



Established 1894

Angmering Parish Council

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MINUTES OF THE ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 8 MARCH 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, Kevin Haag and Paul Bicknell

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllrs. Andy Cooper and Mike Clayden, West Sussex County Cllr. Deborah Urquhart 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; Housing, Transport & Planning Committee – HTP; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/195	APOLOGIES FOR ABSENCE None.	
2	20/196	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
3	20/197	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 8 February 2021 were agreed by all and will subsequently be signed by the Chair.	
4	20/198	PUBLIC CONSULTATION The member of the public commented on the how well the COVID vaccination program was going in Angmering and was hopeful that this would signal the return of the Community Speedwatch. This then led on to a conversation regarding speeding around the village and the installation of village gates and the benefits of installing them. Cllr. N Hamilton-Street commented that village gates had been looked into before and unfortunately APC had been advised by WSCC Highways department that there was nowhere safe in the village to put them. Cllr. Oldfield echoed what had been said and commented that this subject went back a long way and had been unsuccessful on all occasions.	

Cllr. N Hamilton-Street suggested that APC could investigate again as things may now have changed.

Action: Look into the possibility of installing village gates.

KH

5 20/199 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 weren't any updates and invited questions, none were asked.

Cllr. Haag commented that he was happy to help review the current Risk Assessments and would work with the Committee Clerk.

Cllr. A Evans commented on a small amount of repair work that had been carried out on the cycle path by the Community Centre. Cllr. Urquhart advised that the areas concerned were raised as urgent work orders to be repaired ASAP, but that this was not the end of the matter regarding the slippery path, and it was still be investigated. The Clerk confirmed that she would continue to chase.

6 20/200 CHAIRMAN'S REPORT

Cllr. N Hamilton-Street commented at the start of the meeting that today was International Women's Day and that we should all be celebrating the amazing women in everyone's lives and their outstanding achievements. She then quoted Eleanor Roosevelt: Well behaved women rarely make history.

When this agenda item was reached Cllr. N Hamilton-Street referred to her written report and asked if there were any questions, none where asked.

Cllr. N Hamilton-Street then went on to update the committee on the recent ADALC meeting she had attended where 30 parish councils were represented. The meeting was regarding the structure of the association and agree two new directors to sit on the WSALC board.

Regarding WSALC – the newly elected board will be meeting soon to look at the situation with regards to the support services and how it will work for the parish councils going forward. A decision should be made prior to the end of March, full details will be shared once they have been made available.

7 20/201 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart updated the committee on what WSCC were presently working on, with their main priority still being the ongoing COVID-19 situation.

Cllr. Urquhart then went on to update the committee on the proposed changes at the household recycling sites in West Sussex. The use of these



sites has dramatically increased resulting in long queues. In order to address this and previous issues, a trial booking system will be introduced. In areas where this system has already been introduced it has been reported to be working very well. The summer opening hours will also be brought forward to Friday 12 March which will allow the sites to stay open longer.

There were concerns regarding a possible increase in fly tipping due to the current issues and proposed changes. Cllr Urquhart stated that in other areas using the booking system there had been no reported increase in the amount of fly tipping.

Cllr. Verrinder asked about the possibility of opening new sites, Cllr. Urquhart explained this was not possible due to the current price of land. They will continue to look into the issue.

A conversation then took place regarding recycling in general and that people should be encouraged to recycle rather than just throw items away i.e. other ways to use their waste such as up-cycling. Cllr. Urquhart advised that all waste sites have areas classed as 're-use bins' where items can be left, you just need to ask one of the operatives. She also commented on moving towards a waste partnership to enable different partners to work together to reduce the problem. Cllr. A Evans commented he thought it was more a question of educating people i.e. a behavioural change.

8 20/202 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper commented on the waste discussion in the last item and explained what ADC were responsible for. For example ADC is responsible for fly tipping. He advised that if an issue is reported and nothing seems to be being done please bring it to his attention.

He then reported that the council tax amount for this coming year had been put up to its highest possible level permitted by law and also how the opposition had unsuccessfully tried to oppose this.

He finished by commenting on the development in Angmering and that he is closely following the developing situations and hopefully he was making a difference where he could.

Cllr. Clayden had nothing more to add but as always welcomed questions when they came up.

Cllrs. Cooper and Clayden left the meeting at 19.45.

9 20/203 NEIGHBOURHOOD PLAN

The Clerk confirmed there had been no further updates.

10 20/204 DEED OF VARIATION – SOUTH OF WATER LANE

The Clerk explained the situation referring the committee to the supporting paper, what had changed and what was now needed. She also explained that, due to new information that wasn't available at the time, this now meant that even through the six months rule had not passed the previous decision could be officially overturned. She opened up the floor for questions and advised that a decision needed to be made as to if the money should now be spent on the flood elevation scheme.



A discussion then took place with Cllr. N Hamilton-Street explaining in more detail what the money would be spent on if it was agreed.

The Angmering Flood Alleviation Scheme has been a scheme that the Parish Council have pushed on for several years. It has attracted S106 contributions from both North/South Water Lane and Dappers Lane in recent years. This is a really positive step with regards to flooding in Angmering and more information regarding the scheme will be available soon.

After discussion this was agreed.

RESOLUTION: Cllr. Marsh **PROPOSED** that WSCC can request a deed of variation that will allow £190,000 be put towards the Angmering Flood Alleviation Scheme, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

11 20/205 UPDATE ON OFFICE RELOCATION

The Clerk updated the committee on what had been done to date which included valuations being undertaken on the flat above the office and the office itself. The Committee Clerk had visited two potential sites with an architect to understand what was possible.

Cllr. N Hamilton-Street advised that a full proposal would be drawn up for consideration by the Committee in the coming months.

The Clerk finished by commenting that both potential sites were aware of this project.

12 20/206 ANNUAL BUSINESS PLAN

Cllr. N Hamilton-Street gave a quick overview of the plan and checked that all committee members had received copies, which they had. A short discussion then took place asking if the annual business plan should be adopted.

Cllr. Oldfield commented that he felt this was a great piece of work and congratulated all involved. The Clerk said it had been a real team effort from staff, councillors and from the residents views gathered via the community survey.

Cllr. R Evans asked if it would be possible to colour code what fell under HTP, CLEW etc. Cllr. N Hamilton-Street advised that this was already done but could be made clearer.

Action: Make what falls under what committee clearer.

KH

Finally Cllr. N Hamilton-Street explained the review process and after discussion it was agreed that the plan should be adopted.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that the annual business plan should be adopted, Cllr. R Evans **SECONDED**, and **ALL AGREED**.



13 20/207 EAR MARKED AND GENERAL RESERVES

Cllr. N Hamilton-Street and the Clerk talked through the supporting paper and why the amendments needed to take place. The grant from CALA Homes for litter pickers was also mentioned. Questions were then invited but none were asked.

Councillors were asked to decide if they agreed with the updates contained in the report which if yes would give the Clerk permission to make the adjustments – all agreed.

RESOLUTION: Cllr. A Evans **PROPOSED** that the updates were agreed, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

14 20/208 CONFIRMATION OF 2021/2022 BUDGET

The Clerk gave an update of the changes and invited questions, none were asked.

Councillors were asked to decide if they agreed with the updates given in the report and thus give the Clerk permission to make the changes to the 2021/2022 budget approved at the January 2021 Full Parish Council meeting – this was agreed by all.

RESOLUTION: Cllr. R Evans **PROPOSED** that the changes could be made to the budget, Cllr. Harris **SECONDED**, and **ALL AGREED**.

15 20/209 COMMITTEE STRUCTURE 2021/2022

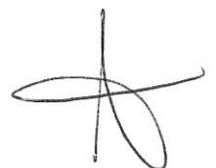
Cllr. N Hamilton-Street talked through the proposed new structure and the rationale behind it.

She confirmed that the changes proposed where to change the current Highways, Transport & Planning (HTP) committee to the Planning & Infrastructure (PI) committee. The current Community, Leisure, Environment & Wellbeing (CLEW) committee would see the word Environment changed to Employment. A discussion then took place regarding what each committee was responsible for.

Cllr. Verrinder asked if the 'Conservation Area' currently sitting under Housing could be moved to a line of its own as she had concerns as this was potentially a large subject – this was agreed.

The committee were asked if they agreed with the proposed new structure of committees which would be implemented after the May AGM 2021. All agreed.

RESOLUTION: Cllr. Bicknell **PROPOSED** that the new committee structure should be implemented after the May AGM 2021, Cllr. Jones **SECONDED**, and **ALL AGREED**.



Cllr. N Hamilton-Street finished this item by advising that the first task would be to draft the Terms of Reference that would need to be agreed for these committees.

Action: Draft the Terms of Reference.

NHS &
KH

16 20/210 **ANNUAL GENERAL MEETING – 10 MAY 2021**

Cllr. N Hamilton-Street explained when the AGM usually took place and explained why this year the date could be different due to the current COVID-19 situation. Currently the government guidelines state that meetings can be held virtually, however this present arrangement is due to end on Friday 7 May 2021. This means that currently from Saturday 8 May onwards no virtual meetings can take place and ALL meetings would have to take place face to face.

Therefore what APC would like to propose is that if the government don't make an amendment to the current regulations and full face to face meetings have to take place then it proposed that the Full Council/AGM meeting takes place on the Thursday 6 May 2021 instead of Monday 10 May 2021 which will allow it to still be held as a virtual meeting. However if the government does change the legislation and virtual meetings can continue the Full Council/AGM meeting would still take place on Monday 10 May 2021.

At this point Cllr. Urquhart interjected and commented that Thursday 6 May 2021 was actually election day in the UK and didn't know if there were any restrictions for holding meetings on this day.

Action: Find out from ADC if a Full Council/AGM meeting can take place on an election day.

KH

It was proposed that if a virtual meeting for the Full Council/AGM meeting could not be held the Clerk would look to find a suitable date to hold this meeting week commencing Monday 3 May 2021.

RESOLUTION: Cllr. Bicknell **PROPOSED** that the Clerk should find a suitable date to hold the meeting week commencing Monday 3 May 2021, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

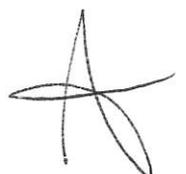
Finally Cllr, N Hamilton-Street also commented that APC will have to look at how APC would have to facilitate face to face meetings going forward.

17 20/211 **COMMUNITY GRANT APPLICATIONS**

Two grant applications had been received in time to be heard at this meeting.

An application for a grant has been received from the **Angmering Cricket Club** for the sum of £250.00. A discussion then took place regarding the application.

After discussion it was agreed by all that a grant of £250.00 should be given.



RESOLUTION: Cllr. R Evans **PROPOSED** that a sum of £250.00 was granted to the Angmering Cricket Club, Cllr. Jones **SECONDED**, and **ALL AGREED**

An application for a grant has been received from the **1st Angmering Scout Group** for the sum of £750.00. A discussion then took place regarding the application.

After discussion it was agreed by all that a grant of £750.00 should be given plus the remaining amount of budget for community grants, this took the amount granted to £786.40.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that a sum of £786.40 was granted to the **1st Angmering Scout Group**, Cllr. Jones **SECONDED**, and **ALL AGREED**

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £0.

18 20/212 2020/2021 FINANCIAL REPORT

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

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

19 20/213 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

No meetings had been attended.

20 20/214 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 16 February 2021 via Zoom – None.
- CLEW Committee – held on Wednesday 24 February 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 3 February 2021 via Zoom – None.

TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

Cllr. A Evans was keen to make the point about not losing track of things that could not take place during the last year and APC should aim to 'come back stronger' when restrictions were lifted. He will send in his ideas to Cllr. N Hamilton-Street and the Clerk.

Action: Come back stronger ideas to be shared.

AE

DATE OF NEXT MEETING

The Committee's next meeting will be virtual meeting on **Monday 12 April 2021** at 19:00 via Zoom.

The meeting concluded at 20:29.

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Chairman

Date..... 13/4/2021