

Clerk/RFO Summary Report-February-March

2/2, 11am Infrastructure Meeting here

9/2, 10am Clerk training at Rustington by Inspector Neil Durkan
-unauthorised encampment (Travellers) (*awaiting briefing notes*)

14/2, 7pm Council meeting

16/2, 11am Hosted Clerk networking here: Topics discussed.

- Police presentation at Rustington on 9 February - Debbie had attended this and wanted Clerks to know that Inspector Neil Durkan will be sending briefing notes which she will share with other Clerks when they come through. The briefing notes will have information on how the police deal with traveller encampments. Neil has also set up a monthly online meeting for Clerks & Councillors, next one is scheduled for 6th March-11am.
- Inspector Neil Durkan has agreed to attend the Clerks meeting here at Bersted on 20 April - 11am.
- Clerks Network Meetings - Andrew (Yapton) asked if they could be on a Tuesday occasionally as he has commitments on Thursdays, so cannot usually attend.
- Local Plan housing numbers - Louise was concerned that Chichester DC Local Plan allocation for Wisborough Green had almost doubled from 40 to 75. She realised that for other parishes this was small but felt it would have a huge impact on the village.
- Telephone box adoption by a Parish - Sue asked if any of them had bought a phone box from BT as Bersted were thinking about it. She was advised to google buy a BT phone box for information. Others have done this in their parish for various things, visitor and heritage information, defibrillators, book swap.
- Annual Parish Meeting for Electors' - this was discussed as a couple were having their meetings during purdah period in the run up to elections. The consensus was they should not be happening during this time, and they should check with Trevor Leggo at the election briefings coming up.
- Community Speed Watch was discussed - Louise said Wisborough Green had an active group and felt that the Police take more notice of results. Others said groups in their Parish had folded due to volunteers getting abuse from drivers or lack of volunteers to keep it going.

17/2, 7pm Chairman Reception

22/2: 3pm Arun DC Election Clerk briefing at ADC. (Clerks notes)

- *AGM must be within 14 days of Cllrs taking office i.e by the 24/5/23 (do not count Sundays or B/Hols). The very earliest recommended is the 10th but that can only take place if uncontested.*
- *20/3 commences the Pre-election period (no longer called purdah) -there must be no publicity for Chairs or Cllrs and no expenses or perception of Cllr expenses approved and no displaying of materials promoting candidates. Annual Parish/Elector meetings etc should not be held during this time.*
- *Clerks must remain neutral and do not allow printing of anything for any candidates (see LGA website).*
- *Election of Chairman must always be the first item of a AGM, the outgoing Chairman (even if no longer a Cllr) must preside the election of the incoming Chairman, and they still have a casting vote.*
- *As the Chairman position is compulsory this must be filled. If no one puts themselves forward a Cllr will have to step in to act as Chairman for the Council meeting and the election of Chairman must be itemised (first item) every Council meeting until the vacancy is filled.*
- *All Councils will receive a NALC promotional video to share on their social media to encourage the public to consider becoming a Cllr. This video will not be dated so can be used in the future when casual vacancies/elections arise.*

23/2 Created audit process notes and staff training arrangements.

23/2 Reviewed & scheduled some H&S actions required:

Grounds

- Riparian responsibility-some ditch work to the bottom of Jubilee Field has taken place by Groundsman & Cllr Spencer. Further ditch work required. **ACTION Clerk (Scheduled for w/c 17/4, Cllr Spencer & Groundsman & Tree surgeon).**
- Repair to Jubilee Field rear fence -scheduled for after ditch works are completed.
- Hand bike, beams and side swing removal. **(Scheduled for w/c 17/4, Cllr Spencer & Groundsman).**
- **Tractor service scheduled for 9/3.**
- **Spinney H&S review scheduled for 23/3**

Scheduled next Bersted Infrastructure Meeting for 13/04/23.

24/2, 11am online Arun DC CIL & NPPF briefing: (see presentation by email)

24/2 WSCC Salaries

28/2, 7pm Forward Plan and Personnel meetings

1/3, Forward Plan and Personnel reports, attended M&S to purchase raffle prizes and met new manager to establish continuation of donations for local families/schools.

2/3, 10-2 ADALC conference at Arundel TC (with Chairman):

10:00 Chairmans welcome Cllr Michael Tu

10:05 Introduction from proposed Planning Consultant to West Sussex member councils Steve Tilbury MSc Assoc RTPI, Steve Tilbury Consulting Ltd

10:25 WSCC Update Emily King (Assistant Director Communities, WSCC)

11:30 Infrastructure delivery - how will County, District and Towns & Parishes work together? Cllr Michael Tu to open the conversation.

11:45 ADC - current situation including challenges and an update on the budget James Hassett (Chief Executive, ADC), Karl Roberts (Director of Growth) and Philippa Dart (Director of Environment and Communities).

12:15 ADC - Opportunities, communication, and ADC's positive future relationship with ADALC including collaborative working following the May Elections James Hassett (Chief Executive, ADC), Karl Roberts (Director of Growth) and Philippa Dart (Director of Environment and Communities).

3/3 Finalised Elector meeting arrangements/hand posted flyers and did banking.

6/3, 11am online Police Clerk/Cllr by briefing Inspector Neil Durkan: (my notes).

22 in attendance.

1. Arun & Chichester Hubs -overview of how they are managed.
2. Community Plans written each year -a copy requested.
3. ASB Driving related issues-any let Neil know (I raised issue of vehicles racing at night on bypass near Bersted Park/Chichester Rd to Rowan Way.
4. Anti-social behaviour -Youths (ASB) Yapton, Rustington, Littlehampton. Any activity in your parish let Neil know (I raised playpark here).

Arun DC ASB TEAM Dax Connor

[Community safety | Arun District Council](#) if anyone wants to see more about the community safety work we do at Arun, the Safer Arun Partnership, and how that can link in with you all.

lee.matthews@arun.gov.uk

5. PCSO recruitment-27 hoped for only 9 recruited-2 allocated to Arun area-these have been allocated to Littlehampton. If any in our community express an interest in applying contact Neil.
6. Procedure notes/forms for Traveler encampments (available shortly).
7. Community engagement plan - future focus meetings.
Anyone who hasn't had an invitation who would like to attend please let me know on mandy.jameson@sussex-pcc.gov.uk
Next Focus Group for Arun is 2-4pm on 17th May at Rustington PC's offices.
8. Yapton -Cllr youth project-Table tennis club & meal set up for youths after discussing with them why they were using the playpark as a base all day -established that youth felt there nothing else to do -ADC can assist.

Arun community engagement plan available (I requested a copy).

Q&A session

Reporting misuse of an unmanned aircraft and drones | Civil Aviation Authority (caa.co.uk)
Lancashire Constabulary - Drone law in the UK

Notes received can be shared amongst Council and only if appropriate to public (not subject sensitive).

8/3 Dropped off files to Internal Auditor

9/3 11am Host Clerk networking here: (notes to follow)

10/3, 7pm Elector Meeting/Tea & Coffee Club

13/3, 11am Trainee Clerk Staff Training

14/3, 7pm Council Meeting

15/3 11am, Trainee Clerk Staff Training (Audit)

21/3 7pm, Community Action Meeting

21/3, 11am Deputy Clerk Staff training (Audit) & 1pm WSCC online pension course

23/3, 11am Community Warden Project-ADC presentation at Bognor TC and WSCC online pension course.

24/3 WSCC Salaries

28/3, 6.30pm Bognor Mayor Reception (with Chairman)-Butlins.

29/3, 11am Trainee Clerk Staff Training

31/3, Year-end reconciliations and VAT return.