



Rustington Parish Council

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9 May 2023

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 15 May 2023** 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 2024
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 2024
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. Vacancy - West Preston Ward - Clerk to report
7. District Councillors - Matters Arising (if any)
8. County Councillors - Matters Arising (if any)
9. 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 - Nine 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)

10. 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) **Arun Joint Action Group (JAG)**

One Member and Deputy

(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**

Three 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*)

11. To appoint Working Parties as follows:-

(a) **Council Priorities**

Five Members

(b) **IT/Website**

Two Members

(c) **Neighbourhood Plan Review**

Six Members

(d) **Parishioners' Award**

Five Members

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

Eight Members

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

Seven Members

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

Five Members

12. Induction/Familiarisation Course for Councillors - To agree a date for the Course, and Clerk to report

13. To confirm the Minutes of the Monthly Meeting held on 24 April 2023
(Copy *attached*)
14. Annual Assembly of the Parish Meeting - 13 April 2023 - To note the Minutes of the Meeting
(Copy *attached for Members*)
15. Sussex Police:-
 - (a) Matters Arising (if any)
 - (b) Interim Arun NPT Inspector - To note an email received from Inspector Ross Wickings
(Copy *attached for Members*)
16. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
17. Chairman's Report
18. Planning Committee - To note the Report of the Meeting held on 24 April 2023
(Copy *previously circulated*)
19. Finance and General Purposes Committee - To receive the Report of the Meeting held on 15 May 2023 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
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. Parishioners' Award - To consider the Report of the Working Party Meeting held on 2 May 2023
(Copy *attached for Members*)
24. Number 12 Bus Service:-
 - (a) To note the Bus Service Statistics for April 2023, and Clerk to report
(Copy *attached for Members*)
 - (b) To note the new Timetable valid from 30 May 2023
(Copy *attached for Members*)
25. Power of General Competence - To re-adopt the Power of General Competence until the Annual Meeting in 2024

26. Compliance with GDPR - Re-appointment of Data Protection Officer - Clerk to report
27. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - To consider a Report from the Clerk
(Copy to follow for Members)
28. West Sussex Association of Local Councils - Department for Levelling Up, Housing and Communities (DLUHC) Infrastructure Levy Consultation - To consider an email received from Anna Beams, Local Authority Officer, Mulberry & Co, together with the NALC Briefing Note PC1-23 and SSALC's Explanatory Notes prepared by Steve Tilbury Consulting
(Copy attached for Members)
29. Sergeant Air Gunner Arthur George Fry - To note an email received from Sheila Marsden, and Clerk to report
(Copy enclosed for Members)
30. To receive Reports from Members attending other External Meetings (if any)
31. Urgent matters arising, for information only, since the preparation of this Agenda
32. To note the following Documents and Publications previously circulated to Members:-
 - (a) CAGNE - Night Flight Consultation - No 2nd Runway for a Greener, Quieter & Healthier Future
 - (b) Carers Support West Sussex - Latest News - 25 April 2023
 - (c) Campaign to Protect Rural England - Almost 4,000 counts were submitted
 - (d) Campaign to Protect Rural England - Hedgelife Help Out is Here!
 - (e) Campaign to Protect Rural England - The Big Help Out and National Hedgerow Week are here!
 - (f) East Preston Parish Council News - 26 April 2023 and 4 May 2023
 - (g) ERTA - Newsletter No. 49 - May-June 2023 & Travel Card Withdrawal Update
 - (h) National Association of Local Councils - Chief Executive's Bulletin - 28 April 2023 and 5 May 2023
 - (i) National Association of Local Councils - NALC Events - 9 May 2023
 - (j) National Association of Local Councils - Newsletter - 26 April 2023 and 3 May 2023
 - (k) National Association of Local Councils - Star Council Awards 2022
 - (l) Riseadapt - Changing Places Support for Councils
 - (m) Royal Horticultural Association - Nurturing your Wellbeing
 - (n) West Sussex County Council - Coronation of King Charles III Special Edition
 - (o) West Sussex County Council - News Release - 25 April 2023 and 5 May 2023