

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 28 January 2019

PRESENT: Councillors J Bennett (Chairman), Mrs C Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, T Field, Mrs P Gregory, R Grevett, M Jones, Mrs S Partridge, D Rogers, J Street, G Tyler and P Warren

1/19 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A Jones (Holiday). This apology was accepted by the Council.

2/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 10/19 (Minute 10/19 of the Finance and General Purposes Committee Meeting - 28 January 2019 refers). In the absence of any discussion in respect of this matter, she remained in the Meeting but took no part in the vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 10/19 (Minute 10/19 of the Finance and General Purposes Committee Meeting - 28 January 2019). In the absence of any discussion in respect of this matter, he remained in the Meeting but took no part in the vote thereon.

Councillor Tyler declared a personal interest in Minute 10/19 (Minute 12/19 of the Finance and General Purposes Committee Meeting - 28 January 2019). He remained in the Meeting during consideration of this item and took part in the vote thereon.

Councillor Street declared a prejudicial and pecuniary interest in Minute 10/19 (Minute 15/19 of the Finance and General Purposes Committee Meeting - 28 January 2019). He remained in the Meeting during consideration of this item but took no part in the vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 10/19 (Minute 15/19 of the Finance and General Purposes Committee Meeting - 28 January 2019). He remained in the Meeting during consideration of this item but took no part in the vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 18/19. He remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

Councillor Street declared a personal interest in Minute 19/19. He remained in the Meeting during consideration of this item.

3/19 MINUTES

The Minutes of the Monthly Meeting held on 26 November 2018 were signed by the Chairman as a correct record.

4/19 SUSSEX POLICE

(a) PCSO Hannah Pipkin

The Chairman reported that in the absence of PCSO Pipkin, there was no report on Sussex Police issues available for the Meeting.

(b) Neighbourhood Policing Concerns

The Council NOTED the letter to the Chief Constable and the Sussex Police & Crime Commissioner from the Eastern Arun Area Parish and Town Councils.

The Clerk said that she had yet to receive any responses to the letter.

5/19 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Mrs Bower, Mrs Harrison-Horn and Mrs Neno.

In the absence of the above District Councillors, there was no report on District Council matters presented to the Meeting.

6/19 COUNTY COUNCILLORS

County Councillor Purchase reported on County Council issues as follows:-

- *Community Initiative Fund had moved to a Crowdfunding Model with huge problems raised by Members - Funding claimed has reduced by around 50% - Concern expressed at Scrutiny Committee emphasising how difficult it was for smaller groups to obtain Crowdfunding - Currently asking groups to consider applying to County Local Committees prior to balance of funding available being credited back to County Council General Fund*
- *Cabinet Member for Adults and Health announcement that £600,000.00 cut to be made in respect of support for Homeless Charities*
- *£24M cuts to be made to services, with proposals to increase Council Tax by 4.99% - Equating to an additional £1.26 per week for the average Band 'D' property. Councillors Purchase and Dr Walsh against these plans*
- *Partnership Agreement for Recycling Credits cut by County Council without any consultation with the Arun District Council - Being fought by Councillor Purchase.*

The Chairman thanked Councillor Purchase for his most comprehensive Report.

Councillor Purchase then referred to the concerns raised in respect of the congestion caused by the recent road closure of Station Road and said that he was forwarding all of the representations that he had received to the Director of Highways and Transport, and was currently awaiting a detailed response from him.

Councillor Street also referred to a representation that he had received regarding the poor condition of the footpath between Woodlands Avenue and Church Road. Councillor Purchase said that he would be investigating this further, with a report back to the Council in due course.

The Council NOTED this information.

7/19 CLERK'S REPORT

(a) Rustington's 'Lest We Forget' Concert - 10 November 2018

The Clerk reported the receipt of a letter of thanks and appreciation from the Littlehampton Concert Band in respect of the recent donation of £250.00 awarded in recognition of their participation in the 'Lest We Forget' Concert.

The Council was pleased to NOTE this information.

(b) Rustington and District Twinning Association

The Clerk reported the receipt of a letter of thanks and appreciation from Rustington and District Twinning Association, in respect of the Grant Aid awarded to offset the Twinning activities for 2019.

The Council was pleased to NOTE this information.

(c) Rustington Short Mat Bowls Club

The Clerk reported the receipt of a letter of thanks and appreciation from the Rustington Short Mat Bowls Club, in respect of the Club's continued 25% discounted Wednesday Evening hiring fee for the Village Memorial Hall with effect from 1 April 2019 for a further period of 12 months.

The Council was pleased to NOTE this information.

8/19 CHAIRMAN'S REPORT

The Chairman reported on his official representation and attendance, in his capacity as Chairman of the Council, at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Schools' Annual Bulb Planting - 28 November 2018
- U3A Concert - 29 November 2018
- The Mayor of Chichester's Christmas 'At Home' Reception - 7 December 2018
- Rustington & District Twinning Association - Advent Concert - 8 December 2018
- Wick Village Santa Festival - 8 December 2018
- Zachary Merton Community Hospital - Carol Service - 10 December 2018
- Zachary Merton Community Hospital - Christmas Visit - 24 December 2018
- St Peter and St Paul's Parish Church Christmas Day Lunch - 25 December 2018

He also conveyed his thanks to the Vice-Chairman, Councillor Street, for representing the Council at the Judging of the Window Competition at the 2018 Street Fayre on 8 December 2018, and to Councillors Mrs Cooper and Cooper for attending the Rustington Cricket Club's 'Club Mark' Presentation Evening on 18 January 2019.

The Council NOTED this information.

9/19 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 26 November 2018, 17 December 2018 and 7 January 2019.

(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial and pecuniary interest as the Proprietor of Owen Electrical - Minute 10/19 refers)

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest as Mr P Collins was his son-in-law - Minute 10/19 refers)

(Prior to consideration of the following item Councillor Tyler declared a personal interest as a Member of the Littlehampton Concert Band - Minute 12/19 refers)

(Prior to consideration of the following item Councillor Street declared a prejudicial and pecuniary interest as one of the Administrative Assistants was his sister-in-law - Minute 15/19 refers)

(Prior to consideration of the following item Councillor Tyler declared a prejudicial and pecuniary interest as one of the Administrative Assistants was his daughter - Minute 15/19 refers)

10/19 **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council NOTED the Report of the Finance and General Purposes Committee Meeting held on 17 December 2018.

The Council received the Report of the Finance and General Purposes Committee Meeting held on 28 January 2019. (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 28 January 2019 be APPROVED.

11/19 **ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 7 January 2019.

The Council RESOLVED that the Report of the Allotments Committee Meeting held on 7 January 2019 be APPROVED.

12/19 **RUSTINGTON MUSEUM AT THE SAMUEL WICKENS CENTRE**

The Clerk advised the Council that the Museum at Church Farm Cottages had closed its doors to the public on 26 January 2019. She said that the Museum Manager and Administrative Assistant would now be working on completing the full audit of artefacts that was currently being carried out, whilst actively packing up everything in readiness of the move to the new Museum at the Samuel Wickens Centre. She said that the Museum Manager, in conjunction with the Relocation Project Manager and herself, would be making the necessary arrangements for the display cases and all artefacts, and office equipment to be moved over the next couple of months.

The Museum Manager and Administrative Assistant would then be working to support the Relocation Project Manager with everything involved in the Project, as detailed in the HLF Grant.

She said that the Project Manager and Designer were progressing well with the Project which, it was anticipated, would be completed, with the Museum ready to open by October 2019, if not before.

The Council NOTED this information.

13/19 **RUSTINGTON-IN-BLOOM**

(a) **Progress Report**

The Clerk referred to Minute 369/18(a) and said that the Committee was now actively progressing its campaign for the 2019 South and South East in Bloom Competition. She said that the major Projects it was currently involved in were detailed in the Minutes of the Meeting held on 9 January 2019.

The Council was pleased to NOTE this information.

(b) **Meeting - 9 January 2019**

The Council NOTED the Minutes of the Meeting held on 9 January 2019.

14/19 **RUSTINGTON HERITAGE ASSOCIATION**

The Council NOTED the Newsletter - No. 143 - December 2018.

15/19 REMEMBRANCE SUNDAY - ORGANISATION GROUP

The Council considered an email received from Mrs J Bulley advising that she would not be continuing as Secretary of the Group, due to changes in her work and family commitments.

In her email, Mrs Bulley said that she was willing to go through the timeline of running the event with whoever her successor may be.

The Chairman and Clerk said that if it had not been for Mrs Bulley's commitment, the Event might not have continued following the disbandment of the Rustington Branch of the Royal British Legion in 2011, and she had been the major force in ensuring its continuation year on year.

Following a brief discussion, the Council AGREED that Mrs Bulley should be asked if she would be willing to call a Meeting of the Group when the way forward could be discussed. The Clerk was also asked to send Mrs Bulley a formal letter of thanks and appreciation for all of her hard work and effort in this regard.

16/19 THE ROYAL BRITISH LEGION POPPY APPEAL

The Council NOTED a letter received from Shane Crowhurst, Head of Poppy Appeal, thanking the Council for its contribution to the Poppy Appeal, in the sum of £1,002.86, which had been the sum raised from the Retiring Collection and Ticket Sales for the 'Lest We Forget' Concert, which had been held in the Village Memorial Hall on 10 November 2018.

17/19 NUMBER 12 BUS SERVICE

The Council NOTED the Number 12 Bus Service Statistics for November 2018 and December 2018.

The Council then considered email correspondence with the Managing Director of Compass Travel and the Senior Transport Passenger Planner, Highways and Transport, West Sussex County Council regarding the possibility of changing the timing of the Number 12 Service, so that it did not run immediately after the Number 9 Service from Rustington to Littlehampton.

In the email dated 9 January 2019 received from the Managing Director of Compass Travel, he had advised that the Number 15 Service was to cease completely after April 2019, and the Council might, therefore, wish to consider the option to divert the Number 12 over some of the current Number 15 route, or revert the Number 12 to its original route. He stated that this could generate additional income if it served the Wickbourne Estate in Littlehampton as it had previously done, but this would only be able to be done at the expense of no longer continuing to serve the Manor Retail Park and Worthing Road loop.

In his email in respect of the possible change to the Number 12 timings, the Senior Passenger Transport Planner at the West Sussex County Council had suggested that the Service could be moved to about 11 minutes later, which would result in the two Services having a longer time between each other.

The Clerk reminded the Council that the next timetable change would become effective from 7 April 2019, so that any changes to the route or timing for the Number 12 Service would need to be registered by mid-February 2019.

Following a further discussion, the Council RESOLVED that:-

- (a) No changes should be made to the current Number 12 Bus Route at the present time
- (b) The suggested changes by the Senior Passenger Transport Planner as detailed above should be made to the timing of the current Service.

It was further AGREED that the Chairman, Councillor Mrs Cooper and the Clerk should meet with the Managing Director of Compass Travel to confirm the above and remind him of his previous agreement to include a small advertisement for the Village in the next Timetable issued.

(Prior to consideration of the following item Councillor Tyler declared a prejudicial and pecuniary interest as the Council's IT Administrator was his son-in-law)

18/19 REDESIGNED/NEW WEBSITE

The Clerk referred to Minute 379/18 and said that she had previously circulated detailed quotations received from Mr P Collins, Process Matters2 and VisionICT as follows:-

Mr P Collins

| | |
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| Website Redesign based on current site | £4,500.00 |
| Yearly SSL Certificate | £ 65.00 (per annum) |
| Yearly Support and Updates | £ 635.00 (per annum) |

Process Matters2

| | |
|---|-----------------------|
| Build Website to Parish Council's Specification including staff training | £4,000.00* |
| Hosting and SSL Certificate | £ 250.00 (per annum)* |
| Support for day to day updating | £ 80.00 (per month) |

Vision ICT

| | |
|---|----------------------------------|
| Design, Development, Website Hosting & Support Year 1 | £1,875.00* |
| Year 2 and onwards Annual Fee | £ 275.00* |
| Additional Options if required: | |
| Emails | £ 18.00 (per annum/per account)* |
| Business Directory | £ 350.00* |
| Training (excluding expenses) | £ 250.00 (half day)* |
| | £ 395.00 (full day)* |

**Excluding VAT*

Following a brief discussion, the Council RESOLVED that this matter should be referred back to the IT Working Party for it to be tasked with making a RECOMMENDATION, in respect of the quotations received, to the next Meeting of the Council.

(Prior to consideration of the following item Councillor Street declared a personal interest as a Member of the Sports and Social Club)

19/19 RUSTINGTON SPORTS AND SOCIAL CLUB - RENT REVIEW

The Clerk referred to Minute 386/18 and said that the Sports and Social Club had confirmed that it was grateful to the Council for its decision not to increase the current annual rent charged in the sum of £13,200.00 per annum for the next five-year period commencing 25 March 2019. She said that the necessary Rent Review Memorandum had now been drawn up by the Council's Solicitors and signed by both Parties.

The Clerk also reported that Councillor Grevett had advised her that when he had attended the Management Committee Meeting on 12 December 2018, the Club's thanks and appreciation had been verbally conveyed, together with a comment that the Football Pitch was now in 'a better condition than it had ever been'.

The Council was pleased to NOTE this information.

**20/19 ZACHARY MERTON COMMUNITY HOSPITAL AND LAND/ASSETS OF
COMMUNITY VALUE WORKING PARTY**

The Chairman said that following the issue of the NHS Coastal West Sussex Local Estate Strategy (August 2018), and the subsequent article in the Littlehampton Gazette, it seemed almost definite that the future of Zachary Merton Hospital was likely to be time limited to five years at a maximum, as it was the NHS' intention to close it and dispose of the asset.

Following a brief discussion, the Council AGREED that a Meeting of the Working Party should be convened as soon as practicably possible to consider what, if anything, the Council could do to try to protect the Hospital and associated land, and to try to ascertain exactly what was planned in respect of such a closure.

The Clerk said that she would contact the appointed Members, namely Councillors Mrs Callaghan, Ceiriog-Hughes, Mrs Cooper, Mrs Partridge, Rogers and Tyler, to arrange an initial Meeting as soon as practicably possible.

Councillor Mrs Gregory expressed her desire to join the Working Party, and the Council AGREED that she should be appointed as a Member of the Working Party with immediate effect.

21/19 ARUN DISTRICT COUNCIL

(a) Arun Local Plan 2011-2031 (Adopted July 2018)

The Clerk said that she was now in possession of a hard-copy of the adopted Local Plan Document 2011-2031, should any Members wish to have sight of it.

The Council NOTED this information.

(b) Arun Annual Forum - Save the Date!

The Council NOTED an email received from Ms Jackie Follis, Group Head of Policy, in this regard.

**(c) Non-Strategic Site Allocations Development Plan Document (DPD) and Neighbourhood
Plans (NP) Summary Position**

The Council NOTED a letter received from Kevin Owen, Planning Policy Team Leader, together with an email received from Councillor Warren in this regard.

The Clerk said that Councillor Warren was continuing to represent the Council at all related Meetings at the District Council, and would be attending a Non-Strategic Sites DPD and NP Workshop on 30 January 2019.

The Council was pleased to NOTE this information and extended its thanks and appreciation to Councillor Warren for his commitment, hard work and effort, in this regard.

22/19 WEST SUSSEX COUNTY COUNCIL - 'WHAT IF' COMMUNITY PROJECT

The Clerk referred to Minute 380/18(b) and said that she had previously circulated an email received from Christopher Scott, Resilience & Emergencies Team Adviser, together with associated documentation, in this regard. In his email, Mr Scott had stated that he would be delighted to attend on the evening of either:-

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| Monday | 4 March |
| Thursday | 14 March |
| Friday | 15 March |

to undertake the first Training Session on Community Resilience for Rustington.

She said that she wanted to gauge the most mutually convenient date for Members, prior to agreeing a date and advertising the Training Session to members of the local community, groups, clubs, societies and organisations, in the hope that it would be well attended.

Following a brief discussion, the Council AGREED that 14 March 2019 should be set as the date for the first Training Session, commencing at 6.00 pm.

23/19 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS

The Council NOTED the Weekly Bulletins received since the last Meeting.

24/19 NATIONAL ASSOCIATION OF LOCAL COUNCILS

(a) Model Financial Regulations (England)

The Clerk referred to Minute 299/18 and said that she had previously circulated a copy of the National Association of Local Councils Model Financial Regulations (England) with modifications.

She said that the amendments had been fairly significant and, rather than attempt to amend the Council's current Financial Regulations, she was hoping that the Council would be happy to adopt the Model Financial Regulations for the foreseeable future. She said that these had been amended where necessary to meet the Council's own requirements and fall in line with the specifics of the existing Financial Regulations.

Following a further discussion, the Council RESOLVED that the National Association of Local Councils Model Financial Regulations (England), as presented, be ADOPTED.

A copy of these Financial Regulations is attached and forms a part of these Minutes.

(b) Chief Executive's Bulletins

The Council NOTED the Weekly Bulletins received since the last Monthly Meeting dated 30 November 2018, 7 December 2018, 14 December 2018, 20 December 2018 and 4 January 2019.

25/19 LITTLEHAMPTON TOWN COUNCIL - MAYOR'S CHARITY GALA PERFORMANCE 'CURTAIN UP! THE SEQUEL!'

The Council received an Invitation from the Mayor, Littlehampton Town Council, to attend a Musical Charity Gala Performance 'Curtain Up! The Sequel' in support of Arun Youth Projects and The Littlehampton Arts and Social Club Bursary Fund, his chosen charities, at the Windmill Theatre on Saturday 9 March 2019. The Clerk said that there would be two performances at 2.30 pm and 7.30 pm.

She advised Members that if they wanted to attend, they should apply for tickets directly by contacting the Littlehampton Musical Comedy Society's Box Office on 01903 730775.

The Council NOTED this information.

26/19 COUNCILLORS' SURGERY - 19 JANUARY 2019

Councillor Mrs Partridge reported on the Councillors' Surgery she had attended, with County Councillor Purchase and District Councillor Mrs Bower on 19 January 2019, in the Public Library. She said that the Surgery had a slow start because of the adverse weather conditions, but that she had nothing of any significance to report, as most of the issues raised related specifically to the County and District Councils. She said that County Councillor Purchase and District Councillor Mrs Bower had addressed all of the aforementioned issues.

She also reported that Sir Peter Bottomley, MP, had visited the Surgery briefly.

The Council was pleased to NOTE this information.

27/19 SUSSEX WEST COUNTY GUIDE CHOIR - VOCALS VARIETY VERSATILITY

The Council received an Invitation from the Sussex West County Guide Choir, to attend a performance of Vocals Variety Versatility, at the Windmill Theatre, Littlehampton on Saturday 2 March 2019.

The Clerk advised Members that if they wished to attend, they should apply for tickets by completing and returning the Ticket Application Form provided to the Council Offices, where it would be passed on to the appropriate representative of the Sussex West County Guide Choir.

The Council NOTED this information.

28/19 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council considered the Report of the Finance and General Purposes Committee Meeting held on 7 January 2019.

Following a detailed discussion, the Council RESOLVED unanimously that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 7 January 2019 be APPROVED. (Copies of the Summaries are attached and form a part of these Minutes).

29/19 PRECEPT

The Council AUTHORISED the issue of the Precept on the Arun District Council in the sum of £616,000.00 for 2019/2020.

30/19 DOCUMENTS AND PUBLICATIONS

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

- (a) Arun and Chichester Citizens Advice Research and Campaigns Newsletter - January 2019
- (b) East Preston Parish Council - News - 22 November 2018, 30 November 2018, 4 December 2018, 18 December 2018 and 2 January 2019
- (c) Rustington Heritage Association - Newsletter - No. 143 - December 2018
- (d) West Sussex County Council - E-Newsletter - December 2018 and January 2019

31/19 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED 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.

32/19 CHURCH FARM COTTAGES - THE WAY FORWARD

The Clerk referred to Minute 131/18 of the Finance and General Purposes Committee Meeting held on 17 December 2018, and reported that in accordance with the decision made the property was now being marketed on a joint-agency basis by Glyn-Jones and Company and Stiles Harold Williams Partnership LLP. She said that the total marketing fee payable on the sale of the property would now be 2%, split equally between the two Agents. She said that offers in the region of £495,000.00 were being invited.

She also advised that the Chairman, Councillors Mrs Cooper and Rogers had met with Mr Tony Cross from the Angmering Community Land Trust, and whilst the Meeting had been most informative and interesting, it had concluded with all those present agreeing that Church Farm Cottage would not be a suitable site for any Community Land Trust Project, particularly as it was a Listed Building.

The Chairman, Councillors Mrs Cooper and Rogers then reported in detail on the Meeting and the reasons why the property would not be suitable for a Community Land Trust Project.

The Clerk also reminded Members that a cash offer had recently been received for the property of £400,000.00, details of which had been emailed out requesting views. She said that ten responses had been received which had all been of the same sentiment that the offer should be rejected. She said that she had spoken to the Agent and had advised that she would confirm this decision to reject the offer, on the morning of 29 January 2019.

Following a further brief discussion, the Council AGREED to take no further action in respect of the Community Land Trust possibility, and to reject the offer of £400,000.00 which had been received on the property. The Council was also pleased to NOTE that the property was now being marketed on a joint agency basis as reported by the Clerk.

There being no further business the Meeting concluded at 8.06 pm.

Chairman: **Date:**

During the Public Question Time held prior to the Meeting, the following matters were raised:-

- (a) Amazement that Station Road was allowed to be closed completely at the beginning of January 2019 for an entire week, causing much traffic congestion -**
County Councillor Purchase currently investigating reasoning behind this
- (b) Request for progress report on repainting of Wooden Bus Shelters in Village - Clerk**
advised when weather conditions improve, possibly from April 2019
- (c) Following disbandment of Rustington Community Partnership, was balance of funding received by Parish Council and, if so, what would it be used for - Clerk advised very small amount received (£93.72) which had been credited to the Samuel Wickens Centre towards maintenance of the Partnership's Water Feature which had been relocated in the garden**
- (d) In the light of proposed increase in Police Funding - Would laws be being enforced more progressively, particularly in respect of cycling on pavements.**