

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 22 September 2025

**PRESENT:** Councillors A Cooper (Chairman), Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, Mrs P Gregory, G Lee, Ms L Lloyd, D Rogers, Mrs C Stevens and P Warren

**In attendance:** Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

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### **214/25      COUNCILLOR MRS GREGORY**

The Chairman, on behalf of the Council, welcomed Councillor Mrs Gregory back, following her six-month period of authorised leave of absence.

### **215/25      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bennett (Work Commitment), Grevett (Holiday), Mrs Partridge (Holiday) and Ms Revell (Holiday). These apologies were accepted by the Council.

### **216/25      DECLARATIONS OF INTEREST**

There were no declarations of interest by Members.

### **217/25      MINUTES**

The Minutes of the Meeting held on 28 July 2025 were signed by the Chairman as a correct record.

### **218/25      CHANGE TO ORDER OF ITEMS ON THE AGENDA**

The Council AGREED to vary the order of the Agenda by considering Item 17 following the final item (Item 29) in exempt business.

### **219/25      SUSSEX POLICE**

The Chairman welcomed PCSO Raju to the Meeting.

PCSO Raju then proceeded to report on the following:-

- Police currently actively engaging with business owners
- Engagement activity to take place in Rustington in the near future, including Bike Marking
- Sergeant West retiring from the Force at the end of September

He then responded to questions from Members in connection with the status of the homeless individual in the Village and E-Bikes on the Woodlands Recreation Ground, in particular.

#### **(a)      Matters Arising**

The Clerk referred to Minute 191/25(a) and PCSO Raju's Report and said that the individual was still present outside of Tesco Express on a daily basis. She said that the Police and Arun's Anti-Social Behaviour Team were continuing to monitor his behaviour, particularly as he had recently been involved with a female, at another location in the Village, in an incident of public concern, the details of which had been passed on to them.

Councillor Lee then reported that the July crime figures numbered 79, which were mainly anti-social behaviour, shoplifting and violent sexual associated offences.

PCSO Raju advised that the majority of the violent sexual associated offences were domestic incidents.

The Council NOTED this information.

The Chairman then thanked PCSO Raju for attending the Meeting and for his Report.

**(b) Arun All Parishes Meeting - 15 September 2025**

The Clerk advised that she had attended the above Meeting, hosted by Inspector Ross Wickings.

She said that Inspector Wickings had provided an overview of the Police Operation Nationally and Locally as follows:-

**Force Update**

- Not a lot of change
- Neighbourhood Policing Guarantee from Government - Will be funding 43 additional Police Officers for Sussex Police - Still to be confirmed internally

**Divisional Update**

- Nothing significant to report

**Local Updates**

- Operations Redeem and Sonar still ongoing
- Currently awaiting confirmation of release dates for new Constables - Hoping to receive an update on 17 September
- Sergeant Molly O'Malley moved off of Team - Awaiting release date for replacement
- Sergeant Danny West - Retiring from force at the end of the month
- Will be a shortage of Sergeants for the time being.

**Council representatives then raised questions/issues including:-**

- The loss of Community Wardens - To be replaced with Community Protection Officers - Dax O'Connor to advise Parishes once they commence their roles
- Dax O'Connor - Arun District Council - Safer Arun Partnership currently revising its plan and looking at priorities - Consultation ongoing - Due to be published on 1 January 2026
- Rustington - Nothing major to report
- Angmering - Nothing major to report apart from damage to new signage in parks - Flags on lamp posts
- Bognor Regis - Nothing major to report at the present time
- Yapton - Fire started recently on Village Green and spate of mindless vandalism to parked cars
- Littlehampton - Summer months much quieter than the previous year - probably because of Police activity/Ops, etc. - Arun Crime Alert Group pushing for people to report any incidents might be helping.

The Council NOTED this information.

**(c) Police & Government Cyber Crime Support for Local Organisations**

The Clerk said that she had previously circulated an email received from Chris White, Police Detective Inspector, working in the Police Cyber Resilience Centre for the South East, a Home Office, and policing initiative set up to help organisations protect themselves from fraud and cyber-crime.

The Council NOTED this information.

Reference was then made to the possible need to address cyber-crime as part of the Council's Emergency Plan, and it was suggested that advice should be sought in this regard from higher Authorities, as to whether this should be included, or whether an annual risk assessment would suffice.

**(d) Sussex Police and Crime Commissioner Town and Parish Feedback Sessions Autumn 2025**

The Clerk said that she had previously circulated an email received from Mervin Dadd, Chief Communications & Insight Officer, advising that the Sussex Police and Crime Commissioner wanted to talk to Town and Parish Councils about crime, policing and community safety issues locally, and accordingly was holding an online Feedback Session from 1.30 pm to 3.30 pm on 10 October 2025, and was inviting representatives from the Council to attend.

Following a brief discussion the Council RESOLVED that as neither the Chairman nor Vice-Chairman were available to attend the Feedback Session, Councillor Bennett should be asked to represent the Council, possibly with the Clerk and/or Deputy Clerk, if necessary.

**220/25 DISTRICT COUNCILLORS**

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper, in her capacity as a District Councillor, reported on District Council matters as follows:-

- *Housing - Regulator's Judgement - C4 Judgement issued - Fundamental changes must be made by District Council - Regulator overseeing Improvement Programme*
- *Current Surveys - Council Tax Reduction Scheme, 2026/2027 Budget, Community Safety, PSPO and Memorials in Arun - Request for Parish Councillors to complete*
- *Arun Arts Funding - £63K to enable a partnership with Arun which will attract £94K grant funding into Youth/Children Art Services - Over 2200 children have worked directly with the partnership and over 700 primary school children in Arun have been engaged with on a Help the Kelp film project over the past year*
- *Meeting on 24 September on Local Government Re-organisation will give Arun's position on the proposal to be submitted to the Government.*

The Council NOTED this information.

**221/25 COUNTY COUNCILLORS**

Councillor Mrs Cooper, in her capacity as a County Councillor, reported on County Council matters as follows:-

- *Adult Social Care Department - 'Good' CQC Rating - Extensive work has been done and findings confirm huge progress made and improvements will continue to be made*
- *Amalgamation of Sussex and Surrey Integrated Care Board - Progress has been slow - 53% reduction required by December 25 - Number of redundancies will have to be made but funding has not been forthcoming from Central Government yet.*

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

**222/25      CLERK'S REPORT**

**(a)      Grant Aid**

The Clerk reported the receipt of a letter of thanks and appreciation from Sage House Dementia Support, in respect of the Grant Aid awarded towards the cost of refreshments for the group for a period of 12 months.

The Council NOTED this information.

**223/25      CHAIRMAN'S REPORT**

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

- Woodlands Table Tennis Club - 20<sup>th</sup> Anniversary Celebration - 2 September 2025

The Chairman then thanked Councillor Ms Revell for representing the Council at the Littlehampton District Lions Club Senior Citizen's Luncheon held in the Village Memorial Hall on Saturday 9 August 2025 and also Councillor Lee for representing the Council at the 1<sup>st</sup> Rustington Scout Group's Annual General Meeting held on Monday 15 September 2025.

The Council NOTED this information.

**224/25      PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 21 July 2025 and 18 August 2025.

**225/25      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council NOTED the Report of the Finance and General Purposes Committee Meeting held on 18 August 2025.

The Council received the Report of the Finance and General Purposes Committee Meeting held on 22 September 2025. (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 September 2025 be APPROVED.

**226/25      EMERGENCY PLANNING COMMITTEE**

The Council received the Report of the Emergency Planning Committee Meeting held on 18 August 2025.

The Council RESOLVED that the Report of the Emergency Planning Committee Meeting held on 18 August 2025 be APPROVED.

**227/25      LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 18 August 2025.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 18 August 2025 be APPROVED.

**228/25      EXTERNAL AUDITOR'S CERTIFICATE - COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2025**

The Clerk reported that she had previously circulated the External Auditor's Certificate and Opinion in respect of the Accounts for the year ended 31 March 2025 confirming that, in their opinion, the information in the Annual Return was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The letter from Moore included an item that was being drawn to the Council's attention as follows:-

- *You have provided that the Council has not reviewed the Code of Conduct since April 2021. We understand this is in line with your adopted code of conduct which states that the LGA is committed to reviewing it annually and advising the Council. We would therefore anticipate seeing a minute recording that no updates have been received by the Council on an annual basis.*

The Council was pleased to NOTE this information.

**229/25      PARISH COUNCIL INSURANCE - RENEWAL**

The Clerk referred to Minute 227/24 and reminded the Council of its previous decision to enter into a further three-year long agreement with Hiscox Insurance Company Limited, commencing on 1 October 2024 and concluding on 30 September 2027, with the first-year's total cost being £15,268.89.

She said that renewal documentation from Gallagher Insurance Brokers Limited had recently been received, advising that the premium for the second year, commencing on 1 October 2025, would be £16,005.48, including insurance premium tax (IPT) plus an Administration Fee of £75.00, which represented an increase of 4.82%.

She then advised that the following changes had been made to the Insurance Policy following the Council's approval of its Asset Register to 31 March 2025:-

**General Contents** reduced by £14,000 from £338,780 to £324,780  
**Street Furniture** increased from £366,998 to £371,679 (rounded up)  
**Fixed Outside Equipment** reduced from £55,562 to £7,480  
**Gates & Fences** increased from £35,108 to £41,997  
**Playground Equipment** increase from £190,083 to £220,185  
**Mowers and Machinery** reduced from £50,592 to £35,927

She also confirmed that a premium of £2,043.18 for the Rustington Sports and Social Club building, based on the new index linked building reinstatement sum insured, was also included in the premium cost, which would be recharged to the Club accordingly.

The Council NOTED this information.

**230/25      SUBJECT ACCESS REQUEST POLICY**

The Clerk said that she had previously circulated a Subject Access Request Policy for the Council's consideration.

She said that the Council's Data Protection Officer had advised that recent changes to the Data (Use and Access) Act (DUAA), introducing rules around subject access requests for organisations and individuals, had been made. She said that the changes were on time limits to respond to data subject requests; and codify existing case law around reasonable and proportionate searches.

The Clerk said that as a result of the above changes the Data Protection Officer was suggesting that all Parishes should adopt the Policy which must then be displayed on their Websites.

Following a brief discussion, the Council RESOLVED to adopt the draft Subject Access Request Policy as presented. A copy of the Policy is attached and forms a part of these Minutes.

**231/25      THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT**

The Clerk referred to Minutes 200/25(a) and 200/25(b) and said that approval had been received from the Ministry of Housing, Communities and Local Government on 12 September 2025 for the loan to refurbish The Woodlands Centre and Village Memorial Hall, for which the Council could borrow an amount not exceeding £550,000.00 from the Public Works Loan Board. She said that the approval was valid for one year.

She said that Scott Taylor, the recently appointed Project Managers, were now progressing the Project and would be providing an update/plan moving forward in the next few weeks.

The Council was pleased to NOTE this information.

**232/25      RUSTINGTON IN-BLOOM**

Councillor Lee referred to Minute 202/25 and said that the Committee was currently working on its Winter projects which included Bulb Planting around the Village, the Hedgehog initiative and one or two Litter Picks in the Village between now and the end of the year.

He advised that the Committee had also considered taking over the organisation of the Annual Gardens Competition from the Council, and had agreed in principle that it would be prepared to do this, subject to the Competition being held on a bi-annual basis. He said that a Report, in this regard, would be produced for consideration by the Leisure and Amenities Committee at its Meeting on 20 October 2025.

He concluded by saying that the Committee was considering several ideas for future fund-raising events, to enable valuable contributions to be made to enhance areas in the Village.

The Council NOTED this information.

**233/25      80TH ANNIVERSARY OF VJ DAY - 15 AUGUST 2025**

The Clerk referred to Minute 203/25 and said that flags were flown at the War Memorial and at Abbotswood Corner and the Chairman had laid a wreath at 12.00 noon to the National 'Two Minute Silence' to mark the 80th Anniversary of VJ Day. She said that Reverend George Butterworth, the Chaplain from Blind Veterans UK, had very kindly led the informal commemoration at the War Memorial, which had been attended by a number of Councillors, together with some members of the public.

She also reported that the 80<sup>th</sup> Anniversary of VE/VJ Day Public Seat had been installed prior to the Anniversary and had been officially acknowledged by the Council Members present immediately following the Wreath Laying and 'Two Minute Silence'.

The Council was pleased to NOTE this information.

**234/25      ZACHARY MERTON HOSPITAL - NEXT STEPS**

The Clerk referred to Minute 204/25 and said that she had received a brief response from Mr Jennings, the CFO and Deputy CEO of the Sussex Community NHS advising that he was in mid conversation with NHS Sussex, and would feedback to the Council, as soon as the associated discussions had concluded.

He also referred to Councillor Bennett's Freedom of Information query and said that he would be contacted direct.

Councillor Mrs Cooper said that, in her capacity as a County Councillor and Chairman of the Health and Social Services Committee, she could report that the consultations that were due to be undertaken in July, had yet to take place. She said that this had now been placed on the Agenda for the Business Planning Group of the Committee, and she would certainly be requesting clarity on the up-to-date position in respect of the future of the Zachary Merton Hospital Site.

The Council NOTED this information.

#### **235/25      BANKING HUB**

The Clerk referred to Minute 205/25 and said that she had previously circulated further correspondence to the Chief Executive Officer, Cash Access UK Limited.

She said that she had subsequently received a response from the Chief Executive Officer, a copy of which had also been circulated.

The Council NOTED this information, but AGREED that it should continue to monitor the situation in the Village in respect of the absence of any face-to-face banking facilities, coupled with the problems associated with the restricted availability of ATMs and cash access providers.

It was also AGREED that a further assessment should be requested at the appropriate time, namely 12 months after the last assessment, for a Banking Hub in Rustington.

The Chairman said that he would be endeavouring to find out the correct process to register out of service ATMs and general concerns in connection with the problems being experienced with the remaining ATMs in the Village and would publicise this on the Village News Facebook Page, to assist members of the local community to register any such occasions when an ATM was out of service, in particular.

Councillor Mrs Cooper said that with the loss of five ATMs due to the closure of the High Street Banks, the remaining ATMs seemed to be unable to cope with the public demand.

The Council NOTED this information.

#### **236/25      ARUN DISTRICT COUNCIL - DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION - UPDATE AUGUST 2025**

The Chairman referred to Minute 207/25 and said that the Clerk had previously circulated the August 2025 Update in this regard.

The Council NOTED this information.

#### **237/25      ARUN DISTRICT COUNCIL - REQUEST FOR COMMUNITY GOVERNANCE REVIEW AHEAD OF LOCAL GOVERNMENT REORGANISATION**

The Clerk reported that she had previously circulated an email received from the Electoral Services Manager, in this regard.

She reminded Members that the Council had previously agreed that it did not want to request a Community Governance Review as part of the upcoming Electoral Review in Arun.

Following a brief discussion, the Council AGREED that its stance in this regard had not changed and it did not, therefore, want to request a Community Governance Review at the present time.

**238/25      ARUN DISTRICT COUNCIL - BUSINESS CASE IN RESPONSE TO THE GOVERNMENT'S INVITATION ON LOCAL GOVERNMENT REORGANISATION**

The Council NOTED a News Release in this regard.

**239/25      ARUN DISTRICT COUNCIL - COMMUNITY ASSET TRANSFER POLICY**

The Clerk said that she had previously circulated the draft Community Asset Transfer Policy.

She said that this had originally been forwarded to her by District Councillor Gunner earlier in the year.

Following a brief discussion, the Council RESOLVED that a Working Party should be set up to investigate what, if any, community assets it might like to consider assuming responsibility for from the District Council, with a Report back to the Full Council giving its recommendations as to the possible transfer of any such assets.

It was then AGREED that Councillors Bennett, Ceiriog-Hughes, Mrs Cooper, Cooper, Lee, Rogers and Warren should be appointed to form the Working Party membership. The Clerk was asked to arrange for an initial Meeting to be held as soon as practicably possible.

**240/25      ARUN DISTRICT COUNCIL - CONSULTATION ON MEMORIALS IN ARUN CEMETERIES**

The Clerk reported that she had previously circulated a News Release received from Arun District Council in this regard.

She said that the Consultation on memorials in Arun Cemeteries commenced on 18 August 2025 and the closing date had been extended from 21 September 2025 to the end of September 2025.

Following a brief discussion, the Council RESOLVED to take no further action in this regard, but AGREED that Members should respond to the Survey on an individual basis.

**241/25      ARUN DISTRICT COUNCIL - COMMUNITY SAFETY SURVEY AND PSPO CONSULTATION**

The Clerk reported that she had previously circulated a News Release received from Arun District Council in this regard.

She advised that the News Release covered both the current Community Safety Survey and the PSPO Consultations, which were running for the period from 8 September 2025 to 12 October 2025.

She said that as far as the Community Safety Survey was concerned, residents and communities in Arun were being asked to share their views on crime, community safety and the ongoing plans to tackle persistent anti-social behaviour.

She then referred to the PSPO Public Consultation Survey which was asking residents, businesses, and visitors for their views on the Council's anti-social behaviour related Public Spaces Protection Order (PSPO).

Following a brief discussion, the Council RESOLVED to take no further action in this regard, but AGREED that Members should be encouraged to respond to both of the Surveys on an individual basis.

**242/25      ARUN DISTRICT COUNCIL - COUNCIL TAX REDUCTION SCHEME CONSULTATION**

The Clerk said that she had previously circulated an email received from the Revenue & Benefits Manager together with other associated documentation.

She said that the District Council was looking to revise its Council Tax Reduction scheme within its area from 2026/2027. The reason for the change was to correct issues with the current scheme and to provide more support to those on the lowest incomes. Experience had shown that leaving the Scheme the same would have an adverse effect on both taxpayers claiming Council Tax Reduction and overall collection levels.

The key proposed changes were as follows:-

- 100% support for households with the lowest income (up from 90%)
- Full disregard of all Armed Forces pensions and compensation payments to help our veterans
- Support for UC claimants: disregard the Limited Capability for Work element
- Support for carers: disregard Carers Allowance and the Carers element of Universal Credit
- Lower minimum payment threshold from £5.00 to £1.00.

She confirmed that the closing date for comments was 12 October 2025.

Following a brief discussion, the Council RESOLVED to take no further action in this regard, but that Members should be encouraged to respond to both of the Surveys on an individual basis.

#### **243/25      ARUN DISTRICT COUNCIL - BUDGET 2026/2027 CONSULTATION**

The Council NOTED a News Release advising that the District Council was looking ahead at setting its budgets for the next financial year, and had launched a quick budget quiz to find out what the public knew and was also asking for views on its 2026/2027 budget via a Public Consultation which was due to conclude on 12 October 2025.

Following a discussion, the Council RESOLVED to take no further action in this regard, but that Members should be encouraged to respond to the Consultation on an individual basis.

#### **244/25      WEST SUSSEX COUNTY COUNCIL - EV CHARGEPOINT FOR COMMUNITY LANDOWNERS WEBINAR - 30 JULY 2025**

The Clerk reported that she had previously circulated an email received from the Customer Liaison Officer, together with the associated slides and an FAQ document from the Webinar that had been held on 30 July 2025.

The Council NOTED this information.

#### **245/25      ARUN AND CHICHESTER CITIZENS ADVICE - OUTREACH IN RUSTINGTON**

The Clerk reported that she had received notification from the Chief Executive Officer of the Arun & Chichester Citizens Advice that Outreach Sessions had commenced on the first and third Wednesday of each month, from 4.00 pm to 6.00 pm, at the St Peter and St Paul Church on 3 September 2025. He advised that the Sessions were not being widely advertised at the present time as the demand needed to be assessed as it was suspected that it may be more extensive than what the organisation might be able to offer at this stage.

The Clerk said that volunteers were being sought to cover more sessions.

The Council was pleased to NOTE this information.

#### **246/25      ARUN DEMENTIA ALLIANCE**

The Clerk reported that she had previously circulated an email to the Chairman, Vice-Chairman and herself from Councillor Ms Lloyd.

Councillor Ms Lloyd was reaching out to the Council to ask if it would like to consider being involved with the Arun Dementia Alliance, and with this in mind, Caroline Thomas of Ayton House and herself, would welcome the opportunity to carry out some dementia friends training for Members in the hope that the Council would become a Dementia Friendly Organisation. She said that this training would mean that Members could have a greater understanding of dementia.

Following a brief discussion, the Council RESOLVED that Councillor Ms Lloyd and Ms Thomas should be asked to provide some dementia friends training sessions for both Council Members and possibly personnel from local businesses.

The Clerk said that she would liaise with Councillor Ms Lloyd in this regard.

**247/25      WESTERN SUSSEX RIVERS TRUST EVENT - 10 SEPTEMBER 2025**

The Clerk said that she had previously circulated email correspondence in connection with this Event. She said that, unfortunately, the Council had not been able to be represented, but all of the information had been included in the documentation circulated.

The Council NOTED this information.

**248/25      RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillor Ms Lloyd advised the Council that the Chamber of Trade and Commerce was having a Meeting to relaunch the organisation on 1 October 2025 in the John de Bohun Room commencing at 5.30 pm.

The Council NOTED this information.

**249/25      CHAIRMAN'S CHARITY**

The Chairman advised the Council that he had selected his chosen Charity as the UK Sepsis Trust during his term of office.

The Council was pleased to NOTE this information.

**250/25      DOCUMENTS AND PUBLICATIONS CIRCULATED**

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

- (a) Arun District Council - Arun Newsletter 56 - August 2025
- (b) Arun District Council - News Release - New look for Littlehampton seafront as 'The West Green' is unveiled
- (c) CAGNE - New Runway and airspace change - 27 August 2025
- (d) Care UK - Free Heart Health Talk at Ayton House Care Home
- (e) Carers Support West Sussex - Latest News
- (f) CPRE - Countryside Day is back!
- (g) Chestnut Tree House - Your support is a lifeline for Heidi and her family
- (h) Chestnut Tree House - Get ready for loads of fun: Reindeer Fun registration is open!
- (i) East Preston Parish Council News - 31 July 2025, 7 August 2025, 14 August 2025, 20 August 2025, 27 August 2025, 3 September 2025 and 18 September 2025
- (j) National Association of Local Councils - Chief Executive's Bulletin - 7 August 2025, 14 August 2025, 21 August 2025, 28 August 2025, 4 September 2025, 11 September 2025 and 18 September 2025
- (k) National Association of Local Councils - Events Newsletter - 5 August 2025
- (l) St Barnabas House - Can you help us continue making memories that last a lifetime? - 12 August 2025 and 26 August 2025
- (m) St Barnabas House - Will Writing Month: Tick writing your Will off the to-do list

- (n) Sage House - Summer Update
- (o) Turning Tides - Summer update - what we have achieved together
- (p) Turning Tides - September Newsletter
- (q) West Sussex County Council - Emergency Management - Yellow Heat Health Alert
- (r) West Sussex County Council - Emergency Management - Amber Heat Health Alert
- (s) West Sussex County Council - Highways, Transport and Planning - News and Updates - 29 July 2025 and 28 August 2025
- (t) West Sussex County Council - News Release - 30 July 2025, 5 August 2025, 7 August 2025, 8 August 2025, 12 August 2025, 14 August 2025, 18 August 2025, 19 August 2025 x2, 21 August 2025, 28 August 2025, 2 September 2025, 4 September 2025 x2, 5 September 2025, 8 September 2025 x2, 9 September 2025, 12 September 2025 and 16 September 2025 x2
- (u) West Sussex County Council - Residents' eNewsletter - August 2025 edition
- (v) West Sussex County Council - Residents' eNewsletter - Greenprint special edition
- (w) West Sussex County Council - Residents' eNewsletter - Early September 2025 edition
- (x) West Sussex County Council - Residents' eNewsletter - Recycling Special Edition
- (y) WSALC Newsletter - Autumn 2025

## **251/25      EXCLUSION OF THE PUBLIC AND PRESS**

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

## **252/25      REVIEW OF YOUTH PROVISION WORKING PARTY**

The Clerk referred to Minute 201/25 and said that she had previously circulated a Report of the Working Party Meeting held on 16 September 2025.

She said that after much in depth deliberation, the Working Party was recommending that the Council should consider the following options for the way forward in respect of youth provision:-

- (i) To enter into a new Service and Funding Agreement with Arun Community Church (Arun Youth Projects) to continue with the current service for one session per week on Thursday evenings
- (ii) To give three months' notice to Arun Community Church (Arun Youth Projects) to terminate the current Service and Funding Agreement
- (iii) To close the Club with almost immediate effect, with the final Session taking place on 2 October 2025, but with the three months' notice being honoured financially.

Following a detailed discussion, the Council RESOLVED that:-

- (a) The Weekly Youth Session should cease with almost immediate effect, the final Session taking place on 2 October 2025, with three months' paid notice being given to Arun Community Church (Arun Youth Projects)
- (b) The Council should continue to honour its commitment to the young people of Rustington, by exploring possible alternative inclusive activities to encourage wider participation
- (c) The Working Party should continue to progress the above and report back to the Council with its findings and recommendations as soon as practicably possible.

**There being no further business the Meeting concluded at 9.12 pm.**

**Chairman: .....**

**Date: .....**

***There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.***



# **RUSTINGTON PARISH COUNCIL**

## **SUBJECT ACCESS REQUEST POLICY**

**(Adopted 22 September 2025)**

## **Subject Access Request (SAR) Response Policy**

### **1. Purpose**

This policy outlines Rustington Parish Council handles Subject Access Requests (SARs) in compliance with the Data (Use and Access) Act 2025 (DUAA) and UK GDPR. It ensures individuals can exercise their right to access personal data held about them.

### **2. Scope**

This policy applies to all employees, contractors, and third-party processors who manage or process personal data on behalf of Rustington Parish Council.

### **3. Receiving a SAR**

- SARs may be submitted verbally or in writing, including via email or social media
- Requests do not need to mention "Subject Access Request" explicitly to be valid
- All SARs must be forwarded to the Data Protection Officer (DPO) or designated compliance team immediately.

### **4. Verification of Identity**

- Before processing, we may request proof of identity to ensure the requester is the data subject
- Acceptable forms include a passport, driving licence, or other official documentation.

### **5. Clarification and "Stop the Clock"**

- If the request is unclear or too broad, we will:
  - Contact the requester to clarify or refine the scope
  - Pause the response deadline ("stop the clock") until sufficient information is received
- The one-month response period resumes once clarification is provided.

### **6. Response Timeframe**

- We will respond within one calendar month of receiving a valid request
- This may be extended by up to two months for complex or multiple requests, with notification to the requester.

### **7. Scope of Search**

- Searches will be reasonable and proportionate, as codified under DUAA
- We will identify systems likely to contain relevant personal data and avoid excessive or irrelevant searches.

## **8. Information Provided**

We will provide:

- Confirmation that personal data is being processed
- A copy of the personal data
- Supplementary information including:
  - Purpose of processing
  - Categories of personal data
  - Recipients or categories of recipients
  - Retention periods
  - Source of data (if not collected from the data subject)
  - Information about automated decision-making.

## **9. Exemptions**

We may withhold data if:

- It includes personal data of other individuals (unless consent is given or it's reasonable to disclose)
- Disclosure would prejudice legal proceedings, law enforcement, or regulatory functions
- It includes confidential references or legally privileged information.

## **10. Record Keeping**

- All SARs and responses will be logged and retained for audit and compliance purposes.

## **11. Training and Awareness**

- Staff handling personal data will receive regular training on SAR procedures and DUAA compliance.

## **12. Review**

This policy will be reviewed annually or upon significant legal changes.

Date of Council meeting: 22 September 2025

Policy effective from: 22 September 2025

Date for next review: September 2026