



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 11 APRIL 2016

**Present:** Councillors Paul Bicknell; Bill Evans; Susan Francis (Chairman); Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Jones; Steven Mountain; Roger Phelon; Peter Thompson; Sylvia Verrinder.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; District Councillor Dudley Wensley.

#### Action

- 15/234** **APOLOGIES FOR ABSENCE**  
Received from Councillors Mike Hill-Smith (personal business) and John Oldfield (illness).  
  
Apologies for absence had also been received from PCSO Rebecca Bernier, who was not on shift.
- 15/235** **DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**  
None.
- 15/236** **APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 MARCH 2016**  
The minutes of the meeting held on 14 March 2016 were agreed as a correct record and signed by the Chairman.
- 15/237** **REPORT FROM SUSSEX POLICE**  
PCSO Bernier's report, circulated prior to the meeting, was taken as read.
- 15/238** **THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk's report, circulated prior to the meeting, was taken as read.

The Clerk reported on the following additional matters:

#### **Community Centre Car Park**

The contract for the works had been let, but work had not yet commenced. A question had arisen about a modification to the proposed drainage scheme to improve its capacity, which had had to be referred back to WSCC's Highways Engineer for further comments. That had now been dealt with and work was due to start in the coming weeks.

#### **Parish Council Website**

Work had now commenced on uploading content to the new site, which would involve further testing. The back end of the system had been made

available for inspection and appeared much more user-friendly than the existing system. On present information, it was hoped that the new site would be able to go live by the end of May 2016.

**Annual Parish Meeting**

This was due to take place on 20 April 2016 and would include a presentation on the proposed traffic management scheme by WSCC. A newsletter advertising this had been printed and was due to be circulated in the next few days.

**15/239**

**CHAIRMAN’S REPORT**

The Chairman referred to her report, circulated prior to the meeting, and reproduced below:

“The Spring has sprung, the flowers is riz’, so the saying goes. We certainly have had some much appreciated sunshine and the village has looked lovely with the abundance of daffodils. I am sure we are all feeling much better after a very wet winter.

“So what has happened in the last three weeks? Angmering Chorale had their spring concert on 12<sup>th</sup> March at Arundel Cathedral. As always a delightful and moving concert, I commend them to you all.

“I attended the Twinning Association committee meeting on 16<sup>th</sup> March, a report has already been circulated. There will be a special dinner on 23<sup>rd</sup> April in the village hall to celebrate St George’s Day, anyone interested please contact them directly. They are aiming to raise monies for the 40<sup>th</sup> Anniversary celebrations this year when our twinned town Ouistreham will be visiting us.

“The Chairman of Arun District Council held a ball at Avisford Park on 19<sup>th</sup> March to raise funds for “Mind Me”. It was a successful evening with around £3,000 collected.

“I also attended the AGM and committee meeting of Village Hall Trustees on 22<sup>nd</sup> March, again a report has already been circulated. Another successful year with the high standards being maintained, congratulations.

**Coming Up**

ASRA annual general meeting is being held on 6<sup>th</sup> April, which I proposed to attend.

Civic Service 17<sup>th</sup> April in Littlehampton

Parish Meeting 20<sup>th</sup> April in the Village Hall

Queen’s birthday celebration, Littlehampton sea front 21<sup>st</sup> April

Meet Your Councillor – Norma Harris – 7<sup>th</sup> May 1 to 3pm in the library.

The volunteers’ library will be opening on Wednesday evening from 4<sup>th</sup> May 5 to 9pm

**Matters raised**

**Litter**

I would bring to all parishioners’ attention the litter problem, so many people have raised the matter. Although this is not just a parish problem, it is nationwide, I would ask everyone to consider keeping this place we love tidy. There are many bins around and it is somewhat galling when litter is dropped only inches away from a litter bin. Please put litter in the bin or take it home and join in the “Keep Angmering Tidy” campaign. Please remember it is not someone else’s responsibility to pick up your litter and paying people to do so only increases your council tax!

**Speeding**

The other matter constantly raised with me is speeding through the

village. Please keep your speed to within the speed limit. We are all guilty of taking our eye off the speedo but an extra effort would be appreciated."

The Chairman also wished to thank West Sussex Fire & Rescue Service for their prompt attention in dealing with the fire on the former cement works site next to Mayflower Park.

The Chairman also wished to thank Councillors for their efforts in delivering the various Community Land Trust newsletters over the past few weeks.

*The Chairman adjourned the meeting for public consultation.*

**15/240**

**PUBLIC CONSULTATION**

There were no members of the public present.

*The meeting reconvened.*

**15/241**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart noted that after much lobbying by her and other County Councillors, £500,000 had been made available for Operation Watershed. Applications were encouraged.

WSCC had also gone into partnership with Brighton & Hove City Council with regard to leisure discounts for disabled residents, and the scheme extended to facilities in the Arun area. Details would be provided for publication.

County Councillor Urquhart apologised for her absence from the Highways meeting to discuss the traffic management scheme.

Councillor Mountain asked whether anything else had happened at WSCC since the meeting. County Councillor Urquhart confirmed that she had nothing further to report, but noted that pressure was being brought to bear to get the scheme done in the current financial year (2016/17).

Councillors Mountain and Thompson both expressed surprise at this. It was noted that the outcome of the meeting had been that the scheme would not go ahead until 2017/18, the benefit of the delay being that the scheme could after all be amended to incorporate the matters repeatedly requested by the Parish Council. That was an acceptable trade-off.

Councillor Thompson noted that the trigger points for payments from developers were not clear.

County Councillor Urquhart noted that she had not had sight of the detail of the s106 agreements from which the funds for the scheme were to come.

The Clerk noted that the s106 agreements for the Roundstone Lane sites all differed in their content. What was not clear was whether the scheme would require a development on all the Masterplan sites (which included the Rugby Club site) in order to trigger a contribution – if that was the case then the scheme would not be funded for some time.

It was agreed that this would be a good topic to take to the next Angmering Advisory Group meeting with ADC, WSCC and the Roundstone Lane developers due to take place in the next fortnight.

Councillor Verrinder noted that she had participated in a video to publicise

Operation Watershed and the benefits it could bring to communities.

The Clerk asked whether the new funding for Operation Watershed was over two years or one. County Councillor Urquhart confirmed that it was for one year only.

**15/242**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Wensley presented apologies on behalf of District Councillor Andy Cooper, who was on District Council business.

District Councillor Wensley noted that ADC had elected its new Chairman for 2016/17 – Councillor Stephen Haymes. He would take office at the Annual Meeting of the Council.

District Councillor Wensley confirmed that Freedom Leisure had now assumed control of the contract to operate ADC's leisure facilities. Improvements had already been made and it was hoped that this would continue. All staff had transferred from Inspire Leisure under TUPE Regulations.

District Councillor Wensley confirmed that there would be no full meetings at ADC until the Annual Meeting in late May.

District Councillor Wensley confirmed that, with regard to the matter of the Palmer Road Recreation Ground lease, he had spoken to ADC officers at the request of Councillor Bicknell. Officers would be in contact with the Clerk in early course. The decision on how best to proceed would probably be an Individual Cabinet Member decision rather than a matter for a full Council meeting or a Committee. ADC wished to make progress on the matter.

**15/243**

**INVESTMENT STRATEGY 2016/2017**

The Chairman referred to the report prepared by the Clerk and circulated prior to the meeting. The strategy agreed upon last year had produced returns of around £10,000 in terms of dividends, which was good news.

Councillor Thompson asked why there was a need for the CCLA Deposit Fund instant access account and the Lloyds Bank deposit account.

The Chairman and the Clerk noted that it was recommended, following the financial crisis in 2008, not to have all the Parish's deposit funds with one financial institution. The CCLA fund paid a rate of interest which, at 0.454%, was not high, but considerably better than the highest instant access rate offered by Lloyds Bank. It was therefore used as a backup.

Councillor Thompson asked why £8,000 per month had been estimated for general expenditure in the cashflow forecast, when the actual figure for February 2016 had been around £4,000.

The Clerk noted that February had been an unusually light month for expenditure and that the figure of £8,000 was more realistic.

There being no further questions, matters proceeded to a vote.

On a proposal by Councillor Thompson, seconded by Councillor Bicknell: To adopt the Clerk's recommendation re investments – unanimously **AGREED.**

**15/244**

**ASSETS REGISTER & INSURANCE COVER**

The Chairman referred to the report prepared by the Clerk and circulated prior to the meeting.

The Clerk noted that the asset register he had inherited on taking office six years ago had been in a lamentable state, and it was only now that a full review of the Parish Council's asset position had been completed, including a condition survey, out of which it had become apparent that we had been paying ADC for various things (particularly bins) which no longer existed.

Councillor Thompson asked how the figures had been arrived at. The Clerk noted that a detailed exercise of ascertaining realistic figures for reinstatement values had been carried out by staff. One consequence of this exercise had been that the insurance cover level required to be adjusted to take account of changes in reinstatement values, which in itself showed that the exercise had value.

Councillor Nikki Hamilton-Street asked what provision had been made for depreciation, and whether the Parish's insurance policy provided new for old cover. The Clerk confirmed that the insurance policy, as with all standard Parish Council policies, provided new for old cover.

Regarding depreciation, the Clerk noted that this was not taken into account for the purposes of the asset register. However, a follow-up to the review of the asset register would be an exercise in ascertaining usable lifespan of assets, which will provide a basis for calculating depreciation – the cost of a replacement cost divided by the number of years of useful life would be the annual provision for depreciation.

The Clerk noted that this must run alongside a replacement programme, which was not something the Parish Council had chosen to put in place previously. Having knowledge of the likely useful life of individual assets would also help with the timing of any grant applications we might need to make.

Councillor Bicknell asked why the office photocopier was not to be found on the asset register. The Clerk noted that the copier was held on an operating lease and hence title to it would not at any point pass to the Parish Council; it was not, therefore, a Parish Council asset.

There being no further questions, matters proceeded to a vote.

1: On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Verrinder: That the asset register be accepted and used as a living document – unanimously **AGREED**.

2: On a proposal by Councillor Bicknell, seconded by Councillor Lee Hamilton-Street: That the level of insurance cover be adjusted to cover the extra £124,000 of asset value identified, subject to an acceptable premium increase being agreed – unanimously **AGREED**.

**15/245**

### **2015/2016 FINAL ACCOUNTS AND GOVERNANCE ASSURANCES**

The Chairman referred to the report prepared by the Clerk and circulated prior to the meeting.

The Clerk noted that it was recommended that the governance statements be adopted the meeting before the agreement of the final accounts for the year, which was in his opinion a curious approach to the matter.

Following brief discussion, the matter was put to a vote.

On a proposal by the Chairman, seconded by Councillor Harris: That the governance assurance statements be adopted as proposed – unanimously **AGREED**.

It was noted that the internal auditor had been very positive in her view of the Parish Council's accounting practices.

**15/246**

### **3-YEAR BUDGET PROJECTIONS**

The Chairman referred to the report prepared by the Clerk and circulated prior to the meeting.

The Clerk explained at some length the principles behind the report – namely, that best practice dictated the preparation each year of budget projections for the following three years – and invited questions.

Following brief discussion, it was agreed that the projections be noted.

**15/247**

### **2016 PARISH COUNCIL EVENTS**

The Chairman referred to the report prepared by the Clerk, which required Councillors to decide on the course of action in relation to the following events proposed:

#### **i) BMX/Skatebowl Activity Day**

Councillor Nikki Hamilton-Street asked where it had been agreed that the Parish Council would stage this event annually.

The Clerk noted that this was the view expressed in feedback received immediately following the event in 2015. It was important to note that preparations for this type of event needed to be put in hand more or less straight away following the previous event, as even provisional bookings needed to be made well in advance. The Clerk conceded that this should have been put before Councillors earlier in the year and regretted that this had not happened.

There followed further general discussion, in which it was confirmed that the proposed partner for the event, Live And Breathe Skateboarding, were prepared to host the event without charge to the Parish Council as they were able to cover costs by means of sponsorship. The only financial outlay for the Parish Council would be for ancillary matters such as first aid, sanitary facilities and so forth.

The matter then proceeded to a vote.

On a proposal by Councillor Thompson, seconded by Councillor Jones: That the event be held on Saturday 24 September 2016 as proposed, using Live And Breathe Skateboarding, subject to a maximum outlay for ancillary expenses of £1,000, and subject to a report confirming detail to be laid before the Parish Council for approval at a future meeting – **AGREED** by six votes in favour (Councillors Bicknell, Harris, Jones, Mountain, Phelon, and the Chairman). Councillors Evans, Lee Hamilton-Street, and Nikki Hamilton-Street voted against the proposal. Councillors Thompson and Verrinder abstained.

#### **ii) St Peter & St Paul Fair**

Following brief discussion, the matter proceeded to a vote.

On a proposal by Councillor Thompson, seconded by Councillor Harris: That the St Peter & St Paul Fair be held on Saturday 2 July 2016, and that a budget of up to £3,000 be allowed to meet organisational costs – **AGREED** by 9 votes in favour. Councillors Lee Hamilton-Street and

Nikki Hamilton-Street abstained.

**iii) Memory Tree & Carols**

On a proposal by Councillor Harris, seconded by Councillor Jones: That the Memory Tree and Carols event be held on Friday 2 December 2016 – **AGREED** by 10 votes in favour. Councillor Nikki Hamilton-Street abstained.

**iv) Christmas Day Lunch & Celebration**

On a proposal by Councillor Harris, seconded by Councillor Jones: That the Community Christmas Day Lunch & Celebration be held on 25 December 2016, with a maximum combined budget for this and the Memory Tree event of £1,000 – **AGREED** by 10 votes in favour. Councillor Nikki Hamilton-Street abstained.

**15/248**

**COUNCIL & COMMITTEE TIMETABLE 2016/2017**

The Chairman noted that the timetable of meetings before the Parish Council for agreement was for the main Committees under the new committee structure approved at the 8 March 2016 meeting. It was confirmed that Sub-Committee meetings would be added once the main Committees had decided what they wanted for the future.

Following brief discussion, the matter proceeded to a vote.

On a proposal by Councillor Bicknell, seconded by Councillor Mountain: That the Council & Committee timetable for 2016/17 be adopted as proposed – unanimously **AGREED**

The Chairman noted that in order to cover all items on the agenda, it was necessary for Councillors to agree to continue the meeting for a short time after 21:30. This was unanimously **AGREED**.

**15/249**

**COMMUNITY GRANT APPLICATIONS**

The Chairman noted that an application had been received from 1<sup>st</sup> Angmering Scout Group, in the sum of £300. The application had been received on 15 March 2016 and could legitimately be considered to be for the 2015/2016 financial year. There was an unspent grant allocation of £1,002 from 2015/2016 which would be reduced to £702 if this grant were to be agreed.

Councillor Verrinder noted that she was not favourably disposed towards the application. The Scout Group's involvement in community events was, in her view, lacking; it was also not clear why the Scout Group needed support from grant monies, when it appeared to have reasonably significant cash reserves.

Councillor Nikki Hamilton-Street noted that in the circumstances the full amount sought could not be justified and that 50% (or £150) would be more appropriate.

**Office**

The matter then proceeded to a vote.

On a proposal by Councillor Nikki Hamilton-Street, seconded by Councillor Mountain: That a grant be awarded to 1<sup>st</sup> Angmering Scout Group in the sum of £150 – **AGREED** by 10 votes in favour. Councillor Verrinder voted against the proposal.

It was noted that the 2016/2017 budget for Community Grants was £3,000. No grant applications had been received since 1 April 2016.

**15/250 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

- a) The ASRA Joint; Library; Major Development; and St Nicholas' Working Parties; and
- b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T and Angmering Village Hall Committees

There were no questions.

**15/251 QUESTIONS RESULTING FROM COMMITTEES HELD SINCE THE LAST MEETING**

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following committees:-

- a) The Planning & Conservation Committee meetings held on 15 March 2016;
- b) The Parish Maintenance Committee meeting held on 30 March 2016.

There were no questions.

**15/252 2016/2017 FINANCIAL REPORT**

The reports prepared by the Clerk were noted.

**15/253 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

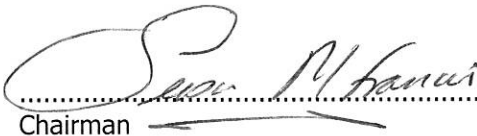
None.

**15/254 DATE OF NEXT MEETING**

The Annual General Meeting of the Parish Council was on Monday 9 May 2016, at 7.30pm in the Village Hall.

Although not a Parish Council meeting, the 2016 Annual Parish Meeting would be on Wednesday 20 April 2016 in the Village Hall.

**The meeting finished at 21:37.**

  
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Chairman

Date  9th May 2016  
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