



# EAST PRESTON PARISH COUNCIL

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**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 3<sup>rd</sup> February 2020 at the East Preston Infant School, Lashmar Road, East Preston at 19:00.

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

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

West Sussex County Councillor Roger Elkins (until 19:50)

Arun District Councillor Terry Chapman (until 19:50)

Mr R and Mrs J Akhurst, and Mr C (until 19:50)

**ABSENT:** Councillor Andrea Chapman and Kit Bradshaw

\* \* \* \* \*

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;  
TfSE – Transport for the South East;  
TRO – Traffic Regulation Order;  
VHF – East Preston & Kingston Village Hall Foundation;  
WSCC – West Sussex County Council.

\* \* \* \* \*

The meeting opened at 19:00.

## 111/20 **INTRODUCTIONS**

Cllr Toney welcomed those present and led a full round of introductions.

## 112/20 **APOLOGIES FOR ABSENCE**

An apology and a reason for absence had been received from Cllrs Bradshaw (holiday) and Chapman (medical appointment).

**1395** The Council **RESOLVED** unanimously to accept Cllr Bradshaw's apology for the meeting.

**1396** The Council **RESOLVED** unanimously to accept Cllr Chapman's apology for the meeting.

An apology had also been received from District Cllrs Ricky Bower and Paul Kelly.

### **113/20 DECLARATION OF INTERESTS**

No interests were declared.

### **114/20 PUBLIC SESSION**

**Agenda Item 11 – Committees** – Mrs Akhurst read the following statement to the meeting. “I am concerned that the Minutes of some committees are not put on the website before its next meeting, or, before a Full Council meeting. This is especially concerning when a committee's recommendation to Full Council appears on its Agenda, and decision is to be made. This is a serious issue that needs to be addressed urgently as there is no opportunity for the public to know what action this Council is proposing to take, or to comment on the proposed action of the Council. It also delays the programme of this Council.”

**Agenda Item 7 – Arun District Council** – Mrs Akhurst continued by reading the following statement to the meeting. “Re. Update of Agenda Item 9 (page 2 of the draft January Minutes) I would like to inform the Council that there has been no change to Arun District Council's Standing Orders. Councillors ie. WSCC and Arun Councillors are able to take and answer questions from the public during Public Question Time as they have done for many years. Public Question Time provides an opportunity for councillors to talk directly to the people they represent, their issues of concern and for Councillor to inform them on how they can take their issues further.

“While discussing the above with Arun District Council, I was pleased to learn that that Arun councillors have voted to no longer be a Cabinet-run Council. This empowers individual councillors to have a voice to represent the public more fully.”

**No Agenda Item** – Mr C said he believed there had been an increase in the number of break-ins in the village in recent months. In the past Sussex Police used to send an officer to parish council meetings; that no longer seemed to be the case. Was this a council decision not to include Sussex Police at council meetings?

The Clerk replied Sussex Police had decided it was no longer the best use of its officers to send them to council meetings when they could probably be doing more good operationally out and about. That said, Sussex Police had recently taken the decision to allocate named officers to named areas again, and PCSO Neil Billingham had attended the November Full Council meeting and had expressed his willingness to attend again in future if his shift pattern and operations allowed.

**Agenda Item 8 – To confirm the Minutes of the meeting of the council held on 6<sup>th</sup> January 2020** – Mr Akhurst referred to Minute 013/20 wherein another correspondent, not him, was identified by the initials RA. Mr and Mrs Akhurst both asked their names are given in full in future sets of Minutes to avoid any confusion.

### **115/20 COUNCIL RESPONSES**

**Agenda Item 8 – To confirm the Minutes of the meeting of the council held on 6<sup>th</sup> January 2020** – On behalf of the Personnel Committee, Cllr Gander read the following statement.

“Mr Chairman, I would like to make a statement on behalf of the Personnel Committee which met on Monday, 20<sup>th</sup> January. The committee was disappointed at comments made by members of the public at the Full Council meeting on Monday, 6<sup>th</sup> January.

“As per Minute 004/20, a statement by a member of the public was included in the Minutes of the 6<sup>th</sup> January meeting. This statement alluded to an occurrence at the December Full Council meeting in which another member of the public was stopped from asking a question of District Cllr Chapman. As Simon has advised in his Matters Arising report for this meeting, and as I believe District Cllr Chapman advised the 6<sup>th</sup> January meeting, District and County Councillors attend meeting of this council in order to provide a report on the business of their councils. They do not attend to answer questions from members of the public although they may do so at their own discretion. The wording on our Agendas in this matter is the same or very similar to every one of a random sample of local councils’ Agendas the Clerk looked at following the meeting, and has not changed since September 2007. Some larger councils of the same level as ourselves do not even appear to extend the courtesy of inviting their District and County Councillors. The Personnel Committee is therefore unsure which breach of procedure the member of the public referred to.

“The Personnel Committee would like to remind members of the public they do not have **a right** to ask questions at a council meeting, but may be invited to do so by the council. Public Session at all council meetings is managed at the discretion of the Chairman of that meeting.

“A different member of the public then said he believed the council was overstaffed. As Chairman of the Personnel Committee, I can assure that member of the public the Personnel Committee undertook a thorough review of council staffing eighteen months ago and this council is not overstaffed. The percentage of this council’s budget spent on staffing is still considerably lower than many other councils.

“Respect is a two-way street. The council shows its respect of members of the public by giving them the opportunity to ask questions and make statements at each council meeting within certain guidelines such as not talking for longer than three minutes and talking only on items that are on that meeting’s agenda. These guidelines have been introduced for wholly practical reasons to ensure council business can be discussed and considered at a reasonable time of night. On behalf of the council, the Personnel Committee asks the public to respect these guidelines.”

Mrs Akhurst thanked Cllr Gander for the statement made and said she fully understood. However, she questioned Cllr Gander’s statement there was no legal right for members of the public to ask questions at a council meeting. The Clerk replied that SSALC had advised him thus; individual councils took a decision as to whether or not they included a Public Session on their meeting agendas. This council had long ago taken the decision to include a public session on its agendas. Mrs Akhurst said she would look back at the legislation from 1894 in which Parish Councils had been set up.

Cllr McElroy said he had independently researched this matter and agreed there was no legal right for members of the public to ask questions at a council meeting. He reminded those present this was a council meeting to which members of the public could attend not a public meeting. As such they were only able to speak at the Chairman’s discretion.

## **116/20 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins opened by advising the meeting a new Director for Children and Young People had been appointed; Lucy Butler, currently of Oxfordshire County Council, would take up this appointment in May.

The county council was finalising its budgets for the coming financial year. At the moment, it was looking likely to impose a 3.9% increase on its part of the council tax. 2% of the increase was ring-fenced for adult social care.

Cllr Elkins mentioned a continuing review of schools and school places across the county. Locally, it had been announced the Clapham & Patching C of E Primary School would be closing at the end of the summer term. Understandably, parents and governors were concerned about this and were looking at alternatives such as merging with another school in some way. The school had a good reputation, particularly for Special Education Needs department, but numbers were too low to be sustainable. Many pupils were from outside the school’s catchment area. There was some likelihood the Special Education Needs would be incorporated into Angmering School. In response to a question from Cllr Bowman, Cllr Elkins reported the county council reviewed its schools requirements regularly and this addressed the need for more schools in some areas whilst closing schools in other areas. District Cllr Chapman added the *Infrastructure Provision & Implementation* section of the Arun Local Plan included useful information about schools provision.

With reference to Agenda Item 12b on this meeting Agenda, *To agree the council hosts a public meeting for major stakeholders to discuss the Roundstone Level Crossing with members of the public*, Cllr Elkins said he would welcome a multi-agency meeting to discuss the situation at the Roundstone Level Crossing, he wondered whether a public meeting was the most effective way forward. He felt a focus group with the stakeholders and a select number of local residents would cover the same amount of ideas to be considered whilst ascertaining what was possible and what was not, either legally or financially.

Referring to Agenda Item 11c, the report of the Community Engagement Committee meeting held on 27<sup>th</sup> January, Cllr Elkins said 20mph zones were never implemented on through roads. Any such scheme had to “manage itself”, often through the use of street furniture to ensure the natural driving speed was little more than 20mph. Cllr Elkins said Rob Torrance could provide more information if necessary.

Referring to Item 5 of the Clerk’s Report, Cllr Elkins said he would check on the comment about the number of WSCC Traffic Officers reducing from six to three. He understood, part of their existing workloads would be handed on to other officers allowing the Traffic Officers to focus more on Traffic Regulation Orders so the impact on that work area should be minimal.

Chairman of the Community Engagement Committee, Cllr Linton, said she understood Cllr Elkins’s concerns about a public meeting about the Roundstone Level Crossing, but she felt WSCC had been very dismissive of this council’s Traffic

Management Survey of the Roundstone Level Crossing, saying the report would not be considered until after the A259 had been dualled. Five years later, there was still little sign of work starting on that project and the problems at the Roundstone Level Crossing had worsened. Cllr Linton did not want another meeting at which WSCC said no consideration could be given to the problems at the Roundstone Level Crossing until after the dualling had completed. Cllr Elkins assured Cllr Linton that would not be the case but he did want to concentrate on what was achievable.

Cllr McElroy expressed concern about introducing a new age range into Angmering School if some Clapham and Patching pupils landed there. District Cllr Chapman said there were already children of all ages in the Lavinia Norfolk (Special Education Needs) Centre.

#### **117/20 WEST SUSSEX COUNTY COUNCIL**

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

### **West Sussex County Council – Joint Minerals Local Plan**

The council received the following email on 6<sup>th</sup> January:

Dear Stakeholder,

In partnership, West Sussex County Council and the South Downs National Park Authority have prepared a Proposed Submission Draft Soft Sand Review of the [West Sussex Joint Minerals Local Plan](#), as required by Policy M2 of the adopted Plan.

The Soft Sand Review is being published prior to its submission to the Secretary of State to allow representations to be made on its 'soundness' and legal and procedural compliance. Representations can be made up until 11.59pm on Monday 2 March 2020.

Attached to this email is a covering letter providing further information, as well as our Statement of Representations Procedure.

For further information on the West Sussex Joint Minerals Local Plan, please visit [www.westsussex.gov.uk/mwdf](http://www.westsussex.gov.uk/mwdf).

Kind regards,

Planning Policy and Infrastructure Team

If any councillor feels this council should be contributing to the consultation, please let me know.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> January 2020

Council did not feel it necessary to respond to the consultation on the draft Soft Sand Review.

#### **118/20 ARUN DISTRICT COUNCIL**

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

District Cllr Chapman started by saying the public consultation exercise into revised Public Spaces Protection Orders which would leave East Preston uncovered by such an order had been stopped by him and his colleagues, Cllrs Bower and Kelly. East Preston Parish Council was one of only a few which had submitted a response to the public consultation. The revised orders had come about at a time when Sussex Police resources were stretched, but more recently these resources had expanded again somewhat removing the need for the reduced coverage proposed by the revised Public Spaces Protection Order. He was unable to predict the outcome of this matter.

Referring to Item 2 of the Clerk's Report, *Police matters*, Cllr Chapman said there were still problems at both East Preston and Rustington Youth Clubs. The ADC anti-social behaviour team was working "flat out" to tackle a really hardcore group

of youths he believed were being manipulated for financial gain. He hoped a meeting of the Youth Club committee would take place soon and he hoped to be included in that meeting.

The ADC 2020/21 budget papers had not yet been published, so he was unable to give any more detail on that. He had noted this council's noting of the situation regarding councillors not taking part in budget discussions whilst in Council Tax arrears, and reported one ADC councillor was still in arrears.

Cllr Chapman said he held an open mind on the cabinet vs committee debate, having worked under both systems. He was not convinced by Mrs Akhurst's comment the committee system would engage a higher number of councillors overall as he was unsure all District Councillors were fully aware of how much of their time could be spent in committee meetings, many of which took place in the evening. If councillors did not attend committee meetings, how democratic could those meetings be? He advised committee decisions could not be called-in if there were questions as to the validity of those decisions and nobody had yet been able to estimate how much a return to the committee system would cost annually. In response to a question from Cllr Moore, Cllr Chapman said he did not think the return to a committee system was being driven by the press.

As all three District Councillors for East Preston & Kingston were Planning trained, they were all eligible to sit on the Development Control Committee and were all eligible to attend the Planning Briefings that took place in advance of Development Control Committee meetings. Cllr Chapman felt this meant there was greater synergy between the District and Parish Councils.

Cllr Chapman ended by saying the National Planning Policy Framework was undergoing a review which may lead to a review of certain Supplementary Planning Guides. Cllr Chapman was hopeful one of these would be about the adaptability of new housing stocks, ensuring properties were suitable for sale to anyone regardless of their mobility or disabilities.

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

## **119/20 ARUN DISTRICT COUNCIL – ASSETS OF COMMUNITY VALUE – THE TUDOR TAVERN**

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

### **Arun District Council – Assets of Community Value**

The council received the following email on 10<sup>th</sup> January:

Dear Clerk,

**RE: Asset of Community Value – Expiry of Five Year Listing Period for the following asset:**  
**ACV46 – Tudor Tavern Public House, 134 Sea Road, East Preston**

As Parish Council you are being advised that I have written to the owners of the property, nominating body and ward members in respect of the above to advise that the successful nomination will reach the end of the 5 year listing period on 22 February 2020.

This property will cease to be listed as an Asset of Community Value but this does not prevent future nomination.

Kind regards,

Dan Carman  
Local Land Charges Manager, Directorate of Place, Arun District Council

I have ascertained relisting does not come with any shortcuts.

The members of the public involved with the original listing of The Tudor Tavern have been in touch and are working towards having it relisted. At this time there is no further action required by this council.

I have made the Planning & Licensing Committee aware the listings for the eleven properties covered by *Proposal 1: Assets of Community Value* in the East Preston Neighbourhood Plan will all expire in the middle of this year, and council will need to decide whether to submit them for relisting or not.

No further action was identified at this time.

### **120/20 MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> JANUARY 2020**

The draft Minutes were circulated to all councillors on 9<sup>th</sup> January, asking for comments by 16<sup>th</sup> January. No amendments were suggested.

**1397** The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 6<sup>th</sup> January.

This action was completed by Cllr Toney.

### **121/20 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 955/19 – Transport for the South East**
- 3. Minute 1057/19 – Care for Veterans Presentation**
- 4. Minute 004/20 – Public Session – Amenities Committee**
- 5. Minute 004/20 – Public Session**
- 6. Minute 004/20 – Public Session**
- 7. Minute 013/20 - Finance & General Purposes Committee – precept for 2020/21**

#### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 6<sup>th</sup> January 2020.

#### **2. Minute 955/19 – Transport for the South East**

Cllrs Gunston and Bowman worked together and submitted a council response to the public consultation on the TfSE's *Transport Strategy*.

#### **3. Minute 1057/19 – Care for Veterans Presentation**

Oddly, still no word from Ms Gillott.

#### **4. Minute 004/20 – Public Session – Amenities Committee**

The Amenities Committee did consider Mrs Bowers's comments made at the January meeting and will be sending her a written response in due course.

#### **5. Minute 004/20 – Public Session**

Following Mrs Akhurst's statement to the council, I contacted the Sussex and Surrey Associations of Local Councils (SSALC) and received the confirmation I sought which is



members of the public do not have a legal right to speak at council meetings. Council may agree to extend the courtesy of a public session to members of the public.

I also re-examined the wording on our agendas relating to District and County Councillors to ensure it was in line with a selection of other local councils across the District and County. The wording, "To receive a report from the District Councillors representing East Preston" has been exactly the same on East Preston Parish Council Agendas since September 2007. Prior to that it had read the perhaps less meaningful, "District Councillors – Matters Arising (if any)." For County Council, just substitute the word County for District.

Of the other councils I looked at, here are their wordings:

Angmering Parish Council's Agenda says "Reports from the Arun District Councillors"

Rustington Parish Council's Agenda still says, "District Councillors – Matters Arising (if any)."

Littlehampton Town Council's Agenda does not have an item for District or County Councillors.

Kingston Parish Council's Agenda says, "Report of District Councillors"

Bognor Regis Town Council's Agenda says, "Reports from WSCC County and ADC District Councillors"

Going further afield:

Peacehaven Town Council's Agenda says, "To receive reports from County & District Councillors"

Chichester City Council, Lewes Town Council and Haywards Heath Town Council appear to make no provision at all for County and District Councillors.

## 6. **Minute 004/20 – Public Session**

Further to the above, I received the following email (here redacted) from District Cllr Chapman on 9<sup>th</sup> January:

Simon, Further to our recent correspondence I can confirm the following;

District Councillors are "summoned" to meetings of the Parish Council in order to present reports to Parish Councillors on activities within the responsibility of Arun District Council. They do not attend to deal with queries from members of the public.

Members of the public have opportunities to raise questions concerning the activities and decisions of Arun District Council in the following ways;

Full Council meetings of Arun District Council where Members of the public can ask questions of the Leader and Cabinet members by prior notice

Cabinet meetings where, again, they can ask questions of the Leader and Deputy Leader by prior notice or by agreement of the Chairman at the meeting

Joint Area Committees, in the case of [*any East Preston resident*] this is JEAAC, where questions can be asked of Parish, District and County Councillors without notice

By individual members of the public, residing in the Ward contacting their Ward Councillor directly.

Therefore, I can confirm that a Ward Councillor attending a Parish Council meeting, having been properly summoned by the Parish Clerk, is not under any obligation to answer questions from members of the public during public question time [PQT].

PQT is reserved for members of the public having question of the Parish Council pertaining to issues on the agenda for that meeting.

On this last point your agenda is quite clear as to provision in your standing orders for this discipline to be followed.

This message is not restricted and may be copied to questioners in the event of any confusion in the future.

Terry Chapman  
Ward Councillor for East Preston

#### 7. **Minute 013/20 - Finance & General Purposes Committee – precept for 2020/21**

For information, here are the proposed precept increases from the other local councils within the Eastern Parishes area:

Angmering	3.95% †
Ferring	2.4%
Kingston	9.38%
Littlehampton	4%
Rustington	11.8%

† - agreed by Full Council

#### 8. **Minute 015/20 – Community Engagement Committee – website accessibility statement**

The website accessibility statement has been added to the council's website.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> January 2020

Nothing was added.

#### 122/20 **FINANCIAL MATTERS**

The Accounts for January 2020 had been distributed to Members in advance of the meeting.

- 1398** The council **RESOLVED** to approve the Outstanding Purchase Orders report for 2019/20, value £4,340.55 (excl. VAT).
- 1399** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for late payments December 2019, totalling £192.24 (incl. VAT) and for January 2020, totalling £526.97 (incl. VAT).
- 1400** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for January 2020 totalling £20,605.41 (incl. VAT).
- 1401** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £311,653.82 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2020.

The council NOTED the paper Bank Reconciliations to 14<sup>th</sup> January 2020.

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.



## 123/20 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 20<sup>th</sup> January; Community Engagement on 27<sup>th</sup> January; Finance & General Purposes on 13<sup>th</sup> January; Personnel on 20<sup>th</sup> January and Planning & Licensing on 27<sup>th</sup> January. With the exception of the Personnel Committee, 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**

28<sup>th</sup> January 2020

### Amenities Committee

**Sea Road Toilet Refurbishment Project** – The toilet refurbishment project work is now complete and the unisex toilets opened on Wednesday 18<sup>th</sup> December. There have been a few snags which have all been addressed promptly by the contractors.

Unfortunately, the Hoist Assisted Toilet (HAT) was not opened at this time; although the hoist has been signed-off by the supplier/installer, the Working Party agreed the hoist equipment should be tested by a service user prior to opening for public use.

The official opening of the toilet block will take place in February 2020 and the council plans to erect a Donors' Plaque to say thank you to all of the donors to the project.

**Bank at the Junction of Lashmar Road and North Lane** - The whole of the bank area up to the public footpath has now been cleared, the contractors are waiting for the warmer weather and for leafing on the bramble to then apply a chemical spray to help limit the re-growth. The area will then be ready for planting, Ferring Nurseries are providing their expert advice and guidance to help brighten up the area.

**Memorial Tree at Two Acres** – On Thursday 23<sup>rd</sup> January, Jan Quick planted a memorial tree at Two Acres site, to remember her much-loved husband, former parish councillor, David Quick. The tree is an attractive Hawthorn and will flower in May time, a welcome addition to the existing trees in the area.

**CCTV** – After extensive discussions, the CCTV Working Party is in the final stages of negotiations regarding the CCTV requirements to cover the Village Green and office areas. The existing power supply at the north-western corner of the Village Green is also going to be upgraded at the same time.

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

3<sup>rd</sup> February 2020

### Community Engagement Committee

The committee met on 27<sup>th</sup> January.

The committee covered a lot of ground in a long meeting. Some of the topics considered were as follows.

**Village bus service** – as mentioned at the January Full Council meeting, Cllrs Toney and Linton met with the Managing Director of Compass Travel. In addition to discussing the service, they walked the proposed route. An updated article will be included in the next newsletter (due February) asking for the public's comments on the more information gained.

Mr Chatfield said “community bus” was a very specific term and should not be used in this case.

The committee agreed Cllrs Toney and Linton could continue to have discussions on this proposal with Rustington and Angmering Parish Councils (a meeting has been scheduled for 4<sup>th</sup> February), Compass and Stagecoach.

The committee also agreed to hold a public drop-in session immediately prior to a forthcoming Full Council meeting, inviting members of the public to come along, ask questions and have their say.

**Community Speed Watch** – the meeting received a report (and visit) from Keith Harris, the coordinator for East Preston Community Speed Watch. Keith reported the team was now operating at a respectable strength of twelve operators (me included) and this allowed the team to patrol with what he felt was the optimum frequency. Public support was great, public abuse now nearly non-existent.

The committee agreed to fund two further automated traffic surveys, these to cover Vicarage Lane and The Street. The committee deferred agreement to funding of automated traffic surveys, in the new financial year, of the two shopping areas pending further information on the criteria for 20mph zones. Perhaps County Cllr Elkins can advise?

**Happy to Chat bench** – as you will see below, the committee agreed to ask council for some contingency money to buy a plaque to attach to one of the benches in northern shops making it a Happy to Chat bench. This initiative has been successfully implemented elsewhere and gives people somewhere to go where other people will know it's ok talk to them. (see Agenda Item12a below)

**Updates to the War Memorial** – Cllrs Moore and Toney have met with Mark Butler of Marks of Respect stonemasons about a proposal to add some names to East Preston's main war memorial outside the library. Mark has some ideas he will put in writing to Cllr Moore.

**Museum** – committee is also considering some ideas put forward about a digital museum for the village.

**Silent Soldiers** – the committee agreed to remove most Silent Soldiers from council property with the exception of the two at the War Memorial. The committee also agreed to remove any dates from the soldiers, leaving them with a more universal feel. Those removed will be reinstated each mid-October for about three weeks either side of Remembrance Sunday.

**Roundstone Level Crossing** – the committee considered correspondence received from a local resident suggesting improvements that could be made at the Roundstone Level Crossing. Many of these were incorporated in the survey completed for the council in 2015. The committee agreed to recommend to Full Council it hosts a public meeting for major stakeholders to meet with members of the public to gain a better understanding of how strongly some residents feel about the Level Crossing. (see Agenda Item12b below)

Simon Cross – **Clerk to the Council**

28<sup>th</sup> January 2020

## **Finance & General Purposes Committee**

The committee met on 13<sup>th</sup> January together with all committee Chairmen. The committee accepted Cllr Wilkinson's offer to draft a Council Plan for development and review throughout the first half of this year.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> January 2020

## **Personnel Committee**

The committee met on 20<sup>th</sup> January. Some of the matters discussed are reported below.

### **Disclosure and Barring Service**

The Committee discussed this more fully, in the light of further investigations by me and the Clerk in the light of queries raised by the Council.

Online research highlighted the following

- DBS checks should match the job role. For example, it may be inappropriate to request an enhanced check for a role that does not specifically involve 1:1 care of vulnerable children or adults. The Committee **agreed** that a basic check is the correct level for councillors and officers on day to day business.
- The Committee further reviewed the question of whether existing certificates could be transferable. It was agreed that a check should be completed at the start of a four-year term and then two years, half-way, into a four-year term. For co-opted councillors, a check should be completed as soon as possible, regardless of how close that co-option may be to the next scheduled check.

After some discussion the Committee agreed to add a question to the co-option form asking the candidate if they are under review by any statutory body to include the Police or HMRC. (The Council does not have access to the information requested from candidates at elections)

The committee **AGREED** to create a Child and Vulnerable Adult Policy – I am in the process of producing a draft policy for review by the Personnel Committee. This is an opportunity to remind Councillors and officers that they should never visit a member of the public in their homes alone, but to always have another officer or councillor to accompany them.

A copy of the DBS certificate will be maintained by the Clerk at the Parish office.

### **Recent public behaviour at Committees**

The committee considered comments made by the public and recent meetings and the impact those comments had upon councillors individually and the council as a whole.

### **Review of Committee starting times**

Following reports some members of the public were confused by changeable start times to council meeting, to avoid any possible confusion the Committee agreed the following start times should be adhered to:

10.00	Finance and General Purposes
18.00	Planning and Licensing
18:30	Full Council (with guest speaker)
19.00	Full Council (without guest speaker), Amenities, Community Engagement and Major Events

Audit and Governance and Personnel Meetings will continue to have flexible start times based around what other meetings may be taking place on the same day.

### **Protocol on Councillor and Staff Relations**

The Committee reviewed this protocol and agreed that apart from a few date references, it is still relevant.

### **Staff Performance Reviews**

The annual performance reviews are due to take place in the next few weeks.

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

26<sup>th</sup> January 2020

## **Planning & Licensing Committee**

The committee met on 27<sup>th</sup> January. One member of the public attended.

Seven Applications were considered. The committee agreed it had no objections to raise against four of the Applications, two of which were for tree works.

The reasons given for objecting to the other three Applications – one in Beechlands Close, one in Sea Road and one in Tamarisk Way can be found in the Minutes of the meeting.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> January 2020

Additionally:

Amenities Committee – Cllr McElroy said the Sea Road toilet block would be officially re-opened before the end of the month. He also advised the meeting his company was not involved in tendering for any CCTV work on behalf of the council.

Finance & General Purposes Committee – Cllr McElroy stated the committee's next meeting was scheduled for Monday, 17<sup>th</sup> February.

Major Events Committee – Cllr Linton advised booking was open for this year's Food & Drink Festival. Should anyone know of a business which might be interested, please could they be put in touch with the Council Office.

The council's second Funday Sunday event would officially go on sale once the Winter 2020 Newsletter was out for delivery. This was taking place on 3<sup>rd</sup> May and would have a V.E. Day theme.

Personnel Committee – Cllr Gander agreed she and the Clerk would write a process for councillors to follow when undertaking their Basic Disclosure and Barring Service check.

There were no updates from the other three committees.

### **124/20 COMMUNITY ENGAGEMENT COMMITTEE – HAPPY TO CHAT BENCHES**

Cllr Linton spoke in support of the following report which had been circulated in advance of the meeting:

## **Community Engagement Committee – Happy to Chat benches**

**Council is asked to release up to £200 from this year's Contingency budget to buy plaques to turn two benches in the northern shops into Happy to Chat benches.**

Happy to Chat benches are a simple and effective way to create a space where members of the public can sit open to other people stopping to talk to them. Happy to Chat benches have been around for a few years, but gained quite a bit of publicity in the last quarter of last year. Here are links to just a couple of articles:

<https://www.thetimes.co.uk/article/happy-to-chat-benches-offer-simple-solution-to-loneliness-among-older-people-v2rw9czl8>

<https://www.bbc.co.uk/news/uk-wales-50000204>

There are two benches together between the noticeboards adjacent to the postbox in the northern shops. The committee feels these benches would be ideal as Happy to Chat benches.

There is an argument to say trial the idea with simple, laminated signs cable-tied to these two benches, but the committee felt laminated signs, once cable-tied, let rain in, the signs would become messy very quickly and not really show the council's commitment to the idea, and to the Wellbeing of village residents as a whole.

The wording would be something along the lines of "Sit here if you don't mind someone stopping to say hello."

At the time of writing, there is still £3,000 left in this year's Contingency budget line.



Photo © Google

Simon Cross – **Clerk to the Council**

28<sup>th</sup> January 2020

Cllr Linton added the benches targetted all sectors of society and would go some small way to tackling some social isolation in the village.

**1402** The council **RESOLVED** unanimously to release up to £200 from this year's Contingency budget line to buy plaques to turn two benches in the northern shops into Happy to Chat benches.

#### **125/20 COMMUNITY ENGAGEMENT COMMITTEE – ROUNDSTONE LEVEL CROSSING**

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

### **Community Engagement Committee – Roundstone Level Crossing**



**Council is asked to agree the council hosts a public meeting for major stakeholders to discuss the Roundstone Level Crossing with members of the public.**

The Community Engagement would like council's support in hosting a public meeting to be attended by major stakeholders involved with the Roundstone Level Crossing – stakeholders such as West Sussex County Council, Stagecoach, Network Rail, British Transport Police. The meeting would be open for members of the public to explain to representatives of those organisations just how frustrating and/or dangerous the level crossing can be.

The only expenditure for this meeting would be the hire of a hall and any printed material (such as maps) the committee may decide to have at the meeting.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> February 2020

Cllrs Gander and Linton and the Clerk all said they understood County Cllr Elkins's concerns about a public meeting but they felt the public needed the chance to air their grievances directly to the representatives of the organisations listed in the supporting paper and they also needed to hear for themselves the responses from those organisations.

The Clerk reassured Mrs Akhurst Angmering and Kingston Parish Councils would be invited to attend the meeting.

**1403** The council **RESOLVED** unanimously to arrange a public meeting for major stakeholder organisations to meet with members of the public concerned about the Roundstone Level Crossing.

The council further agreed such a meeting should only go ahead if each of the organisations listed agreed to attend.

**126/20 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

Cllr Mathias said the Leases Working Party had not yet met to discuss the lease to the East Preston & Kingston Village Hall Foundation. Members of the Leases Working Party were scheduled to have their annual meeting with representatives of East Preston & Kingston Bowls Club later in the month. Council was reminded this was part of the twice-yearly meetings cycle although it had been agreed last year only one meeting a year was necessary currently.

**127/20 CLERK'S REPORT**

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

## **Clerk's Report**

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. Meeting with Compass Travel, 21<sup>st</sup> January**
- 5. Meeting with WSCC Highways, 23<sup>rd</sup> January**
- 6. Social media**
- 7. MailChimp stats**
- 8. A selection of things we have been asked since the last meeting**
- 9. Recent bouquets and complaints**
- 10. Leave**
- 11. February meetings and events**

1. **Introduction**



This is the report mainly covering January 2020 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

The council has had no interaction with Sussex Police during January. However, there has been some contact with the Anti-Social Behaviour team at ADC following some disruption at the Youth Club on the evening of Friday, 10<sup>th</sup> January. As Chairman of the Youth Club, our Cllr Chapman has been informed and is looking to have an early meeting with Ben Young, Service Manager for Arun Youth Projects which runs the East Preston Youth Club.

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

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

## 4. **Meeting with Compass Travel, 21<sup>st</sup> January**

I attended this meeting together with Cllrs Toney and Linton. Compass Travel was represented by Managing Director Chris Chatfield and Compliance Officer, Neil Glaskin.

The meeting considered the feedback we have already received from residents and sought information to include in a follow-on article to be published in the Winter 2020 Newsletter in February.

Additionally, all four named above also walked around the bits of the proposed route not currently in use as a bus route, i.e. Sea Road, Willowhayne Crescent and Vicarage Lane.

## 5. **Meeting with WSCC Highways, 23<sup>rd</sup> January**

Rob Torrance, WSCC Traffic Officer for Arun, came to see me to talk about the different Traffic Regulation Orders which have been submitted regarding traffic management in the Sea Road /Manor Road / Willowhayne Crescent area. The meeting was just to ensure Rob's understanding of the requests he has received, some of which, we already know, conflict and make his task of designing a scheme acceptable to all, all the more difficult. Rob will be coming up with a design in the next few months, and this design will be put out to public consultation via a variety of routes.

Of some concern, and maybe our County Councillor can comment, there is a proposal to reduce the number of WSCC Traffic Officers from six to three. This would seemingly double the workload of the three Traffic Officers and/or lead to Traffic Regulation Orders taking twice as long to implement.

## 6. **Social media**

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

- Post advising of the theft of two black Range Rovers within a couple of days of each other – 5,223 people
- Two WSCC posters for upcoming roadworks starting on 28<sup>th</sup> and 29<sup>th</sup> January – 4,880
- ▲ Repost of Seahorse Café ad looking for a new chef – 1,537

- Photograph of notice on postbox outside the office advising its last collection time would be 09:00 from 24<sup>th</sup> February (although the ambiguity of the wording has been hotly debated) – 1,043
- † Apply Now to be part of the Food & Drink Festival - 843
- WSCC poster for upcoming roadworks, 26<sup>th</sup> January – 678
- Poster for Friends of St Barnabas Quiz Night - 627
- WSCC poster for schools Recruitment Fair - 589

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 27<sup>th</sup> January)

The number of people currently liking the council on Facebook is 1,291, an increase of twelve over the last report.

## 7. **MailChimp stats**

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

Parish Council news – 2<sup>nd</sup> January – sent to 810, opened by 503 (62.1%)

In last month's report, I mentioned an anomaly where our opening figures were down on where I expected them to be. I was suspicious as this did not come with an attendant number of people unsubscribing. Subsequently, MailChimp has resolved the error it had introduced in its data collection, so the below three figures are updated from last month's report to show the correct information. These show an average increase of 10% over the incorrect figures.

Parish Council news – 27<sup>th</sup> November – sent to 810, opened by 507 (62.6%)

Parish Council news – 13<sup>th</sup> December – sent to 812, opened by 508 (62.6%)

Parish Council news – 23<sup>rd</sup> December – sent to 811, opened by 520 (64.2%)

## 8. **Things we have been asked since the last meeting**

“Do you know when the film shows will restart in the Conservative Hall?” (25<sup>th</sup> February with *Cats*. Other dates set this year: 24<sup>th</sup> March, 28<sup>th</sup> April, 29<sup>th</sup> September and 27<sup>th</sup> October.)

“How often do dog bins get washed?” (Response from ADC Cleansing, “Washing a dog bin is not something we do regularly, however we can get it done if needed.” At least two bins in the village were subsequently attended by ADC Cleansing officers.)

“Do you have a copy of All About East Preston without half the grid obscured by last month's answers?” (No, all copies are the same.)

“Does Perfect Pizza have a licence to open past 23:00?” (Not at the time the question was asked. The business's website was advertising it was open until 02:00 on Saturday, Sunday and Monday mornings. No “Late night refreshment” licence was in place, but ADC Licensing is working with the shop's new owners on this. At the time of writing, we do not know whether or not the new owners will apply for such a licence, which is only required if opening beyond 23:00.)

“You know the new houses they are building in The Street? Why haven't they demolished the large detached house on the site?” (Different site, different owner.)

#### 9. **Recent bouquets and complaints**

(In addition to anything reported above)

From the residents who raised concerns about Perfect Pizza, “Thanks so much for all your help. It is immensely useful.”

From a resident of Woodbridge Park who called in to have her overseas pension paperwork signed and authorised, “You all do a wonderful job, thank you.”

#### 10. **Leave**

I have booked week beginning 10<sup>th</sup> February as leave.

Alison has booked the 19<sup>th</sup> and 20<sup>th</sup> February as leave.

All members of staff are aware the leave year is coming to a close.

#### 11. **February Meetings and Events**

This list may be incomplete and is subject to change.

- 3<sup>rd</sup> Full Council (19:00, East Preston Infant School)
- 4<sup>th</sup> Eastern Parishes Meeting (16:30, Rustington PC) (ST, EL and SC only)
- 6<sup>th</sup> WSCC JEAAC Highways & Transport sub-group (10:00, Littlehampton) (EL only)  
Sussex Community Rail Partnership meeting (12:00, Hove) (SC only)
- 7<sup>th</sup> ADC Community Infrastructure Levy meeting (10:00, Civic Centre) (SC only)
- 10<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School) (tbc)
- 17<sup>th</sup> Finance & General Purposes Committee (10:00, Council Office)
- 18<sup>th</sup> Twice-yearly tenancy meeting with East Preston & Kingston Bowls Club (10:00, Bowls Club)
- 24<sup>th</sup> 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**

28<sup>th</sup> January 2020

**Item 8 – Social Media** – in response to a question, the Clerk confirmed at least one new chef had been employed by The Seahorse Café.

Cllr Toney thanked the Clerk for his report.

#### 128/20 **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:**

### **Official opening of new teaching block, 6<sup>th</sup> January**

## **Angmering School, Angmering**

On 6<sup>th</sup> January I attended the opening of the new block to the school. I was met in reception by the head, Simon Liley. Along with several local district and parish councilors, the previous head, David Brixey, and several governors was given a tour of the new premises.

For those who have never been to the school it is a well spread out mix of buildings linked by endless corridors. I was told by one of the students it can take at least a couple of weeks to find the fastest way to the next class. The reason for this is that as the school expanded another building was constructed and so on.

The new block is on three floors, the lower being Science, the middle Humanities and the top Art. The equipment on each level was impressive. The, as we know blackboards, were all giant computer screens and could also take on the characteristic of a whiteboard. The teachers also were able to make up seating plans for their students, so no more sitting next to your best friend on a regular basis!! [Clerk's note: a bit like a Full Council meeting] The Art floor had the addition of a dark room for the photography group and a new kiln for the clay work had been relocated to this floor.

I met the Head Boy and Head Girl, Jacob Hattersley and Olivia Curtis, the latter of whom had a plethora of badges marking her achievements pinned to her uniform; very impressive, as the only one I have says Drinks Monitor. There was a display of modern dance in the newly formed theatre area which was not part of the new building. All the students had given up their day off to take part in the opening.

Everyone congregated at one of the entrances for the ribbon to be cut by Mike Hendry who had resigned as Head of the Board of Governors last September but had been very involved in the development process. Mr Brixey gave a short speech and then refreshments of student-made savouries and cake were served with tea and coffee.

All in all, a very enjoyable occasion for my first visit to the school and I was impressed by the students and the enthusiasm of all the staff I met.

Simon Liley would be delighted to assist the Parish Council if we felt the school has something suitable to offer at a future date.

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

8<sup>th</sup> January 2020

## **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 14<sup>th</sup> January**

### **Angmering-on-Sea Lawn Tennis Club, Homelands Avenue**

Cllr Toney and I attended this meeting on behalf of the council. Cllrs Mathias, McElroy and Wilkinson all sent their apologies.

The club was represented by Ian Robinson (Chairman), Trish Stanley (Secretary) and Sarah Fisher (Administrator).

There were no major issues to discuss on either side. Mr Robinson reported the club's membership numbers were stable. The club's reputation within the county was good, not just for the facilities but also for the friendliness of the members. Following the successful refurbishment of the outside of the clubhouse, members were now preparing to refurbish the kitchen, lounge and bar area. These works will not take place until after the summer season.

The club is 99% certain Andrew Wood, Head Coach, will be happy to run a short series of free coaching sessions for the council at the Warren Recreation Ground. These sessions have grown in popularity since the council first ran them in 2017.

The second twice-yearly meeting of the year has been scheduled for 15<sup>th</sup> July.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> January 2020

Cllr Linton added new building was underway at Angmering School which would eventually see pupil capacity rise by 90.

**129/20 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

No comments were made.

**130/20 NEW ITEMS FOR THE NEXT MEETING (2<sup>ND</sup> MARCH 2020)**

The Clerk said the council had received further correspondence concerning the playing of cricket on the Warren Recreation Ground and this would be considered at the next meeting.

**The meeting concluded at 20:11.**

Chairman: *Cllr Steve Toney* Date: **2<sup>nd</sup> March 2020**

END