



Rustington Parish Council

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18 July 2023

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 24 July 2023** in the **John de Bohun 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.

Please note change of venue.

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*

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 26 June 2023
(Copy attached)



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

4. Casual Vacancy - To consider the Applications received, and to receive a brief verbal Presentation from each candidate, if in attendance
(Copy attached for Members)

Note: *During consideration of this item, the Meeting will be adjourned for the candidates to make their Presentations, following which the Press and Public will be asked to leave the Meeting Room, and Members will then have the opportunity to consider all of the Presentations, alongside the written applications received*

Following this adjournment, the Meeting will resume and all attendees will be invited to re-join

Members of the Council will then each be given a voting paper on which to select their preferred candidate by signing against the appropriate name. These papers will be collected and checked by Council Personnel at the Meeting

The Chairman will then declare which candidate has received the majority vote and has been co-opted to the Council

5. Sussex Police - Matters Arising (if any)
6. District Councillors - Matters Arising (if any)
7. County Councillors - Matters Arising (if any)
8. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
9. Chairman's Report
10. Planning Committee - To note the Report of the Meeting held on 26 June 2023
(Copy previously circulated)
11. Finance and General Purposes Committee - To receive the Report of the Meeting held on 24 July 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)
12. To authorise the Finance and General Purposes Committee to deal with any urgent matters that might arise, in addition to the payment of accounts, during the August recess
13. Annual Governance and Accountability Return (AGAR) - Audit of Accounts for the year ended 31 March 2023 - To retrospectively approve the amended Accounting Statements 2022/2023 (Page 5) and Clerk to report
(Copy attached for Members)
14. To consider and adopt the Document Retention & Disposal Policy
(Copy attached for Members)
15. Annual Civic Thanksgiving & Presentation Reception - 10 September 2023 - Clerk to report

16. Number 12 Bus Service - To note the Bus Service Statistics for June 2023
(Copy attached for Members)
17. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - To note an email received from Emily Scott, together with the Minutes of the Meeting held on 5 July 2023
(Copy attached for Members)
18. Out of Hours Caretaking of Council's Land and Buildings - To consider the Specification together with a Quotation received from Keith Anscombe and Clerk to report
(Copy attached for Members)
19. Rustington Cricket Club - To consider a request for a financial contribution towards the maintenance and upkeep of the Cricket Square from September 2022 to August 2023
(Copy to follow for Members)
20. Extension of Double White Lines - Old Manor Road - To consider a request received to support an application for a Traffic Regulation Order (TRO) (junction of Old Manor Road and Dingley Road)
(Copy attached for Members)
21. Availability of Cash Point Machines (ATM's) in Rustington - Councillor Ceiriog-Hughes to report
22. Arun District Council:-
 - (a) Call for Sites 2023 - To consider an email received from the Planning Policy Team
(Copy attached for Members)
 - (b) Assets of Community Value (ACV) - Expiry of Five Year Listing Period for ACV 87 - Rustington Library - To consider an email received from Karen Garner, Local Land Charges & Property Gazetteer Officer, Technical Services Directorate of Growth
(Copy attached for Members)
 - (c) Structure Chart - To note an email received from Shirley Quinlan, PA to Chief Executive and Monitoring Officer, together with associated documentation in this regard
(Copy attached for Members)
 - (d) Public Space Protection Order (PSPO) for Dogs in Open Spaces - Public Consultation - Clerk to report
(Copy of information attached for Members)
23. West Sussex County Council - Proposed locations for more electric vehicle chargepoints - To consider a News Release received, together with the Map showing the proposed locations in Rustington
(Copy enclosed for Members)
24. West Sussex Association of Local Councils Limited - ADALC Conference - 10 October 2023 - To note an email received from Anna Beams, together with associated documentation in this regard
(Copy enclosed for Members)

25. To receive Reports from Members attending other External Meetings (if any)
26. Urgent matters arising, for information only, since the preparation of this Agenda
27. To note the following Documents and Publications previously circulated to Members:-
 - (a) CAGNE - Gatwick Airport 2nd Runway by the Backdoor
 - (b) Campaign to Protect Rural England - Newsletter June 2023
 - (c) Campaign to Protect Rural England - We Need Your Support
 - (d) Campaign to Protect Rural England - Stop the countryside-wrecking Gatwick 2nd Runway
 - (e) Campaign to Protect Rural England - Have you had a chance to sign?
 - (f) Campaign to Protect Rural England - Invitation to CPRE Sussex Free One Day Planning Workshop
 - (g) Campaign to Protect Rural England - Campaigns Update - July 2023
 - (h) Campaign to Protect Rural England - Urgent: How you can affect the Gatwick Planning Inquiry
 - (i) Chestnut Tree House - Mrs Ward, will you hit the Downs this July?
 - (j) Chestnut Tree House - Introducing The Big Hoot Chichester & Arundel
 - (k) Chestnut Tree House - Your support is helping children like Tommy
 - (l) East Preston Parish Council News - 29 June 2023 and 5 July 2023
 - (m) ERTA Voluntary Transport - ERTA Brighton Forum addressing better rail issues along South Coast and South East
 - (n) National Association of Local Councils - Chief Executive's Bulletin - 29 June 2023 and 6 July 2023
 - (o) National Association of Local Councils - NALC Events - 27 June 2023
 - (p) National Association of Local Councils - Newsletter - 28 June 2023, 5 July 2023 and 12 July 2023
 - (q) Royal Horticultural Association - There is still time to apply for our Community Gardening Competition
 - (r) Royal Horticultural Association - Bringing people together through growing
 - (s) St Barnabas House - Remember your loved one this Summer
 - (t) Stonepillow - July 2023 Supporter Newsletter
 - (u) West Sussex County Council - News Release - 27 June 2023, 28 June 2023, 29 June 2023, 4 July 2023, 5 July 2023, 12 July 2023 x2, 13 July 2023 and 14 July 2023 x2
 - (v) West Sussex County Council - Have a super Summer in West Sussex!
 - (w) West Sussex fire & Rescue - New road signage on the A24 in Horsham