

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 24 June 2019

**PRESENT:** Councillors J Street (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, M Clayden, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, D Rogers, D Santer, G Tyler and P Warren

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### **167/19      APOLOGIES FOR ABSENCE**

An apology for absence was from Councillor Mrs Partridge (Holiday). This apology was accepted by the Council.

### **168/19      DECLARATIONS OF INTEREST**

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 176/19 (Minute 56/19 of the Finance and General Purposes Committee Meeting - 24 June 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 Broomfield declared a prejudicial and pecuniary interest in Minute 176/19 (Minute 56/19 of the Finance and General Purposes Committee Meeting - 24 June 2019 refers). 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 Mrs Broomfield declared a personal interest in Minute 176/19 (Minute 59/19(e)) of the Finance and General Purposes Committee Meeting - 24 June 2019 refers). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Clayden declared a personal interest in Minute 176/19 (Minute 59/19(b) of the Finance and General Purposes Committee Meeting - 24 June 2019 refers). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 176/19 (Minute 56/19 of the Finance and General Purposes Committee Meeting - 24 June 2019 refers). 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 prejudicial and pecuniary interest in Minute 176/19 (Minute 67/19 of the Finance and General Purposes Committee Meeting - 24 June 2019 refers). He left the Meeting during consideration of this item and took no part in the discussion or vote thereon.

### **169/19      MINUTES**

The Minutes of the Annual Meeting held on 13 May 2019 were signed by the Chairman as a correct record.

### **170/19      SUSSEX POLICE - MATTERS ARISING**

#### **(a)      Report on local Police issues**

In the absence of any Police representation, there was no Report on local Police issues available for the Meeting.

The Chairman reminded Members that the Arun District Weekly Bulletins were still being circulated via email as soon as they were received.

## 171/19 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillor Gunner.

The Chairman then welcomed Councillor Tilbrook to the Meeting, who reiterated the issues that had been incorporated in Councillor Bennett's Report, which had been previously circulated to all Members:-

*At the Annual Council Meeting on 22 May Councillor Dr James Walsh was elected Leader of the Arun District Council with Councillor Francis Oppler being elected Deputy Leader.*

*The Cabinet was also elected as follows:-*

<i>Member for Planning</i>	-	<i>Councillor Martin Lury</i>
<i>Member for Residential Services</i>	-	<i>Councillor Mrs Pauline Gregory</i>
<i>Member for Neighbourhood Services</i>	-	<i>Councillor Daniel Purchase</i>
<i>Member for Technical Services</i>	-	<i>Councillor Matt Stanley</i>
<i>Member for Wellbeing</i>	-	<i>Councillor Mrs Gill Yates</i>

*The new Chairman of Arun District Council is Councillor Mrs Janette Warr and the new Vice-Chairman is Councillor Mrs Amanda Worne.*

*Councillor Jamie Bennett was elected as Chairman of Development Control (Planning).*

*At the Annual Meeting the following commitments were made:-*

- Cabinet System to be replaced with a Committee System, which will involve All Members from All Parties*
- Consideration to be given to increasing the proposed 250 new council houses over the next four years to 500 this will be a mix of new builds and purchasing current houses*
- To ensure that as many Council Meetings are webcast live and also the electronic voting equipment, to ensure transparency.*

*The first Full Meeting of the new Council will be on 17 July commencing at 6pm.*

Councillor Tilbrook concluded by conveying his personal congratulations to Councillor Mrs Gregory on being appointed as the Cabinet Member for Residential Services.

The Chairman thanked Councillor Tilbrook for his Report.

The Clerk then advised that the following Report had been received and circulated to all Members from District Councillor Gunner:-

*As a new Councillor I am very much feeling my way around the Council and learning the ropes. But there are a couple of local issues in the Ward I have been taking up recently:*

- Tree Planting - During the elections I spoke to a number of people in the North of the Ward who wanted to see more trees planted on their streets, which they felt would improve wellbeing and the street scene. I agree, and have begun the process of identifying who owns/manages various bits of land in order to identify possible sites before resident engagement*
- Level crossing - We have been notified of a number of occasions where the level crossing at Angmering will be closed for maintenance. I expressed concern at the 1.5 mile round trip pedestrians (including users of mobility scooters) will have to make. I asked whether*

*pedestrian access can be maintained, and even if it isn't, if the diversion can be appropriately signposted (which it often isn't)*

- *Planning Application - As other Councillors may have, I also received representations about the proposed works to the trees at the Abbots Lodge dental surgery, I was pleased to see that these were (mostly) rejected by the Council*
- *Outside of ward work, I sit on three Committees: Littlehampton Regeneration, Environment and Leisure, and Electoral Review. The latter two have yet to meet, but I attended a Meeting of Littlehampton Regeneration two weeks ago and pressed the Council to ensure that there was an appropriate strategy in place to deliver benefits to Littlehampton and the wider area, and that these need to be communicated to residents; I have concerns that £2.5 million being spent on new paving and redoing the road layout will not, by itself, deliver the increases in business, tourism and private investment that the scheme seeks. The Report also said 'The Town has been losing ground compared to local competition especially since the departure of Waitrose from the town centre to nearby Rustington.' so I stressed that Littlehampton should not see itself in competition with Rustington, or seek to divert shoppers from Rustington in favour of Littlehampton*
- *I have also attended Meetings of the Cabinet, and the Planning Policy Sub-Committee, as the Conservative Spokesman for Technical Services, as my portfolio area includes coastal defences, property and estates, and the digital agenda.*

The Council NOTED this information.

## **172/19**      **COUNTY COUNCILLORS**

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

- *Recently published Ofsted Inspection Report rated Children's Services inadequate in all areas - Action Plan in place to address all issues*
- *Report from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) rated the West Sussex Fire & Rescue Service as 'requiring improvement' overall, with two specific areas, namely 'protecting the public through fire regulation' and 'ensuring fairness and promoting diversity' found to be 'inadequate' - Worrying situation now being addressed*
- *Change of CIF Funding Scheme to Crowd Funding Model - Cabinet Member has now agreed that Micro-Fund of grants up to £750.00 be introduced without going through the Crowd Funding procedure - Currently underspent, so if any Councillors know of any local groups seeking smaller grants - Please encourage them to apply*
- *Property in Claignar Road at its junction with Broadmark Lane - Permanent solution required with regard to continuing problems with pedestrian obstruction caused by overhanging vegetation - County Council working on reaching a satisfactory solution.*

Councillor Tyler referred to the proposed Traffic Regulation Order, which included the introduction of parking restrictions in Broadmark Lane. Councillor Purchase said that this was still being progressed by the County Council.

Councillor Tyler also enquired about the Retained Fire Officer issue and Councillor Purchase said that he would make enquiries with the appropriate Officer at the County Council and report back to the next Meeting in this regard if practicably possible.

The Chairman thanked Councillor Purchase for his Report.

## **173/19**      **CLERK'S REPORT**

### **(a)**      **Grant Aid - Arun & Chichester Citizens Advice Bureau**

The Clerk reported the receipt of a letter of thanks and appreciation from the Arun & Chichester Citizens Advice Bureau in respect of the recent Grant Aid of £1,000.00 awarded towards the core running costs of the Outreach Service to Rustington clients.

The Council was pleased to NOTE this information.

### **(b)**      **Grant Aid - Rustington Parochial Church Council**

The Clerk reported the receipt of a letter of thanks and appreciation from the Rustington Parochial Church Council in respect of the recent Grant Aid of £750.00 awarded towards the upkeep of the Parish Churchyard.

The Council was pleased to NOTE this information.

## **174/19**      **CHAIRMAN'S REPORT**

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

- Rustington Residents Association - Open Meeting - 25 May 2019
- Councillors' Surgery' Stall - Rustington Street Fayre - 8 June 2019
- East Preston Royal British Legion - Church Service - 9 June - To honour the Parish's Normandy D-Day, WW2 and Forces Veterans

He also thanked the Vice Chairman, Councillor Mrs Cooper, for representing the Council at the Arundel and Littlehampton Scout District's Annual General Meeting on 19 June 2019.

## **175/19**      **PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 13 May 2019 and 3 June 2019.

*(Prior to consideration of the following item Councillor Mrs Broomfield had declared a prejudicial and pecuniary interest, as the Proprietor of Owen Electrical - Minute 56/19 refers)*

*(Prior to consideration of the following item Councillor Broomfield had declared a prejudicial and pecuniary interest, as the Proprietor of Owen Electrical - Minute 56/19 refers)*

*(Prior to consideration of the following item (Minute 59/19(e) refers), Councillor Mrs Broomfield had declared personal interest, as she was a Community Companion for St Barnabas)*

*(Prior to consideration of the following item (Minute 59/19(b) refers), Councillor Clayden had declared a personal interest, as a Director of Dove Lodge)*

*(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 56/19 refers)*

*(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest, as the member of personnel was his daughter - Minute 67/19 refers)*

## **176/19      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received the Report of the Finance and General Purposes Committee Meeting held on 24 June 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 24 June 2019 be APPROVED.

## **177/19      AUDIT OF ACCOUNTS**

The Clerk reported that the Accounts for the year ending 31 March 2019, prepared under the Accounts and Audit Regulations 1996, had been completed and were ready for Audit. She said that it was now necessary for the Council to formally consider and approve the Accounts, prior to submission to the External Auditors.

The Council then considered the Annual Governance Statement 2018/2019 and RESOLVED unanimously that this should be APPROVED.

The Council also considered the Accounting Statements 2018/2019 and RESOLVED unanimously that these should be APPROVED.

A copy of the Annual Return, together with all of the associated documentation, as circulated, is attached and forms a part of these Minutes.

It was further AGREED that the Chairman of the Council be AUTHORISED to sign the Annual Governance Statement, the Statement of Accounts, together with other relevant documentation, on behalf of the Council.

## **178/19      LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 30 May 2019.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Amenities Committee Meeting held on 30 May 2019 be APPROVED.

## **179/19      APPOINTMENT OF STATUTORY AND STANDING COMMITTEES**

The Clerk advised that there were three vacancies on the Planning Committee and one vacancy on the Leisure and Amenities Committee, due to Councillor Mrs Broomfield's decision to stand down.

The Council AGREED the following:-

### **(a)      Planning Committee (3 vacancies)**

Councillors A Cooper and D Santer

(One vacancy held in abeyance)

### **(b)      Leisure and Amenities Committee (1 vacancy)**

Councillor Mrs S Partridge

## **180/19      HEALTH AND WELL-BEING**

Councillor Mrs Callaghan advised that she had previously been one of the Council's representatives on the Community Partnership which had been disbanded in 2018. She felt that the Partnership had discussed the importance of Well-Being in the community, but now that it was no longer in being, nothing further had been progressed.

She said that she felt that it was very important that the Council made a contribution to the well-being of its Parishioners, in order to promote an inclusive and caring community and, with this in mind, she would like the Council to consider appointing a Working Party to identify what was already in place for Parishioners as far as Health and Well-Being was concerned, and what might be required.

Following a brief discussion, the Council RESOLVED that a Health and Well-Being Working Party should be set up to consider this matter further, and that the following Members should be appointed, with the Working Party being AUTHORISED to co-opt Members of the Local Community as it wished:-

Councillors Mrs K Callaghan, J Ceiriog-Hughes, Mrs P Gregory, R Grevett and D Rogers.

The Clerk said that she would arrange for the first Meeting of the Working Party to take place, during the day, as soon as practicably possible.

#### **181/19      STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

The Council reviewed the Council's existing Statement of Intent as to Community Engagement and RESOLVED, subject to the deletion of the Rustington Community Partnership under Item 5, to take no further action in respect of any amendments to the Statement at the present time. A copy of the Statement is attached and forms a part of these Minutes.

#### **182/19      HR SERVICES PARTNERSHIP - REVIEW OF CHARGES**

The Council NOTED an email received from Jerry Taylor, Director, HR Services Partnership, advising that following a review of the charges levied by the Company, certain fees would be increasing minimally by £2.00 per hour with effect from 1 July 2019.

#### **183/19      SALE OF CHURCH FARM COTTAGES**

The Clerk referred to Minute 152/19 and reminded the Council that permission had now been granted for the Change of Use of the Cottages to residential. She said that the vendor had visited the property to measure up and understand the layout in detail that day, and she understood that he had instructed Solicitors, as had she on behalf of the Council, and was hopeful that the sale would reach completion as soon as practicably possible.

The Council NOTED this information.

#### **184/19      RUSTINGTON MUSEUM AT THE SAMUEL WICKENS CENTRE**

The Clerk referred to Minute 153/19 and said that all of the furniture, equipment and artefacts had now been moved to the Samuel Wickens Centre, and the Museum Manager and the Administrative Assistant, were now working, with the help of volunteers, to settle in at the Centre.

She advised that the Project Manager had provided a Progress Report as follows:-

- *Company appointed to undertake the fit out of the gallery space, two initial meetings held. Drawings of fit out areas commissioned and due end of June*
- *Large Display Case sold for £800.00 and remaining cases moved to the new Museum*
- *Continuing to write text for Exhibition panels and to finalise objects for the displays*
- *Oral History - Mary's interview transcribed and other histories being recorded of key people in Rustington, including Harry Clark*
- *Donation received from Rustington Heritage Association of £4,000.00 to support fit out of Local Studies area*
- *Interactive Training delivered and work underway to produce 'Up My Street' Map Interactive*
- *Meeting with Martin Haynes, to secure donation for duplicate maps from West Sussex Libraries and to provide support for local studies continued collection of newspaper clippings*

- *Visited West Sussex Record Office to undertake research and order early maps for use in the Exhibition displays*
- *Liaison with Littlehampton Museum and Mary Taylor to secure loans for the Exhibition.*

The Council was pleased to NOTE this information.

#### **185/19      THE OAK COMMUNITY PROJECT**

The Clerk reported that following the receipt of a request from the Manager of The Oak Community Project, a Meeting had been held on 5 June 2019, with the Service Manager for In-House Adult Care and the Manager, herself.

The aforementioned representatives advised that The Oak Community Project would be moving from the facilities that it currently hired at the Youth Centre and The Woodlands Centre, with effect from a date yet to be confirmed in September 2019.

She said that she had yet to receive formal notification of the termination of the hiring, but she had already spoken to the Caretaker of the Centre about a possible reduction in working hours as a result of the above information, and he was very understanding and happy to agree to a reduction in his working hours at the Youth Centre at the appropriate time.

She also advised that she had already spoken to a prospective hirer for the Kilhams Hall on weekday afternoons, but was not expecting to receive a response from them for the next month or so.

The Council NOTED this information.

#### **186/19      RUSTINGTON-IN-BLOOM**

The Clerk referred to Minute 159/19 and reminded Members that the Judging date for South and South East in Bloom was the morning of Tuesday 9 July 2019. She said that the In-Bloom Committee would, as in previous years, be grateful for any assistance Members could give with the general 'clean-up' through the Village Centre and the outlying areas on the morning of the Judging Day, from approximately 7.00 am. She said she would be grateful if those Members that would be available to help, could advise her as soon as possible. This would enable the In-Bloom Committee to assign various sections of the route to individuals to ensure that it would be covered for any 'last minute' tasks that required action.

The Council NOTED this information and a number of Members said that they would be able to assist.

The Clerk expressed her appreciation and said that she would send an email out to all Members to advise them of the route and details for the areas to be covered in the 'clean-up', prior to the Judging Day.

She then reported that the Annual Plant Sale had been most successful, raising in excess of £450.00.

She also advised the Council that the two wooden planters, which had been made by the local Men in Sheds Group and donated by the In-Bloom Committee, had now been installed in front of the Samuel Wickens Centre. She confirmed that Waitrose had made a financial donation of £1,000.00 to cover the planting of the two planters for one year, which was most appreciated.

The Council was pleased to NOTE this information.

#### **187/19      NUMBER 12 BUS SERVICE**

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

**188/19**      **WEST SUSSEX COUNTY COUNCIL - JOINT EASTERN ARUN AREA COMMITTEE**

The Council NOTED the Agenda for the Meeting held on 11 June 2019, together with the Minutes of the Meeting held on 5 March 2019.

**189/19**      **SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS**

The Council NOTED the Weekly Bulletins 20-2019, 21-2019, 22-2019, 23-2019 and 24-2019 received since the last Monthly Meeting.

**190/19**      **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Council NOTED the Chief Executive's Bulletins dated 10 May 2019, 17 May 2019, 24 May 2019, 31 May 2019 and 7 June 2019.

**191/19**      **STREET LIGHTING - PARISH MAINTENANCE AND ENERGY 1 APRIL 2018 - 31 MARCH 2019**

The Clerk reported that she had previously circulated an email, together with associated documentation, received from the Traffic Signals and Street Lighting Team, West Sussex County Council. The email advised that the cost of maintenance for the period 1 April 2018 to 31 March 2019 was £39.03 per column per annum, with energy averaging at 15.8p per kilowatt hour in the SSE area.

The email also advised that under the terms of the PFI Contract, the annual maintenance charge would rise in line with the RPIx (retail price index less mortgage costs), as of January for each year. The Market was forecasting that the energy cost for the period 1 April 2019 to 31 March 2020 would see a continuing upward pressure and increases of at least 6% would be expected.

The Committee NOTED this information.

**192/19**      **CAGNE - FREE AVIATION AND ENVIRONMENTAL TALK**

The Council NOTED an email in this regard.

**193/19**      **SOUTHERN WATER - STAKEHOLDER WORKSHOP**

The Council considered an email received from the CEO in this regard.

Following a brief discussion, the Council RESOLVED to take no further action in this regard.

**194/19**      **COUNCILLORS' 'SURGERY' STALL - RUSTINGTON STREET FAYRE**

Councillor Bennett reported that the above mentioned 'Surgery' Stall had been most successful, even with the adverse weather conditions that prevailed on the day. He expressed his thanks and appreciation to all of the Members that had assisted on the day.

The Council was pleased to NOTE this information.

**195/19**      **RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillors Mrs Cooper reported that the Chamber would be holding a 60<sup>th</sup> Birthday Event on 8 August 2019 in the Samuel Wickens Centre.

Councillor Cooper, in his capacity as Chairman of the Chamber, then advised that a Local Business Award would be being launched at the 60<sup>th</sup> Birthday Event, for which Clipper Street Barbers had donated a Trophy.



He said that nominations would be being invited from 8 August 2019, and it was hoped that this Award might encourage more businesses to join the Chamber.

The Council NOTED this information.

**196/19      EAST ARUN HEALTH SERVICES AUTHORITY GROUP - 20 JUNE 2019**

The Clerk reported that she had previously circulated a copy of the Notes of the Meeting of the above mentioned Group held on 20 June 2019, together with a File Note produced by the Assistant Clerk, who had represented the Council at the Meeting.

In her File Note, the Assistant Clerk had said that the Council needed to consider the following before submitting a response to the Coastal Commissioning Group's proposal to cease the Meetings of the Group imminently:-

- *The Local Community Network is about to merge REAL with Regis making one very large Local Community Network covering the whole of Arun District Council. It may not be possible for all Parishes to have a representative to attend*
- *Should the smaller East Arun Parishes should nominate one representative to go on their behalf and feedback*
- *The One Public Estate meetings will probably be of more relevance to Littlehampton Town Council during the initial stages although when the project does eventually come on-line it will serve as a hub for Rustington residents as well, e.g. on the day appointments may be focused on that site so Rustington Parish Council does need some way of receiving updates*
- *RPC needs to respond asap to the Coastal Commissioning Group with a statement of how it believes that the existing communication channels can be retained and built upon. They have requested this by the end of June.*

Following a brief discussion, the Council AGREED that whilst it was concerned to NOTE that the Group was to be disbanded, it was of the opinion that the East Arun Parishes should at least be able to nominate one representative to attend all future One Public Estate Meetings, as well as the, soon to be introduced, Local Community Network covering the entire Arun District.

The Clerk said that a representation would now be made to the CCG, in the first instance, with a report back to the Council as soon as a response was received.

**197/19      DOCUMENTS AND PUBLICATIONS**

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

- (a) Campaign to Protect Rural England - Campaigns Update
- (b) Campaign to Protect Rural England - Sussex Review - Spring/Summer 2019
- (c) East Preston Parish Council News - 8 May 2019, 22 May 2019, 30 May 2019, Festival Special (4 June 2019) and 12 June 2019
- (d) Wellspring West Sussex - Issue No. 1 - 2019
- (e) West Sussex County Council - Connections - June-October 2019 - Issue No. 69
- (f) West Sussex County Council - E-Newsletter - June 2019
- (g) West Sussex County Council - SENDIAS Service - In Touch - Summer 2019

**There being no further business the Meeting concluded at 8.15 pm.**

**Chairman:** .....

**Date:** .....

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

- **Question about items of Plant and Equipment on Asset Register - *Response given by Clerk of the Council***
- **Re-painting of Bus Shelters - Concern still not of high enough standard - *Work still ongoing and comment noted***
- **Statement that refurbishment of wooden planters required and should have been undertaken prior to recent planting - *Noted***
- **Concern expressed that District Council owned bungalow in Lawrence Avenue which was burnt down in an arson attack had still not been refurbished/repared - *District Councillor Mrs Gregory to investigate and report back***
- **Concern regarding vehicles parking on grass verges - *District and County Councillors noted, particularly in relation to the east of the Village***