



Rustington Parish Council

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17 March 2020

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 23 March 2020** in the **John de Bohun Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.15 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

Whilst there will be a Public Question Time at 7.00 pm, Members of the Public are discouraged from attending this Meeting in light of the current Covid-19 Virus Pandemic.

Please note change of venue.

Yours sincerely

Clerk of the Council

A G E N D A

1. Apologies for Absence
2. Declarations of Interest by Members

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent

3. To confirm the Minutes of the Meeting held on 24 February 2020
(Copy attached)



Working for the local Community

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public.
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
VAT Registered: 946 2052 29

4. Coronavirus (Covid-19) - Council Operation:-

- (a) To retrospectively approve the Delegated Authority Policy
(*Copy attached for Members*)
- (b) To retrospectively approve the Contingency Team and Specific Roles and Responsibilities
(*Copy attached for Members*)
- (c) Annual Assembly of the Parish Meeting - 16 April 2020 - To retrospectively approve the cancellation of this Meeting
- (d) 75th Anniversary of VE Day Events - To retrospectively approve the cancellation of all planned Events
- (e) Public Toilets - To consider the temporary closure of all four Units in the Village
- (f) Council Offices/Information Centre and Museum at Samuel Wickens Centre - To consider the temporary closure of these facilities to the Public
- (g) Homeworking:-
 - (i) To approve the Homeworking Policy
(*Copy attached for Members*)
 - (ii) To retrospectively approve the purchase of four Laptop Computers for the Senior Management Team
- (h) Twinning Visit from Künzell - To note the cancellation of the scheduled visit by a delegation from 29 June - 3 July 2020
- (i) External Facilities - Private Hirings - To agree the Council's stance in respect of any such hirings
- (j) External Facilities - Play Area - To consider whether facilities should be closed

5. Sussex Police:-

- (a) Anti-Social Behaviour and Criminal Incidents - Clerk to report
- (b) Matters Arising (if any)

6. District Councillors - Matters Arising (if any)

7. County Councillors - Matters Arising (if any)

8. To receive a Verbal Report from the Clerk on any matters arising from the Minutes

9. Chairman's Report

10. Planning Committee - To note the Report of the Meeting held on 24 February 2020
(*Copy previously circulated*)

11. Finance and General Purposes Committee - To receive the Report of the Meeting held on 23 March 2020 from the Chairman of the Committee, and to consider the Recommendations contained therein
(Finance and General Purposes Committee Agenda and associated documentation previously circulated)
12. Annual Review of the Effectiveness of the Council's Internal Audit Arrangements - To consider a Report from the Clerk of Council
(Copy attached for Members)
13. 2020/2021 Budget
(Copy enclosed for Members)
14. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary
(Copy attached for Members)
15. Health & Safety Policy - To review the Council's Policy, if necessary
(Copy attached for Members)
16. Freedom of Information Act 2000 - Model Publication Scheme 2009 - To review the Council's Publication Scheme
(Copy attached for Members)
17. Proceeds of Sale from Church Farm Cottages - Clerk to report
18. Rustington Museum and Information Centre - To note the Monthly Visitors' Figures for February 2020
(Copy attached for Members)
19. Rustington-In-Bloom - To note the Minutes of the Meeting held on 12 February 2020
(Copy attached for Members)
20. Number 12 Bus Service - To note the Number 12 Bus Service Statistics for February 2020
(Copy attached for Members)
21. Arun District Council - Public Spaces Protection Order - To note email correspondence with Dax O'Connor, Community Safety Officer (Stronger Communities), in this regard
(Copy attached for Members)
22. West Sussex County Council:-
 - (a) Annual Update on Public Rights of Way - To note a letter received from Deborah Urquhart, Cabinet Member for Environment, together with associated documentation
(Copy attached for Members)
 - (b) West Sussex County Council Permit Scheme (WSCCPS) Notification of Variation of Permit Scheme - To note an email received from Jeff Elliott, Highway Network Manager, together with the Formal Consultation Report and other associated documentation
(Copy enclosed for Members)

23. Action in Rural Sussex - Membership - To note an email received from Petrina Mayson, CEO, in this regard
(Copy attached for Members)
24. To receive Reports from Members attending other External Meetings (if any)
25. Urgent matters arising, for information only, since the preparation of this Agenda
26. To note the following Documents and Publications previously circulated to Members:-
 - (a) Campaign to Protect Rural England (Sussex) - Shaping the Future of Sussex
 - (b) East Preston Parish Council News - 26 February 2020 (2)
 - (c) National Association of Local Councils - Chief Executive's Bulletin - 24 February 2020 (x2) and 2 March 2020
 - (d) West Sussex County Council - E-Newsletter - March 2020
 - (e) West Sussex County Council - News Release - PR14785 - 19 February 2020, PR14790 - 24 February 2020, PR14791 - 24 February 2020, PR14803 - 8 March 2020 and PR14807 - 10 March 2020
27. To note the following Documents and Publications received for Members' information:-
 - (a) East Preston Parish Council - Newsletter - Issue No. 54 - Winter 2020
 - (b) Rustington Heritage Association Newsletter - No. 48 - March 2020
 - (c) St Barnabas Hospices - 'Chestnuts' - Spring 2020
 - (d) St Barnabas Hospices - 'Life' - Spring 2020