



Rustington Parish Council

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13 May 2025

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 19 May 2025** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

There will be a **Public Question Time at 6.45 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 2026
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 2026
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



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.
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6. District Councillors - Matters Arising (if any)
7. County Councillors - Matters Arising (if any)
8. 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 - Eight 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 - Seven Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Amenities Committee**

(Constitution - Eight 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 Eight Members plus Chairman and Vice-Chairman ex-officio)

9. To appoint Representatives to serve on Outside Bodies as follows:-

(a) **Arun District Association of Local Councils**

Two Members (*Currently Chairman and Councillor Mrs Cooper*)

(b) **Remembrance Sunday Parade and Service Group**

Three Members

(c) **Rustington Chamber of Trade and Commerce**

One Member and Deputy

(d) **Rustington-In-Bloom**

Nine Members

(e) **Rustington Sports and Social Club Management Committee**

One Member and Deputy

(f) **West Sussex Association of Local Councils**

Two Members (*Currently Chairman and Councillor Mrs Cooper*)

10. To appoint Working Parties as follows:-

(a) **Community Transport**

Six Members

(b) **Council Priorities**

Five Members

(c) **IT/Website**

Four Members

(d) **Neighbourhood Plan Review**

Six Members

(e) **Parishioners' Award**

Six Members

(f) **Review of Youth Provision**

Five Members

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

Nine Members

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

Five Members

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

Five Members

11. To confirm the Minutes of the Monthly Meeting held on 28 April 2025
(Copy *attached*)

12. Sussex Police:-

(a) Matters Arising (if any)

- (b) Arun All Parishes Meeting - 19 May 2025 - Clerk to report
13. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
 14. Chairman's Report
 15. Planning Committee - To note the Report of the Meeting held on 28 April 2025
(*Copy previously circulated*)
 16. Finance and General Purposes Committee - To receive the Report of the Meeting held on 19 May 2025 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
 17. Fidelity Guarantee Insurance (Fraud and Dishonesty) - To review the level of Fidelity Guarantee Insurance - Clerk to report
 18. To review the Council and Committees' Terms of Reference
(*Copy attached for Members*)
 19. Power of General Competence - To re-adopt the Power of General Competence until the Annual Meeting in 2026
 20. Compliance with GDPR - Re-appointment of Data Protection Officer - Clerk to report
 21. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
 22. 80th Anniversary of VE Day - 8 May 2025:-
 - (a) Clerk to report
 - (b) To consider making a donation to the Littlehampton Concert Band in recognition of its participation in the Concert
 - (c) To consider the purchase of a VE/VJ Day 80th Anniversary Seat as a permanent memorial in the Village
(*Illustration of proposed seat and cost attached for Members*)
 23. Rustington-In-Bloom Committee - Progress Report
 24. Rustington Hall - To receive an Invitation to attend the Grand Opening of the Booker Hall on Saturday 24 May 2025
(*Copy attached for Members*)
 25. Department of Transport - Town and Country Planning Act 1990 - Section 247 - Proposed Stopping Up of Highway at The Windmill Inn, Mill Lane, Rustington - To consider a letter received from the National Transport Casework Team, together with associated information
(*Copy attached for Members*)

26. To receive Reports from Members attending other External Meetings (if any)
27. Urgent matters arising, for information only, since the preparation of this Agenda
28. 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 29
29. Parishioners' Award - To consider the Report of the Working Party Meeting held on 6 May 2025
(Copy attached for Members)
30. To note the following Documents and Publications previously circulated to Members:-
 - (a) Arun District Council - Arun News Release - 8 May 2025 x2
 - (b) CAGNE - May Bulletin
 - (c) East Preston Parish Council News - 8 May 2025
 - (d) National Association of Local Councils - Chief Executive's Bulletin - 8 May 2025
 - (e) (ONH) Oneillhomer - Parish Updates for Town and Parish Councils - 7 May 2025
 - (f) St Barnabas House - Support for when you're grieving
 - (g) West Sussex County Council - Bus it! - Special Edition - 1 May 2025
 - (h) West Sussex County Council - Highways, Transport and Planning - News and Updates - 30 April 2025
 - (i) West Sussex County Council - News Release - 2 May 2025, 7 May 2025 x2 and 8 May 2025