



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 3rd June 2019 at the East Preston Infant School, Lashmar Road, East Preston at 19:00.

PRESENT: Councillors Andrea Chapman, Barbara Gale, Pat Gander, John Gunston, Elizabeth Linton, Glyn Mathias, and Steve Toney (Chairman)

ALSO: Clerk to the Council, Simon Cross

West Sussex County Councillor Roger Elkins (until 20:14)

Arun District Councillors Ricky Bower (until 20:14), Terry Chapman (until 19:31) and Paul Kelly (until 20:14)

Mrs At (from 19:33 until 19:40), Mrs Ao (until 19:55), Mr M (until 20:52) and Mrs W (until 19:55)

ABSENT: Councillors Christine Bowman, Lisa Duff, Rick McElroy, David Moore, Danny Shah and Steve Wilkinson

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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;
SLCC – Society of Local Council Clerks
SSALC – Sussex and Surrey Associations of Local Councils;
VHF – East Preston & Kingston Village Hall Foundation;
WSCC – West Sussex County Council;

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The meeting opened at 19:00.

502/19 INTRODUCTIONS

Cllr Toney welcomed those present and explained some items of meeting protocol.

503/19 APOLOGIES FOR ABSENCE

An apology and a reason for absence had been received from Cllrs Bowman, Duff (both away), McElroy (work), Moore (away), Shah and Wilkinson (both away on family business).

1314a The Council **RESOLVED** unanimously to accept Cllr Bowman's apology for the meeting.

1314b The Council **RESOLVED** unanimously to accept Cllr Duff's apology for the meeting.

- 1314c** The Council **RESOLVED** unanimously to accept Cllr McElroy's apology for the meeting.
- 1314d** The Council **RESOLVED** unanimously to accept Cllr Moore's apology for the meeting.
- 1314e** The Council **RESOLVED** to accept Cllr Shah's apology for the meeting. Three councillors abstained.
- 1314f** The Council **RESOLVED** unanimously to accept Cllr Wilkinson's apology for the meeting.

An apology had also been received from Mrs Dorothy Lee and Mr Richard Shadrack.

504/19 DECLARATION OF INTERESTS

No declarations were made.

505/19 PUBLIC SESSION

Mr M asked for permission to ask a question of the Arun District Councillors. The Chairman agreed to Mr M's request. Mr M referred to a piece of land known as Cornfields, close to the Body Shop roundabout, which ADC had sold at less than market value as the land was contaminated. Did the councillors know the developer can claim back 150% of the purchase price of the land in order to decontaminate it? Why was the land not used for council housing?

District Cllr Chapman reserved his right to respond to Mr M's questions which he described as "inflammatory." District Cllr Chapman invited Mr M to attend the next Full Council meeting at ADC which would be the correct place to ask his question. Mr M said he would do so.

Mr M stated the Parish Council had again increased Council Tax by another 8% which, whilst Cllr Mathias had said this was just the "price of a Mars bar", Mr M said could not be afforded by everyone in the village. Mr M asked why the council was wasting money in considering the installation of CCTV for the Village Green?

[Clerk's Note: the council had increased the precept by 7.5% in 2015/16, 2.2% in 2016/17, 10% in 2017/18 and 3.1% in 2018/19. Although the council had published articles in both the Autumn 2018 and Winter 2019 Newsletters, only one member of the public had contacted the council about the precept increase for the current year. The increase for the current year was ahead of the national average for town and parish councils, but last year's increase had been behind the national average.]

Cllr Toney responded the CCTV was an attempt to combat vandalism on the Village Green.

Mr M said the council had not reacted in the same way when reports of illegal behaviour had been raised elsewhere in the village, for example, reports of drug-dealing in the Warren Recreation Ground car-park.

Cllr Gander supported Cllr Toney's comments and said the CCTV was also an attempt to tackle anti-social behaviour on the Village Green about which the council had been receiving concerns. The council would consider requests for CCTV in a similar manner as and when they arose. Cllr Linton said Sussex Police believed drug-dealing in the area had reduced after a lead player had been moved out of the county.

Mr M said charging for the Village Green car-park had turned it into a white elephant and the council should revert to free usage of the car-park. How much did it cost the council to have the private company manage the car-park and how much income was raised?

Cllr Toney responded the council had implemented charging for the Village Green car-park in response to local businesses and residents concerns about never being able to park there because it was dominated by other businesses' vehicles day and night. Charging had countered those concerns as well as generating some income to offset the cost of maintaining the car-park and the unsubsidised Business Rates the council had to pay on the car-park.

The Clerk explained the council did not have to pay anything upfront to the car-parking company, but the latter took a percentage of the income generating from tickets sold and fines incurred. Cllr Mathias said the Annual Accounts showed £2,007.14 had come in to the council from the car-park. Mr M was not convinced this was worthwhile.

Mrs Ao said the KEPT – Keep East Preston Tidy group was doing "a marvellous job" in keeping the village looking much clearer of litter. Mrs A was aware the public litter bin adjacent to the Conservative Hall was being used for large amounts of rubbish from somewhere including much that could be recycled – for example, glass bottles. Similarly, the bin by the postbox opposite the entrance to Beechlands Close was similarly regularly fuller than you would expect. Was there scope for an article in the newsletter?

In other ways, Mrs Ao felt the village was not very tidy, primarily because of the lack of cutting of the grass verges by WSCC. How often should the grass cutters visit? In many roads, gutters were now growing vegetation which could start to have an impact on surface water drainage.

District Cllr Chapman said he was aware of the misuse of the bin adjacent to the Conservative Hall, but was not sure what could be done about this.

Cllr Toney said he had seen Angmering had had a couple of small recycling bins installed by ADC. The Clerk said he had been in touch with ADC about these bins – they would cost £300 to install but as they were currently only being trialled, ADC would bear the cost of emptying. The Clerk said ADC was trialling “stubbie bins” in the village, one outside The Tudor Tavern and one outside The Clockhouse – these were designed to encourage smokers not to drop their butts on the ground. This trial had come out of a meeting with ADC and KEPT. Other venues in the village may be approached in due course.

Mrs Ao said she had also heard disturbing reports of recycling from this country ending up in places such as Indonesia. There was a further problem whereby plastics were ending up bundled up hidden in paper for recycling.

As WSCC is the local Waste Authority, County Cllr Elkins said he would seek clarification but he was fairly certain recyclables from the WSCC plant near Horsham only went to Europe.

District Cllr Chapman added there had been a government report issued last month which indicated the capacity for plastic recycling has grown 21% over the last twelve months. The government has set a target for all plastic to be recycled by 2024. If ADC does not meet general recycling targets by 2020, it will be fined £50,000 a month until the targets are hit.

District Cllr Bower reported it had been thirteen days since the UK had burnt any coal, all power in that period coming from renewable sources.

Mrs Ao asked District and County Councillors to pursue to its fullest conclusion recycling in the county. Mrs Ao felt it was unfair for central government to fine local government for not meeting recycling targets when local government is not the source of the recycling. There is the risk of losing on both sides here, not enough materials being recycled and local councils being fined.

District Cllr Chapman said ADC was looking into allowing some households a second recycling bin as they regularly filled their first bin and ended up putting recyclables into their main rubbish.

District Cllr Chapman responded to Cllr McElroy’s comments from the May meeting which had been passed to him by Cllr Kelly and which he had also seen in the Minutes of the meeting. This related to the display of Conservative Party posters on the private fence on the southern side of the Village Hall car-park. District Cllr Chapman stressed the fact the fence in question is private and is not within the precinct of the polling station. District Cllr Chapman said he had put up the posters himself and they were wholly legal. He said the comments made by the Clerk and Mr M about screens having been installed in the past were incorrect. There was little fairness in party politics and the practice of putting up those posters on that fence would continue. A further example of the unfairness of party politics was in the ADC elections on 2nd May, the Conservative Party received over 10,000 more votes than the Liberal Democrats, but the latter party had won more seats.

(District Cllr Chapman left the meeting at this point, apologising for needing to attend another meeting.)

Returning to the subject of recycling, District Cllr Bower said part of the problem was the rules about what could and could not be recycled were always changing and this sometimes confused the public. He advised anyone interested to monitor the ADC recycling website for the latest information (<https://www.arun.gov.uk/recycling>).

(Mrs At joined the meeting at this point.)

Agenda Item 14a – To appoint a contractor for the external building works to the Sea Road toilet block – Mrs At apologised for arriving late and apologised she was unable to stay long. Referring to the third from last paragraph of Mrs Reid’s report supporting this Agenda Item, Mrs At asked whether the council had yet received a confirmation from Company 2 as to whether or not it would honour the price quoted. The Clerk explained this had been necessary because the quotes received from Companies 1 and 2 were both from several months ago, whilst the quote from Company 3 was received within the past month. As per Mrs Reid’s report, Company 1 had agreed to honour its price but, as far as he knew, Company 2 had still not responded on this point. Mrs At suggested this meant the council was only choosing from two quotes but Cllr Toney disagreed – the council had worked hard to get three quotes, it had finally received three quotes and was in a position to choose a contractor. Mrs At asked whether the tender specification had included a Bill of Quantities. Cllr Toney was not certain but did not believe so. Mrs At and Mr M said this left the council exposed to increased prices from the chosen contractors. Again Cllr Toney did not believe this was the case.

506/19 COUNCIL RESPONSES

There were no further responses from councillors.

507/19 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins began by saying the amount of materials recyclable was ever-increasing. However, there was a risk confused members of the public were just putting anything and everything into their recycling which contaminates the bin leading to it ending up in landfill.

[Clerk's Note: Since April, I have been in contact with Karen Harmer, WSCC Waste Prevention Officer, trying to get a date for someone to come and talk to a council meeting about recycling.]

Cllr Elkins admitted grass-verge cutting presented the County Council with challenges. Residents were able to find the schedules on the County Council's website. He believed the County Council was aiming for seven cuts a year, and in 2018, because of the weather pattern, only six cuts were completed. The County Council was keen to know what communities could do to help and he knew several East Preston residents took great pride in the little bit of grass verge in front of their properties.

The County Council was looking at further financial savings. Something like £216m had been saved over the last eight years, but another £145m needed to be saved in the coming four years. This was the result of reduced support from central government in the face of greatly increased demand.

A recent OFSTED investigation into WSCC Children's Services had, for the first time, ended with the service being found "inadequate" in all areas. The council had already invested an additional £5.5m into Children's Services and set up an independent, voluntary improvement board. If an OFSTED review finds insufficient had improved as a result of the improvement plan, Children's Services could be put into a private Trust, which WSCC would have to fund. Part of the improvement plan was to recruit more social workers and the board was designing an improved package of benefits including access to loans, allowances, free car-parking and more. This package would also be applied to existing WSCC social workers to try to keep them in post. Recruitment was taking place in the US.

(Mrs Ao and Mrs W left the meeting at this point. Mr M left the meeting for three minutes at this point.)

Further to Cllr Elkins's previous comments about libraries being turned into community hubs, his colleague Cllr Debbie Kennard had very recently signed off the proposal for Worthing Library to be remodelled in this way. Additional county council services should start to be available from the library later this year. The details could be found on the county council website.

As mentioned elsewhere, Katy Bourne, Sussex Police and Crime Commissioner had promised increased numbers of officers over the next few years and had recently attended a meeting of the county council to discuss this.

There was a Youth Cabinet at WSCC which often shadowed WSCC's main cabinet. Recently asked for their top three concerns, the Youth Cabinet had included climate change and vulnerability to drugs, but knife crime had been the biggest concern. WSCC was looking at how best to engage with younger residents and was willing to come out to meet with youngsters in their own local environment.

The Clerk asked Cllr Elkins whether he ever received any form of reports about the work done by the Children & Family Centre. To many in the village it appeared to be a bit of a "dark" building, about which it was difficult to learn. Emails from the council trying to engage with the Centre went unanswered. Cllr Elkins replied one of the OFSTED concerns had been the Scrutiny Panel overseeing such initiatives perhaps did not receive the right information in reports.

In response to a question of whether underinvestment by central government had led to the situation Children's Services currently found itself in, Cllr Elkins said it would be wrong to make a judgement.

508/19 ARUN DISTRICT COUNCIL

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

District Cllr Bower said there was not a lot to say as the new council was still settling down and finding its feet as it had been less than a month since the local elections. As the party with the most councillors, the Liberal Democrats was taking most of the senior posts. As a party, it wanted to end the current cabinet system and return to a committee system, which officers have said would take at least a year to put in place. A lot of inexperienced people were now in influential positions. Picking up on the concern expressed by Cllr Elkins, Cllr Bower said ADC had problem recruiting, amongst other posts, Planning Officers – they just did not seem to be enough to go around.

District Cllr Kelly said, to date, he had only been to the same meetings as his two colleagues, but now he had been assigned to the Licensing and Standards Committees, by the July meeting he would have matters to report back to this council.

(Cllrs Bower, Elkins and Kelly left the meeting at this point.)

509/19 MINUTES OF THE MEETING HELD ON 13TH MAY 2019

The draft Minutes had been circulated on 14th May asking for comments by 21st May. None were received.

1315 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 13th May.

This action was completed by Cllr Toney.

510/19 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS

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

Monthly Update Report

- 1. Introduction**
- 2. Minute 927/18 – Arun and Chichester Citizens Advice**
- 3. Minute 411/19 – Arun District Council**
- 4. Minute 418/19 – Clerk's Report, Item 16 – Social Media**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 13th May 2019.

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

The second session took place on Tuesday, 21st May. The advisor, Maggie, arrived in plenty of time with appointments scheduled for both 10am and 11am. This felt promising until neither appointment showed up. I have referred this back to the Team Leader because, whilst I understand there will always be no-shows,

3. Minute 411/19 – Arun District Council

As promised, District Cllr Kelly did pass on Cllr McElroy's (and others') comments about the posters on the private fence adjacent to the Village Hall complex. District Cllr Chapman has said he will answer these comments at the Full Council meeting on 3rd June.

4. Minute 418/19 – Clerk's Report, Item 16 – Social Media

The day after the meeting I contacted the resident who had lost his rear bike light. He replied he had sadly not found his light again.

Simon Cross – **Clerk to the Council**

22nd May 2019

The Clerk reported the council had been approached by the Chief Executive of Arun and Chichester Citizens' Advice, Luca Badioli, who would like to increase the frequency the service operated in East Preston from every four weeks to weekly. Mr Badioli hoped this would reduce the number of missed appointments by increasing the likelihood of East Preston residents being booked for appointments in East Preston. Councillors generally responded positively to this suggestion, which the Clerk had emailed round earlier in the day. The additional sessions would be at no further cost to the council. Mr Badioli had advised 85 East Preston households had received face-to-face advice during 2018. In response to a concern about council officer time being wasted by the inconvenience of having the Citizens' Advice officer around, the Clerk said there was little inconvenience beyond showing the usual courtesies when the officer arrived on site. The Clerk explained the council had done some publicity for the service, but better publicity would be possible if the service became weekly. The publicity done so far had included details of how to book an appointment and had included ensuring the Citizens' Advice website showed appointments were available in East Preston.

511/19 FINANCIAL MATTERS

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

- 1316** The council **RESOLVED** to approve the outstanding Purchase Orders report for 2019/20, value £18,677.00 (excl. VAT).
- 1317** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid Late Payments report for April 2019, totalling £285.35 (incl. VAT).
- 1318** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for May 2019, totalling £8,042.08 (incl. VAT).
- 1319** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for April 2019 totalling £13,308.08 (incl. VAT).
- 1320** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £143,200.26 (incl. VAT) for the financial year ending 31st March 2020.

The council NOTED the paper Bank Reconciliation to 14th May 2019.

The council NOTED the End of Year Final Budget Sheets for 2018/19.

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

512/19 ANNUAL FINANCIAL MATTERS FOR YEAR-ENDING 31ST MARCH 2019

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

Annual Financial Matters – Accounts for year-ending 31st March 2019

Council is asked to approve the accounts for the year-ending 31st March 2019 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr Shah to introduce this item.

The accounts have been checked to the satisfaction of our Internal Auditor and can be found at Appendix A of these papers. This year, the Finance & General Purposes Committee has not met to review the figures.

Councillors with any questions are invited to call in to the office prior to the meeting.

Simon Cross – **Clerk to the Council**

24th May 2019

No councillors had called in with any questions. The Clerk explained to what the council was agreeing.

- 1321** The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign the accounts for the year ending 31st March 2019.

The accounts were duly signed by the Chairman and the Clerk.

513/19 ANNUAL RETURN FOR YEAR-ENDING 31ST MARCH 2019

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

Annual Financial Matters – Annual Return for year- ending 31st March 2019

Council is asked to agree Sections 1 and 2 of the Annual Return for the year-ending 31st March 2019 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr Shah to introduce this item.

At the end of each financial year, it is necessary for this council to complete an Annual Return which is then sent for external audit.

Appendix B shows the two sections of the form the council needs to agree can be signed by the Chairman and me. Appendix B also includes the Internal Auditor's completed page of the Annual Return.

Simon Cross – **Clerk to the Council**

24th May 2019

The Clerk explained to what the council was agreeing.

- 1322** The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign Section 1 – *Annual Governance statement 2018/19* of the Annual Return for the year ending 31st March 2019.
- 1323** The council **RESOLVED** unanimously the Chairman of the Council and the Clerk / Responsible Financial Officer could sign Section 2 – *Accounting statements 2018/19* of the Annual Return for the year ending 31st March 2019.

These items were duly signed by the Chairman and the Clerk.

514/19 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 and Planning & Licensing on 20th May, and Community Engagement on 28th May.

At its meeting, the Amenities Committee elected Cllrs McElroy and Toney to be its Chairman and Vice-Chairman for the municipal year again.

At its meeting, the Community Engagement Committee elected Cllrs Linton and Duff to be Chairman and Vice-Chairman for the municipal year again.

At its meeting, the Planning & Licensing Committee elected Cllrs Mathias and Linton as Chairman and Vice-Chairman for the municipal year again.

Simon Cross – **Clerk to the Council**

28th May 2019

Amenities Committee

We have now received three tender documents from companies regarding the Sea Road Toilet refurbishment. The tenders were opened by the delegated subcommittee, architect and a representative from ADC. The preferred company has been recommended to the full council for their approval (see Agenda Item 14a below).

Quotes have been received from three companies regarding the installation of CCTV to cover the Village Green area and Office. The appointed subcommittee will meet shortly and recommend the preferred contractor to the Full Council.

The new JustPark payment scheme is scheduled to begin 1st June. The scheme allows payment to be made via a mobile phone app. Members of the public have been notified in the council's Spring 2019 Newsletter. Hopefully this should make paying for parking in the Village Green car park more convenient.

The Wildflower planting went ahead on the Village Green with the children (SENCAT) assisting with planting. The children seemed to have a good time and we are all looking forward to seeing the end results.

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

28th May 2019

Audit & Governance Committee

The first meeting of the Audit & Governance Committee was scheduled to be held on 10th June. However, by that date only the Amenities, Community Engagement and Planning & Licensing Committees will have appointed a Chairman for the current municipal year. Therefore, unless any councillor feels there is anything pressing to be discussed, I will reschedule this meeting for a date when more chairmen have been appointed.

Simon Cross – **Clerk to the Council**

24th May 2019

Community Engagement Committee

The committee met this morning with a jam-packed agenda.

The meeting was attended by Keith Harris, co-ordinator for Community Speed Watch in the village, and by Ann Redman, a resident of Sea Lane.

Ann expressed her concerns about vehicles speeding in Sea Lane, and Keith provided a comprehensive and positive report on the progress of Community Speed Watch in the village. The committee agreed it would invest in two Automatic Traffic Counter surveys at a cost of £250 + VAT each, to be paid for from the Traffic Calming Measures budget of £1,000. Keith believed such surveys, which are in place for a week, will help with scheduling of CSW patrols and, if followed up later in the year, possibly providing evidence of CSW's impact in the village. One site will be Sea Road, the other is likely to be North Lane, but Keith will confirm in due course.

The committee updated its plans for its forthcoming events: Come and Meet Your Local Councillors (6th June), free tennis coaching on the Warren Recreation Ground (5th, 12th and 19th July), Fitness and Fun 3 playscheme (6th August), Merchant Navy Day (3rd September), Beach Clean No 14 (29th September).

Looking forward the committee began consideration of the content for the Summer 2019 Newsletter. Cllr Gander provided an update on this council's involvement in the NHS Local Community Networks initiative and will provide a written report for the Full Council meeting. The committee asked me to contact my Rustington counterpart for more details on the no. 12 bus service run by Compass with financial support from Rustington Parish Council. The committee is hopeful it may be possible to extend the no. 12's route into the southern part of East Preston.

I have been in touch with the National Blood Service about bringing the service into the village. In response to a general enquiry to the service, I received the following: "To help us reduce our venue hire costs we are always looking for low cost, or even free venues, to make our donation sessions more cost effective, so if you can offer any suggestions then please get in touch. Of course not every venue is suitable, so below are the main criteria that we consider to be essential to a venue's suitability. Our most cost effective session is with 9 donation beds, which means we ideally need an empty space of 20m X 10m (Approximately the size of a tennis court), or the equivalent thereof. Depending upon layout we can use two rooms if needed. Ideally the area to be used will be on the ground floor, or with lifts available if on an upper floor, with easy access to Male/Female/Accessible toilets. Ideally the location will be well served by public transport, or have ample parking for our donors. We carry our equipment in a 7.5 tonne lorry, so first and foremost we must be able to drive into the venue, so gateways, routes in must be easily accessed and at least 3.65m (12ft) wide. The lorry is 3.35m (11ft) high so please be aware of any height restrictions. For reasons of personal safety when we unload/load the lorry we must be off the public highway, ideally in an area free of pedestrians, and onto a hard standing as our equipment is moved on wheeled cages. If the room to be used is on an upper storey, we will need a lift capable of holding 10 people for the movement of our equipment in their cages. We will need parking for our Lorry, a minibus, and one car." The committee felt the Infant School was the best choice of location, and Mrs New has already indicated her willingness for the school to be considered outside of term time. Perhaps as part of its wellbeing programme, the council could cover the costs of the hire of the school just once a year.

By the time of the Full Council meeting, the draft Minutes from this meeting will likely have been circulated.

Simon Cross – **Clerk to the Council**

28th May 2019

Planning & Licensing Committee

The committee met on the 20th May. Two members of the public attended the meeting. Cllr Chapman attended the meeting with a view to joining the committee (see Agenda Item 17 below).

Cllr Mathias was re-elected Chairman, and Cllr Linton was re-elected Vice-Chairman, both unopposed.

The committee considered four Planning Applications, three of which were revised versions of Applications previously considered. The committee agreed unanimously to object to a revised plan for 11 Michel Grove and not to withdraw its objections to plans for Gladwyn, The Street despite plans having been revised. The committee agreed to continue not objections to plan for a caravan port at 23 Sea Lane and not to object to proposals for a rear extension at 19 The Roystons.

In June, the committee is scheduled to meet on 10th and 24th.

On the afternoon of 21st May, Cllr Mathias met with a householder from Angmering Lane and two members of the Preservation Society. The meeting was called by the householder to discuss proposals for his property before he submits them to ADC. As always, to avoid compromising his council position, Cllr Mathias made it clear he was just one member of the council's Planning & Licensing Committee, and listened more than he spoke. The applicant took on board advice offered by the Preservation Society and will submit his plans to ADC in due course, at which point they will come before the full committee for consideration.

Simon Cross – **Clerk to the Council**

24th May 2019

In response to a question concerning whether there was some signage could indicate the wildflower meadows on the Village Green had been planted, the Clerk responded there was and he would ask Mrs Reid to action this.

(Mr M left the meeting at 20:20 and returned at 20:22)

Additionally:

Community Engagement Committee – the Clerk explained the council’s editorial team, responsible for the content of the newsletter and occasionally other publications, comprised himself plus the Chairman and Vice-Chairman of the Council and the Chairman and Vice-Chairman of the Community Engagement Committee. As Cllr Linton currently held two of these four posts, there was effectively a vacancy on the editorial team; if any councillor was interested, he would be happy to discuss this further with them.

Major Events Committee – committee Chairman Cllr Linton reminded the meeting she and Cllr Gander were going to attend the Glamour Club event in Goring-by-Sea on Saturday, 15th June. This would hopefully provide inspiration and information towards the council’s own Silver Sunday event taking place in October.

There were no updates from the other five committees.

516/19 AMENITIES COMMITTEE – SEA ROAD TOILETS REFURBISHMENT

Cllr Toney, in the absence of the Chairman of the Amenities Committee, Cllr McElroy, walked the council through the following report which had been circulated in advance of the meeting:

Amenities Committee – Sea Road toilets refurbishment

Committee is asked to appoint a contractor for the external building works to the Sea Road toilet block.

Council will know it has long been this council’s intention to upgrade the Sea Road toilet block. The current Ladies will become a single accessible, well-furnished toilet whilst the current Gents will be converted into two unisex cubicles directly accessible from the outside.

The tendering exercise began many months ago and it has been a real battle to get three tenders back from potential suppliers. A third tender was finally received on 13th May.

At the Amenities Committee meeting on 20th May, Cllrs Toney and Linton agreed to meet with the architect, Lauren Willard, and Assistant Clerk to the Council, Dawn Reid, to open the tenders received. District Cllr Terry Chapman agreed to attend as an impartial witness.

Dawn’s report on the meeting follows below.

Simon Cross – **Clerk to the Council**

24th May 2019

The subcommittee had received tender documents from three companies. District Councillor Chapman opened the three tender documents at 9.15am:

Company 1 - £34,749.96
Company 2 - £41,130.00
Company 3 - £29,426.00

The tender documents were opened in the presence of Councillors Toney and Linton, Lauren Willard and Dawn Reid.

The subcommittee discussed all three tenders in great detail and raised concerns regarding: contingency sums and VAT. All prices excluded VAT which the council will reclaim anyway.

Due to the start date now being early/mid September 2019, Lauren had contacted the contractors to enquire if the prices quoted would be honoured. Lauren has so far received written conformation from Company 1 agreeing to honour their costings.

Councillor Chapman expressed his impartial opinion that Company 1 looked to be the most cost effective tender and best value for public money.

The sub-committee agreed to **recommend Company 1** to Full Council at the meeting on 3rd June 2019.

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

23rd May 2019

Cllr Gander added her thanks for the great detail into which the Amenities Committee had gone to reach this stage.

- 1324** The council **RESOLVED** unanimously to appoint Contractor 1 (Cloud 9) for the external building works to the Sea Road toilet block.

Mr M asked what the penalty and overs clauses were. Cllr Toney replied the contract was a fixed-price contract and there would be no increase in costs unless any major underlying defects were found.

517/19 AUDIT & GOVERNANCE COMMITTEE – INTERNAL AUDIT FOR THE YEAR-ENDING 31ST MARCH 2019

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

Audit & Governance Committee – Internal Audit for the year-ending 31st March 2019

Council is asked to note the final Internal Audit report for the year-ending 31st March 2019. This can be found at Appendix C below.

The report will be considered in greater depth by the Audit & Governance Committee when it first meets later this municipal year.

Simon Cross – **Clerk to the Council**

24th May 2019

Cllr Mathias said this was yet another good report and all thanks to the council's officers. This was echoed by other councillors present.

518/19 COMMUNITY ENGAGEMENT COMMITTEE – DEATH OF A SENIOR MEMBER OF STATE

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

Community Engagement Committee - policies

Council is asked to agree to the purchase of two hard-bound, leather condolences books at a cost of £44.95 each.

Cllr Linton to introduce this item.

The committee believes it would be wise to purchase these now so they are ready for when they are needed rather than needing them and not having them ready. The committee is currently finalising its policy for the Death of a Senior Person of State. This matter has come to Full Council as there is no specific provision for the purchase of such books in the current year's budget and therefore the money will need to be taken from this year's Contingency budget line of £10,000. Apparently postage is free.

Simon Cross – **Clerk to the Council**

28th May 2019

Cllr Linton, Chairman of the Community Engagement Committee, added this was the committee's attempt to get ahead of the game for when a senior member of state dies.

- 1325** The council **RESOLVED** unanimously to purchase two hard-bound, leather condolences books at a cost of £44.95 each.

This will be funded from the council's Contingency budget line.

519/19 PERSONNEL COMMITTEE – SICK LEAVE / BACK TO WORK POLICY

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

Personnel Committee – Sick Leave / Back to Work Policy

Council is asked to adopt a Sick Leave / Back to Work Policy. This can be found at Appendix D below.

Cllr Gander to introduce this item.

As the council's staffing profile increases, so it is appropriate for the Personnel Committee to ensure relevant policies and in place, are up-to-date and are appropriate.

Simon Cross – **Clerk to the Council**

24th May 2019

As Chairman of the Personnel Committee, Cllr Gander added the two policies for adoption this evening had arisen from the committee's work on a variety of current and necessary policies for the council.

1326 The council **RESOLVED** unanimously to adopt a Sick Leave / Back to Work Policy.

520/19 PERSONNEL COMMITTEE – BEREAVEMENT POLICY

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

Personnel Committee – Bereavement Policy

Council is asked to adopt a Bereavement Policy. This applies to staff and councillors and can be found at Appendix D below.

Cllr Gander to introduce this item.

As the council's staffing profile increases, so it is appropriate for the Personnel Committee to ensure relevant policies and in place, are up-to-date and are appropriate.

Simon Cross – **Clerk to the Council**

24th May 2019

1327 The council **RESOLVED** unanimously to adopt a Bereavement Policy.

521/19 PLANNING & LICENSING COMMITTEE - MEMBERSHIP

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

Planning & Licensing Committee - membership

Council is asked to agree Cllr Andrea Chapman becomes the final member of the Planning & Licensing Committee for the current municipal year. Cllr Mathias to introduce this item.

Simon Cross – **Clerk to the Council**

21st May 2019

Chairman of the Planning & Licensing Committee, Cllr Mathias, spoke in support of the motion to add Cllr Chapman to the committee.

1328 The council **RESOLVED** unanimously Cllr Andrea Chapman could join the Planning & Licensing Committee.

522/19 REPORTS FROM PARISH COUNCIL WORKING PARTIES

Cllr Mathias said the Leases Working Party had not yet met as it was to be formed from the membership of the Audit & Governance Committee which was coming together slowly but surely.

523/19 EAST PRESTON YOUTH CLUB

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

East Preston Youth Club

(original report issued 28th May, revised report issued 3rd June)

Council is asked to appoint a representative to the committee of the East Preston Youth Club.

The council has long had a representative sitting on the management committee of the East Preston Youth Club. For a long time, this has been Cllr Mathias. The representative would be expected to attend (and possibly chair) committee meetings in order to ensure the council's financial contribution is spent wisely. The representative would also represent the committee when the Youth Club seeks funding from the council.

Cllrs Chapman and Moore have both said they are willing to take on this role. I believe the Youth Club committee would welcome more than one new committee member, but as a council we should appoint an official representative but on the understanding any other councillors wanting to could still join the committee.

Simon Cross – **Clerk to the Council**

3rd June 2019

Cllr Mathias added that, whilst he had been the official representative for a good few years and was willing to continue doing so, if another, perhaps younger, councillor wished to take on the role, he would be happy to be a supporting committee member.

1329 The council **RESOLVED** unanimously Cllr Gander could act as teller alongside the Clerk.

A paper ballot followed, during which councillors were asked to vote, firstly for their chosen official representative, and secondly, for which candidates were suitable to be a supporting representative.

1330 The council **RESOLVED** unanimously Cllr Chapman would be the council's official representative to the East Preston Youth Club for the 2019/20 municipal year.

1331 The council **RESOLVED** Cllr Mathias could be the council's supporting representative to the East Preston Youth Club for the 2019/20 municipal year, if the East Preston Youth Club management committee needed extra personnel.

524/19 EAST PRESTON TWINNING ASSOCIATION

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

East Preston Twinning Association

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."

Simon Cross – **Clerk to the Council**

10th May 2019

There was some discussion about how such a decision would impact upon the village, in particular with regards to WSCC signage around the village. The council AGREED to defer this matter until councillors had a better understanding of the potential impact.

525/19 SUSSEX COMMUNITY RAIL PARTNERSHIP (SCRP)

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

Sussex Community Rail Partnership

Council is asked to note the following email received via the Partnership on 24th May and to let the Clerk know of any suggestions for improving Angmering railway station.

Hello all,

Please see this briefing about funding available for passenger benefit at stations. Also attached, the list of stations in Sussex CRP area. The final document is from GTR, which shows how much some projects cost. Please don't be deterred by this, as it might be possible to use the GTR funding as match for applying to other grants.

Please can you canvass your own partners and colleagues, and send suggestions through, so we can collate them onto the spreadsheet and also see which stations don't have anything suggested for them.

After 31st May I will liaise with Catherine and Victoria about how we proceed. If you'd like to be more involved let me know – but we'll have to move quite fast.

Regards,

Rowena Tyler
Community Development Officer – Arun Valley Line &
Coastway West Line (Littlehampton to Southwick)
Sussex Community Rail Partnership

The briefing mentioned by Rowena can be found at Appendix F below.

Angmering station has been awarded £50,000. I have let my Angmering, Kingston and Rustington counterparts know of this, in case those councils have any suggestions. I have also contacted the ADC contact who had been informed directly by GTR of this award asking him what plans he had for contacting the local parish councils whose residents used the stations the most.

There is a "brochure" of how much projects cost, and I will bring that to the meeting with me.

Simon Cross – **Clerk to the Council**

24th May 2019

The Clerk explained this had been briefly discussed by the Community Engagement Committee which had suggested money be spent on additional seating, shelter and planting at the station. The Clerk further explained the GTR shopping list seemed especially high and he had already responded to the SCRП asking whether recycled benches costing less than £500 could be bought instead of the wooden benches GTR was offering at £1,000 each.

Individual councillors were particularly in favour of an enlarged coffee shop and an amount of repainting around the station.

The Clerk asked any councillor with any other suggestions to let him know. He had a meeting with his counterpart at Rustington Parish Council, Mrs Carole Ward, on 14th June, after which he would feed all ideas back to GTR both directly and via the SCRП.

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. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 7th May**
5. **Meeting with ADC about the Spring 2019 Newsletter, 9th May**
6. **Meeting with Sussex Police and Crime Commissioner and Sussex Police Chief Constable, 13th May**
7. **A question about buses, 16th May**
8. **Worthing Borough Council, Annual Council Meeting, 17th May**
9. **Annual meeting with WSCC Library Service, 20th May**
10. **Final internal audit for 2018/19, 22nd May**
11. **New cameras at Roundstone Level Crossing**
12. **Extended yellow box at Roundstone Level Crossing**
13. **Social media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **June meetings and events**

1. **Introduction**

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

2. **Police matters**

A resident called in to complain about public urination by the Village Green on the evening of Saturday, 18th May. This is a complex situation and the resident has followed this up in writing which I shall forward on to Chief Inspector Ottery.

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

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

4. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 7th May**

Dawn attended this meeting alone as I was unable to attend. Her report is as follows:

Clerks Networking Meeting 7th May 2019 (Hosted by Bersted)

The meeting was well attended given it was the first working day after the Bank Holiday. Topics for discussion were taken from the room. The following topics were discussed:

Do any councils have separate Planning Committees?

A discussion took place on how differently councils address planning. It was agreed it is advisable to ensure councilors have relevant background knowledge or have attended suitable training. It was suggested going back to local council for relevant training.

What type of events do councils host?

This varies due to where councils are situated, some council's office premises are within a community center so they have use of space and run most events.

Events mentioned:

Tea and Coffee Club – Monthly meetings to combat loneliness/isolation

Book swap – The Library bus no longer provides this service

Memory Tree – Members of the public are invited to hang tags on the tree, light refreshments are available

Dog Show

Food and Drink Festival - EPPC

AGM

A discussion took place on how councils ran their AGM or Parish Assembly meetings. Generally attendance is not brilliant so providing refreshments or a guest speaker generally attract members of the public.

Election

A discussion took place on the process of co-opting council members to fill vacancies and the timescales etc.

CCTV

Various Clerks have different views on the success of CCTV and if the footage is clear enough for police to use as evidence. Bersted Council has installed CCTV and when being victim to fly tipping in their car park the footage was submitted to the police and used as evidence. The Deputy Clerk will forward any relevant information to EPPC.

Dawn Reid – Assistant Clerk to the Council

5. Meeting with ADC about the Spring 2019 Newsletter, 9th May

I met with Helena Curtis in the PrintPlus part of Arun District Council to tidy up the draft newsletter into something very similar to what will be distributed to residents at the end of May. Half an hour spent with Helena is easily far more productive than exchanging numerous emails.

I don't know why I have not thought of this before, but it would definitely be worth the members of the Community Engagement Committee taking it in turns to come to meet Helena with me, once a quarter, just for them to gain a better understanding of the process the newsletter goes through. Cllr Linton did attend with me before the publication of the Winter 2019 Newsletter.

6. Meeting with Sussex Police and Crime Commissioner and Sussex Police Chief Constable, 13th May

Cllr Toney and I attended this meeting at the Sussex Police & Crime Commissioner office in Lewes. The meeting was organised by Rustington Parish Council which was represented by Cllrs Jamie Bennett and Peter Warren. Littlehampton Town Council and Angmering, Ferring and Kingston Parish Councils were also invited. Littlehampton was represented by Cllr Ian Buckland and Kingston by Cllr Roger Wetherall (and his wife). Angmering and Ferring Parish Councils were not represented.

Katy Bourne attended as Sussex Police and Crime Commissioner (PCC), accompanied by Chief Constable Giles York QPM and Inspector Steve Turner of the Arun Prevention Team.

As the meeting had arisen from a letter of frustration written by Rustington Parish Council to the PCC and the Chief Constable, Mrs Bourne led the meeting. Initially, she invited those present to express their concerns and Cllrs Bennett, Buckland, Toney and Warren all did so. Concerns covered included: rising crime rate across our patch in the past five or so years; reduction in evident prevention by Sussex Police; a more visible presence was needed again; residents are concerned about the increase in crime; a lack of police presence in our communities; increasing anti-social behaviour and open drug abuse and drug-dealing; Youth Offending Service too soft; where is the extra 14½% police precept going to go; non-replacement of crucial staff.

Mrs Bourne explained the difficulties Sussex Police faced with limited funding from central government. Chief Constable York said his budget has been cut by an average of £30m each year over the past five to seven years. On the flipside, Sussex Police was currently recruiting 12-13% of the national recruitment taking place.

Mrs Bourne stated over 50% of all crime is now committed online. One-ninth of the national police budget is now spent on investigating child abuse. These are statistics that would have been unimaginable twenty years ago and Sussex Police is not alone in having had to adapt. Drug abuse or rather drug-dealing is funding major organised crime.

Inspector Turner reported the spate of anti-social behaviour in the area last year has died down completely following the lead participant's removal to another part of the country. The lack of reports coming into this office suggests that is the case. He said officers would attend annual meetings as long as they are given details of when they are, and would try to attend other meetings during the year. He also said the volume of calls received by Sussex Police did not reflect the concerns being raised by councillors.

Chief Constable York repeated his force had to work against significant cuts in resources. These significant cuts were also being experienced by other government agencies and as a result of that, Sussex Police also had to pick up the pieces for the results of those cuts. Expenditure on cases resulting from mental health issues and, in particular, missing people was massive. Investigations were of increased complexity compared to the past.

The reporting of crime numbers is "a complex science" and comparing statistics from five years ago with today may not be advisable as there has been a higher compulsion to record crime accurately.

Chief Constable York said he believed the force was recruiting fast enough to be ahead of the natural losses. This included recruitment into the 101 team; 101 advisors are far more than call handlers, often having to deal with difficult situations whilst on the phone. He stressed the purpose of 101 is to receive **non-emergency** calls. Sussex Police was about to launch a new three-years apprenticeship.

Mrs Bourne started to wrap up the meeting by saying she funds Community Safety Partnerships, which operate across the county – some are good and receive her funding, others are less good. Mrs Bourne felt the Arun Community Safety Partnership would benefit from greater health and education services input but advised us as local councils to get better involved. East Preston Parish Council already has Cllr Chapman as a representative to the Safer Arun Partnership's Joint Action Group.

Chief Constable York ended by saying there were two improvements he was aware Sussex Police needed to make in respect of this meeting – firstly, it needed to improve its communications with local councils and secondly, it needed to be better at social media, particularly in respect of not allowing random and often incorrect information in the public domain to go unchallenged. Finally, he said the good people in communities needed to get out there are re-occupy the spaces which have been allowed to be taken over by the less good people in society.

The meeting ended after an hour.

7. A question about buses, 16th May

A resident of the top part of The Street called in to see me and to ask some questions about the 700 bus service. He regularly sees half-empty buses passing his property, making him wonder why the service is as regular as it is. He also wondered about the ecological impact of so many buses passing through the village, especially near him, where the service passes by children walking to and from school.

I forwarded his questions to Rob Vince, Key Account Manager at Stagecoach South. Here is Rob's reply:

Hello Simon

It's an extremely valid question.

There are a total of 156 scheduled bus movements through East Preston on a normal weekday. I do appreciate that this may initially seem excessive. However, as you quite rightly identify, there are parts of the route between Brighton and Littlehampton that are extremely well used and other sections where the passenger loadings are much lighter. Quite simply, it is more efficient to continue running through these areas rather than splitting the route up and requiring customers who wish to undertake longer journeys having to constantly change buses. This generally results in many abandoning bus travel and taking the car.

In relation to East Preston specifically, our services are busy between Littlehampton and Rustington/Angmering (station) and then again between Ferring/Goring and Brighton, so it makes sense to keep the service joined up. However, given the terrible delays we encounter at the level crossings it does make me think sometimes!

In terms of the environment, our new buses have the cleanest Euro 6 engines available. The emissions package includes Exhaust Gas Recirculation (EGR), Variable Geometry Turbos (VGT), Diesel Particulate Filters (DPF) and Selective Catalytic Reduction (SCR). Consequently, the isolated environmental impact of the buses will be very low and pales into insignificance when compared to that of private car movements in the village.

We do not have any current plans to re-route or reduce the level of service through East Preston, although it is something we periodically review. The other question that may emerge from this discussion is why we don't send a certain number of buses through the village and by-pass the rest? The reality is that this just becomes confusing for our customers, particularly if services suffer from traffic congestion causing them to run out of sequence. Similar trials in other areas suggest that this just deters people from travelling by bus and they return to using their cars which is clearly not beneficial to greener travel.

I hope this helps but if you have any other specific questions, as always, do feel free to get in touch.

With kind regards

Rob

The resident also asked me about the charging for the car-park. Once I had explained it to him, he understood the reasoning why and accepted its need.

8. Worthing Borough Council, Annual Council Meeting, 17th May

Out of work time, I attended this meeting with Paul Amoo, but thought members might be interested in hearing just a little about it.

Paul was invited as the incoming Mayor of Worthing, Cllr Hazel Thorpe MA(ed), has been a college governor with Paul. Paul thought the invite was for a reception lunch and invited me as his +1. On the way to the reception, I realised we would actually be attending a meeting first. Coals to Newcastle for me.

We took our seats in the public gallery in Worthing Town Hall's Council Chamber. At midday, we all had to stand as the councillors, all in official robes, processed into the chamber. Asked to be seated, the meeting started with prayers, following which the outgoing mayor, who did not introduce himself, reflected on his year in post. It was only later, I learned he was Cllr Paul Baker.

Cllr Bob Smytherman gave a speech proposing Cllr Thorpe as the new mayor, and this was seconded by a somewhat shorter speech from Cllr Heather Mercer. A vote of Ayes and Nos was taken, and Cllr Thorpe duly elected Mayor of Worthing. The meeting adjourned whilst the outgoing and incoming Mayors changed into their newly-appropriate robes. With Cllr Thorpe in the chair, the meeting reconvened. Over the next hour, following Cllr Thorpe's acceptance speech, the following appointments were made – some voted on verbally, some by a show of hands, those appropriate not voted on at all:

- Mayor's Consort
- Deputy Mayor
- Deputy Mayoress
- Leader of the Council
- Deputy Leader of the Council
- Cabinet Chairmen
- Advisors to Cabinet Chairmen
- Youth Mayor
- Deputy Youth Mayor

The retiring Mayor and Mayoress were, during this, presented with their past service badges.

Due to a previous commitment, I had to leave the meeting before its conclusion. For me personally, I am lot happier with the ceremonial simplicity in place in East Preston.

9. Annual meeting with WSCC Library Service, 20th May

Vicki Davey, Cluster Manager with responsibility for East Preston Library, and I met for the annual meeting about the Millennium Wall-hanging. Although the meeting should take place before 31st March each year, this year it was not possible to find a mutually-convenient date in time.

Vicki is very happy for the wall-hanging to remain in the library for the foreseeable future, even going so far as to say it would be disappointing to see it go. We agreed it may need a bit of cleaning, and the Community Engagement Committee will discuss this in due course.

In advance of the Community Engagement Committee meeting on 28th May, Vicki and I talked about Reading Friends initiatives in the area. Cllr Gander has raised Reading Friends as something this council may like to consider and, by the time you read this, initial discussion will have taken place at the Community Engagement meeting. Within Vicki's area, there are two related initiatives already underway. At Littlehampton library, there is a Reading Friends group aimed at the town's homeless community. At Rustington library, a reminiscence group has started, using WSCC reminiscence packs as a starting point for reading and discussions. These latter sessions are open to anyone but aimed at those with any form of dementia.

Vicki said she was open to consider any suggestions the council had linked to the Reading Friends idea.

As a direct result of a suggestion I made during the meeting, the library will now be represented at the Memories of East Preston event during East Preston Festival. Vicki agreed this would be a good way in which the library could raise its social profile in the village.

10. Final internal audit for 2018/19, 22nd May

Rachel Hall visited to carry out her final internal audit for the council. As members will be aware, the council has accepted the Audit & Governance Committee's recommendation to use a different company, possibly just for a year.

As Rachel left, she again said East Preston Parish Council was her favourite council. Our methods are in line with what she would expect and she always found something amusing within our Full Council Minutes.

11. New cameras at Roundstone Level Crossing

New cameras have been added to the Roundstone Level Crossing by Network Rail. These are for catching drivers who jump the flashing red lights there, possibly endangering not just themselves but others too.

After I had publicised this in the e-newsletter dated 22nd May, a member of the public wrote in: "Reading the article about the new cameras at the level crossing which are yellow. There are already cameras there - the existing white ones not put up that long ago. That's how people have been caught. Why do we need additional ones? Looks like a concentration camp in that area and I thought I lived in a village!!"

In responding, I advised the white cameras are those used by the signal box at Lancing to ensure the crossing is clear before closing the gates. The yellow cameras will obviously be serving a related but very different purpose.

12. Extended yellow box at Roundstone Level Crossing

Council will be aware we sometimes receive calls asking for the yellow box at Roundstone Level Crossing to be extended. This was asked again this month, and the reply from WSCC is copied here:

The yellow box junction over the level crossing is there as part of Network Rail's level crossing order, so any request to extend it should be directed to them. However, I

would suggest that there is not scope to extend it southwards, as suggested by Ms Barnes. Yellow boxes must not be entered unless it can be seen that the exit is clear. Because the B2140 has a double bend through the level crossing, it is already very difficult for northbound road users to be able to see whether or not the exit is clear and extending the box would make it even harder, if not impossible, so I would not consider that it would be appropriate to do this.

Ben Whiffin
Area Highway Manager – Arun District

13. Reversing the traffic flow in Willowhayne Crescent

The council is also sometimes asked about reversing the traffic flow around Willowhayne Crescent. This was asked again this month, and the reply from WSCC is copied here:

I've discussed this request with Rob [Torrance – WSCC Traffic Officer- Arun District] and we are of the opinion that any reversal of the one-way system would introduce potential vehicle conflict at the southern junction with Sea Lane. This is because at present

drivers cross the bell mouth (southern end) to Willowhayne to access parking outside the parade of shops (see my attached plan). If we did think a reversal was a feasible option, we would need to also look at traffic movement in front of the shops, and which would probably need to be another one-way restriction that in all likelihood would suffer from similar non-compliance.

Ben Whiffin

Area Highway Manager – Arun District



14. **Social media**

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

- Post warning of local bicycle and motorcycle thefts – 926 people
- Post warning of Nottingham Knockers in the village, 15th May – 904
- Repost of government warning about Oak Processionary Moth caterpillars - 740
- Repost of government warning about Oak Processionary Moth caterpillars - 740
- Poster advertising Horticultural Society Coffee & Doughnut Morning on 11th May – 657
- † post advising Chopperwhoppers are coming to the Food & Drink Festival - 657
- Poster advertising charity stoolball match on 12th June – 548
- WSCC Public Notice of roadworks on the A280 Angmering by-pass in June - 537
- MailChimp repost of East Preston Parish Council news, 8th May - 504

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 24th May)

The number of people currently like the council on Facebook is 1,218, an increase of seven over the last report.

No posts placed on Nextdoor.

15. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 1st May – sent to 794, opened by 545 (68.8%)

Parish Council news – 8th May – sent to 793, opened by 525 (66.4%)

Parish Council news – 22nd May – sent to 793, opened by 534 to date (67.3%)

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

"Two questions. Did Terry get re-elected? How can I get rid of a mattress?"

"Should I switch my telephone account to Utility Warehouse."

"Can you please let us know the polling station for us? We have not received any polling cards."

"Simon, I always make people sneeze when I get into a train carriage. Do you think I overdo the aftershave?"

"Does the pizza van need a licence?"

"Can we book the boules piste?" (Not through the office, but there are contact details for such enquiries on the noticeboard beside the piste itself.)

17. **Recent bouquets and complaints**

(In addition to anything reported above)

"I wish I had a prize to give because I would give it to East Preston Parish Council for getting all their forms back to me before anyone else. You're always so efficient." (an officer at ADC)

Both Rustington councillors Jamie Bennett and Peter Warren said how much they like the e-newsletters this council sends out. It's good to know my Rustington counterpart forwards it to her councillors and flattering to know at least some of them appreciate it.

Thanks to Alison from a resident who complained about overflowing dog-bins on the greensward at Kingston and returned the following day to say the bins had been emptied.

In an email about the new cameras at the Roundstone Level Crossing, a resident of the eastern part of The Street wrote, "The people we have met are very friendly and as I

mentioned before we think that the council do a great job in looking after the area, it always looks clean and well cared for. Keep up the good work.”

From the Secretary to the governors of East Preston Infant School, “Many thanks for your help regarding advertising our governor vacancies. Our governing body is now full.”

18. **Leave**

Alison is off on 3rd June. No other leave has been booked currently.

19. **June Meetings and Events**

This list may be incomplete and is subject to change.

3 rd	Full Council (19:00, East Preston Infant School)
4 th	SLCC Arun Clerks meeting (12:30, Bersted) (SC and DR only)
6 th	East Preston Business Community Business Breakfast (08:00, Grub & gumption)
7 th	East Preston Festival starts
9 th	D-Day Service (12:00, St Mary the Virgin Church) Community Speed Watch stall (12:00, Council Office forecourt)
10 th	Audit & Governance Committee (postponed) Planning & Licensing Committee (18:00, East Preston Infant School)
11 th	WSCC Joint Eastern Arun Area Committee (19:00, The White Swan, Arundel) (ST only)
13 th	St Barnabas Hospice Outreach Project visit (10:00, Village Green car-park) Come and Meet Your Local Councillors (10:30 – 12:30, Council Office forecourt)
16 th	East Preston Festival ends
24 th	Planning & Licensing Committee (18:00, East Preston Infant School)
27 th	Southern Water Stakeholder Workshop (09:30, Amex Stadium, Brighton) (JG only) Community Speed Watch team meeting (tbc) (ST, SC, DM and DS only)
29 th	Armed Forces Day (10:30, Littlehampton)

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**

23rd May 2019

Item 13 – reversing the traffic flow in Willowhayne Crescent – Cllr Linton expressed her concern about this proposal as it might impact upon a possible extension of the Compass No. 12 bus service into the southern part of the village. At the recent Eastern Parishes meeting, as reported in Minute 527/19 below, there had been some discussion of the Compass No. 12 bus service, which receives some financial support from Rustington Parish Council. East Preston Parish Council was aware there were residents in favour of a bus service into the southern part of the village which may be dependant upon where a bus could turn around once at the southern end of Sea Road. The Compass No. 12 was the only bus to serve the Littlehampton leisure centre and also went to supermarkets such as Tesco and Aldi.

The Clerk explained WSCC was not in favour of reversing the traffic flow in Willowhayne Crescent, and other councillors present did not feel the existing traffic flow would be a problem for a small bus. The Clerk also explained in the past, a bus service had come down the full length of Sea Road, beyond the junction with Seaview Road and South Strand, and had turned around by reversing into Seaview Road before resting and heading back up Sea Road. Cllr Toney confirmed this had been the No. 31. The Clerk also said other residents remembered a bus service which turned around by going around the Village Green.

Item 12 – Extended yellow box at Roundstone Level Crossing – Cllr Mathias said he could not see any advantage from extending the yellow box as it was only when the gates were down people abused the yellow box, and an extended yellow box would only continue to be abused. Cllr Toney said it would be interesting to see some statistics in a few months’ time from the new cameras at the level crossing.

The Chairman thanked the Clerk for his report.

527/19 **EXTERNAL MEETINGS AND EVENTS**

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

Other meetings and events – Part 1

Council is asked to note the following reports:

NHS REAL Local Community Network Board (Rustington, East Preston, Angmering and Littlehampton), 16th May

Angmering Medical Centre

The attendees included representatives from GP Practices, Arun DC, MIND, Angmering School, Dementia Services, Adult Care Services, CAB and Public Health, WSCC. Topics discussed were under the main headings: Prevention, Primary Care, LCN, Mental Health, Frailty and Social Prescribing.

1. Sexual Health/Mental Health.

- All children in England will be taught how to look after their mental wellbeing and recognise when classmates may be struggling, as the Government unveils new guidance for the introduction of compulsory health education.
- from September 2020, pupils of all ages will be taught the new subject – with a focus on promoting the positive link between physical and mental health.
- This comes alongside the introduction of compulsory relationships education for primary-age pupils and relationships and sex education (RSE) for secondary-age pupils, to ensure children have all the knowledge they need to grow up healthy, happy and safe.

2. Health and Wellbeing

I advised the meeting of the recent article that the Parish Council has published in its quarterly newsletter on Five Ways to Wellbeing. The meeting was impressed with the emphasis the parish council is placing on supporting and publicising wellbeing in the community. I also advised them about the proposed Silver Sunday event on 6th October. MIND and the Partnerships in Community Team are keen to work with the Council to identify people who may be socially isolated or lonely who would enjoy attending the event.

3. Primary Care

From 1st July GP Practices will link forming a primary care network (PCN) of approximately 50,000 patients. Willow Green surgery will work closely with Angmering and the Coppice, forming a network. Primary care networks build on the core of current primary care services and enable greater provision of proactive, personalised, coordinated and more integrated health and social care.

4. Social Prescribing

From 28/5/2019 a social prescriber has been appointed for each PCN. Often patients may attend the surgery to see a GP with stress or depression caused by social pressures, including debt, housing, family issues etc. This new adviser will be able to refer patients to a range of local non-clinical services which will more effectively help the patient and free up clinical time for the GPs and nurses.

5. Dementia Support

A new initiative is to be launched towards the end of June called 'Our Town' in Littlehampton and Rustington. Retailers will be able to attend a workshop to raise awareness of how to help people with neurological problems. They will be provided with a sticker for their business/shop windows so people will know they can get help and support there.

Cllr Patricia Gander

29th May 2019

Eastern Arun Parishes meeting, 21st May

Rustington

On Tuesday 21st May, Cllr Linton and I attended a meeting of the Eastern Arun Parishes to establish the setting up of this group. There were Councillors from Rustington, Kingston and Angmering. Apologies were received from Ferring Parish Council.

Councillor Geraldine Walker from Kingston Parish was elected Chair.

The agenda consisted of a few items (10). Points of interest for us are the possibility of a bus service into the bottom of the village, the A259 Slip road(or not).

Angmering's Chairman, Cllr John Oldfield, touched on the housing expansion within his village, 525 houses to the North of Water Lane, 175 to the South of Water Lane, plus the Rugby club ground in Roundstone Lane, and Land to the North of the A259 near Sainsbury's with a potential of 350 homes. They could also be interested in starting a youth club in Angmering and are enquiring about the costs involved.

The next meeting will be on the 24th September at 17.00hrs at Rustington Parish offices.

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

28th May 2019

WSCC Joint Eastern Arun Area Committee, Highways and Transport sub-group, 23rd May

Rustington

I have only include the items that I feel will be of interest to East Preston residents.

1. Planning was granted on the 9th May for the A284 Lyminster by-pass north of the railway. Work should start late Spring 2020.

2. As far as the A259 is concerned there is still some site clearance to be done on land that has yet to be purchased. Compulsory Purchase Orders have been published and negotiating with land owners has commenced, but if there are more than 5 objections there is likely to be a public enquiry. This will add 6-8 months to the anticipated start date which, without a public enquiry, would be November 2019. A decision to award the contract is due to be made on 20th June.

3. I expressed East Preston's interest when the topic of the local bus provision was discussed. This will be considered by the Eastern Parishes group who will then feed back into this forum.

4. The Traffic Regulation Order for Sea and Manor Roads will be considered in the November JEAAC meeting and if it is not granted this time the application will need to be resubmitted.

The next meeting is scheduled for 24th October at 14:00.

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

24th May 2019

528/19 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no responses.

529/19 NEW ITEMS FOR THE NEXT MEETING (1ST JULY 2019)

East Preston Twinning Association.

530/19 EXCLUSION OF THE PUBLIC AND THE PRESS

The following paper was circulated in advance of the meeting:

Exclusion of the public and the press for the remainder of the meeting

Council is asked to agree the public and the press are excluded from the remainder of the meeting owing to the confidential nature of the remaining business. This exclusion is in line with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Simon Cross – **Clerk to the Council**

23rd May 2019

- 1332** The council **RESOLVED** unanimously to exclude the public and the press from the remainder of the meeting in line with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

(Mr M left the meeting at this point.)

531/19 PERSONNEL COMMITTEE – COUNCIL HANDYMAN

As Chairman of the Personnel Committee, Cllr Gander spoke in support of a confidential paper which was circulated in advance of the meeting.

- 1333** The council **RESOLVED** unanimously to increase the hourly rate of pay for the council's handyman and to allocate him to a point on the National Joint Council scale.
- 1334** The council **RESOLVED** unanimously to allow the council's handyman to claim reasonable mileage costs in line with the HMRC recommended sum.

The meeting concluded at 20:55.

Chairman: *Cllr Steve Toney* Date: **1st July 2019**

END