



Established 1894

Angmering Parish Council

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MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 8 JUNE 2020

Present: Councillors John Oldfield (Chair), Alan Evans, Mike Jones; Sylvia Verrinder, Alison Reigate, Rhys Evans, Nicki Hamilton-Street (Vicechair), David Marsh, Lee Hamilton-Street, Sharleen Woodason and Norma Harris

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllr. Andy Cooper and one 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.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/020	ELECTION OF CHAIRMAN Cllr. Oldfield confirmed he would not be standing this year and thanked everyone for their continued support during his Chairmanship. Cllr. Oldfield nominated Cllr. N Hamilton-Street to be Chairman. This was seconded by Cllr. Marsh and unanimously agreed. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN Cllr. N Hamilton-Street will attend the APC Offices to sign the Declaration the following day as this is a virtual meeting.	
2	20/021	ELECTION OF VICE CHAIRMAN Cllr. Oldfield nominated Cllr. Reigate to be Vice Chairman. This was seconded by Cllr. A Evans and unanimously agreed.	
3	20/022	APOLOGIES FOR ABSENCE Apologies were received and approved from West Sussex County Cllr. Deborah Urquhart and District Cllr. Mike Clayden. Apologies were not received for Cllr. Paul Bicknell and Cllr. Frank Carr.	

4 **20/023 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.**

Declarations of pecuniary interest were received from Cllr. Woodason regarding Item 19 on the agenda, the site in question is close to her property. Cllr. Verrinder declared a non-pecuniary interest in anything relating to Angmering Community Centre as she is a trustee.

5 **20/024 APPROVAL OF MINUTES**

Approval of the minutes of the meeting of the committee from **Monday 11 May 2020** were agreed by all and will subsequently be signed by the Chair.

6 **20/025 PUBLIC CONSULTATION**

One member of the public was present, but they did not have a question to ask. A question had been sent in regarding how APC deal with replacing trees that have had to be felled. It was stated that APC do not have a Tree Policy, but this was due to be addressed in the Neighbourhood Plan Survey. Once the surveys have been received back and the information analysed a policy will be drawn up based on the consultation and proposed for adoption.

7 **20/026 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

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

Cllr. Verrinder asked about the item on the Action List that referred to the dips on the green space next to the Community Centre. She wanted to know how this was progressing. The Clerk explained that the report had shown no reasoning as to why this was happening. A discussion then took place and it was agreed the APC should look at next steps to solve the problem.

Action: Contact company that provided the survey to explore next steps.

KH

Action: Add this issue to the next agenda so an update can be given.

KH

8 **20/027 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Deborah Urquhart was unable to take part in the meeting but wanted the recent communication from WSCC to be noted.

9 **20/028 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper started by thanking Cllr. Oldfield for all the work he has done and that it had been a pleasure working with him over the past years. He then congratulated Cllr. N Hamilton-Street and Cllr. Reigate on their new roles and that he looked forward to working with them.

Cllr. Cooper commented that he did not have a great deal to report but he did mention the meetings he had attended and confirmed the names of the new ADC Chairman (Amanda Warn) and Vice Chairman (Jim Brooks).

To conclude Cllr. Cooper commented that as always, he was very happy to take anyone's questions so please do contact him.

Cllr. Oldfield asked a question regarding parking enforcement and what had changed since the easing of the lockdown (Coronavirus). Cllr. Cooper



commented that all yellow lines are now back in force and full details can be found on the ADC website. He also commented that he can request that Parking Wardens can be asked to come into Angmering if required.

Cllr. Cooper left the meeting.

10 20/029 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.

Housing, Transport & Planning Committee

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

Community, Leisure, Environment & Well-Being Committee

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

The Chair and Vice-Chair for each committee will be decided at the relevant meeting and not at this meeting.

Cllr. F Carr and Cllr P Bicknell were not present at the meeting. The decision was made that they will remain on the same committees as stated in May 2019, unless they advise otherwise.

11 20/030 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

Eastern Arun Parishes Group

Cllr. N Hamilton-Street and Cllr. Reigate

Arun District Association of Local Councils (ADALC)

Cllr. N Hamilton-Street

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, Cllr. R Evans will attend the next meeting

South Downs National Park Authority

Cllr. Verrinder

Arun District Council Planning & Development Advisory Group

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

The member of the public left the meeting.

12 20/031 FINAL ACCOUNTS 2019/2020

The Clerk presented the information and asked if there were any questions. Cllr. R Evans had a question about the rent from the mobile tower and where was this shown. The Clerk explained that this was still an ongoing matter so was not included in these accounts but would show in future accounts, all were happy with this explanation.

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.

13 20/032 AUDIT REPORT 2019/2020

Cllr. N Hamilton-Street commented that this was a glowing report and congratulated the Clerk for all her hard work. The Clerk advised that due to the Coronavirus normal procedures had to be amended e.g. how paperwork was submitted but despite this everything was done on time.

Cllr. N Hamilton-Street asked if there were any questions. None were asked.

14 20/033 ANNUAL RETURN 2019/2020

Cllr. N Hamilton-Street gave an overview of what this is and asked if there were any questions regarding Section 1.

The Clerk then explained that everyone needed to agree with all the statements made and then she, the Clerk, and Cllr. N Hamilton-Street will sign the Annual Return.

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. Verrinder **PROPOSED** that Section 1 of the Annual Return was approved and should be signed, Cllr. Woodason **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.

15 20/034 ANNUAL RETURN 2019/2020

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. Reigate **PROPOSED** that Section 2 of the Annual Return was approved and should be signed, Cllr. Jones **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.

16 20/035 NEIGHBOURHOOD PLAN

Due to the Coronavirus no action had been taken therefore no updates were available.

The Clerk advised that AirS were still working on the plan in the background and were producing reports.

Once APC is ready to move forward work will start again on the survey, looking at any changes that may need to be made due to COVID-19 and all the changes this brings.

17 20/036 ANGMERING COMMUNITY CENTRE FLOOR REPAIR/REFURBISHMENT

The Clerk gave an overview of why this item was on the agenda and what was needed. A discussion regarding the work required, recommendations and the quotes received then took place.

After discussion, the preference was to go with quote 5.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that quote 5 was accepted, Cllr. Jones **SECONDED** and **12 COUNCILLORS AGREED** Cllr. Verrinder abstained due to her declared Non-Pecuniary Interest.

Cllr. R Evans asked about warranties, but this information was unknown. The Clerk advised she would find out.

Action: Confirm warranty for Quote 5 and report back.

KH

18 20/037 ASSETS OF COMMUNITY VALUE

The Clerk gave an overview as to why a decision was needed regarding what APC wanted to nominate as an Asset of Community Value. A discussion then took place based on the information given in the Supporting Paper.

After discussion it was agreed that the following 4 assets were to remain on the APC list and nominations be submitted to ADC, all others to be removed:

- Angmering Village Hall
- St. Nicholas Gardens
- Community Allotments
- Scout Hut, located on Fletchers Field

RESOLUTION: Cllr. R Evans **PROPOSED** that the above 4 assets remain on the APC list and nominations be submitted, Cllr. Oldfield **SECONDED** and **ALL AGREED**.

Action: Advise ADC and submit the 4 nominations.

TL

19 **20/038 CONFIDENTIAL ITEM – CHANDLERS UPDATE**

After a long discussion the Clerk has been tasked with seeking legal advice and to report back as a matter of urgency. An extraordinary meeting may be needed to confirm the councils next steps.

Action: Contact APC solicitor for legal advice.

KH

20 **20/039 COMMUNITY GRANT APPLICATIONS**

One grant application had been received in time to be heard at this meeting. A discussion then took place regarding the application.

An application for a grant has been received from **The Poppy Club** for the sum of £360 for flowers on the memorial in the Village Square.

After discussion it was agreed by all that the grant should be given.

RESOLUTION: Cllr. Marsh **PROPOSED** that sum of £360.00 was granted, Cllr. L Hamilton-Street **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 £3,140.00.

21 **20/040 2019/2020 FINANCIAL REPORT**

The Clerk presented the report, no questions were asked.

Cllr. Marsh agreed to sign the bank reconciliation for March, April and May 2020.

Cllr. Marsh will attend the APC Offices to sign the reconciliation the following day as this is a virtual meeting.

22 **20/041 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None.

23 **20/042 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 19 May 2020 – None.
- CLEW Committee – Cancelled until further notice.
- Governance & Oversight Committee – Cancelled until further notice.

24 **20/043 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

It was mentioned that Tea in the Square were pleased to hear the APC are investigating the possibility of closing the road directly outside to free up more space for outside dining. It was suggested that maybe the Village Hall might also be able to help with providing space within its building, Cllr. Reigate will ask and see if this is a possibility.



Litter remains a big issue within the village, more so during these current times. Cllr. N Hamilton-Street suggested that APC put out a Facebook post asking people to do individual litter picks. The Clerk commented that risk assessments and keep safe messages must be adhered to.

Action: Create social media post regarding litter picking


KH

Cllr. Verrinder confirmed that all the cameras at the Community Centre had been updated and a new system was now in place and working well. The Clerk commented that APC are now working more closely with the Community Centre and were sharing the cost of the floor repair.

25 20/044 DATE OF NEXT MEETING

The Committee's next meeting will be virtual meeting on Monday 13 July at 14:00 via Zoom.

The meeting concluded at 15:42.


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Chairman

Date.....14/7/20