

MONTHLY MEETING OF THE COUNCIL

7TH OCTOBER 2019

SUPPORTING PAPERS

Agenda Item 3

Presentations from Southern Water

As part of the follow-up to Cllr Gunston's attendance at the Southern Water Stakeholder forum in June, this evening's meeting will include presentations from two representatives of Southern Water. Joel Hufford, Stakeholder Manager (Sussex), has written the following about the presentations: "I plan to mainly focus on our Target 100 water efficiency drive (including some local stats on water usage in your area) and our work to agree a 'social contract' with customers and communities. Furthermore, my colleague Rachel also plans to attend to update on our work to support customers in a variety of vulnerable circumstances."

Simon Cross – **Clerk to the Council**

16th September 2019

Agenda Item 9

Minutes of Monthly Full Council meeting, 2nd September

The draft Minutes were circulated to all councillors on 6th September, asking for comments by 13th September. Cllrs Gander and Moore both emailed in their happiness with the draft Minutes.

Simon Cross – **Clerk to the Council**

16th September 2019

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 566/19 – Public Session – Automated Traffic Counter surveys**
3. **Minute 733/19 – Public Session – Fr David Rea**
4. **Minute 733/19 – Public Session – new floor in the Village Hall**
5. **Minute 736/19 – West Sussex County Council – Joint Area Committees**
6. **Minute 737/19 – West Sussex County Council – Traffic Regulation Orders in the Sea Road / Manor Road Area**
7. **Minute 749/19 – Arun District Association of Local Councils**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 1st July 2019.

2. **Minute 566/19 – Public Session – Automated Traffic Counter surveys**

The surveys, one in Sea Road and one in North Lane, took place week beginning Monday, 9th September. The results have been provided to the council and forwarded to the co-ordinator for the village's Community Speed Watch team, Mr Keith Harris. He in turn has analysed the reports and provided an article for the next issue of All About East Preston. Mr Harris is planning on writing a similar but different article for publication in the Autumn 2019 Newsletter. Cllrs Toney and Linton have had an initial look at the results too.

3. **Minute 733/19 – Public Session – Fr David Rea**

The council has been invited to be represented at Fr David's leaving party at which it will acknowledge his contribution to the village.

4. **Minute 733/19 – Public Session – new floor in the Village Hall** – space permitting, there will be an article in the Autumn 2019 Newsletter about this. This will be written in conjunction with Toni McElroy, Chairman of the Village Hall Foundation.

5. **Minute 736/19 – West Sussex County Council – Joint Area Committees** – as it had not been possible to find time with Cllrs Toney and Linton together, I completed this survey on behalf of the council on 30th September, the closing date.

6. **Minute 737/19 – West Sussex County Council – Traffic Regulation Orders in the Sea Road / Manor Road Area** – I have advised WSCC of this council's support for some form of traffic regulation in this area.

7. **Minute 749/19 – Arun District Association of Local Councils** – I informed the Chairman of the Association, Cllr Lilian Richardson, of this council's decision to continue to support the Association. The next meeting is likely to be on 31st October.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 12

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 9th September; Audit & Governance on 16th September; Community Engagement and Planning & Licensing both on 23rd September. Draft Minutes from each of these meetings should have been circulated to all councillors ahead of this evening's meeting.

Agenda Item 12a

Amenities Committee

The committee met on 9th September. The draft Minutes were circulated to all councillors on 26th September.

Sea Road Toilet Refurbishment Project - the start date for the Sea Road Toilet Refurbishment Project has been shifted slightly from 30th September to 2nd October. After discussions with the committee of the East Preston & Kingston Village Hall Foundation, the council's lead representatives on this project decided, with some regret, not to provide a temporary toilet near the site. This decision could be reviewed if the Village Hall Foundation asked. The council had hoped to be able to provide a temporary toilet both to meet the needs of the general public and to prevent the hirers of the Village Hall being disturbed by members of the public wanting access to the Village Hall toilets.

The clothing bank at the Village Hall will hopefully be removed during the refurbishment and replaced once the works have completed.

Telescopic Bollards at Warren Recreation Ground – Cllr Gale has now been issued with a key.

Memorial bench – the committee considered a request for a new memorial bench on the Village Green. The committee agreed to locate the bench in the North Eastern corner.

Lashmar Road bank – the committee accepted a quote from Tivoli for clearance work on the bank at the junction of Lashmar Road and North Lane. Some liaison with neighbouring properties needs to take place prior to any clearance work.

Native Planting Policy – the committee agreed to recommend to Full Council a Native Planting Policy. This is being worked upon by Dawn and will be presented to the November meeting.

Fig tree – councillors will likely be aware further maintenance work has been carried out on the fig tree at the entrance to the Village Hall.

Agenda Item 12b

Audit & Governance Committee

The committee held its first meeting of the council year on Monday, 16th August. Cllr Mathias was elected Chairman and Cllr Toney Vice-Chairman.

The committee would have considered the External Auditor's report on the Annual Return for the year-ending 31st March 2019, but that was only received back on 28th September. The committee did consider the Internal Auditor's report for the same period. The next interim Internal Audit is scheduled to take place on 3rd October. This is expected to highlight a lot as this is the first Internal Audit with the new company which will almost certainly be looking at things differently to the previous auditor.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 12c

Community Engagement Committee

The committee met on Monday, 23rd September.

The meeting was also attended by the new Headteacher at East Preston Junior School, Michael Tidd, and the new Assistant Curate at St Mary the Virgin, Reverend Emma Ham-Riche.

The following topics were some of what was discussed:

Playschemes – the Fitness and Fun 3 playscheme had not been as well-attended as its predecessor. The committee considered whether or not the “stay with your child” format has run its course. Bee-Fit and other suppliers will be approached for their thoughts on this. Money has been included in next year's draft budget by the committee.

Merchant Navy Day – the council's commemoration of Merchant Navy Day on 3rd September had been a success again.

Beach Cleans – the committee would like to run Beach Cleans on 5th April and 27th September next year.

Community Bus – the committee is seriously considering supporting the provision of a Community Bus to the southern end of the village and has put a sum in the 2020/21 proposed budget to reflect this. The proposal would be for an extension to the no. 12 service between 10am and 3pm. An article seeking the views of the public will be published in the Autumn 2019 Newsletter.

Intergenerational playground – the committee agreed it would like the Amenities Committee to give this idea some consideration.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 12g

Planning & Licensing Committee

The committee met on 23rd September and draft Minutes have been circulated.

The meeting considered five new Applications and revised versions of two others. The committee agreed to continue objections to the Applications with revised versions and also to one of the new Applications. In the latter case this was to encourage a dialogue with the applicants over their choice of a fencing design.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 13a

Amenities Committee – Tree Charter

Council is asked to agree to sign up to the Tree Charter.

Cllr McElroy to lead on this item.

The following information was circulated to the Amenities Committee meeting of 9th September.

The National Association of Local Councils (NALC) has partnered with the Woodland Trust, the National Union for Students (NUS) and the Tree Council to embed the ten principles of the Charter for Trees, Woods and People (the Tree Charter) within communities across the UK.

The call for a Tree Charter was initiated in 2015 by the Woodland Trust in response to the crisis facing trees and woods in the UK. Before the launch of the charter, there was no clear, unifying statement about the rights of people in the UK to the benefits of trees, woods and forests.

The Tree Charter was launched at Lincoln Castle on 6th November 2017. It sets out the principles for a society in which people and trees can stand stronger together.

NALC believes that local (town and parish) councils have a key part to play in protecting trees and woodland and believes they can do this by embedding the ten principles from the Tree Charter into their everyday practice.

NALC is encouraging more local councils to become charter branches. Becoming a local council charter branch means you will join a network which is dedicated to delivering the principles of the Tree Charter to their communities. There are currently over 240 local councils who have decided to become charter branches and they have formed some of their policies around some of the principles in the Tree Charter. Your council may already be doing this ie through its neighbourhood plan for example. If you are looking to protect trees and woodland within your neighbourhood plan or have done something to actively encourage the planting of trees you are already ticking the boxes to become a charter branch.

For further information on the ten principles please follow the link below:

<https://treecharter.uk/home.html>

If the committee agrees with the ten principles above it is asked to consider signing up to the Tree Charter as recommended by NALC. Also the committee could consider if it would like to become a charter branch.

The Amenities Committee did agree to recommended signing up to the Tree Charter to Full Council.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 14a

Personnel Committee – East Preston Youth Club

Council is asked to agree to the withdrawal of administrative support for the East Preston Youth Club.

Cllr Gander to lead on this item.

At its meeting in July, the Personnel Committee reconsidered the provision of administrative support to the East Preston Youth Club.

At the Full Council meeting held on 1st October 2018, a motion to withdraw administrative support for the East Preston Youth Club was narrowly defeated and it was agreed to review the situation after a year.

In 2018, as part of Mrs Khoo's change of role within the organisation, the Personnel Committee recommended to Full Council the withdrawal of administrative support for the East Preston Youth Club. This support had initially been agreed at two hours per week but had increased substantially as the Youth Club submitted grant applications and oversaw the weekly running of the Youth Club by Arun Community Church's ACCelerate arm.

Since Mrs Reid has been in post as the Assistant Clerk to the Council, she has spent very little time on Youth Club matters.

The Personnel Committee is again asking the council to agree to the withdrawal of administrative support for the East Preston Youth Club in order for the Assistant Clerk to be able to concentrate wholly on council matters. The council may well continue financial support for the Youth Club.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 14a

Personnel Committee – attendance policy

Council is asked to adopt an Attendance Policy.

Cllr Gander to lead on this item.

The Personnel Committee has written an Attendance Policy which was discussed informally by the council after the close of the September Full Council meeting. Suggestions made during the informal meeting have largely been incorporated in the proposed final document which can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 15a

Councillor Vacancy

Committee is asked to receive an update following the resignation on 8th August of Cllr Shah.

Promotion of the vacancy continues. To date, only two members of the public have taken away an Expression of Interest form, but neither has yet returned a completed form.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 16a

Annual Return for the year-ending 31st March 2019

Council is asked to note the External Auditor Report and comments.

The External Auditor has signed off the Annual Return for the year-ending 31st March 2019. Unlike the past four years, a comment has been added to the External Auditor report, “Insurance cover in relation to employee dishonesty appears relatively low for a Council of this size. Best practice is to base cover on a value of the reserves brought forward plus half the expected income for the year.” This will be considered by the Audit & Governance Committee at its next meeting. I will also discuss this with the new Internal Auditor for his view.

I contacted the council’s insurance broker, who responded, “From previous similar enquiries we agree with the advice provided in the auditor’s report assuming the council receive their precept in two instalments each year and will spend the first instalment before the second one is received. The current sum insured on the policy for Employee Dishonesty is £150,000 which is the minimum amount provided.”

The whole report (1 page) can be seen at Appendix B below.

The report was first circulated to all councillors on 29th September.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 17a

Warren Recreation Ground

Council is asked to note the draft Minutes of the Warren Recreation Ground Annual General Meeting held on 16th September. These can be found at Appendix C below.

Simon Cross – **Clerk to the Council**

20th June 2019

Agenda Item 18a

Working Parties

The Leases Working Party has not met since the last Full Council meeting but now the membership of the Audit & Governance Committee has been settled, a meeting could take place at any time.

Simon Cross – **Clerk to the Council**

30th September 2019

Agenda Item 19

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Merchant Navy Day, 3rd September**
5. **Meeting with Reverend Ham-Riche, 3rd September**
6. **East Preston Business Community Business Breakfast, 4th September**
7. **Community Speed Watch, 17th September**
8. **Funeral for Kim Rowland, 17th September**
9. **West Sussex Fire & Rescue Service visit, 20th September**
10. **East Preston Beach Clean No. 14, 29th September**
11. **Social media**
12. **MailChimp stats**
13. **A selection of things we have been asked since the last meeting**

14. Recent bouquets and complaints

15. Leave

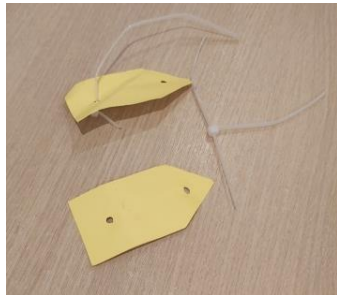
16. October meetings and events

1. Introduction

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

2. Police matters

On 25th September, a resident called in having found tags such as those shown here cable-tied to the streetname signs in Manor Road and Nursery Close. I reported this to Sussex Police and WSCC Highways for him and received the following response from Sergeant



Holyoake, "Thank you for your reply. I can understand that resident might be concerned about this. There is no indication that this is sinister, however I have requested in information slide for officers to be circulated informing them to pay attention to this area during routine patrols wherever possible. Meanwhile, please advise the residence to remain vigilant and contact police where necessary".

The WSCC Highways Officer replied, "Sorry they mean absolutely nothing to me. Maybe they are indeed connected to some kind of criminality, or just kids messing, who knows."

I let the local Neighbourhood Watch representatives know, for which they were grateful but similarly baffled.

The original reporter thanked me for having reported this for him and suggested maybe the tags were from a delivery company.

However, a note sent around to a few properties close to where the tags had first been seen elicited the following comment from a member of the public, "Hello, I received a letter about the yellow and pink markers found on signs at Nursery Close and Manor Road. My daughter has informed me that it was her school bus driver that put these markers out as he is new and marked the route from Worthing to Littlehampton! 😊 Luckily nothing sinister!"

3. Freedom of Information / Data Protection requests

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

4. Merchant Navy Day, 3rd September

I attended this event together with Cllrs Toney, Linton, Mathias, Moore, Chapman, Gale and Wilkinson. Cllr Gander had given her apologies. County Cllr Elkins was present too, together with between fifteen and twenty members of the public.

At 10:00, Cllr Toney welcomed those present who ranged in age from eight to one month shy of 100. After Able Cadet Ella Bartlett piped the Still, Cllr Toney raised the Red Ensign alongside the war memorial by the library. Able Cadet Bartlett piped the Carry On following which Cllr Linton read *You may have seen him on the street*. Reverend Emma Ham-Riche,

Assistant Curate at St Mary the Virgin, led the assemblage in a prayer to close the ceremony. Most present then proceeded to the British Legion for hot drinks and cake.

Our thanks to the Royal British Legion for again hosting this event and provided drinks at the reception and to Littlehampton Sea Cadets for attending in the shape of Commanding Officer, Lt (SCC) Brian Osborne RNR and Able Cadet Bartlett.

5. Meeting with Reverend Ham-Riche, 3rd September

Further to a request from Reverend Ham-Riche to meet about how St Mary the Virgin Church could better become part of the community, I took the opportunity to have a chat with Emma during the reception for the above event. The church's location often leaves it left out on a limb when there are large-scale events taking place in the centre of the village. Revs Perry and Ham-Riche would like to address that and I made a few suggestions. Afterwards Rev. Ham-Riche emailed, "It was really helpful chatting with you this morning, plenty of food for thought.". The conversation will continue in the coming months.

Subsequently, I have suggested Rev. Ham-Riche attends a Community Engagement Committee meeting which she did on 23rd September.

6. East Preston Business Community Business Breakfast, 4th September

The first Business Breakfast after the summer was sparsely attended but no less interesting for that. Cllr Linton also attended. Much of the discussion was about the Business Community's contribution to the Christmas Tree Festival and new tax legislation.

7. Community Speed Watch, 17th September

Owing to a shortage of available patrollers, I was called on to join the Community Speed Watch patrol between 08:30 and 09:30. The patrol took place in Sea Road opposite the Village Green. It turned out to be a surprisingly quiet morning, traffic-wise with only 60 vehicles counted travelling south.

8. Funeral for Kim Rowland, 17th September

I attended this in a personal capacity although Kim had done work for the council in painting the interior and exterior of the Council Office in about 2015. Although he no longer lived in the village, Kim had been a keen supporter of the East Preston Business Community when he did live here.

9. West Sussex Fire & Rescue Service visit, 20th September

The West Sussex Fire & Rescue Service infobus set up in the Village Green car-park for three hours together with stalls from Alzheimer's Society, AgeUK and the joint NHS/WSCC Prevention Assessment team. The weather was good and several residents made a point of passing by to see what was going on. The Fire & Rescue Service was pleased with the number of people who visited – ten home visits were booked during the event.



10. **East Preston Beach Clean No. 14, 29th September**

Owing to bad weather, this event was cancelled at 10am on the day. This decision was made jointly with Cllrs Toney and Linton. We contacted all those we could who had pre-registered and also posted the cancellation on Facebook. The three of us did spend half an hour at the bottom of Sea Road in case anyone did turn up. One person did. The next Beach Clean is scheduled for 5th April.

11. **Social media**

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

- Cuddly toy rabbit found at East Preston Library – 8,050 people
- Post about the St Barnabas Hospice vehicle being at the Village Green – 1,887
- Found bank card – 1,779
- Found keys - 822
- Merchant Navy Day – 783
- Found black jacket – 773
- Photo of abandoned bike on the corner of Vermont Drive - 751
- Public Notice (WSCC) about temporary closure of part of Worthing Road – 696
- Found keys - 674
- First post about Funday Sunday – 513
- Second post about Funday Sunday - 507

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 30th September)

The number of people currently like the council on Facebook is 1,257, an increase of twelve over the last report.

Funday Sunday placed on Nextdoor.

12. 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 – 13th August – sent to 803, opened by 545 (67.9%)

Parish Council news – 29th August – sent to 803, opened by 530 (66.0%)

Parish Council news – 5th September – sent to 802, opened by 517 (64.5%)

Parish Council news – 18th September – sent to 806, opened by 531 (66.0%)

13. Things we have been asked since the last meeting

“Do you know any suppliers of loft ladders?”

“Can you tell me where the Worthing RFC is please?” and less than a minute later, different people, “Please could you tell us where Angmering-on-Sea is please?”

“Please could you take delivery of two bar-stools for me? I’ll pick them up after work.”

“Where has the bus-stop in Old Worthing Road gone?” (The bus-stop is still there, but the pole was accidentally taken out during recent gas works in the area. WSCC is working on installing a new pole and Stagecoach drivers should still be stopping at where they know the bus-stop should be.)

“Do you know anyone who can restore petrol pumps?”

14. Recent bouquets and complaints

(In addition to anything reported above)

From a resident of Normandy Lane who asked questions about the seasonal additional bin usually sited at the bottom of Sea Lane and parking enforcement in Sea Lane, “Hi Simon, Many thanks for coming back to me so quickly with the answers, which all make sense.”

From a resident of Worthing Road, “I really enjoyed the Food & Drink Festival, many thanks to you, Liz, Alison, the Councillors and everyone else who helped for another good one.”

15. Leave

I am on leave on 10th and 11th October. Dawn is also on leave on 10th October – this is an unfortunate but unavoidable clash.

16. October Meetings and Events

This list may be incomplete and is subject to change.

1 st	East Preston Business Community Business Breakfast (08:00, Grub & gumption)
	SLCC Arun Clerks meeting (12:30, Bersted)
2 nd	Meeting with East Preston Festival Committee (09:00, Council Office)
3 rd	Internal Audit (09:00, Council Office)
	Development Control Committee site visit to Gladwyn, EP/179/18/PL (09:30, The Street)
	West Sussex Association of Local Councils AGM (09:30, Avisford Park)
	St Barnabas Hospice Outreach Project (10:00, Village Green)
6 th	KEPT Village Clean-Up (11:00 – 13:00, Guide Hall, Lashmar Road)
	Funday Sunday (14:00 – 17:00, Village Hall)
7 th	Full Council (18:30, East Preston Infant School)
9 th	ADC Development Control Committee (14:30, The Street)
10 th	Sussex Community Rail Partnership (14:00, LTC)
14 th	Planning & Licensing Committee (18:00, East Preston Infant School)
	Personnel Committee (19:00, East Preston Infant School)
16 th	East Preston Festival Committee donations evening (19:00, Conservative Hall)
17 th	Arun & Chichester Citizens Advice Bureau AGM (10:00, Chichester) (PG and SC only)
22 nd	Community Speed Watch team meeting (18:00, Fire station) (ST and SC only)
23 rd	Transport for the South East Transport Strategy (16:30, Brighton) (JG only)
24 th	WSSC Joint Eastern Arun Area Committee, Highways & Transport sub-group (14:00, Rustington) (EL only)
26 th	Fr David Rea's leaving party (19:00, Our Lady, Star of the Sea) (ST, EL and SC only)
28 th	Planning & Licensing Committee (18:00, East Preston Infant School)
	Major Events Committee (19:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

1st October 2019

Agenda Item 20

Other meetings and events – Part 1

Council is asked to note the following reports:

SSALC HR and Appraisal Training, 3rd September

Lewes

I attended the training organised by SSALC at Lewes.

The information was useful and confirmed that we are following the correct procedures at the Council – namely that all staff have annual appraisals.

Guidance was given on the pre-planning of appraisals, employee and employer input into the appraisal and objective setting.

There was further guidance on other staff policies including grievance, disciplinary procedure and social media policy. The provision of a comprehensive list of policies and a staff handbook will be discussed further at the next Personnel meeting.

The attendees at the training session were a mix of clerks and councillors and the exchange of information was a very useful additional benefit of the training.

Cllr Patricia Gander – **Chairman of the Personnel Committee**

5th Sept 2019

Eastern Parishes Meeting, 24th September

Rustington

I attended this meeting on behalf of EPPC at the Woodlands Centre, along with representatives from Rustington, Kingston and Angmering Parish Councils. Ferring did not attend. Guest speaker Dr James Walsh, leader of Arun District Council.

Youth provision was on the agenda and Arun Youth Church will be attending the next meeting to discuss how they can provide more help in the surrounding areas. East Preston and Rustington are providing 1 night a week, whereas Angmering have no provisions as such.

On main point that was mentioned with Highways and Transport is the lack or none at all verge cutting and weed removal from verges and highways. This is more prominent around main roads and dual carriageways. The spraying of weeds has now stopped.

As with housing and development, it was suggested that all new builds be subject to solar panels be fitted to be a greener district. There is still a lot of building in and around the Angmering area reported Councillor Oldfield.

Councillor Walsh reported that the crime rate had fallen in the Littlehampton Area due to the provision of additional officers.

The subject of the Local area bus route was added to the agenda, East Preston have had a quote from Compass buses for a 5 bus day in each direction, which will cost around £20k p.a. Angmering have been sent details via Simon and we are awaiting to see if they would like to come on board.

It was agreed that with the infrastructure now greater than when the last desk top survey was conducted, a new one on should be done for the Eastern Arun Area.

We were all reminded to have our say on the A27 Consultation for the preferred route as the closing date is looming.

Our next meeting date was set as 17th March 2020 at the Woodlands Centre.

The meeting closed at 18:00.

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

29th September 2019

Appendix A

Agenda Item 14a

Personnel Committee – attendance policy

Council is asked to adopt the following Attendance Policy.

ATTENDANCE POLICY

There is a duty on councillors to attend council meetings upon which they have been elected to serve.

In addition the Good Councillor's Guide states:

As a councillor you have a responsibility to

Attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend

In accordance with the Local Government Act 1972 (s.85 (1)) failure to do so through a period of six consecutive months from the date of the last meeting, the councillor automatically ceases to be a member of the council. However, this course of action may be tempered by acceptance of written apologies presented to a meeting.

Attendance and apologies, with reasons for absence, must be recorded and accepted by the committee/council. A notification, ideally in writing, to the clerk and chair of the meeting should be submitted by mid-day on the day of the meeting, or in the case of a morning meeting by close of business on the day preceding the meeting or by 9.00 a.m. on the morning when possible.

Failure to attend three consecutive full council or three consecutive meetings of a single committee will be referred to the Personnel Committee

In order for meetings to be quorate one third of council members, or three, whichever is greater, must be present.

If a councillor is late or leaves early, a record must be made as this could affect quorum, etc.

Parish council meetings must be open to the public and press. However, they may be excluded for part of the meeting if the council resolves that publicity would be prejudicial to the public interest, or for other special reasons stated in the resolution. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

A record of attendance at meetings will be maintained and published on the Parish Council website.

Footnote:

Whilst the Personnel Committee is effectively open to the public, if members of the public attended, the committee would resolve to exclude them under the above legislation.

Appendix B

Agenda Item 16a

Annual Return for the year-ending 31st March 2019

Council is asked to note the External Auditor Report and comments.

Section 3 - External Auditor Report and Certificate 2018/19

In respect of

EAST PRESTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Controller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with the International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2. External auditor report 2018/19

~~(Except for the matter reported below)~~ on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return. In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

Insurance cover in relation to employee dishonesty appears relatively low for a Council of this size. Best practice is to base cover on a value of the reserves brought forward plus half the expected income for the year.

(continue on a separate sheet if required)

3. External auditor certificate 2018/19

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:-

External Auditor Name **MOORE**

External Auditor Signature *Moore*

Date 25/09/2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Appendix C

Agenda Item 17a

Warren Recreation Ground

Council is asked to note the draft Minutes of the Warren Recreation Ground Annual General Meeting held on 16th September.

Minutes of the Annual General Meeting held on Monday, 16th September 2019 at East Preston Infant School, Lashmar Road, East Preston.

Trustees East Preston Parish Council members: Andrea Chapman, Lisa Duff, John Gunston, Elizabeth
Present: Linton, Rick McElroy, and Steve Toney (Chair)

Also: Simon Cross (Clerk to East Preston Parish Council, notes)

Mr Keith Chamberlain, East Preston Cricket Club

Trustees East Preston Parish Council members: Christine Bowman, Barbara Gale, Pat Gander, Glyn
Absent: Mathias, David Moore and Steve Wilkinson

* * *

Introduction – Mr Toney, Chairman of East Preston Parish Council, opened the meeting at 19:00. He welcomed those present and led a full round of introductions.

Apologies had been received from Cllrs Christine Bowman, Barbara Gale, Pat Gander, Glyn Mathias, David Moore and Steve Wilkinson.

Minutes - The Trustees AGREED that the Minutes of the meeting held on 13th August 2018 could be signed as a true record of that meeting.

Mr Cross reminded the meeting the draft Minutes had been reviewed and noted by East Preston Parish Council at its meeting on 3rd September 2018.

Chairman's Report – Mr Toney circulated his annual report to the meeting and gave those present time to read it:

“I would now like to read to you the annual report for the year-ending 31st March, 2019.

“As chairman of the WRG Charity on behalf of all Trustees I would like to thank East Preston Parish Council and in particular its Amenities Committee for the work involved in running the Warren Recreation Ground to the best of its abilities. The Warren Recreation Ground is much loved and much enjoyed by a cross-section of East Preston residents, every day of every year. I would also like to thank any resident who has contributed to the look of the Warren Recreation Ground over the year and also East Preston Cricket Club for its contribution to the grounds maintenance at the rec.

“The rec remains popular with dog walkers and youngsters using it as an open-air get-together venue. Signage at the entrances outlines appropriate usage of the area and, unlike the Village Green, little vandalism was experienced during the year. The Keep Fit Equipment donated by the East Preston Film Society, the Fives Court and the Tennis Court all remain well used.

“In June 2018, the council again offered free-to-participate group tennis coaching sessions in conjunction with Angmering-on-Sea Lawn Tennis Club. These met the council’s Wellbeing objective and were enjoyed by the few who attended but led to the suggestion of trying a different timeslot in 2019. Come back next year if you would like to know the difference that made. One of the 2018 attendees contacted the council after the session and said, “My lesson on Wednesday was brilliant and has inspired me to take my husband back onto the tennis courts in the park where I’m sure I dazzled him with my new found skills! Could you please pass on my grateful thanks to Andrew and tell him it was inspiring and I’ve been practising serving correctly!”

“The Children’s Playground is popular with young children and families during the daytime.

“All these areas have an annual RoSPA Inspection carried out and the Playground has an additional monthly safety check by Arun District Council and the Gym Equipment is checked and serviced monthly by the Council’s Handyman.

“Before the Cricket Season starts the netting is checked by the Cricket Club and a report given back to the council. During the Cricket Season, regular reports are sent back to the Council showing any incidents occurring, including balls leaving the ground and entering neighbouring gardens.

“The council keeps the area clean with our two Village Orderlies who do a brilliant job on a daily basis, seven days a week.

“The plans for the refurbishment of the Public Toilets have been progressing slowly and we are happy to report work will begin on Monday, 30th September. During that time, the toilet block will inevitably be closed and we are grateful to the committee of the Village Hall Foundation for allowing us to site a temporary toilet in the car-park for the duration of the works. We are also grateful to the Disability Action Group for its fundraising towards the equipment for the Hoist Assisted Toilet (HAT).

“During 2017/18, the Amenities Committee decided to put on hold further boundary work on the recreation ground due to other large projects getting underway. With the refurbishment of the toilet block almost underway, the Amenities Committee will again be able to devote time to the boundaries of the Warren Recreation Ground. Next up should be the eastern boundary but this will be preceded by a full site inspection to determine where work should start.

“Our thanks to our Grounds Maintenance contractor who has worked tirelessly trying to keep on top of the rapid grass and weed growth around the Recreation Ground and along Two Acres.

“As reported last year, the East Preston Village Pre-school had approached the Parish Council towards the end of the previous financial year for agreement to install a fenced area around the pavilion to provide a safe enclosed environment for the children to play in. The council agreed and the fenced area was implemented during the summer of 2018.

“I would like to end by thanking East Preston Parish Council staff and councillors for their efforts to keep the WRG a pleasant place so it can be enjoyed by everybody. In this I also ask the users to keep the place in good order it is for your own benefit.

“Thank you.”

No questions arose from the Chairman’s report.

Treasurer's Report – The Trustees NOTED a full budget report for the Year 2018-19 prepared by Mrs Khoo (Assistant Clerk to the Council), which had been distributed to those present prior to the meeting (see Appendix 1).

As Chairman of the council's Finance & General Purposes Committee, Cllr McElroy said he would answer any questions anyone present had.

No questions were raised.

The Trustees AGREED the financial report for the year-ending 31st March 2019.

Delegation to East Preston Parish Council – The trustees AGREED to delegate formally responsibility for the Warren Recreation Ground for the period 1st April 2020 to 31st March 2021 to East Preston Parish Council.

Questions – The Clerk advised he had received two suggestions from a resident of Vermont Drive. He read out the first.

“I often walk the dog in Warren recreation ground so can be quite observant. I noticed last year that at least two birds had got caught in the very high netting near the Village Hall side. They would have suffered badly with a slow death. In my opinion this netting is way too high. It appears that the main part is high enough and then an additional bit has been put on top which I think is unnecessary. Can this top added on bit be taken down for the sake of the birds. The rest of the perimeter does not have netting this high, even when there are houses close by.”

As Chairman of the East Preston Cricket Club, Mr Chamberlain said the birds had been caught in the netting on the eastern side of the Warren Recreation Ground. The netting was as high as it was because adjacent residents wanted it to be that high to reduce the likelihood of cricket balls landed within their gardens or damaging their property. Mr Cross said he had only known of those two birds getting stuck in his twelve years in post and Mr Chamberlain agreed he only thought four birds had become caught in the netting in the past twenty years. The trustees agreed the amount of netting should not be reduced on any side.

Mr Chamberlain said he had also recently looked at the option of removing the netting completely at the end of each season and re-installing it at the beginning of the following season. This was not a cost-effective option as a cherry-picker cost about £400 to hire and there would be labour charges on top of that, £100 at least. That would add £1,000 to the club's expenditure each year.

The Clerk then read the author's second suggestion.

“I think I also mentioned before that it would be nice if the entrance could be fenced in to make it a secure dog field. There has been additional fencing put around the childrens play area so the excuse of it wouldn't look nice is a bit weak. It wouldn't have to be high.”

He also reminded the council it had considered a request from a resident a few years ago seeking a bye-law to stop dogs using the Warren Recreation Ground at all.

Additional fencing would be needed to cover the area from the Fives Court to the corner of Field Court. Any fencing could never be guaranteed 100% dog-proof, small dogs could squeeze through small gaps; bigger dogs could jump over fences. Any fencing in the suggested area would need to incorporate access for wheelchairs and buggies as well as for larger, contractors' and emergency vehicles. The Warren

Recreation Ground was used by a variety of people for a wide variety of activities. Turning the rec into a safe area for dogs to run free would likely prevent some other groups from using it.

Mr Chamberlain added he had played cricket on a number of recreation grounds in the county and could not think of one which was entirely fenced in as suggested by the correspondent.

The trustees agreed neither of these matters needed to be referred to the council's Amenities Committee to consider further.

Anything Else – Mr Chamberlain gave a brief report on the number of cricket balls which had landed outside the Warren Recreation Ground during the recent season. The total was down on previous years with, he believed, just one ball landed in a property on the eastern side. Mr Chamberlain's report recorded twenty balls which had landed outside the ground. Mr Chamberlain felt the netting was preventing over 90% of balls from going out of the ground.

Close – With no other questions forthcoming, Mr Toney thanked the council's officers and councillors for their efforts through the year. He then thanked everyone for coming and closed the meeting at 19:20.