



# Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

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16 March 2021

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 22 March 2021 commencing at 7.00 pm.**

Please note that due to the current Coronavirus (Covid-19) Pandemic, this Meeting will be held remotely (via Microsoft Teams) and is to 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. For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

**Public Questions:** Members of the Public are invited to submit questions, for consideration at the Meeting, to the Council by no later than **Monday 22 March 2021 at 9.00 am**, either in writing delivered to the Parish Council Offices, via email to: [enquiry@rustingtonpc.org](mailto:enquiry@rustingtonpc.org) or by telephone: 01903 786420.

**Meeting Access:** To attend the (remote) Meeting, please use the following link: <https://bit.ly/384mo57>

Yours sincerely

**Clerk of the Council**

## **A G E N D A**

1. Apologies for Absence
2. 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*



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

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

3. To confirm the Minutes of the Monthly Meeting held on 22 February 2021  
(*Copy attached*)
4. Sussex Police:-
  - (a) Police Cover for Rustington - To note an email received from PCSO Hannah Pipkin  
(*Copy attached for Members*)
  - (b) Matters Arising (if any)
5. District Councillors - Matters Arising (if any)
6. County Councillors - Matters Arising (if any)
7. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
8. Chairman's Report
9. Planning Committee - To note the Report of the Meeting held on 22 February 2021  
(*Copy previously circulated*)
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 22 March 2021 from the Chairman of the Committee, and to consider the Recommendations contained therein  
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
11. Annual Review of the Effectiveness of the Council's Internal Audit Arrangements - To consider a Report from the Clerk of Council  
(*Copy attached for Members*)
12. 2021/2022 Budget  
(*Copy enclosed for Members*)
13. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary  
(*Copy attached for Members*)
14. Health & Safety Policy - To review and revise the Council's Policy, if necessary  
(*Copy attached for Members*)
15. Freedom of Information Act 2000 - Model Publication Scheme 2009 - To review and revise the Council's Publication Scheme  
(*Copy attached for Members*)
16. Homeworking Policy - To review and revise the Council's Policy, if necessary  
(*Copy attached for Members*)

17. Equal Opportunities Policy Statement - To approve the Equal Opportunities Policy Statement for the Council, and Clerk to report  
(Copy attached for Members)
18. Annual Assembly of the Parish Meeting - 15 April 2021 - Clerk to report
19. The Queen's Platinum Jubilee - 2-5 June 2022 - Clerk to report
20. Number 12 Bus Service - To note the Bus Service Statistics for February 2021  
(Copy attached for Members)
21. The Chaucery Memorial - To consider a further letter received from the Chairman of the Chaucery Memorial's Volunteer Group, and Clerk to report (Minute 27/21 refers)  
(Copy attached for Members)
22. Arun District Council:-
  - (a) New Model Code of Conduct - Clerk to report
  - (b) Community Infrastructure Levy (CIL):-
    - (i) Town and Parish Council Update - To note an email received from Councillor Warren, together with his Report of the Meeting held on 11 March 2021  
(Copy attached for Members)
    - (ii) Town and Parish CIL IIP Consultation March 2021 - To consider an email received from Julie Grieves, Community Infrastructure Levy Officer, together with the Consultation Document  
(Copy enclosed for Members)
23. West Sussex County Council - Soft Sand Review of the Joint Minerals Local Plan - Planning Inspector's Report - To consider an email received from the Planning Policy and Infrastructure Team, together with a covering letter from the Head of Planning Services  
(Copy attached for Members)
24. West Sussex Association of Local Councils (WSALC):-
  - (a) Reduction of Subscriptions 2021-22 - To note a letter received from Douglas Denham St Pinnock, Chairman  
(Copy attached for Members)
  - (b) Annual General Meeting - To note an email received from Paul Richards, Clerk to the Boards, together with the Minutes of the Meeting  
(Copy attached for Members)
25. Census 2021 - West Sussex Libraries Census Support Service - To note an email received from John Heaton, Census Engagement Manager, South and West of West Sussex Office for National Statistics  
(Copy attached for Members)

26. Public Conveniences - The Street - Security Measures - To consider a Quotation received from R J Meaker Fencing Limited  
(Copy attached for Members)
27. Village Noticeboards - To consider an email received from Rebecca Carter, Family Support Practitioner, Family Support Work CDA, together with a Draft Proposal  
(Copy attached for Members)
28. To receive Reports from Members attending other External Meetings (if any)
29. Urgent matters arising, for information only, since the preparation of this Agenda
30. To note the following Documents and Publications previously circulated to Members:-
  - (a) CAGNE - Night Flight Consultation
  - (b) Campaign to Protect Rural England - Latest News - February 2021 and March 2021
  - (c) Carers Support West Sussex - Latest News - 5 March 2021
  - (d) Chestnut Tree House - Spring Newsletter
  - (e) Census 2021 - Newsletter for Local Authority Partners Issues 17, 18 and 19
  - (f) East Preston Parish Council News - 24 February 2021, 3 March 2021 and 10 March 2021
  - (g) National Association of Local Councils - Chief Executive's Bulletin - 26 February 2021, 5 March 2021 and 12 March 2021
  - (h) West Sussex County Council - News Releases - 25 February 2021 x 2, 2 March 2021 x 2, 3 March 2021, 8 March 2021, 9 March 2021 x 2, 10 March 2021, 12 March 2021 and 15 March 2021
  - (i) Royal Horticultural Society - Blooming Brilliant News - Issue 11
  - (j) St Barnabas House - Life Newsletter - Spring 2021
  - (k) Sussex Associations of Local Councils - West Sussex Association of Local Councils Newsletter - March 2021