



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 15 MAY 2023 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Norma Harris, Alan Evans, Sylvia Verrinder, Matthew Want, Renée Hobson, John Oldfield, Alison Reigate and Paul Bicknell

**In Attendance:** Tracy Lees (Committee Clerk), Katie Herr (Clerk), Christine Jones (Administrator), ADC Cllr. Andy Cooper, 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	23/001	<b>ELECTION OF THE CHAIR</b> Cllr. Oldfield nominated Cllr. Hamilton-Street to be Chair. This was seconded by Cllr. Verrinder and unanimously agreed.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR</b> Cllr. N Hamilton-Street signed the Declaration of Acceptance of Office.	
2	23/002	<b>ELECTION OF THE VICE CHAIR</b> Cllr. Harris nominated Cllr. Verrinder to be Vice Chair. This was seconded by Cllr. Want and two agreed.  Cllr. Hamilton-Street nominated Cllr. Reigate to be Vice Chair. This was seconded by Cllr. Hobson and 4 agreed therefore Cllr. Reigate was elected as Vice Chair.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE CHAIR</b> Cllr. Reigate signed the Declaration of Acceptance of Office	
3	23/003	<b>APOLOGIES FOR ABSENCE</b> The Chair asked all councillors if they were happy for Cllr. Bicknell to take part in the meeting as he had not signed his papers prior to the meeting	

taking place. All agreed that this was acceptable. Cllr. Bicknell signed the papers and officially joined the meeting.

Apologies were received and approved for ADC Cllr. Amelia Worne.

**4 23/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.**

No declarations were made.

**5 23/005 APPROVAL OF MINUTES**

Cllr. Hobson commented that she thought Item 11 minute 22/168 was slightly misleading in that she felt it read as if the potential new parish offices were going to be located in Mayflower Park. This is not the case, the potential new offices would be located next to the Angmering Community Centre.

Cllr. Bicknell commented that the supporting papers were not loaded onto the website as advised in Item 5. This has now been uploaded.

Approval of the minutes of the meeting of the committee from **Tuesday 11 April 2023** were then agreed by all and signed by the Chair.

**6 23/006 PUBLIC CONSULTATION**

No questions were asked.

**7 23/007 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

The Clerk reported that there was nothing new to report other than the final design for the new Fletchers Field playpark had been received today from ADC. She also reported that the budget had also been raised by ADC to accommodate the changes suggested by APC.

No questions were asked.

Cllr. Evans reported that he felt the Flag Raising Ceremony at the Angmering Community Centre for the Kings Coronation went really well but was disappointed that ADC Cllr. Bicknell did not attend.

The report can be found within the supporting papers for this meeting on the APC website.

**8 23/008 CHAIRS REPORT**

The Chair said that there was no written report this month.

She reported that she had delivered the coronation seed packs to the Angmering schools and saw where they were going to be planted. The packs were well received.

The Chair also commented that she had attend the Flag Raising Ceremony and even through it was really raining everyone's spirits were high.

**9 23/009 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**



Cllr. Urquhart started her report by congratulating everyone for their re-election.

She then read out the following regarding the flood elevation plan.

An update from Kevin Macknay re delivery of Phase 1:

The Angmering Flood Alleviation scheme is currently in our construction programme for 2023/24. It is currently programmed to start in September 2023. This start date depends on 'road space availability' i.e. our contractor needs approval to work on the road; with the current level of work along Water Lane, this date could be delayed. We still have some work to do to ensure compliance with the planning conditions and that the EA are happy with our proposed method of working. The works are currently programmed to take about 6 weeks.

Cllr. Urquhart commented that another round of the solar initiative was due to start and that the last one received over nine thousand enquiries. The initiative is also open to small businesses.

She concluded by reporting that the water outage that had happened the previous weekend in Horsham and surrounding areas had to be supported by WSCC. They had to step in to help with communications and the incident happened due to a pumping failure.

Questions were invited but none were asked.

**10      23/010    REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper started by welcoming everyone back to this years council and gave congratulations to the Chair, Vice Chair and Councillors for their re-election. He also said that their work is much appreciated and that it was sad to see that some Councillors were not coming back and wished them well.

Cllr. Cooper gave his apologies again for not being able to attend the flag raising ceremony, these were accepted prior to the event.

He reported that no meetings had taken place at ADC and currently there was no steer as to who will be in administration at this time. The next meeting will take place on Wednesday 31 May.

He also commented that he was happy to here that the Fletchers Field play park was progressing well and that a meeting of the Angmering Advisory Group would be called as soon as possible - making sure a good and proper liaison was put in place moving forward.

Questions were invited and Cllr. Cooper said he was available for questions at any time. No questions were asked.

Cllr. Cooper and Cllr. Urquhart left the meeting at 19:53.

**11      23/011    ADOPTION OF THE GENERAL POWER OF COMPETENCE**

The Chair talked through this item and explained what needed to be done and why.



Points 1 and 2 have been fulfilled and therefore met.

**RESOLUTION:** Cllr. Reigate **PROPOSED** to adopt the General Power of Competence as the criteria had been met. Cllr. Verrinder **SECONDED** and **ALL AGREED.**

**12      23/012    COUNCILLOR CO-OPTION**

The Chair introduced David Marsh and thanked him for filling out his paperwork and she confirmed that this had been shared with the councillors. The Chair asked if there was anything the committee would like to ask him. No questions were asked.

The committee were asked if David Marsh should be co-opted, all agreed. Cllr. Marsh then took a seat at the table.

Congratulations were given.

**13      23/013    NEIGHBOURHOOD PLAN**

The Clerk confirmed that the review of the current plan was still on hold therefore there were no updates. A meeting with Steve Tilbury (Planning Consultant) will be taking place about further progression of the Neighbourhood Plan.

**14      23/014    REVIEW OF 2022/2023**

The Clerk had emailed all Councillors a presentation detailing the highlights and talked them through it. This can be found on the APC website. She also advised that this would be shown on a loop at the Parish Assembly taking place on Thursday 25 May from 6pm at St Margaret's Church Hall.

The Chair thanked the Clerk for putting this presentation together and commented that it showed what had been achieved for the residents of Angmering. She went on to say that Councillors needed to encourage people to attend the various meetings and events and to feedback to APC.

A short discussion took place and it was agreed that an electronic board should be looked into. This would be located outside the Parish Office.

Action: Look into the possibility of an electronic signage board.

**APC  
Office**

**15      23/015    SEWAGE CONNECTION – MAYFLOWER WAY AND SHRUBLANDS/SIGMA HOMES SITE**

The Chair explained where the site was located and the Clerk explained the request received which was ultimately to connect to the sewer pipe. An outline of their offer was also given which is twenty thousand pounds plus legal costs if their proposal was agreed. This money will go into the Mayflower Park improvement earmarked reserves. A discussion took place.

Concerns were raised over road access and dust while the works were taking place but it was felt that this would be minimal and that the work was actually quite a simple procedure to undertake.

After discussion the following was agreed.



**RESOLUTION:** Cllr. Hobson **PROPOSED** to agree to this request. Cllr. Want **SECONDED, 8 AGREED** and **1 ABSTAINED**

**16      23/016    APPOINTMENTS TO PARISH COUNCIL COMMITTEES**

- a) Governance & Oversight Committee  
Cllrs. Hamilton-Street, Verrinder, Reigate and Hobson
- b) Planning and Infrastructure Committee  
Cllrs. Hamilton-Street, Verrinder, Oldfield, Harris, Bicknell, Hobson, Want and Marsh
- c) Community, Leisure, Employment & Well-Being Committee  
Cllrs. Hamilton-Street, Evans, Harris, Reigate, Bicknell and Want

**17      23/017    JOINT EASTERN ARUN AREA COMMITTEE (JEAAC)**

- a) Eastern Arun Parishes Group  
The Chair plus the Chair for PI when appointed
- b) Arun District Association of Local Councils (ADALC)  
The Chair
- c) West Sussex Association of Local Councils (WSALC)  
The Chair and Cllr. Reigate
- d) Angmering Sports and Recreation Association (ASRA)  
Cllr. Want
- e) Angmering Village Hall Management Committee  
Cllr. Evans
- f) Angmering Twinning Association  
Cllr. Harris
- g) South Downs National Park Authority  
Cllr. Verrinder
- h) Arun District Council Planning & Development Advisory Group  
The Chair plus the Chair of PI when appointed
- i) Angmering Community Land Trust  
The Chair

Note: JEAAC Highways and Transport Working Group no longer exists.

**18      23/018    STANDING ORDERS 2023**

The Chair reported that no changes had been made since the document had been circulated and asked if there were any questions or changes to be considered.



Cllr. Bicknell requested that under section 3i the following be removed: stand when speaking – this was agreed.

Cllr. Hobson commented that the word Chairman was outdated and could this be changed to Chair. This was agreed but as this was a NALC document, the changes would filter through and currently nothing written in bold text can be changed.

Items i and j to be changed from his to their.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that the Standing Orders 2023 be adopted once the above changes have been made. Cllr. Want **SECONDED** and **ALL AGREED**.

**19 23/019 FINANCIAL REGULATIONS 2023**

The Clerk and The Chair confirmed that everything had been checked and approved by the Auditor, as per the previous amendment and no further changes had been made.

**RESOLUTION:** Cllr. Reigate **PROPOSED** that the Financial Regulations 2023 be adopted. Cllr. Evans **SECONDED** and **ALL AGREED**.

**20 23/020 FINANCIAL AND GENERAL RISK REGISTER UPDATES**

The Chair updated the councillors with the recent amendments which were all agreed.

**RESOLUTION:** Cllr. Evans **PROPOSED** that the amendments to the Financial and General Risk Register be accepted. Cllr. Harris **SECONDED** and **ALL AGREED**.

**21 23/021 CORRESPONDENCE RECEIVED**

The Chair talked through the letter received from the Honey Lane Residents Association and all agreed that the work undertaken was a massive success.

It was also stated that feedback had been received from various allotment holders that the Allotment Association had not contacted them to ask if they would be prepared to contribute to the cost of having the road repaired. APC will contact the Allotment Association to find out more.

**22 23/022 COMMUNITY GRANT APPLICATIONS**

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

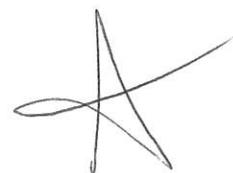
Two grants have been awarded so far this year, leaving an available budget of £3,100.00. No grant applications were received this month.

The Chair encouraged councillors to spread the word that grants were available from APC.

**23 23/023 2023/2024 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Want signed the reconciliations for April 2023.



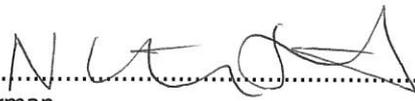
- 24      23/024    **QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**  
None.
- 25      23/025    **QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**  
The Planning and Infrastructure Committee – None.  
CLEW Committee – None.  
Governance & Oversight Committee – None.
- 26      23/026    **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**  
None.

Cllr. Evans took the opportunity to update everyone on the changes at the pharmacy located next to Angmering Medical Centre. The pharmacy has changed owners and new procedures were being put in place.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 12 June 2023** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.44.**

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Chairman

Date.....12/06/2023