



Established 1894

Angmering Parish Council

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MINUTES OF THE ANNUAL GENERAL MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 13 MAY 2019

Present: Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Paul Bicknell; David Marsh; Alan Evans; Sharlan Woodason and Sylvia Verrinder

In Attendance: Katie Herr, Parish Clerk; Tracy Lees, Office Manager; Andy Cooper, District Councillor; three members of the public

19/001 ELECTION OF CHAIRMAN
Councillor Marsh nominated Councillor Oldfield to be Chairman. This was seconded by Councillor Jones and unanimously agreed.

Action

19/002 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN
Councillor Oldfield signed his acceptance of the nomination.

18/003 ELECTION OF VICE-CHAIRMAN
Councillor Harris nominated Councillor N Hamilton-Street to be Vice-Chairman. This was seconded by Councillor Bicknell and unanimously agreed. Councillor Hamilton-Street accepted the nomination.

19/004 APOLOGIES FOR ABSENCE
Apologies for absence had been received from County Councillor Deborah Urquhart and District Councillor Mike Claydon who were attending another meeting.

Cllr. Bicknell wanted it noted that the County and District Councillors wanted to thank everyone who voted for them.

19/005 CO-OPTION OF COUNCILLORS ON TO THE ANGMERING SOUTH WARD
The Chairman explained the situation as to why there are two Councillor vacancies for the South Ward. It was advised that Angmering Parish Council (APC) had received one application from a member of the public who was present at the meeting and that another one was going to be submitted however no decision would be made at this meeting as only 10 days had passed since the Elections took place and the Council would like to consider their options before making a decision at the next meeting on Monday 10 June 2019.

The Chairman then gave the member of the public who wished to be Co-opted the chance to speak. The member of the public then addressed the Council. Comments were given on various scenarios, possible outcomes and the lack of representation in the South Ward. The member of the public urged the Council to think about what they are proposing to do as three large meetings would need to take place prior to the next full Council meeting on Monday 10 June 2019.

The member of the public thanked everyone for their time and questions and then left the meeting.

The Chairman then opened up the floor for a debate and a lengthy discussion took place. Questions were asked re the number of eligible residents able to vote in the South Ward and it was referenced that the number was approx. 770. The Council felt that they wanted to reach out to the South Ward, and it was agreed by all to give an opportunity to engage this area and hopefully encourage residents to apply to be Co-opted.

The option of another election was brought up but this would incur a cost of between £3-£5k. The Chairman proposed that a group be set up to meet and engage with the residents and give information on why and how to become a Councillor. A leaflet drop will be made to all in the South Ward along with dates to come and meet the Councillors to find out more. Cllr. Bicknell volunteered to lead this initiative.

Cllr. Bicknell

At this point it was agreed by all to draw this section to a close. The Clerk was asked to let the member of the public know the outcome.

Clerk

19/006 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS

Cllr. Woodason declared a non-pecuniary interest due to her location to the proposed Chandlers development.

19/007 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 APRIL 2019

Cllr. Bicknell asked that an amendment be made to the minutes regarding the painting of lines to the disabled bays outside the CO-OP located in the village square.

The Clerk agreed to amend the minutes and the Chairman will sign once amended.

**Clerk & Cllr.
Oldfield**

All agreed that all other parts of the minutes were a correct record.

19/008 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
- b) Any subsequent matters that have arisen since the agenda was set.

The Clerk talked through the action list, no questions were asked

19/009 CHAIRMAN'S REPORT

The Chairman has not attended any meetings nor had anything to report. This was mainly due to Purdah which was imposed due to the recent Elections.

The Chairman adjourned the meeting for public consultation.

19/010

PUBLIC CONSULTATION

No members of the public wished to speak.

The meeting reconvened.

19/011

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart was unable to attend the meeting however had sent in a report which the Clerk read out – **see Appendix 1.**

Cllr. L Hamilton-Street asked a question re ground works and if APC could investigate if this was a better option for the Village. The APC Office will investigate and report back.

Clerk

19/012

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

District Councillor Cooper gave an update – **see Appendix 2.**

He reported that he was very pleased to have been elected for another term and looks forward to working with APC. He congratulated all Councillors on their election.

Cllr Cooper explained NOC and that we would have to wait and see what will happen as change is expected. The first meeting will be on Wednesday 22 May.

Cllr. Cooper ended with urging Councillors or members of the public to contact him if anyone had any questions.

Cllr. Oldfield congratulated all Councillors on their election.

19/013

APPOINTMENTS TO PARISH COUNCIL COMMITTEES

The following councillors have volunteered or asked to remain as members of the following committees:

Governance & Oversight Committee

Cllr. Oldfield, Cllr. Marsh, Cllr. N Hamilton-Street, Cllr. L Hamilton-Street, Cllr. R Evans and Cllr. Verrinder

Housing, Transport & Planning Committee

Cllr. Marsh, Cllr. Harris, Cllr. Oldfield, Cllr Bicknell and Cllr. Verrinder

Community, Leisure, Environment & Well-Being Committee

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

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

19/014

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. Oldfield and Cllr. N Hamilton-Street

Eastern Arun Parishes Group

Cllr. Oldfield and Cllr. N Hamilton-Street

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Arun District Association of Local Councils (ADALC)
Cllr. Oldfield

Angmering Sports and Recreation Association (ASRA)
Cllr. A Evans, Cllr. Jones will be his deputy

JEAAC Highways and Transport Working Group
Cllr. Oldfield, Cllr. Bicknell will be his deputy

Angmering Village Hall Management Committee
Cllr. Woodason, Cllr. A Evans will be her deputy

Littlehampton Health Services Advisory Group
Cllr. Oldfield and Cllr. Verrinder

Angmering Twinning Association
Cllr. Harris

South Downs National Park Authority
Cllr. Verrinder

Arun District Council Planning and Development Advisory Group
Cllr. Oldfield, Cllr. Marsh will be his deputy

A comment was made that if you are not able to attend a committee meeting to please advise your deputy or a member of the APC Office so someone can be found to step in for you. All agreed.

19/015

FINAL ACCOUNTS AND ANNUAL RETURN 2018/2019

The Clerk presented the information and a comment was received from Cllr. R Evans re the Admin costs. The Clerk explained the rationale, all were happy with this explanation.

19/016

ANNUAL RETURN 2018/2019

The Clerk reported that the audit went well, and a full Audit Report will be circulated as soon as possible.

The Clerk then talked through the Annual Return and asked for agreement or comments. All boxes on the report were ticked as YES and the Chairman then signed the report to confirm.

19/017

ANNUAL RETURN 2018/2019

As per minute 19/106

19/018

NEIGHBOURHOOD PLAN

The Chairman and Cllr. L Hamilton-Street gave an overview of the Neighbourhood Plan and a discussion took place with questions asked about the amount of work to be done. Cllr. Bicknell asked if we could defer working on the Plan, but the Chairman advised we were being pressed for this.

The possibility of appointing professional assistance was then discussed at length. An amount of £2k was indicated as the amount needed to start this process as grants were still to be applied for. Cllr. N Hamilton-Street **PROPOSED** that £2k was budgeted, Cllr. Oldfield **SECONDED**, all agreed.

Cllr. Verrinder expressed a wish to be on the working group.

19/019 CHANDLERS DEVELOPMENT AND LOAN REQUIREMENT
An update on the planning application and loan requirement was given, a discussion then took place.

The Chairman read the decision required:
To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of up to £1.5m over the borrowing term of 25 years for the new Business Centre, parish offices and other community facilities. It is not intended to increase the council tax precept for the purpose of the loan repayments.

Cllr. Marsh **PROPOSED**, Cllr. A Evans **SECONDED**, all agreed.

19/020 STANDING ORDERS AND FINANCIAL REGULATIONS
The Clerk presented the Standing orders and asked for any questions. Cllr. Bicknell wanted clarity on some wording and the removal of the word 'stand' on page 6, all agreed that this could be removed, and the documents were adopted.

19/021 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

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

No questions were asked

Cllr, Verrinder advised that JDAC no longer exists, the APC Office will look into this

Office

19/022 QUESTIONS RESULTING FROM COMMITTEES HELD SINCE THE LAST MEETING

Cllr. Bicknell reported on the recent South Downs National Park (SDNP) meeting where it was agreed to try to engage with people to improve horse riding and pathways for walking. The APC Office will send the SDNP three walks that they are aware.

Office

19/023 2019/2020 FINANCIAL REPORT

Clarity was requested re the payment to Mr Martin, the Clerk explained the situation, all were happy with the explanation.

The Chairman then signed the report.

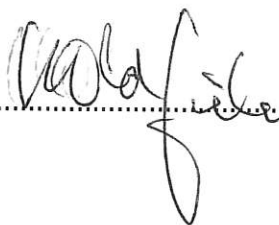
19/024 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

An email from Kingston Parish Council was discussed and a reply will be sent by the Clerk. Cllr. A Evans requested copies of Parish Maps for all Councillors.

Clerk

19/025 DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on Monday 10 June 2019. **The meeting closed at 21:15.**

Chairman.......... Date.....10/6/19.....