



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 6th July 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 19:39)

Arun District Councillor Terry Chapman (until 19:39)

Keith Chamberlain, East Preston Cricket Club (until 20:16)

Mrs D (until 20:16) and Mrs M

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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 19:00.

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*.

422/20 INTRODUCTIONS

Cllr Toney welcomed those present and led a rollcall of councillors, officers and members of the public.

423/20 FORMER COUNCILLORS, DOUG MEDHURST AND CHRISTOPHER ROBERTS

Cllr Toney read the following statement:

“Before this evening’s meeting continues, may I ask you all to join me in two minutes’ silence in memory of former councillors, Doug Medhurst and Chris Roberts, who sadly died on 22nd and 23rd June respectively.

“Both had lived more than half of their lives in the village. Both were parish councillors for many years and both had a great, positive impact on the village and the surrounding area, Doug even earning the nickname Mr East Preston.

“Focussing on their involvement with the council, Doug was co-opted to the council in September 1984, by which time he had led the creation of the East Preston Festival. He served as Chairman of the Council between 1991 and 1995 and stood down as a councillor in the late 1990s, early 2000s.

“A Merchant Navy captain, Chris joined the council in the early 1980s and stayed a councillor until 1999. He re-joined the council in 2007 and was chairman from 2009 until standing down again at the May 2011 Local Elections. The council’s purchase of the Council Office occurred during Chris’s watch.

“It is particularly upsetting both have passed away at a time when the village cannot show its appreciation of their contribution as fully as it would wish.

“Our thoughts are with their families, particularly Doug’s daughter Alison, and Chris’s children, Amanda and Jonathan.

“Please join me now in a minute’s silence in memory of Doug, followed by a minute’s silence in memory of Chris; please feel free to stand or remain sitting as you prefer.”

This was followed by two minutes’ silence in honour of Mr Medhurst and Mr Roberts.

The Clerk reported the thanks from both families for the condolences, lovely messages and support they had received from the council and the village as a whole. In an email on the afternoon of the meeting, Alison Grant had also referred to the article about Doug the Littlehampton Gazette had included in its 2nd July edition, “Very touched of the quotes from both the Chair of Council and Chair of Festival and grateful of their time & energy to write them. What a great honour to give Chris and Dad a minute's silence at tonight's meeting. My thoughts are with you.”

424/20 APOLOGIES FOR ABSENCE

All Parish Councillors were present.

425/20 DECLARATION OF INTERESTS

No interests were declared at this time. Cllr Toney reminded councillors they could declare an Interest at the beginning of each Agenda Item.

426/20 PUBLIC SESSION

Agenda Item 13a – Amenities Committee – Mrs D asked whether there was any news on the council’s intentions to trial a bus service to the southern end of the village again, as detailed in the Winter 2020 Newsletter. Mrs D added she, personally, thought this was a very good idea.

No Agenda Item – Mrs D also asked how it had come about any money raised by the sale of the East Preston Yarnbomb Sisters’ bicycles would be split equally between the East Preston Festival and the South Strand Community Toilets.

427/20 COUNCIL RESPONSES

Cllrs Toney and Linton and the Clerk all responded the council was still committed to the possibility of a trial of a bus service to the southern end of the village but, like some other projects, this had been put on hold during the pandemic. An end-of-March meeting scheduled with Stagecoach had had to be postponed indefinitely.

The Clerk explained a member of the public had stopped him in the street several weeks ago, suggesting the yarnbombed bikes be made available to purchase with the proceeds going to the Festival Committee. The Clerk had referred this on to the leader of the Yarnbomb Sisters who had discussed the idea with her colleagues and come back saying all proceeds could go to the South Strand Community Toilets. The Clerk had reminded the lead Yarnbomb Sister the original suggestion had been

for the money to go to the Festival Committee, at which point it was agreed to split the money equally between the two organisations. The Chairman of the South Strand Community Toilets had written into the council expressing his group's thanks for this.

428/20 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins started by picking up on an item which had been discussed at the Annual Parish Meeting on 22nd June. Work was progressing well on improvements to Children's Services within the county. An Improvement Plan was viewable on the council's website and showed the improvements being seen as part of a £7m Plan. COVID-19 had, inevitably, caused a slight delay in progress to some of the items. Cllr Elkins believed a further progress report would be available towards the end of July.

"Returning to the new normal" Cllr Elkins said there had been a further relaxation of restrictions at household waste facilities which included help now being available for those with mobility issues. The further relaxation had been "very well received."

The Library Service was now offering a Select and Collect Service. Subscribers could call to select a book and then collect it from the front door of their chosen West Sussex library.

Part of Willowhayne Crescent would be closed for part of Thursday, 23rd July to enable WSCC contractors to repair a kerb.

Whilst the government continued to relax its COVID-19 response, the WSCC Community Hub continued to be available to those who most needed it, and this was still working well. The County Council remained vigilant about public health and in its support of Care Homes and Hospitals. Special attention was being paid to those being discharged from hospitals.

In response to a question, Cllr Elkins said the Community Hub would be continuing as it has been with assistance from local groups. In response to a further question, Cllr Elkins said he did not have any knowledge of whether any of the local groups set up in response to the pandemic had started to wind down.

The county council still has financial challenges to meet. The estimated cost of the pandemic to the council was £70m. Central government had awarded £36½m funding so far. The council's finance officers were modelling in a downturn in income too, for example, loss of revenue for car parks and libraries. The council was still supporting bus services where possible, again these had been hit by a loss of revenue. The council was still lobbying government for further grant funding related to the pandemic.

In response to a question about the A259, Cllr Elkins said the council's plans were still moving forward and the contracts were just being finalised. He had no specific dates yet but was hopeful work would start towards the end of the summer.

429/20 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 he was currently involved with two housing cases centred on East Preston.

Looking back on the beginning of lockdown, at the end of March, Cllr Chapman felt there had been some confusion over who was vulnerable and who was eligible to be on supermarket delivery lists. He had helped one couple get on to the vulnerable list they should always have been on.

Cllr Chapman had been disappointed at the "dreadful parking" when the world descended upon East Preston beaches because they could. He attempted to get ADC's Civil Parking Services Team to attend but it was short of resources and unable to help. He also spoke to some inconsiderate parkers but was dismissed and ignored.

On a more positive note, he wanted to thank the two local residents who had carried out such a sterling clean-up of the Conservative Hall's outside areas; thirty-six wine bottles had been recovered from the undergrowth. Cllr Chapman reported the couple were keen to continue looking after the tidiness of the Conservative Hall site.

The Conservative Hall trustees were investing in new digital cctv cameras, to be fitted later in July probably, and also some new fascias, gutters and downpipes. The venue was considering some form of re-opening in mid-August but this would depend on government guidance at the time. The venue would be providing hand-sanitiser points and relevant signage, but the onus would remain with the users. The downtime had been an opportunity to carry out some improvements at the venue.

District Cllr Chapman continued by saying he had been asked to chair a District Council Task & Finish group on the council's COVID-19 Recovery Plan. He had chosen a good team of councillors to work with him with a challenging deadline of 20th July. He apologised there simply would not be time to include town and parish council representation in this but he offered to keep the Clerk advised of any local implications.

ADC had supported Freedom Leisure throughout the pandemic. Freedom Leisure was a charity which ran leisure services on behalf of the District Council. There was no sense in letting the charity fail as the council could then be left with mothballed leisure facilities, so it had been the better idea to keep financially supporting the charity.

ADC was predicted to be £2.6m in deficit by the end of August, although Cllr Chapman thought that a conservative estimate. The council was awaiting proposals from central government as to how it was going to support local government recovery.

Cllr Chapman admitted he was perplexed by a proposed further relaxation of Planning Regulations to allow more commercial space to be converted to housing and to get more housing built. There was no detail available on this proposal yet.

Cllr Chapman was concerned there was still a lot of interest in developing land to the east of Kingston Lane. He was keeping Kingston Parish Council informed and would keep East Preston Parish Council informed too.

There being no questions, the Chairman thanked Cllrs Chapman and Elkins for attending.

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

430/20 MINUTES OF THE MEETING HELD ON 8TH JUNE 2020

The draft Minutes were circulated to all councillors on 11th June, asking for comments by 18th June. No amendments were suggested.

1434 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 8th June.

The meeting **AGREED** this action could be completed by the Chairman on the morning after the meeting. [Clerk's Note: Cllr Toney signed the Minutes at 08:45 on the 7th July]

431/20 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS

Council **NOTED** the following report, which had been circulated in advance of the meeting.

Monthly Update Report

- 1. Introduction**
- 2. Minute 328/20 – Annual Financial Matters – Annual Governance and Accountability Return for the year-ending 31st March 2020**
- 3. Minute 338/20 – South Strand Community Toilets**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 8th June 2020.

2. Minute 328/20 – Annual Financial Matters – Annual Governance and Accountability Return for the year-ending 31st March 2020

The Annual Return supporting paperwork was collated by Tracy and I on 24th June and Tracy posted it that afternoon. We received confirmation it had been received by the External Auditors on 29th June.

3. **Minute 338/20 – South Strand Community Toilets**

I have let the committee of the South Strand Community Toilets know of Cllr Bradshaw's appointment as council representative. We have agreed to have a meeting soon to discuss how this will work in practice.

Simon Cross – **Clerk to the Council**

29th June 2020

Nothing was added or asked.

432/20 FINANCIAL MATTERS

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

- 1435** The council **RESOLVED** to approve the Outstanding Purchase Orders report for 2020/21, value £3,267.49 (excl. VAT).
- 1436** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid reports for June (totalling £1,367.54), and Late Payments (May totalling £199.54) (incl. VAT).
- 1437** The council **RESOLVED** to approve the Supplier BACS Invoices Paid reports for June (totalling £20,966.34) (incl. VAT).
- 1438** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £145,288.09 (incl. VAT) for the financial year ending 31st March 2021.

The council NOTED the paper Bank Reconciliation to 12th June 2020.

The council NOTED the year-to-date Budget Summary Report for 2020/21.

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

433/20 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 15th June; Planning & Licensing on 22nd June; Finance & General Purposes and Major Events both on 29th June.

Draft Minutes from each of these meetings, may have been circulated to all councillors ahead of this evening's meeting.

Simon Cross – **Clerk to the Council**

26th June 2020

Amenities Committee

Sea Road Toilets – The two Unisex toilets were reopened on 22nd June, the new door locking mechanisms have been fitted and appear to be working correctly and the flush problem has been resolved.

Car Park Scheme - Due to COVID19 lockdown, the face to face business consultation, regarding the car park scheme and traffic management could not take place. Therefore, the committee wrote to all shopfront businesses at the southern end of Sea Road asking for their thoughts in writing.

The committee reviewed the responses received from six businesses by the original closing date and agreed to continue operating the current car parking scheme, on a rolling contract basis. The committee will be continually reviewing the car parking scheme and traffic situation.

A couple of responses received following the closing date will be put before the committee's next meeting.

Bank area at the Junction of Lashmar Road and North Lane – The COVID 19 health crisis caused disruptions to the contractor's Services, so the project had to be placed on hold. The programme to clear the area has now resumed and it is hoped the weed and bramble control will be completed in time for planting up in the Autumn.

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

29th June 2020

Audit & Governance Committee

The committee has not met but is scheduled to meet on 20th July.

Membership currently stands at Cllr Linton as Chairman of the Community Engagement and Major Events Committees, Cllr Mathias as Chairman of the Planning & Licensing Committee, and Cllr McElroy as Chairman of the Amenities and Finance & General Purposes Committee. Cllr Toney is permitted to attend and vote as Chairman of the Council.

Chairmanship of the Personnel Committee should be resolved in July after which it will be possible to know whether other councillors who put themselves forward will be able to sit on the committee.

Simon Cross – **Clerk to the Council**

26th July 2020

Community Engagement Committee

As the planned pre-school picnic has not been able to go ahead, I suggested to the committee it would be nice to spend a small amount of the sum budgeted for such an event on some cakes for the East Preston Village Pre-school which has returned to limited operation. Electronically, all committee members agreed this was a lovely idea and so two cakes for 10 people each will be given to the pre-school on 7th July. We have asked for some sort of photograph for publicity purposes.

The two householders for the two new blue plaques have both now been approached officially and have confirmed their agreement, in principle, to having a blue plaque attached to their properties. Initial wording has been sent to the manufacturers and initial design received.

Simon Cross – **Clerk to the Council**

26th June 2020

Finance & General Purposes Committee

The committee met on 29th June via Zoom.

Cllr McElroy was appointed Chairman again and Cllr Gunston was appointed Vice-Chairman for the first time.

The committee completed its annual review of its Terms of Reference. Minor changes were made to bring them into line with other committees.

The committee also considered a request for financial assistance from the East Preston Cricket Club, and to contribute £1,000 immediately from the Warren Recreation Ground safety budget line. The committee agreed to recommend a further donation of £500 to be considered under Agenda Item 15a.

The committee considered a number of Grant Aid requests received and agreed to make awards to the following organisations: 4SIGHT Vision Support; Arun Basic Essential Transport; East Preston Village Branch – Healthy Walks in Arun; St Barnabas Hospice; Victim Support (Sussex Area); West Sussex Mediation Service.

The committee agreed to set up a working party to look at the future use of the flat above the Council Office and the replacement of the existing office frontage. This working party is open to any councillor and already includes Cllrs Linton, McElroy and Wilkinson. The Terms of Reference for the working party will be agreed at its first meeting. Please let me know if you would like to join.

The committee would like to consider ways in which it might help the post-pandemic recovery of the village. Any suggestions should be forwarded to Cllr McElroy as Chairman of the committee.

Simon Cross – **Clerk to the Council**

29th June 2020

Major Events Committee

The committee met via the Zoom online meeting application on Monday, 29th June.

In a meeting at which most items had to be deferred to the next meeting, pending further government advice on large events, the one bright light was Alison's idea to have a virtual element of the cancelled Food & Drink Festival through social media.

Sticking to the original event's date of 29th August, the businesses which were successful in their bid for a pitch this year will be invited to take part in a virtual Food & Drink Festival. On the day, they will be able to post on social media using a specific Food & Drink Festival hashtag which members of the public can follow throughout the day. Those businesses will be able to publicise how members of the public can obtain their goods, for the more take-home products, or be able to show videos of them preparing the eat-now offerings they would have been selling. Businesses are already thinking of what videos they can supply to us.

The committee felt this was a great idea which it hoped the public would welcome as enthusiastically as the businesses.

Funday Sunday has a new date of 18th October, provisionally.

Committee members are thinking of which elements of the annual East Preston Christmas Celebrations could successfully take place on 21st November. The committee wants to be able to offer the village something, but doesn't want to offer a damp squib.

The committee would like to organise some form of event to thank the East Preston Voluntary Service volunteers, possibly including their service users, but until lockdown is eased fully, it is only possible to work on some loosely-sketched ideas.

Finally, the committee considered an offer from the organisers of the French Market, willing to set up on the Village Green on 25th July. After much serious discussion, the committee reluctantly agreed it would not be able to manage the possible crowds coming into the village if the weather was good on that day. The organisers will be thanked for their offer and asked to keep us in mind for future dates.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

30th June 2020

Personnel Committee

The committee is scheduled to meet on 20th July.

Simon Cross – **Clerk to the Council**

19th June 2020

Planning & Licensing Committee

The committee met via the Zoom online meeting application on Monday, 22nd June.

Four Applications were considered and the committee agreed to raise objections to three, in The Ridings, Golden Avenue and Vermont Drive.

Simon Cross – **Clerk to the Council**

23rd June 2020

Additionally:

Amenities Committee – Cllr McElroy talked the meeting through Mrs Reid’s report. Cllr McElroy added Mrs Reid had been chasing Tivoli to come back and continue the clearance work on the Lashmar Road bank.

Finance & General Purposes Committee – Cllr McElroy talked the meeting through Mr Cross’s report.

Major Events Committee – Cllr Linton explained a little about the Food & Drink Festival hashtag which will assist in a virtual version of the event happening on social media, still focussed on Saturday, 29th August.

Planning & Licensing Committee – Cllrs Mathias and Toney added the Planning Inspectorate had dismissed an appeal by the owner of 2, Hillview Crescent against ADC’s refusal to give Planning Permission.

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

434/20 AMENITIES COMMITTEE – WARREN RECREATION GROUND CHILDREN’S PLAYGROUND

Cllr McElroy introduced the following report had been circulated in advance of the meeting:

Amenities Committee – Warren Recreation Ground children’s play area and outdoor gym equipment

Cllr McElroy to introduce this item.

Council is asked to consider the re-opening of the Warren Recreation Ground children’s play area and outdoor gym equipment.

In a press release issued on 23rd June, the government said, “In order to begin restoring the arts and cultural sector, some leisure facilities and tourist attractions may also reopen, if they can do so safely – this includes outdoor gyms and playgrounds, cinemas, museums, galleries, theme parks and arcades, as well as libraries, social clubs, places of worship and community centres.”

The key words here are “if they can do so safely”, although little is given in the way of what constitutes safely and what does not.

Simon Cross – **Clerk to the Council**

26th June 2020

There followed a lengthy debate as to whether it was possible to reopen the children’s playground in the near future or whether it would be better to wait until August. Arun District Council was relying upon signage and was not providing sanitiser stations in its playgrounds. Worthing Borough Council was apparently the same.

Several councillors felt it was fair and right to expect parents and carers to take responsibility for the health and wellbeing of their children.

There was a feeling parents were in dire need of somewhere they could take their children again.

The council AGREED the outdoor gym equipment and the playground needed to be treated separately in this matter.

Angmering Parish Council had produced a useful guidance document this council could borrow from in any communications to local residents about the re-opening of the playground.

Unlike other venues in the village that had reopened this was pretty much the first unstaffed, although the tennis court was unstaffed and had been reopened on 13th May.

The Clerk suggested the council delegated the decision of re-opening to the Chairman of the Amenities Committee (Cllr McElroy) and the Chairman of the Council (Cllr Toney). He also suggested a site visit by those two councillors, himself and Mrs Reid as he believed the playground was perhaps closer to being ready to be re-opened than some councillors may have thought.

1439 The Council **RESOLVED** unanimously to delegate the decision on re-opening the children’s playground to Cllrs McElroy and Toney.

435/20 FINANCE AND GENERAL PURPOSES COMMITTEE – EAST PRESTON CRICKET CLUB

Cllr McElroy introduced the following report had been circulated in advance of the meeting:

Finance & General Purposes Committee – East Preston Cricket Club

Cllr McElroy to introduce this item.

Council is asked to donate a further £500 to the East Preston Cricket Club to help pay for repairs to the safety netting on both the eastern and western boundaries of the Warren Recreation Ground.

At its meeting on Monday, 29th June, the Finance & General Purposes Committee considered a request for financial support with a netting repairs quote for £3,390 (including VAT) for repairs to the safety netting on both the eastern and western boundaries of the Warren Recreation Ground. Keith Chamberlain, Chairman and President of the club attended the meeting. Any councillor wishing to see the quotation can ask me for a copy.

At the time of writing, cricket is not permitted under pandemic rules, but the England and Wales Cricket Board and the Sussex League both believe some friendlies will be possible after the end of July. Confirmation on that may well have been received by the time of our meeting. Before any cricket can be played though, the club will need to have repaired the netting. In the past, costs for installing the original netting and then the extended netting were believed to have been split 2/3

by the council to 1/3 by the club. The club accepts the maintenance of the netting is its responsibility, but currently it does not have the money. Income is non-existent so far this year as no subs have been paid, no cricket teas have been purchased, no stoolball income has been forthcoming and the pre-school has not been using the Pavilion providing rental income (although it is operating again now).

The committee AGREED to donate the whole £1,000 from the Warren Recreation Ground safety budget line for the current financial year. The committee also AGREED to ask Full Council for £500 from the council's reserves top up the £1,000 grant to £1,500.

Simon Cross – **Clerk to the Council**

29th June 2020

Mr Chamberlain, Chairman and President of the Cricket Club accepted the opportunity to advise the council the government had given the go-ahead for recreational cricket to restart on 11th July. The club was still awaiting guidance from the England & Wales Cricket Board (ECB) and the Sussex Cricket League as to how best to play and organise cricket in the current health climate. Cricket teas, changing rooms, showers, bar, contact with other players, saliva on the ball, all these were likely to need to be changed. He did not believe EPCC would be playing again before August and then only friendlies. The club did not know how many players would be willing to play under the new guidance yet.

Asked whether the practice nets were available to anyone, Mr Chamberlain replied it had been a condition of the grants given towards the cost of the practice nets that they were open to anyone. The questioner was concerned balls sometime came flying out from the practice nets at great speed at times when members of the public may not have noticed there was someone playing in the nets. Members of the club were forbidden from using the practice nets whilst the preschool was in session, and the preschool staff were good at monitoring that ruling. The preschool itself sometimes played in the practice nets.

1440 The Council **RESOLVED** unanimously to donate a further £500 to the East Preston Cricket Club to help pay for repairs to the safety netting on both the eastern and western boundaries of the Warren Recreation Ground.

This money would be taken from the council's reserves.

The Clerk reported the Chairman of the Council had received a further letter from the leader of the residents whose properties bordered the Warren Recreation Ground. The author was maintaining his belief the council had expressed its support for his letter dated 15th January 2020 because the letter had been noted rather than discussed at the Full Council meeting on 2nd March (Minute 185/20). The Clerk and the Chairman would respond to the author.

Mr Chamberlain thanked the council for its generous donations.

436/20 FINANCE AND GENERAL PURPOSES COMMITTEE – EMAIL OVERSPEND

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

Finance & General Purposes Committee – budget line overspend

Cllr McElroy to introduce this item.

Council is asked to approve an overspend of £90 on the email budget line.

In May 2015, council resolved, “to agree budget-holding committees can be delegated the authority to spend up to 5% over on individual budget lines without reference to Full Council, until further notice.” (Minute 288/15, Resolution 0892)

Pretty much council has done that and this may be the first occasion we have brought such a resolution to the council.

The budget line for .gov.uk email addresses was set to £234 for the year, thirteen councillors at £18 per year each. After the budget for this had been set, central government decided councils could no longer show non .gov.uk email addresses on their websites. This prompted the council to get a new email address for each office-based member of staff, and then the pandemic meant the

East Preston Voluntary Service needed a .gov.uk email address too, bringing the total to eighteen. That means an overspend on that budget line of £90 this year, which is 38%.

Simon Cross – **Clerk to the Council**

29th June 2020

1441 The Council **RESOLVED** unanimously to approve an overspend of £90 on the email budget line.

(Mr Chamberlain left at the conclusion of this item.)

(Mrs D thanked the council and also left at the conclusion of this item.)

437/20 REPORTS FROM PARISH COUNCIL WORKING PARTIES

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

Working Parties

The Flat and Frontage Working Party has been set up by the Finance & General Purposes Committee and currently comprises Cllrs Linton, McElroy and Wilkinson. Other councillors are welcome to join – just let me know. The Terms of Reference will be agreed at the working party's first meeting.

The Leases Working Party has not met since the last meeting of the council.

Simon Cross – **Clerk to the Council**

29th June 2020

The council accepted Cllr Gale's volunteering to join the working party.

Cllr Mathias advised the Leases Working Party had not met since the last Full Council meeting. Owing to the legal complexities and language used in leases, he felt a face-to-face meeting was the only way forward.

438/20 ANNUAL PARISH MEETING, 22ND JUNE 2020

The Annual Parish Meeting had been held via the Zoom online meeting application on Monday, 22nd June.

Council NOTED the draft Minutes of the Annual Parish Meeting which had been circulated as part of the pack for this meeting. The Minutes would be formally approved and signed at the 2021 Annual Parish Meeting.

439/20 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 Voluntary Service**
- 5. East Preston Business Community Business Breakfast, 3rd June**
- 6. ADC Planning Review 2020: Town & Parish Councils, 11th June**
- 7. Social media**
- 8. MailChimp stats**

9. **A selection of things we have been asked since the last meeting**
10. **Recent bouquets and complaints**
11. **Leave**
12. **July meetings and events**

1. **Introduction**

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

2. **Police matters**

On 16th June, I received the following email from PCSO Neil Billingham, "I understand you have had contact from residents regarding issues at a Bus Stop in North Lane. This appears to be just one location that is coming to notice, along with Warren and Langmeads Recs. I have been trying to patrol these, but each time I have been on a late shift recently, it has rained, so the groups I want to speak to have not been there!!! I have set up a problem solving file at our end to start targeting this and will be requesting, with Inspector support, some patrols across the late evening into early hours. Hopefully, this will enable us to get some names etc. and do some prevention work to solve this. If there is any more information or any residents who have spoken to the council that may benefit from some follow up from me, please do let me know."

As of 25th June, one of the residents most affected by the problems in the bus shelter between the junctions with Orchard Road and Elm Avenue was happy the problem seemed to have subsided.

On 26th June, I received an email from a local resident concerned about the anti-social behaviour of a resident of Sea Road. Initially I have passed the concerns on to the anti-social behaviour team at ADC. The anti-social behaviour officer who has worked with the Sea Road resident before has been in touch with the latest reporter and has confirmed he will be liaising with Sussex Police in investigating further.

Residents continue to be concerned about anti-social behaviour, both standard and pandemic-related. The advice continues to be they should contact Sussex Police direct to build up the evidence Sussex Police needs to authorise a greater number of patrols in the village.

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

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

4. **East Preston Voluntary Service**

The service continues to run supporting 150 households in the village with a similar number of volunteers. We have started to see some volunteers drop out of the scheme as they return to work. The impact of this seems to have been minimal.

On 1st July, the current coordinators of the service will be having a conference call to consider how best to wind down the service as the easing of the lockdown continues. The conference call will also consider whether some form of longer-term replacement service should be considered.

5. **East Preston Business Community Business Breakfast, 3rd June**

Cllr Linton and I attended this Business Breakfast which was mainly checking in with some of the regular Business Breakfast attendees. There were some lively views exchanged about the long-

term impact of the pandemic on the economy and whether or not the government has in place what its needs to support a wide range of businesses.

6. **ADC Planning Review 2020: Town & Parish Councils, 11th June**

I attended this short afternoon Zoom call led by the man contracted by ADC to review its current Planning Department methods and results. This was the second of two calls for town and parish council reps to have their say. Lyminster & Crossbush and Ford were the other two councils represented on this particular call. The consultant asked us to say how we felt about the Planning Department.

7. **Social media**

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

- Post informing residents palm oil had been found on East Preston beach – 5,451 people
- Lost keys on 18th June - 972

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th June)

The number of people currently liking the council on Facebook is 1,328, a increase of 8 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 – 27th May – sent to 835 recipients, opened by 571 (68.4%)

Parish Council news – 3rd June – sent to 836 recipients, opened by 593 (71.3%)

For comparison, the email sent on 1st June three years ago, was only sent to 698 recipients, and was only opened by 427, 61.4%. I think the approximately 20% increase in subscribers and the increase in people opening the e-newsletters shows people are far more interested in what the council is doing for the village than three years ago.

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

“I’ve noticed in the last few issues that you have not given the results of the previous crossword so people can check how they went. You only issue a new one. Can we go back to printing the last results.”

“Do you know any dog groomers?”

10. **Recent bouquets and complaints**

(In addition to anything reported above)

From a lady who wrote in asking about the wildflower meadows: “Bless you Dawn AND Bless E.P. I walk most mornings for an hour and finish with a walk down Sea Lane and along greensward. The knitted Bikes. Scooters. Trikes are a revelation. So uplifting. Please can you tell whoever did all that hard work it truly is greatly appreciated. What a place to be in. Stay safe & well. We need more P.C.'s & people like you all.”

An Angmering resident emailed Cllr Linton, “Not sure if you are still on the East Preston Council, but I had to write to say how wonderful East Preston is looking with the addition of all the “knitted” bicycles. East Preston always has a buzz about it but the bicycles just brought smiles to M and I during our walk today. Added to that the wild flowers on the green are just looking wonderful. Vibrant and a total delight with California poppies I haven’t seen before. Please thank the Council for all the hard work they do - “as a non inhabitant” I always wish I lived there.”

Another Angmering resident emailed in, “[Just] to say the wildflower display this year is stunning. I know the weather helps but it’s a lovely site that must give so much pleasure to so many. I certainly spent a long time there yesterday.”

A resident of Hazelmead Drive called to talk about a problem with her special bin collection. At the end of the call, the caller thanked the council for the fantastic job it does around the village. A week later the resident rang into the office to thank us for having sorted her bin collection for her.

From a resident of Hillview Crescent, “Having just driven through the village this morning, we thought how lucky we all are to live here! Wonderful wild flowers, and the marvellous knitted bikes, truly inspiring. No litter either...”

From a resident of Sea Road, “Very well done to whoever put down the bark chippings in the Warren Recreation Ground.” (However, this has caused a concern from neighbours which will be discussed by the Amenities Committee in August.)

From a resident of Westfield Avenue who had queries about palm oil on beaches, “Thanks so much for this - much appreciated!”

From a Felpham Parish Councillor after I had provided his colleague with information on blue plaques, “Thank you so much for your email to our Chairman. I could not have hoped for a better email to be sent to him.”

From a resident of Normandy Drive who attended the Annual Parish Meeting, “It was so nice to come to the meeting and feel involved in what’s goes on in our village - thanks so much.”

Alongside a gift of hand-made face-masks, a resident said, “You do a lot for the parish which is much appreciated.”

11. **Leave**

I shall possibly be on leave on 2nd and 3rd July.

12. **July Meetings and Events**

This list may be incomplete and is subject to change.

- 1st East Preston Business Community Business Breakfast (08:00, Zoom)
- 6th Full Council (19:00, Zoom)
- 13th Planning & Licensing Committee (18:00, Zoom)
Amenities Committee (19:00, Zoom)
- 20th Personnel Committee (time tbc, Zoom)
Audit & Governance Committee (time tbc, Zoom)
- 27th Planning & Licensing Committee (18:00, Zoom)
Community Engagement Committee (19:00, Zoom)

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**

29th June 2020

Item 6 – ADC Planning Review 2020: Town & Parish Councils, 11th June – Responding to a question on quite what he had said during this meeting, the Clerk reported he had reflected the views he believed were held by the members of the Planning & Licensing Committee. These views were also held by the other councils represented.

438/20 MEMORIAL PLAQUES FOR FORMER COUNCILLORS

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

Council Office commemorative bench

Council is asked to consider the purchase of a further three plaques to be attached to the bench outside the Council Office, one each to commemorate former Chairmen of the Council, Doug Medhurst, Chris Roberts and Nicholas Myer. This as at an estimated purchase cost of £90 for the three.

Councillors will be familiar with the blue bench outside the Council Office which commemorates three councillors who were deemed worthy of a plaque because of their contribution to the council and the village.

Following the recent deaths of former Chairmen of the Council, Doug Medhurst and Chris Roberts, initially I thought we could add a further two plaques to the bench to commemorate their contribution to the council and the village. I thought one either side of the three existing plaques would create a nice balance. I then remembered Nicholas Myer passed away in 2015, also a former Chairman of the council. I would suggest we now commemorate all three of these former Chairmen of the council on the slat below the one already being used in this way.

Plaques are currently retailing at £24.50 each. There is no specific budget line for plaques so I would suggest council agrees to spend up to £90 from this year's Contingency budget line (of £10,000). The estimated purchase cost of £90 does not include installation, that will fall within the council's handyman's usual workload.



Simon Cross – **Clerk to the Council**

26th June 2020

1442 The Council **RESOLVED** unanimously to the purchase of a further three plaques to be attached to the bench outside the Council Office, one each to commemorate former Chairmen of the Council, Doug Medhurst, Chris Roberts and Nicholas Myer. This as at an estimated purchase cost of £90 for the three.

The money was to be taken from the council's reserves.

439/20 EXTERNAL MEETINGS AND EVENTS

Cllr Bradshaw advised he had attended a very informal meeting with two members of the South Strand Community Toilets. He provided the following report for inclusion in the Minutes:

South Strand Community Toilets, 17th June

South Strand Community Toilets

On Wednesday 17th June at 11:30am I had an informal meeting with 2 members of the South Strand Community Toilets committee (Mrs Maria Botting and Ms Cat Mason) outside said toilets. I used this opportunity to explain to them what I foresaw my role as representative from the Parish Council will entail. I was also given a guided tour of the male and female sides of the public toilets.

I explained to the committee members my belief in transparency and honesty and how I will expect them to behave the same way towards me and this was greatly appreciated. As there are no serious pressing matters regarding the South Strand Community Toilets at the moment it was agreed we will schedule in a proper formal meeting when Lockdown has been lifted fully and I will bring the Parish Clerk along with me too.

Cllr Kit Bradshaw

6th July 2020

440/20 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no responses.

441/20 AUGUST MEETING

The following paper was circulated in advance of the meeting:

August meeting

Council is asked to consider whether or not to hold an August meeting.

Many councils do not hold a meeting in August. This council sometimes holds an August meeting, sometimes it does not – for example, our last August meeting was in 2015.

Even if council decides this evening a meeting is not required, there is always the ability to call a meeting should an urgent matter arise.

Simon Cross – **Clerk to the Council**

26th June 2020

The Clerk wondered whether it would be simpler to reverse this and agree never to have an August council meeting unless council called one in the month beforehand.

There was some belief a meeting might be needed in August of this year in view of the current pandemic and the further easing of lockdown.

1443 The council **RESOLVED** to hold a meeting in August.

1444 The council **RESOLVED** unanimously not to hold Full Council meetings in August unless something occurred in July to require it.

This would bring this council into line with a lot of other councils who rarely met in August.

442/20 NEW ITEMS FOR THE NEXT MEETING (3RD AUGUST 2020)

Nothing was suggested.

Mrs M took the opportunity to thank the council for letting her attend the meeting and said it was good to see Normandy Drive well represented.

The meeting concluded at 20:04.

Chairman: *Councillor Steve Toney* Date: **3rd August 2020**

END