



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 7th October 2019 at the East Preston Infant School, Lashmar Road, East Preston at 18:30.

PRESENT: Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Barbara Gale, Pat Gander, John Gunston, Glyn Mathias, Rick McElroy, David Moore, Steve Toney (Chairman) and Steve Wilkinson

ALSO: Clerk to the Council, Simon Cross

West Sussex County Councillor Roger Elkins (until 20:40)

Arun District Councillors Ricky Bower, Terry Chapman and Paul Kelly (until 20:40)

Joel Hufford and Rachel Ryan-Crisp, Southern Water (both until 19:25)

Mrs C Longman and Mrs J Nicholson, East Preston Festival Committee (both until 19:35)

Eight members of the public

ABSENT: Councillor Elizabeth Linton

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
BTP – British Transport Police;
CPRE – Campaign for the Protection of Rural England;
JEAAC – Joint Eastern Arun Area Committee;
NHS – National Health Service;
NR – Network Rail;

SLCC – Society of Local Council Clerks
SSALC – Sussex and Surrey Associations of Local Councils;
SSE – Scottish and Southern Electric
SW – Southern Water;
VHF – East Preston & Kingston Village Hall Foundation;
WSCC – West Sussex County Council.

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The meeting opened at 18:30.

849/19 INTRODUCTIONS

Cllr Toney welcomed those present, especially Joel Hufford and Rachel Ryan-Crisp from Southern Water.

850/19 APOLOGIES FOR ABSENCE

An apology and a reason for absence had been received from Cllr Linton.

1356 The Council **RESOLVED** unanimously to accept Cllr Linton's apology for the meeting.

851/19 SOUTHERN WATER PRESENTATION

The following paper had been circulated in advance of the meeting:

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

Mr Hufford addressed the meeting on the challenges facing Southern Water in trying to reduce individuals' water usage above and beyond the great advances made in this area over the past twenty or so years. Mr Hufford said Southern Water supplied 2.5m customers with fresh water and removed and recycled the wastewater from 4.7m customers. The company utilised 13,390km of water mains, "more than enough to reach from the UK to Australia." 559m litres of fresh water were supplied everyday, "equivalent to 35 cups of tea for the entire population of the UK." The company utilised 39,800km of sewers, "laid end-to-end, that's almost enough to circle the globe."

£1.19 was the average cost per household of combined water and sewerage services per household, per day. £442m was invested in upgrading sites and networks during the year. Southern Water customers averaged 129 litres usage per day, compared to the national average of 141 litres per day.

In 25 years' time, Southern Water will have lost a third of its water sources through climate change. Severe water shortages were expected by the 2050s with demand outstripping supply by about 50% of the current supply. Southern Water will invest around £3.5bn during the 2020-25 period, and will deliver a 14% reduction in customers' bills.

Mr Hufford completed his presentation by talking about the Target 100 initiative which aims to reduce daily consumption to 100 litres per person. Customers will be persuaded to adopt Smart meters which will be linked to community initiatives for responsible use of water. Southern Water will be reaching out into the community to encourage long-term behavioural changes.

Ms Ryan-Crisp addressed the meeting on how Southern Water could help people struggling with their water bills and also the Priority Services Register which aimed to keep track of customers who needed a little bit of help during water emergencies.

Mr Hufford and Ms Ryan-Crisp both answered questions from councillors and members of the public.

(Mr Hufford and Ms Ryan-Crisp all left the meeting at the conclusion of this item.)

852/19 DECLARATION OF INTERESTS

No interests were declared at this point of the meeting.

853/19 PUBLIC SESSION

Agenda Item 13e – Major Events Committee – Mrs L read the following statement to the meeting. "The East Preston Village Festival that has run every June for the last 38 years and in 2017 won the Sussex Life Festival of the Year, is seriously under threat. This year, four committee members are standing down and if no one comes forward to fill their places it will not be possible for the remaining committee to stage a full Festival in 2020, or perhaps any Festival at all, and some of the most popular events will not take place, including the Parade. We have made appeals to recruit new committee members without success and are now asking for help from the Parish Council."

Some councillors and members of the public made the point there were people in the village who would be willing to give more time to support the Festival Committee if there were specific tasks with which they could help. Mrs N replied the problem was not a lack of willing volunteers for specific tasks but people willing to be on the committee and steer the whole

programme of events from inception to completion. There was also general agreement several organisations in the village were suffering from a lack of willing volunteers.

The Clerk advised the meeting that, further to Mrs L's statement, members of the Festival Committee were to attend the Major Events Committee's meeting on 28th October, together with a formal proposal of what help the Festival Committee is seeking from the council.

(Mrs L and Mrs N left the meeting at this point.)

Agenda Item 7 – West Sussex County Council – Mrs F raised her concern over streetlights being compromised by tree foliage blocking their light. Mrs F had especially noticed this in Station Road and Worthing Road, adjacent to Milliers Court. County Cllr Elkins responded that he would check the criteria for tree maintenance around streetlights. The key was safety but also the public needed to understand the county council did not have as much money to spend on such maintenance as it would like. Mrs F said the SSE website confirmed it was responsible for pruning trees around streetlights as it was the contractor on behalf of WSCC.

Agenda Item 13e – Major Events Committee – Mrs Ao thanked the council for its very enjoyable Funday Sunday event on 6th October. Mrs Ao said she hoped the council would run this event again in the future.

Agenda Item 13e – Major Events Committee – Mrs Ao expressed her disappointment the council had not yet sent Fr David Rea a thank you card following his retirement at the beginning of September. The Clerk responded he had bought a card immediately following the September Full Council meeting at which Mrs Ao had raised this matter. Within days of that meeting, the council had been invited to send official representation to Fr David's retirement party which at that point was likely to have been held on 29th September. The Clerk explained he had taken an executive decision to hand-deliver the card to Fr David at his retirement party but that seemed to be the wrong decision. The retirement party had subsequently been moved to 26th October. He would go along with whatever the view of the council was with regards to delivering the card.

Agenda Item 7 – West Sussex County Council – District Cllr Bower reported he had recently seen a no. 700 bus waiting on the southern side of the Roundstone Level Crossing blocking both eastbound lanes on Worthing Road, meaning traffic wishing to turn right into North Lane could not do so. To add insult to injury, the bus had waited where it was when the gates went up to allow a second bus to exit North Lane and overtake it into Old Worthing Road. Cllr Bower believed this underlined the need for improved signage.

The Clerk stated the local turnover of Stagecoach drivers was something like 30% a year. Stagecoach management said it covered the Roundstone Level Crossing during its training of drivers and there were notices about the priorities at the crossing in their relevant depots.

Cllr Elkins said he had met with the parish council and a WSCC Highways Officer and, with the latter's advice, it had been agreed extra signage would not be beneficial.

There was then some debate about the priorities at the crossing and whether the road-markings confirmed or contradicted the priorities.

Bearing in mind the additional traffic that may filter through the level crossing once roadworks proper start on the A259, Mrs F suggested now was a good time for the signage to be reviewed and any agreed improvements to be implemented.

(Mrs Ao left at the conclusion of this item.)

854/19 COUNCIL RESPONSES

There were no further responses from councillors.

855/19 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins started by reminding those present the current round of schools admissions was underway; this was for children born between 1st September 2015 and 31st August 2016.

Further to the Clerk's question from the September meeting, Cllr Elkins provided the following "fatalities and very serious injuries" figures for West Sussex roads: 482 in 2015, 459 in 2016, 483 in 2017, 479 in 2017 and 483 in 2018. Although the overall figure was remarkably stable, Cllr Elkins said there was no doubt the number of motorcycle accidents was increasing. Where there had been a fatality or very serious injury in a road traffic accident, a full assessment of the accident site was always carried out.

Cllr Elkins reported he had exercised his Cabinet Member privilege and he had selected the Traffic Regulation Order for the area around the junction of Sea Road and Manor Road to be progressed to the next stage of design and public consultation and hopefully implementation. He was under no illusion of the complexity of the area and the different motivations behind the different requests put forward. He was aware the Clerk was willing to work with the WSCC Traffic Officer in interpreting the requests.

WSCC is looking to engage with local communities on its Improving Local Places and Spaces initiative.

In response to a question about parking enforcement, Cllr Elkins said this was the responsibility of ADC. Cllr Moore said he had recently seen parking enforcement officers in the village a few times, and had spoken to them on one occasion. They had informed him they were responding to requests for more visits into East Preston and they had issued some tickets.

856/19 ARUN DISTRICT COUNCIL

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

District Cllr Bower opened this item by talking about the A27 Arundel Bypass public consultation and courting this council's support for whichever route ADC chooses as its preferred route. Cllr Bower saw there were two problems with the existing public consultation. Firstly, information within the public consultation documentation is based upon the WSCC Structure Plan from the 1990s, and secondly, there is little mention of the A259 which, as those present already knew, was heavily being used as relief for the A27. The Structure Plan was based upon the idea of downgrading the A29, a move challenged by ADC as the A29 is critical to the economic wellbeing of Bognor Regis and that side of the district. With the additional housing required by the Local Plan would come additional traffic and an improved A27 is much needed to relieve the A259.

District Cllr Chapman added Highways England had been instructed to undertake this current public consultation as it had been found to have sown confusion amongst the public to protect its own back. ADC was holding a special council meeting at which it would decide its preferred route. It would communicate this out to town and parish councils on Friday morning. He strongly advised the parish council against getting caught up in the confusion Highways England brought to bear in Chichester. He reminded the meeting the funding was not held by Highways England but by the Department for Transport which had already been seen to withdraw committed funding once it saw local communities in-fighting. An A27 Arundel bypass was vital for the local economy of the whole area.

District Cllr Kelly asked, "Following the recent spate of traveller communities setting up illegal encampments in the Bognor and Littlehampton areas, do the members of the Parish Council feel that there are enough precautions in place to deter any illegal encampments being set upon on East Preston's Parks, Car Parks and Sports Grounds Etc."

As Chairman of the council's Amenities Committee, Cllr McElroy answered the council felt it was adequately protected, as the Warren Recreation Ground and the Village Green were at least as well protected as ADC's Lashmar Recreation Ground. Additionally there was a height restriction barrier on to the Warren Recreation Ground and a plan to implement cctv on the Village Green. Vandalism to gain access to this sites could never be ruled out and such incursions would be handled in the appropriate manner.

Cllr McElroy said there also needed to be sufficient dedicated facilities available for the Travelling community. Cllr Bower responded there were fourteen sites to be provided in Arun as part of Planning Policy. Cllr Chapman said not all travellers wanted to stop at a designated site – that was the nature of the travelling lifestyle.

(Mr R left the meeting at this point.)

Cllr Chapman mentioned a case of extreme un-neighbourliness in North Lane. Cllr Chapman was hopeful some progress would soon be made in this matter.

Further revised plans had been submitted to ADC for development of 2, Hillview Crescent. These would be considered by the parish council's Planning & Licensing Committee at its meeting on 28th October. Cllr Chapman was concerned the previous plans for this site did not wholly take into consideration its prominent location in a road which has, in the main, stayed single-storey.

Cllr Chapman advised the parish council to be wary of two plots of land right on the Kingston side of the border between the two parishes. These plots of land were part of the Strategic Gap but also considered suitable by ADC for development.

(Mr D left the meeting at this point.)

Cllr Chapman ended by saying the call upon water resources in the district meant saline water was encroaching far further inland than ever before, and was already in Angmering.

(Cllrs Chapman and Kelly left the meeting at this point.)

Cllr Elkins added he had added a “public consultation” event for proposed development, Chatsmore Farm, by Persimmon Homes, of land between the west coastway railway line and the A259, immediately south of The Swallows Return. The proposed development was for up to 465 new homes and would be in the natural gap between Goring and Ferring and, according to sir Peter Bottomley MP’s weekly email, “against the express views of Worthing Borough Council.” The Persimmon agent Cllr Elkins has spoken with during the event had said a Planning Application would likely be submitted within twelve weeks.

(Cllrs Bower and Elkins and Mrs F left the meeting at this point.)

857/19 MINUTES OF THE MEETING HELD ON 2ND SEPTEMBER 2019

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

1357 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 2nd September.

This action was completed by Cllr Toney.

858/19 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 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

Nothing was added.

859/19 FINANCIAL MATTERS

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

1358 The council **RESOLVED** to approve the Outstanding Purchase Orders report for 2019/20, value £26,057.32 (excl. VAT).

1359 The council **RESOLVED** to approve the Supplier Non BACS Invoices Late Paid reports for August 2019, totalling £35.47 (incl. VAT), and for September 2019, totalling £924.87 (incl. VAT).

1360 The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for September 2019 totalling £15,943.33 (incl. VAT).

1361 The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £285,800.20 (incl. VAT) for the financial year ending 31st March 2020.

The council **NOTED** the paper Bank Reconciliations to 13th September 2019. A paper check had already been completed by Cllr Mathias.

The council **NOTED** the year-to-date Budget Summary Report for 2019/20.

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

860/19 REPORTS FROM PARISH COUNCIL COMMITTEES

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

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 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.

Simon Cross – **Clerk to the Council**

30th September 2019

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.

Simon Cross – **Clerk to the Council**

30th September 2019

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.

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

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

Additionally:

Amenities Committee – Cllr McElroy reminded the meeting building works on the Sea Road toilets had started. As of the day of the meeting, the tiles had been stripped from inside both halves of the toilet block. Although the council had wanted to site a pair of temporary toilets in the car-park of the Village Hall, an idea most of the Village Hall Foundation committee had agreed to. However, one member of the Village Hall Foundation committee had kept putting barriers up to such a plan. Those objections had taken a lot of council officer and councillor time to address, to the extent the council had changed its mind and no temporary toilets had been provided.

During the council’s Funday Sunday event, it had been noticed there were large drums being stored to the south of the bicycle shed and it was not known what these contained or had contained. The large wheelie bin beside the bicycle shed was not locked and a fire could be started in this even more easily than in one of the temporary toilets the council had wanted to implement. The risk of a temporary toilet being set alight had been one of the obstacles put up by the member of the Village Hall Foundation committee.

The council AGREED the Village Hall Foundation should be written to on these concerns.

Cllr McElroy ended by saying the fig tree had again been given a haircut and was again showing no signs of distress from this activity.

Major Events Committee – committee vice-chairman, Cllr Gander, reported Funday Sunday had been a very successful event, clearly enjoyed by everyone who had attended. Although attendance had not been as good as had been hoped for, this had helped the organisers to have a clearer engagement with the event. Cllr Gander thanked all councillors and officers who had helped in any way on the day, especially Mrs Alison Roberts for working so hard on a Sunday. Cllr Gander asked the Clerk if he could send a letter of thanks to the 4th Goring Guides too for their assistance throughout the day.

There were no updates from the other five committees.

861/19 AMENITIES COMMITTEE – TREE CHARTER

As Chairman of the Amenities Committee, Cllr McElroy explained the background to this report which had been circulated in advance of the meeting:

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

1362 The council **RESOLVED** to sign up to the Charter for Trees, Woods and People (the Tree Charter).

862/19 PERSONNEL COMMITTEE – EAST PRESTON YOUTH CLUB

Chairman of the Personnel Committee, Cllr Gander, explained the background to this report which had been circulated in advance of the meeting:

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

There was some debate about this resolution based around the fact the current Youth Club committee had not passed much work on to Mrs Reid, as evidenced by the report. Cllr Chapman reported she was the new Chairman of the Youth Club committee and had spoken to Mrs Khoo about her desire to step back from her involvement with the Youth Club. Cllr Chapman was hopeful Cllr Duff would be able to carry out much of what Mrs Khoo did, but with some support from Mrs Reid.

In response to a question, the Clerk advised the council Mrs Reid was not failing to complete any of the work required of her, but there was always more council work which could be done if time was available. Cllr Gander said the council had a duty of care to ensure members of staff were not overworked.

There was further debate about how it would be fair for the council to offer administrative support to other organisations in the village if it was to do so for the Youth Club.

Cllr Toney suggested there could be a shared admin resource across the four Youth Clubs run locally by Arun Community Church – Rustington, Littlehampton, Angerming (soon, potentially) and East Preston.

1363 The council **RESOLVED** to withdraw administrative support for the East Preston Youth Club.

Seven councillors voted in favour, three against and one abstained.

863/19 PERSONNEL COMMITTEE – ATTENDANCE POLICY

As Chairman of the Personnel Committee, Cllr Gander explained the background to this report which had been circulated in advance of the meeting:

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

There was further debate about the wording, particularly that in the paragraph beginning, “In accordance with the Local Government Act 1972...”

Cllr Mathias agreed to send a proposed, revised wording to Cllr Gander for her consideration.

864/19 COUNCILLOR VACANCY

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

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**

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The Clerk reported one candidate so far had completed and returned an Expression of Interest form and had been present for some of the meeting. Another candidate had a form and had said it would be completed and returned shortly. An updated letter would be posted in the council's noticeboards the day after the meeting re-promoting the vacancy.

865/19 ANNUAL RETURN FOR THE YEAR-ENDING 31ST MARCH 2019

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

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

The Clerk advised the Audit & Governance Committee would consider the comment about insurance at its meeting in December.

866/19 WARREN RECREATION GROUND

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

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

No changes were suggested.

867/19 REPORTS FROM PARISH COUNCIL WORKING PARTIES

CLlr Mathias expected the Leases Working Party would be able to meet soon, now the membership of the Audit & Governance Committee had been finalised.

868/19 CLERK'S REPORT

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

Clerk's Report

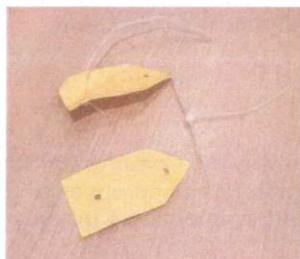
1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Merchant Navy Day, 3rd September**
5. **Meeting with Reverend Ham-Riche, 3rd September**
6. **East Preston Business Community Business Breakfast, 4th September**
7. **Community Speed Watch, 17th September**
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%)
- Parish Council news – 26th September – sent to 806, opened by 513 (63.7%)

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.

- 1st East Preston Business Community Business Breakfast (08:00, Grub & gumption)
SLCC Arun Clerks meeting (12:30, Bersted)
- 2nd Meeting with East Preston Festival Committee (09:00, Council Office)
- 3rd 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)
- 6th KEPT Village Clean-Up (11:00 – 13:00, Guide Hall, Lashmar Road)
Funday Sunday (14:00 – 17:00, Village Hall)
- 7th Full Council (18:30, East Preston Infant School)
- 9th ADC Development Control Committee (14:30, The Street)
- 10th Sussex Community Rail Partnership (14:00, LTC)
- 14th Planning & Licensing Committee (18:00, East Preston Infant School)
Personnel Committee (19:00, East Preston Infant School)
- 16th East Preston Festival Committee donations evening (19:00, Conservative Hall)
- 17th Arun & Chichester Citizens Advice Bureau AGM (10:00, Chichester) (PG and SC only)
- 22nd Community Speed Watch team meeting (18:00, Fire station) (ST and SC only)
- 23rd Transport for the South East Transport Strategy (16:30, Brighton) (JG only)
- 24th WSCC 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)
31 st	Arun District Association of Local Councils (tbc) (ST and SC only)

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

Item 11 – Social Media – in response to a question from Cllr Duff, the Clerk said to his knowledge the cuddly toy rabbit had not yet been claimed, but did now have his (gender specified by the library) own Instagram account.

Cllr Toney thanked the Clerk for his report.

869/19 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:

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

870/19 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no responses.

871/19 NEW ITEMS FOR THE NEXT MEETING (4TH NOVEMBER 2019)

Nothing new was suggested.

The meeting will start at 18:30 again with a presentation from the Dogs Trust.

The meeting concluded at 21:14.

Chairman: Date: **4th November 2019**
Councillor Steve Toney

END

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.

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 matters 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)

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 Present: East Preston Parish Council members: Andrea Chapman, Lisa Duff, John Gunston, Elizabeth 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 Absent: East Preston Parish Council members: Christine Bowman, Barbara Gale, Pat Gander, Glyn 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.