

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 22 March 2010

PRESENT: Councillors Mrs S Lines (Chairman), A Akbar, Mrs C Broomfield, J Collins, A Cooper, T Field, R Grevett, Mrs F Harrison, M Jones, D Rogers, G Tyler and P Warren

69/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Ceiriog-Hughes (Hospitalisation), Perry (Work Commitment) and Eyre (Holiday). These apologies were accepted by the Council.

70/10 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial interest in Minute 78/10 (Minute 29/10 of the Finance and General Purposes Committee Meeting - 22 March 2010 refers). In the absence of any discussion in respect of this matter, she remained in the Meeting but did not take part in the vote thereon.

Councillor Tyler declared a personal interest in Minutes 99/10 and 105/10. He remained in the Meeting during the consideration of these items and took part in the discussions thereon.

71/10 MINUTES

The Minutes of the Monthly Meeting held on 22 February 2010 were signed by the Chairman as a correct record.

72/10 SUSSEX POLICE

The Chairman welcomed PCSO Elliott Hartley to the Meeting.

Apologies for absence were received from PCSO Hannah Pearson.

(a) Police Report - 1 March 2010 to 22 March 2010

PCSO Hartley provided the Council with the following statistics in respect of the reported crimes for the period from 1 March 2010 to 22 March 2010 covering both Rustington East and Rustington West.

Total amount of calls for the area - 189 serials

19 reported crimes for this period:-

5 - Thefts

11 - Criminal Damage

1 - Burglary (Dwelling)

2 - Violence (Public Place)

PCSO Hartley advised that a three period of action was being planned for Rustington in May, focusing on Illegal Parking, Speeding and Anti-Social Driving.

He then reported that two people were currently on bail charged with Arson following a fire in the Public Toilets at The Woodlands Centre.

He also said that two males had been issued with reprimands for Possession of Cannabis on 13 March 2010, after being stopped by PCSO Dorey and himself.

PCSO Hartley then advised that three people had been charged with Violent Conduct following an incident outside The Woodlands Centre in 2009 and were currently awaiting a court appearance.

He concluded his Report by advising that a Designated Patrol Area (DPA) was currently in place in key areas in Rustington and East Preston, focusing on Anti-Social Behaviour and Criminal Damage.

The Chairman thanked PCSO Hartley for his most interesting Report and for attending the Meeting.

(b) Community Safety Representative's Report

The Chairman said that she had nothing to report at the present time.

73/10 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Mrs Bower, Chapman and Steward.

Councillor Clayden reported on the following matters relating to the District Council:-

- (a) Circulation of the Spring 2010 issue of Arun Times
- (b) Retention of 9.00 am start time for Free Bus Pass users

The Council NOTED this information, and the Chairman thanked Councillor Clayden for providing this information.

74/10 COUNTY COUNCILLORS

Councillor Tyler thanked the Council for allowing him the opportunity of commenting on matters relating to the County Council, and said that he was pleased to report on the following:-

- (a) Future of Abbotswood - Developer now progressing redevelopment of site
- (b) Annual County Council Meeting - 26 March 2010 - No changes to any of the Executive Members' positions on the Council, e.g. Chairman, Leader and Cabinet
- (c) Sea Lane - Traffic Issues - Before JEAAC Highways and Transport Working Party for further consideration on 24 March 2010

Councillor Akbar then asked Councillor Tyler what progress was being made in respect of the potholes that were in need of repair in the Village.

Councillor Tyler responded by confirming that the programme of repairs in respect of potholes was progressing well, with approximately 1,600 being repaired per week. He said that he understood that the worst potholes had been addressed, albeit in some cases on a temporary basis, with all others to be undertaken on a rolling programme. He reminded the Council that an extra £2.2 Million had been identified for the necessary repairs.

The Council NOTED this information, and the Chairman thanked Councillor Tyler for his Report.

75/10 REPORT OF CLERK OF THE COUNCIL

(a) 2009 Carol Concert - Donations

The Clerk reported the receipt of letters of thanks and appreciation from the Friendship Singers, the Littlehampton Concert Band and the Sussex West Guide Choir in respect of the Council's recent donations.

The Council was pleased to NOTE this information.

76/10 CHAIRMAN'S REPORT

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

- High Sheriff of West Sussex - Judges' Service - Chichester Cathedral - 12 March 2010

The Council NOTED this information.

77/10 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 22 February 2010. (Copy previously circulated).

(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial interest in Minute 29/10 of the Finance and General Purposes Committee Minutes - 22 March 2010 Meeting, as the proprietor of Owen Electrical Limited)

78/10 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 22 March 2010. (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 22 March 2010 be APPROVED.

79/10 INTERNAL AUDIT COMMITTEE

The Council NOTED the Report of the Internal Audit Committee Meeting held on 4 March 2010. A copy of the Report is attached and forms a part of these Minutes.

The Council then considered the Report of the Committee's Annual Review of Effectiveness of the Council's Internal Audit Arrangements held on 4 March 2010.

The Council RESOLVED that the Recommendation contained in the Report of Committee's Annual Review of Effectiveness of the Council's Internal Audit Arrangements held on 4 March 2010 be APPROVED. A copy of the Report is attached and forms a part of these Minutes.

80/10 2010/2011 BUDGET

The Council NOTED the receipt of the Council's approved Budget for 2010/2011, copies of which had been previously circulated to all Members.

81/10 LEISURE AND RECREATION COMMITTEE

The Council received the Report of the Leisure and Recreation Committee Meeting held on 11 March 2010.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 11 March 2010 be APPROVED.

82/10 TRAFFIC ISSUES WORKING PARTY

The Council NOTED the Report of the Traffic Issues Working Party Meeting held on 16 March 2010.

83/10 RUSTINGTON YOUTH CENTRE

The Clerk said that she had nothing further to report in respect of the process of reviewing the current Agreement with the County Council which was due to expire in October 2010. She said that she was

waiting for further contact by the Neighbourhood Youth Worker in this regard, and in particular in respect of the future of the Senior Youth Club provision at the Centre.

She reported that the Centre was operating well, with the regular hirers, including The Oak Community Project and the Little Explorers Pre School continuing with their current arrangements for weekday hirings, together with an increasing number of 'one off children's party' hirings. She said that it was anticipated that the final net expenditure would be below the recently revised figure of £13,389.00 which was, in the main, due to under-spends on certain items, and increased income in respect of lettings.

The Council was pleased to NOTE this information.

84/10 RUSTINGTON MUSEUM AND THE GARDEN CAFÉ

(a) Progress Report

Councillor Tyler, in his capacity as Chairman of the Management Committee, reminded Members that the Museum and Café had celebrated their First Birthday on 3 March 2010. He said that the first visitor through the door of the Museum, was greeted by Mrs Mary Taylor, who presented them with a signed copy of her latest book in the 'This Was Rustington' Series. Whilst during the morning, in the Café, customers were treated to a slice of the specially made Birthday Cake.

He said that everyone was now eagerly awaiting the opening of the Community Garden which would certainly add to the pleasant ambience of the garden, and he was sure, prove to be a great asset to this already well-established community facility.

The Council was pleased to NOTE this information.

Councillor Tyler then asked the Council to agree that, as the Museum and Garden Café were now fully established with their own Management Committee providing Reports on a regular basis, it was no longer necessary for a Progress Report to appear as a separate item on the Agenda.

The Council AGREED that this particular item should be removed from future Agendas.

(b) Management Committee

The Council considered the Report of the Management Committee Meeting held on 25 February 2010.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 25 February 2010 be APPROVED.

85/10 RUSTINGTON IN BLOOM

The Clerk referred to Minute 54/10 and said that the Race Night Fundraising Event, which had been held on 6 March 2010, had raised in excess of £1,200.00 towards the In-Bloom Campaign.

She again reminded the Council of further fund-raising events, as follows:-

- | | | |
|------------------------|---|--|
| Saturday 29 May | - | Plant Sale
The Methodist Church Gardens, Claignar Road
10.00 am to 12.00 noon |
| Friday 18 June | - | 'Film Night'
Village Memorial Hall, The Woodlands Centre, Woodlands Avenue |

She then said that she had nothing further to report at the present time, other than to advise the Council that the Campaign was progressing well. She said that notification had yet to be received of the judging date, but she had been informed that the judges would be Mrs Jean Griffin, who had previously judged the Village and a judge from Anglia in Bloom.

The Council NOTED this information.

86/10 RUSTINGTON COMMUNITY PARTNERSHIP PROJECTS

Councillor Rogers provided a progress report on the following two projects:-

(a) Village Design Statement

The second draft of the Village Design Statement was now in the process of being sent out to all Stakeholders for comment.

The Council NOTED this information.

(b) Community Garden - Rustington Museum and The Garden Café

The Contractors had now been appointed and the works were due to commence on 6 April 2010 for a period of approximately four to five weeks. He said that three donors had now been identified for the three garden seats for the garden, and representatives from the Partnership had met with the Café Manager, Chairman of the Management Committee and the Council's Grounds and Maintenance Person, to discuss Health and Safety and other associated matters.

The Council was pleased to NOTE this information.

The Council also NOTED the Report of the Meeting to review the progress on both of the aforementioned projects held on 3 February 2010.

87/10 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Chairman confirmed that Mr Austen Beard, the Chairman of the Rustington Community Partnership, would be attending the Annual Assembly of the Parish Meeting to give a Presentation, prior to the formal business of the Meeting, on the Partnership's current and future Projects, and the progress made since its formation.

The Clerk said that, as previously agreed, she was making the necessary arrangements for light refreshments to be available for those in attendance at the conclusion of the Meeting.

The Council was pleased to NOTE this information.

88/10 ANNUAL RISK MANAGEMENT

The Council reviewed the Risk Assessment Procedures currently in place and subsequently RESOLVED unanimously to take no further action in respect of any amendments to the procedures. A copy of these procedures is attached and forms a part of these Minutes.

89/10 COMMUNITY ASSET REGISTER

The Council considered the Community and Fixed Asset Registers as at 4 March 2010 and RESOLVED unanimously that the contents of these Registers should be APPROVED as a correct record. A copy of these Registers is attached and forms a part of these Minutes.

90/10 **REVIEW OF INSURANCE PROVISION**

The Clerk reported that she had reviewed the Council's current Insurance provision and reported that she was of the opinion that the provision was sufficient and would adequately cover all losses in the event of any unforeseen incidents.

The Council NOTED this information and RESOLVED unanimously that no amendments should be made to the current provision at the present time.

91/10 **HEALTH & SAFETY POLICY**

The Council reviewed the Council's existing Health and Safety Policy and RESOLVED to take no further action in respect of any amendments to this Policy at the present time. A copy of this Policy is attached and forms a part of these Minutes.

92/10 **COMPLAINTS PROCEDURE POLICY**

The Council considered the proposed Complaints Procedure Policy for adoption.

Following a brief discussion, the Council RESOLVED the following:-

"Rustington Parish Council hereby AGREES to ADOPT a Complaints Procedure Policy with immediate effect"

A copy of the adopted Complaints Procedure Policy is attached and forms a part of these Minutes.

93/10 **STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

The Council considered the proposed Statement of Intent as to Community Engagement for adoption.

Following a brief discussion, the Council RESOLVED the following:-

"Rustington Parish Council hereby AGREES to ADOPT a Statement of Intent as to Community Engagement with immediate effect"

A copy of the adopted Statement of Intent as to Community Engagement is attached and forms a part of these Minutes.

94/10 **POWER OF WELL BEING**

The Clerk reported that the Council now fulfilled the criteria required to enable Parish Councils to consider adopting the Power of Well Being. She said that 14 Members had, so far, attended a Training Course on the Power of Well Being. She also advised that she had also recently submitted and passed the additional Section 7 of the Certificate in Local Council Administration (CILCA), a further requirement in this regard.

She suggested that, in view of the above, the Council might now wish to consider adopting the Power of Well Being and, following a brief discussion, the Council RESOLVED that:-

"In accordance with Section 77 of the Local Government and Public Involvement in Health 2007 Act (the 2007 Act) which amended the Local Government Act 2000 to extend the Power of Well-Being to 'eligible Parish Councils,' and in accordance with the Parish Councils (Power to Promote Well Being) (Prescribed Conditions) Order 2008/3095 (the 2008 Order), the Council now ADOPTS the Power of Well Being, having fulfilled the required criteria."

The Clerk reminded the Council that this Resolution would cease to be effective on the day before the next Elections, namely Wednesday 4 May 2011.

The Chairman, on behalf of the Council, congratulated the Clerk on passing the CILCA module on the Power of Well Being.

**95/10 THE ARUN DISTRICT COUNCIL - (OFF STREET PARKING PLACES)
AMENDMENT ORDER 2009 AND THE ARUN DISTRICT COUNCIL (OFF STREET
PARKING PLACES) PARKING DISC ORDER 2009**

The Council considered the Notice given by the Arun District Council, in exercise of its powers under Section 35C of the Road Traffic Regulation Act 1984 and Regulation 25 of the Local Authorities Traffic Orders (Procedure)(England and Wales) Regulations 1996, proposing to vary the car parking charges from 1 April 2010.

The Clerk reminded Members that the Notice did not affect the Car Parking facilities in Rustington in any way.

The Council NOTED this information and AGREED to take no further action in this regard.

**96/10 WEST SUSSEX COUNTY COUNCIL - PROPOSED PEDESTRIAN FOOTWAY AND
TRAFFIC SIGNALS - SEA LANE**

The Council NOTED a copy of letter addressed to County Councillor Tyler from Mr K Grimes.

The Chairman then reminded the Council of the representation made by Mr Grimes during the Public Question Time held prior to the Meeting, and the Council considered his letter, together with a copy of a letter to the Joint Eastern Arun Area Committee's Highways and Transport Working Party (containing specific requests), from Mr Grimes, in this regard.

The Chairman and Councillor Tyler reported that, to date, confirmation from the West Sussex County Council Traffic Signals Department, as to whether the Halcrow Scheme was still a feasible option, had not been received. The Chairman said that in view of this, she did not feel that there was any further action that could be taken by the Council, other than to ensure that the requests contained within Mr Grimes letter to the JEAAC Highways and Transport Working Party were given full consideration at the Meeting to be held on 24 March 2010. Councillor Tyler, in his capacity as a County Councillor, said that he would also ensure that this was the case.

The Meeting was then adjourned at 7.55 pm to allow Mr Grimes to speak on this matter.

The Meeting was reconvened at 7.58 pm with the same attendance as before.

The Council NOTED all of the above information and AGREED that, in the absence of any response from the West Sussex County Council Traffic Signals Department, no further action should be taken at the present time, but that the Chairman and Councillor Tyler should urge the JEAAC Highways and Transport Working Party to give detailed consideration to the requests contained within Mr Grimes' letter at its Meeting on 24 March 2010.

Councillor Tyler expressed his appreciation to Mr Grimes for all of his hard work and efforts in ensuring that the Council was kept fully informed in respect of all issues relating to this matter. The Council echoed these sentiments and AGREED that its thanks and appreciation for Mr Grimes efforts in this regard be recorded.

**97/10 WEST SUSSEX COUNTY COUNCIL - WEST SUSSEX COUNTY COUNCIL
LIBRARY SERVICE - LIBRARY OPENING HOURS - CONSULTATION**

The Council NOTED an email received from the Director of Operations for Community Services, together with details of the outcome of the recent Review for each Library in the County.

98/10 ARUN COMMUNITY HOSPITAL PROJECT - BRIEFING ON ARUN COMMUNITY HOSPITAL - 24 FEBRUARY 2010

The Council NOTED a letter and enclosure received from Ms G Baker, Arun Community Hospital Project Manager, which provided an update on the development to date in respect of the Arun Community Hospital Project.

(Prior to consideration of the following item Councillor Tyler declared a personal interest as a Member of the Partnership Trust Board)

99/10 NHS WEST SUSSEX - IMPROVING MENTAL HEALTH SERVICES

The Council considered a letter received from the Chief Executive, together with the Consultation Summary Leaflet.

Following a brief discussion, the Council RESOLVED that Members should submit any comments they might have in respect of the Consultation, to the Clerk by 16 April 2010, to enable her to prepare a draft response, if appropriate, for approval at the next Monthly Meeting.

100/10 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS - 2010 TRAINING PROGRAMME

The Clerk reported that she had received notification of the next training courses that would be taking place during 2010 as follows:-

Chairman's Training Course	- 24 April	- Battle, East Sussex
	- 22 May	- Venue to be announced
	- 11 September	- Bramber, West Sussex
Councillors' Course	- 21 & 22 May	- Venue to be announced
	- 10 & 11 September	- Bramber, West Sussex

She requested any interested Members to advise her of which Course/s they would like to attend as soon as practicably possible, if any, to enable her to book places on the appropriate Courses.

101/10 BEE KEEPING ON CONBAR AVENUE ALLOTMENT SITE

The Council considered a request received from an Allotment Tenant for Bee Hives to be kept on the Conbar Avenue Allotment Site.

The Clerk said that she had contacted both the Council's Insurers and the British Beekeepers Association to obtain information in this regard.

She said that whilst the Bee Keepers Association had provided an information leaflet on Allotment Beekeeping, the Council's Insurers had confirmed that they would not cover any liability resulting from anything in connection with Beekeeping on any of the Allotment Sites. They had suggested that prospective Beekeepers should have £5 Million Public Liability Insurance for the specific activity, and a letter to this effect should be sent to them asking for a copy of the Insurance Certificate and stating that any permission would be subject to the Council not being liable for any claims arising thereof. It was also important that the Health and Safety implications were highlighted and, in particular, that Beekeepers needed to be fully trained and that there needed to be an enclosed area for the hives, fenced off with warning signs erected.

Following a brief discussion, during which it was AGREED that prior to any final decision being made in respect of this request, all Allotment Tenants on the Conbar Avenue Site should be fully consulted, the Council RESOLVED to REFER this matter back to the Allotments Committee for further detailed consideration.

102/10 SALC COUNCILLORS' TRAINING COURSE - 26/27 FEBRUARY 2010

Councillors Cooper, Field and Jones reported on their attendance at a SALC Councillors' Course. They said that they had found the Course to be most interesting and informative.

The Council NOTED this information.

103/10 VISIT TO THE FLINTSTONE CENTRE, LITTLEHAMPTON

Councillors Field and Warren reported that, in their capacity as Members of the Youth Centre Management Committee, they had recently visited The Flintstone Centre in Littlehampton to observe its operation.

The Council NOTED this information.

104/10 RUSTINGTON CHAMBER OF TRADE AND COMMERCE - ANNUAL GENERAL MEETING

Councillor Cooper reported on his attendance at the Annual General Meeting of the Chamber of Trade and Commerce on 1 March 2010. He referred particularly to the Election of Officers and said that the following appointments had been agreed:-

Chairman	-	Neil Woolmer
Vice-Chairman	-	Andy Cooper
Secretary	-	Kerry Douglas
Membership Secretaries	-	Pam Barton
		Colin Racine

105/10 WEST SUSSEX COUNTY COUNCIL - REVIEW OF WEST SUSSEX YOUTH SERVICES

The Council NOTED a letter received from the Cabinet Member for Children and Young People's Services, regarding the need to achieve a £2 Million reduction in the Youth Services Budget.

106/10 ELECTION OF VICE-CHAIRMAN - ANNUAL COUNCIL MEETING - 24 MAY 2010

Councillor Akbar informed the Council that, after much deliberation, he had decided not to stand for re-election as Vice-Chairman for the next municipal year commencing in May 2010.

He said that he was proud to have served the Council as its Vice-Chairman during the past year, and he thanked the Members, the Council's Personnel and, in particular, the Chairman of the Council, for all of their support during his term as Vice-Chairman.

The Chairman, on behalf of the Council, thanked Councillor Akbar for all of his efforts and hard work over the past year and, in particular, on a personal basis, for supporting her in the role of Chairman.

107/10 GAS WORKS - VILLAGE CENTRE

Councillor Rogers expressed his concern regarding the removal of some of the decorative paving stones at Broadmark Parade by the Contractors undertaking gas works in the Village. He said that it was important to ensure that once all of the major works were complete, an inspection should be made to ensure that the reinstatement was satisfactory and, more importantly in the case of the aforementioned paving stones, that the same design and colour stones were used.

Following a further discussion, in respect of the major gas main replacement works throughout the Village, the Council AGREED that Members should monitor the situation carefully, and that the Clerk should formally request that the Highway Inspector from the West Sussex County Council should make

arrangements to inspect all of the reinstatement works, with Representatives from the Parish Council, once the works had been completed.

108/10 DOCUMENTS AND PUBLICATIONS

- (a) Campaign to Protect Rural England - "Sussex Review" - Spring 2010
- (b) Chestnuts - Spring 2010 - The Newsletter from Chestnut Tree House
- (c) West Sussex County Council - Connections - Issue No. 41 - March 2010
- (d) Arun District Council - Arun Times - Issue 31 - Spring 2010
- (e) Wellspring West Sussex - Issue No. 1 - 2010
- (f) Arun District Council - Sussex By the Sea - What's On - Spring 2010

There being no further business, the Meeting concluded at 8.17 pm.

Chairman:

Date:

During the Public Question Time held prior to the Meeting, the following matters were raised by Members of the Public:-

- (a) **Proposed Pedestrian Footway and Traffic Signals - Sea Lane - Mr K Grimes - Request for Council to recommend the following to the JEACC Highways and Transport Working Party at its Meeting on 24 March 2010:-**
 - (i) **Rescind previous decision that the Scheme should no longer be considered and, instead, confirm its support**
 - (ii) **Request JEAAC to reinstruct County Council Officers to proceed with the Public Consultation as a matter of urgency, as previously authorised**
 - (iii) **Request JEAAC to reinstate Scheme in 2010/2011 Highways Programme, or give priority to its reallocation in the Highways Programme 2011/2012**
 - (iv) **Request JEAAC, if Highways Signals Team has been unable to resolve the outstanding problem, to consider the instruction of an independent firm of Traffic Signals' Engineers**
 - (v) **Request JEAAC, in the event of this problem not being able to be resolved, to consider acquiring, by compulsory purchase, the area of land in private ownership where the traffic signal would be sited, to enable Scheme to proceed**
 - (vi) **Request JEAAC to agree to initiate an "Open File" Policy in respect of all representations.**

Request for update on requests made during Public Question Time at Meeting on 22 February 2010

(The Clerk advised that the Highway Authority had confirmed that Sussex Police had been consulted and, whilst it was not the Health and Safety Executive that had been involved with any issues relating to disabled access on the public highway, she was still trying to ascertain who had been involved)

- (b) **Parking Issues - Angmering Way - Mr C Snell - Residents deep concern in respect of proposed Traffic Regulation Order for the introduction of double yellow lines, and not single yellow lines as per residents' wishes.**

(County Councillor Tyler requested Mr Snell to write to him in this regard, to enable him to investigate matter with Officers concerned)