



# EAST PRESTON PARISH COUNCIL

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**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 4<sup>th</sup> February 2019 at the East Preston Infant School, Lashmar Road, East Preston at 19:00.

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

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

County Councillor Roger Elkins (until 19:42)

District Councillor Terry Chapman (until 19:42)

One member of the public (until 19:58)

**ABSENT:** Councillors Andrea Chapman, David Moore and Danny Shah

\* \* \* \* \*

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;  
CPRE – Campaign for the Protection of Rural England

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 19:02.

## 114/19 **INTRODUCTIONS**

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

Cllr Toney mentioned the vandalism which had taken place on and around the Village Green in the early hours of Sunday morning. This was clearly targeted at the council and was not a random act by bored youths.

Cllr Toney also reported he had attended the 100<sup>th</sup> birthday celebrations for Mrs Evelyn Abraham of St Mary's Drive. The council had presented Mrs Abrahams with a card and a hand-tied bouquet. Mrs Abrahams had also received a card from Her Majesty, the Queen.

## 115/19 **APOLOGIES FOR ABSENCE**

An apology and a reason for absence had been received and were accepted from Cllrs Chapman (unwell), Moore and Cllr Shah (both away).

An apology had also been received from District Councillor Bower.

## **116/19 DECLARATION OF INTERESTS**

No declarations were made.

## **117/19 PUBLIC SESSION**

**Agenda Item 10, Matters from previous Full Council meetings** – [REDACTED] referred to an ash tree which had been felled by WSCC outside her property. WSCC had said the stump would be ground out in due course. [REDACTED] was happy to contribute towards a replacement tree. There were several trees in the village which had been planted by the Parish Council as part of an agreement with WSCC the latter would maintain them subsequently. These trees had not seen a hint of maintenance by WSCC.

County Cllr Elkins said he would look into new tree options for [REDACTED].

[REDACTED] asked Cllr Elkins about the provision of a school bus for all the children from Angmering who come into East Preston's primary schools. [REDACTED] expressed her concerns about children having to cross both the A259 and the railway line, and how a school bus service would be a much safer alternative and ease traffic and parking problems around the schools.

Cllr Elkins said he believed the criteria for provision of a school bus service was users had to be three miles away from the nearest appropriate school.

## **118/19 COUNCIL RESPONSES**

Cllr McElroy advised the meeting his disabled son had been unable to get WSCC-provided transport in the opposite direction to get him from East Preston to Angmering School.

## **119/19 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins began by wishing everyone present a happy 2019.

He went on to say the county council spent £2½m on non-commercial bus services each year.

Cllr Elkins reported it was budget time at WSCC. An overall increase of 4.99% had been agreed – 2% solely on Adult Social Care and 2.99% on other services. Since 2010, it was believed WSCC had saved £240m and it was expected to save more over the next three years. Cllr Elkins then went into greater detail of some of the figures.

22% of the population of West Sussex is over 65 years old, as opposed to the national average of 18%, and this brought its own set of problems.

WSCC schools were still some of the lowest-funded schools in the country. In 2015 there were 3,500 pupils eligible for High Needs funding; by 2018, this had increased to 4,900.

WSCC had received a windfall of £6m to be spent on improving roads in the county, but the money had to be spent by the end of March!

Cllr Elkins reported he had received much correspondence recently from residents of Sea Road concerned about parking in the area between the junctions with Manor Road and South Strand. Cllr Elkins was arranging to meet these residents, probably in the Council Office, to discuss these problems. He hoped to be able to include ADC, responsible for parking enforcement, and EPPC. Cllr Elkins said he would try and hold the promised-meeting with people interested in the Roundstone Level Crossing at the same time.

## **120/19 ARUN DISTRICT COUNCIL**

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

Cllr Chapman started by reporting he had that afternoon attended the memorial service for former District Cllr, Dennis Wilde, which had also been attended by Cllr Bowman and Mr Cross, and representatives from Kington Parish, Arun District and West Sussex County Councils.

There was little happening on the surface at ADC at this time of an election year, but much was always happening under the surface.

Cllr Chapman was due to chair an evening meeting of the ADC Audit & Governance Committee on Valentine's Day which would, amongst other matters, discuss the allowances paid to councillors.

ADC invested around £56m annually. The council's Treasury Management team was still succeeding in generating more income through its investments than was budgeted. This income went into general reserves.

ADC was looking to buy 30 newly-built properties for social housing in the coming year. This was in addition to a number of buy-backs of former council properties.

The Planning Policy Committee was meeting soon to discuss the Community Infrastructure Levy (CIL) which will be paid by developers in the future. CIL money will be particularly beneficial to areas with large-scale developments, less so to areas such as East Preston with very little in the way of development opportunity.

Cllr Chapman continued to be confident about the future of the South Strand toilet block. He was aware a further meeting of interested parties was due to take place on the afternoon of 5<sup>th</sup> February and expected Cllrs Toney and Wilkinson and the Clerk would be there.

East Preston was very lucky to have an active branch of the Royal British Legion as this served as a hub for a high percentage of local ex-service personnel. However, many areas of the district were not so blessed and there were plans to set up a service personnel café in Bognor Regis – something similar was already in place in Littlehampton.

In response to a question from the Chairman, Cllr Chapman said he was aware a Planning Application for 525 homes in Angmering had been withdrawn, but he did not know the details of the withdrawal. Cllr Chapman said he had called a meeting with Planning Officers, not specifically about the Angmering Application, but because he was worried decisions had been made resulting in ADC being no longer able to display a five-year housing supply. This put ADC at risk in three ways, he believed: financial risk if taken to court by a developer; reputational risk if a High Court action was lost; jeopardy to the Local Plan itself.

Cllrs Chapman and Elkins had noticed two plots of land in Kingston Lane, not within East Preston's parish boundary but adjacent to it, had appeared in the ADC Housing & Economic Land Availability Assessments. This was highly concerning as there did not seem to have been any warning given by ADC these two plots would appear. If developed these plots could have a major impact upon East Preston and Kingston.

Cllr Chapman said ADC could not get greatly involved in the closure of the Lawns Surgery in Rustington as ADC was not a provider of health facilities. That said, he was meeting Rustington Parish Council shortly to discuss this further.

Cllr Gander believed it was NHS policy to merge GP surgeries, where possible, to cover communities of between thirty- and fifty-thousand people. These were more "polyclinics" for want of a better word, in which a variety of medical services were available.

On behalf of Parish Cllr Chapman, the Clerk asked District Cllr Chapman whether he had any update on the new school to be built in Angmering as per District Cllr Bower's report to December Full Council (Minute 913/18). Cllr Chapman replied there was no ability for either St Margaret's or St Wilfrid's Schools to expand any further. The land given to WSCC by the developer of Bramley Green, specifically for the provision of a new school is no longer big enough. Therefore, he believed the provision of a new school would depend upon some form of land swap.

(District Cllr Chapman and County Cllr Elkins left the meeting at the conclusion of this item.)

## **121/19 MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> JANUARY 2019**

The draft Minutes had been circulated on 9<sup>th</sup> January asking for comments by 16<sup>th</sup> January.

**1277** The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 7<sup>th</sup> January.

This action was completed.

Council NOTED the following report, which had been circulated in advance of the meeting, without comment:

## **Monthly Update Report**

1. **Introduction**
2. **Minute 911/17 – Clerk’s Report, item 6 – Postbox outside the Council Office, 10<sup>th</sup> 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 5<sup>th</sup> November 2018.

2. **Minute 911/17 – Clerk’s Report, item 6 – Postbox outside the Council Office, 10<sup>th</sup> 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, 18<sup>th</sup> 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 14<sup>th</sup> 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 22<sup>nd</sup> January.

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

At its meeting on 21<sup>st</sup> 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 10<sup>th</sup> 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**

25<sup>th</sup> January 2019

## **123/19 FINANCIAL MATTERS**

The Accounts for January 2019 had been distributed to Members in advance of the meeting.

- 1278** The council **RESOLVED** to approve the outstanding Purchase Orders report for 2018/19, value £4,929.45 (excl. VAT).
- 1279** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for December Late Payments 2018, totalling £122.05 (incl. VAT).
- 1280** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for January 2019, totalling £856.50 (incl. VAT).
- 1281** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for January 2019 totalling £11,604.03 (incl. VAT).
- 1282** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £286,070.33 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2019.

The council NOTED the paper Bank Reconciliations to 14<sup>th</sup> January 2019.

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.

## **124/19 REPORTS FROM PARISH COUNCIL COMMITTEES**

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

### **Committees**

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

25<sup>th</sup> January 2019



## **Amenities Committee**

The committee met on 21<sup>st</sup> 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**

29<sup>th</sup> January 2019

## **Community Engagement Committee**

The committee met on 28<sup>th</sup> 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 13<sup>th</sup> 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 80<sup>th</sup> Anniversary of the start of World War II nor the 75<sup>th</sup> 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**

29<sup>th</sup> January 2019

## **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.

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

25<sup>th</sup> January 2019

## **Personnel Committee**

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

### **Assistant Clerk of the Council**

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

### **Locum Assistant Clerk to the Council**

Andy Beams completes his locum duties on 29<sup>th</sup> 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 18<sup>th</sup> 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**

28<sup>th</sup> January 2019

## **Planning & Licensing Committee**

The committee met on 14<sup>th</sup> and 28<sup>th</sup> January. Special thanks to Cllr Gale for attending as a substitute on the 14<sup>th</sup>. 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**

29<sup>th</sup> January 2019

Additionally:

Amenities Committee – Chairman Cllr McElroy reported he had asked a colleague to provide some information on CCTV options for the Village Green. Technology had improved so much in recent years he believed it would be possible to mount a CCTV camera on the Council Office which would be able to record activity on the Village Green. Cllr McElroy believed the weekend's vandalism had been targeted at the council. He believed there was a responsibility on the village's licenced premises to ensure nobody was leaving those premises overly intoxicated.

There followed some debate about the registration requirements for CCTV. [Clerk's note: following the meeting, Cllr Wilkinson has volunteered to research this for the council and to draft an appropriate policy.]

Cllr Gander said the council had a duty to residents who may feel vulnerable around the Village Green.

Community Engagement Committee – Chairman Cllr Linton reported she and the Clerk had agreed dates of Fridays 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> July for this year's free tennis coaching sessions. These sessions will be at 10am this year to see if that is a better time.

Personnel Committee – Chairman Cllr Gander stated Locum Assistant Clerk to the Council, Andy Beams, had finished working for this council. He had managed to hand over his work to new Assistant Clerk, Dawn Reid. Councillors were already aware of the May 2019 local elections and the processes they needed to go through. Six councillors had booked themselves on to ADC Local Election briefings taking place before the end of the month.

All staff appraisals for the year-ending 31<sup>st</sup> January 2019 had been completed.

Planning & Licensing Committee – Chairman Cllr Mathias reported the committee had held an additional meeting immediately prior to this evening's meeting. That had been to consider its response to an Application the committee had initially considered on 28<sup>th</sup> January but to which they needed further information. Cllr Mathias also stated the number of Applications being considered seemed to be on the increase and some were increasingly complex too.

There were no updates for the other three committees.

## **125/19 PERSONNEL COMMITTEE – COMMEMORATIVE POLICY**

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

### **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 21<sup>st</sup> 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**

25<sup>th</sup> January 2019

Cllr Gander explained the background. The committee AGREED to rename the policy to Commemorative Policy.

**1283** The council **RESOLVED** unanimously to agree a change to the council's Commemorative Policy to expand it to include how the death of current and past councillors is covered by the council's quarterly newsletter.



In response to a suggestion from [REDACTED], the Clerk advised the meeting the council had a full set of headshots for current councillors and a few for past councillors.

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

## **126/19 SAFER ARUN PARTNERSHIP**

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

### **Safer Arun 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**

25<sup>th</sup> January 2019

The Clerk stated Cllrs Chapman and Gander had both expressed interest in this role.

**1284** The council **RESOLVED** unanimously to appoint Cllrs Chapman and Gander this council's representatives to the Joint Action Group of the Safer Arun Partnership.

[Clerk's note: following the meeting, Cllr Gander withdrew from this role owing to other council commitments.]

## **127/19 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

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

### **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**

22<sup>nd</sup> January 2019

Cllr Mathias reported the Leases Working Party had received the latest version of the lease which was for 25 years minus 1 day. This had been reviewed electronically by the members of the Leases Working Party who were now all happy with the new lease. The Leases Working was now agreeing the new lease on behalf of the council, as per authority given in March 2018 (Minute 164/18, Resolution 1187).

## **128/19 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. **Meeting with Jackie Follis, ADC, 14<sup>th</sup> January**
5. **St Barnabas House Hospice Outreach Project (HOP) Vehicle visit, 15<sup>th</sup> January**
6. **Meeting with East Preston Film Society, 23<sup>rd</sup> January**
7. **SSALC Elections Briefing, 24<sup>th</sup> 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, 14<sup>th</sup> 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 11<sup>th</sup> February to consider our response.

5. **St Barnabas House Hospice Outreach Project (HOP) Vehicle visit, 15<sup>th</sup> January**

The HOP visited the village on Tuesday, 15<sup>th</sup> 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, 23<sup>rd</sup> 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, 24<sup>th</sup> 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 2<sup>nd</sup> 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 15<sup>th</sup> May. A couple of us argued the meeting could take place on the 13<sup>th</sup> May and had scheduled it for then. The date of the 13<sup>th</sup> 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 13<sup>th</sup> 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 4<sup>th</sup> April. The reason we may have to change the date is the current date of 15<sup>th</sup> 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 7<sup>th</sup> 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 2<sup>nd</sup> 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 27<sup>th</sup> 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 – 2<sup>nd</sup> 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 24<sup>th</sup> January in Station Road. These have been to enable investigation of a suspected gas leak.



## 12. Leave

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

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

## 13. February Meetings and Events

This list may be incomplete and is subject to change.

- |                  |   |
|------------------|---|
| 4 <sup>th</sup>  | Memorial service for Dennis Wilde (14:30, Angmering)  |
|                  | Full Council (19:00, East Preston Infant School)  |
| 5 <sup>th</sup>  | 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)           |
| 6 <sup>th</sup>  | SSALC New Clerks' Training Day (09:30, Lewes) (DR only)   |
| 11 <sup>th</sup> | Planning & Licensing Committee (18:00, East Preston Infant School)  |
| 18 <sup>th</sup> | Finance & General Purposes Committee (10:00, Council Office)  |
| 19 <sup>th</sup> | <b>FITNESS and FUN 2</b> (10:00 – 13:00, East Preston Infant School)  |
| 21 <sup>st</sup> | The Martlets 10 <sup>th</sup> Anniversary (12:00 – 15:00, The Martlets)                                     |
|                  | Sussex Police & Crime Commissioner visit (19:00, East Preston Junior School – 18:00 to help set up)         |
| 25 <sup>th</sup> | Planning & Licensing Committee (18:00, East Preston Infant School)  |
|                  | Major Events Committee (19:00, East Preston Infant School)  |
| 26 <sup>th</sup> | Twice-yearly meeting with East Preston & Kingston Bowls Club (10:00, Council Office)                        |
|                  | 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)              |
| 27 <sup>th</sup> | ADC Elections Briefing (16:00, Bognor Regis Library)  |
|                  | ADC Elections Briefing (18:00, Bognor Regis Town Hall) (EL only so far)                                     |
| 28 <sup>th</sup> | 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**

28<sup>th</sup> January 2019

The Chairman thanked the Clerk for his report.

**Item 6 – Meeting with East Preston Film Society** – Cllr Linton questioned whether the proposed location of the new map being provided by East Preston Film Society would be covered by the proposed CCTV. The Clerk answered the Film Society had asked for the map to be located at the eastern end of Two Acres. This would not be covered by the proposed CCTV.

## 129/19 EXTERNAL MEETINGS AND EVENTS

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

### **Funeral for David Quick, 22<sup>nd</sup> 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**

25<sup>th</sup> January 2019

## **Kick Cancer Events launch, 30<sup>th</sup> January**

### **East Preston & Kingston Royal British Legion**

Cllr Toney and I attended a presentation by Tony Brennan at the British Legion in East Preston on Wednesday 30th January.

Tony explained the set up of Kick Cancer Events which he hopes will be registered with the Charity Commission as a Community Incorporated Organisation (CIO). Members of the CIO would be trustees responsible for the successful running of the charity. The trustees would be unpaid and assisted by unpaid volunteers. An office has been set up in Gratwicke House in Littlehampton, at no cost for one year. Some fundraising events have been discussed including a car extravaganza, a ten-day Christmas Wonderland in Angmering with a sponsored festive light display and a Band Mania.

Initially the money raised will be directed towards St. Barnabas House and Chestnut Tree House hospices. Ultimately money could also be put towards research.

If you want further information please contact Tony on 07518352764 or email him on spider15854@googlemail.com.

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

31<sup>st</sup> January 2019

### **130/19 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Nothing was added.

### **131/19 NEW ITEMS FOR THE NEXT MEETING (4<sup>TH</sup> MARCH 2019)**

The Clerk reported he had been contacted unofficially by a member of the Disability Action Group of East Preston asking if he knew of anyone suitable to be the new Chairman following the death of David Quick. Richard Akhurst was apparently happy to be Acting Chairman but did not want the job permanently. The Clerk asked if any councillors knew of someone suitable, could they put them in touch with him and he would, in turn, put them in touch with the Disability Action Group.

Cllr Toney led a discussion on whether or not the council should offer a reward for information leading to the conviction of the person or persons responsible for the criminal damage inflicted on council property on the Village Green in the early hours of 3<sup>rd</sup> February. The Clerk thought this was possible through the council's Crime Prevention budget line but wanted to check this with SSALC first.

**1285** The council **RESOLVED** unanimously to offer a reward for information leading to a successful conviction in relation to the criminal damage on the Village Green on 3<sup>rd</sup> February on the understanding this was deemed legal by SSALC.

The Finance & General Purposes would discuss the value of the reward at its meeting later in the month, but an initial figure of £500 received support at this meeting.

Cllr Toney also asked the council if it wanted him to proceed with arranging some Dementia Friendly training through Tim Wilkins. Councillors AGREED they would be willing to undergo such training.

**The meeting concluded at 20:20**

Chairman: *Councillor Steve Toney* Date: **4<sup>th</sup> March 2019**

END