



Rustington Parish Council

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20 September 2022

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 26 September 2022** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.15 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

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. To observe a two-minute's silence in memory of Her Majesty Queen Elizabeth II following her passing on 8 September 2022
2. The late Mrs June Swonnell (ex-Council Member), Mr Lewis Earl and Mr Norman Giles -
To observe a one-minute's silence
3. Apologies for Absence
4. 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

5. To confirm the Minutes of the Monthly Meeting held on 25 July 2022
(Copy *attached*)
6. Sussex Police:-
 - (a) Matters Arising (if any)
 - (b) Arun Parish Meetings - 1 August 2022 and 8 September 2022 - Clerk to report
 - (c) Summer Road Safety Briefing - To note an email received from Chief Inspector Kendal Wells
(Copy *attached for Members*)
7. District Councillors - Matters Arising (if any)
8. County Councillors - Matters Arising (if any)
9. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
10. Chairman's Report
11. Planning Committee - To note the Reports of the Meetings held on 18 July 2022 and 15 August 2022
(Copies *previously circulated*)
12. Finance and General Purposes Committee:-
 - (a) To note the Report of the Meeting held on 15 August 2022
(Copy *previously circulated*)
 - (b) To receive the Report of the Meeting held 26 September 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*)
13. Emergency Planning Committee - To confirm the Report of the Meeting held on 15 August 2022
(Copy *enclosed for Members*)
14. Annual Governance and Accountability Return for the Year ended 31 March 2022 - To note a letter received from Moore East Midlands, together with the External Auditor's Report and Certificate
(Copy *attached for Members*)
15. Cancellation and Rescheduling of the Annual Civic Thanksgiving Service & Community Awards Reception - To retrospectively approve the rescheduled date of 23 October 2022 and Clerk to report
16. Parish Council Insurance - Renewal - Clerk to report
17. Sickness & Absence Management Policy - To review and revise the Council's Policy
(Copy *attached for Members*)

18. Protocol in the event of the Death of a Senior National Figure - To retrospectively review and approve the Protocol to be adhered to
(Copy attached for Members)
19. Use of CCTV Policy - To review and revise the Council's Policy
(Copy attached for Members)
20. Museum Accreditation - To consider and approve the extended Forward Plan 2019-2023
(Copy enclosed for Members)
21. Council Priorities Working Party - To approve the Quotation for Training associated with progressing the Council's Action Plan
(Copy attached for Members)
22. Possible Purchase or Lease of a Motor Vehicle (Van) to support the Council's Operation - To consider a Report from the Clerk of the Council
(Copy attached for Members)
23. Illegal Encampments by Travellers:-
 - (a) Angmering Parish Council - Recent Traveller Incursions - To note the Report of the Meeting held on 30 August 2022
(Copy attached for Members)
 - (b) Council Facilities - Improved Security - Expenditure - Clerk to report
24. Number 12 Bus Service - To note the Bus Service Statistics for July and August 2022
(Copy attached for Members)
25. Road Traffic Calming in Rustington - To consider an email received from a resident, and Clerk to report
(Copy attached for Members)
26. Arun District Council:-
 - (a) UK Shared Prosperity Fund - Arun District Council Update - To note an email received from Matt Gover, Economic Regeneration Projects Officer, Director of Place
(Copy attached for Members)
 - (b) Community Gardens Award Grant - To note an email received from Matt Gover, Economic Regeneration Projects Officer
(Copy attached for Members)
 - (c) Arun Homes for Ukraine Small Grants Fund - To note an email received from Julie Hoggatt, Economic Regeneration Officer
(Copy attached for Members)
27. West Sussex County Council:-
 - (a) A259 Littlehampton Corridor Improvements - August 2022 Newsletter
(Copy attached for Members)

- (b) England Coast Path - Notification of Works in Parish - To note emails received from Kevin Dewitt, Projects Officer, England Coast Path, Public Rights of Way
(*Copy attached for Members*)
28. West Sussex Association of Local Councils - Introducing the Civility and Respect Pledge:-
- (a) To consider an email received together with the Civility and Respect Newsletter - August 2022
(*Copy attached for Members*)
- (b) To consider the following Resolution to sign up to the Civility and Respect Pledge:-
- The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local Council sector
- By Rustington Parish Council signing up to the Civility and Respect Pledge, it is demonstrating that it is committed to treating Councillors, Clerks, Employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role
- Accordingly, Rustington Parish Council agrees to the following statements:-
- That it will treat all Councillors, Clerk and all Employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role
 - That it is committed to training Councillors and Staff
 - That it has adopted the Code of Conduct for Councillors
 - That it has good governance arrangements in place including, staff contracts, and a dignity at work policy
 - That it will commit to seeking professional help in the early stages should civility and respect issues arise
 - That it will commit to calling out bullying and harassment if and when it happens. Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
 - That it supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate
29. Campaign to Protect Rural England - To receive an Invitation to attend the Annual General Meeting in the Main Hall, The Shoreham Centre on Saturday 1 October 2022 at 10.30 am
(*Copy attached for Members*)
30. UK Power Networks - Our Statement of Services - To note an email received
(*Copy enclosed for Members*)
31. Urgent matters arising, for information only, since the preparation of this Agenda
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 - July & August 2022 AirS Newsletter
 - (b) Carers Support West Sussex - Latest News from Carers Support West Sussex
 - (c) Census 2021 - Newsletter for Local Authority Partners - Issue 44 - 22 August 2022
 - (d) CAGNE - August/September Newsletter
 - (e) Campaign to Protect Rural England - Campaigns Update - August 2022
 - (f) Campaign to Protect Rural England - What's that rustling in the hedgerow
 - (g) Campaign to Protect Rural England - A victory for Britain's rainforests
 - (h) Campaign to Protect Rural England - Fracking is back - and we need your help
 - (i) Campaign to Protect Rural England - Our Queen, our patron
 - (j) East Preston Parish Council News - 28 July 2022, 10 August 2022, 17 August 2022, 25 August 2022, 31 August 2022, 6 September 2022, 12 September 2022 and 20 September 2022
 - (k) Hidden Disabilities - The Invisible Issue - Issue 7 - September 2022
 - (l) National Association of Local Councils - Chief Executive's Bulletin - 1 August 2022, 5 August 2022, 12 August 2022, 26 August 2022 and 9 September 2022
 - (m) National Association of Local Councils - NALC Newsletter - 3 August 2022, 10 August 2022, 17 August 2022 and 24 August 2022
 - (n) RHS Communities - August and September RHS Communities Update
 - (o) St Barnabas House - Mrs Ward, are your boots made for walking
 - (p) St Barnabas House - Will your group join in the Reindeer Fun this year?
 - (q) WSALC - Sussex Police: Rural Crime Team Monthly Update - July 2022
 - (r) West Sussex County Council - News Releases - 26 July 2022, 27 July 2022, 28 July 2022, 29 July 2022 x2, 1 August 2022, 2 August 2022, 3 August 2022 x2, 5 August 2022, 8 August 2022, 9 August 2022, 16 August 2022, 19 August 2022, 22 August 2022 x3, 25 August 2022 x2, 26 August 2022 x2, 31 August 2022, 1 September 2022, 2 September 2022, 5 September 2022, 6 September 2022, 8 September 2022, 9 September 2022, 12 September 2022, 13 September 2022, 20 September 2022 and 21 September 2022
35. To note the following Documents and Publications received for Members' information:-
- (a) Campaign to Protect Rural England - Countryside Voices - Summer 2022