

MONTHLY MEETING OF THE COUNCIL

5TH NOVEMBER 2018

SUPPORTING PAPERS

Agenda Item 4

British Transport Police

Police Constable Ed James will be at this evening's meeting to answer your questions on safety at the Roundstone Level Crossing.

Simon Cross – **Clerk to the Council**

18th October 2018

Agenda Item 8b

Arun District Council

Council is asked to note the following letter received by email on 18th October:

Dear Town/Parish Clerk,

Town/Parish Council Precepts – 2019/20

In order to facilitate the tax setting process I should be grateful if you could inform me of your precept requirement for 2019/20 at the earliest possible time, but in any event no later than 8th.February 2019.

The Government has issued a consultation paper setting out its intended approach to the 2019/20 local government finance settlement.

With regard to the extension of referendum principles (often known as capping) to town and parish councils the Government noted that the average band D parish precept increased by 4.9% in 2018/19 compared with a 6.3% increase in 2017/18. In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages the continuation of this downward trend and will keep the situation under active review.

You may wish to model the various factors influencing your 2019/20 town/parish council tax (expenditure and income projections, effect of new properties on the tax base, use of reserves etc.). If you need any advice or assistance with this please do not hesitate to contact Richard Lathey (richard.lathey@arun.gov.uk or telephone 01903 737564).

For 2019/20 I intend to pay half of each precept on 12th.April 2019 and the remaining half on 13th.September 2019.

I will write again in early December with details of the tax base for each Town/Parish Council for 2019/20.

Yours sincerely,

Alan Peach
Group Head of Corporate Support

Agenda Item 9

Minutes of Monthly Full Council meeting, 1st October

The draft Minutes were circulated to all councillors on 4th October, asking for comments by 11th October. One amendment suggested by Cllr Gander has been incorporated into the Minutes before you now.

Simon Cross – Clerk to the Council

26th October 2018

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 322/18 – Clerk’s Report, Item 11 – Correspondence re Golden Avenue**
3. **Minute 628/18 – Community Engagement Committee – Blue Plaque For Far End**
4. **Minute 719/18 – Personnel Committee – recruitment of an Assistant Clerk**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 1st October 2018.

2. **Minute 322/18 – Clerk’s Report, Item 11 – Correspondence re Golden Avenue**

Back in May I reported on the problems residents of the very top section of Golden Avenue were having with a large pothole on that stretch of road. WSCC would not fill the pothole as the road is unregistered. The pothole has now been repaired, paid for by the residents with a contribution from the West Kingston Residents’ Association. The residents are continuing to investigate the legal status of the road and their options for the future.

3. **Minute 628/18 – Community Engagement Committee – Blue Plaque For Far End**

The plaque has been delivered and will be installed on the morning of Friday, 16th November. All councillors have been invited to the unveiling at 14:00 on Saturday, 17th November. A small drinks reception has been organised for before the unveiling for members of the family, a few of their friends, former residents of the property and a few other people who have

helped with the commissioning and installation of the plaque. The *Littlehampton Gazette* has agreed to run an article following the installation.

4. **Minute 719/18 – Personnel Committee – recruitment of an Assistant Clerk**

The vacancy has now been advertised on the council's website, the Sussex Association of Local Councils website, the council's email to residents dated 25th October and the Indeed website. The vacancy is also referred to in an article about staffing changes in the Autumn 2018 Newsletter, which is scheduled to be delivered across the village from 3rd November. The closing date for applications is Monday, 26th November and the interview date is 4th December.

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Item 12

Committees

Since the last meeting, the following committee meetings have taken place: Audit & Governance on 8th October, Major Events on 22nd October, Personnel on 8th October, Planning & Licensing on 8th and 22nd October.

Draft Minutes from all these meetings are likely to have been circulated by the time of this meeting, 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**

26th October 2018

Agenda Item 12b

Audit & Governance Committee

The council's Internal Auditor, Ms Rachel Hall, visited the council on Tuesday, 16th October. Ms Hall spent over three hours reviewing the council's business from 1st April to 30th September.

The full report can be seen at Appendix A below and will be considered by the Audit & Governance Committee at its meeting in December.

Simon Cross – **Clerk to the Council**

17th October 2018

Agenda Item 12e

Major Events Committee

The committee held its first meeting on 22nd October. Cllr Linton was elected Chairman, and Cllr Gander Vice-Chairman. The other councillors on the committee are Cllrs Bowman, Chapman, Duff, Shah and Toney.

The committee considered progress on this year's Christmas Celebrations event. Community Volunteers Kim Billingham and Fiona Macleod, and library manager, Vicki Davey. All seemed to be on track.

The committee discussed progress with the End of Term reception in April. The date was changed from Sunday 14th to Friday 12th April and the event will run from 18:00 to 20:00. Canapés and drinks will be served to members of the public who have contributed positively to life in the village in the past four years. A decision upon dress code will be made nearer the time.

The committee agreed the following councillors would be the leads for the following events:

Christmas Celebrations 2018 – Cllr Linton
End of Term reception 2019 – Cllr Gander
Food & Drink Festival 2019 – Cllrs Chapman and Duff

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Item 12f

Personnel Committee

The committee held its scheduled quarterly meeting on 8th October and the following staffing matters were discussed:

Assistant Clerk

Tracy Khoo commences her revised hours and responsibilities on 1st November.

It was agreed that a locum Assistant Clerk should be appointed to provide some cover for the interim period before a new Assistant Clerk is appointed. SSALC assisted in this matter, contacting likely candidates from its list of willing locums. Since the meeting, an experienced candidate has been interviewed and a temporary appointment has been agreed. Andy Beams will commence working for East Preston Parish Council on 1st November, working 12 hours per week. Andy has extensive experience in local authority administration and will be an asset to the Council, but is not looking for a long-term appointment in this part of the county.

An advert has now been placed on the SALC website and other recruitment sites. The closing date for applications is 26th November, with an interview date of 4th December 2018.

Staffing Restructure

All of the details of the staffing restructuring have been agreed and the Clerk and Administrative Assistant will commence their revised hours from 1st November 2018.

Standing Order 13

With the introduction of the new Major Events Committee, the Personnel Committee acknowledged that it would prove difficult to limit the number of committees on which councillors could sit to 3. It was agreed to recommend to Council that this number be increased to 4, see Agenda Item 15a below.

Councillor Attendance

A record of attendance for Council and committee meetings has been drawn up for 2017/18. The Personnel Committee agreed that this record will be maintained for this current year and will be published on the Council's website next year. It was recognised that this is not a true reflection of councillor duties and workload, as many councillors attend external and other meetings and sit on working parties, which are not recorded on this table. Therefore, the committee is going to ask all current councillors to answer three questions about the soon-to-end council term, and the answers will form an article in the Winter 2019 newsletter next February.

New Council term

The Committee agreed that it would aid forward planning and be more transparent to know whether the current Councillors wish to stand for re-election. Councillors will be asked for their comments and be offered the opportunity to share their experience of 'life as a parish councillor' in the Winter newsletter.

Councillor Patricia Gander – **Chairman of the Personnel Committee**

27th October 2018

Agenda Item 12g

Planning & Licensing Committee

The committee met on 8th (†) and 22nd June (~). The draft Minutes from these meetings have been circulated. Planning Applications considered were:

EP/127/18/HH †	Vehicular accesss over pavement... 81 Sea Road	Committee agreed to object
EP/129/18/HH †	Single storey wrap around extension... 42 The Roystons	Committee agreed to object
EP/135/18/PL †	Variation [...] to approved front elevation plans	Committee agreed not to object
EP/136/18/PL ~	Variation [...] to approved plans concerning updated site plan...	Committee agreed to object

Further information on the reasons for objections can be found in the Minutes from the relevant meeting.

Agenda Item 13a

Audit & Governance Committee – boundary review

Council is asked to agree a Boundary Review is initiated with Arun District Council.

Cllr Mathias to lead on this item.

This matter has been bubbling around for some time now and has been mentioned at Full Council meetings by both District Cllrs Bower and Chapman. The Audit & Governance Committee considered it at its meeting on 8th October.

The following roads, all south of the A259, form part of Angmering Parish: Ambersham Crescent, Arlington Crescent, Ashurst Way, Burwash Close, Downs Way, Hailsham Close, Heathfield Avenue, Loxwood, Mayfield, Teulon Court and Thakeham Close.

Some residents of these roads, apparently, think of themselves first and foremost as living in East Preston and feel, again apparently, detached from Angmering and the activities of Angmering Parish Council. The Audit & Governance Committee believes these properties will benefit from being included into East Preston parish.

Our District Councillors are encouraging us to bring these roads into the parish of East Preston. Such a move would also include a very small number of properties on the eastern side of Station Road and the southernmost part of Roundstone Lane.

This would bring these households into line with other municipal boundaries, some of which are due to change imminently.

The first stage of a Boundary Review would be for the Chairman and Vice-Chairman to meet informally with their Angmering Parish Council counterparts to establish how Angmering Parish Council feels about such a proposal. Regardless of the outcome of that meeting, a formal letter would then be sent to Angmering Parish Council for its consideration and a formal request made to ADC to begin this process. **Council is asked to agree to all three steps being undertaken.**

Agenda Item 14a

Major Events Committee – End of Term reception

Council is asked to agree to the Major Events Committee spending £300 from the current financial year's contingency budget line on the End of Term reception to be held on 12th April 2019.

Cllr Linton to lead on this item.

The Community Engagement Committee budgeted £350 last financial year and again this financial year towards the costs of an End of Term reception to thank members of the public who have helped the council over the current council term, i.e. since May 2015. Over 100 people are on that list. Add in councillors and partners and members of staff, and the list is creeping up towards 150.

The committee would like £300 to ensure the reception is a suitable thank you to the people mentioned above.

At the time of writing, there is sufficient money left in the Contingency Budget 2018/19 line to cover this without any negative impact.

The committee has agreed to budget a figure for each year of a four-year term, hopefully to avoid a similar shortfall in 2023.

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Item 15a

Personnel Committee – Standing Order 13b

Council is asked to agree a revised wording for Standing Order 13b.

Cllr Gander to lead on this item.

With the recent creation of a seventh committee, the Personnel Committee has needed to review the wording of Standing Order 13b. Currently, this states, “Councillors may sit on a maximum of three committees simultaneously.” (Full Council, 1st February 2016, Resolution 0975, Minute 106/16).

At the time that was agreed, council had six committees in total, now it has seven. Membership of the Audit & Governance Committee now mainly comprises the chairmen of the other committees together with the Chairman and Vice-Chairman of the Council. The committee recognised the ability to sit on only three committees concurrently could potentially cause problems so agreed to increase the maximum number of committees upon which a councillor could sit to four, treating membership of the Audit & Governance Committee separately. It was left to me to come up with a suitable wording, so here goes:

Councillors may sit on a maximum of four committees simultaneously.

I don't think it needs to be any more complicated than that at the moment.

Simon Cross – **Clerk to the Council**

24th October 2018

Agenda Items 16a-b

Working Parties

Neither the Leases Working Party nor the Website Working Party has met since the last meeting.

The new lease to the Angmering-on-Sea Lawn Tennis Club is caught in a legal complication and we are waiting for our solicitor and the club's solicitor to work through this. The complication relates to the land's status as an Asset of Community Value.

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Items 17a

East Preston & Kingston Village Hall Foundation

Council is asked to consider the following letter received from the Chairman of the East Preston & Kingston Village Hall Foundation:

RECEIVED

03 OCT 2018

EAST PRESTON & KINGSTON VILLAGE HALL FOUNDATION

52 Sea Road
East Preston
BN16 1LP

Registered Charity No. 293292

Mr Simon Cross
Clerk to the Council,
East Preston Parish Council
122 Sea Road
East Preston
BN16 1NN

03/10/2018

Dear Mr Cross,

I acknowledge receipt of your letter regarding the Millennium Wall Hanging of 19th August and I have raised your request with my committee at today's meeting of the Management Committee.

We confirm our previous decision that we are unwilling to rehang the collage for reasons already stated and well known to your council.

These are:

1. Health and Safety Issues
2. The refusal of our insurers to cover and damage caused by the collage if it is rehung in our Miller Barn or anywhere else in the building where the construction of the walls is flint and mortar which in the event of an accident involving the collage would make us, as trustees personally responsible for such damage be it to a person or the building in general.
3. The report of our Surveyor David Bennett

I attach copies of correspondence with our insurers, part of the report from our Surveyor and the email from Arun District Council's Health and Safety Officer.

You state in your letter that other halls have similar wall hanging on display, but these halls are mainly of brick construction, unlike the Village Hall in East Preston where secure fixings are impossible without major expense on steel frames due to the construction of the walls.

As a compromise, we are very willing to display a framed photograph of the collage in the lobby of the village hall with an explanation of how it came in to being and the current location of the original item.

We have also done some research in to the footfall at the Library where it is currently located and it is far greater, according to County Records. than can ever be expected at the Village Hall where this is only available to hirers or the occasional village events such as the Festival etc.

Yours sincerely,

John Melser
Chair EPKVHF

Further to the receipt of the above letter and its attachments, Mr Merrington called to ask that the supporting documents not be made available to the public as some were his own personal documents. I assured him the documents were not council documents and

therefore were not the council's to release. Mr Merrington did advise he would be putting his request into writing, but that has not happened to date.

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Item 18

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **WSCC Armed Forces Training, 17th September - update**
5. **Online Safety and Fraud Awareness event, 20th September - update**
6. **Community Speed Watch meetings, 28th September, 17th and 26th October**
7. **Citizens Advice meeting, 28th September**
8. **East Preston Beach Clean No. 12, 30th September**
9. **East Preston Classic Car Show, 30th September**
10. **East Preston Festival Committee donations evening, 1st October**
11. **East Preston Business Community Business Breakfast, 3rd October**
12. **Trip to West Sussex Records Office, 12th October**
13. **Feedback on lamp-post poppies**
14. **Social Media**
15. **MailChimp stats**
16. **A selection of things we have been asked since the last meeting**
17. **Recent bouquets and complaints**
18. **Leave**
19. **November meetings and events**

1. **Introduction**

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

2. **Police matters**

On 1st October, we were asked by a resident to publish cctv footage of a car being broken into on a driveway in the middle of the village. This post has been seen by 15,779 people to date, the highest number for any EPPC post on Facebook, I'm pretty sure.

A found iPhone was handed into the office on 3rd October. Switching it on, we found what appeared to be drug-dealing messages. We informed Sussex Police, but messages on found phones cannot be interrogated without a warrant, so the police could take no further action.

On 9th October, our attention was drawn to details on an Angmering Facebook page about the alleged attack of a woman one afternoon on East Preston beach. Initially, I contacted the police just seeking confirmation they were aware of the incident but without further details, they could not confirm or deny anything. Details of the attack did then make it to the Littlehampton Gazette website on 11th October and paper edition on 18th October.

On 19th October, I helped a resident complete an anonymous online submission to Crimestoppers UK about possible drug-dealing in the top end of the village.

3. Freedom of Information / Data Protection requests

The council received no Freedom of Information or Data Protection requests during the month of October.

4. WSCC Armed Forces Training, 17th September - update

Further to the Armed Forces Training most councillors and officers received last month, the Forces Connect South East website was launched on Thursday, 25th October - <https://www.surreycc.gov.uk/people-and-community/armed-forces/forces-connect-south-east>

That is the correct address for West Sussex too.

5. Online Safety and Fraud Awareness event, 20th September - update

Further to the information given in my report to council last month, I have subsequently been advised the following councils were also represented: Bognor Regis TC, Felpham PC, Aldwick PC and Chichester DC, the latter an interesting inclusion for an ADC event.

6. Community Speed Watch meetings, 28th September, 17th and 26th October

I have had two update meetings with Keith Harris lately. The first meeting included his Angmering CSW counterpart, Tony Cross, no relation. Tony was able to provide some useful tips and advice.

The second meeting followed a meeting between Keith and PCSO Jason Lemm of Sussex Police. Keith had found the meeting with PCSO Lemm very useful. Sussex Police criteria for a legitimate CSW site have recently changed and PCSO Lemm will be visiting the village again to re-assess our sites and any new ones we can suggest.

At the time of writing, Keith is preparing for some CSW sessions during November. The current CSW team includes Cllrs Shah and Toney, and I have completed the online training too, more so I can understand the role than go out and patrol.

An article has been published in the Autumn 2018 Newsletter. A longer version of the article was due to have been included in November's *All About East Preston, All About Kingston*, but did not make the cut. The publisher has apologised and will publish the article in the December edition.

7. Citizens Advice meeting, 28th September

I had a very short meeting with Luca Badioli, Chief Executive of Arun and Chichester Citizens Advice. This may result in the council hosting monthly outreach sessions next year. More information has subsequently been provided and this will likely be considered by the Community Engagement Committee at its meeting in November.

8. East Preston Beach Clean No. 12, 30th September

I attended this beach clean together with Cllrs Chapman, Duff, Gander, Linton, Toney and Wilkinson. Cllr Shah had given his apologies.

Forty-seven community volunteers took part, with ages ranging from about 3 to quite a bit more than that. Most felt the amount of litter on the beach continues to be greatly reduced on what it was a few years ago, but there was still enough to be collected for those there to feel it had been worthwhile.

The following morning I sent an email to all participants for whom we have an email address. Jenn replied, "Good morning Simon, thank you for your message. It's a pleasure to do the beach clean, especially when the weather is glorious. I hope the CEC decide to continue with the April and September cleans, as it brings the community together and a feeling of responsibility for where you live. Also, going by the amount of rubbish collected, it's worthwhile doing for the environment and marine life alone. As you know, plastic bottle tops are a big problem and no doubt a lot were picked up yesterday."

9. East Preston Classic Car Show, 30th September

On the way home from the above Beach Clean, I popped in to the Classic Car Show. This appeared to be as popular as previous years and a real asset to the village. I recognised about 50% of the vehicles from previous years and others were definitely there for the first time.

10. East Preston Festival Committee donations evening, 1st October

Following the Full Council meeting on 1st October, together with Cllrs Toney, McElroy and Shah I joined the Festival Committee's annual donations evening, which was already in full swing. Tracy had been there from the start.

During the evening, £8,500 was given out to the following 42 organisations:

1 st East Preston Scouts	Children's Liver Disease
4Sight East Preston	Disability Action Group
Angmering-on-Sea Tennis Club	East Preston Cricket Club Colts
ARK Parent and Toddler Group	East Preston Floral Club
Arun Home-Start	East Preston Football Club – under 15's
Baytree Lunch Club	East Preston Girlguiding
Buddy's	East Preston Junior School
Butterflies Breast Care Support	East Preston Village Pre-School
Cancer United + Butts	East Preston Youth Club
Chestnut Tree House	

Ferring Country Centre	Rascals After School Club Ltd
Friends of St. Mary's Church	RNLI
Friends of Zachary Merton	Royal British Legion- Poppy Appeal
Happy Days Pre-School	Royal British Legion – Injured Soldiers
Jamie's Wish Trust	Rustington Methodist Church
Littlehampton Blind Club	St. Barnabas House
Littlehampton Food Bank	St. Mary's Church
New Beginnings	St. Mary's Little Angels
Our Lady, Star of the Sea Christmas Lunch	SENCAT
PatientLink	Sussex Air Ambulance
REAL Patient Participation Group	WADARS
Paws Animal Rescue	Yarnbombers

11. East Preston Business Community Business Breakfast, 3rd October

Cllr Gander and I attended a good but sparsely-attended meeting at Kerry's Community Tea-room. There was no obvious reason why it was poorly-attended although some regular attendees were known to be away on holiday.

Nobody present had not been before, but one was returning after a long time away.

Jan Quick attended, representing the Disability Action Group and asking those present for any help they could offer the crowd-funding campaign for kitting out the Sea Road accessible toilet.

12. Trip to West Sussex Records Office, 12th October

Cllr Linton and I visited the West Sussex Records Office, mainly to deposit a further five years of paper Minutes there. The earliest paper Minutes now held in the Council Office are from May 2014. Thank you to Cllr Linton for assisting in this matter.

13. Feedback on lamp-post poppies

The council put up lamp-post poppies, mostly on 17th October. Feedback has been:

“Just wanted to comment on the poppies that have been placed on the lamp posts near St Mary's church. What a brilliant idea. Maybe it could be extended to other parts?”

“Saw them yesterday. Look amazing.”

14. Social media

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

- Video footage of car being broken into – 15,779 people
- Link to Littlehampton Gazette article about the attack on East Preston beach – 1,823
- Poster for the Angmering Model Railway Show, 3rd/4th November – 1,056
- Poster advertising a missing dog-lead – 1,033
- * Post reminding people there were only two months to go until this year's East Preston Christmas Celebrations - 711
- Publicity link to Action Fraud - 692
- A WSCC video about recruiting additional on-call firefighters – 657
- Poster for the REAL Public Meeting on 20th October – 623
- Thanks to the participants in Beach Clean No. 12 – 611
- Photograph of poppies on the lamp-posts – 607
- WSCC poster advertising for volunteers for the Home Library Direct service - 593
- Poster for East Preston Railway Club, 4th October – 584
- Poster for 60s Themed Charity Evening, 20th October - 535
- Photograph showing the St Barnabas House Hospice Outreach Project vehicle in action – 533
- End-of-the-day thanks to Shaun Dicker for his work on the St Barnabas House Hospice Outreach Project vehicle on its past visits to the village - 525
- Poster for Dementia Awareness drop-in, 1st October - 522

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th October)

The number of people currently following the council on Facebook is 1,148, an increase of twenty-five over last report (I suspect something was wrong with last month's figure).

No posts placed on Nextdoor.

15. **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 – 25th September – sent to 770, opened by 511 to date (66.4%)

Parish Council news – 3rd October – sent to 772, opened by 495 to date (64.1%)

Parish Council news – 18th October – sent to 774, opened by 494 to date (64.1%)

Parish Council news – 25th October – sent to 771, opened by 479 to date (62.1%)

16. Things we have been asked since the last meeting

“Is today dump-closing day?”

“I live in Sheepfold Avenue and I never receive any of your publications. Can you send me them, please?” (Sheepfold Avenue is covered by Rustington Parish Council which is why the caller does not receive any East Preston publications. I did add the caller to our e-mailing list though.)

17. Recent bouquets and complaints

(In addition to anything reported above)

A resident commented on Facebook in response to the e-newsletter for 25th September, asking questions about the refurbishment of the Sea Road toilet block. I answered his questions (about RADAR key access and the unisex-ness of the cubicles) and he included in his response, “Thank you for getting back to me. You do a great job for the Parish Council.”

An attendee at the Beach Clean, having lived in the village only since January, thanked the council for everything it does in helping make East Preston a lovely place to live. The resident made the comments again when she bumped into councillors at the Classic Car Show later that day.

Underneath a Facebook post about the Classic Car Show, a resident wrote, “My husband and I walked down to have a look see and it was great! This was our first wander around our new village after moving in two weeks ago. Good choice we have made! Thanks for the little pack you put together for new residents, I saw the advert for this this morning and we were out shortly thereafter.”

Thanks from ADC for pointing out its website link to Kingston Parish Council was actually directing visitors to Kingston Parish Council near Lewes.

From a resident of Normandy Drive, “Many thanks for all you do.”

Thanks received from a former Chairman of the Parish Council for remembering her birthday.

Kind of a bouquet – a resident of Crown Place wrote to the council, “How many people have complimented you for your work on the fig tree outside the Village Hall? How many apologised for saying nasty things about [the work professionally carried out on] the fig tree?”

18. Leave

I shall be on leave for the week beginning 12th November. (This might start on 9th November with me returning on 16th November.) Tracy will cover the Planning & Licensing Committee that evening if one is necessary.

Both Village Orderlies are unavailable on some weekends in November. The village will still be tidied on weekdays but if any councillor would like to check the litter and broken glass situation in the children’s play area over the weekends, please contact me for more details. Thanks.

19. November Meetings and Events

This list may be incomplete and is subject to change.

5 th	Personnel Committee (18:30, East Preston Infant School) Full Council (19:00, East Preston Infant School)
6 th	Arun Clerks' Networking Lunch (12:00, Bersted) (Ab and SC only)
7 th	Business Breakfast (08:00, <i>Grub & gumption</i>) East Preston Youth Club informal meeting (11:00)
8 th	East Arun Health Services Advisory Group (12:00, Littlehampton Town Hall) (PG only) NHS Big Health & Care Conversation (17:30, Field Place, Worthing) (PG only)
11 th	Remembrance Sunday
12 th	Planning & Licensing Committee (18:00, East Preston Infant School) Christmas Celebrations meeting (18:45, East Preston Infant School)
13 th	Informal Eastern Parishes meeting (17:00, Council Office) (ST and EL only)
17 th	Unveiling of blue plaque to Edith Ayrton and Israel Zangwill, preceded by small invitation-only drinks reception (14:00, Sea Lane)
19 th	Finance & General Purposes Committee (10:00, Council Office) Amenities Committee (18:00, East Preston Infant School)
22 nd	SSALC Planning Briefing (18:00, Billingshurst) (ST only)
23 rd	Baytree Club 30 th Anniversary lunch (12:30, Village Hall) (ST and EL only)
24 th	East Preston Christmas Celebrations Arun Youth Aqua Centre (19:30, Marjorie Bridger Hall)
26 th	Planning & Licensing Committee (18:00, East Preston Infant School) Community Engagement Committee (19:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

26th October 2018

Agenda Items 19a-f

Other meetings and events – Part 1

Council is asked to note the following reports:

WSSC / Alzheimer's Society Dementia Awareness Drop-in – 1st October

Angmering Library

Monday 1st October saw a drop in event day at Angmering Library between 1.30pm and 3.30pm. I popped in on behalf of the Council and had a lovely chat with a lady about the work of the Alzheimer's team and how they are helping people around the county. It was explained it is not only for people who suffer with dementia, but also to provide carers with help and guidance and how to cope.

I have since received an email from Tim Wilkins who is Service Users Involvement Officer for West Sussex and he explained that when they do next year's format for venues he will include East Preston Library.

He explained that his colleague Dawn from East Preston Library is already a Dementia Friendly Community Adviser and would be very willing to discuss how East Preston could become more dementia friendly. We are awaiting on a date.

There is some literature in the office on this subject.

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

12th October 2018

WSSC Community Resilience Forum – 4th October

Capitol Theatre, Horsham

This was a Conference I attended on behalf of the Parish Council organised by WSSC on behalf of the Sussex Resilience Forum in conjunction with Southern Water. The conference subject was what would we do in case of an emergency, fire, flooding, major disaster, and theft.

How would you cope? What would you do? Who would you turn to? Who can help us?

The aim of the course is to support you in focussing on the holistic approach to Community Resilience including Stronger Communities, Resilient Young People, Health and Wellbeing and Business Resilience. There were 6 speakers throughout the day all on various subjects explaining what their organisations can do and how they could help.

There is a lot more information and leaflets back in the office. There is also a “checklist” which will be extremely useful to small businesses.

The Audit & Governance Committee has already invited Michael Rowland, ADC Emergency Planning Officer to a future meeting.

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

12th October 2018

NHS Local Community Networks – 9th October

Council Office, East Preston

On 9th October Simon and I met with Michaela Hawkes, Transformation Team, Regis and Adur LCN Development Manager, Prevention and Commissioning Manager for Long Term Conditions and her colleague Julie Hodson, a Nurse Manager.

The aim of the meeting was to identify how East Preston Parish Council could work with the other agencies making up the REAL LCN to help implement the locally identified health and wellbeing priorities with the aim of enabling the community to ‘Start well, live well and age well’.

The current initiatives are focused on improving access to urgent care and prevention - enabling the frail and elderly to stay well in older age.

We also learned about the implementation of the social prescribing scheme. This has been already introduced in several areas of the NHS Coastal Commissioning area, and it is hoped that this will be started in the REAL locality in the very near future. The aim of this scheme is to enable GPs and other frontline healthcare professionals to refer people to 'services' in their community instead of offering only medicalised solutions. This could include signposting people to citizens advice, carer support, finance and debt management, or health and wellbeing activities.

We advised Michaela and Julie of the initiatives we are already involved in in East Preston.

We will now be included in the distribution list to receive all future information and able to attend the LCN meetings which will give us a clearer insight into how we can assist the project.

Cllr Patricia Gander

18th October 2018

WSCC Joint Eastern Arun Area Committee Highways & Transport sub-group – 18th October

Town Hall, Littlehampton

I am only going to comment on the agenda items that I think are of interest to East Preston residents.

1. Construction of the southern part of the Lyminster bypass will, hopefully, start in January 2019 and will be a 12-month build from near Toddington Lane to the A259 Worthing Road, and will be delivered by private developers. The northern part, to be delivered by WSCC, should start in late Spring 2020, if approvals are given, with a 15-month construction period.
2. The A259 currently has Compulsory Purchase Orders in process and tree felling and fencing is due to start in January 2019. The build process should start in May/June with a construction period of 18 months and a completion by the end of 2020.
3. The A259 slip road into Old Worthing Road has been removed from the scheme, primarily, **on the grounds of pedestrian safety**. The situation will continue to be monitored. Arun District Councillor Terry Chapman outlined the continuing congestion difficulties even after work has been completed especially because of the amount of new build in the area. He was also concerned about cyclist safety. Both myself and Geraldine Walker from Kingston Parish Council voiced our concerns over the decision and supported the comments from Cllr Chapman.
4. There was a request to ask Stagecoach if the 700 service could include Manor Retail Park, Rustington (Chandler's, Next, ALDI and Tapis) and some of the larger housing developments. This will be requested at County Council level.
5. I queried why the resurfacing at the junction of Sea Road and Fairlands had not taken place and was assured there was a start date of 31st October with the work taking 3 days to complete and apologies were given.

6. Traffic Regulation Orders. The parking issue regarding the limited visibility on exiting Manor Road into Sea Lane appears quite high on the list of priorities but as only 2 TRO's are granted per annum it may not happen in the next 12 months. I was told it does make a lot of difference to the pointing system if residents club together and submit their petitions to the County Council. Furthermore, the Local Authority tries to operate a 1400 metre rule as the crow flies so other similar restrictions can be considered at the same time. The decision regarding this will be made on the 6th November by the Joint East Area Committee.

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

19th October 2018

REAL Patients Group – 20th October

Windmill Theatre, Littlehampton

The meeting was arranged by Rustington, East Preston, Angmering and Littlehampton local community network (REAL LCN) and the REAL patients' group. The meeting was attended by over 200 people. There was also a small number of stands in an ante-room from MIND, Carers Support, Arun Wellbeing.

The meeting commenced with a video presentation of people who were born in the same year as the NHS (1948). This has been shared on the council's Facebook page.

This was followed by several presentations:

1. **Coastal West Sussex MIND.** The Chief Executive Katie Glover gave an overview of the work of the charity. They offer mental health services along with training and support. She gave some stark information about the local area:
 - 1 in 10 children and young children are receiving some mental health support
 - 1 in 4 adults during their lifetime will experience a mental health issue
 - 1 in 10 older adults and 1 in 14 over-65s will be diagnosed with dementia.

West Sussex MIND offers several specialist services for all the above categories from a GP referral as well as self-referral. It gives advice and information, one-to-one support, regular drop-in sessions, learning and development social activities, peer mentor and online services. They help the user get back their confidence and skills and return to a normal life. Katie listed the five ways to wellbeing:

1. Connect
2. Be active
3. Take notice
4. Learn
5. Give

MIND has several 'hubs' in the area, locally at Worthing and Littlehampton where it can offer help with problems ranging from anxiety, stress and depression to bi-polar disorder, psychosis, post-traumatic stress disorder (PTSD), schizophrenia and dementia.

The Pathfinder service provides advice, information and support for people affected by mental health problems, as well as carers, friends and professionals. Pathfinder provides a single point of contact in the area as follows:

Worthing 01903 268107. E. pathfinder.worthing@coastalwestsussexmind.org
Littlehampton 01903 721893. E. pathfinder.littlehampton@coastalwestsussexmind.org.

Additional services include a youth mental health service for 16-25-year olds. They have specialist youth workers.

Families in Mind – a service for parents with young children. Parents can bring young children to the centre where emotional support is provided. It also gives parents an opportunity to chat to people with similar issues.

2. Healthwatch West Sussex

Healthwatch West Sussex is an independent organisation that collects and analyses the experiences of people in West Sussex of local care to help shape local services. Local Healthwatch also signposts people to local health and social care services. Its main goal is to ensure people are heard and to try and improve services. It visits hospitals, GP surgeries and care homes and attends local events.

<http://www.healthwatchwestsussex.co.uk/>. 0300 012 0122

3. Arun Wellbeing/Freedom Leisure

Freedom Leisure outlined its work as exercise referral instructors with centres at Littlehampton, Felpham, Bersted and the six villages. To qualify for the discounted rate for unlimited use of £27pm a referral must be made from the GP. Arun Wellbeing devises personalised exercise programmes for people who may have health conditions including: asthma, stroke, cancer, Parkinson's, Musculo-Skeletal disorder.

4. Carers Support

The last speaker was Nancy from Carers Support West Sussex. This organisation has 80 staff plus volunteers. They support unpaid carers throughout West Sussex – currently 20,000 carers are registered, however there are 89,000 carers in West Sussex. Their task is to support unpaid carers emotionally, with equipment, through counselling and/or support groups and to give advice. It is important for people to get help before a crisis occurs.

Following on from these presentations a panel of professionals from the REAL LCN answered a range of questions from the public. The panel comprised of:

- Dr Mark Lee, GP at Willow Green – Practice Group Lead for REAL
- Sue Parton, Executive Director from IPC – an ethical company supporting primary care in West Sussex
- Dr Sarah Pledger, GP, Fitzalan Surgery
- Dr Tim Kimber, Senior Partner, Park Surgery
- Katie Glover, Chief Executive, Coastal West Sussex MIND
- Cheryl Merry, Healthwatch
- Robin Wickham, Head of Community Wellbeing, Arun DC

There were many questions from the public, many focusing on the difficulty in obtaining an appointment, and the lack of healthcare services in the area.

1. How to access extended hours.

From 1st October, all GPs are offering extended hours – 6.30 – 8.30 evenings and at weekends. Patients are seen at GP 'hubs' which are at Angmering, Park and Fitzalan surgeries. These appointments are mainly for urgent 'on the day' problems. Although patients may not see their own GP, the doctor will, with the consent of the patient, be able to see the patient records as all surgeries use the same clinical system.

2. Provision of new healthcare facilities in Littlehampton

At the moment, feasibility studies are being undertaken to assess the best site/funding. Although there have been many obstacles in the past, the present position is looking more positive.

3. Access to services.

Due to the increasing demand, all surgeries are reviewing the skill-mix of their staff and employing paramedics, nurse practitioner/prescribers. These highly trained staff can see patients with acute problems or carry out some home visits, freeing up GPs to deal with more chronic conditions and complex problems. Practices are also working together to provide an extra 'on the day' service working from Park Surgery and Coppice Surgery which will release capacity for longer appointments for patients at their 'home' surgery.

4. Fitzalan Surgery

Sue Parton advised that IPC is working with the practice to address all of the issues and problems raised by the Care Quality inspectors and has a new leadership team in place.

The meeting was ended by urging patients to be engaged in the process – to join patient participation groups to promote good communication and for their voice to be heard.

Cllrs Elizabeth Linton and Patricia Gander

27th October 2018

Agenda Item 12b

Audit & Governance Committee

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2018/2019 has recently been completed. The audit included all financial transactions for the period 1 April to 30 September 2018 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations.

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included detailed examination of the nominal ledger, review of bank statements and BACS payments summaries, review of supplier invoices and purchase orders, review of receipts, review of agendas and minutes of meetings, review of

budgets and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

FINDINGS

- 1) I carried out a detailed review of payments and receipts in the period. This included:-
 - a) Tracing purchase invoices to the nominal ledger, matching to the cheque book stubs and to the bank statements, checking that the invoices were correctly authorised, that purchase orders were attached, and VAT appropriately recorded, and confirming that they were approved at meetings of the Parish Council
 - b) Agreeing bank deposits to the receipts, and tracing to the nominal ledger and bank statements
 - c) Agreeing and checking bank reconciliations
- 2) I reviewed the minutes for the period to 30 September, and confirmed that all payments were correctly authorised, and that regular reports were provided to Council meetings
- 3) I reviewed the payroll postings from the information provided from WSCC and agreed them to the nominal ledger
- 4) S137 grants were agreed to the minutes and bank statements

SUMMARY AND OPINION

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

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with. The Clerk and Assistant Clerk are extremely proficient and thorough, good systems and internal controls are in place to ensure the correct documentation and recording of income and expenditure.

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

RACHEL HALL (ACA)
16 October 2018