



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 10 JUNE 2019

**Present:** Councillors John Oldfield, Chairman; Rhys Evans; Norma Harris; David Marsh; Alan Evans; Nikki Hamilton-Street; Lee Hamilton-Street; Mike Jones; Paul Bicknell; Sylvia Verrinder and Sharlan Woodason.

**In Attendance:** Tracy Lees, Committee Clerk; District Cllrs. Andy Cooper and Mike Clayden; County Cllr. Deborah Urquhart, and 5 members of the public.

#### Action

**19/026 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Katie Herr, Clerk.

**19/027 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
None.

**19/028 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 MAY 2019**  
Cllr. Bicknell made comment re correcting a comment he made, Cllr. Bicknell was happy that this was amended by hand and then signed by the Chairman.

A member of the public asked why names of those asking questions were not recorded. After discussion and input by Cllr. Cooper it was agreed that this was due to GDPR regulations.

The minutes of the Parish Council Meeting held on 13 May 2019 were then agreed as a correct record and signed by the Chairman.

*The Chairman adjourned the meeting for public consultation.*

**19/029 PUBLIC CONSULTATION**  
The Chairman invited members of the public present to speak if they wished.

A member of the public wished to raise concerns re potential flood risks, issues in the future at the proposed Chandlers site in the centre of Angmering Village – see **Appendix 1**. The member of the Public finished by saying that he had registered his comments with Arun District Council. The Chairman thanked the member of the public and invited comments from the District and County Councillors. A discussion took place.

Action: The Chairman will contact the Environment Agency to ask whether they were agreeable to the request for a meeting as outlined in Appendix 1.

**Chairman**

Comment was made that a discrepancy in dates for the next CLEW Committee meeting were advertised incorrectly on the Angmering Parish Council (APC) Website.

Action: APC Office to check and amend if required.

**Office**

A member of the public asked if **Item 14** could be brought up the agenda and discussed as the next matter within the Public Consultation. The Chairman asked if all present were happy that this agenda item be brought forward. All present agreed. Item 14 was then moved up the agenda.

Another member of the public congratulated APC for delivering two recent events: Parish Assembly held on Thursday 30 May and D Day celebration held on Thursday 6 June.

The same member of the public asked if APC would consider holding a VE Day celebration in 2020. All present agreed that this was a good idea and that it should be discussed further at the next CLEW Committee Meeting to be held on Wednesday 26 June at 19:30 in Angmering Library.

Action: APC Office to put on CLEW agenda and clarify date.

**Office**

The same member of the public also asked about a plan listing of land ownership and maintenance responsibilities. He had requested this twice over the last year but was still waiting the information. A discussion then took place. A District Councillor suggested that land ownership could be ascertained from Arun Land Charges.

Action: APC Office to process.

**Office**

**19/030**

**UPDATE ON CO-OPTION AND CO-OPTION POLICY**

*This item was originally on the agenda as Item 14*

A member of the public asked for clarification on certain parts of the Co-option policy, mainly around time frames, and how many applications had been received. The Chairman advised APC had received three applications and were hoping to receive a fourth in the next few days.

The member of the public wanted it documented that to represent an area you don't have to live in it.

Comments were made that the document laid out a clear path of the procedure to follow. A discussion then followed.

Cllr. Bicknell raised the question around changing the wording around point 3.3 – he wished to adopt the process of using a ballot box and not a show of hands. A discussion took place and his point was declined.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the policy should be left as it had been written, Cllr. A Evans **SECONDED** and **ALL AGREED**.

The Chairman explained that we were out of time to co-opt under the recent election rules. It will be necessary to seek ADCs permission to co-opt and to re-advertise the vacancies. Cllr. Cooper confirmed this was correct.

*The Chairman took the meeting back.*



**19/031 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**

- a) The attached action list  
For the Action List see **Appendix 2.**
  
- b) Any subsequent matters that have arisen since the agenda was set  
None.

The Chairman presented the Clerk's report as she was not able to be present. He asked if there were any questions, none were asked.

Cllr. Verrinder commented that she had heard that the Poster produced for the Parish Assembly was going to be used by SALC as part of their training material.

**19/032 CHAIRMAN'S REPORT**

The Chairman reported that he had opened a WI Coffee Morning, attended the East Preston D Day event hosted by the British Legion and was proud to have taken part in the D Day celebrations hosted in Angmering.

**19/033 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Cllr. Deborah Urquhart gave her report – **see Appendix 3.** Discussions took place around the Ash die back and Solar programme. Cllr. Urquhart suggested that a good source of information was West Sussex Connections produced by West Sussex County Council.

A member of the public asked a question re encroachment by CALA homes on to Cow Lane, a discussion took place.

**19/034 REPORT FROM THE ARUN DISTRICT COUNCILLOR**

District Cllr. Andy Cooper had nothing to report but invited questions from everyone present.

Cllr. Cooper commented that he had heard that Angmering's D Day celebration was well received, and he congratulated all those involved.

He confirmed that the Angmering Advisory group will be continuing.

It was reported that Arun District Council had had their first meeting with James Walsh as the new lead.

Comment was again made to Cow Lane, Cllr. Cooper stated that the situation was regrettable and that lessons had been learned. Moving forward this situation would be taken into account. Cllrs. L Hamilton-Street and Woodason called for the need of strong enforcement with Developers with clearly marked out boundaries. Cllr. Cooper again confirmed he and his fellow Councillors would do everything within their power to stop these encroachments, but they do need eyes and ears on the ground and actively encourage the reporting of any evidence that boundaries etc were being ignored.

Cllr. Clayden commented that as APC already had 3 applications for Co-option this showed the Council were doing a good job as it showed people wanted to become part of the Council.

19/035

**COMMUNITY GRANT APPLICATIONS**

An application for a grant has been received from St Barnabas House and Chestnut Tree House for the sum of £300 for the work of the Hospice Outreach Project (HOP) vehicle which visits Angmering once a month (Haskins Garden Centre) to speak to residents of all ages about the services offered.

The Community Grant Application for St Barnabas House and Chestnut Tree House was discussed. After discussion the sum of £300.00 was agreed by all councillor's present.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the grant should be given, Cllr. Jones **SECONDED** and **ALL AGREED**.

The 2019/2020 budget for Community Grants is £3,500.00. Payment of the approved grant detailed above would leave £3,200.00 for the remainder of the year.

19/036

**2018/2019 FINANCIAL REPORT**

Statements of the Bank Account Balances and Loans Outstanding as at 31 May 2019 were presented.

- Income and Expenditure compared with the Revised Budget, for the period to 31 May 2019.
- Lists of cheques and other payments for May 2019.
- Bank reconciliation for May 2019.

The Bank reconciliation was signed by Chairman.

Cllr. Verrinder asked if a column could be added to give a description of what each item was for rather than just the payee information.

Action: Clerk to see if this is possible or prepare an additional paper showing the requested information.

Clerk

19/037

**EMAIL RECEIVED FROM KINGSTON PARISH COUNCIL**

The Chairman asked if all Councillors present had read the email and asked for comments.

Cllr. L Hamilton-Street proposed a policy for refuting any claims for reducing our boundary so the APC Office can respond.

Action: APC Office to send response to Kingston Parish Council

Clerk

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that the policy should be put in place, Cllr. Bicknell **SECONDED** and **ALL AGREED**.

19/038

**REQUEST FOR MEETING WITH CLT AND HENRY ADAMS**

The Chairman explained that this item was for information only. No decision was required. A discussion took place. The general discussion noted the future meeting – no objections were raised.

19/039

**REPORT ON RECENT MEETING WITH COOPER-ADAMS AND CLT**

The Chairman explained that this item was for information only. No decision was required. A discussion took place.

19/040

**JNR COMPUTER SERVICES QUOTE**

The Chairman asked if all had read the supporting papers and asked for comments. A discussion took place.

Cllr. Bicknell raised a number of questions mainly in regard to access on Internet failure and back up arrangements.

Cllr. N Hamilton-Street commented that she was disappointed that APC are in this situation. She also wanted confirmation from the APC Office team that they were confident that this was the right provider.

Cllr. N Hamilton-Street wanted re-assurance that Business Continuity APC can function without Internet Access. Also, how information is backed up and saved in case of system failure.

Cllr. L Hamilton-Street commented that if the above point could be satisfied then he moved to accept the proposal.

Action: APC Office to obtain information and send out to all Councillors.

KH / TL

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that JNR should be appointed APC IT provider, Cllr. Woodason **SECONDED** and **ALL AGREED**.

19/041

**SALE OF THE SHIBAURA SX 24 MOWER**

The Chairman asked if all had read the supporting papers and asked for comments. A discussion took place.

Cllr. N Hamilton-Street explained the history of why the mower had originally been purchased. The Committee Clerk talked through the reasons for no longer needing the mower and that now would be the best time to sell the mower in order to obtain the best possible price.

Cllr. L Hamilton-Street commented that he thought the councillors had been badly advised in the past.

After discussion Cllr. Jones suggested that all other offers received up to the end of June 2019 were emailed to all Councillors. At the end of June 2019, the highest bid received would secure the mower.

Action: The APC Office to email out to all Councillors any further offers and confirm the final winning offer.

TL

**RESOLUTION:** Cllr. Jones **PROPOSED** that the best offer received by Sunday 30 June 2019 would secure the mower, Cllr. Verrinder **SECONDED** and **ALL AGREED**.

19/042

**WEBSITE UPDATE**

The Chairman asked if all had read the supporting papers and asked for comments. A discussion took place and it was agreed that the website did need to be streamlined.

Cllr. N Hamilton-Street asked if once the website had been updated where the APC Office team able to make everyday changes. The Committee Clerk confirmed that they would.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the website update should go ahead, Cllr. Bicknell **SECONDED** and **ALL AGREED**.

19/043

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



JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group.

No questions were asked.

**19/044**

**QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- a) The Housing, Transport & Planning Committee meeting held on 28 May 2019 – None
- b) CLEW Committee meeting held on 29 May 2019 – None, Cllr. N Hamilton-Street confirmed all actions are listed on the Action List.
- c) Governance & Oversight Committee held on 22 May 2019 – None

**19/045**

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

No urgent matters to consider.

Cllr. Woodason advised that she had been invited to take part in a focus group to talk about anti-social behaviour in small towns and villages. She would welcome any thoughts, comments from her fellow councillors and will report back after the meeting has taken place.

**19/045**

**DATE OF NEXT MEETING**

The next meeting of the Parish Council would be held on Monday 8 July 2019. Apologies were received from the Chairman as he will not be able to attend.

The meeting finished at **21.32**.

Chairman.......... Date..... 8/7/19.....

**Appendix 1**

Comments re the Chandlers development

**Appendix 2**

Action List

**Appendix 3**

County Cllr. Deborah Urquhart report

