



# EAST PRESTON PARISH COUNCIL

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**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held on Monday, 1<sup>st</sup> April 2019 at the East Preston Infant School, Lashmar Road, East Preston at 19:00.

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

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

District Councillor Terry Chapman (until 19:51)

Six members of the public

**ABSENT:** Councillor Danny Shah

\* \* \* \* \*

The following abbreviations may appear in these Minutes:

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

NR – Network Rail;  
SLCC – Society of Local Council Clerks  
SSALC – Sussex and Surrey Associations of Local Councils;  
VHF – East Preston & Kingston Village Hall Foundation;  
WSCC – West Sussex County Council;

\* \* \* \* \*

The meeting opened at 19:28. The delayed start was due to the Sussex Police presentation on Scam Prevention, which had started at 18:00, over-running because of good public interaction and response.

## **303/19 INTRODUCTIONS**

Cllr Toney welcomed those present and explained some items of meeting protocol.

## **304/19 APOLOGIES FOR ABSENCE**

An apology and a reason for absence had been received and was accepted from Cllr Shah (away on family business).

An apology had also been received from Mrs Linda Denton.

## **305/19 DECLARATION OF INTERESTS**

No declarations were made.

### **306/19 PUBLIC SESSION**

Mrs F thanked the council for having arranged the Scam Prevention presentation that evening. She had found it very interesting and was now going to arrange for PCSO Moorey to give his presentation to The Baytree Lunch Club.

### **307/19 COUNCIL RESPONSES**

There were no public comments for councillors to respond to.

### **308/19 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins was not present at the meeting.

### **309/19 ARUN DISTRICT COUNCIL**

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

Cllr Chapman explained the District Council was now in end-of-term purdah, during which anything political was not expected to be reported.

He had recently led acceptance of the ADC capital strategy for the next five years. Whilst on paper, it may appear ADC had a lot of money in reserves, much of it was earmarked for projects such as replacement of play area equipment and other investment in open spaces in the district. This included a scheme for the provision of a sunken garden in Bognor Regis.

On this side of the Arun, ADC had won a bid for £2½m for the regeneration of the centre of Littlehampton.

ADC was looking to build a further 250 council houses over the next five years.

The Littlehampton Wave leisure centre had opened on 29<sup>th</sup> March to great acclaim. The centre used no hazardous chemicals and had been designed to be much easier to clean than its predecessor. The site of the former leisure centre will be used to create a new tree-lined entry point to Mewsbrook Park, an open space highly regarded both locally and by residents. A new picnic area and additional car-parking will also be created.

Cllr Chapman said the foreseeable future held ever-decreasing grants from central government.

Locally, Cllr Chapman had been dealing with parishioners' concerns about the tree works on the A259. Some had assumed the trees would be replaced with some form of sound barrier, but that did not seem to be in WSCC's plans. Cllr Chapman felt the tree removal work had been well done. Although not within the East Preston Parish Council boundary, these residents were within the District Council's East Preston & Kingston ward boundary.

Cllr Chapman was continuing to apply pressure to WSCC to provide a westbound slip-road into East Preston at the roundabout junction of the A259 and the A280 Angmering by-pass. He believed a short but suitable slip-road would cost £120,000, but that would not meet Highways standards.

Changes were afoot within the Planning Department which would give ward members the ability to ask for a Householder Planning Application to be considered by the Planning Briefing Panel and possibly referred to the Development Control Committee rather than by an officer.

Cllr Chapman was busy with Military Covenant work. The Littlehampton Breakfast Club was operated by a commercial premises and regularly attracted seventy former service personnel.

Sussex Police had implemented a Heritage Protection Officer to investigate and reduce crimes at heritage sites in the county.

(Cllr McElroy left the meeting for three minutes at this point.)

Large public shelters are to be commissioned along the Littlehampton seafront. The elderly brick shelter at the eastern end of Littlehampton seafront had been given Planning Permission to become a café and a kitesurfing school.

(District Cllr Chapman left the meeting and Cllr McElroy returned to the meeting at this point.)

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

### **Arun District Council – Local Assessment Procedure**

**Council is asked to note**, and comment upon if necessary, **the changes made to the Local Assessment Procedure**, as detailed in the following email, received on 18<sup>th</sup> March.

Dear Clerk

I wanted to make you aware that a number of minor changes have been made to the Local Assessment Procedure which is used to assess complaints made under the Code of Conduct. The changes were recommended by the Standards Committee (following a year of operation of the new Procedure) to Arun's Council meeting on 13 March 2019 and were accepted without any further amendment. For your information I have attached:

1. The latest version of the Local Assessment Procedure, which will also be updated shortly on Arun's website
2. My report to the Standards Committee which sets out the detail of the changes proposed
3. The minutes of the Standards Committee of 31 March 2019 which explains Members views and reasoning for the recommendations put forward

For your information, the Standards Committee will also be considering the Committee on Standards in Public Life's review of Local Government Ethical Standards at its next meeting on 25 July 2019. This report recommends a number of best practice recommendations that may require further change to the Local Assessment Procedure. You can find out more about this report from here: <https://www.gov.uk/government/publications/local-government-ethical-standards-report>

If you have any questions about the latest revision of the Procedure, please do not hesitate to contact me.

Best wishes

Liz Fatcher  
ADC Group Head of Council Advice and Monitoring Officer

If any councillor wishes to see the documents to which Mrs Fatcher refers, please contact me and I shall forward them to you.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> March 2019

Cllr Gander asked for a copy of the documents as per the above report.

(Mr C left the meeting at this point.)

### 311/19 ARUN DISTRICT COUNCIL – MEMBERS' ALLOWANCES SCHEME

Without further comment, the council NOTED the following report which had been circulated in advance of the meeting:

### **Arun District Council – Members' Allowances Scheme**

**Council is asked to note**, and comment upon if necessary, **an update to Arun District Council's Members' Allowances Scheme**, as detailed in the following email, received on 21<sup>st</sup> March.

Dear Town/Parish Clerk

As you will be aware the Council's Independent Remuneration Panel has been undertaking a review of the Members' Allowances Scheme. The Panel's report and recommendations were submitted to the Audit & Governance Committee on 14 February 2019 for review. If you wish to view the agenda papers and minutes from this meeting – please click on this link - [Audit & Governance Committee](#)

In summary, the Audit & Governance Committee supported most of the recommendations in the Panel's report. However, it did refer the report back to the Panel requesting that it undertake further work in relation to Recommendations (8), (9) and (20) with a revised report being submitted to a Special Meeting of the Committee which has now been confirmed for 27 June 2019 so that recommendations can be reported into the next Full Council meeting on 17 July 2019.

This means that the Council is still working to the Members' Allowances Scheme that was approved at Full Council on 23 October 2013. One of the resolutions from this review was that the Basic Allowance should continue to be index linked to the annual staff pay settlement. As Council staff will be receiving a 2% pay award which will come into force on 1 April 2019 this means that the District Council Basic Allowance will also increase by 2%.

The level of the District Council Basic Allowance will, therefore, from 1 April 2019 increase from £5,374 to £5,481 (equating to £456.75 per month).

I am writing to confirm this to you as I know that some Town and Parish Councils have adopted a Parish Council scheme that allows all of their elected Town/Parish Councillors to receive a Basic Parish Allowances equating to 10% of the District Council's Basic Allowance.

As with the District Members' Allowances Scheme, any Town/Parish Council Member is able to renounce all or part of this increase, or any other allowance.

We will be publishing details of the increased Basic Allowance in the local press as we are required to do by the Law in line with the Local Authorities (Members' Allowances) (England) Regulations 2003.

If you need any further information, please don't hesitate to contact me.

Regards

Jane Fulton  
ADC Committee Services Manager

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> March 2019

The Clerk confirmed this council had adopted a scheme to allow elected councillors to claim a Basic Parish Allowance of 10% of the District Council's Basic Allowance (Full Council, 4<sup>th</sup> June 2007, Minute 140/07).

### **312/19 MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> MARCH 2019**

The draft Minutes had been circulated on 8<sup>th</sup> March asking for comments by 15<sup>th</sup> March. None were received.

**1292** The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 4<sup>th</sup> March.

This action was completed.

### **313/19 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS**

Council NOTED the following report, which had been circulated in advance of the meeting, without comment:

## **Monthly Update Report**

- 1. Introduction**
- 2. Minute 423/18 – Clerk's Report, item 4 – "missing" bus stop in North Lane**

### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 4<sup>th</sup> March 2019.

2. **Minute 423/18 – Clerk’s Report, item 4 – “missing” bus stop in North Lane**

Further to the bus stop post arriving on 19<sup>th</sup> December, the local resident campaigning for the sign and I both contacted Stagecoach to get the flag put on the post. The resident eventually escalated this to the Chief Executive of Stagecoach South on 13<sup>th</sup> March, resulting in the flag arriving on 20<sup>th</sup> March.



This means the resident has won the sweepstake as the postbox outside the office has yet to receive its day-of-the-week sign.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> March 2019

**Minute 911/17 – Clerk’s Report, item 6 – Postbox outside the Council Office, 10<sup>th</sup> November [2017]** – the Clerk had given an I♥EP bag to the resident for winning the sweepstake.

**314/19 FINANCIAL MATTERS**

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

- 1293** The council **RESOLVED** to approve the outstanding Purchase Orders report for 2018/19, value £0 (excl. VAT).
- 1294** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for February Late Payments 2019, totalling £4,500.00 (incl. VAT).
- 1295** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid report for March 2019, totalling £403.16 (incl. VAT).
- 1296** The council **RESOLVED** to approve the Supplier BACS Invoices Paid report for March 2019 totalling £39,056.97 (incl. VAT).
- 1297** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £292,647.03 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2019.

The council **NOTED** the paper Bank Reconciliations to 14<sup>th</sup> March 2019. Cllr Mathias confirmed he would complete a paper Bank Reconciliation soon.

The council **NOTED** the to-date Income & Expenditure Summary for 2018/19.

The Chairman thanked the council’s Book-keeper, Mrs Khoo, for her work on the above reports.

**315/19 REPORTS FROM PARISH COUNCIL COMMITTEES**

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

## **Committees**

Since the last meeting, the following committee meetings have taken place: Amenities on 18<sup>th</sup> March, Audit & Governance also on 18<sup>th</sup> March, Community Engagement on 25<sup>th</sup> March, Major Events on 13<sup>th</sup> March and Planning & Licensing on 11<sup>th</sup> and 25<sup>th</sup> March.

Draft Minutes from all these meetings are likely to have been circulated by the time of this meeting.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> March 2019

### **Amenities Committee**

The committee met on 18<sup>th</sup> March and the draft Minutes will have been circulated by the time of the meeting.

The Sea Road toilet refurbishment has been deferred to September 2019 due to the possibility of the South Strand Toilets being closed for a short while whilst the handover takes place. The committee felt it would be inconsiderate to members of the public to leave the village with no working public toilet facilities. The architect is waiting for further tenders being submitted from two other companies.

Following the recent damage to property on the village Green enquiries have been made to three companies regarding the installation of CCTV. A subcommittee has been formed to bring recommendations back to the Amenities Committee before the committee makes a recommendation to Full Council.

The beach access work continues, the application forms have been submitted. WSCC advised there were a number of issues with the application, one being the current format of the public consultation form. WSCC recommended using its own template, the committee acknowledged the response from WSCC and agreed to continue with the application and submit the witness evidence in its current format. WSCC has a backlog of applications and that it is likely to be some period of time before any new claim is due for investigation.

The committee has agreed to implement the JustPark payment scheme to the Village Green car park machine, allowing members of the public the opportunity to make payments via a mobile phone app.

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

26<sup>th</sup> March 2019

### **Audit & Governance Committee**

The committee met on 11<sup>th</sup> March and reviewed the provision of Internal Audit services and agreed it would be good practice to compare other suppliers. Six suppliers were approached and quotes obtained. The committee unanimously agreed to recommend engaging a new supplier, initially on a one-year contract.

The committee agreed a code of practice for CCTV with a recommendation for it to be presented to the Full Council to be agreed and implemented.

The committee agreed to the provision of email address for councillors to enable greater separation between council business and councillors' personal business; six companies had provided quotes and Cllr Gander and the Clerk had selected three companies for the committee to consider. The committee agreed to use the council's current server services provider.

The committee agreed the draft Risk Assessment Policy and recommended it be presented to the Full Council to be agreed and implemented.

The committee agreed it was not currently necessary to meet the East Preston & Kingston Bowls Club twice-yearly. This decision will be kept under review.

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

26<sup>th</sup> March 2019

## **Community Engagement Committee**

A reduced version of the committee met on 25<sup>th</sup> March. The meeting was chaired by the committee's Vice-Chairman, Cllr Duff as Cllr Linton was unavailable.

The committee reviewed the very positive feedback from the Fitness and Fun 2 playscheme held in February. Cllrs Chapman and Duff will talk to Tina from Bee-Fit about how parents can become more involved in the activities again. The next playscheme will be during the summer holidays in August and will not have a mandatory theme.

Much of the meeting was just making sure the committee's other projects are ticking along nicely, which they are. The committee agreed the council will again take part in the St Mary the Virgin Christmas Tree Festival this December (12<sup>th</sup> to 15<sup>th</sup>) with a theme of how the council is helping the wellbeing of the village's residents. Expect more on this in the coming months.

The committee expressed its thanks to John and Lindy of KEPT and suggested future Village Clean events could perhaps start from different locations to tackle litter in other areas. For example, an event starting on Lashmar Rec could tackle areas to the north of the village, whilst an event starting at the Village Green could tackle the south of the village.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> March 2019

## **Major Events Committee**

The committee met on 13<sup>th</sup> March solely to progress the council's end-of-term party on 12<sup>th</sup> April. Roles at the party were allocated to councillors and these will be discussed after tonight's meeting has closed.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> March 2019

## **Planning & Licensing Committee**

The committee met on 11<sup>th</sup> and 25<sup>th</sup> March. The draft Minutes from these meetings will have been circulated by the time of this meeting.

Four building Applications were considered on the 11<sup>th</sup>. The committee agreed unanimously to object to two of these. One of these Applications is for some of the ADC properties in Orchard Road, and has a regrettable lack of information with it.

A further two Applications were considered on the 25<sup>th</sup>; the committee agreed to support the Preservation Society's objections to a proposal for an extension on a property in Seafield Road.

The meeting on the 11<sup>th</sup> also considered a letter received from a resident concerned at the committee's response to an Application neighbouring his property. The committee noted the resident's comments but did not feel a review of the Application was necessary.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> March 2019

Additionally:

Amenities Committee – Chairman Cllr McElroy advised one of the companies interested in working with the council on the provision of CCTV was booked to give a presentation to interested parties on Wednesday, 10<sup>th</sup> April.

Community Engagement Committee – Vice-Chairman Cllr Duff reported the committee had had a meeting last week and the draft Minutes had been circulated. The committee had agreed to support Alzheimer’s Society’s National Cupcake Day as it is the same day, 13<sup>th</sup> June, as the council’s Come and Meet Your Local Councillors event. The Clerk had received a support pack from the Alzheimer’s Society and handed that over to Cllrs Chapman and Duff.

Personnel Committee – Chairman Cllr Gander advised the committee’s next meeting was on 8<sup>th</sup> April.

There were no updates from the other four committees.

### **316/19 AUDIT & GOVERNANCE COMMITTEE – INTERNAL AUDIT 2019/20**

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

#### **Audit & Governance Committee – Internal Audit 2019/20**

Cllr Mathias to introduce this item.

**Council is asked to agree to contract Mulberry & Co. to provide Internal Audit services for the financial year 2019/20.**

In April 2013, the council contracted with RS Hall & Co. to provide internal audit services for the years-ending 31<sup>st</sup> March 2013 to 31<sup>st</sup> March 2016. This contract has been extended annually to cover the years-ending 31<sup>st</sup> March 2017 to 31<sup>st</sup> March 2019.

From time to time it is good practice to compare with other suppliers of internal audit services.

On 13<sup>th</sup> February, I contacted all internal audit suppliers listed on the Sussex and Surrey Associations of Local Councils website, with the exception of one who used to provide us with an internal audit service but stopped when he retired. That is five new suppliers plus our existing.

The committee considered the responses received at its meeting on 11<sup>th</sup> March. The responses included one from the current auditor.

The committee agreed it was good to use a different supplier from time to time and agreed to recommend to Full Council a single year, initially, with Mulberry & Co., The company’s quote was, “I am currently charging councils £60per hour + VAT and travel cost at £0.45p per mile. I don’t charge for travel time. I would estimate that a full year’s auditing would be conducted in 5 hrs circa £300 per annum”. This may be a bit conservative.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> March 2019

Cllr Mathias spoke in support of the above report and reminded the council it was good practice to use different internal auditors from time to time.

**1298** The council **RESOLVED** unanimously to contract Mulberry & Co. to provide Internal Audit services for the financial year 2019/20.

### **317/19 AUDIT & GOVERNANCE COMMITTEE – CCTV PROVISION**

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

#### **Audit & Governance Committee – CCTV Code of Practice**

Cllr Wilkinson to introduce this item.



**Council is asked to adopt a CCTV Code of Practice.**

Now the council is seriously considering implementing CCTV to cover, initially, the Village Green, it needs to have a Code of Practice in place. Cllr Wilkinson has done much work on this. A copy of the draft Code of Practice has been circulated to all councillors separately to this pack.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> March 2019

Cllr Wilkinson explained he had looked at a number of different councils' CCTV Codes of Practice and the one he had adapted seemed to be the one which best covered all bases. There were gaps in the draft Code, but those were merely where local detail would be added once a scheme had been commissioned.

**1299** The council **RESOLVED** unanimously to adopt a CCTV Code of Practice.

**318/19 AUDIT & GOVERNANCE COMMITTEE – RISK ASSESSMENT POLICY**

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

**Audit & Governance Committee – Risk Assessment Policy**

Cllr Mathias to introduce this item.

**Council is asked to adopt a Risk Assessment Policy.**

One of the pieces of work Andy Beams started was a new Risk Assessment Policy for the council. Dawn has carried on that piece of work subsequently. The committee met on 11<sup>th</sup> March and agreed the policy was fit for recommendation to Full Council for adoption.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> March 2019

**1300** The council **RESOLVED** unanimously to adopt a Risk Assessment Policy.

**319/19 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

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

**Working Parties**

The new lease to the Angmering-on-Sea Lawn Tennis Club was signed at the meeting with the club on Tuesday, 26<sup>th</sup> February. The lease has been returned to the council's solicitor who "will then arrange to complete the Deed of Surrender [of the current lease] and new Lease on 1<sup>st</sup> April."

Simon Cross – **Clerk to the Council**

21<sup>st</sup> March 2019

Cllr Mathias advised the meeting the Clerk had sought confirmation from the council's solicitor earlier in the day as to the status of the new lease to the Angmering-on-Sea Lawn Tennis Club. The solicitor had replied at 12:33, "We have just completed! Nothing is outstanding."

**320/19 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS (SSALC) – WEST SUSSEX CIVILIAN AND MILITARY PARTNERSHIP BOARD**

The council NOTED two letters from Trevor Leggo, Chief Executive of SSALC which had been circulated in advance of the meeting.

In response to a question, Cllr Toney reminded members of the local Royal British Legion plans for a service on 9<sup>th</sup> June to make the 75<sup>th</sup> anniversary of the D-Day landings on 6<sup>th</sup> June. This has been communicated to neighbouring councils by the

Legion, and also to residents in the e-newsletter dated 21<sup>st</sup> November. All were welcome to the service which was taking place at midday at St Mary the Virgin church. Cllr Toney was unaware of anywhere commemorating the 80<sup>th</sup> anniversary of the start of World War II. The Community Engagement Committee had discussed this and had decided the council should not organise anything itself but would be open to supporting events by other organisations.

### **321/19 CLERK'S REPORT**

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

## **Clerk's Report**

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. Twice-yearly meeting with East Preston & Kingston Bowls Club, 26<sup>th</sup> February**
- 5. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 26<sup>th</sup> February**
- 6. ADC Local Elections briefing, 26<sup>th</sup> February**
- 7. East Preston Business Community Business Breakfast, 5<sup>th</sup> March**
- 8. SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 5<sup>th</sup> March**
- 9. Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 18<sup>th</sup> March**
- 10. Friends of St Mary's Annual General Meeting, 20<sup>th</sup> March**
- 11. South Strand Community Toilets meeting, 21<sup>st</sup> March**
- 12. KEPT – Keep East Preston Tidy Village Spring Clean, 24<sup>th</sup> March**
- 13. Social Media**
- 14. MailChimp stats**
- 15. A selection of things we have been asked since the last meeting**
- 16. Recent bouquets and complaints**
- 17. Leave**
- 18. April meetings and events**

### **1. Introduction**

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

### **2. Police matters**

No new matters have been referred to the police this month.

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

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

### **4. Twice-yearly meeting with East Preston & Kingston Bowls Club, 26<sup>th</sup> February**

The first meeting with the Bowls Club this year took place, attended by Cllrs Mathias and Toney and myself. The club was represented by its Chairman and Secretary, Messrs Leaman and McAvoy respectively.

Nothing major emerged at the meeting and the notes from the meeting have been circulated to all members.

5. **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 26<sup>th</sup> February**

The first meeting with the Tennis Club this year took place, attended by Cllrs Mathias and Toney and myself. The club was represented by its Chairman, Secretary and Administrator, Mr Robinson, Ms Stanley and Mrs Fisher respectively.

Apart from the signing of the new lease, nothing major emerged at the meeting and the notes from the meeting have been circulated to all members.

6. **ADC Local Elections briefing, 26<sup>th</sup> February**

I attended this event at the Civic Centre together with Cllrs Bowman, Chapman, Gale, Gander, Moore and Toney. Cllr Linton attended a re-running of the session at Bognor Regis on the following day.

The event went through how candidates should complete their Nomination forms. How effective that was, I leave up to individual candidates to judge. For me personally, the event was not enhanced by District Councillors sitting behind us talking all the way through.

7. **East Preston Business Community Business Breakfast, 5<sup>th</sup> March**

I attended this together with Cllrs Gander, Linton and Moore.

Thirteen businesspeople attended including two businesses not previously represented at a Business Breakfast: Trudy Ettridge who has started a gardening business and Kate Nicholson, who is House of Colour, Worthing & Horsham.

Invited to talk about her business, Kate explained most people wear just 15% of their wardrobe 85% of the time and have an average of £1,000 worth of clothing left unworn. People generally know what they feel comfortable in, but those items can be enhanced through colour and styling to create a more effective and efficient wardrobe. Working with Kate can result in a more authentic you, and that can be very well-received in business. Kate has had success with people of all shapes, sizes, ages, you name it, her approach works for everyone.

John Wintle talked about the Keep East Preston Tidy (KEPT) project and invited those present to come along and support the Tidy Up on Sunday, 24<sup>th</sup> March. He urged businesses with regular visitors to provide ashtrays outside their properties as KEPT has found cigarette butts to be the more common form of litter found. John thanked the council for the article in the Winter 2019 newsletter as this had brought forward several new volunteers interested in KEPT.

The council explained why it would not be providing attractions for the shopping areas at the Christmas Celebrations on 23<sup>rd</sup> November. Although no shop-front businesses were there, save *Grub & gumption* itself, and, aside from a concern about duplication if the shop-front businesses did not liaise, there were no objections to the council's suggestion.

I also mentioned the Christmas Tree Festival taking place in December and I am confident the Business Community will come together to sponsor a tree again.

After the meeting, Kate provided the following feedback, "I enjoyed the meeting this morning and it was great to start to get to know some of the many business owners in the village. I look forward to the next meeting."

Thanks to Piers, Lottie and Marjorie at *Grub & gumption*.

The April Business Breakfast is on Thursday, 4<sup>th</sup> at Kerry's Community Tea-room.

8. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 5<sup>th</sup> March**

Dawn and I attended this meeting in Bersted. Other Arun local councils represented were Findon and Bersted Parish Councils and Bognor Regis and Littlehampton Town Councils. About eight Chichester District councils were represented too.

Michelle Hulme, Assistant Director of Highways at WSCC, attended and led a discussion on what local councils want from Highways (other than a slip-road). There was some discussion around an arrangement whereby local councils could buy an improved service from the County Council – i.e. if you want an extra grass-cut or have a pothole filled sooner than WSCC would do it. One important piece of news for us was WSCC is no longer going to fund the graffiti-removal service supplied for this area by Littlehampton TC. Fortunately, we have, in the past, not had to use the service very often, but in future it will be necessary to pay for the service.

The other big discussion was about retention policies. Most councils present did not have a formal retention policy in place but seemed to favour a commonsense approach. Before he left, Andy Beams did send us a copy of the policy he adopted whilst at Crowborough Town Council and that was based upon the NALC model. A version of this will come before the Audit & Governance Committee in due course.

Other topics covered were a Chairman who does not want to take questions on his annual report, a request for a Village Hall to be used as a place for teenagers to sleep after one of them has a party there, allotments and the writing of tenders.

One month on from the previous meeting, Dawn felt more comfortable and better able to understand what was being said.

The next meeting will be on 2<sup>nd</sup> April. Dawn will probably attend whilst I will be at the SLCC Sussex Branch AGM in Billingshurst.

9. **Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 18<sup>th</sup> March**

Mr Melser called a meeting with Cllr Toney and me to discuss the lack of committee membership at the Foundation currently. Bookings Secretary, Toni McElroy also attended this meeting which was held at the Infant School.

Mr Melser explained usage of the hall was very healthy but the committee was down to four members. One committee member had recently resigned following a decision to leave the village and another found the workload too great. Steve and I agreed the council would help the Village Hall with the wording of an article to be included in an e-newsletter. I drafted the wording which was agreed by Mr Melser and which went out in the e-newsletter on 21<sup>st</sup> March.

Mr Melser also mentioned the committee is looking at replacing the floor in the Miller Barn and will liaise with the council on options.

10. **Friends of St Mary's Annual General Meeting, 20<sup>th</sup> March**

I attended this event which took place in the Spire Room whilst the church choir practised next door. The meeting was attended by about fifteen Friends and led by Fr Andrew Perry. The Chairman, Malcolm McLelland, reported on the building works carried out by the Friends over the past year and the near £100,000 worth of works the Friends committee hoped to get completed before the next five-yearly report is carried out in 2021. The Friends aim to appeal to the village in September 2019, asking for donations towards the remaining works. Part of this will be the return of the Christmas Tree Festival, running between 12<sup>th</sup> and 15<sup>th</sup> December. Financially, Treasurer Carol Cogman, said the year had been good with a pleasingly high amount raised from donations and legacies, although more was always

needed. The Friends would again be hosting Le Café Français during Festival week. With no further questions or report the meeting closed after twenty-five minutes.

Following a short tea break, the meeting then received an hour-long, interactive presentation from Suzanne Evans and Jan Eldridge from Arundel Museum, "Digging in the Archives." Suzanne gave some background to the museum and how it ended up in its current, purpose-built location in Mill Road, and then both ladies talked through some of the artefacts they had brought with them from the back rooms of the museum. These included a number of historic photographs of Arundel from a collection of old glass plates found in a skip, C19<sup>th</sup> handcuffs from the jailhouse, a tray for filling ink bottles at school, a dial telephone, butter pats and butter moulds and more. The talk appeared to be thoroughly enjoyed by all present.

#### **11. South Strand Community Toilets meeting, 21<sup>st</sup> March**

I attended this meeting with Cllr Wilkinson, this council's official representative to the new body. Other attendees included representatives of East Preston Infant School, West Kingston Residents' Association and various beach chalet owners.

The meeting was split into two parts, the larger group of interested parties and then a smaller meeting with the lead members of the new group, South Strand Community Toilets. I stayed on for the second part of the meeting too.

The lead members had met with Paul Broggi, ADC Property, Estates & Facilities Manager. Once he is happy the group has set itself up legally, he will ask ADC's solicitors to start drawing up the new lease. This will be for £350 a year which covers the legal inspection costs ADC will incur each year. As long as Mr Broggi can see matters progressing at a reasonable pace, he believes ADC will keep the toilets open under its own auspices for a few transitional months. The lease will initially be for ten years without a built-in break point.

Following the article in the e-newsletter dated 13<sup>th</sup> March and an article in the Littlehampton Gazette, a number of members of the public have responded positively with financial donations for the coming year and beyond.

#### **12. KEPT – Keep East Preston Tidy Village Spring Clean, 24<sup>th</sup> March**

To show support for KEPT, I attended the beginning of this event. Whilst I was present, about forty-five members of the public registered and headed off to help collect litter around the village. These included Cllrs Chapman and Duff and Mrs Toney on behalf of Cllr Toney.

After the event, the organisers John Wintle and Lindy Hinsley-Wintle posted on Facebook: "Thanks go to East Preston Parish Council for their support and backing and loan of equipment, ADC for the loan of equipment, East Preston Scouts for the loan of the pop-up tent & table, and finally Cooper Adams for the generous donation of equipment to the group which was put to good use 🍷. Thanks to you all for your support. Finally thanks to all those who came along to participate, [collecting] countless bags of rubbish, with strange items including old traffic cones, a biscuit tin, a car battery, a mop head, plastic gallon drum, hardcore and a large piece of cast iron. Our community is a little bit cleaner thanks to your help. You have all made a difference. Driving through the village this afternoon it all looked very clean and tidy!"

#### **13. Social media**

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

- Poster for Encore Vocal Group starting in East Preston – 704 people

- Post of found spectacles – 640
- WSCC Public Notice for closure of part of Sea Road, 19<sup>th</sup> to 23<sup>rd</sup> March – 634
- KEPT poster of The Cigarette Butt Cycle – 620
- Repost of KEPT post of people out on the Village Spring Clean and the final collection of litter - 593
- Repost of KEPT post of kit ready for the Village Spring Clean - 565
- Poster for Scam Prevention Talk, 1<sup>st</sup> April - 529

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 25<sup>th</sup> March)

The number of people currently like the council on Facebook is 1,199, an increase of six over the last report.

No posts placed on Nextdoor.

#### 14. **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 – 28<sup>th</sup> February – sent to 789, opened by 526 to date (66.8%)

Parish Council news – 13<sup>th</sup> March – sent to 793, opened by 550 to date (69.4%)

Parish Council news – 21<sup>st</sup> March – sent to 793, opened by 503 to date (63.5%)

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

“Do you have a list of local charities as I would like to change my will?”

“How can I print a document as a booklet?”

“I haven't seen Danny or Twinkle for ages! have they gone?”

“I've heard there is a wall on the Warren Recreation Ground which people practise tennis against, is that correct?”

“Do you know anyone who could put our bins out for us?”

“Where can I buy one of those things to hold a plastic bag when I am litter picking?”

“Can I have white bollards outside my house?”

“I'm after an allotment plot behind where I live....any ideas?? Or is it like a thousand years wait??☹️”

“When I was coming to work this week, I noticed a great deal of wood had been cut down on the roundabout on the way to Station Road & wondered what the council would be doing with it; I can take it off your hands if you would like. I may need a hand in cutting it a bit

smaller & can then do the rest at home... I would appreciate knowing your thoughts & would be grateful for a reply.”

#### 16. **Recent bouquets and complaints**

(In addition to anything reported above)

“Thank you for the email newsletters, they are really useful. They help us know what is going on. East Preston still feels like a real village.”

#### 17. **Leave**

I am off on Thursday 4<sup>th</sup> (after Business Breakfast), 5<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> April. Alison is off from 15<sup>th</sup> to 18<sup>th</sup> April inclusive.

#### 18. **April Meetings and Events**

This list may be incomplete and is subject to change.

1 <sup>st</sup>	Sussex Police scam presentation (18:00, East Preston Infant School) Full Council (19:00, East Preston Infant School)
4 <sup>th</sup>	East Preston Business Community Business Breakfast (08:00, Kerry's Community Tea-room) SSALC Clerks Networking Day (09:30, Brighton) (DR only)
8 <sup>th</sup>	Planning & Licensing Committee (18:00, East Preston Infant School) Personnel Committee (19:00, East Preston Infant School)
10 <sup>th</sup>	Meeting with Police & Crime Commissioner and Chief Constable (11:00) (St and SC only)
11 <sup>th</sup>	First anniversary of East Preston Healthy Walks (10:30 Village Hall car-park)
12 <sup>th</sup>	End-of-term party (17:00 for councillors, East Preston Infant School)
14 <sup>th</sup>	East Preston Beach Clean No. 13 (11:00 – 13:00, Sea Road)
15 <sup>th</sup>	Annual Parish Meeting (19:00, East Preston Infant School) (tbc)
16 <sup>th</sup>	Alzheimer's Society, Dementia Awareness session (19:00, East Preston Infant School)
17 <sup>th</sup>	Littlehampton & District Neighbourhood Watch Association (19:00, Littlehampton) (CB and AC only)
23 <sup>rd</sup>	Planning & Licensing Committee (10:00, Council Office)
29 <sup>th</sup>	Finance & General Purposes Committee (10:00, Council Office) Major Events Committee (19:00, East Preston Infant School)
30 <sup>th</sup>	St Barnabas Hospice Outreach Project vehicle in Village Green car-park (10:00 – 14:00)

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**

18<sup>th</sup> March 2019

The Chairman thanked the Clerk for his report.

**Item 15 – Things we have been asked since the last meeting** – the Clerk advised he had not heard anything more from the woman who wanted to take away the wood from the trees cut down along the A259.

#### **322/19 EXTERNAL MEETINGS AND EVENTS**

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

## Other meetings and events – Part 1

**Council is asked to note the following reports:**

### Visit to Sussex Police Contact Command and Control Department, 3<sup>rd</sup> March

#### Sussex Police HQ, Lewes



On Sunday 3<sup>rd</sup> March I attended Lewes Police Control Centre. I was one of 8 Parish Councillors from across Sussex/Surrey. We were met by Erica Aldridge who had very kindly come in on her day off to be one of the 3 people to show us around.

We discussed the 4 different methods of contacting the Sussex Police:

- 999 – when danger is imminent
- 101 – non-emergency
- Online reporting – report at convenience and when not needing to speak to anyone
- Contact your Local team – email or phone non-emergency police matters i.e. report a crime or seek advice.

Advice for calling 999:

- a crime is in progress now
- someone suspected of a crime is nearby
- when there is danger to life
- when violence is being used or threatened

We were then split into 3 groups, each led by an adult, and shown around different areas of the control centre.

I firstly sat with a 999 call operator and listened in to some calls which was fascinating. On a normal night the operators take on average 150 calls between 7pm and 7am – on New Years Eve (their busiest night of the year!) this number increases to 500!

Next, I got to see CCTV in action. I was surprised at how vast an area the operator had to look at. They sometimes have to track 5 jobs/people at once, as well as keep a general eye out that things are ok.

We then got to see the switchboard for 101 and again listened in to some calls. I had just missed a call where the operator had to terminate a call because the caller was being very rude and the operator was unable to help or calm them down.

Lastly we got to visit the Prevention Team and find out the work they have been doing.

#### **Key Facts:**

- On average Sussex Police receives over 70,000 contacts per month. This figure will include a vast range of topics from someone reporting suspicious behaviour, reporting a car accident, through to issues which should be reported to a more relevant organisation.
- *In 2016 there was a 12% increase in people using their website and on-line reporting mechanisms. In 2017 that increase more than doubled to just under 25%.*



- In March 2018 Sussex Police received over 1150 calls to 101 and over 580 emergency calls to 999 every day and the demand is increasing.

**Key Message:**

- **Ensure the public know the best way to contact the police**
- **Push impact of CCTV – (Bognor has just had new ones fitted)**
- **Advertise 2 open days for the wider public - 7<sup>th</sup> July and 6<sup>th</sup> October**
- **To help the police tackle crime effectively, the public is being reminded they should report online or call 101 to speak to the police or seek an alternative option, when there isn't a crime in progress or risk to life.**

**Other services available are:**

- Report online <https://sussex.police.uk/contact-us/report-online/>
- If it is a local community enquiry contact your local policing team Example of Adur and Worthing District <https://sussex.police.uk/adur-and-worthing/> or contact your local team <https://sussex.police.uk/contact-us/>
- Make a complaint or give us feedback <https://sussex.police.uk/contact-us/make-a-complaint-or-give-us-feedback/>
- Access information on for example ASB, Burglary, theft, <https://sussex.police.uk/advice/>
- Report a hate crime <https://sussex.police.uk/advice/protect-yourself-and-others/hate-crime/>
- Make a general enquiry <https://sussex.police.uk/advice/>
- If you are calling in regard to the following; these are issues you need to speak to your local council about fly tipping, rubbish and bins. Noise nuisance is not a police matter. You need to contact your local council <https://sussex.police.uk/contact-us/report-online/report-noise-nuisance/>
- Other accessible contact methods for those with hearing or speech impairment <https://sussex.police.uk/contact-us/accessible-contact-methods/>

Cllr Andrea Chapman

25<sup>th</sup> March 2019

## **WSSC Joint Eastern Arun Area Committee, 5<sup>th</sup> March**

### **Millennium Chamber, The Manor House, Littlehampton**

I attended this meeting on behalf of the Parish Council at the New Millennium Chamber Littlehampton with various Parish, Arun District and West Sussex County councillors.

We had a report from Inspector Steve Turner about the crime rate in and around the Arun area. He spoke about the extra Police officers that have started in our area.

We then went on to listen to the West Sussex Councillors debating the Community Initiative Funding proposals put forward for funding and why they should receive recognition. 4 Proposals were awarded funding.

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

26<sup>th</sup> March 2019

## **St Mary's Women's Fellowship Coffee Afternoon, 7<sup>th</sup> March**

### **Angmering Medical Centre, Station Road, Angmering**

The Women's Fellowship Coffee Morning was held on 14<sup>th</sup> March in the Spire Room at St Mary's Church. All proceeds raised that morning were going to be donated towards East Preston Youth Club. Ben Young (lead youth worker) had visited the Women's Fellowship group the week before to give a talk on the youth club and what it offered the young people of East Preston. The youth club had been chosen as the Women's Fellowship local charity to raise funds for. Ben was due to attend the Coffee Morning on 14<sup>th</sup> March but then had a Safeguarding Forum to attend in Horsham and so asked the youth club's Management Committee to step in and attend the Coffee Morning on his behalf.

Although it was a very dreary wet morning, attendance was good and there were a host of stalls: raffles, homemade cakes and gifts to buy. Sadly the cakes had mainly gone by the time I arrived as they had been snapped up very quickly! I was warmly welcomed and made a cup of coffee and chatted with members of the Women's Fellowship further about what they did and the challenges the youth club was facing and how it was such a valuable resource for the village. They commented on what an engaging talk Ben had given their group the week before and what a lovely young man he was. I bought some raffle tickets for both Alison and myself but sadly we were unlucky and did not win anything, although there were some good prizes to be had!!

I have not heard how much money was raised at the Coffee Morning to date but Ben will use the funds to spend on the youth club as he sees fit.

Both the youth team and management committee are very grateful for all donations towards the youth club, however big or small and are very grateful to the Women's Fellowship for choosing their charity. I was asked whether I would write a short article on the youth club for the Church Magazine and so I will be doing that shortly.

Tracy Khoo – **Book-keeper to the Council**

24<sup>th</sup> March 2019

## **NHS REAL (Rustington, East Preston, Angmering, Littlehampton) Local Community Network Partnership Board Meeting, 14<sup>th</sup> March**

### **Angmering Medical Centre, Station Road, Angmering**

I attended this meeting held at Angmering Medical Centre. The Board had representatives from many agencies, councils and the voluntary sector, including GP Primary Care, Citizens Advice, Age UK, MIND, WSSC Public Health and Sussex Community Foundation Trust.

An LCN is best described as a network of health, council, voluntary sector leaders, working with local communities to create a shared ambition and more integrated approach to organising and improving the health and wellbeing of their whole local population. Items discussed included:

#### **Frailty**

Among other initiatives, Sussex Partnership is working on a Falls Project, identifying people who are at risk of falls and putting in place preventative support. The community are also identifying and supporting vulnerable or terminally ill people prior to them reaching crisis point.

#### **Children and Young People Mental Health**

There is work in progress to increase liaison between GPs and Schools. It has been recognised that there are a lot of services available, provided by many, but these may not be co-ordinated, and stakeholders are not aware of the full range on offer. A stakeholder event is planned later in the summer to design a 'map' of services to address this issue.

MIND charity has just gained 3-year funding from the Big Lottery for the Families in Mind project which supports parents of young children who may be struggling with isolation or other mental health problems.

#### **Integrated Prevention and Earliest Help Services (IPEH)**

This service run by WSCC delivers a 'whole family' approach ensuring that children's needs and welfare are being met and maintained as well as those of the family. This is done by working with the family, local communities and others already supporting them.

#### **Primary Care**

GPs have been given a new NHS contract which makes a big commitment to investment in the future – the biggest for 15 years. Practices will work together, forming primary care networks of between 30 – 50,000 patients. These PCNs will be the delivery mechanism for a multi-disciplinary approach to healthcare. The biggest investment is in people and practices will be able to recruit more staff to better manage patient demand, including pharmacists, physician associates, physiotherapists, social prescribers and paramedics. These new networks will be live from 1/7/2019. Negotiations are ongoing on the formation of the local PCNs.

#### **REAL Patients Group**

The next public event is on 23<sup>rd</sup> March at the Windmill Theatre in Littlehampton

#### **ECHO**

**echo** improves the coordination and delivery of end of life care across Coastal West Sussex by linking key services via a 24/7 telephone coordination hub staffed by trained nurses. For patients with a terminal illness, or are approaching the end of life, **echo** acts as a single point of contact to offer advice and support at what can often be a difficult time for the patient and family.

Cllr Patricia Gander

14<sup>th</sup> March 2019

### **WSCC Health & Wellbeing Marketplace Event, 14<sup>th</sup> March**

#### **Horsham**

The event was organised by WSCC - Partnership & Communities Team and hosted by Horsham District Council. The aim of the event was to promote services to help people in West Sussex live well. 76 organisations from a range of voluntary, community and public services attended the event promoting their services. Services were grouped: Health & Wellbeing, Carers, In your Community, Mental Health & Emotional Wellbeing, Dementia, Housing & Support & Options and Practical help, support, information and advice.

On entry a site map and information were provided. The event was extremely well organised and run and provided a wealth of information and advice to take away. Refreshments were available and event hosts were on hand for support.

Cllrs Chapman, Duff and Moore attended with me.

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

26<sup>th</sup> March 2019

## **NHS Our Health and Care, 19<sup>th</sup> March**

### **The Barn, Field Place, Durrington**

I attended the NHS 'Our Health & Care Our Future', event at The Barn, Field Place.

It was more of a conference than an open event, I was at a table with six ladies plus a lead lady all of which were professionals or volunteers in some way with the NHS (mostly with GP's), therefore I was a bit out of my depth.

However, the topics covered were:

Limited Resources, Inefficient ways of Working, Processes are not as effective as they should be for modern Day Care.

The key findings were: growing pressures on GP's mean patients do not get seen and treated as quickly as they would like. Digital Technology needs to support services better. There is a need to help people make the right Lifestyle Choices.

Discussion about the risks: smoking, physical inactivity, diet, alcohol and social isolation.  
Risk factors: hypertension, obesity, sugar, frailty and anxiety/depression.

Diseases: cancer, circulation, diabetes, bone & joint conditions and mental health.

There was then a general discussion when the main points that came out were:

Helping people make decisions about, their own health care.

The capacity in the NHS and Social Care cannot keep up with demand, leading to delays and poor quality care.

Cllr David Moore

20<sup>th</sup> March 2019

## **Arun District Association of Local Councils, 27<sup>th</sup> March**

### **Town Hall, Bognor Regis**

This meeting was poorly attended. Arun District has 31 Parish Councils, 16 who are paid up members of ADALC, and only 7 turning up. The meeting was introduced by Tony Gardiner who is standing down as Chairman.

Prior to this meeting a Task and Finish group was set up to outline the way forward. It was proposed that we would have a meeting 2 months prior to a meeting with Arun District Council and again 2 months after the meeting to discuss the outcome of the agenda.

The new Chair elect will be Lillian Richardson, and Vice Chair will be Michael Warden. WSALC Report was given by Tony Gardiner. The Health and Wellbeing project had received national recognition and examples of how Selsey was using the findings to support the town.

Meeting closed at 20.30 hrs. Date and Venue of next meeting T.B.A.

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

28<sup>th</sup> March 2019

Additionally, Cllr McElroy said he had attended the launch of the new tobacco control strategy on 13<sup>th</sup> March in Bognor, but there was nothing to report from the event.

### **323/19 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Cllr Gander said she thought it was good more councillors were going to events and reporting back. Cllr Toney thanked all councillors who attended other events as not only did it take some of the pressure off him, but it also meant the councillors with the best knowledge were representing the council at its best.

### **324/19 NEW ITEMS FOR THE NEXT MEETING (13<sup>TH</sup> MAY 2019)**

Nothing was suggested.

**The meeting concluded at 20:10**

Chairman: *Cllr Steve Toney* Date: **13<sup>th</sup> May 2019**

END