



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 5th February 2018 at the East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors Christine Barber, Lisa Duff (from 19:04), Barbara Gale, Elizabeth Linton, Glyn Mathias, Rick McElroy (from 19:02), David Moore, Danny Shah, Hazel Tester (Chairman), Steve Toney and Steve Wilkinson

ALSO: Clerk to the Council, Simon Cross

County Councillor Roger Elkins

Seven members of the public

ABSENT: Councillors Joop Duijf and Pat Gander

* * * * *

In the absence of a Chairman, the Vice-Chairman of the Council, Cllr Tester, assumed the chairmanship of the meeting.

Cllr Tester opened the meeting at 19:00.

85/18 **INTRODUCTIONS**

Cllr Tester welcomed those present, reminded them why she was in the Chair and explained some items of meeting protocol.

86/18 **APOLOGIES FOR ABSENCE**

An apology and a reason for absence were accepted from Cllrs Duijf and Gander [REDACTED].

87/18 **DECLARATION OF INTERESTS**

No interests were declared.

88/18 **PUBLIC SESSION**

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

No Agenda Item – Mrs Akhurst referred to the Agenda on which it stated sound equipment could be made available upon request. Mrs Akhurst felt the kit should be made available for all council meetings.

The Clerk replied the kit had not been available for recent meetings because of the building works taking place at the school and this had been explained at the beginning of those meetings. The kit was in use for this meeting.

Mrs Akhurst said she did not want to offend or appear to criticise councillors but perhaps some training in how to use the microphones could be given.

Agenda Item 13a – Amenities Committee – Mrs Akhurst said she had a number of questions relating to the council’s decision to start charging for use of the Village Green car-park and would email these to the Clerk. Mrs Akhurst said she would appreciate it if the answers could be given to her in writing and copied into the council’s Minutes as a record.

No Agenda Item – Mrs Wallace reminded the meeting the Millennium Wall-hanging had been in the library for nearly a year now and the agreement between the council and the Library Service called for a yearly meeting to review the situation. Was this meeting imminent?

The Clerk advised the meeting the agreement called for an annual review meeting to be held before 31st March each year. He had contacted the library’s Cluster Manager asking for a meeting date to be agreed.

Mrs Wallace was pleased to hear this and asked whether the Library Service would be providing statistics on the number of people who have been into the library to visit the wall-hanging. The Clerk said provision of such statistics had never been part of the agreement, had never been suggested before and was unsure what figures the Library Service would be able to provide, but he would ask.

89/18 COUNCILLOR RESPONSES

There were no further responses to any of the items above.

90/18 WEST SUSSEX COUNTY COUNCIL (WSCC)

Cllr Elkins referred to the Minutes of the last meeting and explained further about the Travel Plan mentioned in Minute 006/18. He now understood creation of a Travel Plan was the responsibility of the relevant school, not a central WSCC function. The Infant School’s Travel Plan was last updated in March 2017 and it was a Condition of the Planning Permission it had to be updated again to take into account the additional pupils coming to the school.

The Clerk said this was not what the council and public had been led to believe at the meeting held back in April 2016. At that meeting, Leigh Hunnikin and Graham Olway had made no mention of the existing Travel Plan having been revised in March 2017 and had given the impression a (new) Travel Plan would be available before building works started. Cllr Elkins and members of the public concurred with this statement.

Cllr Linton advised Cllr Elkins this council had made budgetary provision for two school crossing patrols in the future and was actively advertising for candidates at this time. Cllr Elkins was not sure whether there was mention of school crossing patrols within the schools’ Travel Plans. The Travel Plans were available from the schools’ websites.

Cllr Elkins said the Infant School building works were progressing and part of the new building would be handed over to the school at Easter with the rest of the project due for completion in July.

WSCC was planning a 4.95% increase in its Council Tax for 2018/19. Generally, WSCC was seeking fairer funding provision from central government as it felt it was being penalised for good budgetary measures in the past. The budget was now running at £500m a year of which nearly £200m is spent on Adult Social Care. WSCC is the second largest provider of Adult Social Care in the county behind the National Health Service. £93m in the new budget was targeted at Children and Young People. WSCC was also focussing on some other matters such as help for the homeless (£600k), refurbishment of white lines across the county, hardship funds and solar energy schemes (£200k).

The council was in the process of renegotiating its highways contract.

In response to a question from Cllr McElroy, Cllr Elkins said he did not believe the collapse of Carillion had had a direct impact on any WSCC projects or programmes.

91/18 ARUN DISTRICT COUNCIL (ADC)

No Arun District Councillors attended the meeting.

The Clerk spoke to the paper which had been circulated in advance of the meeting:

Arun District Council – Assets of Community Value

Council is asked to consider whether or not some councillors should meet with Mr Jonathan Marshall concerning this council's nomination of The Seaview Hotel as an Asset of Community Value.

This morning I attended a hearing at Arun District Council, chaired by Karl Roberts, Director of Place.

The hearing was the first part of the appeal process started by the owner of The Seaview Hotel, Mr Jonathan Marshall. Members will remember Mr Marshall wrote to all councillors late last year.

In brief, an application was made by local residents to have The Seaview Hotel listed as an Asset of Community Value in order to protect it – to some degree – from future development into something else. This application was made on the basis the venue is primarily a pub and restaurant and the hotel side of the business is secondary to those uses. The application was successful but an appeal was made by Mr Marshall and at tribunal, the application decision was overturned on the grounds the nomination had been invalid as the group making the application had not undergone any kind of decision-making process. Part of Mr Marshall's argument at the time of the tribunal was the venue is a hotel and hotels cannot be listed as Assets of Community Value. However, the Tribunal Judge, Simon Bird, decided the venue was more pub and restaurant than hotel and therefore, had the application been submitted by a valid party, the venue would have been suitable for listing as an Asset of Community Value. On that understanding, this council was approached to submit a nomination which it did and which was again successful.

Mr Marshall's main argument today was a circular argument within the Assets of Community Value legislation as to the status of a hotel which is not 100% used as a hotel. Mr Marshall believes having the venue listed as an Asset of Community Value is, contrary to what he believes the council and community was trying to do by nominating it, detrimental to the future of the business. He explained why he believes the listing will make it harder for his company to invest in the pub in the immediate future and that may leave the venue exposed. Representing the District Council, Mrs Christine Bardwell explained no different evidence had been provided by Mr Marshall between the first and the second application and therefore, with the nomination now being from a wholly valid source, the venue could again be listed as an Asset of Community Value.

Asked by Mr Marshall how often I had visited The Seaview in the past year, I said about three times but went on to explain I did not live in the village. He said he did recognise the names of any of the councillors but I assured him there were councillors who had probably been to the venue more often than I had in the past year. Mr Marshall is a firm believer in a policy of use it or lose it.

Karl Roberts advised the hearing he would make a decision by 9th February.

Outside the meeting, I told Mr Marshall the council did a lot to support businesses in the village and had at no point intended to undermine his business. Mr Marshall asked whether the council would consider withdrawing its application to which I replied, I would have to ask.

Subsequently, I have asked Karl Roberts if he believes the council could withdraw its application and his response was, "I don't believe what you suggest is possible. We have taken your nomination and dealt with appropriately and have arrived at a decision. . If your council wants to make a representation on the appeal I will allow it if Mr Marshall has no objection, giving him a right of reply. I will check with Mr Marshall if he is okay with this."

In light of no further information from Karl Roberts at the time of writing, tonight council is just asked to agree whether or not some councillors (I suggest the Finance & General Purposes Committee) should meet with Mr Marshall if there is action in this matter this council can still undertake.

Simon Cross – **Clerk to the Council**

30th January 2018

There had been no further contact with either Mr Roberts or Mr Marshall. Given the opportunity to add further comment as Chairman of the council's Finance & General Purposes Committee, Cllr Shah said he felt the Clerk had summarised the situation fully and he had no objection to Mr Marshall being invited to the next committee meeting, depending upon any further comment from Mr Roberts.

1169 The Council **RESOLVED** unanimously to invite Mr Marshall to the next meeting of the council's Finance & General Purposes Committee if appropriate.

93/18 **MINUTES OF THE MEETING HELD ON 8TH JANUARY 2018**

The draft Minutes had been circulated on 11th January asking for comments by 18th January. No comments or suggestions had been received from councillors.

1170 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting that took place on 8th January.

This action was completed.

94/18 **UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS**

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

Monthly Update Report

1. **Introduction**
2. **Minute 904/17 – Arun District Council – revised Members’ Code of Conduct**
3. **Minute 007/18 – Arun District Council – Disabled Facilities Grants Policy**
4. **Minute 017/18 – New Items for the Next Meeting (5th February) – Resignation of Chairman**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 8th January 2018.

2. Minute 904/17 – Arun District Council – revised Members’ Code of Conduct

Completed new Register of Interests forms have been received from all councillors and have been forwarded to the Monitoring Officer at Arun District Council. An electronic copy will have been returned to each councillor. The Register of Interests page of the council’s website has been updated.

3. Minute 007/18 – Arun District Council – Disabled Facilities Grants Policy

District Cllr Chapman has provided me with a paper copy of the paper Arun District Council considered on this topic. If any councillor would like to read the paper, please contact me and we can arrange a time for you to come in and have a look.

4. Minute 017/18 – New Items for the Next Meeting (5th February) – Resignation of Chairman

Following Cllr Duijf’s resignation as Chairman of the Council, I emailed all councillors advising them not to make any hasty decisions regarding the chairmanship of the council and their own desires, or otherwise, in relation to the chairmanship.

I have informed neighbouring councils and local organisations of Cllr Duijf’s resignation.

Simon Cross – **Clerk to the Council**

25th January 2018

Nothing was added.

95/18 FINANCIAL MATTERS

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

- 1171** The council **RESOLVED** unanimously to approve the outstanding Purchase Orders report for 2017/18, value £7,075.68.
- 1172** The council **RESOLVED** unanimously to approve the Late Paid Report for December 2017, totalling £424.05 (incl. VAT).
- 1173** The council **RESOLVED** unanimously to approve the Supplier Invoices Paid report for January 2018 totalling £1,280.66 (incl. VAT).
- 1174** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for January 2018 totalling £11,038.28 (incl. VAT).
- 1175** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £266,050.24 net for the financial year ending 31st March 2018.

The council NOTED the paper Bank Reconciliation to 12th January 2018. Cllr Shah had completed a paper Bank Reconciliation in advance of the meeting.

The council NOTED the Budget Summary for the financial year to date without further comment.

The Chairman thanked the Assistant Clerk for the financial reports.

96/18 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 15th January; Community Engagement on 29th January; Personnel on 15th January and Planning & Licensing Committee on 22nd January.

Draft Minutes from most of these meetings will have been circulated to all councillors by the time of this meeting. Personnel Committee meeting Minutes are confidential and only circulated to members of that committee – a report from the Chairman of the Personnel Committee can be found below.

Simon Cross – **Clerk to the Council**

25th January 2018

Amenities Committee

The committee met on Monday, 15th January.

Several members of the public attended mainly to talk about charging for the use of the Village Green car-park or the future of the Youth Shelter on Lashmar Recreation Ground.

Three businesses from the southern end of the village were represented although only one gave any real indication of any negative impact charging for the Village Green car-park was having on their business. The committee agreed to extend the grace period to fifteen minutes – this is the time a One Parking officer must leave from first seeing a car without a ticket to issuing that car with a fine. The committee believes this will be fairer on members of the public just wishing to collect from or deliver to a business. This did not wholly appease some of the businesspeople present but fifteen minutes is the longest One Parking will allow without charging the council more. The committee will continue to monitor the situation.

Following the concerns raised by local residents at the Full Council meeting in December (Minute 897/17), the committee also considered the future of the Youth Shelter. As the Youth Shelter has had to be moved during the construction of the Multi-Use Games Area (MUGA), the committee agreed not to reinstate the Youth Shelter immediately, wanting to see what impact the shelter's removal would have on anti-social behaviour in that area. Subsequently, it has come to light the shelter broke, beyond reasonable repair, when it was moved by ADC's contractors. Should the committee decide later in the year it would like to replace the shelter or something similar, ADC has said it is willing to discuss this further at that time.

The committee also had update reports on the provision of Beach Access for all at the bottom of Sea Road and the Sea Road toilets refurbishment project.

The expected visit from representatives of the East Preston Village Pre-school did not take place as its plans are changing and are yet to be finalised. Once the plans have been finalised the Pre-school will contact the council again.

Simon Cross – **Clerk to the Council**

29th January 2018

Personnel Committee

The committee met on Monday, 15th January and this is a summary of that meeting.

Chairmanship of the Council

Following Councillor Duij's recent resignation as Chairman of the Council, the Personnel Committee discussed the immediate arrangements until a new Chairman is elected. In the short-term Councillor Tester will chair the February meeting of the Council and be the first point of contact for the office when necessary.

Requirements of a Chair

The Committee has received information from the Chairs of Finance & GP Committee and Personnel Committee which will be attached to the individual Committee's Terms of Reference document. Information is yet to be received from the Chairs of Community Engagement, Amenities, Planning & Licensing and Audit & Governance. The Clerk and I are in the process of producing a document/job description for the Chairman of the Council.

Lone Worker Policy

This was agreed by the Personnel Committee and will be submitted to Full Council with a view to adoption.

Training Requirements

A matrix of Councillors' future requirements has now been produced and appropriate courses will be sought.

Performance Management

The Clerk's annual appraisal was undertaken on 11th January 2018 by myself and Councillor Linton. The appraisals for the office staff were completed in October 2017.

Mentorship

Councillor Linton will mentor Councillor Wilkinson facilitating his new role as Councillor.

Cllr Pat Gander – **Chairman of the Personnel Committee**

21st January 2018

Cllr Tester asked each of the committees' Chairmen if they had anything to add.

As Vice-Chairman of the Community Engagement Committee, Cllr Linton announced the committee had agreed the council would take a walking part in the Carnival Procession on Saturday, 9th June. The theme was the nations taking part in this year's football World Cup.

Cllr Shah confirmed the next meeting of the Finance & General Purposes Committee was scheduled for the morning of Monday, 19th February.

97/18 COMMUNITY ENGAGEMENT COMMITTEE – WEBSITE WORKING PARTY

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

Community Engagement Committee – Website Working Party

CLr Tester to introduce this item.

Council is asked to adopt the Terms of Reference for the Website Working Party.

Members will be aware Arun District Council (ADC) will no longer allow town and parish councils to parent their websites with ADC. The Community Engagement Committee agreed in September to work with Maureen Chaffe at ProcessMatters to design, build and host a new website for the council. A Website Working Party has been formed and the Community Engagement Committee is asking council to adopt the following Terms of Reference:

Website Working Party (WWP) Terms of Reference (version 1 – draft)

1. Overview
 - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the new East Preston Parish Council website to be implemented in 2018.
2. Responsibilities
 - a. To advise East Preston Parish Council on matters relating to the new website.
 - b. To consider and agree the content of the new website.
 - c. To consider and agree the design (look) and functionality of the new website.
 - d. To provide recommendations to East Preston Parish Council upon matters relating to the new website.
 - e. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in.
 - f. To operate within the terms of council Standing Order 34 which explicitly covers the operation of working parties, unless specific agreement is granted by Full Council or the owning committee of the working party.
3. Timescales
 - a. The working party is initially set up for six months from the date of its first meeting.
4. Membership
 - a. Any volunteer invited at the discretion of either the WWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.
 - b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
 - a. The Chairman of the Council shall nominate the WWP Chairman, in consultation with other councillors.
 - b. WWP will report to the Community Engagement Committee in the first place.
 - c. WWP may make recommendations direct to Full Council where timing is a determining factor.
 - d. No proposal or guidance from WWP will be council policy until agreed by Full Council.
6. Officer support
 - a. There will only ever be limited administrative support available from the council's officers.

Simon Cross – **Clerk to the Council**

23rd January 2018

1176 The Council **RESOLVED** unanimously to adopt the proposed Terms of Reference for the Website Working Party.

98/18 COMMUNITY ENGAGEMENT COMMITTEE – ROYAL BRITISH LEGION SILENT SOLDIERS

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

Community Engagement Committee – Silent Soldiers

Council is asked to agree the purchase of three Royal British Legion Silent Soldiers for the village at a cost of £750.

At its meeting on Monday, 29th January, the Community Engagement Committee considered correspondence from the Royal British Legion about hosting Silent Soldiers in the village.

The committee would like the council to purchase three of these at a cost of £250 each. The committee would like to display two of these on the Village Green and one adjacent to the World War 1 bench outside the library. This correspondence from the Royal British Legion was received too late for any consideration in the budget for 2018/19, so the committee is asking that the £750 be taken from the contingency budget line for the current financial year. There is enough money in that budget line to cover this and no other expenditure against this budget line is predicted before the end of the current financial year.

More information on the Silent Soldiers is overleaf.

Simon Cross – **Clerk to the Council**

30th January 2018

RBL SUSSEX
Silent Soldier
1914-1918
Lest We Forget

IN SUPPORT OF
THE ROYAL BRITISH LEGION

Nearly 1.1 million British and Empire service men and women were killed during the First World War before the guns finally fell silent on Armistice Day 11 November 1918. The Sussex Royal British Legion is keen to ensure that we pay our respects to those who gave so much.

Sussex RBL will be inviting sponsors for the SILENT SOLDIER, as seen in the photos. These Silent Soldiers will appear across the county as we commemorate the end of WW1. They will appear on buildings, gardens, fields, roundabouts and many other places, companies, individuals can join the Nation to remember and have a Silent Soldier proudly on display.

Sussex RBL know, without doubt, that British communities will come together in all sorts of different ways to reflect and remember the huge sacrifice that so many people made during those years of war. The Silent Soldier will be Sussex's tribute to remember.

RBL Sussex are asking companies, businesses, churches, local authorities, private individuals and other well-known establishments to purchase a silent soldier and place them ready for the commemoration of the WW1 period. This will start in Sussex during November 2017 and end in December 2018.

The Silent Soldier can be fixed to buildings and walls and will appear as troops did between 1914-1918 when returning home "silently". The Silent Soldier is a mark of respect to the many who lost their lives and never returned home.

The Silent Soldier comes complete with a post, screws and your name at the bottom as seen in the photo example.

For further information please contact

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BRITAIN'S BRAVEST

1177 The Council **RESOLVED** unanimously to purchase three Silent Soldiers for display within the village.

The Clerk said he was aware of one non-shopfront business which was thinking of purchasing an additional Silent Soldier. The council was planning to display two on the Village Green and one outside the library; the Cluster Manager at the library was aware of the Silent Soldiers project and was contacting further up the Library Service chain for agreement.

99/18 PERSONNEL COMMITTEE – LONE WORKER POLICY

Cllr Linton thanked Cllr Gander and the Clerk for the work done on creating the Lone Worker Policy, see Appendix A below. The policy had already identified council officers going to the council's garage unaccompanied was a risk and the Clerk had issued a memo to his colleagues advising them they could no longer go to the garage alone.

1178 The Council **RESOLVED** unanimously to adopt the Lone Worker Policy.

100/18 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

The Christmas Celebrations Working Party met on 24th January and started to draw up detailed task lists for each element of the event. These lists will evolve over time and should make event planning a lot easier.

The Food & Drink Festival Working Party has not met but the event is open for stallholders wishing to apply for a stall. The closing date for applications is 1st March and members of the working party will meet in the following week to agree a balanced array of stalls for the event which is scheduled to take place on Saturday, 25th August.

The Leases Working Party has not met but work on the new lease to the Angmering-on-Sea Lawn Tennis Club is continuing in the background.

The Website Working Party met on 22nd January and would like to meet with Maureen Chaffe to discuss the council's options further. Cllr Wilkinson was elected Chairman of the working party.

Simon Cross – **Clerk to the Council**

25th January 2018

Cllr Tester added she believed the Christmas Celebrations Working Party meeting on 24th January had done good work and Alison in the office had done good work in interpreting the notes made by the Working Party members and the Clerk and building these into a spreadsheet. Cllr Linton added the task lists would hopefully form a useful starting point for councillors and volunteers in future years.

The Clerk said the Leases Working Party was getting close to agreeing the latest draft of the renewed lease to the Angmering-on-Sea Lawn Tennis Club. Once that was signed and in place, the next lease the Working Party was likely to look at was that with the East Preston & Kingston Village Hall Foundation.

Cllr Wilkinson reported he had been elected Chairman of the council's Website Working Party and the working party had had its first meeting. Much of the current content will continue on the new format, just a few bits may be lost and some new bits added. Cllr Wilkinson and the Clerk were meeting with Mrs Chaffe on 12th February to move the project forward. Support for the current ADC-hosted website ran out at the end of June this year. The working party was meeting again on 19th February.

101/18 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. Resignation of Cllr Duijf as Chairman of the Council**
- 5. East Preston Business Community Business Breakfast**

6. **Amanda Medhurst's funeral, 25th January**
7. **Social Media**
8. **MailChimp stats**
9. **A selection of things we have been asked since the last meeting**
10. **Recent bouquets and complaints**
11. **Leave**
12. **February meetings and events**

1. **Introduction**

This is the report mainly covering January 2018, and covers matters that may not arise elsewhere on the agenda.

2. **Police matters**

No new police matters during January. We did advise a resident of Manor Road who wrote in concerned about the behaviour of some white van men who were looking into people's back gardens and such like. Sussex Police had already been contacted by the resident's neighbours.

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

Two Freedom of Information requests were received, both relating to charging for the use of the Village Green car-park. Neither needed to be referred to the Freedom of Information Panel, although one was quite time-consuming to complete.

At the time of writing, one request has been completed whilst the other should be completed by Friday, 2nd February.

4. **Resignation of Cllr Duijf as Chairman of the Council**

The following comments have been received in response to Cllr Duijf's resignation as Chairman of the Council:

"Really sorry to hear that Cllr Duijf resigned as Chairman of the Parish Council. I would like to convey my appreciation for everything he has achieved in the Village and thank him for all his hard work. He has always been amazingly understanding, courteous and patient through some very difficult times in his tenure. I wish him all the best for the future and hope he enjoys a well deserved rest." (JW)

"Sorry to see Joop go but wish him well as thank him for all he had done" (JP)

"Please pass my best wishes to Joop on his retirement as Chairman. I always enjoyed our dealings even if we were sometimes at odds." (JT)

5. **East Preston Business Community Business Breakfast**

As advised in last month's report, there was no Business Breakfast in January. A programme of Business Breakfasts for the coming year has pretty much been drawn up. Five venues will each take their turn at hosting – Kerry's Tea-room, The Seahorse, Mrs Beeton's Tea-rooms, Ristorante Al Mare and the new venture next door to the Council Office. At the time of writing, there is space in the diary for a trip to the seafront kiosk should it be available.

6. **Amanda Medhurst's funeral, 25th January**

I represented the council at the funeral of former council chairman Doug Medhurst's elder daughter, Amanda. This was held at St Mary the Virgin church and was conducted by Reverend Andrew Perry. Former councillors present included Chris Roberts, Philip Sherwin and Jack Cogman.

7. **Social media**

Further to a request last month to keep this item going, I shall do so.

Only these Facebook posts published since the last supporting papers reached more than 500 people:

- † Applications now open post – 737 people
- Found bicycle photograph – 679
- Poster for 1st East Preston Scouts Table Top Sale - 658
- Poster for Look & Sea Centre event, *No Dogs on the Beach* - 593
- Post of BBC news article about a former East Preston resident, *Is this the UK's fittest pensioner?* - 568
- MailChimp repost for Parish Council news, 3rd January - 537

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 29th January)

The number of people currently following the council on Facebook is 1,067, a drop of four compared to last month.

No posts placed on Nextdoor.

8. **MailChimp stats**

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

Parish Council news – 3rd January – sent to 732 recipients, opened by 485 to date (66.3%)

Parish Council news – 16th January – sent to 732, also opened by 485 to date (66.3%)

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

“Can you help find a singing teacher for my daughter?” (We can try.)

“Have you seen Brian Grant lately?” (No, but that's because he moved away from the village.)

“Do you know any local gospel choirs?”

“Can we have a chat about suffragettes in East Preston?”

“We've moved to Angmering but can we stay on your e-mailing list, please. Angmering Parish Council doesn't have one.” (Of course you can.)

“Do you have a telephone number for the Rustington historian?” (No, but we looked up a telephone number for the Rustington Heritage Association as a good starting point.)

10. **Recent bouquets and complaints**

(In addition to anything above)

Thanks from a new resident of Clarence Drive for help Tracy gave him with in arranging a short-term loan of cones from WSCC to mark out room for his removal van.

Thanks for giving some details about local gospel choirs, “What would I do with out you !!!! Many thanks.”

11. Leave

I will be on leave on 8th and 13th February.

12. February Meetings and Events

This list may be incomplete and is subject to change.

5 th	Full Council (19:00, East Preston Infant School)
6 th	SSALC General Data Protection Regulations seminar (10:00, Chichester) (EL and SC only)
7 th	Business Breakfast (08:00, Kerry's Tea-room)
8 th	WSCC Joint Eastern Arun Area Committee, Highways & Transport sub-group (10:00, Littlehampton Town Council) (HT and EL only)
12 th	Planning & Licensing Committee (18:00, East Preston Infant School)
19 th	Finance & General Purposes Committee (10:00, Council Office) Website Working Party (19:00, Council Office)
20 th	Meeting with Angmering-on-Sea Lawn Tennis Club (10:30, Council Office) Meeting with East Preston & Kingston Bowls Club (11:30, Council Office) (tbc)
26 th	Planning & Licensing Committee (18:00, East Preston Infant School)
28 th	West Sussex Pension Fund (10:00, Billingshurst) (SC only)

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**

29th January 2018

Item 4 – Resignation of Cllr Duijf as Chairman of the Council – the East Preston & Kingston Preservation Society had asked to have its thanks to Cllr Duijf recorded. The society had found his assistance with projects such as the East Preston Neighbourhood Plan invaluable.

Item 7 – Social Media – Cllr Linton thanked the Clerk for continuing to provide information on the council's social media presence. This was very useful for councillors and residents without social media access.

102/18 NEW ITEMS FOR THE NEXT MEETING (5TH MARCH)

Nothing new was suggested.

Cllr Tester thanked the Clerk for his support through the meeting.

The meeting concluded at 19:46

Chairman: *Cllr Steve Toney* Date: **5th March 2018**

END

Personnel Committee – Lone Worker Policy

Council is asked to adopt a Lone Worker Policy for the council.

LONE WORKER POLICY – DRAFT 1

Introduction

East Preston Parish Council is responsible for the health, safety and welfare of its employees and acknowledges its responsibility to take active steps to protect employees from risk as per its obligations under:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010

Scope

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees and contractors. Whilst lone working is not in itself unsafe, lone workers face unique risks arising from the fact that they are required to work on their own for some or all of the time and thus are especially vulnerable to risk.

Definition

For the purposes of this policy a lone worker is, as defined by the Health and Safety Executive, anyone who is required to work in isolation without close or direct supervision and without the presence of, or interaction with, colleagues.

Aims of the policy

The purpose of this policy is to reduce the risks of lone working as far as is reasonably possible and practicable. The policy aims to:

- Increase councillor and staff awareness of safety issues relating to lone working
- Ensure lone working risk assessments are carried out in a systematic and on-going way
- Ensure safe systems and methods of work are put in place to reduce risk as far as is reasonably practicable
- Ensure appropriate training is in place for lone workers that equips them to recognise risk and provides practical advice on working alone, including encouragement of incident reports
- Ensure that appropriate support is available to those who have to work alone

Identified lone worker occupations

East Preston Parish Council has five employees: Clerk, Assistant Clerk, Receptionist/Admin Assistant, Village Orderly, Reserve (Weekend) Village Orderly.

At times, all five spend time working alone. The Village Orderly and the Reserve Village Orderly spend 100% of their working time alone.

As of October 2017, the Clerk estimates he spends 35% of his working time alone, the Assistant Clerk 20% and the Receptionist/Admin Assistant about 5%.

Additionally, the council casually contracts a handyman who works 95% of his time for the council alone.

Responsibilities

The Parish Council is responsible for the lone working arrangements of its employees and for the contents of this policy.

The Clerk is responsible for:

- Implementing the policy by identifying, evaluating and managing the risks associated with lone working
- Raising any concerns with the Council and for making recommendations for consideration and resolution
- Ensuring there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy
- Ensuring all lone workers are aware of this policy
- Ensuring risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work in to practice which are designed to eliminate or reduce the risks associated with working alone
- Ensuring that appropriate support is given to lone workers involved in any incident
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents

Lone workers are responsible for:

- Taking reasonable care of themselves and of other people affected by their actions
- Following the rules and procedures outlined in this policy
- For reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

Risk Assessment

Risk assessment is essential to good risk management. Assessment will be carried out for and by all those whose working practices make them vulnerable as lone workers.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (Appendix A). This will be used as a tool to compile a comprehensive risk assessment form, which will calculate risk, note mitigating controls and recommend additional actions that may be considered necessary. The risk assessment will be retained on file in the Parish Council Office.

Risk assessments for lone workers will include:

- safe access and exit
- risk of violence
- safety of equipment for individual use

- channels of communication in an emergency
- site security
- security arrangements i.e. alarm systems and response to personal alarms
- level and adequacy of on/off site supervision
- travelling between sites
- reporting and recording arrangements
- communication and traceability, and personal safety/security

Incident reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

An incident report log will be issued to all lone workers who should report all incidents to the Clerk who will prioritise each incident and identify any required action. All incidents where lone workers feel threatened or unsafe or verbally abused (even if this was not a tangible event/experience) should be reported.

Contacting / involving the police

The Council is committed to protecting staff from violence and assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in cases of emergency, employees and contractors should inform the Clerk of any incident immediately and the Clerk will thereafter take responsibility for contacting the police.

Support for staff

Employees and contractors working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk or unsafe. Staff should be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers’ training needs are assessed and that they receive appropriate training.

Immediate support following a violent incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Council Chair should be contacted. The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

Lone working for the Clerk

Where the items above relate directly to the Clerk as a staff member the appropriate controls will be exercised by the Personnel Committee of the Parish Council, or any body which replaces the Personnel Committee within the Parish Council.

Appendix A – Lone Working Checklist for Risk Assessment Form

Main issues of concern

Do employees work alone?

Do employees work outside normal office hours?

Do employees meet with members of the public or with contractors in an isolated location? Is there enough security provision?

Is there safe access to the Parish Council Office?

Do employee or contractor activities involve handling dangerous substances?

Do employees or contractors work in isolated areas?
Is there any fire risk?

Risk assessment form

The Clerk (with the Chairman of the Personnel Committee?) shall complete the risk assessment form under headings as follows:

- Hazard / identified risk
- People at risk
- Mitigating controls in place
- Likelihood of hazard (1-5)
- Potential impact of hazard (1-5)
- Risk category score (likelihood x impact)
- Additional controls required
- Revised likelihood of hazard (1-5)
- Revised impact of hazard (1-5)
- Revised category score

The following shall apply:

- Likelihood criteria: 1 very unlikely, 2 unlikely, 3 possible, 4 probable, 5 definite.
- Impact criteria: 1 very minor injury, 2 minor injury, 3 serious injury, 4 major injury, 5 single or multiple deaths.
- Additional controls required: 1-5 no further controls required, 6-8 further control to be considered (low priority), 9-15 further controls required – medium priority, 16-20 further controls required – high priority, 21-25 immediate action required.

Simon Cross – **Clerk to the Council**

22nd January 2018