

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 24 July 2023

PRESENT: Councillors J Bennett (In the Chair), Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Mrs Gregory, R Grevett, Ms L Lloyd, Mrs S Partridge, D Rogers and P Warren

In attendance: Mrs C Ward (Clerk of the Council), Ms R Costan (Deputy Clerk of the Council) and Mrs E Lamb (PA to Clerk)

183/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms Revell (Holiday) and Tyler (Indisposition). These apologies were accepted by the Council.

184/23 CHAIRMAN OF THE MEETING

In the absence of Councillor Tyler, Chairman, the Vice-Chairman, Councillor Bennett, Chaired the Meeting.

185/23 DECLARATIONS OF INTEREST

Councillor Mrs Cooper declared a personal interest in Minute 188/23. She remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

Councillor Mrs Cooper declared a personal interest in Minute 210/23. She remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

186/23 MINUTES

The Minutes of the Monthly Meeting held on 26 June 2023 were signed by the Chairman of the Meeting as a correct record.

187/23 CHANGE TO ORDER OF ITEMS ON THE AGENDA

The Council AGREED to vary the order of the Agenda by considering Item 20 as the next item on the Agenda.

(Prior to consideration of the following item, Councillor Mrs Cooper had declared a personal interest as a Member of the West Sussex County Council)

188/23 EXTENSION OF DOUBLE YELLOW LINES - OLD MANOR ROAD

The Clerk said that she had previously circulated a request received to support an application for a Traffic Regulation Order (TRO) (junction of Old Manor Road and Dingley Road). She said that the request was to introduce double yellow lines in Old Manor Road on the stretch of road opposite the entry and exit gate for the Elm Farm Cottages development.

The Vice-Chairman reminded the Council of the representation received from the Elm Farm Cottages Residents Association during the Public Question Time held prior to the Meeting.

Following a further detailed discussion, the Council RESOLVED to formally support the above-mentioned application for a Traffic Regulation Order in Old Manor Road, as detailed above. The Clerk said that she

would send a letter of support to both the Elm Farm Cottages Residents Association and County Councillor Mrs Cooper as soon as practicably possible.

189/23 CASUAL VACANCY

The Clerk referred to Minute 170/23 and said that she had previously circulated the applications received from four candidates for the Casual Vacancy in the West Preston Ward.

The Meeting was adjourned at this juncture

The Vice-Chairman then invited the applicants who were present at the Meeting, namely Mr Chace, Mr Jays, Mr Lee and Mr Seear, to make brief personal presentations to the Council.

The Press and Public were asked to leave the Meeting at this juncture

The Council then considered all of the aforementioned Presentations, alongside the written applications received.

The Meeting resumed at this juncture and the Press and Public were invited to re-join the Meeting

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

The Vice-Chairman then declared that by an absolute majority vote, Mr Lee was the successful candidate.

The Council then RESOLVED that Mr Lee be co-opted to the Council to fill the Vacancy in the West Preston Ward.

The Vice-Chairman thanked all four candidates for attending and said that he hoped that Mr Chace, Mr Jays and Mr Seear, would remain interested should any further vacancies arise.

190/23 SUSSEX POLICE

(a) Matters Arising

The Clerk said that she had nothing of any significance to report at the present time.

The Council NOTED this information.

(b) Arun All Parishes Meeting - 20 July 2023

The Clerk reported that she had attended the above Meeting hosted by Inspector Ross Wickings (Acting Arun NPT Inspector), who had provided information on a number of initiatives currently ongoing, including Operation Barnacle, which concentrated on anti-social behaviour in Littlehampton Town Centre involving young people and the street community. He said that he was currently trying to put as many staff resources as possible into Littlehampton to address the ongoing problems.

He also provided a further update on the personnel position in the Arun District and said that there were two Sergeant vacancies in Arun and Chichester. He advised that there would be two new PCs starting, one in Littlehampton and one in Bognor Regis, but they were unlikely to be in post until October/November 2023. He then referred to the situation regarding PCSO's and said that it was anticipated that the next intake would be taking place in October 2023 and four new PCSO's should be in post in Littlehampton by the beginning of 2024.

He referred to the funding that had been earmarked by the Police and Crime Commissioner's Office for Bognor Regis Town Centre and said that this would be used towards engagement and more patrols in an attempt to improve safety and reduce crime, but this could only be used for this purpose and could not be used elsewhere.

Mr Dax O'Connor, Community Safety Officer, Arun District Council, advised the Meeting that the Safer Arun Partnership had some funding available for local issues. He said that a recent example of where this funding had been utilised was for additional security lights outside of the Yapton Village Hall, which had amounted to some £1,400.00.

During the Meeting, Inspector Wickings responded to a number of questions from Town and Parish Council representatives.

The Council NOTED this information.

The Clerk reminded Members that the Arun Weekly Bulletins continued to be being circulated via email.

191/23 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillor Ms Edwards.

Councillor Gunner then reported on District Council matters as follows:-

- Committee Cycle commenced for new Council
- Freedom Leisure - District Council agreed to continue to provide financial support for the Company's energy costs, to ensure the future operation of the Services provided
- Local Plan - Massive issue of requirement to build 11,250 dwellings in the District - Conclusion date set as January 2027.

Councillor Gunner then responded to questions from Members and the Vice-Chairman thanked him for attending the Meeting and for providing a report on District Council issues.

The Council NOTED this information.

192/23 COUNTY COUNCILLORS

Councillor Mrs Cooper said that she was currently dealing with a huge amount of Ward work and then reported on the following County Council issue:-

- New West Sussex Fire Training Centre and Fire Station at Horsham - Only one of its type in the Country - Offering state of the art training - Much interest already being shown, even from Hong Kong.

The Council NOTED the above information and the Chairman of the Meeting thanked Councillor Mrs Cooper for her Report.

193/23 CLERK'S REPORT

(a) Grant Aid - 1st Rustington Scout Group

The Clerk reported the receipt of an email from 1st Rustington Scout Group, expressing thanks and appreciation in respect of the recent Grant Aid of £200.00, towards the ongoing replacement and updating of frequently used equipment needed for the Scout Hall and activities, e.g. tables, tents, cookers, general camping equipment, etc.

The Council was pleased to NOTE this information.

(b) Grant Aid - Junior Parkrun

The Clerk reported the receipt of an email from Junior Parkrun, expressing thanks and appreciation in respect of the recent award Grant Aid of £100.00, towards the setting up of the project.

The Clerk reminded Members that this grant would be held by the Council until the Group had raised sufficient funds to enable the Project to commence, at which time payment would be made.

The Council was pleased to NOTE this information.

(c) Grant Aid - Rustington Heritage Association

The Clerk reported the receipt of an email from the Chairman, Rustington Heritage Association, expressing thanks and appreciation in respect of the recent Grant Aid of £250.00, towards the relaunch of the guided walks booklet.

The Council was pleased to NOTE this information.

(d) Grant Aid - Littlehampton Concert Band

The Clerk reported the receipt of an email from Littlehampton Concert Band, expressing thanks and appreciation in respect of the Grant Aid of £200.00, towards the purchase of new uniforms, alongside the need to update existing uniforms with the Band's new logo.

The Council was pleased to NOTE this information.

(e) Grant Aid - Littlehampton District Lions Club

The Clerk reported the receipt of an email from Littlehampton District Lions Club, expressing thanks and appreciation in respect of the waiving of the hiring fees for the Senior Citizens Luncheon to be held at The Woodlands Centre on 5 August 2023.

The Council was pleased to NOTE this information.

(f) Grant Aid - Littlehampton East Men in Sheds

The Clerk reported the receipt of a letter from Littlehampton East Men in Sheds, expressing thanks and appreciation in respect of the Grant Aid of £100.00, towards the replacement of stolen hand drills, a new bandsaw, timber and fixings.

The Council was pleased to NOTE this information.

194/23 CHAIRMAN'S REPORT

The Vice-Chairman reported on his attendance, representing the Chairman, at the following:-

- Rustington Street Fayre - 8 July 2023
- Presentation of Awards to Winners/Runners Up - ArtWorks Art Competition - 8 July 2023
- Judging - 2023 Annual Gardens Competition - 11 July 2023

He then said that the Clerk had represented the Council at the 1st Rustington Scout Group's Annual General Meeting on 6 July 2023.

The Council NOTED this information.

195/23 **PLANNING COMMITTEE**

The Council NOTED the Report of the Planning Committee Meeting held on 26 June 2023.

196/23 **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received the Report of the Finance and General Purposes Committee Meeting held on 24 July 2023. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 24 July 2023 be APPROVED.

197/23 **PAYMENT OF ACCOUNTS - AUGUST RECESS**

The Council AUTHORISED 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.

198/23 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) - AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

The Clerk referred to Minute 164/23 and reminded Members that she had previously circulated an amended Accounting Statements 2022/2023 (Page 5), for retrospective approval.

She said that, unfortunately, Section 2 Box 11a had not been completed when the AGAR had been submitted to the external Auditors, and this had been drawn to the attention of the Finance Manager, who had made the necessary change, which had been signed by both the Vice-Chairman and herself.

The Council RESOLVED unanimously that the amended Accounting Statements 2022/2023 (Page 5), should be retrospectively APPROVED.

A copy of the amended Accounting Statements (Page 5), is attached and forms a part of these Minutes.

199/23 **DOCUMENT RETENTION AND DISPOSAL POLICY**

The Clerk said that she had previously circulated the draft Document Retention and Disposal Policy for the Council to consider and adopt.

Following a brief discussion, the Council RESOLVED that the Document Retention and Disposal Policy as presented should be ADOPTED.

A copy of the Document Retention and Disposal Policy is attached and forms a part of these Minutes.

200/23 **ANNUAL CIVIC THANKSGIVING AND PRESENTATION RECEPTION**

The Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 10 September 2023, with Rustington Methodist Church hosting the Service.

She said that Mrs Lamb and herself had recently met with The Reverend Rosemary Clarke and a representative from the Church to finalise arrangements. She confirmed that the Civic Reception and Award Presentations would, as in previous years, be held in the Village Memorial Hall at The Woodlands Centre, following the Church Service.

The Clerk reminded Members that the recipient of the Individual Parishioners' Award was Mr Fred Spanton (posthumously) and reported that his wife, Carol, had now indicated her preference in respect of the Award. She said that the recipient of the Group Parishioners' Award, St Peter and St Paul's Pantry, had also indicated their Award preference.

She then reminded the Council that an invitation would again, be sent to both of the recipients of the Parishioners' Award, and also to the Winners in the Gardens Competition, to attend the Civic Service and Presentation Reception to receive their Awards.

The Council was pleased to NOTE this information and RESOLVED unanimously that the Clerk should continue to liaise with the Vice-Chairman regarding the detailed arrangements for both the Service and the Civic Reception and Presentations.

201/23 NUMBER 12 BUS SERVICE

The Council NOTED the Number 12 Bus Service Statistics for June 2023.

202/23 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Vice-Chairman referred to Minute 174/23 and said that the Clerk had previously circulated an email received from Emily Scott, together with the Minutes of the Meeting held on 5 July 2023.

The Clerk said that as soon as the final summary cost plan for Phase 2 of the Project (Village Memorial Hall) was received and the dates for the Public Consultation set, she would ensure that this information was forwarded to all Members, hopefully for consideration at the Finance and General Purposes Committee Meeting on 14 August 2023.

The Council NOTED this information.

203/23 OUT OF HOURS CARETAKING OF THE COUNCIL'S LAND AND BUILDINGS

The Clerk reminded Members that she had previously circulated a detailed Quotation received from Keith Anscombe, in respect of the Out of Hours Caretaking of the Council's Land and Buildings in the sum of £9,989.00 per annum for a three-year period with effect from 1 September 2023.

She said that the Quotation had been produced after a detailed discussion with Mr Anscombe, who had been the Council's Security Contractor for many years and was, therefore, fully au-fait with the level of out of hours patrols and caretaking that were required at the present time. The proposed reduction in patrols had resulted in a reduction of the current Security Contract of approximately £2,000.00.

She reminded Members that any emergency call-outs, additional patrols, visual inspections, and locking of the play area during personnel annual leave periods would be charged separately, over and above the Annual Contract sum.

Following a detailed discussion, the Council RESOLVED that Financial Regulation 11.1(a)(vi), referred to in Standing Order No. 18(c), namely:-

“Procedures as to Contracts are laid down as follows:

Every Contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to Contracts which relate to items (i) to (vi) below:

- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing Contract by the Council”

be waived in view of the proven and continuing success of the current Contract, coupled with the excellent standard of service received, over and above the contracted Specification, at all times, but particularly in regard to unprecedented incidents.

Following a further discussion, the Council RESOLVED that, in the interests of best value, and taking account of the fact that this represented an extension of the existing Contract, the Quotation received from Keith Anscombe in the sum of £9,989.00 per annum, for a three-year period be ACCEPTED.

204/23 RUSTINGTON CRICKET CLUB

The Clerk said that she had previously circulated a request, together with supportive information, for a financial contribution towards the maintenance and upkeep of the Cricket Square/Wickets from September 2022 to August 2023.

She reminded the Council that its Grounds Maintenance Contractor had not undertaken any maintenance or preparation works on the Cricket Square since September 2022, when the Cricket Club had agreed, at its own cost, to undertake some intensive 'end of season' works on the Square/Wickets in order to bring it up to an improved standard for the playing Season and beyond. Unfortunately, due to a number of affecting factors, the Council's Contractor had subsequently advised, prior to the beginning of the current playing season, that it could not continue to maintain and prepare the Cricket Square/Wickets. This had resulted in the Cricket Club being asked to employ the services of a specialist Contractor to undertake the necessary works throughout the Season, and the associated costs, previously borne by the Council had, thus far, been met by the Cricket Club.

She said that up to the end of July, this had resulted in expenditure of £3,101.40, over and above the private donation of £2,800.00 made to the Cricket Club for the end of Season works, and it was anticipated that a further £1,100.00 would be expended by the end of the Season, which excluded the estimated cost of materials and the maintenance/servicing of the Council's equipment which was currently on loan to the Club, going forward from September 2023.

Following a detailed discussion, the Council RESOLVED that the sum of £4,201.40 should be paid to the Cricket Club to cover the costs of the preparation and maintenance of the Cricket Square/Wickets for the current playing Season.

The Clerk reminded Members that, going forward, the Cricket Club would be submitting a cost proposal for the future maintenance and upkeep of the Cricket Square/Wickets, for consideration by the Council later in the year. She said that the estimated costs of removing the 'saddles' at each end of the Cricket Square, as well as materials, would also be considered at that time, as would the future of the equipment currently on loan to the Cricket Club.

The Council NOTED this information.

205/23 AVAILABILITY OF CASH POINT MACHINES (ATM'S) IN RUSTINGTON

Councillor Ceiriog-Hughes expressed his extreme concern that following the closure of three of the High Street Banks, the number of ATMs available in the Village had reduced drastically.

Following a detailed discussion, during which it was noted that there were still at least nine ATMs available for use outside (6) or in some cases, inside (3), Shops and the remaining Banks/Post Offices/Petrol Stations, the Council RESOLVED that a letter should be sent to Sir Peter Bottomley, MP, expressing the Council's extreme concern at the reducing number of ATMs available for the community of Rustington and visitors alike, due to the closure of three of the high street Banks in the main. It was also AGREED that Sir Peter Bottomley, MP, should be asked to raise these concerns with the Government.

The Council also AGREED that a map showing the location of all of the existing ATMs should be produced and placed on the Website, as well as being available in the Information Centre and Council Offices as a public handout.

206/23 ARUN DISTRICT COUNCIL - CALL FOR SITES 2023

The Clerk reminded Members that she had previously circulated an email received from the Planning Policy Team in this regard.

Councillor Warren suggested that the Council should wait and see if there was any response from any groups or individuals within the Parish, but for now not make any comment in this regard.

Following a brief discussion, the Council RESOLVED to take no further action in this regard at the present time.

207/23 ARUN DISTRICT COUNCIL - ASSETS OF COMMUNITY VALUE (ACV) - EXPIRY OF FIVE-YEAR LISTING PERIOD FOR ACV 87 - RUSTINGTON LIBRARY

The Clerk reported that she had previously circulated an email received from Karen Garner, Local Land Charges & Property Gazetteer Officer, Technical Services Directorate of Growth.

She said that the email was advising that the Council's listing of the Rustington Library would be reaching the end of the 5-year listing period on 21 September 2023, following which it would cease to be listed as an Asset of Community Value.

The Clerk said that in order for the District Council to accept any future nominations there must be clear evidence provided to support one of the following statements:-

- The current use of the asset furthers the social wellbeing or social interest of the local community, and it is realistic to think it can continue to do so
- There is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years it can do so again.

Following a brief discussion, the Council RESOLVED that the Rustington Library should again be nominated to be listed as an Asset of Community Value for the next five years.

208/23 ARUN DISTRICT COUNCIL - STRUCTURE CHART

The Clerk referred to Minute 177/23 and said that she had previously circulated an email received from Shirley Quinlan, PA to Chief Executive and Monitoring Officer, in this regard together with the Structure Chart.

The Council NOTED this information.

209/23 ARUN DISTRICT COUNCIL - PUBLIC SPACE PROTECTION ORDER (PSPO) FOR DOGS IN OPEN SPACES - CONSULTATION

The Clerk reported that she had previously circulated details of the Public Space Protection Order (PSPO) for Dogs in Open Spaces Consultation, together with associated documentation in this regard.

She reported that a Public Consultation was launched on 3 July 2023, to seek views on plans to amend and continue the current Public Space Protection Order for Dogs in Open Spaces. She said that it was proposed that the current Arun District Council PSPOs for Dogs, which expires later this year, be extended for a further three years until 2026.

She said that the Survey could be found and completed online via the following link:-
<https://forms.office.com/e/mFWkMkZVsW>

The Council NOTED this information and AGREED that Members should complete the Survey on an individual basis if they so desired.

(Prior to consideration of the following item, Councillor Mrs Cooper had declared a personal interest as a Member of the West Sussex County Council)

210/23 WEST SUSSEX COUNTY COUNCIL - PROPOSED LOCATIONS FOR MORE ELECTRIC VEHICLE CHARGEPOINTS

The Clerk said that she had previously circulated a News Release regarding the proposed locations for Electric Vehicle Chargepoints, together with the Map showing the proposed location in Rustington.

She said that the proposed location in Rustington was at the western end of Seafield Road, for six EV Chargepoints.

Following a further discussion, the Council RESOLVED that no objection should be lodged in respect of the current proposal to install six EV Chargepoints in Seafield Road.

211/23 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED - ADALC CONFERENCE - 10 OCTOBER 2023

The Council NOTED an email received from Anna Beams, together with associated documentation in this Regard.

212/23 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (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) Carers Support West Sussex - Latest News
- (j) Carers Support West Sussex - Your professional views
- (k) Chestnut Tree House - Mrs Ward, will you hit the Downs this July?
- (l) Chestnut Tree House - Introducing The Big Hoot Chichester & Arundel
- (m) Chestnut Tree House - Your support is helping children like Tommy
- (n) East Preston Parish Council News - 29 June 2023 and 5 July 2023
- (o) ERTA Voluntary Transport - ERTA Brighton Forum addressing better rail issues along South Coast and South East
- (p) National Association of Local Councils - Chief Executive's Bulletin - 29 June 2023, 6 July 2023 and 20 July 2023
- (q) National Association of Local Councils - NALC Events - 27 June 2023
- (r) National Association of Local Councils - Newsletter - 28 June 2023, 5 July 2023, 12 July 2023 and 19 July 2023
- (s) Royal Horticultural Association - There is still time to apply for our Community Gardening Competition
- (t) Royal Horticultural Association - Bringing people together through growing
- (u) South East Employers (SEE) Newsletter - July 2023
- (v) St Barnabas House - Remember your loved one this Summer
- (w) St Barnabas House - Remembering loved ones this Summer
- (x) Stonepillow - July 2023 Supporter Newsletter

- (y) Turning Tides - Leap like Lesley
- (z) West Sussex County Council - Highways, Transport and Planning - July Edition
- (aa) West Sussex County Council - Residents' eNewsletter - July 2023 Edition
- (bb) 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, 14 July 2023 x2, 19 July 2023, 20 July 2023 x3 and 24 July 2023
- (cc) West Sussex County Council - Have a super Summer in West Sussex!
- (dd) West Sussex Fire & Rescue - New road signage on the A24 in Horsham

There being no further business the Meeting concluded at 8.47 pm.

Chairman: **Date:**

During the Public Question Time held prior to the commence of the formal proceedings, the following questions were posed/matters were raised:-

- (a) *Request for support for application for a Traffic Regulation Order - Double Yellow Lines in Old Manor Road (opposite entry and exit gate to Elm Farm Cottages)*