



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 4th June 2018 at the East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors Christine Bowman, Barbara Gale, Pat Gander, Elizabeth Linton, Glyn Mathias, David Moore, Danny Shah, Steve Toney (Chairman) and Steve Wilkinson

ALSO: Clerk to the Council, Simon Cross

District Councillor Ricky Bower (until 19:20)

Two members of the public

ABSENT: Councillors Lisa Duff and Rick McElroy

* * * * *

The meeting opened at 19:00.

408/18 INTRODUCTIONS

Cllr Toney welcomed those present, led a round of introductions and explained some items of meeting protocol. Cllr Toney asked those present to contact the Clerk at least ten days in advance of a Full Council meeting if they wished to add something to the Agenda.

409/18 APOLOGIES FOR ABSENCE

An apology and a reason for absence were accepted from Cllrs Duff (holiday) and McElroy (work commitment).

Apologies were also received from County Cllr Elkins, District Cllr Chapman and Mr Gary Lane.

410/18 DECLARATION OF INTERESTS

No declarations were made.

411/18 PUBLIC SESSION

(Items below marked **No Agenda Item** are raised at the discretion of the Chairman.)

Agenda Item 8 – Minutes of the meeting held on 14th May – [REDACTED] mentioned the Annual General Meeting of the East Preston & Kingston Village Hall Foundation was scheduled for Saturday, 16th June. Would the council's new representative to the Village Hall Foundation, Cllr Bowman, be attending, would she be making it clear at that meeting the

council had resolved to get the Millennium Wall-hanging reinstated in the Village Hall and had she been provided with a copy of the Agenda and the Minutes from the last Annual General Meeting. Also, had she yet attended any ordinary meetings of the Village Hall Foundation's committee?

wanted to know whether the council would be making it clear the council had resolved to have the wall-hanging reinstated in the Miller Barn as she had recently received communications from the Chairman of the Village Hall Foundation which suggested he was unaware of this.

412/18 COUNCILLOR RESPONSES

Agenda Item 8 – Minutes of the meeting held on 14th May – Cllr Bowman advised the meeting she was unable to attend. The Clerk explained the papers for the meeting had only recently been received in the Council Office. A copy of the Agenda and Minutes from the last meeting would be sent to all councillors in due course.

Cllr Toney said he fully hoped he would be able to attend the meeting and other councillors said they also hoped to go. Cllr Toney added he was arranging a meeting with Mr John Melser, Chairman of the Village Hall Foundation although that was unlikely to take place before the Annual General Meeting as Mr Melser was currently away.

There was some question over the wording of the resolution council had passed in December 2015 about the return of the Millennium wall-hanging to the Village Hall. The wording recorded in the approved and signed Minutes of the meeting held on 7th December 2015, is:

- 0958** The council **RESOLVED** to pursue this matter with the intention of seeing the millennium wall-hanging reinstated in its previous location within the East Preston & Kingston Village Hall, because the wall-hanging is part of East Preston's heritage and is of great importance to many residents. (Minute 874/15)

413/18 WEST SUSSEX COUNTY COUNCIL (WSCC)

County Cllr Elkins had sent his apologies for the meeting but had provided a short report just before the start of the meeting. The Clerk read highlights from the report which is provided in full below.

WSCC had agreed to build a development of 60 extra care flats at Westergate for people in the Arun area. These will provide independence whilst also providing a 24/7 on-site care facility. Thirty-one of the flats will be offered at "affordable rents". Work was due to start this year and complete in early 2020.

The new crowd funding initiative reported previously is now up and running. £330,000 had been budgeted for the Community Initiative Fund this year, available in grants of up to £5,000 allocated via County Local Committees (in East Preston's case the Joint Eastern Arun Area Committee (JEAAC)).

Cllr Elkins's report ended by mentioning two pieces of library service information. Firstly, there was a new digital library service available giving library service members access to 7,000 UK and international newspapers. The service had already proved popular in Kent and Hampshire. Secondly, during 2016/17, 6,000 parents enrolled their babies as members of the library service, a likely result of increased attendance at Rhyme Time and story time sessions.

414/18 ARUN DISTRICT COUNCIL (ADC)

District Cllr Bower said there was little new to report since the Annual Parish Meeting which had only been two weeks ago. Cllr Bower read the following on behalf of Cllr Chapman:

The next step is to contact beach hut owners, residents associations, local businesses etc. to seek their views on a possible Community Land Trust to manage the toilet block. To ensure future operations, it was necessary all interested parties were fully committed to the scheme and a management committee would be needed. With assistance from East Preston Parish Council, running costs for the next 7 to 10 years would need to be scoped. If the interested parties were on board, exploratory talks with ADC would be needed.

415/18 MINUTES OF THE MEETING HELD ON 14TH MAY 2018

The draft Minutes had been circulated on 16th May asking for comments by 23rd May. No amendments were suggested.

1211 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting that took place on 14th May.

This action was completed.

416/18 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS

Council NOTED the following report, which had been circulated in advance of the meeting, without comment:

Monthly Update Report

1. **Introduction**
2. **Minute 261/18 – Public Session – East Preston Library**
3. **Minute 315/18 – West Sussex County Council – A27 Arundel Bypass**
4. **Minute 316/18 – Arun District Council**
5. **Minute 322/18 – Clerk’s Report – Item 2 Police Matters**
6. **Minute 322/18 – Clerk’s Report – Item 9 St Barnabas House Hospice Outreach Project (HOP) visit**
7. **Minute 322/18 – Clerk’s Report – Item 13 Social media**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 14th May 2018.

2. **Minute 261/18 – Public Session – East Preston Library**

I have asked Mrs Davey for a breakdown of the visitor figures as requested but have had no reply at the time of writing. Mrs Davey replied on 4th May, “East Preston hasn’t held any one off Events apart from the Christmas Village Event along with yourselves so the figures are from regular Library users. The only other regular activities held at the Library are Knit & Natter on Wednesday afternoons which have 6 attendees and our Toddler Time which has roughly the same.”

3. **Minute 315/18 – West Sussex County Council – A27 Arundel Bypass**

A small number of paper copies of the Highways England *A27 Arundel Bypass Preferred route announcement* document are available in the Council Office.

4. **Minute 316/18 – Arun District Council**

The proposal to include Arun District Council as a formal attendee at West Sussex County Council Joint Eastern Arun Area Committee, Highways & Transport sub-group meetings was passed.

Cllrs Bower and Chapman have been making investigations into how the South Strand toilet block might be kept open after East Preston Parish Council has not renewed the lease which expires on 31st March 2019.

5. **Minute 322/18 – Clerk’s Report – Item 2 Police Matters**

Further to the incident on 3rd May, the affected business has now installed some cctv cameras around the property.

6. **Minute 322/18 – Clerk’s Report – Item 9 St Barnabas House Hospice Outreach Project (HOP) visit**

I now have a confirmed date of Wednesday, 29th August for the vehicle's next visit.

7. **Minute 322/18 – Clerk's Report – Item 13 Social media**

As listed, one of the posts made last month was advising residents of a fallen tree at the junction of Sea Road and Normandy Drive. A resident of Normandy Lane commented on the photo, "Rather than shaming on Facebook how about making sure the owner of the property is ok firstly then aware or able to cut back the bushes." I explained I had posted the photograph to alert pedestrians to this danger around a blind corner and I had also contacted neighbours of the house in question who were able to confirm the residents were ok. The commenter took some persuading but did eventually say, "Ask [councillor] who I am and she will tell you I have lived here for 35 years probably longer than all you people from London and have the best interest of EP at heart. From experience as you will well remember if you have lived here long enough the parish council has a track record of photographing peoples houses, not mine, and publishing pictures either derogatory comments. I refer you to the village statement pamphlet probably around 9 years ago. Simon I am on your side in protecting the village and I understand now that it was posted from a safety point of view. I hope that clears things up."

I responded to the points raised but have received no further comment. As councillors may know, I am not from London. Whilst the Village Design Statement received some financial support from the parish council it was not published by the council.

Simon Cross – **Clerk to the Council**

29th May 2018

Nothing was added.

(Cllr Bower left the meeting at the conclusion of this item.)

417/18 FINANCIAL MATTERS

The Accounts for May 2018 had been distributed to Members in advance of the meeting.

- 1212** The council **RESOLVED** unanimously to approve the outstanding Purchase Orders report for 2018/19, value £23,859.95 (excl. VAT).
- 1213** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid report for May 2018, totalling £8,025.83 (incl. VAT).
- 1214** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid report for May 2018 totalling £9,009.95 (incl. VAT).
- 1215** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £133,254.07 net for the financial year ending 31st March 2019.

The council NOTED the paper Bank Reconciliation to 14th May 2018.

The council NOTED the end of year Income & Expenditure Summary for 2017/18.

The Chairman thanked the council's Assistant Clerk, Mrs Khoo, for her work on the above reports.

418/18 ANNUAL FINANCIAL MATTERS FOR YEAR-ENDING 31ST MARCH 2018

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

Annual Financial Matters – Accounts for year-ending 31st March 2018

Council is asked to approve the accounts for the year-ending 31st March 2018 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

The accounts have been checked to the satisfaction of our Internal Auditor and can be found at Appendix A of these papers. At its meeting on 21st May, the Finance & General Purposes Committee agreed it would recommend to Full Council approval of the annual accounts. (Minute 336/18)

Councillors with any questions are invited to call in to the office prior to the meeting.

Simon Cross – **Clerk to the Council**

29th May 2018

No councillors had called in with any questions.

1216 The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign the accounts for the year ending 31st March 2018.

The accounts were duly signed.

419/18 ANNUAL RETURN FOR YEAR-ENDING 31ST MARCH 2018

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

Annual Financial Matters – Annual Return for year- ending 31st March 2018

Council is asked to agree Sections 1 and 2 of the Annual Return for the year-ending 31st March 2018 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

At the end of each financial year, it is necessary for this council to complete an Annual Return which is then sent for external audit.

Appendix B shows the two sections of the form the council needs to agree can be signed by the Chairman and me. Appendix B also includes the Internal Auditor's completed page of the Annual Return.

Simon Cross – **Clerk to the Council**

26th May 2018

1217 The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign Section 1 – *Annual Governance statement 2017/18* of the Annual Return for the year ending 31st March 2018.

1218 The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign Section 2 – *Accounting statements 2017/18* of the Annual Return for the year ending 31st March 2018.

These items were duly signed.

420/18 REPORTS FROM PARISH COUNCIL COMMITTEES

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

Committees

Since the last meeting, the following committee meetings have taken place: Finance & General Purposes Committee on 21st May. The Amenities and Planning & Licensing Committees are due to meet on 29th May and the Community Engagement Committee on 31st May.

Simon Cross – **Clerk to the Council**

29th May 2018

Finance & General Purposes Committee

The committee met on 21st May. The draft Minutes from the meetings have been circulated.

Cllrs Shah and Wilkinson were elected Chairman and Vice-Chairman of the committee respectively. This means Cllr Shah is automatically appointed a member of the Audit & Governance Committee.

As above, the committee approved the council's year-end accounts.

The committee considered Grant Aid applications from 14 organisations working in the village. Twelve applications were successful, one has been deferred pending further information and one has been rejected. At the time of writing, I have only been able to inform the successful organisations.

The committee also considered a funding application from the East Preston Festival Committee – this being considered against a separate budget line for tourism. As the Festival Committee's insurance premium this year was lower than last year, the council has been able to sponsor three activities at the Children's Extravaganza event on 2nd June and still have a little money left in that budget line. The three activities are CircusSeen circus skills workshop, Robbie the Magician and two performances of a Punch and Judy show.

The committee reviewed its Terms of Reference and agreed no changes were necessary. The committee also carried out the annual review of the council's Financial Regulations and Financial Regulations Schedule and agreed the former needed to be updated to reflect the council's move to electronic banking. Proposed changes to the Financial Regulations will be put before the committee's August meeting.

Simon Cross – **Clerk to the Council**

3rd May 2018

As Vice-Chairman of the Amenities Committee, Cllr Toney reported the closing date for receipt of tenders for works relating to the refurbishment of the Sea Road toilet block had been extended to the middle of the month. This was to allow more companies to respond so the council had a wider choice.

Chairman of the Community Engagement Committee, Cllr Linton, said the committee had agreed to hold off organising a further defibrillator familiarisation session to see whether there was demand for one. The session on 24th May had gone well and been useful but not well-attended. Cllr Linton also reported the Community Engagement Committee had received assurance from the Chairman of the Amenities Committee, the widened gate for the Village Green will have been installed by the end of July.

Cllr Shah, as Chairman of the Finance & General Purposes Committee, confirmed the Clerk's report of the meeting held on 21st May.

421/18 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

All four of the council's working parties continue to work on already-known projects.

The Website Working Party has seen a live draft of the new website and has passed some comments back to the designer. All the background work is carrying on.

Cllr Linton stated the next meeting of the East Preston Christmas Celebrations Working Party was scheduled for 24th July and the next meeting for the Food & Drink Festival Working Party would be 8th August. Preparations for both events were on target.

The Leases Working Party had agreed the latest version of the new lease to the Angmering-on-Sea Lawn Tennis Club but the Lawn Tennis Association was apparently now holding up signing of the lease. As a council we were waiting for further information on this. Once the lease to the Tennis Club has been signed, it was likely the Working Party would concentrate on the lease with the Village Hall Foundation.

Cllr Wilkinson reported the Website Working Party had been given access to a live draft of the council's replacement website and the members of the working party were reviewing this and compiling their comments. These would then be collated by Cllr Wilkinson and sent to the designer via the Clerk. The council's website was currently parented on the Arun District Council website but that arrangement was coming to an end at the end of this July.

422/18 ANNUAL PARISH MEETING

The council NOTED the draft Minutes of the Annual Parish Meeting which had been held on 21st May. The Chairman thanked the Clerk for the Minutes. The Minutes are approved and signed at next year's Annual Parish Meeting.

423/18 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. Freedom of Information / Data Protection requests**
- 4. "Missing" bus stop in North Lane**
- 5. Year-end internal audit, 17th May**
- 6. East Preston library clean, 20th May**
- 7. Royal British Legion Silent Soldiers**
- 8. Meeting with Tracey Down, Arun Office Services, 24th May**
- 9. Defibrillator familiarisation session, 24th May**
- 10. Social Media**
- 11. MailChimp stats**
- 12. A selection of things we have been asked since the last meeting**
- 13. Recent bouquets and complaints**
- 14. Leave**
- 15. June meetings and events**

1. Introduction

This is the report mainly covering May 2018 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

On 9th May, we were approached by a resident asking if Sussex Police could step up its patrols around the Village Green as sizeable (15+) groups of young people have been congregating and making threats towards local residents trying to enjoy the Village Green peacefully. Sussex Police agreed to step up its presence around the Village Green.

Police were called to an incident in Normandy Lane on Sunday, 27th May. This incident closed Normandy Lane and also involved the Air Ambulance landing on the Warren Recreation Ground during the Blauuw Cup championship. The Air Ambulance left empty-handed after twenty minutes. When asked for information by a local resident, Sussex Police said the matter was a personal one and they could provide nothing further.

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

No new requests received this month.

4. **“Missing” bus stop in North Lane**

A resident called in to the office on Friday, 11th May, asking if the council could help him with the matter of the “missing” eastbound bus stop opposite the junction with Lavinia Way. The westbound bus stop at this location is well-marked and both bus stops appear on Google maps, for example. However, because there is no pole and flag and no road markings, apparently not all drivers are aware and not all will stop. I contacted Stagecoach and received the following reply:

Good morning Simon

The physical bus stop on the Lavinia Way side of the road is marked "and other side of road" so drivers should be allowing customers to board and alight from an area opposite. If cars are parked in the vicinity it can make it difficult to stop as close to it as we would like. Recent failures to comply with this were brought to our attention and staff were reminded. I shall make sure the notice is re-issued and our training team are advised.

These 'ghost' stops are not uncommon and can be confusing for all. They usually come about as a result of objections to having a pole and flag outside of a dwelling or difficulty in siting the equipment.

I am sure we will be able to resolve the matter satisfactorily. It is a little-used stop so it's quite possible that some members of staff have been driving that route for a number of years and have never had to stop there. However, I completely understand how infuriating it must be for our customers if the bus doesn't stop when they wish it to.

Best regards

Rob Vince
Operations Manager

I have informed the resident of this and his response was, “Our neighbours and ourselves have both had problems getting the driver to stop sometimes as they have said there is not a stop indicated there. It is very frustrating when the bus sails passed. Others are much more obliging. Many thanks for your efforts on this.”

5. **Year-end internal audit, 17th May**

The council’s internal auditor, Rachel Hall of R. S. Hall & Co., completed the council’s year-end audit during her visit on 17th May.

Mrs Hall’s report will be considered by the Audit & Governance Committee at its next meeting. However, the summary is as follows:

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.

Excellent systems and internal controls are in place to ensure the correct documentation and recording of income and expenditure.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be above average, and accurately record the Council's financial position.

6. East Preston library clean, 20th May

After months of negotiation, we were able to give the outside of the library a much-needed spruce-up on Sunday, 20th May. It was decided a Sunday would be a better day as it gave a longer window in which work could take place.

Members of the public invited to take part were Vic and Linda Ruocca, whose idea the library clean was, and Jerry and Jennifer Hardy who were able to bring professional decorating expertise to the event. A few other local professionals were invited to join in but were unavailable on the day.

Councillors present in the morning were Cllrs Toney and Wilkinson; Cllrs Duff and Linton did turn up for the afternoon session, but there was nothing that could be done at that point because of the success of the morning session. Karen Toney also attended in the morning, as did County Cllr Roger Elkins who set to giving the front lawn a new edge. Work completed included rubbing down and repainting the handrails at the entrance to the library; washing down the fascias; washing the windows, the flag pole, the front sign, the slate on the front wall, the plaques at the war memorial; painting those window-frames that were not too rotten. The library service provided refreshments and both Library Assistant, Elaynne Jones and Cluster Manager, Vicki Davey popped in to give moral support. Both were very pleased with the improvements achieved. County Cllr Elkins reported positively on the event to the Annual Parish Meeting on 21st May.

Community volunteers present would like the council to think of running similar projects in the future as did members of the public who walked past during the event.

I posted four photographs from the event on to the council's Facebook page. Comments received included:

"Wow, looks good. Well done."

"Thank you everyone.... looks sparkling ✨ now!"

"Looks fabulous, see what can happen, when people come together, great partnership working!" (former Cluster Manager, Jane Chilton)

"Looks lovely well done x"

"An excellent job"

"Looks amazing. You did well all of you!!"

An article was submitted to the Littlehampton Gazette and published online on 23rd May and will hopefully be in the paper edition on 31st May.

Karen Wallace and other very senior members of the WSCC Library Service have said they have never seen the library looking better.

7. Royal British Legion Silent Soldiers

Council handyman, Mark Edwards, installed the council's three Silent Soldiers on Monday, 21st May. These were sited in the north-western corner of the Village Green, the eastern end of Two Acres and within the war memorial area outside the library.

Initial response has been positive:

"What a great idea and tribute"

8. Meeting with Tracey Down, Arun Office Services, 24th May

I had an informal meeting with Tracey who has taken over from Pam Overington-Gould as main contact for the Angmering-on-Sea Estate Residents' Association and the West Kingston Residents' Association. This meeting was mainly explaining to Tracey this council's reasoning behind not renewing the lease on the South Strand toilet block in 2019.

9. **Defibrillator familiarisation session, 24th May**

As part of the council's Awards For All grant success, the council had to organise a defibrillator familiarisation session. This was advertised through the council's e-newsletters and paper newsletter although, unfortunately, we know not all residents had received their paper newsletter in time. (I have asked the distribution company for an explanation of that.)

The event was led by two of Worthing's Community Responders, Sally Holmes and Jenny Lindsay. Cllrs Duff, Gander, Linton and Shah attended together with the council's Assistant Clerk, Mrs Khoo. Five members of the public attended. Prior to the event, when asked whether they were attending, some members of the public I spoke to said they had attended a similar session previously and did not feel they needed to attend again.



Phil and Kay Morrell and Dennis Church receive expert instruction from Sally Holmes.

The Community Engagement Committee will consider whether or not to hold a further session later in the year.

10. **Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- ▲ Post showing Danny and Twinkle Shah outside Seaview Stores with their Silent Soldier – 964 people
- Post following the library clean – 881 people
- Repost of BBC News report about the success of Community Speed Watch and a call for volunteers – 803
- Photograph of the mid-installation defibrillator cabinet letting the public know it would not be operational until Sussex Ambulance confirmed so – 561
- Post of the official WSCC notice of temporary road closure at Angmering station level crossing on 2nd/3rd June.
- Photographs of the first three Silent Soldiers in position – 543
- Photograph of Cllr Gander alongside the now-commissioned defibrillator cabinet advising it was now operational - 530

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th May)

The number of people currently following the council on Facebook is 1,096, an increase of six over last report.

The Community Speed Watch article led to a small amount of unexpected criticism led by the comment, "I've seen these before on the village green where vehicles are braking anyway as the road has only 100 meters or so before becoming the T junction , You are being vigilante, and a dangerous & unnecessarily distraction to motorists in a very pedestrian area , I'm sure many motorists will look in the wrong direction at the speed gun rather than the pavement outside the shop & cafe , Can't you find something more productive to do instead of playing at being a police force ?" Members of the public responded to this comment in a more positive manner.

No posts placed on Nextdoor.

11. **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 – 9th May – sent to 748, opened by 493 to date (65.9%)

Parish Council news – 18th May – sent to 746, opened by 487 to date (65.5%)

Parish Council news – 23rd May – sent to 744, opened by 454 to date (61%)

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

"Can you believe how mad the football world has become?" (No, not really.)

"Do you know where I can borrow some football nets for the Festival Scarecrow competition?" (Asker now in touch with the Football Club.)

"Can you sell us some tickets for the Open Gardens, please?" (No, you need to go to one of the Festival box offices.)

13. **Recent bouquets and complaints**

(In addition to anything reported above)

From a resident of North Lane after Cllr Moore spoke at an ADC Development Control Committee meeting, "Good afternoon Simon , just a quick note to thank you for sending David to speak on behalf of E.P.Parish Council against the proposed planning Application EP7/18/PL .I believe his contribution was very helpful along with David Sayers of the East Preston and Kingston Preservation Society."

From a resident of Clarence Drive, "Thank you for your time and assistance with this", in reference to a Planning Application backing on to Clarence Drive and a land ownership matter in that vicinity.

From a resident of The Street, "I have just moved here from Littlehampton and think this is a divine little village. I do like having a local council I can approach."

From a resident of Normandy Drive, "Thanks for a good [Annual Parish Meeting] last night."

From the Chairman of the East Preston Festival Committee, Jackie Pilcher, "On behalf of the Festival Committee, I would like to thank all at the Parish Council for arranging for the Owls About Town to come into Festival. A fantastic addition to Festival! We hope that you have a fun & successful evening."

Thanks from the East Preston & Kingston Horticultural Society for advertising its Festival rose show.

14. Leave

No members of council staff currently have any leave planned in June though Tracy may have a few days off in the middle of the month.

15. June Meetings and Events

This list may be incomplete and is subject to change.

4 th	Full Council (19:00, East Preston Infant School)
5 th	Business Breakfast (08:00, Mrs Beeton's) Owls About Town (18:00, Village Green) (helpers to set up from 17:30 please)
7 th	Come and Meet Your Local Councillors (10:30 to 12:30, Council Office) (helpers to set up from 09:45 please)
8 th	Sussex Community Rail Partnership Coastway West launch (10:45, Hove Station) (EL, RM, DM and SC only)
9 th	East Preston Festival Carnival Procession
11 th	Audit & Governance Committee (10:00, Council Office) (tbc) Planning & Licensing Committee (18:00, East Preston Infant School)
14 th	Food & Drink Festival Working Party (10:00, Council Office)
15 th	Arun District Council Local Plan, Non-Strategic Sites Development Plan Document briefing (10:30, Civic Centre, Littlehampton) (tbc)
16 th	East Preston & Kingston Village Hall Foundation Annual General Meeting (13:00, Village Hall)
19 th	WSSC Joint Eastern Arun Area Committee (19:00, Littlehampton Town Hall)
20 th	Arun District Association of Local Councils quarterly meeting (tbc)
22 nd	Sussex Community Rail Partnership Coastway West Stakeholders (14:00 to 16:30, Visitor Centre, Shoreham Port Authority)
25 th	Planning & Licensing Committee (18:00, 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**

8th May 2018

The Chairman thanked the Clerk for his report.

424/18 EXTERNAL MEETINGS AND EVENTS

The council NOTED the following reports, the first two of which had been circulated in advance of the meeting and the third of which had been circulated immediately prior to the event.

West Sussex County Council Joint Eastern Arun Area Committee, Highways & Transport sub-group, 17th May

The Joint Eastern Arun Area Committee Highways and Transport Sub-Group (JEAAC H and T) met on Thursday 17th May in Littlehampton. I have extracted items relevant to East Preston for my report.

New Terms of Reference were submitted and the most relevant detail being the permitted membership which is all County Councillors, two Arun District Councillors and one representative from each of the local Town and Parish Councils.

Work on the A259 should start in late spring or early summer in 2019 and will include some night work.

Regarding the slip road from the A259 into East Preston, District Cllr Terry Chapman underlined the need and support for the scheme and there will be a meeting with County Cllrs Bob Lanzer (Cabinet Member for Highways & Infrastructure), Roger Elkins (East Preston and Ferring) and Deborah Urquhart (Angmering and Findon) in the not too distant future. Current project manager Tony Bathmaker is moving onto pastures new and his replacement, Sarah McKnight should also be present at this meeting.

It was advised that when updating The Neighbourhood Plan cycle routes and footpaths should also be included.

In the progress report from WSCC Highways it was noted that surface dressing of Fairlands and The Street had been included (finished even) and I requested Sea Road resurfacing should also be included.

The list of Traffic Regulation Orders approved this year will be sent to JEAAC by Ben Wiffen so something to note.

The next meeting will be on the 18th October 2018.

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

18th May 2018

Arun District Dementia Action Alliance – Open Forum, 24th May

Civic Centre, Littlehampton

I attended this event held at the Civic Centre in Littlehampton. The Chairman of the Council, Councillor Gammon gave a brief introduction setting out the aims of the event, namely to identify what is currently provided in Arun, what is missing and what organisations can do to support Arun in the future. There are currently 3,350 people with dementia in Arun which is expected to increase by 7.5% by 2030. Other figures estimate that by this time 1 in 3 of the population may be affected to some degree.

The event had no formal structure and attendees were able to gain information from several groups who had stands in the meeting room, providing literature and resources. These included:

West Sussex Telecare

They provide a range of telecare devices enabling people to live safely and independently inside and outside the home, including a lifeline device free of charge for 13 weeks for people to trial. If anyone proceeds with the purchase a smoke alarm is then also fitted, free of charge, with a direct link to the Fire Brigade. They are happy to come and chat about their services to local groups.

Alzheimer's Society

They work alongside the mental health teams helping with diagnosis and support after diagnosis. They also act as a signposting service for families to other available services.

Jo Jingles

Whilst this is primarily a music class for young children under the age of 5, they have recently started a new music class bringing together 3 generations for mutual benefit. This came about after watching the success and benefits enjoyed by young and old in the TV programme 'Old Peoples Home for 4-year olds'

West Sussex Library Service

I was particularly impressed by the amount of resources provided by the Library for people with dementia or memory impairment, including:

Reminiscence packs – they currently have 200 packs available on a variety of themes, including sports, gardening, WW2. Although East Preston doesn't stock these, they can be ordered and available the next day.

Memory Management Library Card – No fines will be charged if books returned late and it is free to borrow audiobooks with this card.

Pictures to share. Books are for family, friends and carers to share with people with dementia. A variety of media can be attached to photographs to aid memory

Home Library Direct. If a person with dementia or their carer is unable to visit the library, volunteers can select, deliver and return the library books to people.

I came away feeling encouraged that there is a lot of information and increasing resources for people with dementia. However, my concern would centre on how this information is more readily made available to the public. To illustrate this point, information on this forum was not readily available.

Cllr Pat Gander

28th May 2018

Cllr Linton asked whether the council had been advised of a date for a meeting with Cllr Bob Lanzer, WSCC Cabinet Minister for Highways. The Clerk responded the council had not.

Cllr Gander felt the Dementia event had been badly organised, poorly publicised and its target audience and purpose had been unclear. It was suggested the council could advertise some or all of the information collected by Cllr Gander at the event. The Clerk said Cllr Gander had provided a folder of information leaflets collected and this was available for councillors in the Council Office.

425/18 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

Nothing.

426/18 CO-OPTION OF NEW COUNCILLORS

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

Co-option of new councillors

With effect from 1st May, the council had two vacancies. The notice for the second vacancy was published on 1st May. Residents had until 21st May to request a by-election. Confirmation was received from Arun District Council on 22nd May, "I can confirm that we have not received a request for a by-election so you are now free to co-opt" [both vacancies].

An article has been published in the Spring 2018 Newsletter asking for people to come forward if they are interested in applying to be co-opted to the council for the remainder of the current term, i.e. until May 2019. More publicity of the vacancies can now follow.

If a closing date of 21st June is set for receipt of applications, council could co-opt at the July Full Council meeting. No councillor objected to this timescale at the last meeting.

Simon Cross – **Clerk to the Council**

29th May 2018

The Clerk said four candidates had been in touch so far.

([REDACTED] left the meeting at the conclusion of this item.)

427/18 NEW ITEMS FOR THE NEXT MEETING (2ND JULY)

Depending upon how the next few weeks went, the South Strand toilet block could be an item for the next council meeting.

The meeting concluded at 19:44

Chairman: *Cllr Steve Toney*

Date: **2nd July 2018**

END

Annual Financial Matters – Accounts for year-ending 31st March 2018

Council is asked to approve the accounts for the year-ending 31st March 2018.

East Preston Parish Council Income and Expenditure Account For the year ended 31 March 2018

Year ended 31 March 2017		Year ended 31 March 2018
	INCOME	
216,258.00	Precept (+ ADC Council Tax Base Grant 2016/17 only)	234,773.12
7,810.00	Rent income (Property: 124 Sea Rd)	8,205.00
2,453.91	Rent income (Sports) - Parish Council	2,000.00
2,929.30	Other income (Amenities & Admin)	858.39
3,833.04	Community Engagement	5,656.02
0.00	WRG Trust Income (inc Sports & V/Hall Rent)	23,088.01
0.00	Reversal of School Crossing Accrual 31 March 2017	7,467.50
(300.00)	Write-off - 2015/16 Debtor - GT Railway	0.00
0.00	AoSERA Street Lighting	2,863.65
(63.58)	AoSERA - Unpaid VAT	(229.49)
0.00	Village Green Parking income	505.83
2,725.68	Bank interest received	3,356.32
<u>235,646.35</u>	TOTAL INCOME	<u>288,544.35</u>
	EXPENDITURE	
(26,182.23)	General Administration	(35,816.27)
(66,716.81)	Staff Costs (Salaries, Officer Training & Travel, VO Clothing/Supplies)	(58,937.41)
(967.09)	Property Costs - 124 Sea Rd	(1,178.71)
(4,400.00)	Grant Aid Section 137 & Section 142	(2,050.00)
(1,501.95)	Donations/ Contributions	(1,523.30)
(49,122.54)	Amenities	(44,638.18)
(570.27)	Street Lighting	(3,340.19)
2,354.00	Write-off - 2015/16 Creditor - ADC Bins	0.00
0.00	WRG Trust Total Expenditure	(23,088.01)
(8,488.01)	Annual Contingency Budget	(2,522.93)
0.00	General reserve	(75,000.00)
(17,390.90)	Community Engagement	(18,578.58)
(12,660.43)	Loan capital repayment	(13,130.62)
(2,393.69)	Loan interest	(1,923.50)
<u>(188,039.92)</u>	TOTAL EXPENDITURE	<u>(281,727.70)</u>
<u>47,606.43</u>	TOTAL NET INCOME / (EXPENDITURE)	<u>6,816.65</u>
	GENERAL FUND	
156,888.57	Balance 1 April	185,270.68
47,606.43	Total net Income after interest	6,816.65
<u>204,495.00</u>	Balance before transfers	<u>192,087.33</u>
	Transfers to/ (from) Reserves	
5,775.68	Operation Watershed	0.00
0.00	Village Improvement Fund	20,000.00
0.00	EP Youth Provision	5,000.00
(25,000.00)	Lashmar Rd MUGA	50,000.00
0.00	School Crossing Patrol	(7,500.00)
0.00	WRG Trust Sea Road Toilets Refurbishment	(14,299.16)
0.00	Parish Shopfront	(1,605.00)
0.00	Village Clock	(1,000.00)
0.00	Receptions	(300.00)
<u>185,270.68</u>	Balance 31 March	<u>242,383.17</u>

**East Preston Parish Council
Balance Sheet
as at 31 March 2018**

Year ended 31 March 2017		Year ended 31 March 2018
	CURRENT ASSETS	
225.00	Debtors	54.00
50.00	Prepayments	0.00
6,307.82	VAT recoverable	4,389.26
<u>309,838.88</u>	Cash & Bank	<u>320,061.18</u>
<u>316,421.70</u>		<u>324,504.44</u>
	CURRENT LIABILITIES	
(631.30)	Creditors	(9,060.89)
<u>(13,443.50)</u>	Accruals	<u>(6,280.00)</u>
<u>(14,074.80)</u>		<u>(15,340.89)</u>
<u>302,346.90</u>	NET ASSETS	<u>309,163.55</u>
	Represented by	
185,270.68	General Fund	242,383.17
62,076.22	Village Improvement Fund	42,076.22
5,000.00	EP Youth Provision	0.00
50,000.00	Lashmar Rd MUGA	0.00
	School Crossing Patrol	7,500.00
	WRG Trust Sea Road Toilets Refurbishment	14,299.16
	Parish Shopfront	1,605.00
	Village Clock	1,000.00
	Receptions	300.00
<u>302,346.90</u>		<u>309,163.55</u>

The above statement fairly represents the financial position of the authority and reflects its income and expenditure for the year.

**Signed
Chairman**

RFO

Date

Annual Financial Matters – Annual Return for year-ending 31st March 2018

Council is asked to agree Sections 1 and 2 of the Annual Return for the year-ending 31st March 2018 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

EAST PRESTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
 dated DOMINITY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED
 Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address
 AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

EAST PRESTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	254740	302346	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	211789	234773	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	23857	53771	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-66717	-58937	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	-15054	-15054	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-106269	-207736	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	302346	309163	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	309839	320061	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1040581	1112615	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	55522	42391	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Annual Internal Audit Report 2017/18

EAST PRESTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2018

RACHEL HALL (ACA)

Signature of person who carried out the internal audit

Rachel Hall

Date

17/05/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).