



# 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)

---

18 June 2024

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 24 June 2024** 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**

## **AGENDA**

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 Annual Meeting held on 20 May 2024  
(Copy attached)



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

4. Sussex Police:-
  - (a) Matters Arising (if any)
  - (b) Arun All Parishes Meeting - 28 May 2024 - Clerk to report
5. District Councillors - Matters Arising (if any)
6. County Councillors - Matters Arising (if any)
7. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
8. Chairman's Report
9. Planning Committee - To note the Report of the Meeting held on 20 May 2024  
*(Copy previously circulated)*
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 24 June 2024 from the Chairman of the Committee, and to consider the Recommendations contained therein  
*(Finance and General Purposes Committee Agenda and associated documentation previously circulated)*
11. Annual Governance and Accountability Return (AGAR) - Audit of Accounts for the year ended 31 March 2024:-
  - (a) To consider the Annual Internal Audit Report 2023/2024 (Page 3)  
*(Copy attached for Members)*
  - (b) To consider and approve the Annual Governance Statement 2023/2024 (Page 4)  
*(Copy attached for Members)*
  - (c) To consider and approve the Accounting Statements 2023/2024 (Page 5)  
*(Copy attached for Members)*
12. Asset Register - To approve amendments made to the Register (As at 31 March 2024)  
*(Copy attached for Members)*
13. Leisure and Amenities Committee - To receive the Report of the Meeting held on 3 June 2024 and to consider any Recommendations contained therein  
*(Copy enclosed for Members)*
14. Allotments Committee - To receive the Report of the Meeting held on 3 June 2024 and to consider any Recommendations contained therein  
*(Copy enclosed for Members)*
15. Honorary Freedom of the Parish - Granting the Honorary Freedom of the Parish Policy - To consider adopting the Policy  
*(Copy attached for Members)*
16. Vacancy - East Ward - Clerk to report

17. Councillors' Surgeries - To consider whether the daytime Surgeries at Rustington Library should be continued and the evening Surgeries at the Samuel Wickens Centre should be recommenced
18. Number 12 Bus Service - To note the Bus Service Statistics for May 2024  
(Copy *attached for Members*)
19. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
20. 80<sup>th</sup> Anniversary of D Day - 6 June 2024 - Clerk to report
21. Rustington Neighbourhood Plan - To consider a Report from the Working Party Meeting held on 29 May 2024  
(Copy *attached for Members*)
22. Little Explorers Preschool - Weekday Hiring of the Youth Centre - To note an email received from Mrs T Howman and Clerk to report  
(Copy *attached for Members*)
23. Arun District Council:-
  - (a) Arun District Council Structure Charts - To note an email received from Shirley Quinlan, PA to Chief Executive and Monitoring Officer, together with the Structure Chart with Group Head Responsibilities  
(Copy *attached for Members*)
  - (b) Arun District Council Gypsy & Traveller Development Plan Document (G&T DPD) Notice of Withdrawal Regulation 27 - The Town and Country Planning (Local Planning) (England) Regulations 2012 - To note an email received from Zac Ellwood, Interim Head of Development Management, Planning  
(Copy *attached for Members*)
24. West Sussex County Council - Street Lighting - Parish Maintenance and Energy 1 April 2023 - 31 March 2024 - To note an email, together with associated documentation received from Simon Osborne, Traffic Signals and Street Lighting Team  
(Copy *attached for Members*)
25. Safety of Lithium-ion Batteries and E-Bikes and Scooters - To consider an email received from Ron Bailey, Researcher for Lord Foster, House of Lords  
(Copy *attached for Members*)
26. Southern Water - Business Partnership Fund - To note an email received from Hannah Whickman, Stakeholder Engagement Manager  
(Copy *attached for Members*)
27. To receive Reports from Members attending other External Meetings (if any)
28. Urgent matters arising, for information only, since the preparation of this Agenda

29. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Item 30
30. Honorary Freedom of the Parish:-
- (a) To note the receipt of a Nomination for the Honorary Title of The Parish - Clerk to report
  - (b) To agree a date to convene a Special Meeting of the Council to consider a Motion to Award the Title of Honorary Freedom of the Parish in 2024
31. To note the following Documents and Publications previously circulated to Members:-
- (a) Arun District Council - Sussex by the Sea - Ahoy there!
  - (b) CAGNE - June Bulletin
  - (c) Carers Support West Sussex - Latest News - 28 May 2024
  - (d) Carers Support West Sussex - Jobs with Carers Support
  - (e) Chestnut Tree House - Celebrating our volunteer heroes
  - (f) CPRE - This election, will help us make the countryside count?
  - (g) CPRE - Friend, here's how the next government can deliver for the countryside
  - (h) CPRE - Campaigns Update - June 2024
  - (i) East Preston Parish Council News - 23 May 2024, 30 May 2024, 6 June 2024 and 13 June 2024
  - (j) National Association of Local Councils - Chief Executive's Bulletin - 30 May 2024
  - (k) National Association of Local Councils - New Publication - 17 May 2024
  - (l) National Association of Local Councils - Newsletter - 22 May 2024 and 5 June 2024
  - (m) National Association of Local Councils - Star Council Awards 2024
  - (n) ONH - Newsletter Spring 2024
  - (o) RHS - Communities take centre stage at RHS Chelsea
  - (p) St Barnabas House - The benefits of mindful walking
  - (q) St Barnabas House - Sunflower Memories: remember your loved one this Summer
  - (r) Turning Tides - Save the date - Sleepout 2024
  - (s) West Sussex County Council - Better Roads - Special Edition
  - (t) West Sussex County Council - Highways, Transport and Planning - News and Updates
  - (u) West Sussex County Council - News Release - 23 May 2024, 29 May 2024, 30 May 2024 x2, 31 May 2024, 3 June 2024, 4 June 2024, 6 June 2024 x3 and 17 June 2024
  - (v) West Sussex County Council - Residents' eNewsletter - Celebrate Sussex Day, help for unpaid carers, summer reading challenge, and more!
32. To note the following Documents and Publications received for Members information:-
- (a) CPRE - Annual Report 2023