



# Rustington Parish Council

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

Tel: 01903 786420 Fax: 01903 788736

E-mail: [enquiry@rustingtonpc.org](mailto:enquiry@rustingtonpc.org)

Website: [www.rustingtonpc.org](http://www.rustingtonpc.org)

---

17 May 2022

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 23 May 2022** in the **John de Bohun 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 2023
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 2023
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. District Councillors - Matters Arising (if any)
7. County Councillors - Matters Arising (if any)
8. 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 - Eight Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Amenities Committee**

(Constitution - Seven 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)

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

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

Two Members (*Currently Chairman and Vice-Chairman*)

(b) **Neighbourhood Plan Review**

Six Members

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

Two Members

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

One Member and Deputy

- (e) **Rustington and District Twinning Association**  
One Member
  - (f) **Rustington-In-Bloom Committee**  
Five Members
  - (g) **Rustington Sports and Social Club Management Committee**  
One Member and Deputy
  - (h) **West Sussex Association of Local Councils**  
Two Members (*Currently Chairman and Vice-Chairman*)
10. To appoint Working Parties as follows:-
- (a) **Council Priorities**  
Five Members
  - (b) **IT/Website**  
Three Members
  - (c) **Parishioners' Award**  
Five Members
  - (d) **Rolling Programme of Works and Possible Capital Projects**  
Seven Members
  - (e) **Section 106/CIL Funding**  
Seven Members
  - (f) **Zachary Merton Community Hospital and Land/Assets of Community Value**  
Seven Members
11. Appointment of a Health and Safety Representative - Clerk to report
12. To confirm the Minutes of the Monthly Meeting held on 25 April 2022  
(*Copy enclosed*)
13. Annual Assembly of the Parish Meeting - 14 April 2022 - To note the Minutes of the Meeting  
(*Copy enclosed for Members*)

14. Sussex Police:-
  - (a) Matters Arising (if any)
  - (b) Summer Road Safety Stakeholder Virtual Briefing - 28 April 2022 - Chairman to report on her attendance at the Briefing
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 25 April 2022  
*(Copy previously circulated)*
18. Finance and General Purposes Committee - To receive the Report of the Meeting held on 23 May 2022 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. Audit of Accounts for the year ended 31 March 2022:-
  - (a) To consider and approve the Annual Governance Statement 2021/2022  
*(Copy attached for Members)*
  - (b) To consider and approve the Accounting Statements 2021/2022  
*(Copy attached for Members)*
20. Fidelity Guarantee Insurance (Fraud and Dishonesty) - To review the level of Fidelity Guarantee Insurance - Clerk to report
21. To review the Council and Committees' Terms of Reference  
*(Copy attached for Members)*
22. To review the Council's Complaints Procedure Policy  
*(Copy attached for Members)*
23. Asset Register - To approve amendments made to the Register (As at 31 March 2022)  
*(Copy attached for Members)*
24. Rustington Youth Club - To consider and approve the proposed new Three Year Service Level Agreement with Arun Community Church  
*(Copy attached for Members)*
25. Parishioners' Award - To consider the Report of the Working Party Meeting held on 4 May 2022  
*(Copy attached for Members)*
26. The Queen's Platinum Jubilee - 2-5 June 2022:-
  - (a) To note the Report of the Public Meeting held on 9 May 2022  
*(Copy attached for Members)*

- (b) Commemorative Medals - Presentation to Primary Schools - Clerk to report
  - (c) Visit by Mayor of Künzell and Welcome Reception on Saturday 4 June 2022 at 5.30 pm - Clerk to report
27. Number 12 Bus Service - To note the Bus Service Statistics for April 2022  
(Copy *attached for Members*)
28. Parish Church of St Peter and St Paul - Closure of Churchyard - To consider the following Resolution:-
- “Rustington Parish Council hereby resolves to pass on the maintenance responsibility of the Churchyard in its entirety to the Arun District Council with immediate effect”
29. Power of General Competence - To re-adopt the Power of General Competence until the Annual Meeting in 2023
30. Compliance with GDPR - Re-appointment of Data Protection Officer - Clerk to report
31. Arun District Council:-
- (a) Changing Places Toilets - To consider an email received from the Property Estates & Facilities Manager and Clerk to report  
(Copy *attached for Members*)
  - (b) Investment Plan for the UK Shared Prosperity Fund:-
    - (i) To consider an email received from the Director of Place, together with the Fund’s Prospectus  
(Copy *enclosed for Members*)
    - (ii) To consider an Investment Plan Proposal, prepared by the Deputy Clerk  
(Copy *enclosed for Members*)
32. West Sussex County Council - WestSussBus - Clerk to report
33. West Sussex Association of Local Councils:-
- (a) National Association of Local Councils - Updated Model Standing Orders - To note an email received, together with the updated Legal Topic Note 87: Procurement, and Clerk to report  
(Copy *attached for Members*)
  - (b) New Safe Space Sussex App - To note an email received in this regard  
(Copy *attached for Members*)
  - (c) Over-Development of the South Eastern Counties - To note a letter to Michael Gove MP, Secretary of State for Levelling Up, Housing and Communities, from the Chairman of Aldingbourne Parish Council  
(Copy *attached for Members*)

34. National Association of Local Councils - NALC Issues Survey on 2022 Local Elections - To consider an email received in this regard  
(Copy attached for Members)
35. To receive Reports from Members attending other External Meetings (if any)
36. Urgent matters arising, for information only, since the preparation of this Agenda
37. To note the following Documents and Publications previously circulated to Members:-
  - (a) CAGNE - May 2022 Bulletin
  - (b) Carers Support West Sussex - Latest News - April 2022
  - (c) Campaign to Protect Rural England - Invitation to join 'British Flowers Rock' - 10 May 2022
  - (d) East Preston Parish Council News - 29 April 2022, 5 May 2022 and 12 May 2022
  - (e) Hidden Disabilities - Our latest Sunflower Conversation - FASD with Tristan Casson-Rennie and Jan Griffin
  - (f) National Association of Local Councils - Chief Executive's Bulletin - 6 May 2022
  - (g) National Association of Local Councils - Newsletter - 4 May 2022
  - (h) National Association of Local Councils - Star Council Awards 2022
  - (i) Royal Horticultural Association - Your RHS May Community Gardening Updates
  - (j) West Sussex County Council - Highways, Transport and Planning - Member's Newsletter 13 May 2022
  - (k) West Sussex County Council - News Releases - 29 April 2022, 6 May 2022, 9 May 2022 x2, 11 May 2022, 12 May 2022 x2 and 16 May 2022 x2
  - (l) West Sussex County Council - Mental Health Week - 12 May 2022