



Established 1894

Angmering Parish Council

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MINUTES OF THE ANNUAL MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 9 MAY 2022 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Alison Reigate (Vice Chair), Rhys Evans, Lee Hamilton-Street, Norma Harris, Alan Evans, Sylvia Verrinder and Mathew Want

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

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	22/001	ELECTION OF CHAIRMAN Cllr. R Evans nominated Cllr. N Hamilton-Street to be Chairman. This was seconded by Cllr. Reigate and unanimously agreed. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN Cllr. N Hamilton-Street signed the Declaration of Acceptance of Office.	
2	22/002	ELECTION OF VICE CHAIRMAN Cllr. L Hamilton-Street nominated Cllr. Reigate to be Vice Chairman. This was seconded by Cllr. A Evans and unanimously agreed. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE CHAIRMAN Cllr. Reigate signed the Declaration of Acceptance of Office	
3	22/003	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. John Oldfield, David Marsh and Paul Bicknell. No apologies were received from Cllr. Mike Clayden	
4	22/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
5	22/005	APPROVAL OF MINUTES	

Approval of the minutes of the meeting of the committee from **Monday 11 April 2022** were agreed by all and will subsequently be signed by the Chair.

6 22/006 PUBLIC CONSULTATION

No members of the public were present nor were any questions sent in.

7 22/007 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 updated the committee on all the outstanding items on the Action List and invited questions.

The Fred Rowley award was discussed including nominations already received. It was agreed that the final decision on the winner will be made by the Chair, Vice Chair and the Clerk. A short discussion then took place regarding if a trophy should be given to the winner, this will be decided during a meeting between the aforementioned people.

Cllr. A Evans asked about adding an item to this agenda relating to Climate Change, it was agreed that this would be added to this agenda on a quarterly basis.

Action: Add Climate Change as an item to this agenda on a quarterly basis.

KH

8 22/008 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart reported that the TRO relating to the removal of the bus lane on Dappers Lane had received no objections and is moving ahead. Plans will be shared with APC.

She reported that WSCC had seen a huge impact regarding the levels of inflation relating to prices of materials etc. and prices seemed to be changing weekly.

Cllr. Urquhart reported that she had attended a meeting on the Rural Economy and APC had been mentioned relating to the great work that the CLT is undertaking. Contact details for the CLT and APC had been shared.

It was also mentioned that APC had excellent Annual Reports and before finishing Cllr. Urquhart asked if there were any questions.

Cllr. Want asked about getting some help to move what is thought to be an abandoned truck. This is actually a matter for ADC and Cllr. Cooper asked if he could be sent the details. The APC office is already aware of this issue and will send the details to Cllr. Cooper.

Action: Send details of the presumed abandoned truck to Cllr. Cooper at ADC.

Office

Cllr. L Hamilton-Street asked about the potholes he had previously asked for help with and stated that the reply he had received was actually for another road. A discussion then took place including what was actually classed as abnormal and how long the quality of assurance was in place for once a repair had been made, the answer to this is 1 year but a repair should last a lot longer than this. Cllr. Urquhart agreed that contact would be made with Matt Southern so he can come and look at the said potholes and work out a way forward.

All councillors have been sent an email from WSCC regarding potholes and how they are dealt with.

9 22/009 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper started by congratulating the new Chair and Vice Chair, he also wanted to say well done on the new Angmering Welcome Guide which he was very impressed with, and thought it was an excellent document.

He reported that Café leases within ADC had been reviewed and approved. There was a lot of changes in the Planning Department and that the Angmering Advisory board was under pressure, and he was making this a high priority. Nothing new to report on the Fletchers Field play park or the Angmering Flood Alleviation Scheme but he assured the committee that he was still actively chasing both.

He finished by saying that climate change was being made a priority with everything ADC do. He then invited questions.

Cllr. A Evans asked about the Climate Change Policy and if this had been enforced when the café leases were being re-done. Cllr. Cooper said that this had been encouraged and he will look into this.

A discussion regarding Travellers then took place. It centered around vulnerable areas and who should be telling the owners of these areas when Travellers were close by. These areas would be smaller pieces of land and may not be on ADCs radar. After discussion it was agreed that the best course of action would be for the APC Office Team to pass on the information received from ADC as getting it twice was better than not getting it at all.

Action: APC Office Team to forward on Traveller information when received from ADC.

Office

Cllr. Verrinder asked about the Planning Policy Committee and the Local Plan Review as nothing seems to be taking place. Cllr. Cooper will investigate and report back.

Both Cllr. Cooper and Cllr. Urquhart left the meeting at 20:02.

10 22/010 REVIEW OF 2021/2022

Cllr. N Hamilton-Street gave a presentation reviewing 2021/2022. The presentation can be found at the end of these minutes.

The Clerk commented that there had been a lot of achievements and highlighted the following: Cow Lane improvements, Welcome Guide, lighting at Mayflower Park, resurfacing of the cycle path in Bramley Green

and various events that had been able to take place now the COVID restrictions had been lifted.

Cllr. Want commented that a QR code could be a good idea to enable people to download the Welcome Guide if they did not want a hard copy. This could be incorporated into the next newsletter in the All About Angmering magazine.

Action: Add a possible QR code to the next APC Newsletter.

TL/KH

Cllr. Reigate said that APC should be very proud of what has been achieved with the Welcome Guide and copies should be given to all the Housing Associations within the area for their new tenants. Cllr. Verrinder commented that APC had been waiting a very long time for a guide like this to be produced.

Cllr. Verrinder then asked about the lease for the Lloyd Goring Close Allotments. It was stated that this land was still owned by ADC and it will be leased to APC.

Cllr. A Evans commented that he thought the achievements made over the past year were amazing.

Cllr. Reigate commented that she felt the communication with Angmering residents was a lot better than it was in past years and we should celebrate all the achievements.

11 22/011 NEIGHBOURHOOD PLAN
There were no updates.

12 22/012 FINAL ACCOUNTS 2021/2022
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 and the accounts were signed.

13 22/013 AUDIT REPORT 2021/2022
The Clerk advised that there was nothing major to report and that the accounts balanced.

All present noted that the Audit Report for 2021/2022 had been conducted.

The clerk was congratulated on her work.

14 21/014 ANNUAL RETURN 2021/2022
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. The document was then signed.

15 22/015 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. The document was then signed.

16 22/016 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, and Cllr. R Evans.

Planning and Infrastructure Committee

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

Community, Leisure, Employment & Well-Being Committee

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

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:

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

Angmering Sports and Recreation Association (ASRA)

Cllr. Want

Angmering Village Hall Management Committee

Cllr. A Evans

Angmering Twinning Association

Cllr. Harris

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

West Sussex Association of Local Councils (WSALC)

Cllr. N Hamilton-Street and Cllr. Reigate

18 21/018 STANDING ORDERS 2022

The Clerk explained that the change advised by WSALC was made and the Standing orders were still fit for purpose.

RESOLUTION: Cllr. Want **PROPOSED** that APC adopt the Standing Orders 2022 for use by APC (with the change mentioned above made), Cllr. Verrinder **SECONDED** and **ALL AGREED**.

19 21/019 FINANCIAL REGULATIONS 2022

The Clerk advised that Cllr. L Hamilton-Street had some concerns regarding immediate action that would be needed as result of any risk assessments or fire risk assessments with regarding to paying for work to be done urgently. As a result, a relevant clause has been added.

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

RESOLUTION: Cllr. Reigate **PROPOSED** that APC adopt the Financial Regulations 2022 for use by APC, Cllr. Harris **SECONDED** and **ALL AGREED**.

20 22/020 FINANCIAL AND GENERAL RISK REGISTER UPDATES

Cllr. L Hamilton-Street commented on an addition to be made at the next Governance & Oversight Committee meeting regarding a risk relating to Mayflower Way.

The Clerk then gave an overview of what had been added and also commented that there were still two vacant councillor positions and this was now raised as a concern.

No questions were asked.

21 22/021 TRAINING AND DEVELOPMENT POLICY 2022

Cllr. N Hamilton-Street invited questions regarding this policy, but none were asked. Therefore, the following resolution was agreed.

RESOLUTION: Cllr. A Evans **PROPOSED** that APC adopt the Training and Development Policy 2022 for use by APC, Cllr. Reigate **SECONDED** and **ALL AGREED**.

22 22/022 INVESTMENT POLICY 2022

This item was deferred to the next agenda as still awaiting information.

Action: Add to next agenda

KH

23 22/023 COMMUNITY GRANT APPLICATIONS

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

Angmering Cricket Club £250 – after a brief discussion the following was agreed.

RESOLUTION: Cllr. Harris **PROPOSED** that a sum of £250.00 was granted to Angmering Cricket Club, Cllr. L Hamilton-Street **SECONDED**, and **ALL AGREED**

Action: Invite Angmering Cricket Club to Angmering Revealed and advise them that APC would be happy to advertise their fixtures for them.

TL

St Margaret’s CEP School £180 – after discussion it was agreed that a grant of £210 should be awarded and the following was agreed.

RESOLUTION: Cllr. R Evans **PROPOSED** that a sum of £210.00 was granted to St Margaret’s CEP School, Cllr. L Hamilton-Street **SECONDED**, and **ALL AGREED**

Action: Advise St Margaret’s CEP School that APC would be happy to help advertise any events.

TL

Four grants have now been awarded in 2022/2023 and this totals £1,610.00
The remaining balance is £2,390.00.

24 22/024 2022/2023 FINANCIAL REPORT

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

Cllr. Want signed the bank reconciliation for April 2022.

25 22/025 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.

Cllr. N Hamilton-Street commented that herself and the Clerk were still working with the Eastern Arun Parishes Group regarding all the developments along the A259 and an article is to go in next months All About Angmering magazine.

26 22/026 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee – None.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

27 22/027 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

Before the meeting ended respects were given regarding the sad passing of former councillor Mike Hill-Smith, he will be sadly missed.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 13 June 2022.**

The meeting concluded at 20:41.

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Chairman

Date.....

DRAFT