

RUSTINGTON PARISH COUNCIL

MINUTES: of the (remote) Monthly Meeting held on 22 February 2021

PRESENT: Councillors J Street (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, M Clayden, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, Mrs S Partridge, D Rogers, G Tyler and P Warren

In attendance: Mrs C Ward (Clerk of the Council), Ms R Costan (Deputy Clerk of the Council), Mrs C Harris (Finance Manager/RFO) and Mrs E Lamb (PA to the Clerk of the Council)

Prior to the commencement of the formal business of the Meeting, the Chairman advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. He said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at the next Meeting.

The Chairman also reminded the Council that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

The Chairman then advised the Council that he would again manage the Meeting with clear instructions and requests to Members. He said that Members should indicate their desire to speak on any item, by placing a message in 'Chat', or by clicking on the 'raised hand' icon, in Microsoft Teams, to ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

30/21 THE LATE MRS LINDA BEARD

The Chairman paid tribute to Mrs Linda Beard, following her recent sad death.

He said that Mrs Beard had become a Member of the Council in 1999, serving as Chairman from 2000-2002. She also held the position of Chairman of the Zachary Merton Hospital League of Friends for a number of years and was presented with the League's Parishioners' Award in 2006. She was a member of the Rustington and District Twinning Association from its fruition, the founder and Chairman of the Rustington Scrabble Club, a member of the Rustington Trefoil Guild, as well as being actively involved with many other local Community Projects, Groups and Organisations.

The Council then observed a one-minute period of silence in memory of Mrs Beard.

31/21 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Ms Revell (Personal). This apology was accepted by the Council.

32/21 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 40/21 (Minute 13/21 of the Finance and General Purposes Committee Meeting - 22 February 2021 refers). In the absence of any discussion in respect of this item, which related to work already undertaken satisfactorily, he remained in the Meeting but took no part in the vote thereon.

Councillor Bennett declared personal interest in Minute 49/21. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

33/21 **MINUTES**

The Minutes of the Monthly Meeting held on 25 January 2021 were signed by the Chairman as a correct record.

34/21 **SUSSEX POLICE**

Apologies for absence had been received from Inspector Parry and PCSO Becks Bernier.

The Clerk advised the Council that reports had been continuing to be received regarding the individual who was, on random days, begging outside of the Tesco Express Store in Sterling Parade. She said another individual who, it was believed, was associated with the individual, was also begging outside of the Iceland store at the same time.

She said that she had on a number of occasions contacted the Police, Arun District Council Anti-Social Behaviour Team and Stonepillow, immediately upon receipt of notification that the two individuals were in-situ and representatives from the Anti-Social Behaviour Team had visited the location and kept the individuals under observation for a period of time.

The individual already known to the Anti-Social Behaviour Team had been issued with a Community Protection Warning (CPW) with an accompanying map, explaining that he could not beg within the Parish of Rustington. The second individual had been given a verbal warning and the same advice regarding a CPW if he was caught begging in Rustington again.

The Clerk also advised that representatives from Stonepillow had also visited the locations on at least three occasions.

She reported that PCSO Pipkin had confirmed that the Police would continue to patrol where possible and feedback any breaches to the Arun District Council to deal with. She had also advised that the two individuals in question were known to Police and the Homeless Charity St Mungo's in Brighton, and were currently housed in the Brighton area under the winter bed provision. There were concerns for these individuals around modern slavery and trafficking and work was being done around this in the background by Multi Agencies in West Sussex.

The Clerk concluded by saying that, unfortunately it seemed that both of the individuals in question had not been deterred by the warnings received as they had again been present outside of the Iceland store on Saturday 20 February 2021 and earlier that day (22 February 2021), and this had, on both occasions, been reported to all of the relevant Bodies by Councillor Mrs Gregory and the Clerk respectively.

The Council was concerned to NOTE all of the above information.

35/21 **DISTRICT COUNCILLORS**

The Clerk reported that apologies had been received from Councillors Gunner and Tilbrook.

The Clerk then advised the Council that the following Report had been previously received and circulated to all Members from District Councillors Bennett, Mrs Gregory and Tilbrook:-

- *The District Council has agreed its Budget for the forthcoming year. Despite the impact of the Coronavirus Pandemic, the Council has been able to deliver a balanced Budget with money being put into reserves. No cuts to services have been made, while Council Tax has risen by 2.65%. In real terms, this is £4.95 a year for a Band D Property*
- *Money will be spent on a number of projects including but not limited to - Regeneration and redevelopment projects in both the East and the West of the District, funds for our new Climate and Sustainability Officer's Budget, money for new Council Housing, upgrading the*

Council's IT infrastructure, grants for day centres, building a new youth centre in Wick and refurbishment and repairs to existing Council assets

- *The Council are also preparing to manage the upcoming County and Police Crime Commissioner Elections on May 6th, and has sent documents to all voters in the District explaining how they are planning the Election during the current circumstances and encouraging them to vote by post. This does appear to have been successful as there has been an uptick in the number of postal voters*
- *Covid cases continue to fall in our area although remain relatively high compared to last Summer. The vaccine roll-out seems to be going well, however, there is some variation between the different surgeries in how quickly they are getting through their lists. All regulations remain in place, although the Government has given a timetable for the loosening of some restrictions.*

The Council NOTED all of the above information and the Chairman expressed his thanks and appreciation to Councillors Bennett, Mrs Gregory and Tilbrook for their interesting Report.

36/21 COUNTY COUNCILLORS

The Clerk advised that an apology for absence had been received from Councillor Purchase and, therefore, there was no Report available for the Meeting. She said that an apology for absence had also been received from Councillor Dr Walsh.

37/21 CLERK'S REPORT

(a) Arun & Chichester Citizens' Advice Bureau

The Clerk reported the receipt of a letter of thanks and appreciation from the Arun & Chichester Citizens' Advice Bureau in respect of the recent Grant Aid of £1,000.00 awarded specifically towards the core running costs of the Bureau and, in particular, the outreach service to Rustington clients.

The Council was pleased to NOTE this information.

38/21 CHAIRMAN'S REPORT

The Chairman said that he had nothing to report in respect of any official representations/attendance at any events at the present time.

39/21 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 11 January 2021 and 1 February 2021.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest as Mr P Collins was his son-in-law - Minute 13/21 refers)

40/21 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 22 February 2021. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 22 February 2021 be APPROVED.

41/21 **ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 15 February 2021.

The Council RESOLVED that the Report of the Allotments Committee Meeting held on 15 February 2021 be APPROVED.

42/21 **LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 15 February 2021.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 15 February 2021 be APPROVED.

43/21 **ANNUAL ASSEMBLY OF THE PARISH MEETING - 15 APRIL 2021**

The Clerk referred to Minute 13/21 and reminded Members that this item had been deferred from the last Monthly Council Meeting in the hope that the Government might update the appropriate Legislation in respect of the holding of Meetings during the Covid-19 Pandemic and in adherence to imposed National Restrictions.

The Clerk said that, to date, no changes to the Legislation in this regard had been announced by Government, so she had nothing further to report at the present time.

She then reported that the Council's IT Administrator had advised that Microsoft was planning to update Teams by the end of February 2021 to allow people with iPads to be part of a 'big event', although she had no further information. She said that the IT Administrator had confirmed that as soon as Teams had been updated, he would set the System up and undertake all of the background work necessary. He would also be happy to be present at the Annual Assembly of the Parish Meeting to ensure its smooth management.

Following a further detailed discussion, the Council RESOLVED that the Annual Assembly of the Parish Meeting should take place as scheduled on Thursday 15 April 2021 commencing at 7.30 pm, but without a Guest Speaker and with a limited Agenda.

Councillor Bennett asked if arrangements could be made for the Meeting to be 'live streamed' on the Council's Facebook Page, to encourage a greater 'attendance', and the Clerk said that this would be done if practicably possible.

44/21 **NUMBER 12 BUS SERVICE**

The Council NOTED the Number 12 Bus Service Statistics for January 2021.

45/21 **PARISH CHURCH OF ST PETER AND ST PAUL - CLOSURE OF CHURCHYARD**

The Council NOTED an email received from Ms C McLeod, Churchwarden, in this regard.

The Clerk advised the Council that, once a formal written request had been served by the Church on the Parish Council, the Council could consider whether it wished to take over the maintenance of the closed churchyard or, within three months of the serving of the request, could resolve to pass a resolution to pass on the maintenance responsibility to the Arun District Council.

The Council NOTED this information and AGREED that at the appropriate time, the decision should be made to pass the responsibility for the maintenance of the churchyard on to the Arun District Council.

The Chairman said that the Clerk had previously circulated a Motion proposed by Councillor Bennett and seconded by Councillor Cooper in this regard.

Councillor Bennett then elaborated on the history, benefits and importance of the Hidden Disabilities Sunflower Scheme, as follows:-

Many Businesses, Emergency Services and Local Authorities have recognised the Hidden Disabilities Sunflower and I would like the Parish Council to embrace this too. Anyone with a hidden disability which does not have physical signs, including learning disabilities, lung conditions and chronic illnesses can opt to wear a Hidden Disability Sunflower to show they may require additional help, understanding or extra time to carry out an action. This symbol allows us to give them the help and understanding they may need in their day-to-day lives. I am asking the Council to support the following commitments:-

- *To officially recognise the Hidden Disabilities Sunflower*
- *To officially promote what it stands for and its importance in breaking stigma*
- *To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- *To promote that the Council Offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- *To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the Scheme*
- *Provide training to all Council staff and members on the scheme and how we can support people.*

I bring this to the Council following a very passionate presentation by Councillor David Edwards and then adoption at Arun District Council. Councillor Edwards has been aware of the Sunflower Lanyard since its inception. He worked at Gatwick Airport when it was developed and had some input into the scheme as a Manager within Passenger Security. Dealing with people who presented as difficult, nervous and aggressive was a common occurrence. It was only when they dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time or assistance when moving through the airport. Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues and health professionals that they need additional support, help or a little more time.

Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful or isolating. By wearing a sunflower lanyard, badge or wristband, someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently. Covid-19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance. The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.

Councillor Cooper said that he believed that the Hidden Disabilities Sunflower was a most worthwhile Scheme which should be embraced by the Parish Council for the benefit of its Parishioners and visitors alike, and he was happy to Second the Motion.

Following a brief discussion, the Council RESOLVED that the Hidden Disabilities Sunflower Motion be embraced by Rustington Parish Council, with the Council supporting the following commitments:-

- To officially recognise the Hidden Disabilities Sunflower
- To officially promote what it stands for and its importance in breaking stigma
- To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it
- To promote that the Council Offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly
- To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the Scheme
- Provide training to all Council staff and members on the scheme and how we can support people.

47/21 RUSTINGTON RESIDENTS' GUIDE 2021/2022

The Clerk referred to Minute 84/18 (Finance and General Purposes Committee Meeting - 20 August 2018 refers) and reminded Members that the previously agreed 2021/2022 Guide was due to be produced by the Summer of 2021, and that she had recently received an approach from Local Authority Publishing Company Limited advising that it was about to start the sales canvassing for the new Guide in the near future.

She then advised the Council of the agreed offer as follows:-

- Guide to be A5 size
- 30 pages of full colour editorial
- Up to 10,000 copies provided on a fully-funded basis
- Interactive Guide for downloading to iPads, iPhones, tablets and android phones via free app
- Free hyperlinks for all advertisers.

Following a brief discussion, the Council was pleased to NOTE this information.

48/21 ARUN DISTRICT COUNCIL - LIAISON MEETINGS

The Clerk referred to Minute 20/21 and said that the first Liaison Meeting which was scheduled to take place on 23 February 2021 had, by mutual agreement, been postponed, taking account of the continuing Covid-19 National Restrictions. She said that it was hoped that this Meeting could be rescheduled for some time in June 2021, when it was hoped that both Councils would be operating on a more 'normal' basis.

The Council NOTED this information.

(Prior to consideration of the following item Councillor Bennett had declared a personal interest in his capacity as Chairman of the Arun District Council's Development Control Committee)

49/21 ARUN DISTRICT COUNCIL - RUSTINGTON PARISH COUNCIL - CIL TRAJECTORY 2021

The Clerk said that she had previously circulated an email, together with associated documentation in this regard, received from Ms Julie Grieves, Community Infrastructure Levy Officer.

Councillor Warren then expressed his concerns in respect of certain of the potential future housing numbers for Rustington, as contained within the latest HELAA Trajectory figures. He said that three deliverable sites within the Village were included, amounting to some 44 houses which, whilst seeming like a fairly low figure in comparison to many surrounding Towns and Villages, could turn out to be unachievable. He said that the

Clerk was currently trying to ascertain the accuracy of at least one of the ‘deliverable sites’ housing quota, with the owner of the buildings and land in question, but had yet to receive clarification in this regard.

The Clerk said that Councillor Warren and herself would be further investigating the figures contained within the Trajectory and would raise any concerns at the CIL Update Meeting on 11 March 2021, if not before.

The Council NOTED this information.

50/21 ARUN DISTRICT COUNCIL - VARIATION OF SEASONAL PARKING CHARGES - CONSULTATION

The Clerk reported that she had previously circulated an email received from Calvin Baylis, Customer & Parking Services Manager, in respect of the District Council’s proposal to vary the seasonal Car Parking Charges in various Car Parks in Littlehampton and Bognor Regis, as detailed in the Schedule below, with effect from 1 April 2021. She said that the closing date for comments was 25 February 2021.

Parking Place	Period of Parking	Present Charge	Proposed Charge
Gloucester Rd, Bognor Regis Culver Road, Bognor Regis Rock Gardens, Bognor Regis West Green, Littlehampton East Green, Littlehampton Sea Road, Littlehampton The Wall, Littlehampton West Beach, Littlehampton Banjo Road, Littlehampton Mewsbrook, Littlehampton	Up to 1 hour Up to 2 hours Over 2 hours	Winter Tariff (Nov to Feb) £0.60 £1.20 £2.40	Winter Tariff (Nov to Feb) £0.70 £1.40 £2.50
Gloucester Rd, Bognor Regis East Green, Littlehampton Sea Road, Littlehampton The Wall, Littlehampton West Beach, Littlehampton	Up to 1 hour Up to 2 hours Over 2 hours	Summer Tariff (Mar to Oct) £1.50 £3.20 £7.40	£1.60 £3.30 Mar to June £8.00 July & August £10.00 Sept & Oct £8.00
West Green, Littlehampton	Up to 1 hour Up to 3 hours Over 3 hours	£1.50 £3.20 March to June £7.40 July & August £8.40 Sept & Oct £7.40	£1.60 £3.30 March to June £8.00 July & August £10.00 Sept & Oct £8.00
Mewsbrook, Littlehampton	Up to 2 hours Up to 4 hours Over 4 hours	Summer Tariff (Apr to Sept) £1.00 £3.00 £6.00	£1.60 £3.30 Mar to June £8.00 July & August £10.00 Sept & Oct £8.00
Banjo Road, Littlehampton Culver Road, Bognor Regis Rock Gardens, Bognor Regis	Up to 1 hour Up to 4 hours Over 4 hours	Summer Tariff (Mar to Oct) £1.00 £3.20 £7.40	Summer Tariff (Mar to Oct) £1.10 £3.20 £8.00

Following a brief discussion, the Council RESOLVED to take no further action in this regard, but that Members should respond to the Consultation on an individual basis if they so wished.

**51/21 ARUN DISTRICT COUNCIL - LICENSING ACT 2002 - BP OIL LIMITED,
SF CONNECT, 102 WORTHING ROAD, RUSTINGTON**

The Clerk reported that she had previously circulated an email and associated documentation from The Licensing Team at the Arun District Council, advising that an Application to vary a Premises Licence for the above-named premises had been submitted under the Licensing Act 2003.

She said that the Application was open for representations from interested parties and responsible Authorities between 4 February 2021 to 4 March 2021. She reminded Members that any such representations would need to be pertinent to the licensing objectives as follows:-

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

Following a further discussion, the Council RESOLVED to raise no objection in respect of this Application.

52/21 WEST SUSSEX COUNTY COUNCIL - WEST SUSSEX SKILL MILL

The Council NOTED an email received from Matt Pollard, Skill Mill Co-ordinator (Secondment), YJS, Children Services/People Services, in this regard.

The Clerk said that the Deputy Clerk was currently liaising with the Skill Mill in respect of a number of one-off projects that it might be able to support the Council with in the future.

53/21 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS (SSALC)

(a) West Sussex Association of Local Councils (WSALC)

The Council NOTED the following documents which had been previously circulated to Members:-

- Report on the Review of Member Service Agreements by Professor Colin Copus
- Letter from the WSALC Board
- Email correspondence from the Company Secretary to Parish and Town Councils
- Letter from the Chief Executive Officer, SSALC.

The Clerk said that she had, earlier in the day, also received a further email from the Clerk to the Boards, which she had sent via email to all Members as follows:-

I have been asked by the SSALC CEO to send out the note below.

At the meeting of SERCAF (South East Regional County Association Forum) on 15th February 2021, the Chairman of Surrey ALC reported on his concern over the content of a letter sent by the Chairman of WSALC to other CALC Chairmen in the South East. The Surrey Chairman has asked that the minute extract below be forwarded to West Sussex towns and parishes to correct the misinformation.

[b] Letter from Chairman of WSALC to all non SSALC Chairmen on SERCAF - Steve Cosser, Chairman of Surrey ALC stated his concern over the letter sent by Terry Oliver which was factually incorrect and a distortion of the present position concerning SSALC. For several months WSALC had made no secret of intending to leave the 'triple alliance' and pursued discussions with

Hampshire ALC for provision of services in West Sussex, something that will be decided by the membership. What is a distortion is that Surrey's decision to leave SSALC has brought this about; in fact Surrey's decision was to protect the support for its parishes from 1st April in the face of mounting uncertainty and only taken in the past three weeks.

Mike Beal, Vice Chairman of WSALC asked that it be noted he had played no part in the 'mud slinging'.

Councillor Richard Parry as Chairman, expressed regret that Surrey and Sussex were being put through such difficulties and hoped that equilibrium could be restored.

The Clerk then said that she had also circulated an email she had sent to the Company Secretary, following email consultation with all Members as follows:-

Dear Mark

In response to your email to all West Sussex Towns and Parish Councils yesterday, I can confirm that having consulted with all Members of Rustington Parish Council, I have been authorised to advise you that it is my Council's wish for the following Resolutions to be considered and voted on at the Annual General Meeting of WSALC on 25 February 2021:-

- *The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution not to purchase governance services from the Hampshire Association of Local Councils*
- *The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to work with the East Sussex Association of Local Councils to re-establish a Sussex Association and to receive joint governance arrangements through a single service*
- *The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to appoint a new Chairman and Vice Chairman of WSALC.*

My Council has also agreed to request that a Special Meeting be called, (if this still proves to be necessary either prior to or after the Annual General Meeting), on the following grounds:-

"The Town and Parish Councils of West Sussex consider they have not been properly consulted about the West Sussex Association of Local Council's (WSALC) proposals to move away from the current model of services provision through the Sussex and Surrey Association of Local Councils (SSALC) to purchasing support from the Hampshire Association of Local Council (HALC). This process appears to have been deliberately withheld from member councils and has led to the other 2 County Association in SSALC having to make their own arrangements for their members. This has resulted in decisions being made in haste, with no clear demonstration of value for money, nor member support. Given the potential for many local councils to leave the Associations, this is causing considerable harm to the sector locally. In view of the lack of trust in the process, this meeting therefore instructs the Board:-

1. *To cease negotiations with HALC with immediate effect*
2. *To enter into urgent discussions with the East Sussex Association of Local Councils and the Chief Executive of SSALC to ascertain whether a one-year agreement can be reached to operate a pan-Sussex Association comprising the two County Associations and through this provide time for Member Councils to consider the best way forward to achieve value for money from April 2022 and should this be agreed to enter into such an arrangement*
3. *Request all District Associations to meet urgently to discuss this matter and their representation on the Board and to instruct those representatives as to how they wish them to progress the matter*
4. *Reconvene a further General Meeting within 4 weeks if working with East Sussex is not achievable, to consider the options available to Members and to agree a way forward"*

Both of these requests will receive formal retrospective approval at the Meeting of my Council on 22 February 2021, which will be recorded in the Minutes accordingly.

Following a further discussion, the Council RESOLVED to RETROSPECTIVELY APPROVE the requests contained within the email to the Company Secretary detailed above, in the same connection as that previously agreed by Members via email.

The Council also NOTED the Agenda for the WSALC Annual General Meeting to be held on 25 February 2021.

The Clerk said that the Council would also need to authorise its Representatives to support the Special Resolutions on the Agenda, namely:-

- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution not to purchase governance services from the Hampshire Association of Local Councils
- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to work with the East Sussex Association of Local Councils to re-establish a Sussex Association and to receive joint governance arrangements through a single service
- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to appoint a new Chairman and Vice-Chairman of WSALC.

She said that as one or more of these Resolutions may have been overtaken by events prior to the Annual General Meeting, it would be the Chairman who would make the decision at the Meeting as to whether they should be considered.

Following a brief discussion, the Council RESOLVED that the Council's Representatives should support the Special Resolutions detailed above.

Councillor Mrs Cooper then reported on her attendance at a virtual Meeting with the WSALC Board of Directors, along with the Clerk and Deputy Clerk, on 18 February 2021.

Following a further detailed discussion, the Council expressed its concern at what could only be described as a most unfortunate situation in respect of the relationship between SSALC and WSALC to the seemingly detriment of the Member Councils, and RESOLVED that Councillors Mrs Cooper and Warren, in their capacity as the nominated representatives for the WSALC Annual General Meeting, in liaison with the Clerk, be AUTHORISED to rescind the Council's membership of WSALC, should the Board of Directors decide to purchase services from the Hampshire Association of Local Councils, without further consultation with all Members.

(b) Functions in West Sussex

The Council NOTED an email received from Anna Beams, Office, Training & Events Manager, detailing the support and services it provided for the Member Councils in West Sussex as follows:-

Advice up to 7.30pm each day and for urgent matters outside the normal working week, principally

- *Legal support, either referred to NALC or for urgent matters to a firm of solicitors under our retainer arrangement that the CEO / DCEO can authorise at their discretion*
- *Finance advice, response usually with 24 hours from an experienced accountant or auditor*
- *Planning guidance, available from SSALC's Planning Associate*

Training - full programme to cover needs of Chairmen, Councillors and Clerks

- *Programme set out on SSALC website, available as open sessions or bespoke for individual councils*

Communications

- *Website - our main method of conveying information from Government, NALC and other agencies*
- *Newsletter - electronic, normally sent out weekly for Clerks to share with councillors containing matters of local and national interest*

Collection of income

- *Subscription income is the life blood of SSALC and its receipt ensures we can continue to provide the services our member councils require; unlike some County Associations SSALC does not take any contribution from County or District Councils thus ensuring independence*

Conflict resolution

- *It is an unfortunate fact that many of the issues encountered by parishes result from councillors in dispute with each other or with the Clerk. A pragmatic approach to resolving tensions can often be achieved by the CEO or DCEO working with councillors, drawing on HR advice as required. We are fortunate in that the DCEO is a solicitor and former Monitoring Officer, well equipped to deal with such issues*

Recruitment

- *SSALC has built up a knowledge base to assist councils with the recruitment of staff; detailed records are maintained of the level of interest around each vacancy and the number of applications received. Pay levels for vacancies are retained and assist councils to recognise market forces when a vacancy arises*

Business Planning

- *Visioning and objective setting, this process assists councils to engage with residents and share thoughts on future direction of council priorities. Having agreed objectives makes it easier to monitor performance and undertake staff appraisals*

Engagement with principal authorities

- *Where a council might be in dispute with the County or its District Council, SSALC CEO will discuss it with the Chairman and if appropriate arrange to speak to the CEO of WSCC or the DC*
- *A constructive dialogue exists between SSALC and the principal authorities in West Sussex*

Advice on creation of new councils or merging existing councils

- *From time to time a community will petition for a Community Governance Review and SSALC CEO is required to advise. In East Sussex for example the Bexhill situation is moving towards elections in May 2021 and the creation of a new parish/town council, this has involved significant input from the CEO and likely to continue through 2021. In West Sussex advice is being provided for the non-statutory Neighbourhood Councils in Horsham and interest expressed in the creation of a new parish west of Horsham. The idea of parishing the whole of Adur District has also been floated*

Engagement with Sussex Police and the PCC at all levels

- *Regular engagement with the Chief Constable and District Commanders helps ensure that operational policing concerns of member councils are dealt with at the highest level*

- *PCC / SSALC Focus Groups with local councils and communities attended by the CEO is a way of providing those communities with a means of getting their concerns to the Police and Crime Commissioner and Chief Constable. Also CEO attends the Business Crime Group with the aim of protecting vulnerable rural and farm shops across Sussex*
- *The CEO is currently Chair of the 101 Independent Advisory Group, a team of 20 people from all sectors across Sussex including local councillors and clerks, established to monitor the effectiveness of non-emergency contact*
- *The development of this relationship means that requests from SSALC for attention in a particular community is taken seriously by the police*

Support for the Board

- *Preparation of agendas and reports*
- *Production of minutes and action arising from decisions*
- *Attendance as required at District Association meetings*

Engagement with NALC

- *CALC Chairmen attend NALC Assembly once a quarter, the CEO meets with NALC staff and colleagues around the country once a week to share concerns and learn from each other*

Engagement with West Sussex Civilian & Military Partnership Board

- *With 42,000 military veterans in West Sussex, the County Council has the CMPB where a representative of each Borough or District, Regular and Reserve Forces, Cadet Forces, NHS, Service Charities meet to uphold the Military Covenant; SSALC CEO also has a seat on the Board. Maintains awareness of grant availability for local groups and parish councils*
- *The CEO Chairs the Events and Engagement Group which monitors commemorative events and if a local council requires a uniformed presence, this is secured by the CEO using military contacts*
- *The CEO has held an Army Reserve Commission, albeit many years ago and invited by SERFCA to represent SSALC on the Sussex Reserve Forces & Cadets Committee*

Organise the election of parish representatives to the National Park

- *All parishes wholly or partially within the SDNP are entitled to nominate representatives to serve on the NP Board, elections every four years and possible bye elections in between; SSALC manages the process for SDNP in calling for candidates and conducting the postal ballot election*

SERCAF

- *A group of nine counties in the south east containing 1600 local councils, CEO of SSALC coordinates its activities by agreeing content for discussion and arranging meetings*

Arrange locum Clerk to support councils at times of need

- *A database of those willing to locum as Clerks in all parts of the three counties is maintained and, when required names are offered to councils with a need.*

The Council NOTED this information.

(c) Section 137 - 2021-22

The Council NOTED an email received from Anna Beams, Office, Training & Events Manager, advising that the Ministry of Housing, Communities and Local Government (MHCLG) had notified the National

Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish and Town Councils in England for 2021-22 was £8.41 per elector.

54/21 CENSUS 2021 - SOCIAL MEDIA

The Clerk referred to Minute 23/21 and said that she had previously circulated an email received from John Heaton, Census Engagement Manager, South and West of West Sussex Office for National Statistics, in this regard.

She said that in his email, Mr Heaton was providing an update on the arrangements being put in place for Census Day which was on 21 March 2021, together with the now ongoing National Campaign across the Media, which would include information about how everybody could complete the Census Form, particularly if they would struggle to do so for a wide range of reasons.

The Council NOTED this information.

55/21 COMMUNITIES AGAINST GATWICK NOISE EMISSIONS (CAGNE)

(a) Gatwick Airport 2nd Runway

The Council NOTED documentation in this regard.

(b) Green Jobs for the Gatwick Area

The Council considered an Invitation, received from Councillor Sally Pavey, Secretary to the Forum, to attend the next virtual Forum Meeting on 25 February 2021.

Following a discussion, the Council RESOLVED to take no further action at the present time in this regard.

56/21 RAMPION2 WIND FARM CONSULTATION

The Clerk referred to Minute 26/21 and said that she had previously circulated an email received from the Clerk of Kingston Parish Council, advising that following virtual Meetings with representatives from Rampion and the Campaign Group, Protect Coastal England, the Council had raised the following initial concerns:-

1. *The Visual Impact:*

There will be an extremely detrimental visual effect on the seascape given:

- Rampion2 is to be sited only 8.1 miles from the shoreline - this is far too close.*
- the much larger sized turbines (325m - taller than the Eiffel Tower!) will have a greater visual impact than Rampion 1, during the day and when lit at night*
- the combined and extended span of Rampion 1 and 2 will affect the seascape of an extensive part of the Sussex coastline - potentially from Newhaven to Selsey. This will affect the views for residents and tourists as well as views from iconic sites such as Arundel Castle and the South Downs National Park*

2. *The Environmental Impact:*

- the effect of turbines on birds as their safe flight corridors will be lost*
- the disturbance of the seabed that will impact on the plants and sea creatures*
- the effect on the countryside and its wildlife by laying offshore cables from Climping to Bolney*

3. The Economic Impact:

- how will the scheme affect the local economy including tourism and fishing?

4. The Location:

- Whilst the Council fully supports the need to bring on stream more renewable energy, Wind Farms need to be located with sensitivity to the amenity and landscape of the local area. Are there other sites around the coast where the turbines can be set much further out to sea to reduce the impact such as at Dogger Bank in the North Sea?

The letter advised that Kingston Parish Council would be responding to the formal Consultation when more details of the Scheme had hopefully emerged later in the year, and stated that it would be very interested to know the Council's own views.

Following a brief discussion, the Council RESOLVED to take no further action at the present time.

57/21 SOUTHERN WATER - WATER RESOURCES SOUTH EAST'S PROPOSAL FOR CREATING A BEST VALUE REGIONAL PLAN

The Clerk reminded Members that she had previously circulated an email received from Sally Cobb, Stakeholder Engagement, together with the Consultation Document.

Following a discussion, the Council RESOLVED to take no further action at the present time in this regard.

58/21 CONNECT2 PROJECT

The Chairman reported that the Clerk had previously circulated an email received from Jonathan Green, Chief Executive Officer, together with associated documentation in this regard.

The Council NOTED this information.

59/21 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Census 2021 - Newsletter for Local Authority Partners Issues 13, 14, 15 and 16
- (b) Campaign to Protect Rural England - Campaign's Update - February 2021
- (c) Campaign to Protect Rural England - Festival of Spring - February-April 2021
- (d) Campaign to Protect Rural England - News from CPRE Sussex: Join our Festival of Spring Countryside Talks & get involved with the CPRE Star Count
- (e) East Preston Parish Council News - 28 January 2021 and 10 February 2021
- (f) National Association of Local Councils - Chief Executive's Bulletin - 12 February 2021 and 19 February 2021
- (g) West Sussex County Council - News Releases - 26 January 2021 x 2, 2 February 2021, 4 February 2021, 5 February 2021, 8 February 2021, 9 February 2021, 10 February 2021, 17 February 2021 and 18 February 2021

There being no further business the Meeting concluded at 7.53 pm.

Chairman:

Date:

There were no questions received preceding the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.