



# Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

Tel: 01903 786420 Fax: 01903 788736

E-mail: [enquiry@rustingtonpc.org](mailto:enquiry@rustingtonpc.org) Website: [www.rustingtonpc.org](http://www.rustingtonpc.org)

---

12 May 2020

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 18 May 2020 commencing at 10.00 am.**

Please note that due to the current Coronavirus (Covid-19) Pandemic, this Meeting will be held remotely (via Microsoft Teams) and is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021. For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

**Public Questions/Meeting Access:** Members of the Public are invited to submit questions, for consideration at the Meeting, to the Council by no later than **Sunday 17 May 2020 at 5.00 pm**, either in writing delivered to the Parish Council Offices, via email to: [enquiry@rustingtonpc.org](mailto:enquiry@rustingtonpc.org) or by telephone: 01903 786420.

For further information on how to view and listen to the (remote) Meeting, please contact the Council as detailed above by no later than **Sunday 17 May 2020 at 5.00 pm.**

Yours sincerely

**Clerk of the Council**

## **AGENDA**

1. Apologies for Absence
2. Resignation - To note an email received from Councillor D Santer, and Clerk to report (*Copy attached for Members*)
3. To retrospectively approve the following change to Standing Orders due to the Coronavirus (Covid-19) Pandemic, and in accordance with 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' that are currently enacted for Meetings up to 7 May 2021 inclusive:-
  - That the Clerk be authorised to set the time of each Monthly Meeting, including the Annual Meeting, following consultation with the Council



**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. To elect a Chairman of the Council until the Annual Meeting in 2021
5. To receive the Chairman's Declaration of Acceptance of Office
6. To elect a Vice-Chairman of the Council until the Annual Meeting in 2021
7. 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*

8. District Councillors - Matters Arising (if any)
9. County Councillors - Matters Arising (if any)
10. To appoint Statutory and Standing Committees as follows:-

**(a) Allotments Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio. Two Members of the Rustington Horticultural Association are co-opted)

Councillors J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, R Grevett, Mrs S Partridge, J Street (ex-officio) and Mrs A Cooper (ex-officio), plus two members from the Rustington Horticultural Association

**(b) Finance and General Purposes Committee**

(Constitution - Nine Members plus Chairman and Vice-Chairman ex-officio)

Councillors J Bennett, Mrs C Broomfield, M Broomfield, M Clayden, A Cooper, Mrs S Partridge, D Rogers, G Tyler, P Warren, J Street (ex-officio) and Mrs A Cooper (ex-officio)

**(c) Leisure and Amenities Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

Councillors J Bennett, Mrs K Callaghan, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers, P Warren, J Street (ex-officio) and Mrs A Cooper (ex-officio)

(d) **Planning Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

Councillors A Cooper, J Ceiriog-Hughes, R Grevett, Mrs S Partridge, P Warren, J Street (ex-officio) and Mrs A Cooper (ex-officio) (2 Vacancies)

**It will be necessary for the Council to delegate authority for this Committee to act between Meetings of the Council in view of the need for urgency in dealing with the weekly lists of planning applications.**

(e) **Emergency Planning Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

Councillors J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, Mrs P Gregory, R Grevett, J Street (ex-officio) and Mrs A Cooper (ex-officio)

11. To appoint Representatives to serve on Outside Bodies as follows:-

(a) **Arun District Association of Local Councils**

Two Members (*Currently Chairman and Vice-Chairman*)

Councillors Mrs A Cooper and J Street

(b) **Joint Eastern Arun Area Committee (JEAAC)**

One Member and 2 Deputy Members

Councillors J Bennett, Mrs A Cooper (Deputy) and J Street (Deputy)

(c) **Joint Eastern Arun Area Committee (JEAAC) (inc. Highways and Transport Working Group)**

One Member

Councillor Mrs A Cooper

(d) **Littlehampton Health Services Advisory Group**

One Member and 2 Deputy Members

Councillors J Ceiriog-Hughes, Mrs A Cooper (Deputy) and Mrs K Callaghan (Deputy)

(e) **Remembrance Sunday Parade and Service Group**

Two Members

Councillors J Bennett and Mrs A Cooper

(f) **Rustington Chamber of Trade and Commerce**

One Member and 2 Deputy Members - The following Members would like to be considered to represent the Council:-

Councillors Mrs C Broomfield, M Broomfield, M Clayden and Mrs A Cooper

(g) **Rustington and District Twinning Association**

One Member

Councillor J Bennett

(h) **Rustington-In-Bloom Committee**

Five Members

Councillors J Bennett, Mrs C Broomfield, Mrs K Callaghan, Mrs A Cooper and Mrs S Partridge

(i) **Rustington Sports and Social Club Management Committee**

One Member and Deputy

Councillor R Grevett (One Vacancy)

(j) **Sussex and Surrey Associations of Local Councils (inc. West Sussex Association of Local Councils)**

Two Members (*Currently Chairman and Vice-Chairman*)

Councillors Mrs A Cooper and J Street

12. To appoint Working Parties as follows:-

(a) **75<sup>th</sup> Anniversary of VE/VJ Days**

Four Members

Councillors Mrs C Broomfield, Mrs K Callaghan, D Rogers and J Street

(b) **Council's Facilities Rolling Programme of Works and Possible Capital Projects**

Number of Members to be agreed at the Meeting - The following Members have already expressed a desire to be appointed to this Working Party:-

Councillors J Bennett, J Ceiriog-Hughes, A Cooper, Mrs A Cooper, D Rogers, G Tyler and P Warren

(c) **Health and Well-Being**

Five Members

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

(d) **IT/Website**

Five Members

Councillors J Bennett, M Broomfield, J Street and P Warren (One Vacancy)

(e) **Neighbourhood Plan Review**

Six Members

Councillors J Ceiriog-Hughes, Mrs A Cooper, R Grevett, D Rogers, J Street and P Warren

(f) **Parishioners' Award**

Five Members

Councillors Mrs C Broomfield, Mrs P Gregory, Mrs S Partridge, D Rogers and J Street

(g) **Section 106 Funding**

Seven Members

Councillors Mrs A Cooper, A Cooper, Mrs S Partridge, D Rogers, J Street, G Tyler and P Warren

(h) **Zachary Merton Community Hospital and Land/Assets of Community Value**

Seven Members

Councillors J Bennett, Mrs K Callaghan, J Ceiriog-Hughes, Mrs A Cooper, D Rogers, G Tyler and P Warren

13. To re-appoint Councillor Street as the Health and Safety Representative to assist the Clerk, if required
14. To confirm the Minutes of the Monthly Meeting held on 27 April 2020  
(*Copy attached*)
15. Sussex Police:-
  - (a) Anti-Social Behaviour and Criminal Incidents - Clerk to report

- (b) Office of the Police & Crime Commissioner - Virtual Consultation Session - To note subsequent email correspondence in this regard, and Chairman and Councillor Cooper to report  
(Copy attached for Members)
- (c) Matters Arising (if any)
- 16. To receive a Verbal Report from the Clerk on any matters arising
- 17. Chairman's Report
- 18. Planning Committee - To note the decisions made via email correspondence in respect of the business that was due to be transacted at the cancelled 27 April 2020 Meeting  
(Copy attached)
- 19. Finance and General Purposes Committee - To retrospectively approve the Accounts paid  
(Copy enclosed for Members)
- 20. Fidelity Guarantee Insurance - To review the level of Fidelity Guarantee Insurance - Clerk to report
- 21. To review the Council and Committees' Terms of Reference  
(Copy attached for Members)
- 22. To review the Council's Complaints Procedure Policy  
(Copy attached for Members)
- 23. Councillors' Surgeries:-
  - (a) To review the success and consider whether the daytime Surgeries at Rustington Library and the evening Surgeries at the Samuel Wickens Centre should be continued, when permitted by Government
  - (b) Via Facebook - Councillor Cooper to report
- 24. Parishioners' Award - To consider the Report of the Working Party Meeting held on 4 May 2020  
(Copy attached for Members)
- 25. Gardens Competition - To consider the question of whether the 2020 Competition should proceed
- 26. Number 12 Bus Service - To consider further email correspondence with the Managing Director, Compass Travel  
(Copy attached for Members)
- 27. Power of General Competence - To adopt the Power of General Competence - Clerk to report

28. Compliance with GDPR - Re-appointment of Data Protection Officer - To consider an email received from the Council's Data Protection Officer, Mrs M Chaffe, Processmatters2  
(Copy attached for Members)
29. Replacement Boiler - The Woodlands Centre - To consider a Report from the Clerk of the Council  
(Copy enclosed for Members)
30. To receive Reports from Members attending other External Meetings (if any)
31. Urgent matters arising, for information only, since the preparation of this Agenda
32. To note the following Documents and Publications previously circulated to Members:-
  - (a) Communities Against Gatwick Noise Emissions (CAGNE) - May 2020 Newsletter
  - (b) Communities Against Gatwick Noise Emissions (CAGNE) - Emergency Runway
  - (c) East Preston Parish Council News - 30 April 2020
  - (d) National Association of Local Councils - Chief Executive's Bulletin - 1 May 2020
  - (e) West Sussex County Council - News Release - PR14868 - 28 April 2020, PR14871 - 30 April 2020, PR14873 - 1 May 2020, PR14876 - 4 May 2020, PR14877 - 5 May 2020, PR14880 - 7 May 2020 and PR14882 - 11 May 2020
33. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Item 34

**Members and Officers in attendance must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) consideration of such items, and/or recording proceedings**

34. Council Personnel and Operation:-
  - (a) To review the current working arrangements during the Coronavirus (Covid-19) Pandemic
  - (b) Clerk to report on the current position with the services being provided by External Contractors