

**MONTHLY MEETING
OF THE COUNCIL**

4TH FEBRUARY 2019

SUPPORTING PAPERS

Agenda Item 8

Minutes of Monthly Full Council meeting, 7th January

The draft Minutes were circulated to all councillors on 9th January, asking for comments by 16th January. Cllr Gander raised some questions I have tried to answer. My thanks to Mrs Khoo and Mr Beams for both spotting typos the rest of us had missed.

Simon Cross – **Clerk to the Council**

21st January 2019

Agenda Item 9

Monthly Update Report

1. **Introduction**
2. **Minute 911/17 – Clerk’s Report, item 6 – Postbox outside the Council Office, 10th November [2017]**
3. **Minute 423/18 – Clerk’s Report, item 4 – “missing” bus stop in North Lane**
4. **Minute 812/18 – Audit & Governance Committee – boundary review**
5. **Minute 002/19 – Former councillor, David Quick**
6. **Minutes 007/19 – Public Session and 008/19 – Councillor Responses**
7. **Minute 015/19 – Finance & General Purposes Committee – Precept for 2019/20**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5th November 2018.

2. **Minute 911/17 – Clerk’s Report, item 6 – Postbox outside the Council Office, 10th November [2017]**

Further to my report last month that the bus stop pole had been implemented, at the time of writing Stagecoach is still awaiting the flag to attach to the pole. This is expected by the end of this month.

Since the implementation of the new postbox, we have consistently chased Royal Mail to provide furniture for the box. Fourteen and a half months after the box was installed it still has neither a day-of-the-week indicator nor the personalised collection times sheet. Royal Mail have given various excuses which after fourteen and a half months really don’t wash. Cllr Linton and I witnessed a Royal Mail employee visit the box on Friday, 18th January. He measured the size of the collection times sheet holder but did not write those figures down. He then photographed the postbox and drove off.

3. **Minute 423/18 – Clerk’s Report, item 4 – “missing” bus stop in North Lane**

Further to my report last month that the bus stop pole had been implemented, at the time of writing Stagecoach is still awaiting the flag to attach to the pole. This is expected by the end of this month.

The resident who requested the indication of the bus-stop and I have a friendly sweepstake on as to whether the bus-stop flag will appear before the postbox notices.

4. **Minute 812/18 – Audit & Governance Committee – boundary review**

I had a short meeting with Jackie Follis at ADC on 14th January to work out how this council now moves this request forward and a report on this meeting can be found in my Clerk’s Report below.

5. **Minute 002/19 – Former councillor, David Quick**

On behalf of the council, Cllr Toney attended Mr Quick’s funeral on 22nd January.

6. **Minutes 007/19 – Public Session and 008/19 – Councillor Responses**

At its meeting on 21st January, the Amenities Committee agreed to work up a proposal it could then discuss with WSCC Highways for the bank at the junction of Lashmar Road and North Lane. Cllr Wilkinson has confirmed the land is looked after by WSCC Highways rather than the Public Rights of Way department.

I contacted WSCC about the overhanging foliage at the junction of Pinewood Close and North Lane. The WSCC Highways steward visited on 10th January and, as the overgrowth was not too bad, he trimmed it back himself.

7. **Minute 015/19 – Finance & General Purposes Committee – Precept for 2019/20**

I advised AL the council had received his comments on the precept but had voted for the proposed increase. I have offered to arrange a meeting with him and Cllr Shah when the latter is back in action. AL has accepted this offer and is aware Cllr Shah is currently unavailable.

I have informed ADC of the agreed precept for 2019/20.

Simon Cross – **Clerk to the Council**

25th January 2019

Agenda Item 11

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 21st January, Community Engagement on the 28th January, Personnel on 21st January and Planning & Licensing on 14th and 28th January.

With the exception of the Personnel Committee, draft Minutes from all these meetings are likely to have been circulated by the time of this meeting.

Simon Cross – **Clerk to the Council**

25th January 2019

Agenda Item 11a

Amenities Committee

The committee met on 21st January and after receiving updates on outstanding matters, heard from Lauren Willard with regard to the public toilets refurbishment and measures being taken to obtain additional quotes for the structural part of the works.

The committee discussed various issues relating to recent vandalism and anti-social behaviour, highlighting damage caused to the bus shelter on Worthing Road and the football table on the Village Green. It was agreed to place an item on the next agenda to discuss the provision of CCTV in the village.

Ongoing issues with the car parking machine on the Village Green had led to a suggestion from the provider of the machine to upgrade to allow payments to be made via phone, text and mobile apps. More information will be sought for discussion at the next meeting.

The beach access work continues, although this will be a lengthy process to complete the registration on the Definitive Map.

Andy Beams – **Locum Assistant Clerk to the Council**

29th January 2019

Agenda Item 11c

Community Engagement Committee

The committee met on 28th January.

Amongst the matters discussed:

The Fitness and Fun 2 playscheme is beginning to sell. Cllrs Bowman and Duff will be present on the day. The committee was disappointed the Junior School now had a policy which meant it could not email parents about the event, but was pleased with the support still received from the Infant School.

The committee will again run a Come and Meet Your Local Councillors event on 13th June. This will run from 10:30am to 12:30pm and the more councillors who can be present, the better.

The council will work with Andrew Cook, the head coach at Angmering-on-Sea Lawn Tennis Club to run some free tennis coaching sessions at the Warren Recreation Ground during the summer. Dates to be agreed.

The committee will not run specific events to commemorate the 80th Anniversary of the start of World War II nor the 75th Anniversary of D-Day, although it will support others' initiatives within the village for these events.

The committee welcomed Dr Kate Bailey to the meeting. Dr Bailey is a medically-trained doctor working in Public Health for WSCC, in particular on the Healthy Lifestyles team. The committee found it particularly interesting and useful to talk to Dr Bailey about how it can help to improve the general wellbeing of local residents. See the Minutes of the meeting for further details of this discussion.

Cllr Linton and I will work together to formulate a council policy for the actions to be taken upon the death of a senior person of state. Andy has found a document in use at a Hampshire council, and Cllr Linton and I will initially tailor that.

Simon Cross – **Clerk to the Council**

29th January 2019

Agenda Item 11d

Finance & General Purposes Committee

The council has successfully opened an account with the Redwood Bank. This replaces the account the council had with Monmouthshire Bank and will earn a better rate of interest than the Monmouthshire Bank had been able to offer recently. The account is a 35-Day Notice account, paying interest annually; the rate of interest at the time of writing is 1.35% AER.

£12,000 has been transferred into this account initially.

Cllr Danny Shah –
**Chairman of the Finance & General Purposes
Committee**

25th January 2019

Agenda Item 11f

Personnel Committee

The Personnel Committee met on Monday, 21st January and discussed the following matters.

Assistant Clerk of the Council

Mrs. Dawn Reid commenced employment at East Preston Parish Council on 21st January 2019.

Locum Assistant Clerk to the Council

Andy Beams completes his locum duties on 29th January. During the last two weeks he has been able to complete a handover to Mrs. Reid of all his workload. The Personnel Committee agreed to demonstrate its appreciation of Mr Beams's very able assistance to the Council.

Bereavement Policy for Councillors and Staff

The Committee agreed to develop a policy to offer support to councillors and staff in times of bereavement.

Official Complaint

The Committee discussed a complaint received. Advice has been sought from Arun DC's monitoring officer who explained that the complainant should direct the complaint to her in writing. The Clerk has written to the complainant with this information.

Local Council Elections May 2019

The Committee can confirm that plans are in place and documents have been received from Arun DC detailing the correct procedures for members of the public who wish to stand for election.

Passing Policy (Commemorative (?) Policy

This is Agenda Item 13a below.

Staffing

The Clerk's appraisal was completed on 18th January. Dates for the remaining appraisals have been scheduled for January/early February. It was agreed that the appraisal year would run from January to December in future, with annual appraisals taking place in January

Cllr Patricia Gander –
Chairman of the Personnel Committee

28th January 2019

Agenda Item 11g

Planning & Licensing Committee

The committee met on 14th and 28th January. Special thanks to Cllr Gale for attending as a substitute on the 14th. The draft Minutes from these meetings will have been circulated by the time of this meeting.

In addition to consideration of Planning Applications, the committee agreed it would ask County Cllr Elkins to investigate the WSCC parking standards as the committee feels these are unhelpful to the village and no longer realistic.

Simon Cross – **Clerk to the Council**

29th January 2019

Agenda Items 12a

Personnel Committee – Passing Policy

Cllr Gander to introduce this item.

Council is asked to agree a change to the council's Passing Policy to expand it to include how the death of current and past councillors is covered by the council's quarterly newsletter.

In October 2015, the council adopted a Passing Policy which detailed the marks of respect to be shown when a current or past councillor died. As this has happened more often since October 2015 than it had been before, there was an element missing from the Passing Policy and that was how the death was marked in the quarterly newsletter.

At its meeting on 21st January, the Personnel Committee addressed this and agreed the death of a current councillor should be marked in the next newsletter with words and a photograph. It was agreed the death of a past councillor would be marked in the next practical newsletter, with words definitely but a photograph only if possible.

Meanwhile, if any councillor can suggest a different name for this policy, all suggestions will be considered. Thanks.

Simon Cross – **Clerk to the Council**

25th January 2019

Agenda Item 13a

Arun Safer Partnership

Council is asked to agree a representative of this council to join the Joint Action Group of the Safer Arun Partnership.

More information on the Partnership can be found here - <https://www.arun.gov.uk/safer-arun-partnership>.

At the January meeting, Ms Bouette from the ADC Community Safety team told us the Partnership was looking to set up a Joint Action Group and would be delighted if East Preston Parish Council could send along a representative.

Any councillor wishing to take on this role, please let me know. I have had expressions of interest from two councillors.

Simon Cross – **Clerk to the Council**

25th January 2019

Agenda Item 14a

Working Parties

The Leases Working Party has not met explicitly since the last meeting. The Working Party received a letter from the Tennis Club's solicitor via the council's solicitor to consider. This proposed a new lease length of 24 years and 364 days, which is believed to circumvent the Assets of Community Value legislation. Some questions have been sent back to our solicitor for his comments.

Simon Cross – **Clerk to the Council**

22nd January 2019

Agenda Item 15

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Meeting with Jackie Follis, ADC, 14th January**
5. **St Barnabas House Hospice Outreach Project (HOP) Vehicle visit, 15th January**
6. **Meeting with East Preston Film Society, 23rd January**
7. **SSALC Elections Briefing, 24th January**
8. **Social Media**
9. **MailChimp stats**
10. **A selection of things we have been asked since the last meeting**
11. **Recent bouquets and complaints**
12. **Leave**
13. **February meetings and events**

1. **Introduction**

This is the report mainly covering January 2019 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

Nothing new to report this month.

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

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

4. Meeting with Jackie Follis, ADC, 14th January

As mentioned last month, I met with Jackie Follis, ADC Group Head of Policy to talk about this council's request for a Community Governance review. This was just an informal meeting for me to get a clearer understanding of how we kick off the process and what degree of canvassing either parish council involved can undertake.

Jackie said she did not need anything further from us in order to start the process. She will write to both councils involved asking them to provide greater information as to why one councils wishes to undertake this boundary review and why one council has said it will fight it. That information will form the basis of a report to be considered by ADC's Electoral Review Sub-Committee at its first meeting after the May local elections. Jackie and I did talk very high-level about this council's thinking.

Jackie was unsure about the degree of canvassing possible by either parish council but would expect both councils to be given the opportunity to include some simple facts alongside any voting papers distributed to the residents of that area. The actual voting process will be undertaken by an independent external company to ensure impartiality.

Jackie expected to call my Angmering Parish Council counterpart and I together at some future date to discuss the mechanics further with both of us.

Subsequent to our meeting, Jackie has written to both Parish Councils asking them to give a more detailed written overview of where they stand on this matter. Cllrs Toney and Linton and I will be meeting on 11th February to consider our response.

5. St Barnabas House Hospice Outreach Project (HOP) Vehicle visit, 15th January

The HOP visited the village on Tuesday, 15th January. As usual, it set up in the Village Green car-park. This was the first visit with new driver and assistant, Clint, in addition to regular Hospice Outreach and Schools Project Lead, Marcelle. On this occasion, they were joined by Jo, a nurse from the Chestnut Tree House side of the business. I only saw Marcelle part-way through the day at which point she was happy with the number of people who had visited the HOP. These has been a mix of people wanting to talk about long-term medical conditions and wanting to know more about volunteering for St Barnabas House.

6. Meeting with East Preston Film Society, 23rd January

Paul Amoo, Chairman of the East Preston Film Society, has decided to buy for the village a new map to be displayed within a wooden cabinet. The inspiration for this has come from a similar item recently established in the centre of Angmering, beside the War Memorial. Paul will donate this to the village via the council and would like it to be installed in Two Acres.

The design work is being done by Mandy Armstrong at ADC; photography by Shaun Adams of Cooper-Adams; and illustrations by Jane Dedman, East Preston resident. This short meeting was just to get some idea of progress and the information needed by Mandy to bring it all together.

7. SSALC Elections Briefing, 24th January

Dawn and I attended this event in Lewes together. This was the first of a number of briefings the Sussex and Surrey Associations of Local Councils (SSALC) is giving to clerks across the two counties in advance of the Local Elections on 2nd May.

The briefing was presented by the Chief Executive, Trevor Leggo, and was also attended by his colleague, Anna Beams, our own Andy's wife.

Seventeen councils were represented by about twenty people. Only about a third of those present had been in post at the time of the last elections in 2015.

The main thrust of Trevor's presentation was this was something a Clerk should not be heavily involved in at all. Passing on relevant information to councillors from the local district council and answering questions where possible. Clerks should not be put in the position of having to deliver councillors' nomination papers to the district council as this can go wrong through no fault of the Clerk. Trevor cited an example from 2015 where a council asked its Clerk to deliver nomination papers to the district council. Some councillors only delivered their nomination papers to the Clerk on the morning they needed to be at the district council. In the afternoon, just as the Clerk was setting off to deliver the papers she received an emergency telephone call from the school of one of her children and understandably that took priority. As a consequence, the nomination papers were not delivered to the district council and no candidates stood for that council.

There was some consternation from some Clerks, me included, when Trevor put a slide which said the Annual Meeting of the Council could not take place before 15th May. A couple of us argued the meeting could take place on the 13th May and had scheduled it for then. The date of the 13th had been included in an earlier SSALC email to councils. A few hours after the event, Anna sent out an email confirming meetings can be held on 13th May; therefore we do not need to change the date of the meeting.

We may have to change the date of the Annual Parish Meeting if we have more candidates than there are spaces on the council. We will know this sometime on 4th April. The reason we may have to change the date is the current date of 15th April falls within the "purdah" period when councils cannot promote themselves or councillors individually.

8. **Social media**

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

- Poster for Sussex Police and Crime Commissioner visit – 2,267 people
- WSCC Public Notice for temporary road closure of Station Road in Rustington – 1,054
- Poster for East Preston Railway Club meeting on 7th February – 995
- Video footage of the damage done to the table football table - 831
- Poster for Fitness and Fun 2 – 766
- WSCC Public Notice for temporary road closure in Angmering – 719
- Post concerning three children's orange traffic cones left behind on the Warren Recreation Ground - 697
- Share of East Preston Party on the Green page – 604
- MailChimp post for 2nd January e-newsletter - 592
- Photograph of found baby toy - 587
- Poster for Friends of East Preston Junior School quiz night - 534

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 27th January)

The number of people currently like the council on Facebook is 1,173, an increase of six over last report.

No posts placed on Nextdoor.

9. **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 – 2nd January – sent to 783, opened by 544 to date (69.5%); I think 69.5% is a record.

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

"I've come in to ask the question everyone in the country wants to know the answer to – what's the [Brexit] deal?" (On learning that no, I did not know the deal, the questioner told me to write to the Daily Mail.)

"Can you replace the battery in my smoke detector as I'm too short to reach?"

11. **Recent bouquets and complaints**

(In addition to anything reported above)

From a resident reunited with the family traffic cones after her son had left them on the Warren Rec and we had posted this on the council's Facebook page, "Thankyou very much for your help. We have found them, one very happy little boy 😊"

From a Lavinia Way resident who contacted the council concerned about the threat to the future of the South Strand toilet block. I replied, laying out this council's position and explaining the moves afoot to secure the block's future. "Thank you for your response and your explanation which put me completely in the picture. i am quite content to leave it there and will in future follow developments closely. I had a feeling there was more to the problem than just increasing the councils's coffers."

From a resident of The Ridings, "Thank you for always being so cheerful all of the time."

Thanks from the co-ordinator for West Kingston Neighbourhood Watch, "for all your support and all you do."

Thanks from a resident of Churchfields for providing her with information on the roadworks taking place since 24th January in Station Road. These have been to enable investigation of a suspected gas leak.

12. **Leave**

I will be off part of Wednesday, 6th February. Dawn will be out that day on a New Clerks' training course in Lewes.

Alison will be off on Wednesday, 13th February and Monday to Wednesday, 18th to 20th February.

13. **February Meetings and Events**

This list may be incomplete and is subject to change.

- 4th Memorial service for Dennis Wilde (14:30, Angmering)
Full Council (19:00, East Preston Infant School)
- 5th East Preston Business Community Business Breakfast (08:00, Kerry's Tea-room)
Eastern Arun Parishes Meeting (10:00, Woodlands Centre, Rustington) (ST and EL only)
South Strand Public Conveniences Society (17:00, East Preston Infant School) (ST, SW and SC only)
- 6th SSALC New Clerks' Training Day (09:30, Lewes) (DR only)
- 11th Planning & Licensing Committee (18:00, East Preston Infant School)
- 18th Finance & General Purposes Committee (10:00, Council Office)
- 19th **FITNESS and FUN 2** (10:00 – 13:00, East Preston Infant School)
- 21st The Martlets 10th Anniversary (12:00 – 15:00, The Martlets)
Sussex Police & Crime Commissioner visit (19:00, East Preston Junior School – 18:00 to help set up)
- 25th Planning & Licensing Committee (18:00, East Preston Infant School)
Major Events Committee (19:00, East Preston Infant School)
- 26th Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club (11:00, Council Office)
ADC Elections Briefing (18:00, Civic Centre, Littlehampton) (SC, ST, DM, AC, BG and CB so far)
- 27th ADC Elections Briefing (16:00, Bognor Regis Library)
ADC Elections Briefing (18:00, Bognor Regis Town Hall) (EL only so far)
- 28th WSCC Joint Eastern Arun Area Committee Highways & Transport sub-group (14:00, Woodlands Centre, Rustington)

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**

28th January 2019

Agenda Items 26a

Other meetings and events – Part 1

Council is asked to note the following reports:

Funeral for David Quick, 22nd January

Worthing Crematorium

I officially represented the Parish Council at the funeral of former councillor David Quick. Going by the reading from the celebrant, he had a very active life. Having been married 3 times, starting many businesses around the area and enjoying life to the full.

David joined the council in May 2011, but due to ill health he resigned in January 2012. More recently, David was Chairman of the Disability Action Group of East Preston raising funds for kitting out the Sea Road Toilet block.

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

25th January 2019