



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 8 AUGUST 2022 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Lee Hamilton-Street, Norma Harris, Alan Evans, Rhys Evans, Sylvia Verrinder, Renee Hobson, John Oldfield and Mathew Want

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart and one member of the public

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; 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. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	22/017	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for ADC Cllr. Andy Cooper, Cllr Alison Reigate, Cllr Paul Bicknell and Cllr David Marsh. Apologies were not received from ADC Cllr. Mike Clayden.	
2	22/018	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were made.	
3	22/019	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 11 July 2022</b> were agreed by all and signed by the Chair.	
4	22/020	<b>PUBLIC CONSULTATION</b> No questions were asked.	
5	22/021	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b> The attached report Any subsequent matters that have arisen since the agenda was set.	

The Clerk talked through her report and no questions were asked.

Cllr. N Hamilton-Street took the opportunity to update all those present that the appeal relating to the Land South of Littlehampton Road had been upheld and planning permission granted. After contacting ADC, APC were advised that ADC have yet to decide whether they will appeal the decision and take it to Judicial Review. If ADC decide to review before the six week period APC will be notified. A strongly worded email was sent to Andrew Griffith MP requesting his support.

It was reported that the venue for the appeal regarding Land at Rustington Golf Centre will now take place in the Littlehampton Town Hall. It had been moved to a venue in Bognor Regis.

The Clerk advised all those present that Samantha Fraser (APC Administrator) had resigned and her last day will be Friday 30 September.

Cllr. A Evans commented that there was one area in the bowl at Mayflower Park that looked extremely green compared to the rest of area and he had concerns there may be a water leak somewhere. It was agreed that the Groundsman would be asked to take a look and if required, be asked to do some further investigations.

**6 22/022 CHAIRMANS REPORT**

Cllr. N Hamilton-Street presented her report, no questions were asked.

Congratulations were given to the recent Worthing Rugby Club's 'Flicks on the Pitch' event. Cllr. R Evans reported that approximately 1450 attended which equated to about 20% of the village attending. This event was free to all Angmering residents.

**7 22/023 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart also commented on the Land South of Littlehampton Road and they are also putting pressure on Andrew Griffith MP for a judicial review.

Cllr. Urquhart advised that she would be happy to attend the meeting regarding Travellers which is taking place on Tuesday 30 August and would ask the Chair of the Crime Panel to put something on the agenda regarding Travellers on a meeting she will be attending.

Dappers Lane has now been made no entry from the northern end and WSCC will be issuing a press release.

The Community Infrastructure Levy was discussed in that WSCC was in the process of writing to Parish councils regarding using the money on Infrastructure rather than more decorative items such as flower beds. Cllr. Urquhart said to look out for a letter soon.

It was reported that WSCC and local businesses had produced a selection of 2 minute videos on what they had done to combat climate change and that they had been well received.

Finally Cllr. Urquhart advised that the recycling centers can now take hard plastics, and this was something they had wanted to do for a long time.

Cllr. L Hamilton-Street commented on the pot hole issue he had previously spoken about at past meetings. He reported that 14 pot holes had now been fixed which was good news. Cllr. Urquhart commented that WSCC now have a new patching machine which made the process much faster.

**8 22/024 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper was unable to attend the meeting but had sent in a written report which was read out by Cllr. N Hamilton-Street, detailed below:

District report for APC 8 Aug 2020 Apologies that I cannot be with you this evening.

The planning appeals that affect Angmering continue to be my priority, ensuring they are at the forefront, and I will do my best to work with the Parish, making sure your voice is heard. The money to fight the appeals has been agreed by Arun, I have ensured that the Golf Centre appeal is now being heard in Littlehampton and not Bognor so that those who wish to attend do not have so far to travel.

I am also dealing with several issues relating to individual residents in Bewley Road and other areas that involve maintenance and highways.

Arun met with the Police and other partners about the challenges with unauthorised traveller encampments. Arun are working with the police to ensure they are swiftly moved on and considering what action we need to take on our sites to prevent further encampments.

Some activities across the wider district include:

- \* Levelling-up Fund - we have kicked off the work in Littlehampton by agreeing to commission the team to begin the work. And now bidding for round 2 funding for the Arundel to Littlehampton cycle-path.
- \* Housing - agreeing to progress designs for more council-owned properties.
- \* Refuse collections - agreeing to the continuation of weekly bin collections, to be replaced by weekly food waste once Government funding is available.

At Arun we are now well under way delivering on the priorities associated in our vision document, and projects identified in the budget.

Lastly apologies to Alan and the council for not sending this through earlier, I could not find my original email and I should have sorted this sooner. Officer dealing with Climate Change is William Page, Climate Change and Sustainability Manager at Arun for all aspects please email Philippa Dart head of services.

As always please contact me with any issues that need my attention.

Cllr. Urquhart left the meeting at 19:48, Cllr. A Evans also left the meeting but returned at 19:49.

9      22/025    **NEIGHBOURHOOD PLAN**

Nothing to update.

10     22/026    **ANNUAL PLAN PRIORITIES**

Cllr. N Hamilton-Street talked through the document explaining that the entries highlighted in yellow were to be postponed and looked at in next year's Business Plan. She also gave the reasons why this has been decided. The Clerk will report back at the next meeting with any relevant budget information. All agreed that they were happy with the proposed amendments.

11     22/027    **PARISH ASSEMBLY GOING FORWARD**

Cllr. N Hamilton-Street explained the reason why this was on the agenda mainly due to poor public attendance. Based on the supporting paper that had been produced she invited the councillors to give their thoughts. A discussion then took place with various locations and formats being suggested. The name was discussed, using a survey to promote the event and live performances such as choirs were suggested.

Cllr. A Evans said he had spoken to various other Parish Councils, and all have the same issues regarding getting the right format and encouraging larger audiences.

The Clerk commented that the awards part of the evening was very well received.

Cllr. N Hamilton-Street said that all thoughts would be captured and looked at and a proposal would be prepared for a future meeting.

Action: Put together a proposal for next year's Parish Assembly and present at a later date.

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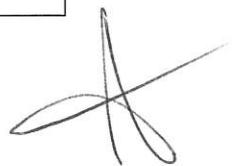
12     22/028    **LOCAL COUNCIL AWARD SCHEME**

Cllr. Hamilton-Street explained what the scheme was about and what it would bring to the council. She also reported that no other council in West Sussex has this accreditation. The Clerk then talked through what steps had been taken to make sure APC was ready to apply for this award, also that the idea to apply for award had gone to the Governance Committee and that all required criteria had been met. The Clerk then explained that a registration fee of £50 was required to apply for the award and a discussion took place.

Comments received from the councillors were that is recognised good practice and Cllr. L Hamilton-Street said it would act as a really good benchmark. He also gave full credit to the office team for pulling together all the documents required.

Cllr. N Hamilton-Street then explained that councillors would need to agree if they wanted to take this forward therefore the following was proposed and agreed:

**RESOLUTION:** Cllr. Want **PROPOSED** that the Council confirms by resolution that all documentation and information is in place for a specified award. Cllr. Verrinder **SECONDED** and **ALL AGREED**.



13      22/029    **INSURANCE RENEWAL 2022-2023**

This item was deferred as no documentation had been sent though.

14      22/030    **GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Cllr. N Hamilton-Street explained that both documents had gone to the Governance Committee. There had been two changes to the Risk Register which were highlighted in yellow at the end of the document and no changes to the Financial Risk Register. The Clerk and Cllr. L Hamilton-Street explained the process the documents had gone through and invited questions. None were asked. Cllr. L Hamilton-Street explained that it was important that Cllrs understood that the risk sits with them and not the Clerk.

15      22/031    **INFORMATION SECURITY INCIDENT POLICY**

Cllr. N Hamilton-Street gave an overview of the policies mentioned in items 15, 16, 17 and 18 on this agenda and after a brief discussion on each item and any relevant updates which were given by the Clerk all but Item 16 were adopted.

**RESOLUTION:** Cllr. Want **PROPOSED** that the Information Security Incident Policy was adopted. Cllr. Hobson **SECONDED** and **ALL AGREED**.

16      22/032    **BUSINESS CONTINUITY PLAN**

The Clerk has agreed to work with Cllr. Hobson to amend certain areas of the policy and will bring the amended version back to September Full Parish. Action: Arrange a meeting with Cllr. Hobson and put back on the September agenda.

17      22/033    **DOCUMENT RETENTION PLAN**

**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the Document Retention Plan was adopted. Cllr. Harris **SECONDED** and **ALL AGREED**.

18      22/034    **IT POLICY**

**RESOLUTION:** Cllr. Want **PROPOSED** that the IT Policy was adopted. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

19      22/035    **FINANCIAL REGULATIONS**

Cllr. N Hamilton-Street explained what the regulations were and that a change had been made to point 5.2 to improve the process making payments as well as to clarify the responsible person in sections 5.5 and 5.6. Advice was sought from WSALC regarding this change and the wording was approved.

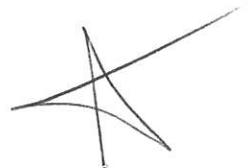
**RESOLUTION:** Cllr. R Evans **PROPOSED** that the change to the Financial Regulations were adopted with the changes mentioned above. Cllr. A Evans **SECONDED** and **ALL AGREED**.

20      22/036    **COMMUNITY GRANT APPLICATIONS**

The 2022/2023 budget for Community Grants is £4,000.

No grants were applied for this month.

4 grants have been awarded so far this year, leaving an available budget of £2,390.00.



Various different ways to advertise that APC offer grants were discussed including using Instagram and other social media sites. The APC Office will look at producing a new poster and how to apply for a grant will be actively advertised at Angmering Revealed which is taking place on Saturday 24 September at Angmering Community Centre.

**21 22/037 2022/2023 FINANCIAL REPORT**

The reports were presented and one question was posed about overspend on Queens Jubilee Grants. The Clerk confirmed that it was agreed at a previous meeting that last year's unspent Community Grant fund would be added. Councillors accepted this answer.

Cllr. A Evans signed the reconciliations for June and July 2022.

**22 22/038 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

No questions were asked.

**23 22/039 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

**24 22/040 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 13 September 2022** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.28.**

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Chairman

Date.....10/10/2022