



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Annual Meeting of East Preston Parish Council held at 19:00 on Monday, 4th May 2020 via the Zoom online meeting application

PRESENT: Councillors Christine Bowman, Kit Bradshaw, Andrea Chapman, 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

Assistant Clerk to the Council, Dawn Reid

West Sussex County Councillor Roger Elkins (until 19:29)

Three members of the public

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

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The meeting opened at 19:05.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

262/20 INTRODUCTIONS

Cllr Toney welcomed those present and led a full round of introductions. Cllr Toney especially welcomed the public to the meeting.

263/20 APPOINTMENT OF A CHAIRMAN FOR THE MUNICIPAL YEAR 2020/21

The following paper was circulated in advance of the meeting:

Annual appointment of the Chairman of the Council

On 21st April, I wrote to all councillors asking them to let me know by 27th April if they wished to stand for Chairman of the Council.

Only Cllr Toney has put himself forward to be Chairman.

Following council protocol, even though Cllr Toney is the only candidate, there will still be a Yes / No paper ballot. In these unusual times, as a paper ballot would not be possible online, councillors have been asked to provide an electronic vote by midday on 1st May. I will then collate those and run them past Cllr Mathias in his role as incumbent Chairman of the Audit & Governance Committee.

Council is asked to appoint a Chairman for the coming council year.

Following the appointment of a Chairman of the Council, it will be necessary for the successful candidate to complete a Declaration of Acceptance of Office.

Simon Cross – **Clerk to the Council**

27th April 2020

The Clerk reported all thirteen councillors had voted and all had voted in favour of Cllr Toney continuing as Chairman of the Council.

Cllr Mathias confirmed he had audited the results and confirmed Cllr Toney's re-appointment.

1409 The Council **RESOLVED** unanimously Cllr Toney should be appointed Chairman for the 2020/21 council year.

264/20 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Toney completed a Chairman Declaration of Acceptance of Office form and held this up to the camera for all to see.

265/20 APPOINTMENT OF A VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2020/21

The following paper was circulated in advance of the meeting:

Annual appointment of the Vice-Chairman of the Council

On 21st April, I wrote to all councillors asking them to let me know by 27th April if they wished to stand for Vice-Chairman of the Council.

Only Cllr Linton has put herself forward to be Chairman.

Following council protocol, even though Cllr Linton is the only candidate, there will still be a Yes / No paper ballot. In these unusual times, as a paper ballot would not be possible online, councillors have been asked to provide an electronic vote by midday on 1st May. I will then collate those and run them past Cllr Mathias in his role as incumbent Chairman of the Audit & Governance Committee.

Council is asked to appoint a Chairman for the coming council year.

Simon Cross – **Clerk to the Council**

27th April 2020

The Clerk reported all thirteen councillors had voted and all had voted in favour of Cllr Linton continuing as Vice-Chairman of the Council.

Cllr Mathias confirmed he had audited the results and confirmed Cllr Linton's re-appointment.

1410 The Council **RESOLVED** unanimously Cllr Linton should be appointed Vice-Chairman for the 2020/21 council year.

266/20 **PROTOCOL FOR REMOTE MEETINGS**

The following paper was circulated in advance of the meeting:

Protocol for remote meetings

In line with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* councils are currently permitted to hold meetings remotely. Below is a basic protocol for participation in such meetings. This is likely to need tailoring as the council becomes more experienced in this method of meeting. My thanks to my counterpart at East Grinstead Town Council, Julie Holden, for sharing her draft protocol with me.

1. Where the protocol for remote meetings conflicts with the current Standing Orders for the Council this policy will apply, in all other cases (including the rules of debate) the existing standing orders for physical meetings apply;
2. A meeting is a meeting of the council as allowed under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and therefore attendance is summonsed to attend and apologies must be given if the Councillor cannot attend;
3. The meeting platform will be an established provider such as Zoom;
4. Councillors attending meetings should dress accordingly;
5. The notice or agenda must include instructions as to how the public can request from the Clerk the joining details to attend the meeting;
6. Any public wishing to attend must ensure that they are registered under their true name, pseudonyms are not allowed and where discovered the person will be denied access or ejected from the meeting;
7. All public participants will be muted and only able to participate during the allotted time on the agenda;
8. The public wishing to ask a question during the public participation may do so by raising their hand, once that part is over the public will be muted and not be able to interact, but will still be able to hear the council. Public questions will follow the normal standing orders format;
9. Councillors will be muted unless speaking (to remove background noise); they should indicate that they wish to speak by raising their hand;
10. The Clerk will be the host for the gathering and closing of the meeting but can transfer the host facility to the Chairman during the meeting;
11. Any person can leave the meeting while in session, however any Councillors leaving the meeting will be recorded as such in the minutes for accuracy of decision making;
12. Councillors are required to use a device owned by them to access the meetings; no additional payment will be made to support the device nor the WIFI connection;
13. Officers are required to use existing devices and connectivity; if this is not available and their attendance is necessary the Council will supply a laptop/ device.

Council is asked to adopt a protocol for remote meetings.

Simon Cross – **Clerk to the Council**

27th April 2020

1411 The Council **RESOLVED** unanimously to adopt the Protocol for Remote Meetings.

267/20 APOLOGIES FOR ABSENCE

All Parish Councillors were present.

An apology had been received from District Cllr Terry Chapman and from Mrs Dorothy Lee.

268/20 DECLARATION OF INTERESTS

No interests were declared.

269/20 PUBLIC SESSION

Agenda Item 18 – Clerk’s Report – Item 5 – East Preston Voluntary Service – Mrs F asked for her thanks to be recorded for the council’s swift response to the COVID-19 pandemic’s impact upon the village’s residents ahead of the government lockdown and ever since. Mrs F said she understood this council had reacted more speedily than a lot of other councillors and she was proud to be an East Preston resident.

Agenda Item 18 – Clerk’s Report – Item 5 – East Preston Voluntary Service – Mrs M said she had nothing specific to raise but added her thanks to the council for its response to the COVID-19 pandemic.

Agenda Item 14a – Amenities Committee – To agree to the removal of the fig tree adjacent to the Sea Road toilet block as recommended by the council’s annual tree inspection report – Cllr Toney read the following letter from Mrs Lee:

“Good evening Councillors,

“I do not have the facility to join your virtual meeting tonight, and I feel it would be remiss of me not to make some comments regarding the fig tree.

“Needless to say I am upset and very disappointed at the probable outcome of your discussion.

“I am aware that some of you have wanted to get rid of said tree, come hell or high water.

“That tree has been in situ for over 90 years, since the early 1920s.

“As you are all aware I have strong connections to the tree, but I would feel just as strongly about it if I didn’t.

“For the length of time it has been there it is almost part of the history of East Preston and I am all for East Preston and its past, as you well know. I would like to think that if it does come down it will be done in stages so that each stage can be monitored for disease, so that on the assumption that it is not diseased all through it will be able to be saved.

“I am sure that if people in the village knew of the pending felling you would be receiving many more missives.

“I do thank Simon for keeping me in the loop over the last few months.

“I have asked Steve to kindly read this out on my behalf. If things were normal I would be at the meeting with all guns blazing, as you can imagine.

“Thank you and I hope you all keep well at this time.

“Dorothy”

270/20 COUNCIL RESPONSES

Councillors thanked Mrs F and Mrs M for their compliments.

It was agreed to consider Mrs Lee’s letter at the appropriate Agenda Item (see Minute 276/20 below).

271/20 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins started by adding his thanks to those of Mrs F and Mrs M both on his own behalf and that of the county council. He thanked the parish council, local businesses and local residents for pulling together to tackle the pandemic. He described the East Preston Voluntary Service as doing a fantastic job and reported the WSCC Community Hub had advised him of how supportive the East Preston Voluntary Service had been when the Hub had referred cases to it.

Cllr Elkins also thanked Cllr Toney and his West Sussex Fire & Rescue Service colleagues for their continuing good work in the county.

Cllr Elkins reported a dramatic reduction in bus service usage during the pandemic, leading to some services being temporarily stopped completely. For the duration, any time restrictions on bus pass usage had been lifted.

WSCC-controlled on-street parking charges had been lifted for NHS personnel and other key workers.

The county council had set up its Community Hub initially to support those in the community the government had categorised as needing to be shielded. This amounted to some 4,200 residents of Arun District. A further 2,000 residents had applied for food parcels and 2,500 residents had applied for additional support.

The county council was looking at safely re-opening its Household Waste Centres.

Central government had already awarded the county £20m for social care support and a further £15m was likely to be awarded in the near future. When asked what he foresaw as the biggest drain on these grants, Cllr Elkins said it was not yet possible to say but some would be used for social care, keeping children of key workers in school, offsetting loss of county council income, increased costs of bought-in care services.

The county council's Cabinet Minister for Finance, Jeremy Hunt, had estimated the costs of the pandemic to the county council could be £85m.

Cllr Elkins said the West Sussex Records Office had very useful V.E. Day resources available on its website.

In response to a question about what financial help was the county council providing to care homes during the pandemic, Cllr Elkins said care homes were mainly privately-run and therefore were somewhat self-sufficient. The county council buys an average of 25% of care home bedspaces from these privately-run homes.

Whilst noting there had been a dramatic drop in traffic movements immediately after the 23rd March announcement of a lockdown, recently monitoring had shown an increase of between 20 and 30% in traffic movements. Cllr Elkins asked for the parish council's help in reminding residents only essential journeys should be made.

Cllr Toney questioned why there was no sign of any work taking place on the A259 whilst there was work taking place on the A27 around Chichester. Cllr Elkins replied he could not be sure, but he suspected the works around Chichester may be private works paid for by property developers.

(County Cllr Elkins left at the conclusion of this item.)

272/20 ARUN DISTRICT COUNCIL

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

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

Firstly apologies for not being present at your virtual meeting tonight, I have had so many virtual meetings that I'm quite ZOOMED out at present.

1 On ward cases; in early to mid April we were dealing with an average of three cases per week from residents all concerned with being vulnerable but unable to get on the list for a well known local supermarket to deliver groceries. All cases were resolved although not without some friction from the supermarket concerned. The only case we have on hand at present concerns proposed development at the rear of the North parade of shops. The aggrieved party is likely to seek redress in the High Court.

2 Arun District Council recently sought agreement from your Ward Councillors to shut the gates on the public land at the football club. In view of the irresponsible behaviour of a small number of villagers we agreed but with the proviso that public right of access was restored as soon as lockdown is over.

3 On Arun District itself we have grave concerns about future finances. At present the Council is suffering a significant loss of income from car parking and also from residents cancelling their direct debits for council tax but costs are rising due to exceptional expenditure in keeping essential services going. We are very conscious that before the present crisis was upon us the Liberal Democrat administration promulgated a deficit budget for 2020/21 and it is not yet clear what support we will get in the end from Central Government. So things could go from bad to worse. Having said that, if the Parish Council has incurred or is likely to incur exceptional expenditure due to Covid19 then you can make representation to Arun for reimbursement.

4 Finally, thanks to you, the Parish Council, for your effective response to recent events. We have been involved in sorting things out with and for other Parish Councils who seem to have been taken completely by surprise and are still struggling to respond to local needs in an effective manner. As a village we are lucky to have you so from the three of us: **THANKS.**

Best wishes and stay safe

Terry, Ricky, Paul

Cllr Gander asked whether anyone could explain why the gate at the north-eastern corner of the Football Club was still open in light of Item 2 of Cllr Chapman's report. The Clerk could only reply he had been informed by the Football Club of the agreement and that he would therefore expect the club to keep an eye on it.

273/20 MINUTES OF THE MEETING HELD ON 2ND MARCH 2020

The draft Minutes were circulated to all councillors on 4th March, asking for comments by 11th March. No amendments were suggested.

1412 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 2nd March.

This action was completed by Cllr Toney.

274/20 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 019/19 – South Strand Community Toilets**
- 3. Minute 013/20 - Finance & General Purposes Committee – Precept for 2020/21**
- 4. Minute 123/20 – Committees – Community Engagement Committee – village bus service**
- 5. Minute 178/20 – Arun District Council – Public Spaces Protection Order**
- 6. Minute 185/20 – Warren Recreation Ground – Playing of Cricket**
- 7. Minute 186/20, Item 5 – Clerk's Report – Sussex Community Rail Partnership meeting, 6th February**
- 8. Minute 186/20, Item 7 – Clerk's Report – Meeting with ADC anti-social behaviour officer, 20th February**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 2nd March 2020.

2. Minute 019/19 – South Strand Community Toilets

On 26th March, Cllr Wilkinson resigned from the committee of the South Strand Community Toilets group.

3. **Minute 013/20 - Finance & General Purposes Committee – Precept for 2020/21**

The national average precept increase for the 2020/21 financial year has been announced as 4.0%. This council's increase was 3.5%.

4. **Minute 123/20 – Committees – Community Engagement Committee – village bus service**

No official response from Angmering Parish Council at the time of writing, but I know the matter was discussed at its meeting on 9th March.

5. **Minute 178/20 – Arun District Council – Public Spaces Protection Order**

The council has been thanked by Dax O'Connor, Arun District Council Community Safety Officer, for helping to publicise the new Public Spaces Protection Order.

6. **Minute 185/20 – Warren Recreation Ground – Playing of Cricket**

Further to Mr L.'s correspondence considered at the March meeting, he wrote a letter on 5th March in which he stated, "there were no objections to the compromise offered by residents that a 'no sixes' rule be introduced which is designed to discourage the uncontrolled big hitting of cricket balls out of the Warren Recreation Ground. I conclude therefore that the Council will be instructing the Cricket Club of its decision that any such strikes will be considered null and void on the scoring card."

This was considered by the Audit & Governance Committee on 9th March. The committee disputed Mr L.'s conclusion.

7. **Minute 186/20, Item 5 – Clerk's Report – Sussex Community Rail Partnership (SCRIP) meeting, 6th February**

Following Cllr Gander's query about the projects the council had suggested to Govia Thameslink, I contacted the SCRIP for any update. Catherine Simmons, West Sussex Coastway Line Officer, replied, sending me a presentation Paul Devereux at the GTR (Govia Thameslink Railway) Passenger Benefit Fund Team had given to the meeting on 6th February.

Angmering station was actually named in the presentation as being the trial site for a water butt. I have replied asking whether that was all we would be getting for £50,000! No reply to that yet.

I also queried whether any notice had been taken of our suggestion to install station furniture of recycled plastic. I queried it again with the Sustainability Manager at GTR, Sam Lear, who ran the idea back past the Passenger Benefit Fund. On 24th March, Sam sent me the Passenger Benefit Fund's reply, "Unfortunately, none of the products offered comply with the DfT Accessible Stations requirements (require armrests for example) so wouldn't be of use to us. However, we shall go back to our existing supply chain and look at environmentally friendly alternatives to the metal and timber currently used".

I felt a little disappointed the Passenger Benefit Fund officer did not also think to go to a supplier of recycled plastic furniture as I am sure such a company would be willing to incorporate some benches with arms into its range.

8. **Minute 186/20, Item 7 – Clerk's Report – Meeting with ADC anti-social behaviour officer, 20th February**

By chance, I noticed on 22nd April, the bus shelter at the junction of Station Road and Angmering Way had had the same girls' names written in it. I have let the anti-social behaviour officer at ADC know.

9. **Minute 187/20 – External Meetings and Events – WSCC Joint Eastern Arun Area Committee, Highways & Transport sub-group, 6th February**

Chris Stark as replaced Ben Whiffin as Area Highways Manager. We thank Ben for his help and advice over the past five or so years and wish him well in his new role.

Simon Cross – **Clerk to the Council**

28th April 2020

Minute 019/19 – South Strand Community Toilets – the Clerk advised the council it may wish to appoint a new representative to the South Strand Community Toilets group. Cllr Wilkinson said he would happily discuss the role with anyone interested if they so wished.

Minute 185/20 – Warren Recreation Ground – Playing of Cricket – the Clerk drew the council's attention to this item to ensure it was not missed.

275/20 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 16th March, Audit & Governance on 9th March and Planning & Licensing on 9th March. The Community Engagement and Planning & Licensing Committee meetings scheduled for 23rd March were both cancelled due to the COVID-19 pandemic.

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**

27th April 2020

Amenities Committee

The committee met on 16th March. Below are updates on some of the projects the committee is currently working on.

CCTV - The committee agreed to scale back the CCTV project as recommended by the Working Party. The work will now include Internal CCTV coverage of the office lobby area. CCTV coverage of the external approaches to the office (north and south). External CCTV coverage of the rear entrance door to the office. External CCTV coverage of the carpark pay machine and the PC's noticeboard from a day/night camera installed on the front of the PC office building. D-Tect have provisionally scheduled in the work for 11th May 2020.

The work to upgrade the current power supply, at the north western corner of the Village Green, was due to take place on Monday 30th March 2020 but was cancelled by SSE due to the current COVID-19 health crisis. SSE will reschedule in the work as soon as they are able.

Sea Road Toilets – Unfortunately there has been further problems with the flushing mechanism in the two Unisex toilets and another blockage occurred, therefore the two Unisex cubicles remain

closed, until Cloud 9 are able to fix the problem. ADC Cleansing reported some anti-social behaviour had taken place, in the two Unisex cubicles and advised they would be monitoring the toilets closely, so far there are no further reports of anti-social behaviour.

The Amenities Committee agreed to seek permission from the Village Hall Committee to attach an additional CCTV camera to their CCTV system, directed at the toilet block. This would have been discussed at the meeting between the two organisations scheduled for 18th March, but that too was cancelled due to the current COVID-19 health crisis.

Trees - The Annual Tree Inspection was carried out 19th February 2020 and the report highlighted 16 trees which it recommended required work to be done. The initial urgent work, Priority level E has been carried out, with exception of the recommendations for the Fig Tree. Due to the prominence of the Fig Tree, an extension on the works time scale has been granted to allow further discussions to take place (see Agenda Item 14a below).

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

27th April 2020

Audit & Governance Committee

The committee met on 9th March. The draft Minutes were circulated to all councillors on 17th March. The following are the main points discussed.

Sponsorship policy – Cllr Gunston proposed the council should have a Sponsorship Policy in place for any future instances where a local business or individual offers to sponsor something in the village, for example a flower planter. A draft policy is being considered by the committee and will hopefully be agreed at the committee's next meeting, currently scheduled for July. This would then be put forward for adoption at the September Full Council meeting.

Standing Orders – the committee agreed Cllrs Gunston and Wilkinson should work together on an East Preston version of the latest Model Standing Orders to bring the council's Standing Orders up to date. A meeting has not been possible but, with some help from Andy Beams, I have been able to draft the Standing Orders up for adoption this evening (see Agenda Item 15a below).

Community Emergency Planning – the committee gave some thought as to how the council might continue to operate in light of any government lockdown. For example, how would the council operate if any officers had to self-isolate or indeed became ill and unable to work? Thankfully, to date, all officers and councillors have remained healthy.

Simon Cross – **Clerk to the Council**

28th April 2020

Community Engagement Committee

The committee was scheduled to meet on 23rd March. At an informal meeting of the Chairman of the Council with the Chairmen and Vice-Chairmen of the Community Engagement and Personnel Committees, it was agreed such a face-to-face meeting could not take place within the government's social-distancing guidelines at the time.

Simon Cross – **Clerk to the Council**

28th April 2020

Major Events Committee

The committee has not met since 24th February.

However, it has been necessary to postpone the *Funday Sunday* V. E. Day Special, scheduled for 3rd May. The committee remains committed to running further *Funday Sunday* events in the future.

At the time of writing, the committee has not discussed whether or not to cancel this year's Food & Drink Festival, but that discussion is not far off.

Not far behind that will be a similar discussion about the East Preston Christmas Celebrations event this year.

Both discussions will be heavily influenced by future government policy on social distancing and such like.

Simon Cross – **Clerk to the Council**

28th April 2020

Planning & Licensing Committee

The committee last met in public on 9th March. Draft Minutes from this meeting were circulated to all councillors on 17th March.

Three Planning Applications were considered. No objections were raised to Applications for Roundstone Drive and South View. Objections were raised to an Application in South Strand, these in support of safety concerns raised by the Angmering-on-Sea Estate Residents' Association.

Following the government lockdown announcement on 23rd March, committee members have been sending their comments on Planning Applications into the Clerk who has collated them and sent them on to the Chairman of the committee. The Chairman has then made a decision based upon the comments of the committee members who, for avoidance of doubt, have been saying In Favour, Against or Abstain in their responses.

Most Applications have been simple with the exception of ones in Normandy Lane and Angmering Lane.

Simon Cross – **Clerk to the Council**

28th April 2020

Additionally:

Amenities Committee – Cllr McElroy walked councillors through Mrs Reid's report and added work had begun on fixing the fence between the Warren Recreation Ground and the Martlets care home.

Major Events Committee – Cllr Linton said the committee would need to convene soon to decide what to do about this year's East Preston Food & Drink Festival. It was likely government guidance would make the decision. Cllr Linton said she was happy *Vintage Candy* was willing to honour its cancelled booking for the *Funday Sunday* event originally planned for 3rd May for some future date.

Planning & Licensing Committee – Cllr Mathias added the Willowhayne Residents' Association had also submitted objections to the proposals for the redevelopment of 56 Angmering Lane. Cllr Mathias also explained why this council had objected to an Application in South Strand which ADC had then approved.

Cllr McElroy referred to a Licensing Application made by a business in Willowhayne Parade. This sought permission to deliver orders up until 3am on Saturday and Sunday mornings. During the weekend prior to the meeting, Cllr McElroy had driven down to and around the Village Green, mainly to see for himself how the parking situation was. The Village Green car-park, although temporarily not being charged for, was still empty. Outside the above business's premises, one car was

parked at 45°, thus sticking out into the driving lane. A second car allied to the business was parked on double yellow lines directly opposite the first car, further blocking the driving lane, even though both could have been parked in the car-park. This had further underlined his belief poor parking in the southern shopping area was not solely related to the council's charging for use of the Village Green car-park. Cllr McElroy said he had photographs showing the bad parking. Other councillors agreed parking was usually bad in the southern shopping area and it was not just because of charging for use of the Village Green car-park. The Clerk said the council's Planning & Licensing Committee had agreed 3am was not an appropriate business time in the village and had responded to the Licensing Application accordingly. ADC was unable to make a decision on the Licensing Application at this time as the relevant committee was unable to sit. He added he could forward the photographs to the Civil Parking Enforcement team at ADC, but it was running with a reduced staff at the moment. Cllr McElroy said the Amenities Committee could consider how better to publicise the fact the car-park is temporarily free-of-charge as some councillors said they were unaware of this.

There were no additional updates from the Audit & Governance Committee, Community Engagement Committee, Finance & General Purposes Committee or Personnel Committee.

276/20 AMENITIES COMMITTEE – SEA ROAD FIG TREE

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

Amenities Committee – removal of the Sea Road fig tree

Cllr McElroy to introduce this item.

Council is asked to agree to the removal of the fig tree adjacent to the Sea Road toilet block as recommended by the council's annual tree inspection report.

In the council's annual tree inspection report, the council was advised the following with regards to the fig tree at the entrance of the Village Hall:

“Taking the visible evidence into account and the close proximity to the toilet block, this tree now poses an unacceptable risk to people and property and should therefore be felled, the stump ground out and then replanted with a replacement tree of an alternative species”

The report recommended the tree be removed within seven days of receipt of the report.

Appreciating this tree has strong family attachments for Mrs Lee, I telephoned and wrote to Mrs Lee advising her this matter would be discussed at the Amenities Committee on 16th March, and asking her to call in to discuss this ahead of that meeting. Mrs Lee was away at the time but was back in time to attend the meeting on 16th March, by which time a second opinion had been sought from the council's usual tree surgeon; he had agreed with the arboriculturist's opinion.

We had also made the council's insurers aware of the situation seeking reassurance we would still be covered if something happened to the tree whilst we discussed the situation internally and with Mrs Lee. An email back to Dawn advised, “As guidance provided by the HSE and Forestry Commission is very general, at this time, our panel of insurers have not introduced any specific requirements regarding the management of trees. The Policy Condition requiring reasonable precautions to be taken to reduce the risk of injury or damage arising remains the key consideration. Our advice therefore is Councils should seek and follow expert advice from an Arboriculturist on the health of the trees under their control with any points arising from the subsequent report, acted on. Therefore our recommendation is to carry out the suggested work by the Arboriculturist as soon as is practical as this mitigates the risk somewhat.”

The Amenities Committee agreed to try and arrange a meeting between Mrs Lee and the arboriculturist so he could explain how he came to his conclusion. Although Dawn attempted to arrange such a meeting, the arboriculturist felt it was not appropriate to meet even with social distancing respected.

Dawn wrote to Mrs Lee on 27th March to advise her of this. Dawn's letter included further information from the arboriculturist, “*With regards to the Fig tree, there are wood decay fungus fruiting bodies now visible at the base of the tree, this would indicate a level of internal decay, the*

extent of which is unknown to the naked eye. The tree also has a significant lean in the direction of the toilet block and if failure were to occur it would without doubt cause significant damage.” He suggested further testing could be carried out by a suitably-qualified person at an approximate cost of £400, “However, I don't personally think the cost is justified in this case and as such didn't add it to my initial recommendations”.

Additionally, I contacted the ADC arboriculturists to see if there was any possibility they could visit the tree – no response. At Cllr Toney’s suggestion, we have also had a local photographer photograph the tree’s lean, for future reference.

Mrs Lee did not initially respond to Dawn’s letter, so Dawn followed-up with a telephone call. Mrs Lee asked the council to consider spending the £400 on the further test.

This proposal was considered by Cllrs McElroy and Toney, as Chairman of the Amenities Committee and Council respectively. Both agree the decision should be taken to have the tree removed without further ado.

Should the decision be taken to remove the tree, the Amenities Committee would consider whether to plant a replacement tree there and, if possible, seek input from Mrs Lee to such a decision.

Simon Cross – **Clerk to the Council**

27th April 2020

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

Amenities Committee – removal of the Sea Road fig tree

On 1st May, the council received the following email from two residents of Normandy Lane:

“[We] wish to raise our serious concerns re the proposed felling of the iconic fig tree, which looks healthier than ever following its pollarding. The cynic in me hopes that it is not being done just in case it damages the refurbished toilet block - the tree has been leaning that way for a long, long time.

“Please can you raise this at the meeting on Monday night.”

Simon Cross – **Clerk to the Council**

1st May 2020

The Clerk had circulated the following two photographs in advance of the meeting:



The Sea Road fig tree photographed on Thursday, 30th April 2020

Councillors had also seen public comments on this proposal on the Nextdoor social media website.

Cllr McElroy gave the background to the proposal to remove the fig tree. All the other works described in the tree inspection report as of the highest priority had been carried out. The Amenities Committee had held back on the future of the fig tree because it was aware of the local sensitivity regarding the tree. As such it had kept Mrs Lee informed throughout and indeed Mrs Lee had attended the Amenities Committee meeting on 16th March, and now the committee wanted the council to make a decision.

He disputed Mrs Lee's comment that "some of you have wanted to get rid of said tree." Back in 2018 (check date), the council had initiated a pollarding of the tree to prolong its life but trees have a natural lifespan. The arboriculturist believed the tree was diseased at the base, so Mrs Lee's suggestion of taking down the tree in sections was impractical. Cllr McElroy was aware the council could spend a further £400 on a more in-depth report, but had had a discussion with the Chairman of the Council and between them they agreed the responsible course of action, in light of the arboriculturist's report and the insurers' comments, was to fell the tree. The Amenities Committee would be keen to plant a replacement tree there, involving Mrs Lee in the choice of tree if she was willing. For the safety of local residents, Cllr McElroy believed the council had no option but to remove the tree.

Cllr Mathias pointed out the insurers had said there were no guidelines, all they said was it was advisable to act upon the arboriculturist's advice. Cllr Mathias's point was the insurers were not instructing the council to remove the tree.

Cllr Bradshaw said he hoped the Amenities Committee would put another tree in the same place if the decision was to replace the fig tree. His heart did not want to see the tree felled but his head understood why it should be. Cllr Gander said she thought the tree was leaning in a perilously dangerous manner. Cllr Bowman questioned the impact of removing the tree without a survey of the tree's roots.

Cllr McElroy said a felled tree's roots would generally be left in situ for nature to take its course and backfill as the roots withered and disintegrated.

The council noted the arboriculturist's advice not to plant another fig in the same location.

1413 The Council **RESOLVED** to remove the fig tree adjacent to the Sea Road toilet block as recommended by the council's annual tree inspection report.

Twelve councillors voted in favour. Cllr Mathias asked for his vote against this resolution to be recorded in the Minutes.

(Mr and Mrs F left at the conclusion of this item.)

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

Audit & Governance Committee – 2020 Standing Orders

Cllr Mathias to introduce this item.

Council is asked to adopt new Standing Orders in line with the latest Model Standing Orders issued by the National Association of Local Councils.

Standing Orders is the document which governs a lot of council business. Although they have been updated over the years, the council's current Standing Orders are based upon the 2011 Model Standing Orders. That was not a problem for our previous Internal Auditor, but the council's current Internal Auditor has recommended the council adopt the latest Model Standing Orders sooner rather than later.

As you will have read in the Audit & Governance Committee report above, Cllrs Gunston and Wilkinson were going to work with me on tailoring the new Standing Orders to this council's needs although, in truth, there is little we would change. Sections this council has added over the past ten years, have been added to the 2020 draft.

Cllr Gunston and I did not wholly agree on whether they should be brought forward for adoption without a more thorough review before adoption. However, we have agreed they can be brought forward and adopted on the understanding the Audit & Governance Committee reviews them as part of its next meeting.

Simon Cross – **Clerk to the Council**

28th April 2020

Cllr Mathias spoke in support of the Clerk's report. He himself had been through the new Model Standing Orders proposed and had found a few minor points he would like the Audit & Governance Committee to discuss fully but nothing he felt should hold up the adoption of the Standing Orders.

Cllr Wilkinson questioned the gender neutrality of the proposed Standing Orders and the repeated use of the word Chairman and the pronoun he. The Clerk responded Chairman was the legal term in government, regardless of gender, and that if the National Association of Local Councils had not yet adopted gender neutrality in its documents, perhaps this council should not rush to do so, although that was for the Audit & Governance Committee to consider. Cllr Mathias said he believed most legal documents still used the male pronoun to represent people of any gender identity.

Cllr Gander questioned why the council was rushing through the adoption of these Standing Orders if the Audit & Governance Committee had not had time to look at them properly. Cllr Mathias said he believed it was wise to agree with the Internal Auditor's recommendation to have the revised Standing Orders in place before his next visit, which was imminent. Cllr Gunston said he had asked the same question but had agreed with the Clerk the process of adopting the Standing Orders now and having the Audit & Governance Committee review them at the committee's next meeting. He agreed with Cllr Mathias none of the changes were earth-shattering or likely to impact upon how this council operates.

1414 The Council **RESOLVED** to adopt new Standing Orders in line with the latest Model Standing Orders issued by the National Association of Local Councils.

Twelve councillors voted in favour; Cllr McElroy abstained.

278/20 PLANNING & LICENSING COMMITTEE – ASSETS OF COMMUNITY VALUE

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

Planning & Licensing Committee – renewal of Assets of Community Value

Cllr Mathias to introduce this item.

Council is asked to agree the full list of Assets of Community Value as listed in Proposal 1 of the East Preston Neighbourhood Plan be resubmitted for consideration as soon as ADC gives notice these are up for renewal.

The East Preston Neighbourhood Plan became a legal document with effect from March 2015. Within that document, *Proposal 1: Assets of Community Value*, listed eleven premises within the village which should be designated as Assets of Community Value. These eleven premises were submitted to ADC for consideration on 10th and 11th June 2015 and were designated Assets of Community Value on 29th July 2015. That designation is valid for five years.

For quick reference, the eleven premises are: Conservative Hall; East Preston Youth Centre; Marjorie Bridger Scout Hall; Royal British Legion; Angmering-on-Sea Lawn Tennis Club; East Preston & Kingston Bowls Club; Guide Hall; East Preston Football Club; East Preston & Kingston Village Hall; East Preston Schools; East Preston Library.

The Localism Act 2011 states “a building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future.”

The Neighbourhood Plan states, “If the village were to be deprived of any of the above venues or open spaces, this would have a considerable effect on the societies and functions in the village. Their retention for village use is therefore considered as of supreme importance.”

With the five-year designation coming rapidly to an end, at its meeting on 9th March, the Planning & Licensing Committee agreed all eleven properties should be submitted for re-designation as Assets of Community Value as soon as ADC gives notice their designations are coming to an end.

Simon Cross – **Clerk to the Council**

28th April 2020

Cllr Mathias said he could add nothing to improve upon the Clerk’s report.

Cllr Wilkinson said he had met with the Clerk to express some concerns about omissions from the proposed list. The Clerk added he had suggested Cllr Wilkinson’s concerns be discussed at a meeting of the Planning & Licensing Committee at which a representative of the East Preston & Kingston Preservation Society could comment. The list before the council this evening had been given the village’s backing in the Neighbourhood Plan referendum held on 28th January 2015. Over 1,000 residents had voted in the referendum to adopt the East Preston Neighbourhood Plan 2014-2029, with 91.88% voting in favour. Any concerns Cllr Wilkinson had could kick-start a discussion on reviewing the Neighbour Plan.

1415 The Council **RESOLVED** unanimously to the full list of Assets of Community Value as listed in Proposal 1 of the East Preston Neighbourhood Plan be resubmitted for consideration as soon as ADC gives notice these are up for renewal.

279/20 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

The Leases Working Party met as part of the Audit & Governance Committee meeting on Monday, 9th March.

Although there was agreement to return to working on the lease between the council and the East Preston & Kingston Village Hall Foundation, there was less agreement about which approach to take. There was some belief the Foundation should be asked to run as per the 1982 Lease & Trust Deed and then report to the council on which parts of that document did not work thirty-eight after it had been signed. The alternative proposal was not to look back as it was felt the Foundation would only have changed its adherence to the Lease & Trust Deed if it was not working

and that should not be challenged. It was agreed to discuss this latter proposal further with representatives of the Village Hall Foundation at the meeting that was scheduled for 18th March but subsequently cancelled.

Simon Cross – **Clerk to the Council**

28th April 2020

Cllr Mathias did not add anything further to the above report.

280/20 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. East Preston Business Community Business Breakfast, 4th March**
- 5. East Preston Voluntary Service**
- 6. East Preston Business Community Business Breakfast, 8th April**
- 7. Social media**
- 8. MailChimp stats**
- 9. A selection of things we have been asked since the last meeting**
- 10. Things we have been asked since the last meeting – pandemic questions**
- 11. Recent bouquets and complaints**
- 12. East Preston Voluntary Service feedback**
- 13. Leave**
- 14. May meetings and events**

1. Introduction

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

2. Police matters

On 7th April, on behalf of a resident of Copse View, I contacted Sussex Police to ask for patrols of Langmeads Field and the Warren Recreation Ground to be stepped up as these were enclosed open spaces and we had received a few reports of groups meeting on Langmeads Field, contrary to social distancing guidelines. I did not feel the police contact centre response of, "In regards to breached of social distancing these need to be reported at the time they are happening so we can best react" to be particularly helpful.

PCSO Neil Billingham provided a more positive response, "I have been patrolling the whole East Preston area as I have been able, but not specifically Langmeads Rec, so I will target that on my next rounds!"

Similar concerns have been raised by the Friends of Langmeads to ADC.

3. Freedom of Information / Data Protection requests

The council received no Freedom of Information or Data Protection requests during the months of March and April.

4. East Preston Business Community Business Breakfast, 4th March

I attended this meeting with Cllrs Linton and Moore. About eight local businesses were present and apologies had been received from three others.

I led the meeting as Tim Bigger was unavailable. As part of the introductions, I asked those present to say what their bugbear was in the village. Most replied parking at the southern end and the perceived lack of use of the Village Green car-park, parking on grass verges across the village, exiting Willowhayne Crescent and Manor Road, recyclables being left to litter the village and, apparently, St Mary the Virgin church is too small.

With regards to the parking and the Village Green car-park, Cllrs Linton and Moore will be able to report back to the Amenities Committee on what was said.

The meeting also began consideration of whether or not the Business Community should have some sort of stall at the East Preston Christmas Celebrations. Fr Andrew suggested maybe the Business Community could have a hot chestnuts stall as a draw.

Thanks to Sam for hosting at The Seahorse Café and for agreeing to host all Business Breakfasts in the one venue this year.

The next Business Breakfast will be on 1st April at The Seahorse Café.

5. East Preston Voluntary Service

On the 19th March, the Chairman and Vice-Chairman of the Council informally met with the Chairman and Vice-Chairman of the Personnel and Community Engagement Committees to prepare this council's response to the current COVID-19 public health crisis.

The meeting was originally open to a wider number of councillors but concerns over social distancing in the Council Office's small meeting room, led to the reduced invitation. Cllrs Toney, Linton, Gander and Duff were in attendance.

The meeting considered matters relating to the safety of members of the staff and how the council could function if members of staff fell ill. The meeting agreed the council's two Village Orderlies would be stood down for the time being, owing to them both being in a high-risk category in some way.

The meeting then considered how best the council could serve the community.

Out of that was born the temporary East Preston Voluntary Service. The Voluntary Service was created to match willing volunteers with people in the village they could help in some way. The council had already been approached by about seven residents willing to help even before this meeting had taken place.

Over the next few days, an A4 flyer was designed and about forty willing volunteers collected envelopes bearing the names of streets to which they then delivered the flyers. We believe the flyer was delivered to about 95% of the village within 24 hours. The flyer was also reproduced on Facebook and in the council's e-newsletter to residents. The flyer simply let people know the council was here to help them should they need help during this crisis.

An initial flurry of interest meant there were over 90 households registered for help by the end of March. There are currently 140 households registered with the Voluntary Service. There are a similar number of volunteers carrying out tasks such as shopping, prescription-collecting, dog-

walking and telephone calls alongside more unique requests such as the lady who had her grass mowed by the Chairman of the Council.

The four councillors above have been joined by Cllrs Bradshaw and Gunston in their administering of the service. Each of the six act as Service Coordinators. Each volunteer who comes forward with their completed paperwork is allocated to a Service Coordinator. Likewise each service user is allocated to a Service Coordinator. The Service Coordinator then matches a service user to a volunteer willing to do what the service user needs, and hopefully that relationship will be maintained for the duration of the crisis, with service users and volunteers speaking directly rather than reverting back to the council. Of course, the Service Coordinators remain there for service users and volunteers to contact if there are any problems. To date there has been only one fallout between a service user and a volunteer and that was swiftly resolved.

Cllrs Bowman, Chapman, Moore and Wilkinson have all volunteered to help local residents, whilst Cllrs Gale, Mathias and McElroy have their own arrangements in place.

The “emergency committee” expected there to be an ever-increasing number of households in need of help as more households became impacted by the virus and also as volunteers became ill. The committee is very grateful that has not been the case, and thanks East Preston residents for staying safe at this time.

The Service has received praise from both Arun District and West Sussex County Councils.

For what it’s worth, I think it has been a very rewarding project to be part of and it has added to the council’s good name.

6. East Preston Business Community Business Breakfast, 8th April

Following a suggestion from local photographer, Scott Ramsey, the April Business Breakfast went ahead via the Zoom conference calling platform. Cllr Linton also attended from the council and about eight local businesses plus St Mary the Virgin Church were represented.

It was good to find out how some local businesspeople have adapted to the lockdown, be it doing an alternative job whilst they cannot do their own or adapting their own business to keep going.

Kerry Frost reported she had sold 6,000 eggs to local residents during the week beginning 30th March, that’s one for every East Preston resident.

Scott was thanked for the short film he had made about the #eastprestoncommunity posters which had appeared around the village at the time of the lockdown. As of the meeting, Scott had calculated the film had been seen approximately 50,000 times.

Although the call only lasted half an hour, those present welcomed it as a chance to connect with their business friends and further calls will take place on the first Wednesday of each month until we are able to meet in person again.

7. Social media

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

- Photograph of a pair of spectacles tied to a lamp-post, courtesy of Paul Amoo – 1,514 people
- Photograph of Book Exchange set up outside the Council Office, thanks to Emma Reeves-Luker – 1,309
- Photograph of a cat missing from the Rustington / East Preston border, found later the following day – 1,193
- Post thanking the first week of the East Preston Voluntary Service volunteers – 1,184

- Video of Cllr David Moore and Mr Andy Billups playing *You'll Never Walk Alone* in Willowhayne Avenue on Thursday, 16th April at the 8pm Applause for the NHS session – 1,034
- MailChimp link to e-newsletter dated 18th March – 1,023
- Post of the Coronavirus letter to all residents – 893
- Post from member of the public about ensuring all rubbish is bagged up safely – 844
- Photograph of a painted East Preston stone - 797
- Photograph of someone's missing wrap (the wearable sort) - 703
- Post announcing the closure of the Council Office from 23rd March and the cancellation of the V.E. Day *Funday Sunday* event - 658
- MailChimp link to e-newsletter dated 26th March – 647
- Repost of Bald Explorer video about East Preston - 588
- MailChimp link to e-newsletter dated 19th March - 577

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 27th April)

The number of people currently liking the council on Facebook is 1,311, a increase of 21 over the last report.

8. **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 – 20th February – sent to 813 recipients, opened by 528 (65.4%)

Parish Council news – 26th February – sent to 813, opened by 520 (64%)

Parish Council news – 18th March – sent to 817, opened by 545 (66.7%)

Parish Council news – 19th March – sent to 818, opened by 575 (70.3%)

Parish Council news – 26th March – sent to 828, opened by 571 (69.1%)

Parish Council news – 4th April – sent to 831, opened by 615 (74.1%)

Parish Council news – 16th April – sent to 834, opened by 609 (73%)

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

“Can you help me find a ukulele teacher?”

“Can you switch notifications on on my mobile phone?”

“Is there any chance any neighbours have grown tomato plants etc that I could purchase?”

10. Things we have been asked since the last meeting – pandemic questions

“Why are there children playing on park by EP football club”.

“I am trying to find the location of the nearest crisp packet recycling point. It is either in or outside the parish council offices. Do you know if this information is correct?”

11. East Preston Voluntary Service feedback

Following the delivery of the leaflet, the council received a good number of calls and emails praising the council’s action. Below are just a few examples.

“Once again you and your council have gone the extra mile. Thank you so much, the community at its best.”

“I cannot thank you enough just for calling me back. I have tried all the other voluntary organisations and none has even called me back. I did speak to someone at the West Sussex County Council service, but they were completely useless.”

“The Council’s scheme to assist medically vulnerable residents is working very well for me.”

From a woman looking for help with her day-to-day laundry, “Hello Simon. I didn’t mention yesterday that I had done my own investigating purely on the clue you gave me about launderettes. I, in my ignorance thought that they did not exist. (how wrong can you be). So thanks to you all who put your thinking caps on, my grateful thanks.” Subsequently, the same lady has written in, “Everything as far as my laundry is concerned could not be better. Adrian picks up on a Monday and returns it all washed, dried and neatly folded on Tuesday. Job done. Because I can’t get to the post office to get cash at the moment, I set up a Standing Order for him so that he can be paid for his services and I don’t have to worry. I wish I had known about him a long time ago, and it’s all thanks to you and a leaflet being put through the letter box.”

A thank you telephone call was received from a resident who has lost seven siblings and just wanted some biscuits.

“Thanks for putting me in touch with Jane. She has been very efficient so far and it is much appreciated.”

From a lady needing help getting a prescription, “That’s brilliant Elizabeth, that is very kind and helpful of you. You’re all doing a fantastic job.”

From residents of Myrtle Grove, “This is just to say thank you for your leaflet which was at home when we got back from locked down France. We are both well and able but if the need comes in the future it is good to know there are volunteers in the community.”

“A great effort and big thanks deserved to all those involved!”

12. Recent bouquets and complaints

(In addition to anything reported above)

From residents of Sea Lane days after they reported a broken manhole cover, “The broken manhole cover in Sea Lane was replaced yesterday, well done.”

In response to birthday greetings sent in April to one of the more senior residents in the village, “Many thanks for your greeting. As you can imagine I have been out and about riotously celebrating the fact that on neither side of my parents’ families can I find another of my age. [...] There are times when one is thankful to be the age you are. This is one of them for me. Regards to all in your office who look after us all so well.”

From a resident of Fincham Close, “Hi Simon, I just wanted to say a GREAT BIG THANK YOU to you and your team for the work that you all do. I find Receiving this regular email really helpful.”

13. **Leave**

No member of council staff currently has any leave booked in May.

14. **May Meetings and Events**

This list may be incomplete and is subject to change.

- 4th Full Council (19:00, Zoom)
- 6th East Preston Business Community Business Breakfast (08:00, Zoom)
- 11th Planning & Licensing Committee (18:00, tbc)
- 18th Amenities Committee (19:00, tbc)
- 26th Planning & Licensing Committee (18:00, tbc)
Community Engagement Committee (19:00, tbc)

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**

28th April 2020

Item 6 – East Preston Business Community Business Breakfast, 8th April – the Clerk confirmed there would be a May Business Community Business Breakfast video conference at 08:00 on 6th May. Cllr Linton stated she would represent the council at the call.

Item 7 – Social Media – the Clerk confirmed the Book Exchange box was still situated outside the Council Office. It appeared to be a popular addition as the books inside did appear to be turning over and being added to.

281/20 EXTERNAL MEETINGS AND EVENTS

No councillor or officer had attended any external meetings or events owing to the government’s national lockdown in response to the COVID-19 pandemic.

282/20 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no reports to respond to.

283/20 COMMITTEE MEMBERSHIP FOR 2020/21

The following paper was circulated in advance of the meeting:

Committees for 2020/21

Each year, council reviews the membership of its committees, giving councillors the opportunity to use their skills on different committees. In January 2013, council “**RESOLVED** that with effect from May 2013, in order to effect greater rotation of councillors between committees, the Chairman of the Council and the incumbent chairmen of the Committees will have a greater say in which councillors sit on which committees; this understanding to be in place until at least the end of the current municipal term, i.e. May 2015.” (Minute 013/13, Resolution 0635) There has, to date, been no move to revoke this policy.

All councillors were sent a form on 30th March. All councillors have returned their form in one format or another.

The incumbent chairmen of each committee and the Chairman of the Council have been contacted with the details of councillors willing to sit on those committees.

Council is asked to agree the committee membership as noted below:

Amenities	Gale, McElroy, Moore and Wilkinson	one vacancy
Audit & Governance	see note below	to be confirmed
Comm. Engagement	Bowman, Chapman, Duff, Gander and Moore	full
Finance & GP	Gunston, McElroy, Mathias and Wilkinson	one vacancy
Major Events	Bowman, Chapman, Duff, Gander and Gunston	full
Personnel	Duff, Gale, Gander, Linton, Toney with Wilkinson (substitute)	full
Plan. & Licensing	Bowman, Bradshaw, Mathias, Moore and Wilkinson	full

At the April 2018 meeting, it was resolved the Chairmen of the above committees should automatically be members of the Audit & Governance Committee. Therefore, membership of that committee will be finalised at the June or maybe July Full Council meeting. Cllrs Gunston, Mathias, McElroy and Wilkinson have all expressed a willingness to be a member of this committee should they not automatically become a member through chairing one of the other committees.

As Chairman and Vice-Chairman of the Council elected tonight, Cllrs Toney and Linton are automatically members of the Personnel Committee and they are also entitled to attend and vote at meetings of the other committees. The above permits all committees to function within their Terms of Reference.

As you will note, the Amenities and the Finance & General Purposes Committees both have a single vacancy. If you would like to fill that vacancy, please let me know.

Simon Cross – **Clerk to the Council**

27th April 2020

All present agreed the table reflected their wishes and expectations.

1416 The council **RESOLVED** unanimously to agree the committee membership for 2020/21.

The Clerk would keep councillors up-to-date with the populating of the Audit & Governance Committee as councillors took on the role of committee chairmen.

Councillors were asked to let the Clerk know if they were interested in the vacancy on either the Amenities or Finance & General Purposes Committee.

284/20 WORKING PARTY MEMBERSHIP FOR 2020/21

The following paper was circulated in advance of the meeting:

Working parties for 2019/20

Each year, council reviews the membership of its working parties, giving councillors the opportunity to use their skills on different working parties.

All councillors were sent a form on 8th April, asking for completed forms to be returned by 23rd April.

Council is asked to agree the working party membership as noted below:

Leases	Gunston, Mathias, Moore, Toney and Wilkinson
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As Chairman and Vice-Chairman of the Council elected tonight, Cllrs Toney and Linton are entitled to attend and vote at meetings of the council's working parties. The above permits all working parties to function within their Terms of Reference.

Simon Cross – **Clerk to the Council**

28th April 2020

1417 The council **RESOLVED** unanimously to agree the working party membership for 2020/21 as Cllrs Gunston, Mathias, Moore, Toney and Wilkinson.

285/20 FREEDOM OF INFORMATION PANEL MEMBERSHIP FOR 2020/21

The following paper was circulated in advance of the meeting:

Freedom of Information Panel

The council has a Freedom of Information Panel to consider Freedom of Information requests received from the public.

Council is asked to agree the panel's membership for the coming year as Cllrs Linton, Mathias, Toney and Wilkinson.

Simon Cross – **Clerk to the Council**

27th April 2020

1418 The council **RESOLVED** unanimously to agree the Freedom of Information Panel membership for 2020/21 as Cllrs Linton, Mathias, Toney and Wilkinson.

286/20 REPRESENTATIVE TO THE EAST PRESTON & KINGSTON VILLAGE HALL FOUNDATION COMMITTEE FOR 2020/21

The following paper was circulated in advance of the meeting:

East Preston & Kingston Village Hall Foundation

The council can have a member sit on the committee of the East Preston & Kingston Village Hall Foundation.

Council is asked to agree Cllr Bowman is the council's representative to the East Preston & Kingston Village Hall Foundation. Cllr Bowman is the sole candidate for this post.

The mechanics of this appointment will need to be agreed with the committee of the Village Hall Foundation which is aware of the council's desire to fill this post.

N.B. the six-monthly tenancy meetings with the Foundation would still be attended by the Chairman of the Council and the Chairmen of the Amenities, Audit & Governance and Finance & General Purposes Committees.

Simon Cross – **Clerk to the Council**

27th April 2020

1419 The council **RESOLVED** unanimously Cllr Bowman was to be the council's representative to the East Preston & Kingston Village Hall Foundation for 2020/21.

287/20 NEW ITEMS FOR THE NEXT MEETING (1ST JUNE 2020)

Representatives to South Strand Community Toilets and East Preston Youth Club.

The meeting concluded at 20:20.

Chairman: Date: **1st June 2020**
Councillor Steve Toney

END