

MONTHLY MEETING OF THE COUNCIL

**3RD NOVEMBER 2025
at 18:30**

SUPPORTING PAPERS

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

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Agenda Item 2

Rustington Death Café

Council is asked to receive a presentation from Rustington Death Café.

The presentation will be given by Annie Hall and Mel Gosling, hosts of each Rustington Death Café monthly session.

To find out more about Death Cafés in general, please visit https://deathcafe.com/c/United_Kingdom/. Apparently, there are already over 3,000 Death Cafés operating in the UK.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 7

Minutes of the Monthly Full Council meeting, 6th October 2025

The draft Minutes were circulated to all councillors on 8th October, asking for suggested amendments by 15th October. None were received.

Simon Cross – **Clerk to the Council**

16th October 2025

Agenda Item 8

Monthly Update Report

- 1. Introduction**
- 2. Minutes 541/25 and 782/25 – Leases Working Party – East Preston & Kingston Bowls Club**

3. **Minute 543/25 – Clerk’s Report – Item 10, Southeast Communities Rail Partnership meeting, 20th June**
4. **Minute 757/25 – 4SIGHT Vision Support**
5. **Minute 763/25 – Amenities Committee – Warren Recreation Ground – mediation exercise**
6. **Minute 768/25 – Amenities Committee – Warren Recreation Ground children’s playground**
7. **Minute 769/25 – Planning & Licensing Committee – East Preston Neighbourhood Plan**
8. **Minute 771/25 – Arun District Council – Mill Pond Way Play Area**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 6th October 2025.

2. Minute 541/25 – Leases Working Party – East Preston & Kingston Bowls Club

Following the council’s meeting on 6th November, I provided our surveyor with the information he sought. The last update received was dated 18th October, at which point our surveyor had passed on relevant information to the club’s surveyor and awaited a reply.

3. Minute 543/25 – Clerk’s Report – Item 10, Southeast Communities Rail Partnership meeting, 20th June

Members will remember the above meeting took place at Angmering Station in order to unveil a temporary blue plaque to Horace Hayward, Stationmaster in the early 20th century. The temporary plaque was part of the partnership’s contribution to the national Railway 200 celebrations taking place this year.

At the meeting, my Angmering counterpart, Katie Herr, mentioned there were no blue plaques in Angmering and wondered whether it would be possible to install a permanent blue plaque in honour of Horace Hayward. We talked about this council’s programme of blue plaque installations a few years ago.

By the middle of October, Angmering Parish Council in conjunction with the Southeast Communities Rail Partnership had arranged with the owner of the station buildings, Network Rail to install a permanent blue plaque for Horace Hayward. This can be seen on the right-hand side of the main entrance to the ticket office.

4. Minute 757/25 – 4SIGHT Vision Support

Following the meeting, Ms Thomas emailed the council, “Many thanks for your email and for the positive feedback. I am pleased that the councillors and the public found it helpful. Thank you very much for inviting me to talk and for your continued support. We will keep you updated on upcoming events and activities. Many thanks again.”

Members of the public who attended also thanked the council for having arranged this presentation. One emailed, “Just to thank you and the Team for such an informative meeting. I think it was most helpful for people to understand macular and for anyone living with someone with the condition!”

5. Minute 763/25 – Amenities Committee – Warren Recreation Ground – mediation exercise

The council chose Disputes Resolution Agency which, in turn, allocated Simon Croft to lead this mediation exercise.

The Joint Clarity Session is currently booked for the evening of Tuesday, 4th November. More on this later in the meeting.

6. Minute 768/25 – Amenities Committee – Warren Recreation Ground children's playground

The replacement floor panels for the multiplay are on order.

7. Minute 769/25 – Planning & Licensing Committee – East Preston Neighbourhood Plan – Regulation 15

I submitted the documents to ADC on 10th October. The documents have been acknowledged by ADC but there have been a few rough spot Cllr Bowman and I are working on smoothing.

8. Minute 771/25 – Arun District Council – Mill Pond Way Play Area

Following the council's last meeting, I contacted Oliver Handson, ADC Environmental Services & Strategy Manager, advising him of this council's request for more information on the proposed change of use of the Mill Pond Way Play Area.

I subsequently had a telephone meeting with Oli on 21st October. During that meeting, Oli said he would provide us with a short note of where ADC is with this at the moment, what consultation it has undertaken with local residents and what responses were received to that consultation. Hopefully, I will have something for council to discuss at our meeting. Oli said no further kit would be removed in the very immediate future.

Oli and I both said there was one particular reason from that area from whom we would have expected to hear but, perhaps surprisingly, neither of us had.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 10

Correspondence – car clubs

Council is asked to consider any involvement it would like as result of the correspondence below.

Andrew Moores, an East Preston resident, has asked the council to consider the following:

I would like the Council to investigate installing one or more car-sharing spaces and car-sharing cars in the village for residents who do not have a car so that these residents can go to shopping centres, take things to recycling centres, attend appointments further away

- and probably more occasions - where public transport is not convenient or not available and taxis are not viable. A potential operator could be the Enterprise Car Club, which is already present in Worthing.

Potential locations for the car(s) to be made available could be:

- The first parade of shops along Sea Road after North Lane - possibly making use of one of the electric vehicle charging points
- The car park of East Preston and Kingston Village Hall
- Willowhayne Crescent Car Park or nearby
- In the lay-by near where the old surgery used to be along the Worthing Road, roughly opposite the top of The Street

The car park at the parade of shops by Angmering Station is probably not viable due to the long queues when the railway crossing gates are down.

The demand for car sharing in East Preston could be assessed through a survey, with questions such as the following:

- How often would you use a car-sharing car?
 - More than once a week
 - Once a week
 - Every two weeks
 - Once a month
 - A few times a year
- For how long would you need a car-sharing car each time?
 - Up to 2 hours
 - Up to 4 hours
 - Up to 8 hours
 - Up to 12 hours
 - Up to 24 hours
- For how many occupants should the car be suitable?
 - Two people
 - Four to five people
 - Seven to eight people
 - I need to transport bulky items such as garden waste or household waste to a recycling centre or from shopping
 -
- Where should a car-sharing parking space be located (locations as above or additional/other ones)?

Kind regards,

Andrew Moores

I made an initial contact with West Sussex County Council, which, as the Local Highways Authority would be the organisation which could instigate this for Andrew. Chichester Car Club has spaces on the public highway, which proves Andrew's idea could be implemented.

Ultimately, any such proposal would go to WSCC. At this stage, it is a question of council deciding whether it would like to support Andrew's suggestion by means of issuing a version of the above survey or contacting Enterprise or Chichester Car Club for further information.

Andrew will attend the meeting if he can.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 11

Committees

Since the last Full Council meeting the following committees have met: Major Events, Personnel and Planning & Licensing. By the time of this meeting, with the exception of the Personnel Committee, the draft Minutes from all these meetings should have been circulated to all councillors. By its very nature, the Minutes of the Personnel Committee are confidential and only circulated to committee members.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 11a

Amenities Committee

Cllr Wilkinson is chairman of this committee.

September 2025

The committee met on 15th September.

Warren Recreation Ground – Outdoor Gym Equipment – Full Council will recall the committee agreed to place the new outdoor gym project on hold until issues at this area have been resolved. Unfortunately, due to a failing mechanism and safety issues the committee took the decision to urgently remove the double air walker unit. This now leaves just the cycle and the cross-country double remaining. The council's handy man is to carry out remedial work to both of the items. The committee had not foreseen this additional expenditure.

The committee will be approaching Full Council to request £1,000.00 to cover costs relating to the removal of equipment and remedial work of the remaining items.

Sea Road Bollards – The four plastic removable bollards at the end of Sea Road are badly corroded and unfortunately are no longer fit for purpose. The committee has agreed to replace the removable plastic bollards with four cast iron fixed bollards. The new bollards will have reflective banding and the council's logo. An application for a Lawful Development Certificate is to be completed to establish if planning permission is necessary.

The committee will be approaching Full Council to request £3,000.00 to cover costs relating to the removal of the plastic bollards and installation of the new cast iron bollards.

Warren Recreation Ground – Children's Playground – After several months of communication with ADC Cleansing and ADC Cleansing then with Biffa, the novelty frog litter bin has finally been installed in the playground. Biffa has said it will not empty the bin as it is

located within a children's playground and its staff do not have the appropriate DBS check level. The council's Village Orderly has agreed to empty the playground bin.

Sea Road Toilets - As part of the ongoing management plan to monitor the asbestos in the toilet's storage cupboard's fuse box, Alpha Surveys Ltd, carried out the annual asbestos survey. The report summary deemed it as very low risk and the management plan is to monitor conditions and reinspect annual. There was one recommendation which was to label with an asbestos warning sticker. I have actioned this recommendation.

The committee's next meeting will be on 10th November 2025.

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

27th October 2025

Agenda Item 11b

Audit & Governance Committee

Cllr Mathias is the chairman of this committee.

The committee's next meeting is scheduled for 24th November.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 11c

Community Engagement Committee

Cllr Linton is the chairman of this committee.

The committee did not meet in October.

The main update from the committee is the **2026 East Preston calendar** should be available from the Council Office by the time you read this report.

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

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 11d

Finance & General Purposes Committee

Cllr McElroy is the chairman of this committee.

The committee did not meet in September.

The committee's next meeting is scheduled for 17th November.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 11e

Major Events Committee

Cllr Linton is Chairman of the committee.

The committee met on 20th October.

Some of the matters discussed were:

Autumn Quiz, 12th October – councillors will be aware this event was cancelled due to low ticket sales. The committee considered possible reasons for this including insufficient publicity and quiz overload in the village. An off-the-cuff comment from Cllr Duff has led the committee to consider some sort of bingo event in the autumn of 2026.

East Preston Christmas Celebrations, 22nd November – all is on track for another successful event. Cllr Bowman reported good support from local shopfront businesses.

Councillors, there are still chances for you to get involved on the day or in the run up or both, if you would like. Please speak to Cllr Linton or me.

Funday Sunday, 19th April 2026 – Cllr Hill is unable to lead this event which will now be co-lead by Cllrs Chapman and Duff.

East Preston Food & Drink Festival – the committee agreed for the council to run a Food & Drink Festival in 2026. Owing to the later August Bank Holiday, the event will be scheduled for Saturday, 29th August.

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

Simon Cross – **Clerk to the Council**

24th October 2025

Agenda Item 11f

Personnel Committee

The committee met on 13th October.

Some of the matters discussed were:

Staffing – the committee had an initial discussion about the project management of any works related to the commissioning of 118-120 Sea Road once it is in council ownership. At the time of writing, the committee is in favour of contracting an architect who would project manage the works rather than the council employing someone direct.

The committee recognised the council's officers were working to full capacity.

Unfounded criticism of the council – the committee considered how the council should respond to unfounded criticism on the odd occasions it arose. Cllr Gunston said the council worked hard to maintain a good reputation within the village, something which could easily be undermined by a few careful or careless words by a member of the public for whom there was no accountability. Cllr Linton said responding publicly could inflame a situation. The committee agreed each situation should be handled on a case-by-case basis.

IT policy – see Agenda Item 14a below.

Behaviour at recent council meetings – committee was pleased with the number of members of the public who had been attending meetings recently, admittedly mainly to listen to guest speakers but some were then staying on to listen to some of the council business.

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

27th October 2025

Agenda Item 11g

Planning & Licensing Committee

The committee met on 13th October.

Four Applications were considered on 13th October and no objections were raised to any of them. For two of the Applications, the committee asked ADC to apply a Condition the proposed annex would only ever be used as ancillary accommodation to the main dwelling. We wait and see.

An Application for tree works had previously been considered electronically and the committee's agreement to refer it to the ADC arboriculturist was recorded.

The committee also agreed the council should send a letter of concern to the Chief Executive of ADC, Dawn Hudd, regarding the handling of Planning Application EP/69/25/HH for the redevelopment of a property in Tamarisk Way. An initial holding response has been received from Karl Roberts on behalf of Ms Hudd.

The meeting scheduled for 27th October was cancelled as there were no applications to consider.

The draft revised Neighbourhood Plan was submitted to ADC on the afternoon of 10th October, in line with the council's resolution to do so (Minute 769/25, Resolution 2030).

The committee's next meeting will be on 10th November.

Simon Cross – **Clerk to the Council**

16th October 2025

Agenda Item 12a

Amenities Committee – Sea Road bollards

Council is asked to agree to spend up to £3,000 on the replacement and installation of bollards at the bottom of Sea Road.

Cllr Wilkinson to introduce this item.

As reported above, the four plastic removable bollards at the end of Sea Road are badly corroded and unfortunately are no longer fit for purpose. The committee has agreed to replace the removable plastic bollards with four cast iron fixed bollards. The new bollards will have reflective banding and the council's logo. An application for a Lawful Development Certificate is to be completed to establish if planning permission is necessary.

The £3,000 requested should cover purchase and installation of the bollards.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 12b

Amenities Committee – Warren Recreation Ground – outdoor gym equipment

Council is asked to agree to spend up to £1,000 on the removal of obsolete outdoor gym equipment and the making good of the area.

Cllr Wilkinson to introduce this item.

As reported above, Full Council will recall the committee agreed to place the new outdoor gym project on hold until issues at this area have been resolved. Unfortunately, due to a failing mechanism and safety issues the committee took the decision to urgently remove the double air walker unit. This now leaves just the cycle and the cross-country double remaining. The council's handy man is to carry out remedial work to both of the items. The committee had not foreseen this additional expenditure.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 13a

Audit & Governance Committee – internal audit

Council is asked to note the interim internal audit report for the year ending 31st March 2026.

Cllr Mathias to introduce this item.

Andy Beams of Mulberry Local Authority Services visited the Council Office on the morning of 22nd October to undertake an interim internal audit of the council.

Andy spent time with Adrian and with me, and Cllr Mathias came to visit in his role of 2024-25 Chairman of the Audit & Governance Committee.

Andy was very happy overall and his report was circulated electronically to all councillors on 23rd October. One point Andy has asked to be actioned is recorded in the report as, **“I was able to confirm that the bank reconciliations have been signed but there is no evidence that the bank statements have been signed, and I will need to see evidence of this activity being completed at the final internal audit to achieve a positive sign-off for this internal control objective.”** We shall correct this going forwards.

A more in-depth review of Andy’s report will take place at the Audit & Governance Committee meeting in the middle of November. Andy will return in May to complete the year-end internal audit.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 14a

Personnel Committee – IT policy

Council is asked to adopt an Information Technology policy for the council.

Cllrs Duff and Gunston to introduce this item.

As reported to last month’s meeting, the council is required to have an IT policy in place before the end of the financial year as this will be part of an internal auditor’s checks nationwide at that time.

A draft IT policy can be found at Appendix A below. The template was supplied by WSALC and the only edit made has been to include this council’s name.

As you will see, all councillors will also be expected to sign the policy once it has been adopted.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 15

Working Parties

Apart from the Leases Working Party meeting at part of the last Full Council meeting, none of the working parties met in October.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 15a

20mph Working Party

Cllr Wilkinson is the chairman of this working party.

No updates from this working party; on the back burner at the moment.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 15b

Flat and Frontage Working Party (FFWP)

Cllr Wilkinson is chairman-elect of this working party.

No updates from this working party explicitly.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 15c

Leases Working Party (LWP)

Cllr Wilkinson is the chairman of this working party.

As stated above, any information agreed by the working party at the end of last month's Full Council meeting has been forwarded to our surveyor and he has forwarded as appropriate to the club's surveyor.

Simon Cross – **Clerk to the Council**

24th October 2025

Agenda Item 16a

Warren Recreation Ground mediation exercise

Council is asked to agree the council's representation in this exercise and that they make decisions on behalf of the council.

Last month, the council agreed to the council sponsoring a mediation exercise also involving East Preston Cricket Club and Warren Recreation Ground Safety Group. At the request of one of the organisations, each organisation will be represented by three members.

The council's reps, if you agree, should be Cllr Toney as Chairman of the Council, Cllr Wilkinson as Chairman of the Amenities Committee which is responsible for the Warren Recreation Ground, and me as the council's proper officer.

Each individual participating in the exercise has been asked to complete an Agreement to Mediate. Within that agreement, participants are expected to have the backing of their organisations to make decisions on behalf of the organisation. I understand this may make some councillors nervous, but the council's representatives would not be agreeing on behalf of the council any solution which is not acceptable to all three parties; therefore, whilst I accept a councillor's right to remain nervous, I think in this situation consent can be given at little risk. If you still have concerns, please talk to me ahead of this meeting.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 18b

Arun District Council – Mill Pond Way play area

Council is asked to consider further any influence it may have over the future of the Mill Pond Way play area.

Hopefully, by the time of the meeting, I will have received further information from ADC's Oliver Handson on the outcomes of the consultations carried out in this matter. That will help the council to consider this further.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 19

Sussex Police

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

Agenda Item 20

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Reverend Andrew Perry's funeral, 2nd October**
6. **Southeast Communities Rail Partnership quarterly meeting, 8th September**
7. **Sussex Police & Crime Commissioner town and parish feedback session, 10th October**
8. **East Preston Festival Committee donations evening, 15th October**
9. **Annual Governance and Accountability Return for year ending 31st March 2026, interim internal audit, 22nd October**
10. **Community Speedwatch, 23rd October**
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. **November meetings and events**

1. Introduction

This is the report mainly covering October 2025 and matters which may not arise elsewhere on the agenda.

2. Police matters

On 6th October, some residents called in to flag bad driver behaviour on the stretch of the A29 between Windmill Bridge and the Shell petrol station. Stuck in roadworks tailbacks, a number of eastbound drivers had been witnessed driving over the central reservation to head west again. I reported this to PCSO Raj and Sgt Danny West and Raj replied Sussex Police was already aware. I have heard police attended, caught some drivers and issued fines.

On 7th October, PCSO Raj advised he would be holding a drop-in and bike-marking session in the car-park of the Warren Recreation Ground for an hour on 8th October. He was hoping we would be able to publicise this for him, which we did.

On 10th October, Raj provided the following feedback, “Only couple of people came to talk to me and I will notify you next session in advance.” I asked if anything surprising had been mentioned but have not yet had a reply. I also suggested the library and the Council Office forecourt might be better locations.

Sgt Danny West has retired and we await details of our new sergeant.

3. Anti-social behaviour (ASB) matters

No developments in anti-social behaviour matters in the village previously reported to ADC anti-social behaviour team.

4. Freedom of Information (FoI) / Data Protection requests

We received a Freedom of Information request related to financial arrangements between the council and East Preston Cricket Club. I responded on 24th October but this has given rise to further questions.

5. Reverend Andrew Perry’s funeral, 2nd October

I attended Father Andrew’s funeral alongside Cllrs Toney, Bradshaw, Chapman, Gunston, Hill and Mathias. Others watched online. Philip Sherwin was the only former councillor present.

The service was conducted by a friend of Andrew, Reverent John Challis from Bognor Regis. The church was full and the overspill marquee was brought into service. As you would expect from a service planned by Andrew himself, the service was a healthy mix of humour and thoughtfulness and a range of music.

The service ended at the lychgate with Andrew being driven to his next destination. Guests retired to the marquee for sandwiches, all made by members of the congregation, and drinks. This was a chance for everyone to share happier memories of Andrew.

The day after the funeral, the council arranged for a bouquet of flowers to be delivered to the family. Alison Rickard, Andrew’s wife, thanked the council for this thoughtful gesture.

6. Southeast Communities Rail Partnership quarterly meeting, 8th September

I had hoped and planned to attend this meeting at Marlipins Museum in Shoreham-by-Sea but on the day it simply wasn’t possible to take the time to attend.

7. Sussex Police & Crime Commissioner (PCC) town and parish feedback session, 10th October

Cllr Bowman and I attended this, the first such meeting since November 2013, “to talk to [the PCC’s office] about crime, policing and community safety issues in your area.” Previously, these meetings were led by Mandy Jameson and Trevor Leggo, but Mandy no longer works for the PCC’s office. Trevor did not attend this session. The meeting was held on Teams and led by Mervin Dadd, Chief Communications and Insight Officer. Rustington PC and Littlehampton TC were the other two eastern parishes councils represented.

Christine and I had technical issues and could neither be seen nor heard, but we were able to see and hear and comments we typed into the chat were seen and responded to.

E-bikes and e-scooters have, apparently, been banned in several European cities after they have been trialled there and Katie Bourne has been tasked with investigating the future use of these in this country.

As councillors may well have seen by now, Sussex is one of the first counties where a trial is underway involving the electronic tagging of persistent shoplifters. Since this meeting, this has been publicised in the media.

In the past, the county's 101 call-handling operation has been much maligned but now it is one of the best in the country.

More locally, a major multiagency operation in Bognor Regis had significant success with disrupting County Lines operations with £6,700 of Class A drugs being seized, eleven county lines being closed down, sixteen people charged with offences and eight of those remanded awaiting trial.

Katie Bourne will be visiting population hubs in the coming months and taking the opportunity to record social media clips promoting the results of Sussex Police work.

Finally, in response to a question about the state of Littlehampton Police Station, half of which is boarded-up and does not look very welcoming, we were advised the boarded-up half is the half of the building which was previously occupied by WSCC. Sussex Police has no responsibility for that part of the building.

8. East Preston Festival Committee donations evening, 15th October

I attended this annual event together with Cllrs Toney, Hill and McElroy.

About twenty organisations attended in person to collect a donation from the proceeds of the year's events. All gave short speeches about the work of their organisation and how they expect to use the donation. Most of these organisations would be able to give a useful presentation to a monthly council meeting if we wanted.

9. Annual Governance and Accountability Return for year ending 31st March 2026, interim internal audit, 22nd October

Andy Beams of Mulberry Local Authority Services visited the Council Office on the morning of 22nd October to undertake an interim internal audit of the council. He was joined by Jenny Nagy, an experienced clerk who is currently looking to become an auditor too.

Andy and Jenny spent time with Adrian and with me, and Cllr Mathias came to visit in his role of 2024-25 Chairman of the Audit & Governance Committee.

Andy was very happy overall and more detail can be found at Agenda Item 13a above.

10. Community Speedwatch, 25th September

I had been scheduled for a Community Speedwatch (CSW) session on the morning of 23rd October, but this was cancelled because of the rubbish weather forecast.

In the evening, I attended a CSW team meeting at which various matters of CSW business were discussed. The group is running out of volunteers. Any councillor with a couple of hours per month to spare is asked to consider becoming a volunteer; likewise if you know of any local resident who regularly complains about traffic speeds in the village, please ask them to

consider becoming a volunteer. Anyone interested can give me their details and I will pass these on to Gavin Bernard, the team coordinator.

11. Social Media

Not many posts of Facebook this past month, and this is the only recent Facebook post to reach more than 500 people.

- A post advertising a Sussex Police PCSO session on 8th October – 1,483 people

(posts up to and including 26th October)

The number of Followers is currently 1,943, an increase of 4 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 – 1st October – sent to 959 subscribers, opened by 703 (73.5%)

Parish Council news – 9th October – sent to 959, opened by 719 (75.2%)

Parish Council news – 23rd October – sent to 961, opened by 686 (71.5%)

13. Things we have been asked since the last meeting

"We are interested in doing a transport survey outside of Station Parade Local Shop, East Preston. Could you confirm whether you consent to this survey being undertaken?" (I replied WSCC was the Local Highways Authority and would be the organisation to give approval.)

"We are looking for a bus stop to get us to Worthing."

14. Recent bouquets and complaints

(In addition to anything reported above)

From a resident of Hillview Crescent, "Thank you to whoever put the link on the PC newsletter for Father Andrew's funeral service. So many people would have wanted to be at the service and this was a way of doing it without taking up 2 precious seats in the Church."

From a resident of Russells Close, "What a wonderful send off. I was pleased I could watch the service on the Thursday evening via the link in the PC newsletter, he was clearly a very gifted and special man. I believe you did your bit to lift the occasion with your colourful jacket and tie."

From a resident of Milliers Court who wanted to donate some books to the Littlehampton District Lions bookstall, "This email is just to say a very big thank-you for giving me [the email] address. He has taken all my books, two journeys, and came again today and took the bookcases. It's nice to know there are still people who do what they say they will! I am very happy now!"

On 16th October, on a day when it felt the council was being attacked on all sides, it was nice to receive this card from a resident of Chestnut Court, "Just a note to thank you for painting

the bus shelters; they look very smart and it's a pleasure to see the colours when waiting (instead of drab brown). Thanks."

15. **Leave**

Nobody has any leave booked for November at the time of writing.

16. **November Meetings and Events**

This list may be incomplete and is subject to change.

- 3rd Full Council (18:30, East Preston Infant School)
- 8th East Preston Repair Café (10:00, Vicarage Lane)
- 10th Planning & Licensing Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 17th Finance & General Purposes Committee (18:00, East Preston Infant School)
Community Engagement Committee (19:00, East Preston Infant School)
- 22nd East Preston Christmas Celebrations (12:00 to 17:00)
- 24th Planning & Licensing Committee (18:00, East Preston Infant School)
Audit & Governance 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**

27th October 2025

Agenda Item 21

New items to be referred to the next meeting – 1st December 2025

With no presentations scheduled, the meeting will start at 19:00.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 22

To exclude the press and public

Owing to the commercially sensitive nature of the rest of the agenda of this meeting, **council is asked to resolve to exclude the press and public from the rest of the meeting.**

As per Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, a public body can resolve to exclude the public from a meeting because of the confidential nature of the business to be discussed.

Simon Cross – **Clerk to the Council**

27th October 2025

Agenda Item 23

118-120 Sea Road, East Preston

Council is asked to consider any matters relating to the purchase of 118-120 Sea Road, East Preston. At the time of writing, this is likely to be only updates on decisions already taken, but the situation is understandably dynamic and could change several times between now and the meeting.

Council finally received borrowing approval late on the morning of Tuesday 21st October. More paperwork has had to be completed to release the money to the council, and that paperwork was submitted to the government's Debt Management Office today. At least two weeks' notice must be given and I have asked for the money to be made available to us on 17th November.

The vendor, through her estate agents, has been chasing the council's solicitor.

Buried deep within the paperwork for a loan from the government, in addition to a resolution to seek borrowing approval for a loan, the council must make a separate resolution actually to borrow the money.

Therefore, **council is asked to agree to borrow £250,000 towards the purchase of 118-120 Sea Road, East Preston.**

Simon Cross – **Clerk to the Council**

27th October 2025

Personnel Committee – IT policy

Council is asked to adopt an IT policy for the council.

East Preston Parish Council IT Policy

1. Introduction

East Preston Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use East Preston Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

East Preston Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by East Preston Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential East Preston Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

East Preston Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by East Preston Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

East Preston Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by East Preston Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

East Preston Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

East Preston Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact [insert name].

All staff and councillors are responsible for the safety and security of East Preston Parish Council's IT and email systems. By adhering to this IT and Email Policy, East Preston Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____