

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 29 April 2019

PRESENT: Councillors J Bennett (Chairman), 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

96/19 THE LATE MRS FLORENCE HARRISON

The Chairman paid tribute to Mrs Florence Harrison, following her recent sad death. He said that Mrs Harrison had been a Parish Councillor for many years, and had, throughout that time, been a most dedicated and loyal Member.

She was a well-known member of the local community and, in particular for the pivotal role she played in respect of the Royal British Legion's Poppy Appeal.

The Council then observed a one-minute period of silence in memory of Mrs Harrison.

97/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Broomfield (Holiday) and A Jones (Personal Commitment). These apologies were accepted by the Council.

The Clerk said that as Councillor Jones had not stood for re-election and, therefore, would not be attending any future Meetings, he had asked to convey his best wishes to all Members of the Council for the future.

The Council NOTED this information.

98/19 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

99/19 MINUTES

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

100/19 SUSSEX POLICE - MATTERS ARISING

(a) Report on local Police issues - PCSO Ollie Smith

The Chairman welcomed PCSO Ollie Smith to the Meeting.

PCSO Smith then reported on several matters, including those raised at the Annual Assembly of the Parish Meeting, and subsequently by Members, as follows:-

- Operation Galvanise
- Drug and Anti-Social Behaviour Incidents - Ashton Gardens
- Verbally Abusive Cyclists - Public Footpaths
- Anti-Social Behaviour Incidents and Drug Use - Woodlands Recreation Ground
- Nuisance Mopeds - Sainsburys Car Park

He also referred to a number of recent incidents, including bike thefts at a number of locations, attempted entry to properties and cars in Cove Road, youths climbing on roofs in Maple Walk, garage break-ins at Overstrand Avenue and the visit of an impersonator of a Police Officer in Bramber Square.

101/19 DISTRICT COUNCILLORS

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

In the absence of any of the District Councillors representing Rustington, there was no report available for the Meeting.

The Clerk then advised the Council that Councillor Mrs Harrison-Horn had sent an email conveying her apologies, which had included her thanks and appreciation to the Chairman, Vice-Chairman, the Councillors and Personnel Team for their help, kindness and support during her term as a District Councillor.

The Council NOTED this information.

102/19 COUNTY COUNCILLORS

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

- *Full Council Meeting - 5 April 2019 - Motion on Climate Change - Detailed Debate - Community version of Motion submitted to Cabinet*
- *Full Council Meeting - 5 April 2019 - Motion from Dr James Walsh on Government Cuts to the Public Health Budget - Passed as a Motion*

Councillor Purchase then thanked the Council, on behalf of Dr Walsh and himself, for all of its hard work and efforts for the benefit of the community of Rustington.

The Chairman thanked Councillor Purchase for his informative Report.

Councillor Rogers then referred to a matter that had been raised at the Councillors' Surgery that had been held at the Library on 20 April 2019, requesting the installation of a pedestrian refuge in Mill Lane to assist residents in being able to travel to the centre of the Village in safety.

103/19 CLERK'S REPORT

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

The Council NOTED this information.

104/19 CHAIRMAN'S REPORT

The Chairman advised the Council that he had not attended any official Events or Functions since the last Monthly Meeting.

He said that he would, however, like to take the opportunity to thank the three Members who had decided not to stand for a further term of office, namely Councillors Field, A Jones and M Jones, for their hard work and dedication throughout their time as Members of the Council.

He also expressed his appreciation to District Councillors Mrs Harrison-Horn, Mrs Neno, Mrs Porter and Tyler, who were also not standing for election for a further term of Office.

The Council NOTED this information.

105/19 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 11 March 2019, 1 April 2019 and 15 April 2019.

106/19 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 29 April 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 29 April 2019 be APPROVED.

107/19 ALLOTMENTS COMMITTEE

The Council received the Report of the Allotments Committee Meeting held on 8 April 2019.

The Council RESOLVED that the Recommendation contained in the Report of the Allotments Committee Meeting held on 8 April 2019 be APPROVED.

108/19 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Council NOTED the Minutes of the Annual Assembly of the Parish Meeting held on 11 April 2019.

109/19 MEMBERS' ATTENDANCE RECORD

The Council NOTED the attendance Record for Council and Committee Meetings for the period from April 2018 to March 2019 inclusive.

110/19 ASSET REGISTER

The Council considered the Asset Register as at 31 March 2019 and RESOLVED unanimously that the contents of the Register should be APPROVED as a correct record. A copy of the Register is attached and forms a part of these Minutes.

The Council AGREED that its thanks and appreciation should be recorded and conveyed to Mrs Elaine Lamb, for all of her hard work and effort in respect of the production of the up-to-date Asset Register.

111/19 REVIEW OF INSURANCE PROVISION

The Clerk reported that the Council's current Insurance provision had been reviewed and said that she was of the opinion that the provision was sufficient and would adequately cover all losses in the event of any unforeseen incidents. She reminded the Council that Meetings were held with the Council's Insurance Brokers on a regular basis, and at least annually, with the last Meeting being held in August 2018, when a number of additions and deletions were made.

The Council NOTED this information and RESOLVED unanimously that no major amendments should be made to the insurance provision at the present time.

112/19 PARISHONERS' AWARD

The Council considered the Report of the Working Party held on 29 April 2019.

Following a detailed discussion, the Council RESOLVED that:-

- (a) At the personal request of Mrs Sheila Marsden, consideration of the nominations received for her, should be held in abeyance until 2020
- (b) The 2019 Parishioners' Award in respect of an Individual, be awarded to Mr Matt England, in recognition of his outstanding commitment to, and for, the benefit of the community of Rustington
- (c) No Award be made in respect of a Group/Organisation in 2019
- (d) The recipient of the Award be announced immediately and that the presentation be made at the Reception following the Annual Civic Thanksgiving Service on 8 September 2019
- (e) The Award 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 Award would receive £50.00 in cash together with a commemorative dish or trophy, suitably engraved, or a personalised scroll, to keep as a memento.

113/19 SALE OF CHURCH FARM COTTAGES

The Clerk referred to Minute 79/19 and reported that the potential purchasers had submitted the Change of Use Planning Application to the Local Planning Authority on 19 March 2019, and she understood that a decision was expected to be made by 22 May 2019.

She said that the above-mentioned individuals were keeping in regular contact with both the selling agent and herself and, in fact, had visited the Council Offices recently, and had assured her that they were most anxious to progress the sale as soon as practicably possible, once the change of use Application had been approved.

The Council NOTED this information.

114/19 RUSTINGTON MUSEUM AT THE SAMUEL WICKENS CENTRE

The Clerk referred to Minute 80/19 and said that the Project's progress was continuing in line with the set timescale. She said that a number of oral histories had been undertaken by volunteers, following professional training, and more were planned.

She advised that as far as the Permanent Exhibition was concerned, this was moving forward, with the Project Manager and Designer working together, in liaison with the Museum Manager, to produce text panels and agree the final internal design.

She also confirmed that the Store Room had been shelved out ready for the artefacts to be transferred from the old Museum building. She said that it was anticipated that this would be vacated within the next month or so, or sooner, if the sale of the property was expediated by the potential purchasers.

She then reported that training on the interactive equipment was due to be held in June 2019, with the installation taking place shortly after.

She concluded by advising the Council that representatives from the Heritage Association, Mrs Mary Taylor and Graeme Taylor were all working extremely hard on the exhibition themes and the first Temporary Exhibition, which was to be focused on Mrs Taylor, as the Official Historian for the Village.

The Council was pleased to NOTE this information.

115/19 RUSTINGTON-IN-BLOOM

(a) Progress Report

The Clerk referred to Minute 81/19 and said that the South and South East in Bloom judging date for both the Village Centre and the Woodland Recreation Ground had now been set for Tuesday 9 July 2019. She said that the Village Centre would be being judged from 10.00 am to 12.30 pm, and this would be followed by lunch at the Samuel Wickens Centre, after which the judging of the Woodlands Recreation Ground would take place.

She confirmed that the route would, as was the case for the 2017 entry, commence at the Abbotswood Floral Display, to Ash Lane, Broadmark Lane Car Park, The Street, ending at The Lamb Public House.

She said that, as always, it was hoped that Members would assist on the morning of the Judging Day, with the 'Community Clean-Up' in the Village.

She then advised that the Committee had enlisted the services of 'Men in Sheds' to produce two planters, whose design would be sympathetic to their planned location in front of the Samuel Wickens Centre. It was hoped that these would be completed and installed prior to the above-mentioned judging date.

Councillor Mrs Callaghan, in her capacity as Secretary of the In-Bloom Committee advised that the Committee's donated 'Lest We Forget' Commemorative Seat had now been installed outside of the Owen Electrical Shop in Woodlands Avenue.

The Council was pleased to NOTE this information.

(b) Meeting

The Council NOTED the Minutes of the Meeting held on 10 April 2019.

116/19 NUMBER 12 BUS SERVICE

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

The Clerk then referred to Minute 83/19 and said that a supply of the formal new Compass Timetable for the No. 12 Bus with effect from 15 April 2019 had been produced, a copy of which would also be being delivered to all households as part of the Annual Newsletter delivery in May 2019.

The Council was pleased to NOTE this information.

117/19 REDESIGNED/NEW WEBSITE

Councillor Street reported that the Chairman, the two senior members of Administrative Personnel, the Clerk and himself would be meeting with Mrs Chaffe of Process Matters2 on 30 April 2019, to consider and discuss the way forward in respect of the design and content of the new Website.

Councillor Tyler asked if it would be possible to have a facility for Members to have their own individual pages on the new Website. Councillor Street said that this possibility would be explored with Mrs Chaffe.

The Council NOTED this information.

118/19 DEFIBRILLATOR TRAINING - PUBLIC SESSIONS

The Clerk said that she had previously circulated an email received from Mrs Sally Holmes, which included an offer to undertake Public Sessions of Defibrillator Training, if the Council so wished, as she had recently done in Angmering, in partnership with the Parish Council.

Following a brief discussion, the Council RESOLVED that Mrs Holmes' offer to provide Public Sessions of Defibrillator Training, should be accepted with thanks and appreciation, and the Clerk was asked to organise these Sessions in liaison with Mrs Holmes.

119/19 RE-PAINTING OF BASKETBALL COURT/KICKABOUT AREA

The Clerk said that she had previously circulated a quotation received from Parkmarks (Southern) Limited for the Re-Painting of the Basketball Court/Kickabout Area as follows:-

To apply 2 coats of water based acrylic sports coating
To line mark as required

Total: £1,800.00 + VAT

Following a discussion, the Council RESOLVED that the quotation received from Parkmarks (Southern) Limited for the Re-Painting of the Basketball Court/Kickabout Area in the sum of £1,800.00 + VAT be accepted.

120/19 ARUN DISTRICT COUNCIL - REGULATION 16: NOTICE OF PUBLICATION OF A DRAFT CHARGING SCHEDULE FOR THE ARUN DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL)

(a) Update Note Arun CIL DCS Consultation

The Council NOTED an email and associated documentation received from The Local Plan Team in this regard.

(b) Consultation

The Clerk referred to Minute 93/19 and said that no comments had been received from Members to date.

Following a brief discussion, the Council RESOLVED that no further action be taken in respect of this Consultation.

121/19 SAFER ARUN PARTNERSHIP - JOINT ACTION GROUP

The Council NOTED information received from the Community Safety Officer (Stronger Communities) advising that the Partnership was launching a Joint Action Group (JAG) to tackle community-based crime and disorder problems, which would be co-chaired by Sussex Police and the Arun District Council. Where appropriate, Parish Council representatives would be being invited to attend JAG Meetings to share further intelligence and be a part of the discussion to develop plans.

The Clerk reminded Members that the aim of the JAG was to encourage a co-ordinated multi-agency approach to build stronger and safer communities.

The Council was pleased to NOTE this information.

122/19 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS

(a) Health and Well-Being Report and Survey - NALC Star Council Awards 2018

The Council NOTED email correspondence in this regard.

(b) Weekly Bulletins

The Council NOTED the Weekly Bulletin 16-2019 received since the last Monthly Meeting.

123/19 NATIONAL ASSOCIATION OF LOCAL COUNCILS

The Council NOTED the Newsletters dated 27 March 2019 and 3 April 2019, together with the Chief Executive's Bulletins dated 22 March 2019, 29 March 2019, 5 April 2019 and 12 April 2019.

124/19 NEIGHBOURHOOD PLANNING 2019 - UPDATES AND GRANT FUNDING OPPORTUNITIES

The Council NOTED an email and associated Newsletter received from Troy Planning + Design in this regard.

125/19 SEAFARERS UK

The Clerk said that she had previously circulated a formal Invitation, received from Seafarers UK, to support their 2019 Campaign, Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September 2019.

Following a discussion, the Council RESOLVED that, as had been the case since 2017, the Red Ensign Flag for Merchant Navy Day should be flown on both of the Village's main flagpoles on 3 September 2019.

126/19 ARUNDEL & LITTLEHAMPTON DISTRICT SCOUT COUNCIL – ST GEORGE'S DAY EVENT - 28 APRIL 2019

Councillor Cooper reported on his attendance, with Councillor Mrs Cooper, at the St George's Day Event on Littlehampton Seafront on Sunday 28 April 2019. He said that the Event had been excellent, and was followed by a Beach 'Clean-Up'.

The Council NOTED this information.

127/19 RUSTINGTON CHAMBER OF TRADE AND COMMERCE

Councillor Cooper reported on his attendance at the Annual General Meeting of the Chamber which had been held on 25 April 2019. He said that a new Committee had been elected, of which he had been appointed as Chairman once again. He was pleased to report that the Waitrose Store had been represented at the Meeting, At which Martin Funnell, the County Council's Resilience and Emergencies Manager, had delivered a Presentation on Community Resilience.

The Council NOTED this information.

128/19 COUNCILLORS' SURGERY - 20 APRIL 2019

Councillor Rogers reported on his attendance at the Councillors' Surgery held at Rustington Library on Saturday 20 April 2019.

He said that most items raised had related to highway issues, and he would be passing these to the Clerk to forward on to County Councillor Purchase to deal with.

The Council NOTED this information.

129/19 DOCUMENTS AND PUBLICATIONS

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

- (a) Campaign to Protect Rural England - 'Countryside Voice' - Spring 2019
- (b) Campaign to Protect Rural England - 'Fieldwork' - Spring 2019
- (c) East Preston Parish Council News - 21 March 2019, 27 March 2019, 3 April 2019, 9 April 2019 and 17 April 2019
- (d) Guild Care - 'CommUnity' - Spring 2019

At this point, the Chairman reminded the Council that this was his last full Meeting as Chairman of the Council. He thanked Members for all of their help and support during his term of office and said that he looked forward to being able to serve the Council for a further four year term.

There being no further business the Meeting concluded at 7.55 pm.

Chairman: **Date:**

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

- (a) Poor quality of re-painting of Bus Shelters, and loose seat in Shelter in Station Road**
- (b) Need for regular road cleansing - Sheepfold Avenue**
- (c) Blocked Gulleys - Mill Lane and Station Road**
- (d) Overgrown Vegetation - Station Road**