committee cancelled its meeting scheduled for 29th April as there were no Applications to consider.

The committee's next meeting is scheduled for 28th May.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 11a

Amenities Committee – Roundstone Drive planters

Council is asked to agree to spend of up to £1,200 for two new composite planters at the junction of Lashmar Road and Roundstone Drive.

Cllr Wilkinson to lead on this item.

The two planters situated on the corners of Roundstone Drive and Lashmar Road are in a very poor condition. The wood has rotted through therefore both planters will need replacing. Following consultation with Ferring Nurseries the cost to replace and install two new composite planters is £1,200.00. There is no available funding in the Amenities budget allocated to planters, therefore committee is requesting £1,200.00 from Full Council's reserves to cover the cost of this project.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 11b

Amenities Committee – Warren Recreation Ground planters

Council is asked to agree to spend of up to £1,300 for three new composite planters at the Warren Recreation Ground.

Cllr Wilkinson to lead on this item.

The four rose planters along the northern boundary of the car park are in poor condition and in need of replacing. The planters are known as the rose planters because they are filled with beautiful white rose bushes. The planters will be replaced with three composite planters which will be repositioned and then the roses will then be replanted. Council would like to dedicate one of the planters to Rose Argles, a committee member of EP in Bloom, who unfortunately passed away recently. There is no available funding in the Amenities budget allocated to planters, therefore committee is requesting £1,300.00 from Full Council's reserves to cover the cost of this project.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 12a

Community Engagement Committee – Chairman's charity for 2024/25

Council is asked to appoint the Royal National Lifeboat Institute (RNLI) as the Chairman's charity for the 2024/25 council year.

Either Cllr Toney or Cllr Linton to lead on this item.

Last year, the Personnel Committee agreed the chairman should nominate a charity each year as the council's charitable focus (17th July 2023, Minute 606/23). Councillors would be able to suggest charities, and the Chairman's choice would be agreed at Annual Meeting of the Council. In preparing for tonight's Annual Parish Meeting, wanting a guest speaker and in the absence of Cllr Toney, the Community Engagement Committee agreed to propose the RNLI for the coming year. This does not commit the council to any additional funding of the charity, but any collections taken during the year, such as during the Festival Carnival Parade and Christmas jumpers at the December meeting, will be paid to the RNLI.

Simon Cross – **Clerk to the Council**

8th May 2024

Agenda Item 13

Working Parties

The Environmental Initiatives and the Leases Working Parties both met in April. None of the other working parties met in April.

Simon Cross – **Clerk to the Council**

26th April 2024

Agenda Item 13a

20mph Working Party

Cllr Wilkinson is the chairman of this committee.

Although appearing to be supportive of this council's proposal to make Sea Road a 20mph zone and 20mph zones in general, on 16th April, the council received notification WSCC Highways would not support a proposal for just Sea Road. This came as something of a blow to the council and our Community Speed Watch colleagues, and the working party is considering its response. The reasons for not supporting the proposal are lengthy but I can provide those to any councillor, upon request.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 13b

Conservative Hall Working Party (EIWP)

The working party did not meet in April.

I would suggest the working party sets a meeting date for this month.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 13c

Environmental Initiatives Working Party (EIWP)

The committee met on Wednesday 24th April.

We were joined by Cllr Christine Bowman who gave us an overview of the Neighbourhood Plan. We now have a copy of the latest draft and have agreed to spend our meeting in June formulating our proposals for submission.

Several projects are now complete - the walking map has been printed and is being distributed; litter bins are about to be installed on Roundstone Crescent (thanks to Dawn for her persistence in chasing Arun DC and to East Preston Film Society for paying for the two bins); and the Repair Cafe is opening on 11th May.

To encourage more people to express their interest, the REACH film has also been completed and is available to watch on the Parish Council Youtube channel.

We decided to keep up the pressure on Arun DC regarding the unused allotments and to set up an environment table on the 1st June to inform parishioners of the work we have been doing.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

7th May 2024

Agenda Item 13d

Leases Working Party

The Leases Working Party met on 22nd April and considered a letter received from the Bowls Club which was the club's offer relating to a new annual rent once the current lease is renewed in 2025. The members of the working party agreed a counter-proposal and that has been sent to the Bowls Club for its consideration. The working party is mindful both of the need to keep the annual rent in line with that of the tennis club, but also of the very different demographic of membership between the two clubs.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 14a

West Sussex County Council – parking restrictions in Cope View

Council is asked to support a highways matter raised by residents of Cope View.

Some residents of Cope View are likely to attend the meeting in support of this request, full details of which I do not have at the time of writing.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 15

Sussex Police

Council is asked to note any report from Sussex Police should one be received.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 16

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **East Preston Beach Clean No. 21, 7th April**
6. **Society of Local Council Clerks, Sussex Branch Annual General Meeting, 16th April**
7. **South Strand Community Toilets Annual General Meeting, 17th April**
8. **Community Speed Watch team meeting, 18th April**
9. ***Funday Sunday*, 21st April**
10. **WSALC Clerks' meeting, 22nd April**
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. **March meetings and events**

1. **Introduction**

This is the report mainly covering April 2024 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

Councillors will already be aware of the trail of destruction left by some lads who went around roads such as Clarence and Roundstone Drives clambering over cars, smashing their windows and mirrors, sometime on the evening of 4th and morning of 5th April. The lads were identified from dashcam footage and the case is being pursued by Sussex Police.

3. **Anti-social behaviour (ASB) matters**

A local resident stopped me in Sainsbury's on 2nd April to talk about noisy motorbikes. He believes he knows which property they are coming from. I asked him to keep a diary of when he is disturbed by noisy motorbikes which, after a few weeks, we will raise to the ADC anti-social behaviour team.

A couple of neighbour disputes are brewing, both related to Planning Applications. One of these cases, I have asked the residents to contact the ASB team at ADC direct for advice.

Walking into work on Monday, 8th April, I noticed a number of Worthing Football Club stickers had been posted around the village. Something similar happened a few years ago, on that occasion Lancing Football Club stickers, but those were concentrated on just one Welcome to East Preston sign. I have seen Worthing Football Club stickers as far south as the Lashmar Road entrance to the schools, in Vicarage Lane, and in Clarence Drive to name a few locations. Worthing Football Club had not played in the village over that weekend. I did email the Chairman of Worthing Football Club asking if he would consider publishing something in a match-day programme, advising supporters of the damage and inconvenience sticking club stickers around causes. No response to date.

If any councillors would like to go around in a pair and take some down, please let me know.



Just two of the many stickers currently around 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. **East Preston Beach Clean No. 21, 7th April**

I attended this event with Cllrs Linton and Wilkinson. Cllr Duff had helped me earlier in the day, helping me to collect the litter-picking kit from the council garage.

46 community volunteers attended on a bright and sunny but very windy day, possibly windier than I ever remember it before. Several volunteers were old hands, several were first-timers. Ages ranged from babies strapped on to their mothers to well over 80 if not even over 90. My personal thanks to Linda Denton for willingly looking after a lone lady, rather frail and in danger of being blown over or blown along the beach when the wind got into her binbag.

The morning after the event, one of my first tasks was to send a Thank You email to all who had attended. One of the more experience beach cleaners replied, "We visited Goring beach on Saturday and we were shocked at how much litter/rubbish there was on the beach. We said 'you would not get that on East Preston beach' we felt proud to be part of the village." A first-timer emailed us back, "Pleasure! Glad it was a success! Thank you for organising it so efficiently!"



Rubbish collected during the Beach Clean

6. Society of Local Council Clerks, Sussex Branch Annual General Meeting, 16th April

I attended this online meeting, admittedly whilst doing other work. It was a short meeting, the most interesting point being the current clerk at Yapton Parish Council is leaving and is being replaced by three members of staff – I don't know the details.

7. South Strand Community Toilets Annual General Meeting, 17th April

I attended this meeting at a house in the village. Kingston Parish Council was represented by Cllr Keith Buckenham and some beach hut owners attended.

On the day before the meeting, we received the following in response to the council's payment of its annual contribution to the running of the toilet block (in recognition of how many East Preston residents use the toilet block), "Thank you very much for your generous support of South Strand Community Toilets, I can confirm safe receipt of your contribution. I know I say this often, however, the sentiment does not change, without people like you and your kind support we would not be able to do what we do to keep the toilets up and running."

Some of the points from the meeting:

Project work completed over the past year included the installation of hot water and new taps and basins. The organisation was now saving towards replacing the roof.

Income from collection boxes has reduced a little. The collection box usually in One Stop is only able to be there during the summer now, then removed until the following year. There is a QR code which links to a Paypal account to which donations can be made, but mobile signal is usually so poor by the toilets, the QR usually fails. The council has included the QR code in an article in the Spring 2024 Newsletter.

Water bills had gone up, electricity had gone down on the previous year.

The organisation was currently a Community Benefit Society as that had been the advice at the time of set up. The organisation had been looking at converting to a charity, which would enable Gift Aid to be collected on personal donations. The secretary Amanda had learnt there was legislation in place to allow such a conversion, but no legislative system had been put in place. The matter is ongoing.

The toilets receive a deep clean twice a year, at Easter and at the end of the summer.

Existing beach hut owners were keeping watch for new beach hut owners and were willing to explain how the toilets were run. There were still some beach huts for whom no owner was known and for these, the organisation hopes to track down title documents.

The organisation enjoyed being part of the council's Christmas Celebrations event last year, and was planning on taking part in 2024 too.

The organisation thanked the two parish councils present for their financial contributions to the running of the toilet block. Cllr Buckenham and I thanked the organisation for the service it provided to residents.

8. Community Speed Watch team meeting, 18th April

The Speed Watch team had another lively meeting on 18th April. In addition to agreeing priority sites for the next three months, and giving Keith Harris (coordinator) our availability, the team gave feedback on matters such as the 20mph Zone refusal.

9. Funday Sunday, 21st April

Dawn, Alison and I helped out with this event in the Village Hall. Cllr Hill was the official lead for the event, assisted by Cllrs Chapman, Duff and Linton. Cllr Linton has already mentioned the event in her Major Events report above.

The following two comments appeared on Facebook on the evening of the event:

“Thank you Helen, Simon and everyone at the Parish office for a wonderful Funday Sunday. Good food, music and dancing – what a way to spend a Sunday afternoon. X”

“Thanku EP Council staff. A wonderful afternoon was had by all! Loved it. Cheers to the next event X”

The day after the event, I emailed all attendees for whom I have an email address, asking them if they had any feedback, good or bad:

“This year's Funday Sunday was another huge success and was thoroughly enjoyed by all our group. The entertainment by the "Pocket Rocket" was pleasantly different this time. The table service by the Councillors was an absolute joy! The kitchen staff worked extremely hard and kept the tea, coffee and food flowing. The cafetières on the tables were an excellent idea. Many thanks to East Preston Parish Council for organising this event.”

"I thought it was an excellent event. A member of our party expressed, how nice it was to have something happening on a Sunday afternoon, which for some can be a difficult day when on one's own. I particularly appreciated the lovely bunting, and the cake dishes, which I don't recall from the past. The music was excellent as well. A big "thank you" to everyone who gave up their time to make it all possible, your efforts were very much appreciated."

"Firstly a big thank you to everyone involved in putting together a really lovely afternoon. Funday Sunday truly represented the event! This was our second time and we enjoyed it every bit as much as the first one. Delicious sandwiches and cakes and endless tea, all served with a smile. The tables looked lovely too. The singer was excellent, such a wide variety of songs. Something for everyone and you only had to look at the dance floor to see how popular the song choices were. Even a bit of rock and roll for our group of 4 to enjoy a jive or two! I can't think of anything negative. It really looked as though everyone was having a wonderful, happy time. Well done to you all! One of the reasons we love living in East Preston is due to lovely events such as this one; we really appreciate everyone who works so hard to make these activities happen."

"I was asked if I would like to comment on last Sunday's event. The food was excellent and the entertainment was superb. My only concern was that I was in a party of 4 people and we were sharing a table with another group. This was not an issue for us however I was very conscious that if our party were nattering during the entertainment the others on the table may have been a little frustrated if they wanted to listen to the music. They did not appear unduly worried this was purely my concern. It was a great event and a good fun afternoon."

10. WSALC Clerks' meeting, 22nd April

I attended this online meeting, a bit of a background activity to other things I was doing at the same time.

Trevor Leggo, WSALC CEO, led the meeting, his main focus being on how his role has changed over the years, particularly since the pandemic. The majority of his role now is resolving conflict at councils because of increasingly bad behaviour by councillors. Trevor is very much of the opinion this is mainly the result of social media, where councillors feel empowered because they can publish comments unedited and receive lots of Likes, whereas a comment approved by the council may tell a different story and not empower them in the same way. This led to a discussion about whether male clerks experience the same level of bullying from councillors – those male Clerks present seemed to have had little in the way of bullying and those of us that had had some bullying said it had been from female councillors.

Cllr Linton attended a Chairs' version of the same meeting and her report can be seen below.

11. Social media

We did not post much during April, and no post reached more than 500 people.

(posts up to and including 6th May)

The number of Followers is currently 1,867, an increase of 2 on the last report.

12. MailChimp stats

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

Parish Council news – 4th April – sent to 923 subscribers, opened by 655 (71.1%)

Parish Council news – 18th April – sent to 924 subscribers, opened by 642 (69.7%)

Parish Council news – 26th April – sent to 925 subscribers, opened by 652 (70.6%)

13. Things we have been asked since the last meeting

Sent at 00:20 one day, “I’m a resident of Willowhayne Crescent and trying to get to sleep and just wondering why the streetlamps still need to be on at this time in the morning?” (According to the Enerveo website, “The majority of Street Lighting in the residential areas of West Sussex is controlled by part night photocells. These photocells switch the lights on at dusk and they remain on until the middle of the night. The lights then switch off for five and a half hours before switching back on. The photocells are controlled by daylight hours, rather than a timeclock, this means that when we refer to the middle of the night we mean the midpoint between dusk and dawn, not 12am.”)

“We have noticed a lot of work on coastal road and the lower end of Golden Avenue (West Kingston Estate) and wondered if the digging up of grass verges and drives will continue up to our end of Golden Avenue (numbers 1-16). We have had no communication at all and wondered if you can help with any information or who to contact. Ideally a diagram or map with intended dates of work would be most welcome” (I provided some basic information from and a link to the WSCC Highways Roadworks website.)

“I’ve been looking on Arun Council website and it shows you have 2 outdoor gym sites I’ve travelled to both but could not find any equipment is it still there?” (I could not find any information on the ADC website but was able to confirm there is still outdoor gym equipment at the Warren Recreation Ground.)

“I heard a rumour that from June the EP level crossing will be closed for good - is that correct?” (I advised this was a resident’s April Fool’s joke, posted on Facebook, based upon the new Southern Rail timetables due to start in June.)

“Do you know any local cakemakers?”

“Do you have a bicycle pump in the office?” (No, although we do have a balloon pump which was also used by a member of the public during the past month.)

14. Recent bouquets and complaints

(In addition to anything reported above)

From the resident of Golden Avenue, “great response - many thanks - will whatsapp our street to let them know. Big thanks”

From the resident asking about the level crossing, “Thanks for your prompt reply. It was on the EP community web page and looked like someone who worked for rail company wrote it, or so I thought! They said more trains were going to operate, therefore gates would only be open for 3 mins per hour so decision had been made to close EP level crossing for good. Maybe an April fools joke.”

From a resident of Station Road following the council’s letter about Planning Application K/46/23/PL, “Thank you to you and the Parish Council for writing to the Department for Levelling Up, Housing and Communities. It is so encouraging that the Parish Council are not rolling over and accepting these contentious planning decisions.”

In response to the e-newsletter published on 26th April, “Wow, love your newsletters. What a community.”

A resident of Normandy Lane contacted me following the publication of the Spring 2024 Newsletter, “The spring newsletter is looking very good! A very informative read.”

On 4th May, I was stopped in the ASDA car-park by a resident of Station Road, wanting to say how good the East Preston history map is.

15. **Leave**

No officer leave booked for May currently.

16. **May Meetings and Events**

This list may be incomplete and is subject to change.

- 2nd Six-monthly visit to Field House coffee morning (10:30, Station Road) (EL and HH only)
- 11th East Preston Repair Café (10:00, Vicarage Lane)
- 13th Disability Action Group of East Preston (12:00, British Legion) (DR only)
Full Council (18:00, East Preston Infant School)
Annual Parish Meeting (19:15, East Preston Infant School)
- 14th Planning & Licensing Committee (18:00, East Preston Infant School) (tbc)
Finance & General Purposes Committee (19:00, East Preston Infant School)
- 15th Year-End Internal Audit (10:00)
- 20th Sussex Community Rail Partnership quarterly meeting (10:30, Southwick) (SC only)
Planning & Licensing Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 31st East Preston Festival starts

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**

7th May 2024

Agenda Item 17

Other meetings and events – Part 1

Council is asked to note any reports. Where a written report is not included below, please expect a verbal report at the meeting.

A Morning in the Woods playscheme, 9th April

Marjorie Bridger Scout Hall, The Street

Sam Cross, Sussex Forest Activities, ran another successful playscheme on 9th April at the Scout Hall and Langmeads Field.

I joined Cllr Chapman and County Cllr Roger Elkins in a session of kite-making on a particularly windy day; Sam had spoken to Andrea and Simon about cancelling, but Simon has suggested seeing how many attendees turned up and then staying indoors as much as possible. Only two children booked did not turn up.

Lots of fun was had trying out our own creations before we flew some particularly good models supplied by Sam. We returned to the Scout Hall for toasted marshmallows before each of the children was sent home with one of Sam's kites.

For the first time since we started running playschemes, way back in 2011, we did not charge an entry fee. None of the children attending was from East Preston although one parent works in East Preston. Two families each from Rustington and Worthing – all had a great time. In future, perhaps we should think of ways to encourage more local children to take part in the playschemes.



Kite-making



County Councillor Elkins getting involved with kite-flying (photograph courtesy of Cllr Chapman)

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

9th April 2024

East Preston & Kingston Village Hall Foundation, 17th April

East Preston & Kingston Village Hall, Sea Road

All points raised at the previous meeting were discussed and signed off. Roy Allen's Premises Report was covered, and the Men in Sheds Project will commence from Monday 22nd April and Phase 1 (foundations and erection of the Shed) should be completed by the 17th May 2024. Adrian Miller has taken the position of Secretary and is now a Trustee of Men in Sheds and will be overseeing the project.

The quote for new signage, on the Sea Road elevation, has been accepted – no date has as yet been given for undertaking the work.

The Village Hall currently has one four loop bike rack and will be looking at possibly acquiring another one which enables 16 cycles to be parked. This is a forward-thinking move to encourage residents to cycle to the Village Hall in preference to travelling by car. A request might come from the Committee to ask for support from the EPPC for the purchase!!!!

All relevant EPKVH documentation is being brought together into a digital envelope.

Next Meeting has been arranged for the 19th June 2024.

Cllr Christine Bowman –

17th April 2024

Representative to the East Preston & Kingston Village Hall Foundation

WSALC Chairs' Forum, 23rd April

online

There were 31 participants including Trevor Leggo (Chief Executive) and Douglas Denham St Pinnock (Chairman) and they did most of the talking.

There were four topics which had, at an earlier meeting, already been discussed with the Clerks.

1. Are we signed up to Civility and Respect? We are as you will have noticed on emails. [Clerk's Note: adopted 5th December 2022, Minute 1048/22, Resolution 1705.]
2. Behaviour of Councillors. Apparently getting worse regarding Councillors with the Clerk as well as Facebook warriors. I'm hoping Simon is comfortable with us all.
3. Policing. Closest to home was the Barnham incident where there was a near riot around the Co-op and railway station and when (lack of) police presence was mentioned there were, apparently only 39 response officers throughout Sussex available on that day.
4. Security and Safety. Operation Bridger is run by Sussex Police's Ollie Fisher which gives advice about personal safety and security. It was suggested that addresses are redacted from our register of interests form. [Clerk's Note: already done following threatening emails received at the end of 2023 – 6th November, Minute 919/23, Resolution 1796.]

I did ask about who first to contact regarding our Lord Lieutenant and High Sheriff and was told Lady Emma, the former, was the first and, as confirmed by other attendees, had a most efficient secretary Paul Legrave who would confirm her availability.

The meeting ended at 20:10.

Agenda Items 19a-g

Committees for 2024/25

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

All councillors were sent a form in April.

Most councillors ticked the new No Change box at the top of the form, but the few changes requested have been built into the table below. Where changes were proposed, the Chairman of the Council and the incumbent Chairman of the relevant committee have agreed them.

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

Amenities	Bowman, Bradshaw, Gale, Linton, McElroy, Moore, Toney and Wilkinson	
Audit & Governance	see note below	to be confirmed
Comm. Engagement	Chapman, Duff, Hill, Linton, Moore and Toney	one vacancy
Finance & GP	Gunston, Linton, Mathias, McElroy, Toney and Wilkinson	one vacancy
Major Events	Bowman, Chapman, Duff, Hill, Linton, Toney	one vacancy
Personnel	Duff, Gale, Gunston, Linton and Toney	
Plan. & Licensing	Bowman, Bradshaw, Linton, Mathias, Moore, Toney and Wilkinson	

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

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

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

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

As you will note, three committees have a single vacancy. If you would like to fill any of those vacancies, please let me know.

Agenda Items 20a

Working parties for 2024/25

Each year, council reviews the membership of its working parties, giving councillors the opportunity to use their skills on different working parties. There is currently no maximum number of councillors to a working party, but there is a minimum of three.

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

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

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

20MPH	Linton, Toney and Wilkinson (3)
Conservative Hall	Bowman, Bradshaw, Hill, Linton, Mathias, McElroy, Moore, Toney and Wilkinson (9)
Environmental Initiatives	Chapman, Duff, Gale, Gunston and Hill (5)
Leases	Gunston, Mathias, Moore, Toney and Wilkinson (5)

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

Agenda Item 21

Freedom of Information Panel

The council has a Freedom of Information Panel to consider Freedom of Information requests received from the public. The following councillors have expressed their willingness to be part of the panel.

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

Agenda Item 22

East Preston & Kingston Village Hall Foundation

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

Only Cllr Bowman has put herself forward for this role.

As Chairman of the Council, Cllr Toney can automatically attend any meetings between the council and the Village Hall Foundation.

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

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Item 23

East Preston Youth Club

As Cllr Chapman is the current Chairman of the Youth Club Committee, **Council is asked to agree Cllr Chapman remains the council's representative to the East Preston Youth Club.**

Other councillors wishing to be members of the East Preston Youth Club committee may do so, but do so as independents rather than council representatives. This should be discussed with Cllr Chapman. Cllrs Chapman, Duff, Hill and Toney have expressed an interest in working with the Youth Club.

Simon Cross – **Clerk to the Council**

7th May 2024

Agenda Items 25 and 26

Future of the Conservative Hall

Council is asked to resolve to exclude the press and public from the rest of the meeting. In line with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public are to be asked to leave the meeting at this point, allowing the following discussion to be held confidentially.

Council is asked to consider the next steps related to the future of the Conservative Hall

At the time of writing, there are no updates since the last meeting.

Simon Cross – **Clerk to the Council**

7th May 2024

Councillors are reminded to stay on for the Annual Parish Meeting which will follow-on from this meeting. Thank you.