



Rustington Parish Council

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7 May 2024

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 20 May 2024** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.15 pm.**

There will be a **Public Question Time at 7.00 pm** when Members of the Public may question the Council. It is hoped that immediate answers can be given. If this is not possible, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Yours sincerely

Clerk of the Council

A G E N D A

1. Apologies for Absence
2. To elect a Chairman of the Council until the Annual Meeting in 2025
3. To receive the Chairman's Declaration of Acceptance of Office
4. To elect a Vice-Chairman of the Council until the Annual Meeting in 2025
5. Declarations of Interest by Members

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent



QUALITY
PARISH
COUNCIL

Working for the local Community

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public.
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
VAT Registered: 946 2052 29

6. Solar Panels - REACH (Renewable Energy Access for Communities and Households) Project - To receive a Presentation by Councillor John Gunstone, East Preston Parish Council
7. Vacancy - East Ward - Clerk to report
8. District Councillors - Matters Arising (if any)
9. County Councillors - Matters Arising (if any)
10. To appoint Statutory and Standing Committees:-

NOTE: The Clerk will report on the results of the Members' Selection Procedure for Membership of Committees

(a) **Allotments Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio. Two Members of the Rustington Horticultural Association are co-opted)

(b) **Finance and General Purposes Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Amenities Committee**

(Constitution - Nine Members plus Chairman and Vice-Chairman ex-officio)

(d) **Planning Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

It will be necessary for the Council to delegate authority for this Committee to act between Meetings of the Council in view of the need for urgency in dealing with the weekly lists of planning applications

(e) **Emergency Planning Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

11. To appoint Representatives to serve on Outside Bodies as follows:-

(a) **Arun District Association of Local Councils**

Two Members (*Currently Chairman and Councillor Mrs Cooper*)

(b) **Remembrance Sunday Parade and Service Group**

Two Members

(c) **Rustington Chamber of Trade and Commerce**

One Member and Deputy

(d) **Rustington-In-Bloom Committee**

Three Members

(e) **Rustington Sports and Social Club Management Committee**

One Member and Deputy

(f) **West Sussex Association of Local Councils**

Two Members (*Currently Chairman and Councillor Mrs Cooper*)

12. To appoint Working Parties as follows:-

(a) **Council Priorities**

Five Members

(b) **IT/Website**

Four Members

(c) **Neighbourhood Plan Review**

Six Members

(d) **Parishioners' Award**

Five Members

(e) **Rolling Programme of Works and Possible Capital Projects**

Ten Members

(f) **Section 106/CIL Funding**

Seven Members

(g) **Youth Centre**

Six Members

(h) **Zachary Merton Community Hospital and Land/Assets of Community Value**

Five Members

13. To confirm the Minutes of the Monthly Meeting held on 22 April 2024
(Copy *attached*)

14. Sussex Police:-
 - (a) Matters Arising (if any)
 - (b) Arun All Parishes Meeting - 22 April 2024 - Clerk to report
15. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
16. Chairman's Report
17. Planning Committee - To note the Report of the Meeting held on 22 April 2024
(*Copy previously circulated*)
18. Finance and General Purposes Committee - To receive the Report of the Meeting held on 20 May 2024 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
19. Fidelity Guarantee Insurance (Fraud and Dishonesty) - To review the level of Fidelity Guarantee Insurance - Clerk to report
20. To review the Council and Committees' Terms of Reference
(*Copy attached for Members*)
21. Parishioners' Award - To consider the Report of the Working Party Meeting held on 1 May 2024
(*Copy attached for Members*)
22. Reduced Use of Paper for Meetings - To consider progress made in respect of 'Priority Area 5 - Climate Emergency' in the Council's Action Plan and Strategic Priorities, and Clerk to report
23. Number 12 Bus Service:-
 - (a) To note the Bus Service Statistics for April 2024
(*Copy attached for Members*)
 - (b) Future of Number 12 Service - To note further email correspondence with Mr C Chatfield, Managing Director, and Clerk to report
(*Copy attached for Members*)
24. Power of General Competence - To re-adopt the Power of General Competence until the Annual Meeting in 2025
25. Compliance with GDPR - Re-appointment of Data Protection Officer - Clerk to report
26. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
27. 80th Anniversary of D Day - 6 June 2024 - Progress Report

28. Rustington Neighbourhood Plan - To agree a date for a Meeting of the Working Party to consider the way forward for Reviewing the Plan
29. Closure of Rustington Branch of NatWest - To note correspondence with Sarah Wraith, Local Director South Coast, in this regard
(Copy attached for Members)
30. Arun District Council - Understanding Drug Use and Harm - To note an email received from Dax O'Connor, Community Safety Officer, Wellbeing and Communities
(Copy of documentation previously circulated via email dated 22 April 2024)
31. CPRE Sussex - Survey on sewage spills and development pressures in your area - To consider an email received from Paul Steedman, Director
(Copy attached for Members)
32. To receive Reports from Members attending other External Meetings (if any)
33. Urgent matters arising, for information only, since the preparation of this Agenda
34. To note the following Documents and Publications previously circulated to Members:-
 - (a) Action in rural Sussex - AirS Newsletter - Spring 2024
 - (b) BRTA - Saturday 27 April Public Meeting Reminder - All Welcome 1
 - (c) Carers Support West Sussex - Latest News - 24 April 2024
 - (d) Chestnut Tree House - Your support adds life to Nellie's short years
 - (e) East Preston Parish Council News - 26 April 2024
 - (f) National Association of Local Councils - Chief Executive's Bulletin - 25 April 2024 and 2 May 2024
 - (g) National Association of Local Councils - NALC Events - 30 April 2024 and 7 May 2024
 - (h) National Association of Local Councils - Newsletter - 1 May 2024
 - (i) RHS - Making gardening accessible for all
 - (j) Rustington Residents Association - April Newsletter
 - (k) South East Employers - SEE Newsletter - April 2024
 - (l) St Barnabas House - Thanks to your support, Paul's family will always hear his voice
 - (m) Turning Tides - Exciting updates from Turning Tides
 - (n) West Sussex County Council - Highways, Transport and Planning - News and Updates
 - (o) West Sussex County Council - News Release - 25 April 2024, 1 May 2024 x2 and 3 May 2024