

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 19 August 2019

PRESENT: Councillors D Rogers (Chairman), Mrs C Broomfield, M Broomfield, M Clayden, Mrs A Cooper, A Cooper, Mrs S Partridge, G Tyler and P Warren

In attendance: Mrs C Harris (Meeting Clerk) and Mrs C Ward (Clerk of the Council)

78/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Indisposition) and Street (Personal Commitment). These apologies were accepted by the Committee.

79/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 81/19. In the absence of any discussion in respect of this item, which related to work already undertaken satisfactorily, she remained in the Meeting but took no part in the vote thereon.

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Councillor Tyler declared a prejudicial and pecuniary interest in Minute 93/19. He left the Meeting prior to consideration of this item.

80/19 MINUTES

The Minutes of the Meeting held on 22 July 2019 were signed by the Chairman as a correct record.

(Prior to consideration of the following item Councillors Mrs Broomfield and Broomfield had declared a prejudicial and pecuniary interest, as the Proprietors of Owen Electrical)

81/19 PAYMENT OF ACCOUNTS

The Committee RECOMMENDED that the Accounts, as presented, be APPROVED. A copy of these Accounts is attached and forms part of these Minutes.

82/19 MONTHLY BUDGET REPORT

The Committee NOTED the Monthly Budget Report which had previously been circulated to all Members.

83/19 LEISURE AND AMENITIES COMMITTEE

The Council received the Report of the Leisure and Amenities Committee Meeting held on 1 August 2019.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Amenities Committee Meeting held on 1 August 2019 be APPROVED.

84/19 **LITTLE EXPLORERS PRE-SCHOOL**

The Committee considered a letter received from Mrs Tracy Howman, requesting the Council to maintain the hiring fees for both the John de Bohun Room and the Kilhams Hall for the year from 1 September 2019 at the same level as had been agreed for the previous 12 months, namely £27.50 per session.

Following a detailed discussion, the Committee RESOLVED that whilst it could not agree to this request, Mrs Howman should be offered a discounted rate of £28.50 per session, representing a £3.00 daily discount on each session, for a further period of 12 months with effect from 1 September 2019.

It was further AGREED that this discount was strictly subject to both the John de Bohun Room and the Kilhams Hall being hired by Mrs Howman for the Little Explorers Pre-School on a five day per week basis during term time.

85/19 **ARUN DISTRICT COUNCIL**

(a) **Members' Allowances Review**

The Clerk said that she had previously circulated an email received from the Committee Services Manager, advising that following a review by the Council's Independent Remuneration Panel, the District Basic Allowance would remain unchanged for the current financial year. It also advised that no changes had been made in respect of the arrangements that permitted Town and Parish Councils to pay up to 10% of the Arun District Council's Basis Allowance to its Members.

The Committee NOTED this information.

(b) **Review of Polling Arrangements**

The Clerk said that she had previously circulated an email received from the Electoral Services Manager, attaching a Notice of Review of Polling Districts, Polling Places and Polling Stations 2018-19 for the Arun District Council and a list of the current Polling Stations, and invited the Council to make any comments or feedback via the online survey by 28 August 2019.

Following a brief discussion, the Committee RESOLVED to take no further action in respect of the above-mentioned Review.

86/19 **VERTICAL BLINDS - PARISH COUNCIL OFFICES RECEPTION**

The Clerk said that she had previously circulated an Estimate from Curtain Call and Direct Blinds for the supply and installation of vertical blinds for the Council Offices Reception as follows:-

To supply and fit 4 vertical blinds in Alantex ASC dark beige flame retardant to BS5867 part 2 with wand controls

Total: £343.33 excluding VAT

Following a brief discussion, the Committee RESOLVED that the Estimate received from Curtain Call and Direct Blinds in the sum of £343.33 excluding VAT be ACCEPTED.

87/19 **ROLLER BLINDS AND VERTICAL BLINDS - SAMUEL WICKENS CENTRE**

The Clerk said that she had previously circulated Estimates received from Curtain Call and Direct Blinds for the supply and installation of roller blinds and vertical blinds for the Samuel Wickens Centre as follows:-

To supply and fit 8 roller blinds in main hall with metal chain and child safety clips in flame retardant fabric

Total: £845.00 excluding VAT

To supply and fit 3 roller blinds with metal chain and child safety clips and one vertical blind in flame retardant fabric in the museum with wand control

Total: £300.83 excluding VAT

Following a brief discussion, the Committee RESOLVED that the Estimates received from Curtain Call and Direct Blinds in the sums of £845.00 and £300.83 excluding VAT be ACCEPTED.

88/19 ADDITIONAL INFRASTRUCTURE - REQUIREMENTS FOR FESTIVE LIGHTING

The Clerk said that she had previously circulated a Report from the Assistant Clerk as follows:-

1. *The Committee is advised that due to a change in Legislation, the Council has been informed by West Sussex County Council that:-

Sockets on lighting columns can only feed the authorised decoration that is physically attached to the column that has that socket on. For example, electrical feeds must not be run at high level away from the column in any circumstance. This includes, and is not limited to, any catenary cables to Christmas trees, electrical supplies to lights in trees or buildings or to any other decoration or to another lighting column.*
2. *The Village Centre's Festive Illuminations are centered around the trees which line The Street. All tree illuminations have, in previous years, been powered via electrical feeds from the top of adjacent lamp columns. Due to the change of legislation outlined above the Parish Council is now legally required to find an alternative means of powering these displays.*
3. *The County Council has requested that feeder pillars are installed as an alternative and that the electrical supply is taken from there. The feeder pillars can be fed from a WSCC column via a private cable or it can be connected directly to the electrical supply authority (UKPN/SSE) main cable. This feeder pillar will become the responsibility of the Parish Council along with any supplies taken from it.*
4. *I met with a representative from SSE Enterprise Limited (the County Council's PFI provider) to discuss the most cost-effective way of providing the required feeder pillars for the Village's Festive Illuminations. A Quotation has been received for nine pillars and is attached for Members' consideration.*
5. *In order for the successful installation and delivery of the 2019 Festive Illuminations these works are required to progress as soon as practicably possible, SSE Limited has indicated that these works can be undertaken by mid-September, at the latest, which would provide the Council's Christmas Lighting Contractor with a sufficient timescale for the installation of this year's display.*
6. *The Committee's views are requested.*

Following a detailed discussion, the Committee RESOLVED that the Quotation received from SSE Enterprise Limited in the total sum of £7,676.73 excluding VAT, be ACCEPTED, subject to agreement being received from the Rustington Chamber of Trade and Commerce.

The Clerk reminded the Committee that the funding for the required works to install mini feeder pillars would be provided from the Section 106 Funding in respect of the Manor Retail Park.

**89/19 ARUN GYPSY AND TRAVELLER AND TRAVELLING SHOW PEOPLE SITE
ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (G&T DPD)
CONSULTATION 2019**

The Clerk referred to Minute 225/19(c) of the Council Minutes of the Meeting held on 22 July 2019, and reminded the Committee of the decision that the Vice-Chairman, Councillor Warren and the Clerk should be tasked with drafting up a response to the Consultation on behalf of the Council, if they felt that this was appropriate, for approval by the Committee at this Meeting.

She said that Councillor Warren had prepared a brief resume in respect of the Consultation Documents as follows:-

Firstly, two sites are mentioned in the documentation as possible Gypsy/Traveller Sites. One is at 'The Stables, Brook Lane/Penfold Lane' which will disappear following the Store Property development and the second is at 'The Caravan Site, North of the A259, Rustington' (adjacent to the Golf Centre). Both of these locations are within the Parish of Angmering and I presume that Council will comment particularly on the second site.

I would be surprised if we can offer much in answer to all five questions. (Question four refers to HELAA site 46 which as far as I can see is in Yapton).

She said that Councillors Cooper and herself were both of the same view as Councillor Warren and, therefore, it was considered that no further action needed to be taken in respect of any response being made to this Consultation.

The Committee NOTED this information.

**90/19 ARUN DISTRICT COUNCIL - CIL STATEMENT OF MODIFICATIONS - RIGHT
TO BE HEARD**

The Clerk reminded the Committee that she had sent the above-mentioned Consultation Document to all Members with a request for comments by 9 August 2019, in good time for her to prepare a response for consideration and approval by the Committee at this Meeting, if appropriate. She said that as she had received no responses to this Consultation, no response had been prepared.

The Committee NOTED this information.

91/19 ARUN DISTRICT COUNCIL - STATEMENT OF LICENSING POLICY

The Clerk reminded the Committee that she had sent the above-mentioned Consultation Document to all Members with a request for comments by 9 August 2019, in good time for her to prepare a response for consideration and approval by the Committee at this Meeting, if appropriate. She said that as she had not received anything, no reply had been prepared.

The Committee NOTED this information.

92/19 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.

Councillor Tyler left the Meeting at this juncture.

The Clerk referred to Minute 77/19 and provided a progress report on the issues raised by Members at the previous Meeting. She referred particularly to the fact that she had visited the member of personnel concerned at her home on 14 August 2019 and said that she was hopeful that a phased return to work might be possible in the not too distant future.

The Committee NOTED this information.

Chairman: **Date:**

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

- **Concern regarding delay in repairing a broken drain cover in The Street, in the vicinity of Sterling Parade - *County Council to be chased to try to establish when this would be carried out***
- **Concern regarding loose and noisy service vent in Station Road in the vicinity of The Coppice Surgery - *Report to be made to County Council by Council Personnel***
- **Future of Museum Gates and 'Brown' Signage - *Gates to remain in situ and signage to be relocated once Museum at the Samuel Wickens Centre was open***