

RUSTINGTON PARISH COUNCIL

MINUTES: of the Annual Meeting held on 14 May 2007

PRESENT: Councillors A Akbar, Mrs C Broomfield, J Ceiriog-Hughes, J Collins, T Field, R Grevett, P Harris, Mrs F Harrison, A Lauretani, Mrs S Lines, D Murphy, S Perry, D Rogers, R Steward, G Tyler and M Warrington

128/07 NEW MEMBERS

The outgoing Chairman welcomed Councillors Mrs Harrison and Perry to their first Meeting as newly elected Parish Councillors.

He then expressed his thanks and appreciation to the Council's Members and Personnel for all of their support and co-operation during the three years that he had served as Chairman of the Council. He said it had been a great privilege to represent the Council during that time.

129/07 ELECTION OF CHAIRMAN

It was Proposed and Seconded that Councillor Warrington be elected Chairman of the Council until the Annual Meeting in 2008.

The Council RESOLVED that Councillor Warrington be elected Chairman of the Council until the Annual Meeting in 2008.

130/07 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Warrington thanked the Members of the Council for electing him and said that it was a great honour to be able to serve as Chairman of the Council.

He then made and subscribed to the Declaration of Acceptance of Office.

131/07 CHANGE OF THE ORDER OF THE AGENDA

At the request of the Chairman, the Council AGREED to changes to the order of the Agenda to facilitate reports from the Sussex Police representatives.

132/07 SUSSEX POLICE

(a) Report from Police Community Support Officer (PCSO) Craig Wilson

The Chairman welcomed PCSO Wilson and thanked him for his continuing support and for attending the Meeting.

PCSO Wilson reported on the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 100, representing a decrease of 14 on the previous 90 days
Detected Crimes - 18
Detection Rate - 18%

Crimes in Rustington West - 75, representing a decrease of 12 on the previous year
Detected Crimes - 11
Detection Rate - 14.7%

He then provided a monthly summary for the period from 21 April 2007 to 11 May 2007 as follows:-

200 calls received via Police call handling for Rustington East and West area, which represented a decrease of 39 from the last Report, as follows:-

- 10 relating to Criminal Damage
- 7 relating to Vehicle Crime
- 1 relating to Burglary - Dwelling
- 1 relating to Burglary - Non Dwelling
- 20 relating to Theft
- 2 relating to a Violent Crime
- 11 relating to Anti-Social Behaviour

He said that the theft figures included a number of purse thefts which, it was believed were related to a gang working on the South Coast, but arrests had now been made. As far as the vehicle crimes reported were concerned, these related to a number of break-ins in respect of unmanned vehicles and the theft of number plates.

He then referred to the final Assembly for leavers at the Angmering School which was due to be held on 17 May 2007 which was generally followed by some "high spirited fun". He said that reports had also been received advising that a barbeque was to be held on the beach on the same evening, and the School Prom was being held on Friday 18 May 2007. With all of this in mind, the PCSOs' shifts across NST East had been rescheduled to show a strong presence at all of these events.

PCSO Wilson then responded to several points and questions raised by Members regarding recent anti-social behaviour incidents in the Parish.

The Chairman thanked PCSO Wilson for his most interesting report.

(b) Neighbourhood Management Team

The Council NOTED correspondence with Inspector Hammond in this regard.

133/07 ELECTION OF VICE-CHAIRMAN

It was Proposed and Seconded that Councillor Mrs Lines be elected Vice-Chairman of the Council until the Annual Meeting in 2008.

The Council RESOLVED that Councillor Mrs Lines be elected Vice-Chairman of the Council until the Annual Meeting in 2008.

Councillor Mrs Lines expressed her thanks and appreciation to the Council for electing her as Vice-Chairman for the ensuing year.

134/07 DISTRICT COUNCILLORS

The Clerk reported the receipt of an apology from Councillor Chapman.

The Chairman welcomed the newly elected District Councillors representing Rustington, namely Councillors Mrs P Bower and M Clayden to the Meeting. He also reminded Members that Councillors Mrs F Harrison (Rustington West), Tyler (Rustington East) and Steward (Rustington West) had been elected as District Councillors.

Councillor Mrs Bower reported that most District Council matters had been held in abeyance because of the recent elections and, therefore, she had nothing particular to report. She then congratulated the Chairman and all of the Members of the Council on their recent elections.

Councillor Clayden said that he was looking forward to his term of office, during which he would do his best to represent Rustington in respect of District Council matters.

135/07 COUNTY COUNCILLORS

Councillor Moor thanked the Council for allowing him the opportunity of commenting on matters relating to the County Council. He also congratulated Councillor Warrington on his election as Chairman of the Council and to Councillor Tyler on his election as Chairman of the Arun District Council.

He referred particularly to the following:-

- (a) Proposed Traffic Signal Controlled Crossing - New location A259 New Road between Texaco Roundabout and Roundstone Lane Roundabout (where Public Footpath meets road) - No objections raised during Public Consultation - Works to commence in August and to be completed by the beginning of September, prior to the end of the School Summer Holidays
- (b) West Sussex Safer Routes to School Scheme - The Angmering School - Further proposed improvements to footways and cycleways - Still ongoing - now under discussion by the Rights of Way Committee - Some problems being experienced with owners of land, but hopeful that these would be overcome
- (c) Proposed widening of access and introduction of Pedestrian Crossing - A259 in vicinity of Sainsbury's Superstore - Meeting now arranged with Sainsbury's Senior Management
- (d) Abbotswood - Now declared surplus by County Council - Negotiations underway with Saxon Weald Housing Association for a mixed development of extra care, affordable and private housing - If outcome of negotiations was negative, property would go up for sale on open market - Other avenues to be explored in respect of provision of Adult Day Centre facility

The Council NOTED this information, and the Chairman, on behalf of the Council, expressed his thanks to Councillor Moor for his informative report.

136/07 THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007 (SI NO. 1159)

The Council considered the Model Code of Conduct for Parish Councils, as produced by the Standards Board for England and AGREED to pass the following Resolution:-

"That the Rustington Parish Council hereby resolves to adopt the new Model Code of Conduct, including paragraph 12(2) and to abide by the new Code of Conduct with immediate effect"

The Clerk said that this would be included in the Council's Standing Orders booklet, which would be revised and copied to all Members in the near future.

APPOINTMENT OF STATUTORY AND STANDING COMMITTEES

The Council RESOLVED that Committees be appointed until the Annual Meeting in 2008 as follows:-

(a) Allotments Committee

Councillors Mrs C Broomfield, J Ceirog-Hughes, T Field, Mrs F Harrison, M Warrington (ex-officio) and Mrs S Lines (ex-officio) plus two members from the Rustington Horticultural Association
(One Vacancy)

(b) Finance & General Purposes Committee

Councillors A Akbar, J Ceiriog-Hughes, J Collins, D Murphy, D Rogers, G Tyler, M Warrington (ex-officio) and Mrs S Lines (ex-officio)

(c) Leisure and Recreation Committee

Councillors T Field, D Murphy, D Rogers, R Steward, G Tyler, M Warrington (ex-officio) and Mrs S Lines (ex-officio)

(d) Lighting and Amenities Committee

Councillors A Akbar, T Field, Mrs F Harrison, D Murphy, S Perry, M Warrington (ex-officio) and Mrs S Lines (ex-officio)

(e) Planning Committee

Councillors J Ceiriog-Hughes, J Collins, R Grevett, P Harris, G Tyler, M Warrington (ex-officio) and Mrs S Lines (ex-officio)
(One Vacancy)

The Council RESOLVED that authority be delegated to 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.

(f) Emergency Planning Committee

Councillors Mrs Broomfield, J Collins, T Field, R Grevett, A Lauretani, S Perry, R Steward, M Warrington (ex-officio) and Mrs S Lines (ex-officio)

(g) Internal Audit Committee

The Council RESOLVED that the appointment of this Committee be held in abeyance until after the Chairman of the Committee is elected at the next Finance and General Purposes Committee Meeting.

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council RESOLVED that the following Representatives be appointed to serve on Outside Bodies until the Annual Meeting in 2008:-

(a) Management Committee - Rustington Youth Centre

Councillors J Ceiriog-Hughes, T Field, A Lauretani and R Steward

(b) **Management Committee - Rustington Sports & Social Club**

Councillors T Field and A Lauretani

(c) **Management Committee - Neighbourhood Youth**

Councillor J Ceiriog-Hughes

(d) **Sussex Associations of Local Councils**

Councillors Mrs S Lines and M Warrington

(e) **Management Committee - Littlehampton & District Citizens' Advice Bureau**

Councillors A Akbar and D Rogers (Deputy)

(f) **Arun Neighbourhood Watch Association**

Councillors Mrs S Lines and J Ceiriog-Hughes (Deputy)

(g) **Post Office Advisory Committee**

Councillors A Akbar and Mrs C Broomfield (Deputy)

(h) **Arun District Council - Joint Eastern Arun Area Committee**

Councillors G Tyler and Mrs S Lines (Deputy)

(i) **Rustington Chamber of Trade and Commerce - Committee**

Councillors R Steward and Mrs C Broomfield (Deputy)

(j) **Arun Community Hospitals Forum**

Councillors J Ceiriog-Hughes and Mrs S Lines

(k) **Management Committee - Rustington Heritage Association (Rustington Museum Project)**

Councillors G Tyler and M Warrington

(l) **Eastern Neighbourhood Management Team (Sussex Police)**

Councillor Mrs S Lines

139/07 APPOINTMENT OF INTERNAL WORKING PARTIES

The Council RESOLVED that the following Members be appointed to serve on Internal Working Parties until the Annual Meeting in 2008 unless otherwise indicated:-

(a) **Opportunity Purchases**

Councillors J Ceiriog-Hughes, J Collins, R Grevett, D Rogers and G Tyler

(b) **Parishioners' Award**

Councillors Mrs C Broomfield, D Rogers, G Tyler and M Warrington

(c) **Traffic Issues**

Councillors J Ceiriog-Hughes, J Collins, Mrs S Lines and S Perry

(d) **Newsletter / Website**

Councillors J Ceiriog-Hughes, P Harris, A Lauretani and Mrs S Lines

(e) **Casual Vacancy - Interviewing Panel**

Councillors A Lauretani, Mrs S Lines, G Tyler and M Warrington

(f) **Zachary Merton Hospital and Land**

Councillors J Ceiriog-Hughes, J Collins, A Lauretani, S Perry, D Rogers and R Steward

(g) **Sports Facilities**

Councillors J Ceiriog-Hughes, A Lauretani, D Murphy and G Tyler

140/07 APPOINTMENT OF PRESS AND PUBLICITY OFFICER

The Clerk reminded Members that it was necessary to appoint a Press and Publicity Officer for the ensuing year.

Following a detailed discussion, the Council RESOLVED that the Chairman should liaise with the Clerk to appoint a Press and Publicity Officer from the Council's Personnel in due course. The Clerk said that until such time as this appointment could practicably be made, she would continue to keep the local Press, radio and television stations informed of any relevant news items.

141/07 APPOINTMENT OF COMMUNITY SAFETY REPRESENTATIVE

The Clerk reminded Members that it was necessary to appoint a Community Safety Representative for the ensuing year.

The Council RESOLVED that Councillor Mrs Lines be appointed as the Council's Community Safety Representative for the ensuing year.

142/07 REGISTER OF INTERESTS AND GENERAL NOTICES

The Clerk reminded the Council of the importance of Members disclosing personal and prejudicial interests during matters under debate, with particular reference to the Code of Local Government Conduct / The Local Authorities (Model Code of Conduct) Order 2007 (SI NO. 1159).

The Council NOTED this information.

143/07 MINUTES

The Minutes of the Monthly Meeting held on 23 April 2007 were signed by the Chairman as a correct record.

144/07 REPORT OF CLERK OF THE COUNCIL

(a) Grant Aid - Littlehampton and District Citizens' Advice Bureau

The Clerk reported the receipt of a letter of thanks and appreciation from the Littlehampton and District Citizens' Advice Bureau for the recent Grant Aid of £1,200.00 awarded by the Council, and for the provision of the Village Information Centre for the outreach in Rustington.

The Council was pleased to NOTE this information.

(b) Grant Aid - Rustington Parochial Church Council

The Clerk reported the receipt of a letter of thanks and appreciation from the Rustington Parochial Church Council in respect of the recent Grant Aid of £1,000.00 awarded towards the upkeep of the Parish Churchyard.

She said that the letter also confirmed that whilst there had been a delay with the proposed new notice boards, the Council's support for the upkeep of the Churchyard would be acknowledged on both boards when they were eventually installed.

The Council was pleased to NOTE this information.

145/07 CHAIRMAN'S REPORT

The outgoing Chairman reported on his official representation and attendance at Meetings since the last Monthly Council Meeting as follows:-

- Zachary Merton Community Hospital League of Friends - 70th Anniversary Commemoration Service - 27 April 2007
- Opening of the Rustington Heritage Association Exhibition - 'Reading, Riting and Rithmetic' - 5 May 2007

The Council NOTED this information.

He then referred to the Community Action Plan process and said that the questionnaire had now been finalised and would be included with the Annual Newsletter which was due to be delivered to every household at the end of May 2007.

The Council NOTED this information.

146/07 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 16 April 2007.
(Copy previously circulated).

147/07 FINANCE AND GENERAL PURPOSES COMMITTEE - PAYMENTS OF ACCOUNTS - MAY 2007

The Council AUTHORISED the Finance and General Purposes Committee to settle Accounts for the month of May 2007.

148/07 **RUSTINGTON YOUTH CENTRE**

(a) **Progress Report**

The Clerk reported that there had been no repeat, to date, of the recent problems that had been encountered with anti-social behaviour incidents both inside and outside the Centre on operation evenings. She said that the Police had reported that the perpetrators of the problems had been apprehended and had received first warnings.

She also advised that the Kilhams Hall had now been redecorated with heavy duty paint to prevent the need for such regular decorating in the future. It was anticipated that the rest of the Centre would be redecorated in the same way during the next few months.

The Council was pleased to NOTE this information.

149/07 **RUSTINGTON MUSEUM PROJECT**

(a) **Progress Report**

Councillor Tyler referred to Minute 113/07 and said that a Meeting was scheduled to take place on 15 May 2007 with the Architects and the Quantity Surveyors, to agree the details of the Tender Documents. He said that he hoped that these documents would be sent out in the very near future.

He then referred to the possible Evening Reception for prominent businesses and individuals, with a view to attracting more funding, and said that it was hoped that this would be held in either June or July 2007.

The Council was pleased to NOTE this information.

(b) **Raise The Roof Campaign - Progress Report**

The Clerk reported that in excess of £1,200.00 had been received so far in respect of the Raise the Roof Campaign, with more pledged donations to come.

She said that if any Members were interested in making a donation, cheques should be made payable to Rustington Parish Council and, all donations of £50.00 and over would be acknowledged by way of a commemorative plaque which would be placed on permanent display in a prominent position within the Cottage.

150/07 **RUSTINGTON-IN-BLOOM**

The Clerk reported that the In-Bloom Committee was progressing well, with the final route almost ready for publishing. She said that details of the roads to be visited would be contained within the Annual Newsletter, but it was anticipated that a copy would be circulated to all Members in the next week or so.

She also reminded Members that the Committee's next fund-raising event, namely a Plant Sale in the Methodist Church Garden, was being held on 26 May 2007 from 10.00 am.

The Council NOTED this information.

151/07 **COUNCILLORS' SURGERIES**

The Chairman referred to Minute 18/07 and reminded Members that it was previously agreed that in view of the fact that the Bi-Monthly Surgeries had not been very well attended, their future should be considered by the newly elected Council at this Meeting.

Following a further discussion, it was AGREED that the Bi-Monthly Surgeries should continue for a further 12 month period, on rotating days e.g. Saturday and a selected week-day, with only one Councillor in attendance. It was also AGREED that a further review should take place at the Annual Meeting in May 2008.

The Clerk said that she would send a list of proposed dates to all Members with a request for them to indicate if and when they would be available to man one or more of the Surgeries.

152/07 CHAIRMAN'S CHAIN OF OFFICE

The Clerk reminded Members that she was still in possession of the old damaged Pendant of Office which had been replaced by the new Pendant and Chain of Office that had been the subject of a recent insurance claim. She said that it was possible to repair the old pendant at a cost of approximately £250.00, and this could then be used by the Chairman as an alternative to the new Chain of Office.

Following a further discussion, the Council RESOLVED that the damaged Pendant of Office should be repaired for possible use by the Council's Chairman in the future.

153/07 PARISHIONERS' AWARD

The Clerk referred to Minute 117/07 and reported that a date for the Meeting of the Working Party now needed to be convened.

Following a further brief discussion, the Council AGREED that the Meeting of the Working Party should take place on Monday 18 June 2007 commencing at 6.00 pm.

154/07 2007 GARDENS COMPETITION

The Clerk reminded Members that the Council had previously agreed that each Member should be asked to nominate at least one entry for the 2007 Competition.

She then confirmed the arrangements for the 2007 Gardens Competition as follows:-

(a) The Competition to be divided into six Classes:-

Class 1 - Window boxes, balconies, patio tubs etc. (residential)*

Class 2 - Window boxes, balconies, patio tubs etc. (commercial)*

Class 3 - Gardens of any size (residential)*

Class 4 - Gardens of any size (commercial)*

Class 5 - Schools' Competition

Class 6 - Community Garden

*(All entries to be clearly visible from the Road)

(b) Entries to be nominated by members of the public, with nomination forms being available from local shops, the Parish Council Offices and the Village Information Centre, as well as being included with the Council's Annual Newsletter mail-out in May

(c) The closing date for nominations be set as 21 June 2007, with the short-list being produced by the In-Bloom Committee on 26 June 2007, and final judging taking place on 29 June 2007

(d) The judging of the short-listed entries to be by external judges, namely the Chairman of the District Council (if available), two members of the East Preston and Kingston Horticultural Society and a representative from Ferring Nurseries

(e) The prizes to be as follows:-

Class 1 Winner	-	£30.00 plus The Brand Trophy
Class 1 Runner Up	-	£15.00
Class 2 Winner	-	£30.00 plus The Taylor Trophy
Class 2 Runner Up	-	£15.00
Class 3 Winner	-	£100.00 plus The Championship Cup
Class 3 Runner Up	-	£25.00
Class 4 Winner	-	£50.00 plus The Menage Trophy
Class 4 Runner Up	-	£25.00
Class 5 Winner	-	£50.00 plus The Michael Harwood Cup
Class 5 Runner Up	-	£25.00
Class 6 Winner	-	£50.00 plus Rustington Resident's Association Trophy
Class 6 Runner Up	-	£25.00

In addition, each prize winner to receive a small shield for retention

(f) The Presentation of Awards to be made at the Reception following the Annual Civic Thanksgiving Service on 16 September 2007.

155/07 FAMILY FUN FAIR - NORTH FIELD

The Council considered a request from Mr Peter Shayler, Showtime Amusements, to hold a Family Fun Fair on the North Field at the Woodlands Recreation Ground on the following dates and times:-

Thursday 20 March 2008	-	6.00 p.m. - 10.00 p.m.
Good Friday 21 March 2008	-	2.00 p.m. - 10.00 p.m.
Saturday 22 March 2008	-	2.00 p.m. - 10.00 p.m.
Easter Monday 24 March 2008	-	2.00 p.m. - 10.00 p.m.

Following a discussion, the Council RESOLVED unanimously that the request received from Showtime Amusements to use the North Field for a Family Fun Fair be agreed in principle, subject to the Council's usual terms and conditions in respect of such an event, on the following operational days:-

Thursday 20 March 2008	-	6.00 p.m. - 10.00 p.m.
Good Friday 21 March 2008	-	2.00 p.m. - 10.00 p.m.
Saturday 22 March 2008	-	2.00 p.m. - 10.00 p.m.
Easter Monday 24 March 2008	-	2.00 p.m. - 10.00 p.m.

The Council further AGREED unanimously that hiring charges should be £120.00 per operational day, plus a one off payment of £50.00 to cover the setting up period. A refundable deposit of £200.00 would also be required.

156/07 WEST SUSSEX COUNTY COUNCIL - SAFER ROUTES TO SCHOOL SCHEME - THE ANGMERING SCHOOL

The Council NOTED email correspondence received from Mr A Bunce, Trainee Technician, regarding a proposal to construct a new footpath from The Angmering School to the edge of the A259, to provide a safer route to the School than the current route.

157/07 WEST SUSSEX COUNTY COUNCIL - A259 ANGMERING

The Council NOTED the Minutes of the Meeting held at the Angmering School on 19 April 2007.

158/07 CAMPAIGN TO PROTECT RURAL ENGLAND (SUSSEX) GLYNDEBOURNE CALL-IN

The Council NOTED a letter and enclosure received from Mr R Haycock, Chairman of the Campaign to Protect Rural England, requesting the Council to agree, in principle, to send a letter of objection in respect of the proposal by Glyndebourne Opera's planning application to erect a 240ft wind turbine on the South Downs, should the need arise to lobby Government for the application to be "called-in".

159/07 WEST SUSSEX SUSTAINABILITY FORUM

The Council NOTED a letter received from the Chairman of the Forum, together with information sheets in this regard.

160/07 DOCUMENTS AND PUBLICATIONS

The Council NOTED the following documents and publications received for Members' information:-

- (a) Action in Rural Sussex - Village Hall Mailing - Issue: Spring 2007
- (b) Alzheimer's Society (Worthing & District Branch) - Newsletter - Late Spring 2007
- (c) "Arun & Chichester VOICE" - Newsletter of CVS-Arunwide and Chichester & District CVS - April 2007
- (d) "Partnership News" - Newsletter of the West Sussex Public Partnership Forum - April 2007
- (e) "Seranews" - Sea Estate Residents Association Ltd. - Spring 2007

There being no further business the Meeting concluded at 8.15 pm.

Chairman:

Date:

There were no matters raised by Members of the Public during the Public Question Time held prior to the Meeting.