

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 25 March 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, A Jones, M Jones, Mrs S Partridge, D Rogers, J Street and P Warren

64/19 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Tyler (Personal Commitment). This apology was accepted by the Council.

65/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 73/19 (Minute 33/19 of the Finance and General Purposes Committee Meeting - 25 March 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 Rogers declared a personal interest in Minute 73/19 (Minute 35/19 of the Finance and General Purposes Committee Meeting - 25 March 2019 refers). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

66/19 MINUTES

The Minutes of the Monthly Meeting held on 25 February 2019 were signed by the Chairman as a correct record.

67/19 SUSSEX POLICE

(a) Report on local Police issues

The Chairman reported that in the absence of a PCSO or any other representative, there was no report on local Police issues available for the Meeting.

Councillor Warren referred to Minute 37/19(b) and reminded the Council that the Chairman and himself would be representing the Council at a Meeting with the Police and Crime Commissioner and the Chief Constable on 10 April 2019.

A further discussion then took place, during which certain incidents, which had required Police involvement, were raised by Councillor Street with some concern. It was AGREED that the concerns raised should be brought to the attention of the Police and Crime Commissioner and the Chief Constable at the aforementioned Meeting.

68/19 DISTRICT COUNCILLORS

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

The Chairman welcomed Councillor Mrs Bower to the Meeting.

Councillor Mrs Bower reported on District Council matters as follows:-

- *The District Council's bid to the Coastal Communities Fund for a grant to help enhance Littlehampton Town Centre had been successful. The plan included more trees and seating,*

and an attempt to link the Railway Station to the Town Centre, which included widening the pavement outside of the United Church to form a mini Plaza

- *Trees and Vegetation cleared ready for the dualling of the A259 and the road that continued from Highdown Drive towards the railway line where there was to be a bridge constructed. It was anticipated that the improved infrastructure would compensate for increased traffic caused by new housing developments in Angmering and Lyminster*
- *New Leisure Centre, Littlehampton Wave, to open on 29 March 2019, prior to the start of the Summer Season - The Centre was built without the need to borrow money, thereby placing no extra burden on the Arun rate payers.*

The Chairman thanked Councillor Mrs Bower for her interesting Report.

69/19 COUNTY COUNCILLORS

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

- *Health and Adult Social Care Select Committee - Recent recommendation for two Linacre Machines to be purchased for the treatment of Radiotherapy at hospitals in the County*
- *Environment, Communities and Fire Select Committee - Hopeful that more of the proposed cuts would be withdrawn - But still more savings to be made by cutting other services*
- *A259 Realignment Scheme (Westergate By-Pass) - Called In*
- *Road Improvement Schemes for A284 Lyminster By-Pass and A259 Dualling - Fully funded*
- *Councillor Purchase was currently trying to support two 'super Traffic Regulation Orders' around 'Hotspot' junctions in the Village.*

The Chairman then asked Councillor Purchase if he had received any feedback from County Council Officers in respect of a question that he had asked in connection with the extreme concerns that the Council had regarding the lack of security at the Woodland Park Sportsfield. Councillor Purchase said that he would chase the appropriate Officers at the County Council for a response.

Councillor Grevett referred to confusion that was being caused by the seasonal parking regulations along Sea Road, and requested clarification in this regard. Councillor Purchase said that he would look into this and report back with his findings.

Councillor Purchase then referred to a lack of signage on the seafront prohibiting cycling along the promenade. He said that the District Council had now agreed with the County Council that the poor signage should be replaced with clearer signage that there was no cycling permitted along the promenade on the seafront (Sea Road).

The Chairman thanked Councillor Purchase for his informative Report.

70/19 CLERK'S REPORT

The Clerk said that she had nothing to Report at the present time.

The Council NOTED this information.

71/19 CHAIRMAN'S REPORT

The Chairman said that he had nothing to Report at the present time.

The Council NOTED this information.

72/19 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 25 February 2019.

(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial and pecuniary interest as the Proprietor of Owen Electrical - Minute 33/19 refers)

(Prior to consideration of the following item, Councillor Rogers had declared a personal interest as a Member of the Littlehampton District Lions Club - Minute 35/19 refers)

73/19 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 25 March 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 25 March 2019 be APPROVED.

74/19 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S INTERNAL AUDIT ARRANGEMENTS

The Council considered a Report from the Clerk of the Council regarding the Annual Review of the Effectiveness of the Council's Internal Audit Arrangements for the preceding year.

The Council RESOLVED that the Report be APPROVED as the Annual Review of the Effectiveness of the Council's Internal Audit Arrangements for the preceding year. A copy of the Report is attached and forms a part of these Minutes.

The Council expressed its thanks and appreciation to the Clerk and the senior administrative personnel members for all of their hard work and effort in this regard.

75/19 2019/2020 BUDGET

The Council NOTED the receipt of the Council's approved Budget for 2019/2020, copies of which had been previously circulated to all Members.

76/19 ANNUAL RISK MANAGEMENT

The Council reviewed the Risk Assessment Procedures currently in place and subsequently RESOLVED unanimously to take no further action in respect of any amendments to the procedures. A copy of these procedures is attached and forms a part of these Minutes.

77/19 HEALTH & SAFETY POLICY

The Council reviewed the Council's existing Health and Safety Policy and, subject to the following amendment:-

Delete:-

- 2.2 A Defibrillator is located at the Churchill Car Park Public Toilets. A Community First Responder (Mrs Sally Holmes) is responsible for carrying out periodic checks to ensure the Defibrillator is in correct working order.

Insert:-

2.2 Defibrillators, affixed to external walls, are located as follows:-

- Churchill Car Park Public Toilets (behind Iceland and The Factory Shop)
- Owen Electrical Limited (Woodlands Avenue)
- Southern end of Sea Avenue (affixed to a resident's garden wall)

- Beach Shelter (Junction of Sea Road/Sea Lane)
- Pavilion Terrace building (facing the sea) (Princess Marina House, Broadmark Lane/Beach)

Volunteer Community First Responders (Mrs Sally Holmes) carry out periodic checks to ensure the Defibrillators are in correct working order.

The Council RESOLVED to take no further action at the present time. A copy of the Policy is attached and forms a part of these Minutes.

78/19 ANNUAL ASSEMBLY OF THE PARISH MEETING - GUEST SPEAKER

The Clerk referred to Minute 45/19 and said that Mr Jon Jolly, Business Manager, Arun Youth Projects, had accepted the Council's invitation to represent Arun Youth Projects as a Guest Speaker at the Annual Assembly of the Parish Meeting, to give a brief Presentation on the work of the Project, particularly in relation to Rustington Youth Centre.

The Clerk also reported that Inspector Steven Turner had confirmed that he would be representing Sussex Police at the Meeting.

The Council was pleased to NOTE this information.

79/19 SALE OF CHURCH FARM COTTAGES

The Clerk referred to Minute 63/19 and said that a Notice had now been served on the Council, by RJCA Chartered Accountants on behalf of the prospective purchaser, as the owner of the property, stating that an application had been made for planning permission for a change of use from a Museum and Café to a single dwelling.

She confirmed that the time limit of two months imposed on the prospective purchaser had been lifted, but the Agents would be monitoring progress closely, to ensure that this was not extended too far.

The Council was pleased to NOTE this information.

80/19 RUSTINGTON MUSEUM AT THE SAMUEL WICKENS CENTRE

The Clerk referred to Minute 46/19 and said that the Project was progressing fairly well, although the Project Manager was in the process of organising a Meeting with Councillor Mrs Cooper, in her capacity as Chairman of the Museum Sub-Committee and herself regarding certain issues that she was concerned might have an impact on the Project, if they were not addressed imminently.

She said that if there were any major issues with the timescale for the Project, she would ensure that these were considered and addressed by the Museum Sub-Committee at its Meeting on 4 April 2019.

The Council NOTED this information.

81/19 RUSTINGTON-IN-BLOOM

The Clerk referred to Minute 47/19 and said that the Committee's donated 'Lest We Forget' Commemorative Seat had now been ordered and would be being installed outside of the Owen Electrical Shop in Woodlands Avenue imminently.

She said that the Committee was continuing with its efforts in respect of the 2019 Campaign, in advance of the judging date for the Village Centre, which it was anticipated would be sometime during the first two weeks of July 2019.

She also reported that the Coffee Morning and Defibrillator Training Event had taken place in the Samuel Wickens Centre on 16 March 2019.

Councillor Mrs Callaghan, in her capacity as Secretary of the Committee, said that as the Committee was now affiliated to the Brookside Memorial Garden Group, it had funded the Group's entry into the 'Its Your Neighbourhood' Category of the South and South East in Bloom Competition. She also advised the Council that the Committee would be supporting the Council's Recreational Facilities Assistant with his efforts to resurrect the Wildlife Area on the Recreation Ground, by purchasing some bird boxes and generally, assisting with the development of the Area.

Councillor Mrs Callaghan referred to the Committee's next Fundraising Event which was a 'Gardeners' Question Time' which was being hosted by Michael Harwood of Ferring Nurseries. She said that the Event was being held on Tuesday 9 April 2019 in the John de Bohun Room from 7.00 pm to 9.30 pm, and tickets were on sale in the Council Offices and at the Samuel Wickens Centre at a cost of £5.00 which included a glass of wine.

The Council was pleased to NOTE this information.

82/19 FUTURE OF REMEMBRANCE SUNDAY PARADE AND SERVICE

The Chairman referred to Minute 48/19 and said that the Clerk had attended a Meeting of the above-mentioned Group on 7 March 2019. He said that, in a personal capacity, he had offered to lead the Group for the current year, and everyone present at the Meeting had agreed to support the Event, subject to further consideration being given to the options for the Parade and Service at the next Meeting which was scheduled to be held on 23 May 2019.

The Clerk then advised the Council that, in order to ensure that the Council continued to actively support the Event, she would be including this Group on the Choice of Outside Bodies/Working Parties, so that two representatives could be appointed each year to play an active part in the organisation of this Event.

The Council was pleased to NOTE this information.

83/19 NUMBER 12 BUS SERVICE

The Council NOTED the Number 12 Bus Service Statistics for February 2019.

The Clerk then referred to Minute 49/19 and said that the formal new Compass Timetable for the No. 12 Bus with effect from 7 April 2019 would also be being delivered to all households as part of the Annual Newsletter delivery in May 2019.

She also reported that the artwork and text had been agreed for the advertisement to appear in the, soon to be issued, Compass Bus Timetable Booklet.

The Council was pleased to NOTE this information.

84/19 REDESIGNED/NEW WEBSITE

The Clerk referred to Minute 50/19 and said that she had circulated a further Report from the IT Working Party, in accordance with the Council's decision, attached to which was a letter from Process Matters2 providing the requested information and clarification on a number of points, together with Testimonials from three Parish Councils who had used this Company to design and support their Websites.

Following a further discussion, the Council RESOLVED to ACCEPT the quotation received from Process Matters2 as follows:-

Build a website to the Parish Council's specification including staff training	- £4,000 + VAT one off cost
Hosting and SSL certificate for a 36 month period	- £ 200 + VAT per annum
Support for day to day updating	- £ 80 per month

85/19 RUSTINGTON STREET FAYRE - 8 JUNE 2019 - COUNCIL 'SURGERY' TABLE

The Chairman reported that the Littlehampton District Lions Club had again agreed that a pitch could be reserved free of charge for the Council, in Churchill Parade, on the day of the Street Fayre, so that members of the local community could meet Councillors to raise any issues they might have, and also to be able to find out more about the Council's role and responsibilities.

He said that he was again happy to organise the setting up and closing down of the 'Surgery' Stall, subject to other Members agreeing to assist him with this, and he would make the necessary arrangements for information and display material to be available on the day.

Following a brief discussion, it was AGREED that as soon as the Election results for the Council were announced, all Members should be asked to participate for at least a one-hour slot, on the day, with a rota subsequently being drawn up covering the period from 9.30 am to 4.30 pm.

86/19 ARUN DISTRICT COUNCIL - UPDATING THE LOCAL ASSESSMENT PROCEDURE

The Council NOTED an email and associated documentation received from Liz Fitcher, Group Head of Council Advice and Monitoring Officer, in this regard.

87/19 WEST SUSSEX COUNTY COUNCIL

(a) Joint Eastern Arun Area Committee

The Council NOTED the Agenda for the Meeting held on 5 March 2019, together with the Minutes of the Meeting held on 6 November 2018.

(b) Public Rights of Way (PRoW) Annual Update

The Council NOTED a letter and associated information, received from Councillor Deborah Urquhart, Cabinet Member for Environment, providing an update on Public Rights of Way matters.

(c) 'What If' Community Project

The Chairman referred to Minute 55/19(b) and said that approximately 30 individuals had attended the Meeting on 14 March 2019. The Clerk said that it had been a most interesting Meeting, with the Chamber of Trade and Commerce and the Rustington Residents Association, both considering possible Presentations by members of the Project for their own organisations.

She said that the next step would be to arrange for the next 'Training Session' as soon as practicably possible.

Councillor Cooper said that a Report of the proceedings of the Meeting had been given to the Chamber of Trade and Commerce by one of its Members who had attended, and the Chamber was now looking at the possibility of organising a suitable Presentation by a 'What If' Representative for its own Members.

The Council was pleased to NOTE this information.

88/19 **SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS**

(a) **SALC Meeting with Chief Constable of Sussex Police**

The Council considered an email received from the Office, Training and Events Manager, advising that the Sussex Association of Local Councils' Board would be holding its bi-annual Meeting with the Chief Constable of Sussex Police on 24 May 2019. The email was inviting Councils to forward any strategic or unresolved topics they would like to be raised at the Meeting to the Association by 9 May 2019.

The Council NOTED this information and AGREED to take no further action in this regard.

88/19 **SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS**

(b) **West Sussex Civilian and Military Partnership Board - Respect and Remember**

The Council considered a letter received from the Chief Executive, advising that the WSALC occupied a seat on the West Sussex Civilian and Military Partnership Board, a body comprising representatives of the Lord Lieutenant, County, Boroughs and District Councils with serving military personnel, the South East Reserve Forces Association, Service Charities and the NHS.

The principal role of the Board was to uphold the Military Covenant and ensure that serving or retired personnel and their families were not disadvantaged by virtue of their service. Whilst West Sussex had a limited military footprint, there were 46,000 veterans living within the County.

The main reason for sending the letter, was because the 75th Anniversary of D Day was on 6 June 2019 and the 80th Anniversary of the outbreak of WWII was on 3 September 2019, and the Board felt it would be helpful to all concerned if any Councils were planning commemorative events, and wanted to invite a representative of the Lord Lieutenant or military personnel to attend, they should complete the form, attached with the letter and return it as indicated.

Following a brief discussion, the Council RESOLVED to NOTE the letter, with no further action being taken at the present time.

(c) **Weekly Bulletins**

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

89/19 **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Council NOTED the Chief Executive's Weekly Bulletins received since the last Monthly Meeting dated 22 February 2019, 1 March 2019 and 8 March 2019.

90/19 **COUNCILLORS' EVENING SURGERY**

Councillor Ceiriog-Hughes reported on the Evening Councillors' Surgery he had attended, with County Councillor Purchase and District Councillor Chapman on 5 March 2019, at the Samuel Wickens Centre. He said that, unfortunately, there had been no visitors to the Surgery, and he was questioning the future of the evening Surgeries.

The Clerk reminded the Council that the success, or otherwise, of all of the Councillors' Surgeries was reviewed at the Annual Meeting each year, and suggested that Councillor Ceiriog-Hughes' concerns should be considered at that time.

The Council AGREED to the above course of action.

91/19 **RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillor Cooper, in his capacity as Chairman of the Chamber of Trade and Commerce reported on his attendance at a Meeting of the Committee held on 21 March 2019. He said that Annual General Meeting of the Chamber would be taking place on 25 April 2019 when the Election of Officers for the ensuing year would take place.

Councillor Rogers then enquired whether the large retailers in the Village were Members of the Chamber of Trade and Commerce.

Councillor Cooper said that, unfortunately, only two of the larger retailers were currently Members of the Chamber. Councillor Mrs Cooper said that this year was the 60th Anniversary of the Chamber and it was hoped that a Celebratory Event might be held, which would hopefully encourage more Members to join not just the Chamber but also the Shopwatch Scheme.

Councillor Cooper then reported that the Chamber was currently trying set up a 'WhatsApp' Group, which it was hoped would compliment the Shopwatch Scheme.

The Council NOTED this information.

92/19 **REAL PATIENT PARTICIPATION GROUP**

Councillor Mrs Callaghan advised that the REAL Group's most recent Public Meeting had taken place at the Windmill Theatre on 23 March 2019. She said that the Meeting had again been most interesting and very well attended by in excess of 200 people. She said that Dr Charles Shlosberg had addressed the Meeting about The Lawns Surgery, which had been most informative.

The Council NOTED this information.

93/19 **ARUN DISTRICT COUNCIL - REGULATION 16: NOTICE OF PUBLICATION OF A DRAFT CHARGING SCHEDULE FOR THE ARUN DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Clerk reported that she had previously circulated a letter, together with the Consultation Document and other associated information received from the Planning Policy & Conservation Team Leader, which was informing the Council that the Arun District Council was publishing its Community Infrastructure Levy (CIL) Draft Charging Schedule for consultation from 21 March 2019 at 5.00 pm on 2 May 2019.

Following a brief discussion, the Council RESOLVED that any comments in respect of the Consultation Document should be submitted to the Clerk by 12 April 2019, to enable her to prepare a draft response for approval by the Council at its next Meeting.

94/19 **ARUN DISTRICT COUNCIL - MEMBERS' ALLOWANCES SCHEME - UPDATE**

The Clerk reported that she had previously circulated an email received from the Committee Services Manager, confirming that the level of the District Council Basic Allowance would be increasing with effect from 1 April 2019 by 2% from £5,374.00 to £5,481.00. She said that, as the Council had previously adopted a Parish Council Scheme to allow elected Members to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance, it should increase the Allowance paid accordingly. She confirmed that this increased Allowance for elected Members would become effective from 1 April 2019.

The Council NOTED this information

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

- (a) East Preston Parish Council - News - 28 February 2019 and 13 March 2019
- (b) West Sussex County Council - E-Newsletter - March 2019

There being no further business the Meeting concluded at 8.02 pm.

Chairman:

Date:

There were no matters raised during the Public Question Time held prior to the Meeting.