

RUSTINGTON PARISH COUNCIL

Decisions made via email in respect of the business that was due to be transacted at the cancelled Monthly Meeting scheduled to be held on 23 March 2020

Responses received from Councillors J Street (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, M Clayden, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, Mrs S Partridge, D Rogers, G Tyler, P Warren

MINUTES

The Minutes of the Monthly Meeting held on 24 February 2020 were APPROVED by the Council as a correct record.

CORONAVIRUS (COVID-19) - COUNCIL OPERATION

The Clerk reminded Members that an Emergency Contingency Planning Meeting had been held on Saturday 14 March 2020, with the Chairman, Vice-Chairman and Senior Administrative Management Team members in attendance, to address the way forward for the Council in the wake of the Coronavirus (Covid-19) Pandemic and the regularly changing Government guidance and instruction.

The Council then RESOLVED to retrospectively approve the following:-

- Delegated Authority Policy
- Contingency Team and Specific Roles and Responsibilities
- Cancellation of the Annual Assembly of the Parish Meeting - 16 April 2020
- Cancellation of 75th Anniversary of VE Day Events
- Temporary Closure of The Council Offices/Information Centre and Museum at Samuel Wickens Centre
- Homeworking Policy
- Purchase of four Laptop Computers for the Senior Management Team

The Council then APPROVED the following majority decisions, some made via email, for:-

- The Public Toilets to be closed until further notice due to the fact that the Cleansing Contractor was in self-isolation as he has developed a cough
- The closure of the Council Offices/Samuel Wickens Centre
- External Private Hirings - The Football and Cricket Clubs had now all been cancelled until further notice
- External Facilities - Cancellation of Funfair in April 2020
- External Facilities - Play Area - The closure of the Play Area

The Council also NOTED the cancellation of the Twinning Visit by a delegation from Künzell from 29 June to 3 July 2020.

SUSSEX POLICE - ANTI-SOCIAL BEHAVIOUR AND CRIMINAL INCIDENTS

The Council NOTED a previously circulated a response received from the Sussex Police & Crime Commissioner.

The Clerk reported that two Police Officers had recently visited the Council Offices to advise that they would be increasing both foot and car patrols in and around the Woodlands Recreation Ground. They also confirmed that the vandalism in the Public Toilets was still being investigated.

The Council NOTED this information.

PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 24 February 2020.

All of the Planning Committee business transacted via email correspondence, with effect from 16 March 2020, would form part of a comprehensive set of Minutes of the first Meeting to be held following the resurrection of Committee Meetings later in the year, which would then be placed before the full Council for noting accordingly.

FINANCE AND GENERAL PURPOSES COMMITTEE

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 23 March 2020 be APPROVED.

ANNUAL REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S INTERNAL AUDIT ARRANGEMENTS

The Council RESOLVED that the Report, as submitted, be APPROVED as the Annual Review of the Effectiveness of the Council's Internal Audit Arrangements for the preceding year.

2020/2021 BUDGET

The Council NOTED the receipt of the Council's approved Budget for 2020/2021, copies of which had been previously circulated to all Members.

ANNUAL RISK MANAGEMENT

The Council RESOLVED to take no action in respect of any further amendments to the procedures, as submitted.

HEALTH & SAFETY POLICY

The Council RESOLVED to take no action in respect of any further amendments to this Policy at the present time.

FREEDOM OF INFORMATION ACT 2000 - MODEL PUBLICATION SCHEME 2009

The Council RESOLVED to take no further action in respect of any other amendments to the Scheme, as submitted, at the present time.

PROCEEDS OF SALE FROM CHURCH FARM COTTAGES

The Clerk advised that the outstanding balance on the Public Works Loan Board had now repaid, a balance totalling £59,246.59. She said that remaining in the General Fund was £244,139.41.

She said that a Meeting had taken place with Councillor Rogers, Chairman of the Finance and General Purposes Committee and Councillor Warren, Vice Chairman of the Committee, together with the Finance Manager/RFO to consider the way forward following the receipt of the proceeds of the sale of Church Farm Cottages.

The Clerk then reminded the Council that current Government Regulations stipulated that any capital receipts could only be used for projects that included a capital element, apart from 10%, which could be used as revenue expenditure. Taking account of this £41,000.00 could be transferred into a Reserve Account for any such expenditure.

She then advised that as the Council wish to consider investing the balance of, approximately, £203,00.00, to be used for capital expenditure, into one or more Investment Accounts until it was required. The Finance Manager/RFO was continuing to look at other 'safe places' to invest the capital balance and to enquire with other Local Parish and Town Councils as to where their savings were invested.

She concluded by advising that it was anticipated that a full Report would be available for consideration by the Council in the next couple of weeks.

The Council NOTED this information.

RUSTINGTON MUSEUM AND INFORMATION CENTRE

The Council NOTED the Monthly Visitors' Figures for February 2020.

RUSTINGTON-IN-BLOOM

The Council NOTED the Minutes of the Meeting held on 12 February 2020.

NUMBER 12 BUS SERVICE

The Council NOTED the Number 12 Bus Service Statistics for February 2020.

ARUN DISTRICT COUNCIL - PUBLIC SPACES PROTECTION ORDER

The Council NOTED email correspondence with Dax O'Connor, Community Safety Officer (Stronger Communities) in this regard.

WEST SUSSEX COUNTY COUNCIL - ANNUAL UPDATE ON PUBLIC RIGHTS OF WAY

The Council NOTED a letter received from Deborah Urquhart, Cabinet Member for Environment, together with associated documentation in this regard.

WEST SUSSEX COUNTY COUNCIL PERMIT SCHEME (WSCCPS) NOTIFICATION OF VARIATION OF PERMIT SCHEME

The Council NOTED an email received from Jeff Elliott, Highway Network Manager, together with the Formal Consultation Report and other associated documentation in this regard.

ACTION IN RURAL SUSSEX - MEMBERSHIP

The Council NOTED an email received from Petrina Mayson, CEO, in this regard.

DOCUMENTS AND PUBLICATIONS

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

- (a) Campaign to Protect Rural England (Sussex) - Shaping the Future of Sussex
- (b) Campaign to Protect Rural England (Sussex) - Covid 19
- (c) East Preston Parish Council News - 26 February 2020 (2) and 18 March 2020
- (d) National Association of Local Councils - Chief Executive's Bulletin - 24 February 2020 (x2) and 2 March 2020
- (e) West Sussex County Council - E-Newsletter - March 2020
- (f) West Sussex County Council - News Release - PR14785 - 19 February 2020, PR14790 - 24 February 2020, PR14791 - 24 February 2020, PR14803 - 8 March 2020, PR14807 - 10 March 2020, PR14813 - 17 March 2020 and PR14817 - 20 March 2020

The Council also NOTED 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

Chairman:

Date: