



Established 1894

## Angmering Parish Council

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### MINUTES OF THE ANNUAL MEETING OF THE ANGMERING PARISH COUNCIL HELD VIRTUALLY ON MONDAY 5 MAY 2021

**Present:** Councillors Nikki Hamilton-Street (Chair), Mike Jones, Alison Reigate (Vice Chair), Rhys Evans, Lee Hamilton-Street, Norma Harris, Alan Evans, David Marsh, Sylvia Verrinder, John Oldfield, Paul Bicknell and Kevin Haag

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), and 1 member of the public

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/001	<b>ELECTION OF CHAIRMAN</b> Cllr. Jones nominated Cllr. N Hamilton-Street to be Chairman. This was seconded by Cllr. Bicknell and unanimously agreed.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN</b> Cllr. N Hamilton-Street will attend the APC Offices to sign the Declaration the following day as this is a virtual meeting.	
2	21/002	<b>ELECTION OF VICE CHAIRMAN</b> Cllr. L Hamilton-Street nominated Cllr. Reigate to be Vice Chairman. This was seconded by Cllr. Haag and unanimously agreed.	
3	21/003	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for District Cllrs. Andy Cooper and Mike Clayden, West Sussex County Cllr. Deborah Urquhart	
4	21/004	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> Cllr. Verrinder declared a non-pecuniary interest regarding Item 13 on the Action List. No other declarations were made.	
5	21/005	<b>APPROVAL OF MINUTES</b>	

Approval of the minutes of the meeting of the committee from **Monday 12 April 2021** were agreed by all and will subsequently be signed by the Chair.

**6 21/006 PUBLIC CONSULTATION**

The member of the public commented that APCs communications strategy had moved on leaps and bounds over the last year and that he was disappointed that no other members of the public were present and what could be done differently to change this.

The member of the public then went on to ask if APC would or had ever considered running a Local Lottery. Cllr. N Hamilton-Street believed this had never been considered but would add this to the next CLEW agenda for discussion.

Action: Add Local Lottery to the next CLEW agenda for discussion.

TL

**7 21/007 REVIEW OF 2020/2021**

Cllr. N Hamilton-Street gave a presentation reviewing 2020/2021. The presentation can be found at the end of these minutes.

**8 21/008 FRED ROWLEY AWARDS**

Cllr. N Hamilton-Street explained the Fred Rowley Award recognises the achievements of people who voluntarily and selflessly work to improve and enhance the lives of local people.

APC asked the community for nominations, and we are delighted with the number we received and the multiples for an individual.

The last year has been exceptional, we are delighted that we will be awarding 4 awards this year.

Cllr. N Hamilton-Street read out the citations:

- Angmering Medical Centre, Community Centre and Volunteers
- Amanda 'Sparkles' Phillips
- Geoff Gibbs
- Rita Williams

All award winners were congratulated by the committee and APC will be contacting the recipients to arrange how they would like to be presented with their certificate.

**9 21/009 FINAL ACCOUNTS 2020/2021**

The Clerk presented the information and asked if there were any questions. None were asked.

Cllr. N Hamilton-Street asked if all present were happy for her to sign the Final Accounts, all present agreed.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Final Accounts the following day as this is a virtual meeting.

**10 21/010 AUDIT REPORT 2020/2021**

Cllr. Haag commented that this was great work and congratulated all involved.



The Clerk advised that the report would now go to the External Auditor. The Clerk then asked if there were any questions. None were asked.

**11 21/011 ANNUAL RETURN 2020/2021**

Cllr. N Hamilton-Street gave an overview of what this is and asked if there were any questions regarding Section 1, which relates to internal controls.

The Clerk then explained that everyone needed to agree with all the statements made and then Cllr. N Hamilton-Street read all the statements in turn and confirmed that all present confirmed that they agreed with the statements made.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 1 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

**RESOLUTION:** Cllr. Reigate **PROPOSED** that Section 1 of the Annual Return was approved and should be signed, Cllr. A Evans **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 1) along with the Clerk the following day as this is a virtual meeting.

**12 21/012 ANNUAL RETURN 2020/2021**

Cllr. N Hamilton-Street then went on to cover Section 2 of the Annual Return which is the Accounting Statement and explained what this was. She asked if there were any questions, none were asked.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 2 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

**RESOLUTION:** Cllr. Verrinder **PROPOSED** that Section 2 of the Annual Return was approved and should be signed, Cllr. Harris **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 2) along with the Clerk the following day as this is a virtual meeting.

**13 21/013 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

- a) The action list.  
For the Action List see **Supporting Papers**
- b) Any subsequent matters that have arisen since the agenda was set.  
None.

The Clerk advised there were not any updates to her report and invited questions.

Before moving on the Clerk commented that 113 Traffic Survey's had been returned with all being completed in full. Details of the outcome would be shared and next steps agreed. The Clerk also advised that a meeting date had been set for a discussion to be held regarding extending the conservation area which would take place on Tuesday 25<sup>th</sup> May 2021.



14      **21/014 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**  
Cllr. Urquhart was unable to attend the meeting. No report had been provided due to Purdah (the period leading up to an election).

15      **21/015 REPORT FROM THE ARUN DISTRICT COUNCILLORS**  
Cllrs. Cooper and Clayden were unable to attend the meeting. No reports had been provided due to Purdah (the period leading up to an election).

Cllr. Bicknell commented that all ADC councillors would be moving into a committee structure which would present its own challenges and the next full council meeting will determine who sits on which committee, but this would depend on the outcome of the voting on Thursday 6 May 2021.

16      **21/016 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**  
The following councillors have volunteered or asked to remain as members of the following committees:

**Governance & Oversight Committee**

Cllr. L Hamilton-Street, Cllr N Hamilton-Street, Cllr. Verrinder, Cllr. Reigate, Cllr. Oldfield and Cllr. R Evans.

**Planning and Infrastructure Committee (Formerly Housing, Planning and Transport)**

Cllr. N Hamilton-Street, Cllr. Verrinder, Cllr. Oldfield, Cllr. Marsh, Cllr. Harris, Cllr. Bicknell and Cllr. Haag

**Community, Leisure, Employment & Well-Being Committee (Formerly Community, Leisure, Environment and Well-Being)**

Cllr. N Hamilton-Street, Cllr. A Evans, Cllr. Jones, Cllr. Harris, Cllr. Reigate, Cllr. L Hamilton-Street, Cllr. R Evans, Cllr, Bicknell and Cllr. Marsh.

The Chair and Vice-Chair for each committee will be decided at the relevant meeting and not at this meeting as well as agreeing to the Terms of Reference.

17      **21/017 APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS**  
The following councillors have volunteered or asked to remain as members of the following committees:

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

Cllr. N Hamilton-Street plus the Chair for the PI when appointed

**Eastern Arun Parishes Group**

Cllr. N Hamilton-Street plus the Chair for the PI when appointed

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

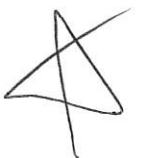
Cllr. N Hamilton-Street

**West Sussex Association of Local Councils (WSALC)**

Cllr. N Hamilton-Street and Cllr. Reigate

**Angmering Sports and Recreation Association (ASRA)**

Cllr. Jones



**JEAAC Highways and Transport Working Group**  
Cllr. Oldfield

**Angmering Village Hall Management Committee**  
Cllr. A Evans

**Littlehampton Health Services Advisory Group**  
Cllr. Reigate

**Angmering Twinning Association**  
Cllr. Harris and Cllr. R Evans

**South Downs National Park Authority**  
Cllr. Verrinder

**Arun District Council Planning & Development Advisory Group**  
Cllr. N Hamilton-Street plus the Chair for the PI when appointed

**Angmering Community Land Trust**  
Cllr. N Hamilton-Street

**18 21/018 CODE OF CONDUCT 2021**

The Clerk explained that the document had been amended to work for APC and that one item still needed to be changed but this would be done as soon as possible. Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

**RESOLUTION:** Cllr. Marsh **PROPOSED** that APC adopt the Code of Conduct for use by APC (with the changed mentioned above made), Cllr. Bicknell **SECONDED** and **ALL AGREED**.

The Clerk advised that copies will be distributed to all councillors along with a sheet to sign stating that each councillor had read the Code of Conduct and will abide by it.

Action: Distribute copies of the Code of Conduct and agreement sheet.

**KH**

**19 21/019 FINANCIAL REGULATIONS**

The Clerk advised that this had been taken to the Governance and Oversight Committee and explained that changes that had been made.

Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

**RESOLUTION:** Cllr. Verrinder **PROPOSED** that APC adopt the Financial Regulations for use by APC, Cllr. Jones **SECONDED** and **ALL AGREED**.

**20 21/020 ANNUAL BUSINESS PLAN 2021-2022 PRIORITIES AND UPDATES**

It was advised that this had already been approved and Cllr. N Hamilton-Street and the Clerk had been looking at when things should be started.

The councillors were advised that everyone had been linked to an action within the plan and should now be contacting the APC Office Team member they had been paired with (if relevant). If a councillor was





interested on working on additional item/s then they should make the Clerk or Cllr. N Hamilton-Street aware.

The plan will be looked at quarterly and a link to the plan will be sent out w/c 10<sup>th</sup> May with any relevant updates.

**21 21/021 COMMUNITY GRANT APPLCATIONS**

No grant requests had been received.

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is £3,440.00.

**22 21/022 2020/2021 FINANCIAL REPORT**

The Clerk presented the report, no questions were asked regarding the report.

Cllr. Haag agreed to sign the bank reconciliation for April 2021 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

**23 21/023 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

No meetings had been attended.

**24 21/024 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 20 April 2021 via Zoom – None.
- CLEW Committee – held on Wednesday 28 April 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 27 April 2021 via Zoom – None.

**25 22/025 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

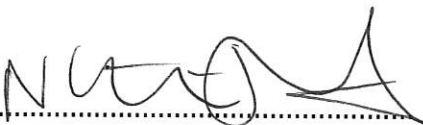
None.

Before the meeting ended Cllr. A Evans updated the committee on his unsuccessful attempts to engage with Nigel Lynn, Chief Executive Officer of Arun District Council regarding vaccinations and Cllr. Verrinder requested that the latest notes regarding Dappers Lane could be updated on the APC website, the Clerk advised that this had already been done earlier that day.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 14 June 2021**.

**The meeting concluded at 20:04.**

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Chairman

Date.....19/7/2021