

MONTHLY MEETING OF THE COUNCIL

1ST JULY 2019

SUPPORTING PAPERS

Agenda Item 8

Minutes of Monthly Full Council meeting, 3rd June

The draft Minutes were circulated to all councillors on 5th June, asking for comments by 12th June. None were received.

Simon Cross – **Clerk to the Council**

21st June 2019

Agenda Item 9

Monthly Update Report

1. **Introduction**
2. **Minute 927/18 – Arun and Chichester Citizens Advice**
3. **Minute 505/19 – Public Session**
4. **Minute 518/19 – Community Engagement Committee – Death of a senior member of state**
5. **Minute 525/19 – Sussex Community Rail Partnership**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 3rd June 2019.

2. **Minute 927/18 – Arun and Chichester Citizens Advice**

The third session took place on Tuesday, 18th June. The one appointment booked cancelled before the day and we were informed of this on the day. No further action necessary on our part.

Interestingly, or maybe not, a resident called into the office on 17th June asking when the next session would be. She was advised the sessions needed to be booked through the Littlehampton office, but when told they were only on Tuesday mornings, remarked that was no good as she was always busy on a Tuesday morning.

Further to Minute 510/19, no councillors had expressed any reasons why the CAB should not host weekly outreach sessions in the Council Office. I have informed Mr Badioli, Chief Executive, of this and await a date when such sessions will start.

3. **Minute 505/19 – Public Session**

In the middle of the month, the National Association of Local Councils published a document, *Precept statistics 2019/20*. Precepting local councils will raise £553,383,884 this

year, an increase of 7% on last year. In West Sussex, the average precept increase was 9.77% and the average Band D increase was 8.46%.

Of the 8,772 city, town and parish councils recorded, 1,686 (19.22%) were grouped with us in the 4.0-9.9% increase in their Band D council tax. 140 more councils were in this bracket than last year. 1,685 local councils increased their Band D council tax by more than 10%.

The highest Band D increase was by a parish council in Northamptonshire, which raised its Band D rate by 189.84% from £89.38 to £259.06. A quick look at its Minutes suggests this increase is to fund the purchase of some land. This is on a par with the largest increase last year, which was a Devon parish council increasing its Band D rate by 188.8%.

The highest precept increase was by a town council in Wiltshire, which increased its precept to £2,948,550, a 37.54% increase. (The highest increase last year had been from a different town council in Wiltshire with a 69.1% increase.) Seven councils command a precept of over £2,000,000, two more than last year.

4. **Minute 518/19 – Community Engagement Committee – Death of a senior member of state**

I have placed an order for two condolence books, bound in dark blue leather. The pages of these will be lined.

5. **Minute 525/19 – Sussex Community Rail Partnership (SCRP)**

On behalf of this council, I submitted planning, more shelter and more seating as our three priorities. I advised Angmering PC and Rustington PC to submit their own priorities after they had discussed them. The online form was not freeform so it was not entirely possible to put whatever anyone wanted in. Rustington PC was in favour of asking for money towards an outreach youth worker.

Meanwhile, in a letter dated 20th June, Tim Barkley, Chairman of the SCRCP, advised stakeholders:

I am delighted to let you know that SCRCP has become a Community Interest Company.

The SCRCP has been a not for profit Limited Company since 2010 and this has served us well. However, as Community Interest Companies become more well known, and in order to explicitly demonstrate our community objectives, particularly to potential funders, the SCRCP Board decided to make the move to CIC status.

The SCRCP continues to be registered at Companies House and our VAT registration remains the same (details at the foot of this letter). Each year SCRCP will report to Companies House on our progress towards our community objectives.

Simon Cross – **Clerk to the Council**

21st June 2019

Agenda Item 11

Committees

Since the last meeting, the following committee meetings have taken place: Planning & Licensing on 10th and 24th June. The Major Events meeting scheduled for 24th June has been rescheduled to 2nd July.

Simon Cross – **Clerk to the Council**

21st June 2019

Agenda Item 11a

Amenities Committee

Simon has commissioned an asbestos survey on the office building and the Sea Road toilet block. He has chosen to use the same company as used by Rustington Parish Council. The Chairman of the Council is aware of this decision. This will be paid for from the council's Contingency budget line for this year.

Further to the discussion held at the committee's last meeting a revised application for use of the Village Green during December has been received from the Kick Cancer Events organisation.

The wildflower meadows again seem to have been subject to a virulent weed. I have been liaising with the contractors over this. The local manager has taken the decision to "spray off all of the meadows we seeded in East Preston at the next opportunity. The weed has taken over them all and need to kill them off before they go to seed. We will continue to eradicate the weed until next year with more treatments." That said, there are some wildflowers beginning to peek through.

A longer report to council will be available after the committee's next meeting, which is on 8th July.

Dawn Reid – **Assistant Clerk to the Council**

24th June 2019

Agenda Item 11c

Community Engagement Committee

Following the mention of a vacancy on the council's editorial team in Minute 515/19, Cllr Gunston has volunteered his services.

Simon Cross – **Clerk to the Council**

19th June 2019

Agenda Item 11g

Planning & Licensing Committee

The committee met on 10th and 24th June and by the time of the July Full Council meeting, draft Minutes are likely to have been circulated from both meetings.

On 10th June, the committee agreed its responses to four Applications. The applicants of one of the four were present. The committee had no objections to raise over three of the applications whilst on the fourth it objected to the possible choice of materials for a property in Willowhayne Avenue. The committee also considered the Licensing Application which went alongside the Change of Use Application for 23 Sea Road, changing the premise to a micro-pub. The committee agreed not to object to the Licensing Application.

On 24th June, the committee will consider a further five Planning Applications, one of which was an amended version of an Application considered earlier in the year.

Simon Cross – **Clerk to the Council**

24th June 2019

Agenda Item 12a

Personnel Committee – endorsement of political candidates in local and general elections

Committee is asked to agree a change to Standing Orders whereby incumbent councillors are not permitted to endorse candidates in General and Local Elections.

Cllr Gander to introduce this item.

At its meeting on 8th April, members of the Personnel Committee expressed concern the council's non-political status could be compromised after some councillors had signed the nomination forms for candidates in the recent local elections. The committee felt the council should be proud of its non-political status and should do all it could to retain that status for as long as possible. The committee also felt a nomination by a well-known parish councillor could be interpreted by the wider community as an endorsement from the council.

The committee agreed an additional Standing Order should be put in place preventing incumbent councillors from endorsing any candidate in a general or local election. The committee felt this would give councillors caught off guard the ability to turn down requests for them to, for example, sign the nomination forms of candidates.

All of the above equally applies to officers.

The proposed new Standing Order would read:

In order to protect the non-political status of East Preston Parish Council, this council does not allow incumbent councillors and officers to be signatories for any candidate in a local or general election. Incumbent councillors and officers are assured of the council's full backing should they refuse when asked to be a signatory for any local or general election candidate.

Agenda Item 13a

Working Parties

The Leases Working Party has not met since the last Full Council meeting.

Agenda Item 14a

East Preston Twinning Association

(The report below was first issued to the 3rd June Full Council meeting)

Council is asked to agree the formal closure of the East Preston Twinning Association.

Council will be aware the members of the East Preston Twinning Association wound up the association last year, after 40 years of happy twinning with Brou, a town in France.

Philip and Marion Sherwin have been doing work to store an archive of Twinning Association material at the West Sussex Records Office in Chichester. Asked whether the Twinning Agreement was now formally redundant and whether all references to twinning should be removed, Philip and Marion's answer was:

“At the final visit to Brou it was quite clear that the Twinning Arrangements of visits were terminated, and speeches were made to that effect in the presence of the Marie and local officials. However, strictly speaking, we think the original Charter was a signed agreement between two local authorities; Brou's council funded and led their end but our Parish Council handed over all liaison to the Association, originally I believe they hosted the 'on arrival' reception in the village hall but, in our time, even this was funded by the Association though the PC made a small donation towards cost of the biannual visit {about 10% of the total I would guess}. I think the Parish Council should note demise of the Association and, if they don't want to take it on themselves, the Chairman should write a formal letter (in French) to the Marie saying that, sadly, the Twinning is at an end. Then delete all reference.”

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 4th June**
5. **East Preston Business Community Business Breakfast, 6th June**
6. **Royal British Legion D-Day Memorial Service, 9th June**
7. **Come and Meet Your Local Councillors, 13th June**
8. **Meeting with Rustington Parish Council, 14th June**
9. **Tree removed from a residential grass verge, 7th June**
10. **Social media**
11. **MailChimp stats**
12. **A selection of things we have been asked since the last meeting**
13. **Recent bouquets and complaints**
14. **Leave**
15. **July meetings and events**

1. Introduction

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

2. Police matters

The council reported nothing new to Sussex Police this month.

3. Freedom of Information / Data Protection requests

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

4. SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 4th June

Dawn and I attended this meeting which was held in Bersted and led by Debbie Holcombe, Clerk to Bersted Parish Council. About eight councils were represented in addition to Bersted and East Preston.

Two topics were on the agenda before the meeting started: ways to engage more with local residents and councils' involvement as charity trustees.

There was discussion about ways to engage with local residents in person – councillor surgery events such as our own Come and Meet Your Local Councillors event, having a stall at local fetes and such like. There was also discussion about engaging via social media, and

it was felt best to try to avoid raising anything controversial via social media and to avoid responding to criticisms made on social media. Social media moves very quickly and getting involved in slinging matches can prolong the agony of criticisms made and also highlight them to members of the public who did not feel there was a problem until someone else told them there was one.

The question about charities related very specifically to local branches of the Henry Smith charity, of which there is neither one in East Preston nor Angmering. In one Sussex village, the local branch of the charity has no governing document, the chairman of the charity's committee is paid, there seem to be no criteria written for who is eligible to claim from the charity, and the money comes into the council's bank account for onwards distribution even though the branch has its own account.

Dawn asked whether any of the councils present had rolling contracts but none did.

5. East Preston Business Community Business Breakfast, 6th June

Cllr Linton and I represented the council at this month's meeting. Eleven local businesses were also present. Twinkle Shah attended for the first time.

The main part of the meeting was a presentation from East Preston resident, Duncan Anderson, Chief Executive of South Downs Leisure. Included within the South Downs Leisure portfolio are Splashpoint, Field Place and Worthing Leisure Centre. Duncan addressed the meeting on the Wellbeing side of Health & Wellbeing. He has been the Chief Exec since 2015, formerly working as part of the local authority running the venues. In Duncan's view, Wellbeing is a bit of an unknown umbrella term too open to interpretation. On average a member of staff going off with stress or anxiety is off for 16½ days at a time. Loneliness can be as damaging to a person's health as smoking fifteen cigarettes a day. In 2018, whilst 230,000 people globally died because of wars, 800,000 people committed suicide.

South Downs Leisure had a Health and Wellbeing Policy which aims to ensure all staff had a good work-life balance. There were approximately 400 staff at South Downs Leisure and a recent initiative was a Learning Week, during which all 400 staff were given access to a variety of courses led by other members of staff. Duncan's course was on how to survive on the contents of your handbag. The thinking behind the Learning Week was it gave personnel the chance to learn something new and completely different during work time.

Leaders lead the way is one of Duncan's beliefs and an example of responding to that has been Duncan's stopping sending his colleagues emails out of working hours. Colleagues receiving emails at odd times of the day or night begin to think that's normal behaviour which is not a good thing.

Duncan is also involved in Worthing's Park Run and Worthing's Good Gym. Most people have some understanding by now of Park Run but Good Gym was a new concept to most at the meeting. In Worthing, the initiative is run in conjunction with the Borough Council. In brief, participants meet and do a short run ending at a destination where they carry out half an hour of energetic gardening or cooking for the homeless or something similar before a short run back to their starting point, the whole activity lasting little more than an hour. This may be more practical in East Preston than a park run, and certainly there were businesspeople at the meeting who expressed interest in taking part. Duncan ended by saying how much better such events seem to run when led by volunteers.

On behalf of John Wintle of KEPT – Keep East Preston Tidy I reiterated his plea for local businesses and individuals to support the three-year campaign by Wayne Dixon and his dog, Koda. On 1st February 2016, Wayne and Koda set off from Lancashire to walk the whole coast of Britain, collecting litter as they went as a way of highlighting this country's bad relationship with its own litter. John was hoping local businesses would see a publicity

opportunity in being able to give Wayne and Koda a meal or a bed for the night. Update: Wayne has now passed by this area without stopping.

Graham Street announced he and Liz were moving to Norfolk after forty years of living in the village. Graham has always been very supportive of the council and has been attending Business Breakfasts since I started them officially in September 2011, although there had been ad-hoc ones previously. Liz has also supported Business Breakfasts, the East Preston Christmas Celebrations (another elf) and been a valued member of the East Preston Festival Committee for a number of years. Both will be much missed.

The next Business Breakfast will be on Wednesday, 3rd July.

6. Royal British Legion D-Day Memorial Service, 9th June

I attended this service at St Mary the Virgin. Councillors present were Cllrs Toney, Moore and Gunston. Former councillors present included Dorothy Lee and Jack Cogman. A moving service was led by Fr Andrew Perry. Hymns included *Guide Me, O Thou Great Redeemer* during which the Legion's Standards were presented, *Onward! Christian Soldiers* and *Jerusalem*. The service ended with all three verses of the National Anthem as the Standards were returned.



The Standards returning at the end of the service.

7. Come and Meet Your Local Councillors, 13th June

This event took place on the forecourt of the Council Office despite the forecast of rain throughout the morning. This, thankfully, did not come to pass. The following councillors attended: Barber, Chapman, Duff, Gale, Linton, Mathias, Toney and Wilkinson. All others had provided suitable apologies.

Firstly, thanks to Cllr Chapman for baking very well-received cupcakes which raised over £50 for Alzheimer's Society's Cupcake Day. This was paid in on 19th June.

Secondly, thanks to Colin, Karen and Kit at The Clockhouse for the use of four outside tables and sixteen outside chairs.

Thirdly, thanks to Janet and Patrick at East Preston Bowls Club for the use of the urn which was kept busy throughout the morning.

Finally, thank you to the twenty plus members of the public who came along and kept councillors talking throughout the two hours of the event.

As usual, I will collate the questions asked and these will be answered in an article in the next newsletter. Any questions raised that are particularly personal rather than generic will be answered personally.



Cllrs Bowman, Chapman, Duff, Gale, Linton, Mathias and Toney meeting members of the public including John Kimmier, David and Daphne Beale, Robert and Sue Morley and Alf Longhurst.

8. Meeting with Rustington Parish Council (RPC), 14th June

I had a quick catch-up meeting with my counterpart, Carole Ward, and the new Assistant Clerk, Rosie Costan.

The bulk of our conversation was about the No. 12 Compass bus service. The Chairman and Vice-Chairman of the Council had asked me to find out how much RPC pays towards this service each year. Currently £20,000. The service runs five times a day in each direction. Carole and Rosie understood why EPPC might want the service to be extended into the village and agreed to set up a meeting between the three of us and their contact at Compass. Currently between 1,800 and 2,100 passenger journeys are made each month.

In other discussions, Carole confirmed Rustington Parish Council does not have any rolling contracts.

9. Tree removed from a residential grass verge, 7th June

We were contacted by a resident on 7th June, concerned a tree had been removed by residents from a grass verge in a road near the fire station. In his opinion, the tree was perfectly healthy. By the time I had enough information, including photographs, to refer this to West Sussex County Council, the tree and stump had been removed.

The local Highways steward visited the site and spoke to the resident who claimed the tree had been unhealthy and they had removed it. The Highways steward, caught between two differing reports, felt he had no choice but to thank the resident and take no further action.

Why did the resident not report the unhealthy tree to the County Council and have the tree removed not at their own expense?

I asked whether this site could be put on a list for a replacement tree sometime, but received the following answer, “sorry no replanting unless the Parish want to pay for a tree.” I have added this matter to the Amenities Committee agenda for 8th July.

10. Social media

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

- Notification a car had driven into the front of The Healthcare Clinic in North Lane and there may be traffic problems for a short while – 2,313 people
- Photograph of war memorial on the 75th anniversary of D-Day – 1,221
- Further post warning of local bicycle and motorcycle thefts – 1,117
- Found iPhone on Lashmar Rec - 995
- Advert from television production company looking for haunted houses – 820
- Photograph of Cllr Chapman’s cupcakes as publicity for Come and Meet Your Local Councillors and the council’s support of Alzheimer’s Society’s Cupcake Day - 726
- Highways England publicity for upcoming A27 roadworks – 713
- WSCC Public Notice of emergency roadworks in Dappers Lane, Angmering - 702
- Photograph publicising the new stubbie bins (for cigarette butts) installed by ADC outside The Clockhouse and The Tudor Tavern – 679
- A set of keys found in South Strand – 613
- A found debit card - 576
- Repost of Littlehampton Gazette article about sexual assault of a woman in Rustington – 548
- Final advance poster publicising Come and Meet Your Local Councillors - 507

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 23rd June)

The number of people currently like the council on Facebook is 1,231, an increase of thirteen over the last report.

No posts placed on Nextdoor.

11. **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 – 22nd May – sent to 793, opened by 544 to date (68.6%)

Parish Council news – 30th May – sent to 793, opened by 522 (65.8%)

Parish Council news – East Preston Festival special – sent to 794, opened by 525 (66.1%)

Parish Council news – 12th June – sent to 797, opened by 522 (65.5%)

Parish Council news – 19th June – sent to 797, opened by 507 (63.6%)

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

“Can we get any more tickets for the sold-out Festival quiz night?”

“Please can I park on your forecourt for five minutes?” (This is noteworthy as it was asked by someone from outside the village whereas most people who park on the forecourt are residents but don’t ask, even when the door is open and we are clearly in.)

13. **Recent bouquets and complaints**

(In addition to anything reported above)

For help given in trying to have two caravans moved on from the car-park of Beaumont Court, Worthing Road, “Really appreciate what you did:))”

Thanks from members of the South Strand Community Toilets committee for being allowed to use the Council Office meeting room for all their labelling up ahead of the tombola the committee ran at Party on the Green.

For help with getting two potholes in Willowhayne Crescent fixed, “Thank you the pot holes have now been filled in! x”

From a resident of Sea Lane, looking for an update on access for all to the beach, “Many thanks for your prompt reply.”

Thanks from a resident of North Lane for help in getting WSCC to trim back foliage outside her property which was obstructing her view when exiting her driveway.

14. **Leave**

Alison is off week beginning 29th July. I will be off on 16th July. No other leave has been booked currently.

15. **July Meetings and Events**

This list may be incomplete and is subject to change.

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|------------------|---|
| 1 st | Visit to Shoreham Harbour (16:00, Southwick)
Full Council (19:00, East Preston Infant School) |
| 2 nd | Major Events Committee (12:00, Council Office)
SLCC Arun Clerks meeting (12:30, Bersted) (DR only) |
| 3 rd | East Preston Business Community Business Breakfast (08:00, The Seahorse Café)
SLCC Sussex Branch quarterly meeting (10:00, Heathfield) (SC only) |
| 4 th | Sussex Community Rail Partnership quarterly meeting (10:00, Hove) (SC only) |
| 5 th | Tennis Coaching of the Warren Recreation Ground (10:00) |
| 8 th | Planning & Licensing Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School) |
| 10 th | SSALC HR course (10:00, Lewes) (SC only) |
| 12 th | Tennis Coaching of the Warren Recreation Ground (10:00) |
| 15 th | Disability Action Group or East Preston, Annual General Meeting (11:00) |

	Personnel Committee (18:00, East Preston Infant School)
18 th	Arun Dementia Action Alliance (12:00, Angmering Library)
19 th	Tennis Coaching of the Warren Recreation Ground (10:00)
22 nd	Planning & Licensing Committee (18:00, East Preston Infant School)
	Amenities Committee (19:00, East Preston Infant School)
29 th	SSALC Councillors' Briefing (18:00, East Preston Infant School) (ALL councillors)

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**

21st June 2019

Agenda Item 16

Other meetings and events – Part 1

Council is asked to note the following reports:

WSSC Joint Eastern Arun Area Committee meeting, 11th June

Arundel

Report to follow.

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

24th June 2019

Glamour Club, 15th June

Goring-by-Sea

On Saturday 15 June Pat Gander and I, dressed to kill, went to the Glamour Club in Goring to get ideas for the Silver Sunday event we are holding in October.

We were greeted at the door of the English Martyrs Church hall by a dinner-jacketed man on stilts and shown into the hall where ladies and gentlemen wearing sparkly clothing introduced themselves. The organiser was Janice Moth who has arranged similar events in this area.

There were about 70 attendees seated at tables around the hall and the dress code was smart and/or quirky and fun. Tea and coffee was in unlimited supply and after introductions of the committee sandwiches were served whilst songs from the wars were sung by a lady in army uniform. During her break we were serenaded at our table by a lady guitarist who moved around the hall encouraging everyone to join in.

The volunteers paraded into the hall accompanied by music announcing the 'cakes' and this was followed by another session of 1920/30s entertainment.

The Mayoress of Worthing and her husband attended in an official capacity (huge chain of office) and the town crier resplendent in his uniform made for a thoroughly jolly event.

We certainly picked up some ideas and more detail will be discussed at the next Major Events Committee on Tuesday 2nd July at midday.

Cllr Elizabeth Linton

15th June 2019

East Arun Health Services Advisory Group, 20th June

Littlehampton

Neither Cllr Gander nor I was able to attend this meeting, but the following information is taken from the draft Minutes of the meeting. Cllr Chapman did attend and will almost certainly have information to add to this report.

Angmering and Rustington Parish Councils were both represented as was Littlehampton Town Council.

The meeting was chaired by Pippa Ross-Smith, representing the NHS's Coastal West Sussex Clinical Commissioning Group (CCG). Ms Ross-Smith announced there would be no senior representation from the CCG at future meetings, although the Minutes do not record the reasons behind this decision. It was proposed to incorporate these meetings into other existing meetings, possibly the Local Community Networks (LCN) meetings Cllr Gander already attends (after a year of knocking on doors which were not as open as they purported to be).

The Lawns Surgery in Rustington, used by some East Preston residents, closes officially on 30th June with the final appointments being held on 28th June. Patients registered at The Lawns have been given a choice of surgeries to move to; any that did not specify a preference within the given timescale, have been allocated to another practice, in line with the NHS process for a closing practice.

Fitzalan Medical Centre is out of Special Measures and again able to register new patients.

Simon Cross – **Clerk to the Council**

24th June 2019

Agenda Item 18

August meeting

Council is asked to consider whether or not to hold an August meeting.

Many councils do not hold a meeting in August. This council sometimes holds an August meeting, sometimes it does not – for example, our last August meeting was in 2015.

Even if council decides this evening a meeting is not required, there is always the ability to call a meeting should an urgent matter arise.

Simon Cross – **Clerk to the Council**

20th June 2019