



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 3rd September 2018 at the East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors Andrea Chapman, Lisa Duff, Barbara Gale, Pat Gander, Elizabeth Linton, Glyn Mathias, Rick McElroy, Steve Toney (Chairman) and Steve Wilkinson

ALSO: Clerk to the Council, Simon Cross

County Councillor Roger Elkins (until 19:45)

District Councillors Ricky Bower and Terry Chapman (both until 19:45)

Six members of the public

ABSENT: Councillors Christine Bowman, David Moore and Danny Shah

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The meeting opened at 19:01.

616/18 INTRODUCTIONS

Cllr Toney welcomed those present, led a round of introductions and explained some items of meeting protocol.

617/18 APOLOGIES FOR ABSENCE

An apology and a reason for absence were accepted from Cllrs Bowman (work commitment), Moore (personal) and Shah (unavailable).

618/18 DECLARATION OF INTERESTS

No interests were declared at this point in the meeting.

619/18 PUBLIC SESSION

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

No Agenda Item – ██████████ read the following statement to the meeting:

As you all know the East Preston & Kingston Horticultural Society held its Summer Show on the 4th of August.

As usual it was hugely successful with many exhibits and a true village atmosphere. It was well attended in spite of the Dog show being cancelled due to the very hot weather.

It is encouraging that Parish Councillors and MP Peter Bottomley attended.

The Summer Show is held solely held for the enjoyment of the community and usually entails a loss of capital. This is why other events must be organised throughout the year to make up the deficit.

Putting on a major public event like this is very demanding. The Horticultural Committee works extremely hard all the year round aided, on the day, by volunteers who help in all manner of ways such as washing up, moving furniture, providing transport, putting up gazebos, running sideshows, clearing up afterwards and so on.

Therefore the news that the £100 deposit was not to be returned by the Village Hall Committee, dealt the Society quite a blow and is considerably disheartening.

The Horticultural Society Committee repudiates the claims of “damage to the Hall” and is appealing against this measure.

As joint Trustees of the VH, we feel the P.C. should be made aware of the situation.

EP&KHS

Agenda Item 11a – Amenities Committee – ██████ advised the committee she had seven questions she wished to ask the council with regard to the banning of ball games on the Village Green and the Warren Recreation Ground.

What has been the nature of the anti-social behaviour experienced around the Village Green that had led to this decision?

What damage had been done to the boules piste?

What did the council see as the purpose of the Village Green?

Has only one person complained only once?

Was the outright ban on ball games the only solution the council could come up? Mrs Amoo said she had some suggestions the council could consider if it wished.

Who would police the ban?

What sanction would be applied to any children found playing ball games on the Village Green?

The article in the Summer 2018 Newsletter said the village’s greenspaces were for the enjoyment of all residents – were young people not also residents of East Preston?

When and how could this decision be overturned?

Agenda Item 6a – West Sussex County Council – ██████ advised the meeting of a black trailer which was almost constantly parked in the lay-by on Worthing Road directly opposite The Street. ██████ felt the trailer was an eyesore and asked County Cllr Elkins if there was anything could be done.

Agenda Item 8 – Minutes of the meeting held on 2nd July – ██████ asked about the wording of the letter the Parish Council had sent to the Village Hall Foundation concerning the Millennium Wall-hanging. The Clerk said he did not have the actual wording to hand but the letter had asked the Village Hall Foundation to reconsider re-hanging the Millennium Wall-hanging in the Village Hall.

620/18 COUNCILLOR RESPONSES

Agenda Item 11a – Amenities Committee – Cllr McElroy started answering [REDACTED] by saying the ban on ball games was not directed at any particular demographic within or without the village. The council had received several complaints about large groups playing football on the Village Green and causing unpleasantness for local residents. On behalf of the council, the committee had considered banning “large games” or “organised games”, but it would be impossible to differentiate. The council’s Amenities Committee was monitoring the situation and would review correspondence received about the decision in due course. The council had recently invested a significant amount of money in providing the village with a Multi-Use Games Area on Lashmar Recreation Ground which provided a far safer environment in which to play football and other ball games. Aside from the anti-social behaviour aspects of the playing of ball games on the Village Green, the Amenities Committee had had concerns about the safety of playing ball games in such a small location – balls were known to have hit cars parked around the Village Green and younger children could easily run out into Sea Road traffic to retrieve a ball.

The Clerk added the nature of the anti-social behaviour had been large groups being verbally and physically threatening and intimidating to other users of the Village Green and to neighbours when asked to play respectfully. Residents had been subjected to threats of legal action if they got any closer to members of the group and such like. The Clerk restated Cllr McElroy’s comment the Amenities Committee was monitoring and reviewing the situation and would discuss it further at its meeting later in the month. The anti-social behaviour at the beginning of the spring and into the summer had been particularly bad this year which had resulted in complaints to the council and the Amenities Committee’s decision.

[REDACTED] said her sons had all played football on the Village Green. The council’s tack with residents bordering the Warren Recreation Ground when they complained about the playing of cricket there had always been you knew the risks when you moved into a property bordering the Warren Recreation Ground – why was the Village Green being treated differently? Mrs Amoo said she knew of young people who had been subjected to vile and vulgar barrages of abuse by one resident adjacent to the Village Green. [REDACTED] said not all of her questions had been answered and said she would be taking this to the next Amenities Committee meeting.

Cllr Gander declared a Personal Interest in the use of the boules piste as someone who played there regularly. She advised the meeting she personally had seen children cycling around the piste, majorly disturbing the surface. She was also aware the boules piste noticeboard had been kicked over this summer and had needed to be repaired. A lot of people play there regularly and a lot of work goes into keeping the piste in good condition for those people to enjoy.

621/18 WEST SUSSEX COUNTY COUNCIL (WSCC)

County Cllr Elkins opened by announcing he had recently been promoted onto the WSCC Cabinet as member for Highways & Infrastructure.

Cllr Elkins had attended the Food & Drink Festival on 25th August and commented upon how “very, very busy” the event had been and how it was a “fantastic village event.” He offered a vote of thanks to everyone who had contributed to the success of the event.

WSCC business had been slightly quieter over the summer although over the past few weeks he had attended numerous briefings on numerous Highways matters.

Cllr Elkins praised the library service for its Mischief Makers summer reading challenge for children.

The Key Stage 1 and 2 results had improved despite concerns about the reduced central funding available to schools. Although not yet at the national average, the results were now only a few percentage points short.

Cllr Elkins reported he had had a useful meeting with Cllr Toney, the Clerk and Rob Torrance, WSCC Traffic Officer – Arun District, looking at whether any of the Traffic Regulation Orders (TROs) residents have proposed over the past couple of years could be combined into a single proposal. Cllr Elkins stressed there was no guarantee any scheme would be put forward for implementation.

Supported bus services were being reviewed and would need to prove their commercial viability.

Cllr Linton congratulated Cllr Elkins on his promotion and asked whether that meant there was a greater likelihood the village would get the once-promised A259 slip-road (at the A280 roundabout for traffic travelling west on the A259). Cllr Elkins said he was supportive of the proposals and he will give the idea close scrutiny but he was not yet in a position to say what decisions he would be able to make in this matter.

622/18 ARUN DISTRICT COUNCIL (ADC)

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

District Cllr Bower said he had been quite closely involved with the discussions around the A259 slip-road mentioned above and he too would be seeking reassurance from County Cllr Elkins in due course.

ADC voted unanimously to ask the South Downs National Park Authority not to seek a judicial review over Highways England's decision to pursue Option 5A for the A27 Arundel by-pass.

The Local Plan had now been adopted by ADC and this will help control development across the District.

District Cllr Chapman said he was saddened by the demise of Arun Co-ordinated Community Transport (ACCT) and SAMMY Transport as reported in the Clerk's Report to this meeting. Cllr Chapman felt the impact would be severe.

Cllr Chapman referred to the South Strand toilets meeting he had chaired on 17th August. He now had a mandate to investigate annual running costs more thoroughly with a view to putting a proposal to Kingston Parish Council to run the contract. He was confident a community group would be set up in time to take on the lease on 1st April. He thanked the Chairman and Clerk for attending the meeting and praised the Clerk's "statesmanlike" contribution to the meeting in explaining why this council had decided not to renew the lease on the toilet block next year.

New Financial Regulations were getting tighter and tighter: ADC produced just eight pages of annual accounts, but those eight pages were supported by 132 pages of notes. Cllr Chapman felt legislation leading to such background documentation merely confused members of the public rather than throwing light on the council's finances.

Cllr Chapman was delighted the Parish Council had arranged to have Armed Forces Training on 17th September with Sally Manning, WSCC Assistant Democratic Services Officer. This training would be very useful for councillors and officers in their interaction with service personnel within the village.

Cllr Chapman had corresponded with a resident of Normandy Lane who wanted to pay for a permit to park at the Conservative Hall when visiting businesses in that area. Cllr Chapman had explained hirers of the hall expected full use of the car-park for their events and such a permit was not possible.

Cllr Chapman confirmed he had been in touch with the Chairman of the East Preston & Kingston Village Hall Foundation on behalf of the East Preston & Kingston Horticultural Society.

In response to a question about the provision of hedgehog tunnels in new developments, Cllr Chapman said he had some notes he would pass on to the council. Cllr Bower added all strategic developments had to provide a comprehensive wildlife review before the Application could be considered.

Cllr Chapman ended by offering his congratulations too to Cllr Elkins.

(District Cllrs Bower and Chapman and County Cllr Elkins gave their apologies and left the meeting at the conclusion of this item.)

623/18 MINUTES OF THE MEETING HELD ON 2ND JULY 2018

The draft Minutes had been circulated on 6th July asking for comments by 13th July. No amendments were suggested.

1230 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 2nd July.

This action was completed.

624/18 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 460/18 – Co-option**

3. **Minute 465/18 – West Sussex County Council (WSSC) – 2018 Strategic Transport Investment Programme**
4. **Minute 474/18 – East Preston & Kingston Village Hall Foundation**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 2nd July 2018.

2. **Minute 460/18 – Co-option**

At its meeting on Monday, 9th July, the Personnel Committee discussed whether it was worth pursuing the co-option of a thirteenth councillor so close to the end of term. Looking at the timescales involved, the committee agreed the council should carry on as it is until the end of term.

3. **Minute 465/18 – West Sussex County Council (WSSC) – 2018 Strategic Transport Investment Programme**

A few days after the last Full Council meeting, Cllrs Toney and Linton met and worked through the proposed Strategic Transport Investment Programme. Only one scheme needed comment from East Preston, that being improvements to the A259. Cllrs Toney and Linton created a response which I moulded and sent to WSSC on the closing date of 20th July.

4. **Minute 474/18 – East Preston & Kingston Village Hall Foundation**

A letter concerning the Millennium Wall-hanging was emailed to John Melser, Chairman of the Foundation, on Friday, 10th August. I received the following acknowledgement from Mr Melser, "Will of course bring this up the at next committee meeting in October."

Simon Cross – **Clerk to the Council**

10th August 2018

Nothing was added.

625/18 FINANCIAL MATTERS

The Accounts for July and August 2018 had been distributed to Members in advance of the meeting.

- 1231** The council **RESOLVED** to approve the outstanding Purchase Orders report for 2018/19, value £24,056.92 (excl. VAT).
- 1232** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for July 2018, totalling £2,564.50 (incl. VAT).
- 1233** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for July 2018 totalling £10,918.17 (incl. VAT).
- 1234** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for August 2018, totalling £426.92 (incl. VAT).
- 1235** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for August 2018 totalling £15,676.57 (incl. VAT).
- 1236** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £147,218.56 net for the financial year ending 31st March 2019.

The council **NOTED** the paper Bank Reconciliations to 13th July and 14th August 2018. Cllr Shah had completed a paper bank reconciliation up to 13th July. Cllr Mathias agreed to complete a paper reconciliation for up to 14th August soon.

The council **NOTED** the to-date Income & Expenditure Summary for 2018/19.

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

626/18 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: Amenities on 9th July; Community Engagement on 30th July; Personnel on 9th July; Planning & Licensing on 9th and 23rd July and 13th August. The Finance & General Purposes Committee meeting scheduled for 20th August has been rescheduled to 28th August.

Draft Minutes from all these meetings have been circulated with the exception of the Minutes from the Personnel Committee meeting which are circulated only to members of that committee.

Simon Cross – **Clerk to the Council**

21st August 2018

Community Engagement Committee

Since the last full Council we have held a meeting where minutes have been circulated to all members.

There were also meetings regarding the Food and Drink Festival and the Christmas Celebrations and they will be discussed later in September Full Council.

To commemorate Merchant Navy Day, the Red Ensign will be hoisted outside the library at 10:00 on the 3rd September and all are welcome to attend from 09:45. Attendees are then welcome to join the council and the Royal British Legion at the latter's venue for hot drinks and cakes. A verbal report will be given at Full Council.

The committee has purchased twenty litter-bag hoops with the money donated by the St Mary the Virgin Women's Fellowship. A photocall has been arranged for 31st August with members of the Fellowship.

The Autumn half-term playscheme will take place on Wednesday, 24th October and will have a comic characters theme.

The committee reviewed this year's tennis coaching sessions and felt it would like to run these again next year.

The committee has booked the Village Hall for Sunday, 14th April for an end-of-term event at which the council would thank local residents and organisations for their contribution to the village over the past four years. All councillors are asked to keep this date free. Timings will be agreed at the next committee meeting probably.

The committee had an initial discussion about intergenerational music therapy sessions and will discuss these further in due course together with other ideas for intergenerational events. These all add up to a programme of wellbeing events for a cross-section of East Preston residents.

A resident has approached the committee with a plan to resurrect Community Speed Watch in the village. The committee supports the proposal, in principle, and will remain closely involved.

The committee considered the administration of both the East Preston Christmas Celebrations event and the East Preston Food & Drink Festival and agreed a separate (full) committee should be set-up to oversee these events. See Agenda Item 12a below for further details.

The committee agreed the purchase of the village's first blue plaque, and more information on this can be found at Agenda Item 13a below.

Cllr Elizabeth Linton – **Chairman of the
Community Engagement Committee**

23rd August 2018

Planning & Licensing Committee

The committee met on 9th and 23rd July and 13th August. The draft Minutes from the meetings have been circulated.

The committee considered nine Applications across the three meetings. It agreed to object only to an Application for a loft conversion and single storey rear extension at 39 Hillview Crescent. Revised plans have been submitted and when the council has been notified officially these will be considered too.

At the meeting on 9th July, the committee was criticised for not always contacting householders to invite them to the meeting at which their Planning Application is going to be considered. The critic's then-live Application had been objected to by this council; he felt this would lead to greater expenditure on his part which possibly could have been avoided had he been invited to the committee meeting. When circumstances allow, I do invite most householders or their agents to the relevant meeting and Minutes will show a higher percentage of applicants at meetings than say eight years ago. An agent at the same meeting for a different Application said in his many years of experience, his invitation to attend East Preston's meeting was a first. The committee considered this further at its meeting on 23rd July. There is no statutory obligation on town and parish councils to advise applicants when their Application will be considered. I have asked around some counterparts, none of whom contact any applicants to invite them to the meeting. The committee felt Arun District Council's letter to applicants confirming validation of their Planning Application could include something about contacting the relevant town or parish council to find out when the Application would be considered. I have written to Neil Crowther, ADC Group Head of Planning, for him to consider. Members of the committee and the Preservation Society will be meeting Martyn White, ADC Principal Conservation Officer, on 18th September to discuss with him the Areas of Special Character work started two years ago and also the local listing of heritage assets as per Proposal 2: Heritage Assets in the East Preston Neighbourhood Plan.

Simon Cross – **Clerk to the Council**

21st August 2018

As Chairman of the Amenities Committee, Cllr McElroy said the committee had agreed to implement a No Ball Games policy on the Village Green and a No Exercise Classes policy on the Village Green and the Warren Recreation Ground. The committee had received a handful of correspondence about both these policies, some in favour, some against, and the policies would be reviewed at the committee's next meeting. Cllr Gander said it had been difficult to find the right level to set a No Ball Games policy as the committee did not want to discourage, for example, grandparents pootling around with a grandchild and a ball. Cllr McElroy said there had been an unpleasant group in the village over the summer which had, for instance, led to the employment of a security guard at One Stop. The council had taken a difficult decision as had been publicised in the Summer 2018 Newsletter.

Cllr Mathias, Chairman of the Audit & Governance Committee, said a meeting was scheduled for the week after this meeting but he had a feeling that date might change.

As Chairman of the Community Engagement Committee, Cllr Linton thank the rest of the committee for its contributions through a busy time for the committee. There was a Food & Drink Festival debriefing on 5th September at 09:30. Merchant Navy Day (3rd September) had been well-attended, drawing some family members from as far away as Shrewsbury. The photocall with the ladies of the St Mary the Virgin Women's Fellowship on 31st August had been fun and appreciated – this was a thank you for the litter-bag hoops the Fellowship had bought for the council. The committee had a playscheme running on the Wednesday morning of the Autumn half-term. The Village Hall had been booked for the council's end-of-term party on 14th April – more details to follow. The next committee meeting would hopefully provide more news on intergenerational music therapy sessions and Community Speed Watch.

Council noted the following additional report from the Planning & Licensing Committee had been circulated in advance of the meeting:

Planning & Licensing Committee – meeting on 10th September

There would have been only one Planning Application to consider at this meeting, EP/121/18/HH, “Single storey rear extension” on a property in The Plantation. The committee has agreed Cllr Mathias can enact his right within the committee’s Terms of Reference to cancel a meeting which would otherwise only be called to consider one non-controversial Application.

Simon Cross – **Clerk to the Council**

3rd September 2018

627/18 COMMUNITY ENGAGEMENT COMMITTEE – MAJOR EVENTS COMMITTEE

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

Community Engagement Committee – Major Events Committee

Cllr Linton to introduce this item.

Council is asked to implement a Major Events Committee with its own budget.

At its meeting on 30th July, members of the Community Engagement Committee expressed concern at the sizeable workload of the committee. The committee agreed to propose to Full Council the creation of a Major Events Committee which would initially be responsible for the organisation of the East Preston Christmas Celebrations event and the East Preston Food & Drink Festival. The committee would replace the working parties set up for these two events. The budgeting for the two events would become the responsibility of the new committee.

Having the new committee would increase the number of committee meetings per year but would see a reduction in the number of working party meetings. Currently, the Community Engagement Committee meets on the last Monday of odd-numbered months. The proposal is the Major Events Committee would meet on the last Monday of even-numbered months.

In theory, the organisation of the events would be better administered as a committee automatically has full clerical support from council officers unlike a working party. As the events have got progressively larger, working party members have felt increasingly concerned about something important being missed because of this lack of full officer support.

Although not essential, from a financial management point of view, it would be better for the new committee to operate from May 2019. If this proposal is accepted by council, the Personnel Committee will review Standing Order 13 about committee membership.

Simon Cross – **Clerk to the Council**

21st August 2018

Cllr Linton explained the membership of the Community Engagement Committee was very enthusiastic and was creating a lot of good ideas for the council, all of which took work to implement. Committee members had expressed concern the two major events of Christmas Celebrations and Food & Drink Festival were suffering because of a lack of professional officer input, particularly in the area of recording the meetings. Cllr Linton envisaged the Major Events Committee and the Community Engagement Committee meeting in alternate months.

Cllr Gander added the Community Engagement Committee meeting agendas can become very long and this proposal would go some way to trimming that back a bit.

The Clerk confirmed there was no financial impact in creating a new committee as the two events it would initially have responsibility for already had their own budget lines. There was a financial administration impact but the council’s budget would not increase as a result of this proposal.

Cllr Mathias asked whether the council’s officers had been consulted on this, and the Clerk confirmed he had been.

1237 The Council **RESOLVED** unanimously to create a Major Events Committee with its own budget.

The Clerk explained there would some administration necessary to set up the new committee which financially would be active only from next council year but which would start meeting sooner than that. The Chairman asked members to consider joining the committee.

628/18 COMMUNITY ENGAGEMENT COMMITTEE – BLUE PLAQUE FOR FAR END

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

Community Engagement Committee – a blue plaque for Far End

Cllr Linton to introduce this item.

Council is asked to release £500 from the contingency budget line for the current financial year to purchase a 14” diameter, aluminium heritage plaque to be installed on Far End, Sea Lane in memory of Edith Ayrton and Israel Zangwill.

Edith Ayrton and Israel Zangwill, a married couple, lived at Far End from 1906 onwards. Both were published writers and campaigners for, amongst other things, women’s suffrage. At its meeting in July, Full Council adopted a Blue Plaques policy.

The Community Engagement Committee recommends Full Council purchases a 14” diameter plaque which will be blue with white writing as follows:



I have asked for the L on Lived to become a small l. The plaque will have special backing to make it additionally weatherproof and the manufacturer expects it to last for a good fifteen years with a reasonable amount of maintenance.

As this is the first blue plaque in the village, the committee is asking for £500 from the contingency budget so the remainder once the plaque has been purchased can be put towards the costs of installation on this occasion only.

Simon Cross – **Clerk to the Council**

15th August 2018

1238 The Council **RESOLVED** unanimously to purchase a Blue Plaque to be installed at Far End and to contribute towards the installation costs to a maximum of £500.

The money will be taken from the council’s contingency budget line for the current year.

629/18 COMMUNITY ENGAGEMENT COMMITTEE – COMMITTEE MEMBERSHIP

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

Community Engagement Committee – committee membership

Cllr Linton to introduce this item.

Council is asked to elect Cllr Chapman on to the Community Engagement Committee.

According to the committee's Terms of Reference the Community Engagement Committee can be up to five members with the Chairman and Vice-Chairman of the Council allowed to speak and vote at committee meetings.

Following the committee reshuffle at the beginning of the council year, committee membership was Cllrs Bowman, Duff and Gander.

Cllr Chapman was co-opted to the council on 2nd July and would like to be considered for membership of this committee.

Simon Cross – **Clerk to the Council**

21st August 2018

1239 The Council **RESOLVED** unanimously Cllr Chapman should be elected to the Community Engagement Committee.

Cllr Chapman abstained from this vote.

630/18 FINANCE & GENERAL PURPOSES COMMITTEE – COUNCIL INSURANCE

As Vice-Chairman of the Finance & General Purposes Committee, Cllr Wilkinson spoke in support of the following report which had been circulated in advance of the meeting:

Finance & General Purposes Committee – council insurance

At its meeting on 28th August, the Finance & General Purposes Committee agreed unanimously to recommend to Full Council it entered into a three-year, long-term agreement with Inspire for the council's insurance.

The following is an extract from the supporting paper provided to the committee in advance of the meeting:

For the current insurance year, which started on 1st October 2017, the council paid £4,235.60 of which £1,497.71 was refunded when Cllr Duijf and I agreed it was not best value for the Village Hall to be insured under this policy when their own policy was only about £500. We have subsequently paid an £331.43 to include the Multi-Use Games Area in the policy. Therefore the council has paid £3,069.32 for insurance this year.

As you can see, the broker is recommending we take out a long-term agreement with the same insurer at a cost of £2,983.89. The long-term agreement will save the council £154.42 in this first year.

Other documentation has been provided by the broker. If any committee member would like to see any of this, please let me know. As Chairman of the committee, Cllr Shah has already been provided with this information.

Simon Cross – **Clerk to the Council**

31st August 2018

1240 The Council **RESOLVED** unanimously to enter into a three-year long-term agreement with Inspire for the council's insurance.

631/18 PERSONNEL COMMITTEE – ROLE OF A CHAIRMAN DOCUMENT

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

Personnel Committee – Role of the Chairman

Cllr Gander to introduce this item.

Council is asked to adopt the Role of the Chairman document.

Over the past two years, the committee has worked hard to produce a Role of the Chairman document, the intention being it would be used by anyone wanting to stand for Chairman or Vice-Chairman of the Council or, to a lesser degree, as the chairman of a committee. The document can be found at Appendix A below.

The Personnel Committee is recommending the document's adoption by the committee as a working document which would be reviewed annually by the Personnel Committee.

Simon Cross – **Clerk to the Council**

10th July 2018

Cllr Gander re-explained the background to the document which the committee saw almost as a job description for the Chairman of the Council and committee chairmen.

1241 The Council **RESOLVED** unanimously to adopt the *Role of a Chairman* document.

632/18 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.

Simon Cross – **Clerk to the Council**

21st August 2018

East Preston Food & Drink Festival, 25th August

1. East Preston Food & Drink Festival, 25th August

The third East Preston Food & Drink Festival took place on Saturday, 25th August. Below is a selection of feedback received since the event.

The Community Engagement will consider the success of the event at its meeting on 24th September and will consider whether or not to hold the event again next year.

2. East Preston Food & Drink Festival, 25th August public feedback

Some of the comments received after the above event:

"You all did an amazing job, thank you. 😊"

"A great event, thank you"

👏👏👏"

"Well done! 🍷"

"Excellent day!"

"Another great event in the village, thank you to all involved in making it happen!"

"As long as my curry lady is there, I am happy. She was, I was."

"Hearty congratulations to the Parish Council for hosting this event once again. Particular thanks to Simon, Alison and Tracy as well as those councillors who worked so hard on the day and in the weeks leading up to its very successful execution."

“As I sit here on a thoroughly miserable, rain-sodden, Sunday with cat on my lap, half way through typing the over-due minutes from the last Festival Committee meeting (any distraction welcome), I wanted to say how much I enjoyed yesterday's Festival. I seem to remember Hazel was involved with this event, and I'm sure she would have been delighted with how this continues to grow and how much the community continues to support this successful event. Well done all.”

“To you all at EPPC- it was a great event and you even arranged the weather- don't know how you do it! It was really well supported and we really enjoyed it.”

“Big pat on the back for all at EPPC and the volunteers for the great Food and Drink Festival on Saturday !”

“Well done to everyone who made Saturday such an enjoyable event.”

“Well, that was a success again - congratulations! It was wonderful to see so many people down on the Green - you must have been delighted!!!”

“This is just a personal thank you to everyone at the Parish Council who helped to organise yesterday's excellent Food and Drink Festival. It really was the best ever, with so many stalls and a wide choice of delicious items to buy or try. It was great to see so many people there, obviously having a good time (helped by the fine weather!) - a real community event. Well done all!”

“We had a fabulous afternoon~ delicious food, wine, cider and gin!! Thank you”

“The best curry in Town today”

“Just to say 'Well done' for Saturday's Food Day...you all worked so hard. Thank goodness for the fantastic weather, I'm sure Hazel arranged that... It's also nice to catch up with friends there from Rustington and beyond, some come every year!”

“Totally well done to everyone involved, I really enjoyed my Curry, The Vegan Cakes Stall, took loads home and the Cider stall, and all the rest of the foodies that attended. Looking forward to next year now.”

“Having been caught out once again by today's road closures, can you please advise me where and when the statutory notices advising of these closures were/are displayed, so that I might be better informed next time.”

“Absolutely brilliant way to celebrate my birthday, thank you.”

“I am really keen to support the Parish Food Festival held on the East Preston Green. There does however really need to be some enforcement of the way cars are parked down Manor Road.... Next year I would suggest making this street (where these cars are parked) a no parking zone. Love what events take place in East Preston and am a massive supporter, Well worth the efforts of the organisers and that's truly appreciated.”

“Great to see so many people. So many different stalls. 🍷🍷🍷🍷🍷 Well done everyone”

“There were too many stalls.”

“I meant to say whilst I was berating you about the ballgame ban, the Festival was a fantastic event, well done to everyone involved.”

“Belated congratulations on another fantastic event! E.P.P.C. really did the village proud...lucky it wasn't on Sunday! I went back to my Wimbledon roots and 'wombed' around the green with 2 of my junior eco warriors, but people were really good with their debris. Most of the comments we received from 'grockles' were compliments on how clean and tidy the green was after the event. Well done all involved!”

3. **East Preston Food & Drink Festival, 25th August stallholder feedback**

“Had a fantastic day thank you, sold out. Was such a good day out. X”

“Another brilliant day, thank your for all your hard work x”

“Fantastic day, can't wait for next year”

“Had a fantastic day, thank you for having me and my fudge. Next time will bring twice the amount!”

“Just wanted to say a big thank you to you and your team for another excellent event. All your hard work paid off! Looking forward to the next one.”

“Firstly we would like to thank you for the wonderful event organized last Saturday, we really enjoyed it and we will love to continue working together.”

“Any other events you organise, I want to be a part of.”

“This year was not good as last year as we had been relocated in the car park space and we were the only trader there. Most of the customers told us they did not see us until they were leaving. It is really sad that many of them did not know we were there and got so much food left over. Hopefully next year if we are there again, we can be relocated better... thank you.”

“We had a very successful day and enjoyed the community spirit. I don’t really know how many transactions we had but we were extremely busy for all of the time - obviously the weather helps!”

“The only improvement would be a bin purely for recycling (including bottles) but if not, we did take our bottles away and could do so again. We would like to take part in next year’s festival if we can so please let us know when the date is released.”

“Many thanks for a most enjoyable day at the East Preston Food & Drink Festival 2018. I really appreciated the assistance in carrying all of my equipment from the ‘helpers’ and a big thank you for the bottle of water – most appreciated!”

“Thank you ever so much I had a fantastic time at your event. I would love to attend next year if possible. It was a lovely and well organised event. All of the staff and stewards were very helpful and friendly and all the people attending had great big smiles on their faces. It was such a pleasure to be involved on the day.”

“This was our first time attending this event and we loved it! It was such a great and well organized event. We did very, very, well and we would love to be part next year again.”

“I would just like to thank you and your team for such a lovely event. It would be great to be part of it again for next year so please do add me to the contact list.”

“I don’t have any negative feedback. I think everything was really well organised so nothing I can add. I can’t give you any idea of numbers of transactions as we lost count! But as you know we sold out and I brought almost double the amount with me compared to last year so the footfall was clearly higher. Overall a total success. Please plan me in for next year.”

“Firstly, thank you to you and the whole team who made the event so successful, and as always thank you for your hospitality and friendly faces. This event was better for me this year, it felt as if the crowd were a little older and many more had come specifically to buy and were return customers from the previous year. I think this also meant that our busiest period was early on because people were concerned we might all sell out. Personally I really appreciated that there was no beer available as I think it lead to a much calmer and nicer event from beginning to end. The only small complaint I was aware of, from a customer, was the shortage of chairs and tables for people to sit & eat but it didn’t seem to spoil their enjoyment too much. Well done, and again, many thanks and I look forward to joining you again next year.”

Simon Cross – **Clerk to the Council**

31st August 2018

Website Working Party

The work of the Website Working Party is almost complete and it can be viewed at: <http://eastpreston-pc.gov.uk>. We recommend that you have a browse as soon as possible and let us know what you think of it.

You will see some notable changes from our last website. Underneath the Council’s logo you will note seven tabs: ‘Home’; ‘The Parish Council’; ‘Agendas and Minutes’; ‘About East Preston’; ‘Contact Us’; ‘I want’: and ‘A to Z’. Next is a facility to search the entire site and a link to our Facebook page.

You will see that our Home page retains some of our key features: the logo and traditional village colours of blue and yellow – the design neatly ties in with the quarterly Newsletter. A feature photograph highlights one of our important assets – a view of the beach, but more of photos later. The bottom section of the page consists of a ‘live’ calendar acting as a useful

reminder of when our various committees are sitting. The centre column shows some up-to-date news, and the right column Planning Applications made in the last 14 days and Village Events. At your leisure have a browse through the other tabs and let us know what you think.

Earlier I mentioned photos. It is technically possible to rotate a number of photos on the front page of the site. The current photo was only intended as something to fill the gap and while it does that job the Working Party feels that councillors may have alternative photos that extoll the other virtues of East Preston. Please let the Clerk know if you have any photos you think are fit for purpose.

Lastly, the Working Party has undertaken several reviews of the website as it has been developing and although we think we have covered most issues we recognise that other councillors may have alternative views which, within reason, we may be able to accommodate. If that is the case please revert to the Clerk.

Cllr Steven Wilkinson – **Chairman of the Website Working Party**

22nd August 2018

Cllr Linton advised there would be Food & Drink Festival and Christmas Celebrations meetings on 5th September.

Cllr Mathias said the Leases Working Party was waiting for an exchange of documents date from the council's solicitor. The Clerk had recently chased.

Cllr Wilkinson said there was little to add to his report except to plead for any suitable photographs of the village for the front page of the website.

633/18 WARREN RECREATION GROUND

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

Warren Recreation Ground

Council is asked to note the draft Minutes from the Annual General Meeting of the Warren Recreation Ground charity held on 13th August.

These were circulated electronically to all councillors on 14th August and can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

25th June 2018

The council NOTED the draft Minutes from the Warren Recreation Ground Annual General Meeting which had taken place on 13th August.

634/18 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. Society of Local Council Clerks – Sussex Branch, quarterly meeting, 5th July**
- 5. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 23rd July**
- 6. Meeting about NHS Local Community Networks, 30th July**
- 7. Meeting with two residents, 30th July**
- 8. Inaugural meeting of the East Preston Railway Club, 2nd August**
- 9. Meeting about Community Transport in Arun, 6th August**

10. **Meeting with WSCC about Traffic Regulation Orders, 10th August**
11. **Meeting about Community Transport in Arun, 13th August**
12. **Meeting about South Strand toilets, 17th August**
13. **Social Media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **September meetings and events**

4. **Introduction**

This is the report mainly covering July and August 2018 and matters which may not arise elsewhere on the agenda. Apologies for the length of the report but it covers two months and proves the council does not slow down over the summer.

5. **Police matters**

On 19th July I contacted Sussex Police after a councillor was verbally abused by a door-to-door salesman after refusing to buy something from him. The afternoon before, I had spoken to a resident and this salesman had walked past as we spoke. The resident explained he was part of a team of two, ex-offenders, from the north-east but working in the south-east to build up some work experience to be included on a c.v., and the one who had visited her had been charming. Following the conversation with the councillor, I obtained more information from the resident and sent that to Sussex Police. Later in the same morning, another prominent resident emailed into the office having spoken to neighbours who had also been verbally abused by the salesman. A charity called Helping Hands was mentioned although no mention of this charity could easily be found online.

The initial response from Sussex Police was, "From time to time areas across the district are visited by door to door sales persons. These are usually "Duster Sellers" but more recently they claim to be ex - offenders. We are not able to prevent these people from going to any particular area as we do not know when they are coming or where they intend to sell their goods.

"As on 18th July people called us to report the incidents and we attended the area but found no trace. When similar persons were reported in Midhurst recently we did arrest a male for being verbally abusive to a resident when the offer of goods were declined. This was in an area with signage stating no cold callers but this was blatantly ignored."

I went back to the Police Constable who wrote the above asking whether Sussex Police had had any contact with Helping Hands, and he replied, "When we arrested the chap last time we contacted Helping Hands and they state they do not use door to door sales techniques. It is just the name of a registered charity used by these sellers without their permission."

This council has in the past looked at setting up a No Cold Calling zone across the whole village but was advised by Sussex Police signage would be needed at every single entrance point to the village and there were just too many of those.

On 2nd August, I helped a resident report online that her tyres had been slashed. The resident initially thought this had happened on her driveway but having thought it through decided that was probably not the case.

On 16th August, a resident called in to ask if we had heard anything about a dog being hit by a car near the entrance to the Warren Recreation Ground – the resident had heard the incident and had seen the car drive off. I contacted Sussex Police who had not been informed of this incident.

On 20th August, the council received a Facebook message for another resident on Sunday, 19th August reporting a separate incident in which his dog had nearly been killed by a car speeding along Manor Road. I asked the resident to contact Sussex Police direct especially as he had the details of the car involved. This reporter has subsequently expressed interest in being part of a Community Speed Watch team.

6. Freedom of Information / Data Protection requests

One resident has contacted the council for a full breakdown of the council's financial transactions for 2017/18. Initially he asked for a breakdown of staff salaries. I found an Information Commissioner's Office document which suggested salaries above £58,200 should be in the public domain; salaries below that were publishable at the discretion of the public body. However, the advice from SSALC was salaries are exempt and by the time I had that response, the requester had appreciated he did not require a breakdown of salaries as councillors are unpaid, except for their allowance. There was therefore no need to call together the Freedom of Information Panel.

7. Society of Local Council Clerks – Sussex Branch, quarterly meeting, 5th July

I attended this meeting in Pulborough, although Southern Rail made getting there somewhat taxing. My thanks to my Haywards Heath counterpart, Steve Trice, for saving the day and giving me a lift from Littlehampton. My thanks also to Cllr Linton for picking me up from Pulborough on the way home from her SSALC course.

Other Arun District town and parish councils represented at this meeting: Littlehampton Town Council and Yapton Parish Council. Other attendees came from across Sussex.

The meeting was lively, especially when discussing situations other Clerks had recently found themselves in and, more importantly, when offering advice to those Clerks. A couple of examples:

Council A is made up of nine members but currently there are only four in post. The Clerk is concerned the council can no longer have meetings as they may not be quorate so has stopped calling meetings. None of the four councillors ever responds to any emails the Clerk sends out. The (part-time) Clerk has had one week of leave in the past six years. Amongst other suggestions made, I suggested the Clerk should contact the relevant District Council and ask it whether it would be prepared to find some volunteer District Councillors willing to sit on the council temporarily in order for meetings to take place – if meetings cannot take place how can any new councillors be co-opted?

At Council B, a serving councillor had recently died. In what timescale should the advertising of a vacancy proceed? Opinion varied but the sensitive answer would seem to be that given by Arun District Council to us when we were in this situation earlier this year – wait until after the funeral to advertise the vacancy, regardless of any delays there may be.

Council C is split into four wards. Each of its committees is supposed to have two members from each ward although the committees have a maximum of seven members! With a proposed committee membership list circulated in advance of the council's Annual Meeting, at the meeting, the councillors decided they wanted the committee membership to represent the party political composition of the council!

With the meeting proper over, those present received a presentation from a company called GDPR-*info* which is handling the GDPR requirements for a number of councils in the South-East. Again this was lively and anyone there would probably agree the session ended with them feeling even more confused about GDPR. It was interesting to hear companies did not need to send out all the emails we doubtless all received asking us to confirm we were happy to be on their mailing lists. This was a misinterpretation from a leading birth control organisation which within hours of it sending out its "you need to confirm" email led to a number of other organisations doing the same and so the misunderstanding proliferated. As had been noticed by Clerks present, this only happened in the UK, no European mainland-based organisation did this. Consequently, for those organisations that did go down the "you need to confirm" route, they have found their mailing lists literally decimated.

The guys mentioned although there is no requirement for councils to issue councillors with tablets for council business use only, they were aware of an increasing number of councils which were doing this as it drew a clear dividing line between council business and personal use and made it easier for councils to have control over council-related email once a councillor has stopped being a councillor. There is still work for the Audit & Governance Committee to do on GDPR and that will be on the Agenda for its September meeting.

8. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 23rd July

I attended this meeting together with Cllrs Toney, Mathias and Shah. The club was represented by Ian Robinson (Chairman), Trish Stanley (Secretary) and Sarah Fisher

(Administrator). As the meeting was held at the club, Mr Robinson assumed the chair. It was a short meeting. As already mentioned elsewhere, some documents were signed towards the surrender of the existing lease and the provision of the new lease.

The council thanked the club for Andrew Cook's contribution to the free tennis coaching on the Warren Recreation Ground. Andrew is keen to run a further scheme next year and the Community Engagement Committee has already started discussing how to attract a greater participation from local residents next year. I also reported the council had received no complaints from local residents about the club this year. One concern had been raised about the club's new contractor mowing before 8am but that had been sorted very quickly by the club.

On behalf of the club, Mr Robinson explained membership had dropped a little at renewals time but it always did and the membership was steadily increasing again. The club was keeping an eye on the ditch between it and Nursery Close – the dry weather meant the grass was not actually growing at the moment. Finally, Mr Robinson reported on the success of the club's summer party.

The provisional date for the next twice-yearly meeting was agreed as 14th January 2019.

9. Meeting about NHS Local Community Networks, 30th July

This council first became aware of the NHS Local Community Network (LCN) initiative in February of this year through a friend of mine who was working with the Bognor LCN. According to a presentation received at that time, "West Sussex Coastal Care is a partnership with a new ambition, shaped around a new system-wide approach to health and wellbeing, with a shared purpose & plan [...]" "An LCN is best described as a network of health, council, voluntary sector leaders, working with local communities to create a shared ambition and more integrated approach to organising and improving the health and wellbeing of their whole local population." East Preston falls within the REAL LCN – Rustington, East Preston, Angmering and Littlehampton.

The initiative was considered by the Community Engagement Committee at its meeting in March, at which the committee agreed it would like to see if Cllr Gander could attend a meeting of the REAL LCN to see whether there was scope for greater Parish Council input.

Another NHS contact directed me to Debra Flynn as the lead contact for the REAL LCN and I first emailed Debra on 3rd April, explaining this council's interest and desire to attend a meeting. Receiving no reply, I politely emailed again on 22nd May, again no response.

On 31st May, Community Engagement accepted Cllr Gander's offer to use a different route to contact the REAL LCN and after a circuitous journey, Tina Favier (Adur & Worthing Borough Councils, seconded to the NHS) met with us on 30th July. Ms Favier explained she was about to hand her responsibility for REAL LCN to Michaela Hawkes who is the REAL LCN Development Manager and will want to meet with us in due course.

Ms Favier was pleased a Parish Council wanted to get involved. Ms Favier explained the three priorities the LCN had identified:

Frail and older people, looking to improve the end-of-life experience for people

Urgent care, managing on-the-day demand

Prevention, building on existing services to prevent overstretching of GP resource when other agencies may be better placed to help the member of the public

Healthy and happy residents are good for the economy and good for the community.

Expect to hear more about this council's involvement with the REAL LCN in the coming months.

Cllr Gander may add to this report at the meeting.

10. Meeting with two residents, 30th July

On the morning of 30th July, I came into the office to an email from two residents of St Mary's Drive asking to meet with a councillor, "We have been advised by Citizens Advice in Worthing to do this, as we are having great difficulty with getting our bathroom converted from a disabled bathroom to an ordinary bathroom, which we were assured of in January 2017 when we accepted the tenancy." The residents live in a Places for People property.

Having received more details back, I suggested an initial meeting with me and that took place in the library immediately after the above photocall. Basically, a Places of People rep had made a promise when showing the couple the property in January 2017 and that promise had not been made good. On a daily basis, the couple had to arrange towels on the bathroom floor to catch overflowing water, then launder those towels ready to repeat on the following day. This unnecessary routine was clearly impacting their mental and physical health. I agreed to write to Places for People on the couple's behalf, asking them to send someone with authority out to meet the couple.

A Places for People representative duly visited the couple of 13th August, and on 15th August, the couple emailed, "Just to let you know i received a telephone call from the gentleman called Martin from Places for People, and he said he had good news for us, they are going to remove the doors we have, and put a shower tray in and enclosure, so i said so we will have a step in shower and he said yes, you won't have to put towels down or do any mopping any more, they are contacting their operatives that do their contract work and they will ring us with a time to call to sort it out. So really really pleased, he also apologised for Places for People not picking this up before. So i think this is all down to you writing a letter on our behalf, so thank you once again."

11. Inaugural meeting of the East Preston Railway Club, 2nd August

Cllr Gale's husband, Kelvan, used to work at Lovers Walk railway engineering works and had a long history of interest in railways of all types. Kelvan asked me for some help with setting up a group for like-minded individuals and the first meeting took place on 2nd August. There were about six other railway enthusiasts there who agreed to make the club monthly on the first Thursday evening. Please contact Kelvan for more information.

12. Meeting about Community Transport in Arun, 6th August

On 1st August, the liquidators were called into Arun Co-ordinated Community Transport (ACCT) and SAMMY Transport of Bognor. The two organisations had merged around last Christmas.

In response to this sudden withdrawal of much-needed services for residents of Arun District, Littlehampton Town Council called an emergency meeting with the Trustees of ACCT/SAMMY and the liquidator. Cllr Linton and I attended to represent East Preston Parish Council; other councils represented were West Sussex County Council, Arun District Council, Rustington Parish Council, Arundel Town Council and Angmering Parish Council.

Much of the meeting was confidential, especially the Trustees' explanation as to how this situation has arisen. There was a definite willingness on behalf of those town and parish councils present to support a new or resurrected service. Arun District and West Sussex County Council reps were not in a position to commit much at this time.

More news on all this will undoubtedly emerge in the coming weeks.

Cllr Linton may add to this report at the meeting.

13. Meeting with WSCC about Traffic Regulation Orders, 10th August

Cllr Toney and I met with County Cllr Elkins and Rob Torrance, WSCC Traffic Officer – Arun District, to look at the Traffic Regulation Orders (TROs) bubbling about in the village at the moment with a view to seeing which, if any, could be combined into a more effective single-hit Order.

The meeting worked through a list I had prepared of ten locations, nine in EP one in Angmering, where we are aware residents have wanted or still want parking restrictions. The list included high-profile locations such as the eastern side of Sea Road from the junction with Vermont Drive to the junction with South Strand, to less obvious locations such as St Mary's Drive during school pick-up and drop-off times.

At the time of the meeting, Rob had only received official requests for the junction of Manor Road with Sea Road and for general parking in Manor Road. Subsequently, he has also received an official request for the seasonal single yellow line on the western side of Sea Road adjacent to the Village Green to become year-round and be lengthened northwards. Rob was confident he could probably combine these with the Sea Road east side issue into a meaningful Order.

Each proposal is given some points for various aspects of it and then considered by the County Local Committee, in our case, the Joint Eastern Arun Area Committee.

14. Meeting about Community Transport in Arun, 13th August

Following on from the above meeting, I attended a meeting organised by our colleague, Stephen Grover, the weekend Village Orderly. Stephen organised the meeting in his capacity as a volunteer driver for Arun Transport for the Visually Impaired (ATVI). ATVI has its own minibus which was mainly operated under the ACCT banner but which narrowly escaped being seized by the liquidator purely because it was out at the time the ACCT vehicles were seized.

This meeting included trustees of ATVI, representatives from various groups who regularly hired the ATVI bus through ACCT, some volunteer drivers and representatives from Arun District Council, Littlehampton Town Council and Voluntary Action Arun and Chichester (VAAC).

The car service side of the ACCT/SAMMY operation looks likely to be picked up very soon by another organisation and details of that will undoubtedly come out in due course.

Stephen reported there were fifty pre-bookings for the ATVI bus between now and Christmas although the ATVI trustees (not those at the meeting) were unsure whether those bookings could or should be honoured. There is a link between ATVI and 4SIGHT but the details of this link were unclear. However, the ATVI trustees were scheduled to have a meeting with 4SIGHT on Wednesday, 15th and today's meeting hoped a representative from VAAC would be able to attend that meeting.

15. Meeting about South Strand toilets, 17th August

Following on from the small event to open officially the Multi-Use Games Area at Lashmar Recreation Ground, the Chairman and I went to the Conservative Hall for a meeting about the future of the South Strand toilet block. The meeting was led by Terry Chapman, assisted by Ricky Bower and Paul Kelly. Kingston Parish Council was represented by its Chairman, Cllr Geraldine Walker. About twenty-five people attended the meeting including residents of Angmering-on-Sea, Kingston Gorse and West Kingston private estates and owner of beach huts or bathing chalets as they are called in their deeds. Cllr Wilkinson attended as a resident.

Terry opened the meeting with some background, saying he fully respected this council's decision not to renew the lease from 1st April next year. He explained Arun District Council's toilets policy, agreed in January 2017, did not include the South Strand toilets. Terry stressed there was no statutory obligation upon any tier of government to provide public toilets. Ricky added other town and parish councils across the District contributed towards the costs of the toilet blocks within their area.

In response to the question of why East Preston Parish Council was suddenly no longer able to fund the toilet block, I explained the toilet block was not within East Preston Parish Council's boundary and that was the difference between the South Strand toilet block and those referred to by Ricky. I explained there had been no Kingston Parish Council in 1993 when Arun District Council had first mooted closing the toilet block, and East Preston Parish Council had stepped in and kept the toilets open for an additional twenty-five years. East Preston Parish Council felt the village had borne the financial, managerial and administrative burden for long enough for something outside the border. It took a while but it did feel as if this message was being understood by the end of the meeting.

Mrs Denton commented on the good job East Preston Parish Council did generally, a comment which received cheers from some of those there.

A member of the public said he believed the toilets to be of a good, serviceable standard and Cllr Toney advised the meeting of the money already set aside for the provision of new doors and door-frames.

The meeting concluded after 45 minutes with those present giving Terry their authority to continue working on this. Terry will undoubtedly have more to say at our September meeting.

16. Social media

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

- Publicity for ADC decision to start bin collections earlier during the hot weather – 3,880 people
- Repost of Sussex Police missing person notice – 3,504
- Repost of WSCC notice of road closure over the Angmering Station level crossing between 1st and 3rd September – 2,623
- Publicity for East Preston Football Club Under 12s and 10s – 1,378
- Post concerning the missing presumed vandalised Food & Drink Festival poster from the end of St Mary's Drive – 1,326
- Publicity about the theft of tables and chairs from the Infant School – 1,290
- Publicity for East Preston Football Club Under 12s – 1,073
- Repost for a missing cat - 963
- Publicity for Bees' Needs Week – 807
- Publicity for East Preston Football Club charity football match - 788
- Poster for the Friends of East Preston Schools Summer Fayre – 751
- † Publicity for Very Nice Vegan coming to the Food & Drink Festival – 702 (N.B. where possible every single attendee is given a publicity post on the Food & Drink Festival page; this one was unusual to have been seen by more than 500 people)
- Poster for first meeting of the East Preston Railway Club – 627
- Publicity for temporary traffic lights in Old Worthing Road on 27th July – 617
- ▲ Post publicising the future direction of the East Preston Business Community director website - 530
- Post about stolen road signs from Angmering-on-Sea estate - 527
- Poster of West Sussex County Council *Top Ten Tips For Keeping Cool in Hot Weather* – 521
- Link to Co-op Membership Best Neighbour Award - 503

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 22nd August)

The number of people currently following the council on Facebook is 1,128, an increase of twenty-four over last report.

No posts placed on Nextdoor.

17. **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 – 28th June – sent to 756, opened by 467 to date (61.9%)

Parish Council news – 6th July – sent to 758, opened by 485 to date (64.1%)

Parish Council news – 19th July – sent to 759, opened by 523 to date (69%)

Parish Council news – 2nd August – sent to 761, opened by 473 to date (62.2%)

Parish Council news – 16th August – sent to 765, opened by 502 to date (65.8%)

18. Things we have been asked since the last meeting

“Urm, did you hear we have nude swimmers? Two days in a row two women swimming naked 🙈 Hope they don't coincide with Beach School...”

“What are the Silent Soldiers made of? I would like a goat made for my front garden.” (dibond)

“What is the best secondhand bookshop in Worthing?”

“Have you had many complaints about the poor Post Office service in One Stop?”

“How long would it take to walk to Rustington?”

“Where can I park when I want to go fishing?”

“Is there a local bus to Littlehampton?”

“Do I need a permit to sell lemonade and chilled water outside the front of my house?”

“Are Silent Soldiers available to members of the public?”

“Where can I get a ball for the table-football table?” (Seaview Stores)

19. Recent bouquets and complaints

(In addition to anything reported above)

From a resident of South Strand in response to an e-newsletter, “Thanks as ever for this. Can you please add my wife to the email list for these updates as she accuses me of not always updating her with items of interest.”

Thanks received from East Preston Infant School for help in finding furniture stolen from its site.

A Rustington resident called in to compliment the yarn-bombing. In conversation, she said East Preston did things much better than Rustington, she felt there was a much better community feel, although there was a slight *Dad's Army* feel to East Preston. She did clarify that was not meant as a criticism.

From the lead contact at Littlehampton-based charity, Enable Me, “Could you please take Enable Me off your mailing list. We close on the 31st July and are unsubscribing from all our local contacts this week. Thank you for all your interesting newsletters and support to our small charity in the past. Good Luck with your festival next year and hope you all keep well.”

A local resident who contacted the council expressing concerns over how the Planning & Licensing Committee handled his Planning Application, “In conclusion thank you for your assistance and courtesy, however I'm afraid you can deduct 4 people from the 6000 residents of East Preston who appreciate the Council's work.”

From a resident of Sea Lane seeking more information on the redevelopment of nos. 45 and 47 Sea Lane, “Thank you so much for your two very clear and helpful emails yesterday, which I read this morning - I knew that I was contacting the right person when I wrote to you and that you would be able to get some answers!”

Very quickly, I helped two members of the Festival Committee with MailChimp. “Thank you so much for taking the time to do this for us Simon, we do appreciate all you do not only for Festival, but for the community as a whole - we think you're wonderful even if we don't always say it (and I'm preparing the ground for when we next need your help!)”

From the President of East Preston & Kingston Bowls Club referring to the club's charity event on 18th August, “Thank you Simon for advertising our Charity do last Saturday. We had a fair amount of visitors so the advertising paid of. In total we made over £900 for our two charities, MIND and St. Bridget's, one of the Cheshire Homes based In Rustington.

Thank you once again.”

A resident of Clarence Drive stopped me in the street, whilst I was talking to another resident, to ask about a Planning Notice which has been put up by the vet's in The Street. I explained this was to do with a Planning Application for St Mary's Drive to which the resident turned to the other resident and said, "He's never let me down, whatever question I ask him."

A resident of Nursery Close called in to thank the council for encouraging the Angmering-on-Sea Lawn Tennis Club to clear the ditch on its western side, a wonderful job had been done. I passed these thanks on to the Tennis Club.

20. Leave

I shall be on leave on 13th September.

21. September Meetings and Events

This list may be incomplete and is subject to change.

3 rd	Merchant Navy Day (09:45, East Preston Library) Full Council (19:00, East Preston Infant School)
5 th	Food & Drink Festival Working Party (09:30, Council Office) Christmas Celebrations Working Party (10:00, Council Office) East Preston Youth Club Annual General Meeting (11:00, Council Office)
6 th	Business Breakfast (08:00, The Seahorse)
10 th	Audit & Governance Committee (tbc) Planning & Licensing Committee (17:00, East Preston Infant School) Friends of St Mary's meeting (18:30, St Mary the Virgin) (ST and SC only)
11 th	Society of Local Council Clerks, Sussex branch, quarterly meeting (10:00, Newhaven) (SC only)
12 th	NHS Big Health and Care Conversation (14:00, Billingshurst) (EL and SC only)
17 th	WSCC Pensions briefing (10:00, Billingshurst) (SC only) WSCC Armed Forces Training (18:00, East Preston Infant School) Amenities Committee (19:00, East Preston Infant School)
18 th	ADC Conservation meeting (13:30, Council Office) (Planning & Licensing Committee and Preservation Society reps only)
19 th	Arun District Association of Local Councils (tbc) (ST only)
20 th	ADC Online Safety and Fraud Awareness training (09:30, Civic Centre) (SC and TK only)
24 th	Planning & Licensing Committee (18:00, East Preston Infant School) Community Engagement Committee (19:00, East Preston Infant School)
27 th	West Sussex Mediation Service Annual General Meeting (18:00, Horsham) (any volunteers?)
30 th	East Preston Classic Car Show (10:00, Village Green) East Preston Beach Clean No. 12 (11:00 to 13:00, 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**

21st August 2018

Item 16 – Social Media – the Clerk confirmed the missing person had been found but, as far as he knew, the missing cat had not been found.

The Chairman thanked the Clerk for his report.

635/18 EXTERNAL MEETINGS AND EVENTS

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

Art and Design & Technology Exhibition, 25th June

Angmering School

The council had an invite to attend the Art, Design and Technology exhibition at Angmering School on Monday 25th June, which I attended on your behalf.

The exhibition consisted of work made by pupils from year 7 through to GCSE level years. I know I have been out of school a few years now, I certainly do not remember these skill levels in my day.

It was amazing to see what can be achieved using a digital camera in different ways. There was textile, woodwork and metalwork exhibits on display. The exhibition was very well attended by the student's parents.

There were 4 prizes given to the top students. There were still a few exhibits away for marking which were not on display. Light refreshments were made available during the evening.

My thanks to Angmering School for the invite.

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

22nd July 2018

Littlehampton Town Council – Armed Forces Day, 30th June

Littlehampton

For Saturday 30th June, I was invited by the Littlehampton Mayor Mr Billy Blanchard-Cooper to attend the Armed Forces Day at Littlehampton. The weather could not have been better, very sunny and a nice breeze.

We had the great pleasure of being led off from the Town Hall to the East Green Seafront by the band of the Grenadier Guards. There were a number of British Legion Veterans from all the Armed Forces and a large number of marching bands. The R.B.L. Standard was paraded along with 7 other various Standards.

On arrival at East Green, there was a Drumhead Service, with songs, readings and hymns. The Deputy County Sheriff then presented two long service awards to officers of the Sea Scouts. We were then treated to displays from the R.B.L. Motorcycle team, a YAK 52 aircraft display and the IMPS Motorcycle display team.

The afternoon started with a medley of well-known tunes from the Grenadier Guards followed by more displays. The Battle of Britain Memorial Flight (BBMF) was supposed to happen but only a single Spitfire performed.

My thanks to everyone concerned for a cracking day.

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

22nd July 2018

Sussex and Surrey Associations of Local Councils (SSALC) Meeting Procedures and Employment Briefing, 5th July

Lythe Hill Hotel & Spa, Chiddingfold

I attended the course below which is quite difficult to condense and keep it interesting so I have given bullet points and if you want any more information please ask me. One thing to be noted which is important is the misnomer of the title Clerk. It does not seem to indicate how important the role is and in some Parish and Town Councils this position is now called Chief Executive Officer. I hope Councillors and others who read this will find it gives more clarity to the level of responsibility held by the Clerk.

Meetings and Human Resources Briefing and Awareness Training

Presenters: Anne Bott Assistant CEO SSALC
Roger Taylor Honorary Solicitor SSALC
Rob Evans Human Resources (HR) Services Partnership

Council and Committees

- A good Council works together
- Financial decisions can only be made by elected members (this includes co-opted members)
- The Annual Meeting of the Council (not the Annual Parish Meeting) can only be conducted in May between certain dates
- The public need to be invited by the Chairman to speak and NOT run the meeting

Role of Councillors and Clerk

- Individual Councillors can ask for inclusion of Agenda items, but the final decision on any Agenda rests with the Clerk
- Reports should be circulated three days before a meeting and the summons signed by the Clerk
- Three members may call an extraordinary meeting but the summons must be signed by them
- No statutory meetings can be held in licensed premises
- Working groups have no budget and should last no longer than one year
- A sub committee may have their own budget
- The minute is a lawful decision made by the Council and any amendment is put at the bottom of the minutes
- Declaration of interest is the decision of the member
- Declaration of financial interest the member MUST leave the room
- Members who belong to National Organisations may still vote, eg WI
- Apologies for absence, plus a reason must be noted and VOTED as agreed; reasons should be solid and reasonable, for example attendance at a darts match may be considered unreasonable and unacceptable, but ultimately it is the meeting's decision
- No attendance at any council meeting for six months automatically deselects a councillor [Clerk's Note: unless Full Council votes, before the six months expires, not to invoke automatic deselection for some reason, for example, ill health]
- If the Chairman is present (s)he MUST assume the chair and her/his only other additional power is (s)he has a casting vote
- All correspondence MUST go through the Clerk as (s)he has a legal responsibility for the Parish Council

Staffing

- Recruitment must have a job description and a personal specification
- Decide on shortlisting criteria
- Draft interview questions and selection tests
- Score interview performance and selection tests
- Ask for candidate feedback
- Keep documents for six months
- Keep your personal prejudices to yourself

Appraisal and Supervision

- Appraisal training should be taken as Parish Council appraisal is very different to other work places
- There should be regular supervision sessions, if possible, monthly
- Two delegated members should conduct supervision and appraisal with the Clerk
- Supervision meetings should be made regularly and be linked in with appraisals

Managing Grievances

- The quicker the better
- Member of staff conflict with councillor dealt with under Code of Conduct
- Ask what outcome is expected

Sickness Absence Policy

- Do we have one?
- Include return to work meetings
- Interview if criteria is exceeded, say, ten consecutive days absence or absence on three separate occasions

Freedom of Information (FOI)

- Personal emails have to be revealed if there is an enquiry
- Notes taken during meetings should have a policy as and when they are destroyed
- If Council have their own domain and continue to use their own email address FOI may request disclosure

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

8th July 2018

**Meeting with West Sussex County Councillor Debbie Kennard,
5th July**

East Preston library

The Chairman, Steve Toney and I arrived at East Preston library, as arranged, to meet with Councillor Debbie Kennard and Samantha Herron from the Library service for a photoshoot next to the Silent Soldier installation. Regrettably Councillor Kennard did not attend, apparently due to a clash in her engagement diary. A photo was taken however of the parties who did attend. A further attempt to meet with Cllr Kennard will take place on 30th July.



(Left to right): Councillors Pat Gander and Steve Toney, and Elayne Jones from East Preston Library

Cllr Patricia Gander

14th July 2018

**Friends of Zachary Merton Community Hospital – Annual
General Meeting, 6th July**

Rustington

I attended the League of Friends, Zachary Merton Community Hospital AGM on Friday 6th July 2018. The Deputy Mayor of Littlehampton, Councillor Tracey Baker, also attended, with a small number of the public. After the formal meeting, Lucie Brumber, Modern Matron, gave a talk about 70 years of the NHS and the impact of volunteers.

Cllr David Moore

10th July 2018

**Voluntary Action Arun & Chichester – Annual General
Meeting and Networking Lunch, 18th July**

Yapton

I attended the Voluntary Action for Arun and Chichester AGM at Yapton Village Hall.

The group is a helping hand for community groups and offers advice and training. Over the last year they have been working closely with other groups throughout Sussex and mid-Sussex and hope to formalise this in the future. They are launching a new website www.vaac.org.uk in September. They also match volunteers in the community through www.volnow.org.uk

There were lots of achievements to report of their good work and the annual report and finances were presented. This ended with a presentation to their current chief executive who will step down as of next March.

We were given a presentation on the 5 Ways to Wellbeing by Graeme Potter from WSCC Public Health which was really informative and provided some great ideas about promoting wellbeing, I will be talking about this through Community Engagement to see how we can use the resources.

The event finished with a lunch and stands from local providers and groups.

Cllr Lisa Duff

24th July 2018

NHS Littlehampton Health Services Advisory Group, 26th July

Durrington

The meeting was attended by Dominic Wright, the new Managing Director of the Coastal West Sussex Clinical Commissioning Group (CCG), Sarah Henley, Head of Primary Care and other members of the management team. In addition, there were representatives from Arun DC, Littlehampton TC and other parish councils, and other members of the local health community.

The focus of the meeting was the content of the Briefing paper, which is attached to this report as an appendix. The CCG were keen to emphasise the positive steps that have been taken over the last year and in particular the success being achieved by the development of a LCN, which brings together a network of health, council and voluntary organisations to adopt an integrated approach to improving the health and wellbeing of the local population.

(Since this meeting, Simon and I have met with Tina Favier from the CCG to discuss EPPC's involvement in this LCN).

Despite the positive steps being made, it was acknowledged that there remain real challenges in the area, mainly due to the lack of estate and the national shortage of GPs. The 6 practices in the Rustington, Angmering and Littlehampton area have independently commissioned a feasibility report on the estate situation which is due to be discussed in September. Much frustration was expressed by many people present at the meeting at the slow progress in resolving the estate crisis.

The CCG is very keen to improve communication and will issue monthly/regular briefing papers which are for open access – an example can be seen at Appendix C and has already been circulated to residents via the Clerk's e-newsletter of 2nd August. In addition, they are keen to promote more interaction with the public and intend to build on a recent meeting which was well attended. The next meeting is scheduled for Saturday 20th October at the Windmill Theatre in Littlehampton (10-12)

Cllr Patricia Gander

2nd August 2018

Meeting with West Sussex County Councillor Debbie Kennard, 30th July

East Preston library

This was the rescheduled meeting – see above.

The Chairman, Steve Toney and I met with Councillor Debbie Kennard who is the WSCC Cabinet Member for Safer, Stronger Communities and has responsibility for the County's libraries. She expressed great interest in the Silent Soldiers and we were able to advise her of their various locations throughout the village. Councillor Kennard advised Councillor Toney that she was very happy for the installations to remain in situ beyond the end of the year. Photos were taken of Councillor Kennard, Steve and me by the war memorial and the Silent Soldiers.

During the visit we were able to tell Councillor Kennard of other community activities led by the Parish Council in the village, including the forthcoming Food and Drink Festival. An informal invitation has been extended to her to attend this and other events in the coming months.

The library was very busy during the visit and Councillor Kennard took the opportunity to chat to residents and in particular to a family who were participating in the Summer Reading Challenge – and another very nice photo opportunity followed!



(Left to right): Councillors Pat Gander and Steve Toney, and County Councillor Debbie Kennard outside East Preston war memorial

Cllr Patricia Gander

2nd August 2018

636/18 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

No questions were asked nor comments made.

637/18 NEW ITEMS FOR THE NEXT MEETING (1ST OCTOBER)

The Clerk explained the East Preston Festival Committee was holding its donations evening on 1st October too. In order to allow some council representatives to attend both meetings, the council AGREED the meeting could start at 18:30 on this occasion.

The meeting concluded at 20:25

Chairman: *Cllr Steve Toney*
Councillor Steve Toney

Date: **1st October 2018**

END