

RUSTINGTON PARISH COUNCIL

MINUTES: of the Annual Meeting held on 19 May 2025

PRESENT: Councillors Mrs V Allen, J Bennett, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, R Grevett, G Lee, Ms L Lloyd, D Rogers, Mrs C Stevens and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

125/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Gregory (previously approved Leave of Absence), Mrs Partridge (Holiday) and Ms Revell (Holiday). These apologies were accepted by the Council.

126/25 ELECTION OF CHAIRMAN

It was Proposed and Seconded that Councillor Cooper be elected Chairman of the Council until the Annual Meeting in 2026.

The Council RESOLVED that Councillor Cooper be elected Chairman of the Council until the Annual Meeting in 2026.

127/25 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Cooper thanked the Members of the Council for electing him and said that it was a great honour to be able to serve as Chairman of the Council for his third Term of Office. He also thanked Councillor Bennett for doing such an excellent job during his term as Chairman of the Council.

He then made and subscribed to the Declaration of Acceptance of Office.

128/25 ELECTION OF VICE-CHAIRMAN

It was Proposed and Seconded that Councillor Lee be elected Vice-Chairman of the Council until the Annual Meeting in 2026.

The Council RESOLVED that Councillor Lee be elected Vice-Chairman of the Council until the Annual Meeting in 2026.

129/25 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members.

130/25 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper, in her capacity as a District Councillor, said that the next Meeting of the Full Council would be taking place on 21 May 2025, but at the present time there was nothing of any significance to report.

The Council NOTED this information.

Councillor Mrs Cooper reported that the burning issues at the present time were Devolution and Local Government Reorganisation. She said that the Leader of the County Council had published a Briefing on 16 May 2025 and she would ensure that this was forwarded on to all Members for information.

She said that in his Briefing, the Leader of the Council had advised that Council Leaders had approved four strong options to take forward, namely:-

- One single unitary on the West Sussex geography
- Two unitaries on a West Sussex geography, with a broadly East/West split
- Two unitaries on a West Sussex geography, with a broadly North/South split
- Two unitaries on an expanded footprint that incorporates the current boundaries of West Sussex and Brighton & Hove.

She also advised that at the present time there was nothing much further to report and she was not aware of arrangements for any public consultation, although public engagement might take place after the business cases were submitted in September. The decision would probably not be announced until March 2026, not long before the Mayoral Election in May 2026.

She concluded by advising that Councillor Pieter Montyn would be continuing as Chairman of the Council for the ensuing year, with Councillor Elizabeth Sparkes as Vice-Chairman.

Councillor Mrs Cooper then responded to questions raised in this connection by Councillor Bennett.

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

The Council RESOLVED that Committees be appointed until the Annual Meeting in 2026 as follows:-

(a) Allotments Committee

Councillors Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Ms L Lloyd, Mrs S Partridge, Ms M Revell, Mrs C Stevens, A Cooper (ex-officio) and G Lee (ex-officio) plus one representative from the Rustington Horticultural Association (*Optional*)

(b) Finance and General Purposes Committee

Councillors J Bennett, Mrs C Broomfield, M Broomfield, Mrs A Cooper, Mrs S Partridge, D Rogers, P Warren, A Cooper (ex-officio) and G Lee (ex-officio)

(c) Leisure and Amenities Committee

Councillors Mrs V Allen, J Bennett, Mrs A Cooper, Ms L Lloyd, Mrs S Partridge, D Rogers, Mrs C Stevens, P Warren, A Cooper (ex-officio) and G Lee (ex-officio)

(d) Planning Committee

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, R Grevett, Ms M Revell, Mrs C Stevens, P Warren, A Cooper (ex-officio) and G Lee (ex-officio)

The Council RESOLVED that authority be delegated to 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**

Councillors J Bennett, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, Mrs P Gregory, R Grevett, Ms L Lloyd, A Cooper (ex-officio) and G Lee (ex-officio)

133/25 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council RESOLVED that the following Representatives be appointed to serve on Outside Bodies until the Annual Meeting in 2026:-

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

Councillors Mrs A Cooper, A Cooper and G Lee (Reserve)

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

Councillors J Bennett, Mrs A Cooper and Ms L Lloyd

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

Councillors Ms L Lloyd and Mrs C Stevens

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

Councillors Mrs C Broomfield, M Broomfield, Mrs A Cooper, G Lee, Ms L Lloyd, Mrs S Partridge, D Rogers and Mrs C Stevens

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

Councillors J Bennett (Member), A Cooper and G Lee (Deputies)

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

Councillors Mrs A Cooper, A Cooper and G Lee (Reserve)

134/25 APPOINTMENT OF INTERNAL WORKING PARTIES

The Council RESOLVED that the following Members be appointed to serve on Internal Working Parties until the Annual Meeting in 2026, unless otherwise indicated:-

(a) **Community Transport**

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, A Cooper and D Rogers

(b) **Council Priorities**

Councillors J Bennett, Mrs A Cooper, A Cooper, D Rogers and P Warren

(c) **IT/Website**

Councillors J Bennett, Mrs A Cooper, Mrs C Stevens and P Warren

(d) **Neighbourhood Plan Review**

Councillors J Bennett, Mrs A Cooper, G Lee, D Rogers and P Warren

(e) Parishioners' Award

Councillors Mrs C Broomfield, M Broomfield, Mrs A Cooper, Mrs P Gregory, Mrs S Partridge, Ms M Revell and D Rogers

(f) Review of Youth Provision

Councillors J Bennett, Mrs A Cooper, A Cooper, Ms L Lloyd and Mrs C Stevens

(g) Rolling Programme of Works and Possible Capital Projects

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, Mrs S Partridge, Ms M Revell, D Rogers and P Warren

(h) Section 106/CIL Funding

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, R Grevett, Mrs S Partridge and P Warren

Councillor Ms Lloyd joined the Meeting at this juncture.

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

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, Mrs P Gregory, Mrs S Partridge and D Rogers

135/25 MINUTES

The Minutes of the Monthly Meeting held on 28 April 2025 were signed by the Chairman as a correct record.

136/25 SUSSEX POLICE

Apologies for absence had been received from Sergeant West and PCSO Raju.

(a) Matters Arising

The Clerk referred to Minute 104/25 and said that again, she had nothing of any significance to report at the present time.

Councillor Lee then reported that the March crime figures were now available on the Sussex Police Website and numbered 49, with no burglaries. He said that PCSO Raju had advised him that, so far for the period from 1-15 May 2025, there had been 35 reported crimes, which were mainly anti-social behaviour associated, but again with no burglaries, which was good news.

Councillor Bennett asked if any progress had been made in respect of the electric bike which was known to be being driven recklessly across the Woodlands Recreation Ground on a regular basis.

The Deputy Clerk said that PCSO Raju was continuing to carry out surveillance at the Recreation Ground on a regular basis.

The Council NOTED this information.

(b) Arun All Parishes Meeting - 19 May 2025

The Clerk advised that she had attended the above Meeting, hosted by Inspector Ross Wickings.

She said that Inspector Wickings had again provided an overview of the Police Operation Nationally and Locally as follows:-

Forcewide

- NPT Review - Currently still awaiting recommendations - Abstraction Policy received - Detailed what should and should not be done - Hopeful that it will assist NPT as there should be more time for engagement and community work
- Cuckooing - Review undertaken about response to it as a Force - It is where someone goes into an address which is not theirs and uses it for criminality - As a result of Review response will be more defined

Divisionally

- Nothing of any significance to report

Locally

- Op Redeem starting in Bognor Regis - As a result of Meeting with businesses - Around Anti-Social Behaviour, Business Crime, etc.
- Op Sonar in Littlehampton - Addressing Anti-Social Behaviour and other criminal incidents in the Town Centre - Still working on it with Sergeant Georgia Hudson leading
- New Sergeant, Ross Beaumont to be actively in post in the next week
- New PC in post and will be joined by two further PCs by mid-June - Still one vacancy - Two operational PCs at Littlehampton, plus a third PC
- Two new PCSOs still being tutored but should be in post in the next 6-8 weeks - Two more also coming soon
- Mobile Engagement Unit - Still ongoing - On order and hopefully will be in place in the next two to three months - Requests will be by completed Microsoft Forms by Town and Parish Councils which will then be considered for visits
- A large number of personnel changes going on and lots going on across Arun.

Council representatives then raised questions/issues including:-

- Bognor Regis - Appreciation for meeting with business owners, etc., on the previous Friday
- Bognor Regis - Concern regarding recent stabbing in Felpham - Three people arrested - Two charged and remanded to appear in Court on 19 May 2025 and one released on bail
- Littlehampton - Thanks and appreciation to Chichester NPT for help with recent illegal encampment by Travellers at Rosemead - Also thanks to Sergeant Georgia Hudson for all of her hard work and assistance in respect of recent anonymised criminal activity which was receiving good results
- Littlehampton - Concern regarding recent incidents of possible explosive devices on seafront - Police Investigation ongoing - First incident Mortar Shell but not all incidents seem to be linked - Concern by Town Council regarding any possible impact on upcoming Armed Forces Day Event on 28 June 2025
- Littlehampton - Concern regarding alleged speeding vehicles/anti-social behaviour driving on new Lyminster By-Pass
- Angmering - Recent incident of youths causing major damage to bench - Communication very good with PC and PCSO - Hoping for a result soon
- Pagham - Small amount of Anti-Social Behaviour only
- Rustington - Nothing of any major significance to report - Preparing for 'Traveller Season'
- Yapton - Still suffering a number of Anti-Social Behaviour/vandalism incidents at Village Hall - Having negative affect on hirers

- Dax O'Connor - Arun District Council:-
 - Town Centres' Survey from Government asking 'What is being done in High Streets/Town Centres etc., over the Summer in respect of Events and additional activity to deter Anti-Social Behaviour incidents' - Strong Report submitted
 - Community Safety Partnership - Currently working on Review of Partnership Plan - Will be approaching Parish and Town Councils - Would very much encourage responses
 - Youth Survey - Now completed - Will be sharing information and likely to be undertaking contextual mapping in the future.

The Council NOTED this information.

137/25 CLERK'S REPORT

(a) Littlehampton District Lions Club - VE Day Quiz

The Clerk reported the receipt of a letter of thanks and appreciation from the Littlehampton District Lions Club in respect of the Council's support for the Charity Quiz, including the use of the hall, decorations, waving flags and the lamp light of peace.

The evening had been a resounding success, with £1,500.00 being raised for local cadet sections of the armed forces.

The Council was pleased to NOTE this information.

(b) 80th Anniversary of VE Day Concert

The Clerk reported the receipt of letters of thanks and appreciation from two parishioners in respect of the 80th Anniversary of VE Day Concert held at The Woodlands Centre on Saturday 10 May 2025. She said there had also been many favourable verbal comments received and complimentary messages on social media following the Event.

The Council was pleased to NOTE this information.

(c) Floral Displays - The Woodlands Centre

The Clerk reported the receipt of a letter of thanks and appreciation from Woodlands Table Tennis Club in respect of the impressive floral displays outside of The Woodlands Centre/Village Memorial Hall.

The Council was pleased to NOTE this information.

138/25 CHAIRMAN'S REPORT FROM COUNCILLOR BENNETT

Councillor Bennett reported on his official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- **80th Anniversary of VE Day - 8 May 2025:-**
 - 9.00 am - Raising the Flag at the War Memorial
(Accompanied by Councillor Cooper and other Members of the Council)
 - 9.30 pm - Lighting the Lamp Light of Peace at the War Memorial
- **Littlehampton District Lions Club 80th Anniversary of VE Day Quiz Evening - 8 May 2025**
- **VE Day 80th Anniversary Concert - 10 May 2025**

He also thanked Councillor Cooper for laying a Wreath at the War Memorial at 12 noon on VE Day when the Two Minute National Silence was observed. He said that Reverend Natalie Bawcutt had led the brief proceedings, for which he was also most grateful.

The Council NOTED this information and echoed the above sentiments.

139/25 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 28 April 2025.

140/25 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 19 May 2025. (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 19 May 2025 be APPROVED.

141/25 FIDELITY GUARANTEE INSURANCE (FRAUD AND DISHONESTY)

The Clerk reported that the Council had, for many years, followed historic advice from the External Auditors, that the level of Fidelity Guarantee Insurance cover should equate to a minimum of half of the Precept plus the total balances held at the end of the previous financial year.

She advised that, taking account of the estimated end of year balances held, plus half of the Precept, (£634,091.77 plus £393,000.00), the level of cover should amount to some £1,027,091.77.

She then reminded the Council that as the Fidelity Guarantee Insurance cover held by the Council in 2022 had been £550,000.00, contact had been made with the Council's Insurers in 2022 for advice. The Insurers had advised that the Fidelity Guarantee/Employee Dishonesty limit chosen by the Council should be based on the maximum exposed (at risk) funds that it felt could be at risk of employee theft at any one time e.g., 50% of the Precept plus the reserves. However, the Insurers had also stated that the Council may feel that the limit, at that time, of £550,000.00 was the actual "at risk" funds, if it was felt that the remainder of the reserves were so well protected in hard-to-reach accounts as to not be at risk of theft.

The Clerk said that as the estimated end of year balance of exposed funds as at 31 March 2025 was above £550,000.00, the situation was almost the same as in the previous two years.

The Clerk said that to increase the Fidelity Guarantee limit of indemnity from £550,000.00 to £781,599.26 would result in an increase in the annual premium of in the region of £124.13.

Following a further discussion, the Council RESOLVED to increase the level of Fidelity Guarantee Insurance cover held by the Council from £550,000.00 to £782,000.00 at an additional annual cost of £124.13.

142/25 COUNCIL AND COMMITTEES' TERMS OF REFERENCE

The Council reviewed the updated Council and Committees' Terms of Reference as presented, and RESOLVED unanimously that the Council and Committees' Terms of Reference be APPROVED.

A copy of the Council and Committees' Terms of Reference are attached and form a part of these Minutes.

143/25 GENERAL POWER OF COMPETENCE

The Chairman referred to Minute 140/24 and said that it was now necessary to re-adopt the General Power of Competence until the Annual Meeting in 2026.

Following a brief discussion, the Council RESOLVED to re-adopt the General Power of Competence until the Annual Meeting in 2026.

144/25 COMPLIANCE WITH GDPR - RE-APPOINTMENT OF DATA PROTECTION OFFICER

The Clerk advised Members that she had received an email from the Council's Data Protection Officer, Mrs M Chaffe, ProcessMatters2, regarding the renewal of the existing Contract for a further year, in the sum of £160.00.

Following a discussion, the Council AGREED that Mrs Chaffe should be appointed as the Council's Data Protection Officer for a further 12-month period.

145/25 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 115/25 and said that she had nothing further to report at the present time, other than to advise that the request for approval from the Chief Executive Officer of WSALC to apply for the Public Works Loan Board Loan had been submitted, and a response was currently awaited. She said that the Finance Manager, Deputy Clerk and herself would be meeting with the Architects, Studio Scott Taylor, in the near future to progress the Project to the next stage in the process.

The Council NOTED this information.

146/25 80TH ANNIVERSARY OF VE DAY - 8 MAY 2025

The Clerk referred to Minute 116/25 and said that the VE Day 80th Anniversary Concert held on Saturday 10 May 2025 was extremely successful and enjoyed by all. She said that the Retiring Collection had raised almost £700.00 for Blind Veterans UK Rustington.

The Council was pleased to NOTE this information.

She reminded Members of the donation made to the Band following its major contribution to the organisation of the 80th Anniversary of D-Day Concert in June 2024 and asked the Council to consider, once again, making a similar donation to the Band in recognition of its continued unceasing support.

Following a brief discussion, the Council RESOLVED that a donation of £300.00 should be made to the Band in recognition of its major contribution to the organisation of the 80th Anniversary of VE Day Concert.

The Clerk then referred Members to an illustration that she had previously circulated, together with a quotation in the sum of £1,896.00 excluding VAT, for a bespoke 80th Anniversary of VE/VJ Day Seat, in the hope that the Council would consider purchasing it to be sited as a permanent memorial in respect of both of the above-mentioned historic occasions, at an appropriate location in the centre of Village. She said that the seat could be sited on the north side of The Street, opposite the War Memorial, with the current Millennium Seat being moved to a new location, in fairly close proximity, to the east.

She said that in addition to the price of the seat, the cost of a concrete base and installation would also be incurred, which she estimated to be in the region of £500.00 - £600.00.

She concluded, by advising the Council that the financial provision it had made for the 80th Anniversary of VE Day would be able to cover all of the above costs.

Following a further discussion, the Council RESOLVED that a bespoke 80th Anniversary of VE/VJ Day Seat should be purchased from David Ogilvie Engineering at a cost of £1,896.00 excluding VAT, together with an estimated additional cost of £500.00 - £600.00 for the concrete base and installation.

Councillor Grevett joined the Meeting at this juncture.

147/25 RUSTINGTON-IN-BLOOM

Councillor Lee referred to Minute 87/25 and said that the newly formed Group had, at its Meeting on 30 April 2025, agreed that it should revert to the name of Rustington-In-Bloom.

He said that the new Constitution had been approved and adopted, a copy of which is attached and forms a part of these Minutes.

He also reported that official launch of the Group would be at the Annual Street Fayre on 12 July 2025 to raise public awareness of its ecological vision, as well as encouraging more individuals to join.

He concluded by advising that the next Meeting would be held on 28 May 2025 at 5.00 pm in the Roger Montgomeri Room.

The Council was pleased to NOTE this information.

148/25 RUSTINGTON HALL

The Clerk reminded Members that she had previously circulated an Invitation received from the Littlehampton & Rustington Housing Society Limited to attend the Grand Opening of its newly completed community hall formally known as Booker Hall on Saturday 24 May 2025 from 11.00 am to 2.00 pm.

The Council NOTED this information.

149/25 DEPARTMENT OF TRANSPORT - TOWN AND COUNTRY PLANNING 1990 - SECTION 247 - PROPOSED STOPPING UP OF HIGHWAY AT THE WINDMILL INN, MILL LANE, RUSTINGTON

The Clerk said that she had previously circulated a letter received from the National Transport Casework Team, together with associated information. She said that the closing date for objections was 19 June 2025.

Following a detailed discussion, the Council RESOLVED that further information should be sought in respect of the proposed Stopping Up Order and, in particular what, if any, the impact would be on pedestrians' access to the footpath, the specifics of the area that the Order would cover, and whether the proposal was premature, given the fact that the planning application for the development of the site had been refused and was now the subject of an Appeal.

The Clerk said that she would contact the Department for Transport to seek clarification as detailed above and would advise Members accordingly via email.

150/25 REACH PROJECT

Councillor Lee advised the Council that he would be stepping away from the REACH Project as, following consideration of the Project Team's recently produced Plan and Contract, he was perturbed, in particular, by the fact that the Pay As You Go Option would no longer result in home owners owning their panels in seven to nine years, but instead they would not own their panels, via this option, for some 30 years.

He said that taking account of this and other aspects of the Report, he felt that he was no longer able to support the Project and was proposing that the Council should consider withdrawing its support forthwith.

Following a brief discussion, it was AGREED that Councillor Lee's proposal should be included on the Agenda for consideration at the next Monthly Meeting.

The Clerk said that she would liaise with Councillor Lee, with a view to providing the Council with all relevant information, as contained within the Project Team's Report, for consideration at the next Meeting.

151/25 THE FUTURE OF ZACHARY MERTON HOSPITAL

Councillor Bennett reported that he had received an email from the Office of Mrs Alison Griffiths, MP, asking if the NHS Sussex Community Trust had been in contact with the Council to arrange a Meeting to discuss what was going to happen in respect of Zachary Merton Hospital. He said that he had checked with the Clerk and she had advised that no such approach had been received by the Council.

Councillor Mrs Cooper advised the Council that at a recent Meeting, in her capacity as the County Councillor for Rustington, Mike Jennings, Chief Financial Officer of the NHS Sussex Community Trust, had promised that there would be a Meeting with the Parish Council and local community once a decision had been made in the above-mentioned regard. She said that she would certainly be making representations, to ensure such a Meeting was arranged, at any future Meetings as the Vice-Chairman of the County Council's Health and Social Care Committee that was responsible for scrutinising the NHS.

The Clerk said that she would ensure that the Council was kept informed of any further developments in this regard.

The Council NOTED this information.

152/25 REQUEST FOR ACCESS TO CASH REVIEW FOR RUSTINGTON

The Clerk referred to Minute 121/25 and reminded Members that she had previously circulated correspondence requesting an Access to Cash Review, with a view to a Banking Hub being opened in Rustington, with John Howells, CEO, Link Scheme Limited. She said that she had also circulated a copy of the Cash Access Assessment Outcome document.

Mr Howells' response to the Council's request for an Access to Cash Review for Rustington was as follows:-

Thank you for your letter and I agree that Rustington needs good access to cash. As you note, it is a thriving and vibrant community and, when we assessed Rustington in March 2025, we found some 65 shops on the high street and over 20,000 consumers in the local area relying on cash services.

Our assessments are based on balancing demand with what cash services are available in and nearby the community. Consumers and businesses need to be able to access cash and we also must not undermine remaining post offices, banking hubs and ATMs.

The result of our assessment was that we did not recommend any additional services. I realise that this is not the answer that you are hoping for, and I wanted to set out the reasons for the decision. You can also find the details of the assessment at: www.link.co.uk/our-assessments

For Rustington, we have assessed usage data from the closing Santander branch and the post office to determine that demand can be met through the remaining local post office, the nearby ATM network and the banking hub that is due to open in Littlehampton.

This assessment covered the personal and business banking services from the Rustington post office at 10-12 Ash Lane and the free-to-use ATM at Waitrose.

We also believe that facilities at Littlehampton can support Rustington. Our assessment noted that there is a number 700 bus to Littlehampton that takes 14 minutes every 12 minutes, while the number 12 takes 5 minutes on a more direct route every hour. A banking hub has been confirmed for Littlehampton and a temporary facility will be opened at the Town Council (Fleming Room), Manor House, Church Street, Littlehampton, BN17 5EW within a few weeks while a permanent premises is secured. There are also

further free-to use ATMs at Littlehampton at Tesco Express, BP Worthing Road, and Sainsburys. Our assessment for Rustington assumed that these facilities at Littlehampton are a useful support. The detailed criteria such as community size and travel times to facilities are approved by the Financial Conduct Authority and LINK pays careful attention to them in making each assessment.

Please be assured that if there is any further change to the cash services available to Rustington then we would reassess the situation

She then said that she had also circulated via email a further response regarding the Council's Cash Access Request. The email stated that Link had looked in detail at the request and could not move this forward because it had looked at the same issues in the area in the last twelve months. The email also advised that Link knew how important it was for people to be able to deposit and withdraw cash and it wanted to make sure everyone could access and manage their money easily. To find out more about the cash access services nearby the Cash Locator Tool could be used.

Following a detailed discussion the Council RESOLVED that the Deputy Clerk and Clerk should be tasked with dissecting the results of the Assessment to find any inaccuracies, whilst also trying to provide new information that might lead to Link considering a review of its decision.

Councillor Rogers suggested that the next Newsletter should include information regarding the facilities that would be available at the Banking Hub in Littlehampton, together with location details of the ATMs in the Village.

The Council AGREED that an article containing all of the aforementioned information should be included in the next edition of the Newsletter which would be being delivered to all households towards the end of August.

153/25 SECTION 106 FUNDING

The Clerk referred to Minute 120/25 and reminded the Council of the fact that Mrs Griffiths had asked if, under the heading of the NHS, the Council could send her examples of associated unspent Section 106 Funding, so that she could raise this with the Government.

She said that, accordingly, she had written to the Chief Executive of the Arun District Council, to request the relevant information, and she had subsequently received a response from the Group Head of Planning at the District Council in this regard.

She confirmed that she had previously circulated copies of both of the above items of correspondence to all Members.

Following a further discussion, the Council RESOLVED that the aforementioned correspondence should be forwarded on to Mrs Griffiths for her information.

154/25 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RECOMMENDED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

155/25 PARISHIONERS' AWARD

The Council considered the Report of the Working Party Meeting held on 6 May 2024.

Following a detailed discussion, the Council RESOLVED that:-

- (a) The Individual Parishioners' Award for 2025 should be awarded to Mrs Joan Salmon in recognition of her outstanding devotion and commitment to Girl Guiding in Rustington, together with her unceasing support and diligence for the benefit of the younger members of the local Community, for over 50 years
- (b) The 2025 Parishioners' Award in respect of a Group/Organisation be awarded to Arun Community Transport, in recognition of its invaluable, caring service and commitment to the health and well-being of the community of Rustington
- (c) Two Certificates of Appreciation/Recognition of Community Contribution should also be awarded
- (d) The nominators of all of the remaining nominees should be encouraged to nominate them again for the Group and Organisation Parishioners' Awards in 2026
- (e) The recipients of the two Awards should be announced immediately with the Presentation being made at the Reception following the Annual Civic Thanksgiving Service on 21 September 2025
- (f) The Awards should continue to be able to be made on an annual basis, subject to the Council's approval of any recommendations made by the Working Party.

The Clerk reminded Members that as previously agreed, the recipient of the Individual Award will receive the dedicated Austen Beard Trophy, and both the Individual and Group Winners will also receive £100.00, together with a commemorative dish or trophy, suitably engraved, or a personalised scroll, to keep as a memento.

156/25 DOCUMENTS AND PUBLICATIONS CIRCULATED

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

- (a) Arun District Council - Arun News Release - 8 May 2025 x2
- (b) CAGNE - May Bulletin
- (c) Chestnut Tree House - When every moment matters
- (d) East Preston Parish Council News - 8 May 2025 and 15 May 2025
- (e) National Association of Local Councils - Chief Executive's Bulletin - 8 May 2025 and 15 May 2025
- (f) (ONH) Oneillhomer - Parish Updates for Town and Parish Councils - 7 May 2025
- (g) St Barnabas House - Support for when you're grieving
- (h) West Sussex County Council - Bus it! - Special Edition - 1 May 2025
- (i) West Sussex County Council - Highways, Transport and Planning - News and Updates - 30 April 2025
- (j) West Sussex County Council - News Release - 2 May 2025, 7 May 2025 x2, 8 May 2025, 13 May 2025, 15 May 2025 and 16 May 2025
- (k) West Sussex County Council - Residents' eNewsletter - May 2025 Edition

There being no further business the Meeting concluded at 8.29 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

RUSTINGTON PARISH COUNCIL

TERMS OF REFERENCE

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

- (a) The Power of raising loans and setting the Precept.
- (b) The power of incurring capital expenditure not specifically included in the Council's approved annual estimate of expenditure.
- (c) The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or the Committee.
- (d) Standing Orders and the Functions and Constitution of Committees and Sub-Committees.
- (e) Dates of Meetings of the Council.
- (f) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year.
- (g) Filling of vacancies occurring on any Committee of the Council during the Council year.
- (h) The appointment or dismissal of all permanent members of personnel.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, the Council's powers and duties may be delegated to the Standing Committees in accordance with the following Terms of Reference unless otherwise specified.

The Acts and Proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible, be deemed the Acts and Proceedings of the Council;
- (b) as regards other matters, be subject to approval by the Council, and when approved shall be deemed the Acts and Proceedings of the Council;
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

A Committee may, at any time, subject to adherence with the Council's Standing Orders and Terms of Reference, generally establish a Sub-Committee or Sub-Committees to advise on any of the services for which it is responsible, such as for the Museum, Youth Centre and Internal Audit, for example. It may also establish Working Parties as required. Other interested Members may be included, where appropriate.

PLANNING COMMITTEE

- (a) The making of representations to the Local Planning Authority on Applications for Planning Permission which have been notified in accordance with relevant legislation.
- (b) The making of representations in respect of appeals against the refusal of Planning Permission.
- (c) The making of recommendations regarding street naming.
- (d) To consider and monitor relevant Developmental Plans and the making of all appropriate representations.
- (e) The facilitation of economic development initiatives for the benefit of Rustington residents and the preparation of recommendations, for Council Approval, on all related matters and liaison as appropriate with other Agencies.
- (f) The preparation of representations, for Council Approval, to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) - (e) above.

LEISURE AND AMENITIES COMMITTEE

- (a) Dealing with the provision, maintenance and management of The Woodlands Centre, Rustington Youth Centre, the Rustington Museum, the Samuel Wickens Centre, and the maintenance and management of any other land holdings and/or buildings of a leisure nature - amenities, sports, cultural or community for example - and the making of recommendations annually to the Full Council concerning budgets, rents and charges for the following financial year.
- (b) Dealing with the provision and maintenance (where applicable) of street furniture and Council/public owned/leased/provided facilities and equipment including:-
 - Public Toilets
 - War Memorial
 - Public Seats
 - Bus and Beach Shelters
 - Public Notice Boards
 - Christmas Lighting
- (c) Dealing with the maintenance and enhancement of amenity areas, including planters, trees and flower beds, the Woodlands Recreation Ground and all facilities provided thereon, the Woodland Park Sportsfield and related initiatives.
- (d) To incur expenditure on items of a routine and repetitive nature where already provided within the agreed revenue budget, but excluding any items incurring capital expenditure.
- (e) The provision of security/grounds personnel/caretaking services.
- (f) The provision and maintenance of all street and footway lighting in the ownership/responsibility of the Council.
- (g) Co-ordination of any locally initiated community safety initiatives, including working in conjunction with the Chamber of Trade and Commerce and the Freeholders of commercial units within the Parish.
- (h) The making of recommendations to the Full Council regarding duties and responsibilities relating to the Council's staff engaged on services provided under the purview of this Committee.

- (i) The facilitation and provision of public information services and initiatives for residents and visitors in liaison, as appropriate, with other Local Authorities and Agencies.

ALLOTMENTS COMMITTEE

- (a) Dealing with the provision, maintenance and management of the Council's three Allotment Sites, namely Penfold Lane, Conbar Avenue and Worthing Road.
- (b) Advising and making recommendations to the Full Council on any matters affecting the Allotments.
- (c) The making of recommendations annually to the Full Council concerning budgets, rents and charges for the following financial year.
- (d) Approving or commenting upon actions taken and reported by the Clerk of the Council on Allotments matters.
- (e) To incur expenditure on items of a routine and repetitive nature where already provided within the agreed revenue budget, but excluding any items incurring capital expenditure.
- (f) Making recommendations to the Full Council concerning the detailed operation and management of the Allotments and relationships with the tenants, including:-
 - Rents and Deposits
 - Major improvements to the Sites
 - Changes to services affecting all Tenants
- (g) The co-option of two Members of the Rustington Horticultural Association to the Committee, in a non-voting capacity.

EMERGENCY PLANNING COMMITTEE

- (a) The production of an Emergency Plan for the Parish, to assist in the case of an emergency, to include The Woodlands Centre and other temporary accommodation, together with equipment and personnel within the Parish that might be available.
- (b) Working in partnership with the District and County Council Emergency Planning Officers in respect of The Woodlands Centre as a Rest Centre.
- (c) Liaising with other local Groups/Organisations as appropriate with regard to dealing with emergencies.
- (d) Undertaking a review of the effectiveness of the Emergency Plan, as appropriate following any emergency situation.

FINANCE AND GENERAL PURPOSES COMMITTEE

- (a) The making of recommendations in respect of items (a) to (g) to be resolved solely by the Council.
- (b) Dealing with all matters relating to the general day-to-day administration of the Council.
- (c) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee.
- (d) Dealing with the Terms and Conditions of Service and Superannuation of the Council's personnel and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved local conditions of service.
- (e) Overall responsibility for and scrutiny of the Council's Corporate Governance, including Internal Audit, Risk Management, Health and Safety at work, Data Protection, Freedom of Information and all other Policies.
- (f) The making of appropriate recommendations in respect of community and other grants from the Council's revenue and capital funds.
- (g) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue and capital estimates, including reimbursable expenditure.
- (h) To incur expenditure on items of a routine and repetitive nature where already provided within the agreed revenue budget, but excluding any items incurring capital expenditure.
- (i) Acting as lead Committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including, as appropriate, the development of Joint Partnership Committees and Recommendations on Terms of Reference and constitutional matters.
- (j) Dealing with the publication of the Council's Newsletter, other publications relevant to the work of the Council, and overall responsibility also for the Council's Website and Information Technology generally.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a Meeting owing to lack of business or in an emergency.

To have discretion to include any item of an urgent nature under "Urgent Matters Arising" on the relevant Committee Agenda.

DELEGATION TO CLERK OF THE COUNCIL

The Clerk, in consultation with the Chairmen and Vice Chairmen of appropriate Committees, to take action deemed desirable on any matters which the Committee concerned has delegated powers but which require urgent action.

(Adopted - 28/05/2012)
(Reviewed - 19/05/2025)

CONSTITUTION

The name of the group shall be 'Rustington in Bloom'

AIMS

- To maintain and enhance the open spaces in the village of Rustington
- To promote and showcase the quality of life in the village, thereby encouraging involvement in healthy environmental activities
- To recognise and encourage the work and effort of those involved in the creation and maintenance of floral displays
- To celebrate and highlight the positive effect that the floral displays have on the physical and mental wellbeing of residents and visitors alike
- To encourage ecologically friendly projects both in the built and natural environments and promote and embrace biodiversity
- To encourage local people to take responsibility and to be involved in decision making
- To work with village businesses in order to support economic activity
- To encourage residents and visitors alike to enjoy and respect the natural environments in and around the village
- To engage with local schools and youth groups to promote the importance of caring for our environment and introduce young children to the joy of creating wild and/or ornate outdoor spaces

POWERS

To further these aims the group shall have the power to:

- a) Obtain, collect and receive funds, by way of contributions, donations, grants, fundraising and any other lawful manner
- b) In order to achieve our aims the group will act with integrity at all times. They will conduct themselves in an open, honest, and impartial manner.

MEMBERSHIP

- a) Voting membership shall be open to anyone of the age of 18 or over, who supports the aims of the group.
- b) The Management team shall have the power to approve or reject applications for membership. Before a final decision is made, the individual concerned will have the right to make representations in person

MANAGEMENT

- a) The Management Team shall be elected annually at the Annual General Meeting (AGM)
- b) The committee shall consist of a chair, secretary, treasurer, communications officer and 6 other voting members.
- c) The Management Team shall meet at least 6 times each year.
- d) At least 4 committee members must be present at a committee meeting to be able to make decisions.
- e) A proper record of all transactions and meetings shall be kept.

GENERAL MEETINGS

- a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- b) Notices of the AGM shall be published three weeks beforehand and a report of the Group's financial position for the previous year will be made available at the same time.

- c) A Special General Meeting may be called at any time at the request of the committee, or a minimum of 10 members of the community,
- d) A Special General meeting will require at least 10 members to be present in order to take place.
- e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

ACCOUNTS

- a) The funds of the group including all donations, contributions and bequests shall be paid into an account operated on behalf of the Management Team. All payments/expenditure drawn on the account must be agreed by at least two members of said Management Team.
- b) The funds belonging to the group shall be applied only to further the aims of the group.
- c) A current record of all income, funding and expenditure will be kept.

DISSOLUTION

- a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the group, or some other charitable purpose(s) as the Group may decide.

Signed by Chair
Gary Lee

Gary Lee

30⁴/25.

Signed by Secretary.....
Mike Warrington

Mike Warrington

30⁴/25

Signed by Treasurer.....
Rose Probert

R. C. Probert

30⁴/25