



# EAST PRESTON PARISH COUNCIL

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**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 5<sup>th</sup> November 2018 at the East Preston Infant School, Lashmar Road, East Preston at 19:00.

**PRESENT:** Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Barbara Gale, Pat Gander, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore, Danny Shah, Steve Toney (Chairman) and Steve Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

County Councillor Roger Elkins (until 20:18)

District Councillors Ricky Bower and Terry Chapman (both until 20:15)

Eight members of the public

Police Constable Ed James, British Transport Police (until 19:35)

\* \* \* \* \*

The following abbreviations may appear in these Minutes:

ADC – Arun District Council; BTP – British Transport Police; JEAAC – Joint Eastern Arun Area Committee; NHS – National Health Service; NR – Network Rail; SSALC – Sussex and Surrey Associations of Local Councils; VHF – East Preston & Kingston Village Hall Foundation; WSCC – West Sussex County Council

\* \* \* \* \*

The meeting opened at 19:00.

## **800/18 INTRODUCTIONS**

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

## **801/18 APOLOGIES FOR ABSENCE**

All East Preston Parish Councillors were present.

An apology had been received from Mrs Maureen Fraser and Mrs Dorothy Lee.

## **802/18 BRITISH TRANSPORT POLICE, RAILWAY SAFETY CAMERA PARTNERSHIP**

The council received a presentation from PC Ed James, Level Crossing Enforcement / Roads Policing Unit, Railway Safety Camera Partnership.

PC James explained he operates a mobile safety vehicle at level crossings. The vehicle was jointly owned by BTP and Network Rail and included cctv cameras and number-plate recognition equipment. The vehicle was looking for vehicle and pedestrian offences at level crossings. PC James's role encompassed safety, education and enforcement.

There were over 6,500 level crossings in the UK. Each of these presented its own unique set of risks. The Roundstone Level Crossing is a regular location for PC James and its layout presented specific challenges both for users and also for PC James in setting up the mobile vehicle.

PC James then invited comments and questions from the floor.

██████████ said she was a regular user of the crossing and explained her view of the problems experienced by users on both sides of the level crossing. ██████████ also asked whether a Give Way sign at the top of North Lane would be effective in reducing the number of drivers who force themselves out at the top of North Lane, often resulting in cars being stranded on the level crossing coming south and west from Old Worthing Road.

District Cllr Bower supported ██████████'s suggestion for a Give Way sign at the top end of North Lane. He expressed his concern there will sadly be a fatality at the crossing in the not-too-distant future. The problem was exacerbated by the length of time the gates were closed before a train passed through. This was as a result of aged signalling equipment. Cllr Mathias added this situation was supposed to be improved by in-cab signalling but that had not arrived in the timespan originally quoted.

PC James said there was a one-second grace period on red light offences. He said he would prefer to see the white stop line on the eastbound carriageway of Worthing Road moved closer to the barriers. Some level crossings have a stretch of No Overtaking carriageway either side.

Cllr Bowman said satellite navigation systems took drivers down Roundstone Lane to the crossing and for people unfamiliar with the area that was not a good thing.

The Clerk explained the white line had moved when the level crossing was widened in about 2013. At the time, WSCC had said the white line could only be moved closer with the agreement of the relevant Secretary of State and WSCC was not prepared to undergo that process.

County Cllr Elkins said he believed everyone involved with the management of and across the level crossing was doing their best at what was a very unique layout. He said he was happy to talk further to WSCC officers and perhaps arrange a small meeting with interested parties. He asked PC James if he could get hold of any accident data for the area around and including the crossing.

Cllr Linton reminded the meeting the Parish Council had commissioned a traffic survey of the situation at the Roundstone Level Crossing and this had proposed some short-, medium- and long-term solutions to the recorded problems there. This had been presented to WSCC and pretty much ignored. This also included measures which would have given additional protection to pedestrians.

The Clerk explained the solutions mentioned by Cllr Linton had been presented to the WSCC JEAAC Highways & Transport sub-group which had refused to consider the solutions until the dualling of the A259 between Station Road and the junction with the A280, work which at the time was scheduled to have been completed by early 2018.

Cllr Bowman said Stagecoach drivers did not help matters by pushing out at the top end of North Lane both when the gates were up and down.

The Clerk reported Stagecoach strongly confirmed it informed its drivers of the priorities at the level crossing and strongly disapproved of drivers going against those priorities. That said, drivers had a timetable to adhere to, and waiting ten minutes at the level crossing was not helpful to them.

Cllr Wilkinson asked whether the errant behaviour of some drivers at the crossing had a negative impact on the length of time the crossing gates were down. PC James said the level crossing was manually controlled via a cctv link to the signal box at Lancing. He did not believe the behaviour of drivers would have an impact on the length of time Network Rail chose to keep the gates closed.

This part of the meeting ended with District Cllr Bower pleading with BTP and WSCC to find a solution to the concerns raised throughout this meeting and across several years before.

(██████████ and PC James left the meeting at the conclusion of this item.)

### **803/18 DECLARATION OF INTERESTS**

Cllr McElroy declared a Personal Interest in Agenda Item 17, *East Preston & Kingston Village Hall Foundation*, as his wife is a committee member of the Foundation.

### **804/18 PUBLIC SESSION**

**Agenda Item 17, East Preston & Kingston Village Hall Foundation** – ██████████ said “words fail me” in response to the letter from the Chairman of the VHF to the council. ██████████ said all the points raised in the letter had been dealt with before, “ad nauseum.” ██████████ said she was appealing to the Parish Council not to let the matter rest. A framed photograph was a wholly unacceptable alternative. ██████████ said she was not even sure what was the lobby of the Village Hall. ██████████ said she would like the Parish Council to insure the wallhanging in the Village Hall on behalf of the village. The idea steel frame was necessary had been discounted both by the person who hung the wallhanging in the Village Hall and by the company which hung the wallhanging in the library. ██████████ ended by questioning the phrase “personal documents” as presumably ██████████ had acted on behalf of the Village Hall Foundation not personally.

**Agenda Item 17, East Preston & Kingston Village Hall Foundation** – ██████████ referred to the matter of the VHF refusing to return the £100 deposit paid by the East Preston & Kingston Horticultural Society for its Summer Show in August. ██████████ said the Horticultural Society continued to repudiate the accusations made by the Foundation. District Cllr Chapman had arranged to meet with the Chairman of the Foundation, Mr Melser, but had ultimately been unable to do so for personal reasons. ██████████ reminded the meeting the Summer Show ran at a loss but was an attraction provided for the village. ██████████ asked whether the council had any advice in this matter, such as attempt to take the Foundation to the Small Claims Court. ██████████, as a regular user of the Village Hall, said there were often new marks on the carpets, but she was not aware of any other organisations being denied their deposits back.

### **805/18 COUNCILLOR RESPONSES**

Cllr McElroy said all hirers of the Village Hall signed up to the Terms and Conditions of that booking. If those Terms and Conditions were broken, then they were broken.

██████████ responded the Horticultural Society accepted the Terms and Conditions up to which it had signed when booking the Village Hall, but four of the five points made in defending the non-return of the Society’s deposit were nonsensical.

### **806/18 WEST SUSSEX COUNTY COUNCIL (WSCC)**

County Cllr Elkins opened by explaining WSCC is always looking to make the best use of its assets. There was an informal consultation currently taking place on different uses for Worthing Library. The Registrar service had already moved into the building. The public appeared to see the benefits of co-locating other services into the building and had also suggested some outdoor leisure areas be implemented around the library building. Such moves will not be suitable for all locations, but Worthing Library was perhaps a good model for the future.

Cllr Elkins explained the thinking behind the decision to implement permits for single-axle trailers’ access to Waste Recycling sites. This would hopefully keep vehicles from outside the county using WSCC sites. Cllr Mathias questioned whether it was right trailers could not be used at all at Littlehampton and Bognor sites. Cllr Elkins was unsure. Later in the meeting, Cllr Mathias referred to Minute 711/18 from the October meeting, in which the letter from County Cllr Urquhart had been copied; that letter stated, “For reasons of site safety and reducing congestion all trailers will also be excluded from **Bognor Regis** and **Littlehampton** sites.”

Referring to the dualling of the A259, as mentioned above, Cllr Elkins said the start date had now slipped to late 2019. The decision not to include a westbound slip road into East Preston had apparently been taken some time ago on pedestrian safety issues. Cllr Elkins has asked to look at the data behind this decision to ensure the decision is as robust as it can be.

### **807/18 ARUN DISTRICT COUNCIL (ADC)**

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

District Cllr Chapman addressed the meeting from the following report:

## REPORT TO EAST PRESTON PARISH COUNCIL 5<sup>TH</sup> November 2018

**1 ADC Finances**, during the yearly audit of the Finances and Financial Governance of the Council the Auditors, Ernst and Young, had no adverse comments and their report concluded that Arun District Council continued to return Good value for Money to its Council Tax payers.

On a separate audit of Benefits they discovered one error of £56 (in Housing Benefit) in a total spend of £14 million.

The Council, through prudent management, continues to hold considerable General Fund and Housing Revenue Account reserves. However, given Central Government plans to continue to reduce the Central Support Grant to local authorities it is likely that the Council will have to start using its General Fund reserve in 2020/21.

The Housing Revenue Account (HRA) reserves will be needed to tackle the very serious issues of homelessness in the District. Significant progress has been made over the past two years in adding to the stock of Council dwellings available at Social Rent, that is 60% of the market rent for comparable dwellings. This year Arun will have added an additional 30 units.

However, demand is increasing and more will have to be done. In this regard the Chancellors statement on raising the cap on borrowing for HRA purposes is welcome although even under past arrangements the District had plenty of headroom.

**2 Anti-Social Behaviour**, the Arun anti-social behaviour team continue to work closely with the Police and other agencies to deal with the root causes of anti-social behaviour. Littlehampton town centre has featured consistently in the media and it is to be regretted that a number of the instigators are known to come from East Preston. Outreach and Youth workers together with the anti-social team have been active in the village trying to “engage” with “disengaged” teenagers.

**3 South Strand Public Conveniences**, since the meeting of beach chalet owners on 17<sup>th</sup> August I have been exploring potential options available for keeping these facilities open and available to the village, At the next meeting to be held later this month the following issues will be tabled:

- a) Formation of an “entity” to which a lease might be assigned. There are two primary options, one is to form a Community Interest Company (Companies House rules apply) or a Registered Community Benefit Society (Financial Conduct Authority rules apply)
- b) The lease itself, on this I have had two constructive meetings with Paul Broggi the Head of Estates and Property for Arun. It needs to be understood that any lease will be for 25 years and so whatever entity emerges must be sustainable for at least twenty five years.
- c) Finances will therefore be of prime importance in achieving sustainability over the term of any lease. These finances must cover not only the day to day maintenance of the facility but must also cover yearly contributions to a sinking fund for dilapidations.

I will report further after the next meeting of beach chalet owners.

**4 A259 improvements and the East Preston slip road.** Cllr Linton will no doubt report in more detail but I found the County position at the recent JEAAC Highways and Transport sub Group interesting. They stated that the scheme had been rejected on grounds of safety to pedestrians. Potential costs were not mentioned. Let’s keep pushing we might get there yet.

Terry Chapman  
ADC Ward Member  
East Preston and Kingston

Cllr Chapman said he still planned to meet with Mr Melser, Chairman of the VHF. He was concerned if the VHF had a policy which held back the whole of a hirers' deposit regardless of the amount of cleaning required after a hire. If that was indeed the policy, Cllr Chapman would be challenging it.

District Cllr Bower said he and Cllr Chapman supported this council's intention to ask for a Boundary Review to bring "south Angmering" residents into East Preston parish.

Cllr Bower reported there was a Planning Application currently being considered which included provision for a new school in the Bramley Green area of Angmering. He believed this would take pressure off school traffic coming south from Angmering to East Preston schools.

(District Cllrs Bower and Chapman and [REDACTED] left the meeting at the conclusion of this item.)

The council also noted the following report and letter from ADC.

## **Arun District Council**

**Council is asked to note the following letter received by email on 18<sup>th</sup> 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 8<sup>th</sup> 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](mailto:richard.lathey@arun.gov.uk) or telephone 01903 737564).

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

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2018

### **808/18 MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2018**

The draft Minutes had been circulated on 4<sup>th</sup> October asking for comments by 11<sup>th</sup> October. The Clerk had incorporated one amendment suggested by Cllr Gander.

**1252** The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 1<sup>st</sup> October.

This action was completed.

## 809/18 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 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 1<sup>st</sup> 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, 16<sup>th</sup> November. All councillors have been invited to the unveiling at 14:00 on Saturday, 17<sup>th</sup> 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 25<sup>th</sup> 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 3<sup>rd</sup> November. The closing date for applications is Monday, 26<sup>th</sup> November and the interview date is 4<sup>th</sup> December.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2018

Nothing was added.

## 810/18 FINANCIAL MATTERS

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

- 1253 The council **RESOLVED** to approve the outstanding Purchase Orders report for 2018/19, value £19,204.57 (excl. VAT).
- 1254 The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for Late Payments (September 2018), totalling £60.00 (incl. VAT).
- 1255 The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for October 2018, totalling £3,584.58 (incl. VAT).

**1256** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for October 2018 totalling £16,126.07 (incl. VAT).

**1257** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £277,513.99 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2019.

The council NOTED the paper Bank Reconciliations to 12<sup>th</sup> October 2018. Cllr Shah confirmed he would complete a paper reconciliation in due course.

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

The Chairman thanked the council's Book-keeper, Mrs Khoo, for her work on the above reports.

## **811/18 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: Audit & Governance on 8<sup>th</sup> October, Major Events on 22<sup>nd</sup> October, Personnel on 8<sup>th</sup> October, Planning & Licensing on 8<sup>th</sup> and 22<sup>nd</sup> 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**

26<sup>th</sup> October 2018

### **Audit & Governance Committee**

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

17<sup>th</sup> October 2018

### **Major Events Committee**

The committee held its first meeting on 22<sup>nd</sup> 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 14<sup>th</sup> to Friday 12<sup>th</sup> 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**

26<sup>th</sup> October 2018

## Personnel Committee

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

### **Assistant Clerk**

Tracy Khoo commences her revised hours and responsibilities on 1<sup>st</sup> 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 1<sup>st</sup> 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 26<sup>th</sup> November, with an interview date of 4<sup>th</sup> 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 1<sup>st</sup> 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**

27<sup>th</sup> October 2018

## Planning & Licensing Committee

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

EP/127/18/HH †	Vehicular access 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 17 Seaview Avenue	Committee agreed not to object



EP/136/18/PL ~ Variation [...] to approved plans concerning updated site plan... Tudor Lodge, South Strand  
Committee agreed to object

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

Simon Cross – **Clerk to the Council**

25<sup>th</sup> October 2018

As Chairman of the Amenities Committee respectively, Cllr McElroy said there was nothing to report.

Chairman of the Audit & Governance Committee, Cllr Mathias said there was nothing additional to report.

Cllr Linton, as Chairman of the Community Engagement Committee, said the committee had nothing to report at this time as its main seasonal workload had transferred to the Major Events Committee.

Chairman of the Finance & General Purposes Committee, Cllr Shah, reported the committee's next meeting was scheduled for 10am on Monday, 19<sup>th</sup> November in the Council Office.

As Chairman of the Major Events Committee, Cllr Linton said all was on schedule for the Christmas Celebrations event on Saturday, 24<sup>th</sup> November. More volunteers were needed for setting up venues such as the Conservative and Village Halls and for dismantling them again at the end of the day. A sign-up sheet was circulated at the end of the meeting.

Cllr Gander, Chairman of the Personnel Committee, talked through her report and added the staffing restructure was effective from 1<sup>st</sup> November and had been completed within budget. Mrs Khoo was now working eight hours a week as the council's book-keeper. Cllr Gander reported SSALC was advising there had been a good response to the advert for a new Assistant Clerk.

In response to a question, Cllr Gander explained the Personnel Committee was merely asking councillors to let it know if whether or not they intended to stand for re-election in May 2019, so it could forward plan for any significant shortfall. The information councillors provided was not going to be made public.

Cllr Mathias, Chairman of the Planning & Licensing Committee, thanked the Clerk for his report and said he had nothing to add. The Clerk added a resident of Palm Court Cottages had called into the office on the day of the meeting to thank the Planning & Licensing Committee for submitting objections to Planning Application EP/136/18/PL for Tudor Lodge.

## **812/18 AUDIT & GOVERNANCE COMMITTEE – BOUNDARY REVIEW**

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

### **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 8<sup>th</sup> 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.**

Simon Cross – **Clerk to the Council**

26<sup>th</sup> October 2018

Council also noted the following report which had been circulated immediately prior to the meeting:

### **Audit & Governance Committee – boundary review**

As I was printing the main supporting papers for tonight's meeting, the council received the following email from a resident of Downs Way, Angmering, after a copy of *All About East Preston* had been delivered to her. "Just want to say thank you for delivering to me at [x] Downs Way the magazine. Although I come under Angmering parish ward - which I personally wish the boundary was changed, I never visit there. My postal address is East Preston and I visit the village far more."

Simon Cross – **Clerk to the Council**

29<sup>th</sup> October 2018

Cllr Mathias spoke in support of the resolution proposed.

**1258** The Council **RESOLVED** unanimously to initiate a Boundary Review with Arun District Council, starting initially with the three actions identified in the final paragraph of the report above.

### **813/18 MAJOR EVENTS COMMITTEE – END-OF-TERM RECEPTION**

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

### **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 12<sup>th</sup> 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**

26<sup>th</sup> October 2018

Cllr Linton explained the need for the additional finance needed to support the End of Term Reception.

**1259** The Council **RESOLVED** unanimously to release £300 from Contingency Budget line for 2018/19 towards the costs of the End of Term reception to be held on 12<sup>th</sup> April, 2019.

## 814/18 PERSONNEL COMMITTEE – STANDING ORDER 13B

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

### 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**

24<sup>th</sup> October 2018

The Clerk agreed the wording still needed some fine-tuning.

**1260** The Council **RESOLVED** unanimously to the principle in a revised wording for Standing Order 13b, the final wording still to be confirmed.

## 815/18 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

### 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**

26<sup>th</sup> October 2018

Chairman of the Leases Working Party, Cllr Mathias had no update from the Leases Working Party, the council had had no further updates from its solicitor.

Cllr Wilkinson, Chairman of the Website Working Party, reported there had been some minor tweaks to the website but the main matter outstanding was still the rotating photographs for the front page.

## 816/18 EAST PRESTON & KINGSTON VILLAGE HALL FOUNDATION

Cllr McElroy re-declared his Personal Interest in this matter; see Minute 803/18 above.

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

# **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 19<sup>th</sup> 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**

26<sup>th</sup> October 2018

The following letter had been circulated to councillors immediately prior to the meeting:

### **East Preston & Kingston Village Hall Foundation**

Further to my report, Mr Merrington delivered the following letter on 31<sup>st</sup> October:

RECEIVED

31 OCT 2018

East Preston,  
BN16

Mr S Cross  
Clerk to Council  
East Preston Parish Council Office  
122, Sea Road  
East Preston  
BN16 1NN

29/10/2018

Simon

With reference to our conversation stating nothing was to be passed to any third party on receiving the reports and letters shown to you by the Chairman of East Preston & Kingston Village Hall regarding the wall hanging.

Please make sure any report or letters with or without my personal details on is not made public or passed on to any third party in part or full, as these reports and letters were sent to me personally and are my private property Failure to comply would be a breach of the data protection act.

1. Surveyors report
2. Arun District council H& S report
3. Norris & Fisher insurance brokers letter

Cllr Mathias said there was nothing new in the letter. There was an alternative surveyor's report available which said the wall-hanging could be installed safely. There was a fundamental difference between the Village Hall, which was ultimately in the care of the Parish Council, and the library which was a WSCC building.

Cllr McElroy said that one insurance has been refused another company would not pay out if the organisation being insured had not advised insurance had previously been refused. He then read the following report to the meeting:

**There are 25 private hirers that hire the Village hall regularly each week for business purposes or for community groups.**

Each of the Hirers allow people to take part in their activity but for a charge be it 50p- £5.00 or more.

Open Days that the public can just walk into the Miller Barn. Obviously on the proviso that you want

a) buy a ticket again

b) pay an entrance fee.

**Equates to 17 days a year,**

This is broken down to into the following :-

**9/10 Days Festival Week- 8.30am-11.30pm** dependant on the events being held for example this year it is being used for **27** events according to Festival committee Programme **20** of those in the Miller Barn/complex.

**6 Days Festival committee** hosting events normally open 8.30-5.30 although 1 of those was only open 8.30am -1.00pm (4hrs)

**1 Day** for the Horticultural Society 8.30-6.30pm

**1 Day** for the East Preston Parish Council Christmas celebrations 8.30pm-6.00pm. (last Year)

**1 Evening (4 Hours)** for Defibrillator familiarization

**However, the Library is open to the general public 4 hours a day 6 days a week. Free of Charge**

East Preston Population was **5,938** in 2011 census

**20,862 people** visited the Library in the last year that the Collage wall hanging has been there. \*

That works out that on average each villager could have visited the library at least **3** times in that year.

**\* Mrs Wallace(CRC) corrected the Village Hall Committee @ there AGM in June and pointed out it had only been 9 months for the 20,862 people figure So that the figure was actually higher than that for a whole year.**

Let us remind ourselves The CRC is a campaign group with 3 Self- appointed members that I am aware of.

However, the (CRC) state that you represent the vast majority of the parishioners. There was a petition with 200-300 signatures being generous with the figures here, by rough calculations approx. only 4% of the East Preston population.

Which does not represent the vast majority of the population of East Preston

That means 96% of the population didn't express a preference or do not care.

Cllr McElroy ended by asking the council to consider whether the Village Hall was the right place for the wall-hanging. If he was in the middle of a class with children, he would not allow any member of the public to interrupt that class to look at the wall-hanging if it was back on the Village Hall wall. In his purely personal view, he had not fully appreciated the wall-hanging in the Village Hall because it was high up in a dark corner, not as visible as it currently is in the library. Now he can see it more clearly, he can appreciate it more, both the design and the work which went into its creation.

The meeting was reminded the wall-hanging had been taken down by the committee during 2015 when it redecorated the Miller Barn.

Cllr Gander said she thought the wall-hanging looked very attractive in its library location and could not be missed by anyone visiting the library.

The Chairman suggested all councillors thought about the discussion which had been had and the matter be brought back to a future council meeting.

Cllr Shah ended by saying he felt the wall-hanging was a statement of village life. In his experience, most villages like to show off their villages through the Village Hall, which he believed was the right place for such an artefact. Cllr Shah questioned whether or not the Village Hall Foundation should make the Village Hall open to the public at some times.

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

## **817/18 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. **WSCC Armed Forces Training, 17<sup>th</sup> September - update**
5. **Online Safety and Fraud Awareness event, 20<sup>th</sup> September - update**
6. **Community Speed Watch meetings, 28<sup>th</sup> September, 17<sup>th</sup> and 26<sup>th</sup> October**
7. **Citizens Advice meeting, 28<sup>th</sup> September**
8. **East Preston Beach Clean No. 12, 30<sup>th</sup> September**
9. **East Preston Classic Car Show, 30<sup>th</sup> September**
10. **East Preston Festival Committee donations evening, 1<sup>st</sup> October**
11. **East Preston Business Community Business Breakfast, 3<sup>rd</sup> October**
12. **Trip to West Sussex Records Office, 12<sup>th</sup> 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 1<sup>st</sup> 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 3<sup>rd</sup> 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 9<sup>th</sup> 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 11<sup>th</sup> October and paper edition on 18<sup>th</sup> October.

On 19<sup>th</sup> 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, 17<sup>th</sup> 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, 25<sup>th</sup> 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, 20<sup>th</sup> 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, 28<sup>th</sup> September, 17<sup>th</sup> and 26<sup>th</sup> 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, 28<sup>th</sup> 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, 30<sup>th</sup> 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, 30<sup>th</sup> 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, 1<sup>st</sup> October**

Following the Full Council meeting on 1<sup>st</sup> 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 <sup>st</sup> East Preston Scouts	East Preston Youth Club
4Sight East Preston	Ferring Country Centre
Angmering-on-Sea Tennis Club	Friends of St. Mary's Church
ARK Parent and Toddler Group	Friends of Zachary Merton
Arun Home-Start	Happy Days Pre-School
Baytree Lunch Club	Jamie's Wish Trust
Buddy's	Littlehampton Blind Club
Butterflies Breast Care Support	Littlehampton Food Bank
Cancer United + Butts	New Beginnings
Chestnut Tree House	Our Lady, Star of the Sea Christmas Lunch
Children's Liver Disease	PatientLink
Disability Action Group	REAL Patient Participation Group
East Preston Cricket Club Colts	Paws Animal Rescue
East Preston Floral Club	Rascals After School Club Ltd
East Preston Football Club – under 15's	RNLI
East Preston Girlguiding	Royal British Legion- Poppy Appeal
East Preston Junior School	Royal British Legion – Injured Soldiers
East Preston Village Pre-School	

Rustington Methodist Church	SENCAT
St. Barnabas House	Sussex Air Ambulance
St. Mary's Church	WADARS
St. Mary's Little Angels	Yarnbombers

#### **11. East Preston Business Community Business Breakfast, 3<sup>rd</sup> 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, 12<sup>th</sup> 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 17<sup>th</sup> 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, 3<sup>rd</sup>/4<sup>th</sup> 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 20<sup>th</sup> 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, 4<sup>th</sup> October – 584
- Poster for 60s Themed Charity Evening, 20<sup>th</sup> 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, 1<sup>st</sup> October - 522

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 28<sup>th</sup> 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 – 25<sup>th</sup> September – sent to 770, opened by 511 to date (66.4%)

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

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

Parish Council news – 25<sup>th</sup> 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 25<sup>th</sup> 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 12<sup>th</sup> November. (This might start on 9<sup>th</sup> November with me returning on 16<sup>th</sup> 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 <sup>th</sup>  | Personnel Committee (18:30, East Preston Infant School)<br>Full Council (19:00, East Preston Infant School)  |
| 6 <sup>th</sup>  | Arun Clerks' Networking Lunch (12:00, Bersted) (Ab and SC only)  |
| 7 <sup>th</sup>  | Business Breakfast (08:00, <i>Grub &amp; gumption</i> )<br>East Preston Youth Club informal meeting (11:00)  |
| 8 <sup>th</sup>  | East Arun Health Services Advisory Group (12:00, Littlehampton Town Hall) (PG only)<br>NHS Big Health & Care Conversation (17:30, Field Place, Worthing) (PG only) |
| 11 <sup>th</sup> | Remembrance Sunday   |
| 12 <sup>th</sup> | Planning & Licensing Committee (18:00, East Preston Infant School)<br>Christmas Celebrations meeting (18:45, East Preston Infant School)                           |
| 13 <sup>th</sup> | Informal Eastern Parishes meeting (17:00, Council Office) (ST and EL only)   |
| 17 <sup>th</sup> | Unveiling of blue plaque to Edith Ayrton and Israel Zangwill, preceded by small invitation-only drinks reception (14:00, Sea Lane)                                 |
| 19 <sup>th</sup> | Finance & General Purposes Committee (10:00, Council Office)<br>Amenities Committee (18:00, East Preston Infant School)  |

22 <sup>nd</sup>	SSALC Planning Briefing (18:00, Billingshurst) (ST only)
23 <sup>rd</sup>	Baytree Club 30 <sup>th</sup> Anniversary lunch (12:30, Village Hall) (ST and EL only)
24 <sup>th</sup>	East Preston Christmas Celebrations Arun Youth Aqua Centre (19:30, Marjorie Bridger Hall)
26 <sup>th</sup>	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**

26<sup>th</sup> October 2018

**Item 2 – Police matters** – the Clerk confirmed Sussex Police appeared to be investigating the incident on the beach, but there had been no update, nor was the council ever likely to receive any update direct.

The Clerk said it would appear Sussex Police was not going to try to get “specific senior officer authority to obtain the data” on the mobile phone mentioned in the report.

**Item 18 – Leave** – Cllr Chapman said she would be willing to check the children’s playground for broken glass etc. on specific dates. The Clerk would advise her of those dates.

The Chairman thanked the Clerk for his comprehensive report.

#### 818/18 EXTERNAL MEETINGS AND EVENTS

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

### Other meetings and events – Part 1

**Council is asked to note the following reports:**

#### WSSC / Alzheimer’s Society Dementia Awareness Drop-in – 1<sup>st</sup> October

##### Angmering Library

Monday 1<sup>st</sup> 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**

12<sup>th</sup> October 2018

## **WSCC Community Resilience Forum – 4<sup>th</sup> October**

### **Capitol Theatre, Horsham**

This was a Conference I attended on behalf of the Parish Council organised by WSCC 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**

12<sup>th</sup> October 2018

## **NHS Local Community Networks – 9<sup>th</sup> October**

### **Council Office, East Preston**

On 9<sup>th</sup> 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

18<sup>th</sup> October 2018

## **WSCC Joint Eastern Arun Area Committee Highways & Transport sub-group – 18<sup>th</sup> 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**

19<sup>th</sup> October 2018

## **REAL Patients Group – 20<sup>th</sup> 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](mailto:pathfinder.worthing@coastalwestsussexmind.org)  
Littlehampton 01903 721893. E. [pathfinder.littlehampton@coastalwestsussexmind.org](mailto: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 1<sup>st</sup> 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

27<sup>th</sup> October 2018

## **Comic Capers – 24<sup>th</sup> October**

### **East Preston Infant School**

On 24<sup>th</sup> October we ran our Autumn Term Playscheme for 2018 at East Preston Infant School. The theme was Comic Capers and children were asked to dress up as a comic character if they

wanted – 2 children dressed up. The scheme was attended by Councillors Pat Gander, Liz Linton and myself. Simon was there to sign attendees in at the beginning.

Tina from Bee-Fit brought great enthusiasm to the event and the 8 children that participated all had a great time. They played with a variety of fitness equipment in a fun way. They started the session with balls and comic themed music in the background. During the course of the morning they participated in games, competitions and a comic themed craft activity.

We broke the morning up by offering fruit kebabs and squash. We were surprised by how much fruit was eaten which was fantastic! At the end of the event the children were able to play outside as the weather was lovely.

It was a shame that, despite all our advertising through Facebook, the schools and newsletters, there weren't more attendees. We felt that maybe this was due to either; people going away during the half term or people doing Halloween themed activities? Or maybe people were just relaxing.

Cllr Andrea Chapman

5<sup>th</sup> November 2018

## **NHS Big Health and Care Conversation – 30<sup>th</sup> October**

### **New Park Community Centre, Chichester**

I attended this event with Cllr Chapman. This was the second of three NHS Big Health and Care Conversations taking place this autumn; Cllrs Duff and Linton attended the first, in Billingshurst, in September and have reported back to Full Council on that, and Cllr Gander is attending the third, in Worthing, on 8<sup>th</sup> November.

The Chichester event felt very different to what I have heard about the Billingshurst event. Firstly, there were probably about fifty people present, representing a range of organisations. Guests were split across five tables, each of which was subsequently given a topic. The topic on our table was Prevention. Other topics included Mental Wellbeing, Appropriate use of medicines, Local Community Networks and finally, Primary and Urgent Care.

Networking at our table before the official start time, we were approached by a lady from an organisation called Peabody, an organisation which provides Supported Housing Services in the county. The lady informed us West Sussex County Council is currently undertaking a public consultation on its provision of Housing Related Support as a previously ring-fenced grant from central government was withdrawn in 2011. If any councillor would like to comment on behalf of East Preston residents, they have until this Friday to do so. Let me know if you do.

The event was opened at 10:00 by Laura Robertson, NHS Coastal West Sussex Clinical Commissioning Group (CCG) Head of Communications and Engagement. Laura knows East Preston reasonably well as she was a useful lead contact during the time Arun Medical Group withdrew its services from the village. There was a panel of four, each of whom addressed the meeting in turn:

Dominic Wright, Managing Director of Coastal West Sussex CCG – not surprisingly, there is a rising demand on services and GPs are struggling to cope. People are waiting too long although focus on waiting times over recent years has seen the maximum wait time for 90% of treatments brought within eighteen weeks. People are living longer through great advances in public health and technology. Services cost more than the money available. The CCG is working hard to transform services through partnership working, social prescribing to tackle loneliness and to disseminate drug and alcohol information. The CCG is working hard to cut out waste and to cut out service variation across the sector.

Pippa Ross-Smith, Chief Finance Officer, Coastal West Sussex CCG – in 2017/18, the CCG had a budget of £773m but spent £795m which goes against the CCG's legal obligation not to overspend.

1% of that spend was on admin, 2% on supporting the voluntary sector, 11% on prescribing and primary care, 9% on mental health services and 51% on hospital services (including a very small percentage spent on the ambulance service). The 2018/19 budget includes a £12m overspend agreed with central NHS on the understanding the CCG will be living within its means by 2021, even paying back its deficits.

The CCG needs guidance and help from the local population as to where money should be spent. As Ms Ross-Smith concluded, money could be spent on anything but could not be spent on everything.

Anna Raleigh, Director of Public Health, WSCC – West Sussex has a vibrant community including the great asset of having one of the highest percentages of population over 65. The public sector had a great role to play in continuing to educate members of the public to live the best possible life they can.

Gill Galliano, Acting Lay Chair, Coastal West Sussex CCG – explained how the rest of the meeting would run. There would be three twenty-minute sessions – for each session attendees could stay on the table on which they were already sat or they could move every twenty minutes.

Andrea and I spent the first twenty minutes on our Prevention table then moved to the Mental Wellbeing table and finished on the Local Community Networks table. To me, this became a bit like an episode of the old television programme *Houseparty*, as when we moved after twenty minutes we found ourselves joining a live conversation with little if any introduction as to where the conversation had already been or was going. Personally, I found the lack of leadership difficult and the fact nobody introduced themselves. Part way through talking about Mental Wellbeing one woman at the table, without any further word, just upped and left the building, never to return. I think it would have been better if each topic had had a lead person and that person had moved with the topic to a different table rather than the people moving around so much.

So, I am not sure I learnt or contributed much on this occasion. However, I did come back with some ideas the Community Engagement Committee may wish to look at in the future – Park Run in East Preston, a second day each week for The Baytree Club, intergenerational lodging. Scouts and Girlguiding helping less able residents with their gardens and so on.

Simon Cross – **Clerk to the Council**

1<sup>st</sup> November 2018

## **NHS Big Health and Care Conversation – 30<sup>th</sup> October**

### **New Park Community Centre, Chichester**

On Tuesday 30<sup>th</sup> October I attended The NHS 'Big Health and Care Conversation' with Clerk to the Council, Simon Cross.

This was an opportunity for a range of people from the voluntary, medical and clerical sectors, as well as patients, carers and the public to discuss issues arising in the NHS and share views/experiences. There were several areas that were focused on; medication, mental well-being, emergency services to mention but few.

The overall messages that we came back with were:

- A lot of importance is being placed on the voluntary sector (but no extra money being invested) in particular, family members becoming carers for their loved ones, the community looking out for each other and people volunteering. A question we had was how are these people being supported?
- Prevention and early intervention are of paramount importance.
- Signposting and making sure people have access to what help is out there. Especially those people who are housebound.

- Mental well-being is an area that is being invested in but early intervention is key – not letting things get to crisis! Where can we signpost people for specific help, how can we encourage people to look out for each other?

This event was a good opportunity to have our say and I think we contributed appropriately, it was just a shame that each table didn't seem to have a designated lead. This meant that some important conversations weren't recorded.

Cllr Andrea Chapman

5<sup>th</sup> November 2018

### **819/18 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

No questions were asked. The Chairman thanked councillors and officers for attending external meetings and events on behalf of the council. He confirmed he would discuss further the options for making the council dementia-friendly and hopefully arrange some training for councillors in this matter.

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

### **820/18 NEW ITEMS FOR THE NEXT MEETING (3<sup>RD</sup> DECEMBER)**

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

#### **New items to be referred to the next meeting – 3<sup>rd</sup> December**

**Council is asked to note the following request from the Chairman and Vice-Chairman.**

St Barnabas House Hospice is holding a Wear It Festive event on 14<sup>th</sup> December. You know the kind of thing, wear something festive for one price and pay more if you are not wearing something festive. 14<sup>th</sup> December is a rubbish day for the council in that respect, but the event can be held on another date.

The Chairman and Vice-Chairman would like us to Wear It Festive at the December Full Council meeting. Pay at least £1 to come along wearing a Christmas jumper, pay at least £2 to come along not wearing a Christmas jumper.

As you know, Hazel was a big supporter of St Barnabas House, and this is just the sort of event Hazel would have loved. Please support this event as a tribute to Hazel. I will remind you nearer the time.

Simon Cross – **Clerk to the Council**

2<sup>nd</sup> November 2018

Councillors supported this idea.

**The meeting concluded at 20:58**

Chairman: *Cllr Steve Toney* Date: **3<sup>rd</sup> December 2018**

END

## **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