



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 13 JUNE 2016

**Present:** Councillors Paul Bicknell; Bill Evans; Susan Francis (Chairman); Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith; John Oldfield; Roger Phelon; Peter Thompson.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; District Councillor Andy Cooper; two members of the public.

#### Action

**16/027 APOLOGIES FOR ABSENCE**  
Received from Councillors Mike Jones and Steven Mountain (personal business).

Apologies for absence had also been received from District Councillor Dudley Wensley, and from PCSO Rebecca Bernier, who was not on shift.

**16/028 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**  
None.

**16/029 RETIREMENT OF SYLVIA VERRINDER**  
The Chairman noted with regret that Sylvia Verrinder had retired as a Parish Councillor. The Chairman expressed her thanks to Miss Verrinder for seven years of hard work as a Parish Councillor, and for her support during that time.

**16/030 ELECTION OF VICE-CHAIRMAN**  
The Chairman noted that, due to the retirement of Sylvia Verrinder as a Parish Councillor, the office of Vice-Chairman was now vacant, and a replacement needed to be elected.

Councillor Lee Hamilton-Street was proposed as Vice-Chairman by Councillor Bicknell. Councillor Lee Hamilton-Street noted that, whilst he was most grateful for the nomination, he was unable to act in this capacity due to pressure of other duties.

Councillor Oldfield was proposed as Vice-Chairman for the remainder of the year by the Chairman, seconded by Councillor Thompson.

No other candidates were proposed.

The election was carried out by a show of hands and Councillor Oldfield was unanimously **ELECTED** as Vice-Chairman of the Parish Council.

16/031

**REVISION OF COMMITTEE MEMBERSHIP AND PARISH COUNCIL REPRESENTATION**

The Chairman noted that Sylvia Verrinder's retirement from the Parish Council had resulted in vacancies in the Parish Council's representation on various external bodies, and a vacancy on the Governance and Oversight Committee.

Following discussion, it was unanimously **AGREED** that these vacancies would be filled as follows:

*Littlehampton Health Services Advisory Group:* Councillor Evans to take over as substitute; Councillor Oldfield to remain the principal representative.

*South Downs National Park Authority:* The Chairman to take over as representative for the time being; Councillor Bicknell to remain as substitute.

*Arun District Council Emergency Advisory Group:* Councillor Lee Hamilton-Street to take over as representative; Councillor Oldfield to take over as substitute.

*ADALC:* the uncertainty as to this group's future remained. A representative would be appointed as and when a future meeting was arranged.

*Parish Council Governance and Oversight Committee:* no further members would be appointed for now, but the need for a further member would be kept under review.

16/032

**APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL PARISH COUNCIL MEETING HELD ON 9 MAY 2016**

The Chairman noted that, in relation to minute number 16/010 of the Annual General Meeting, the Parish Council had been asked by Sussex Police to clarify the position regarding events alleged to have taken place in the village on 1 May 2016. A statement by Sussex Police had been issued as follows:

"Police are investigating a report of rape at an address in Angmering.

"A 19-year-old woman from Chichester contacted police to report that she had been raped by a man in the early hours of Sunday, May 1.

"A 27-year-old man of no fixed abode was arrested later that morning on suspicion of rape. He was questioned and has been bailed to July 18 with conditions not to go to a multi-occupancy address in Angmering or to enter the road where it is located."

The Chairman noted that it was normal practice for minutes of Parish Council meetings to record what was said at those meetings, which would inevitably mean that if comments made by Councillors or others contained what subsequently transpired to be factual inaccuracies, those factual inaccuracies would be recorded in the minutes.

The Chairman further noted that the Parish Council was always happy to record a correction of any such inaccuracies at a subsequent meeting. In this particular instance, the correction of the facts would be recorded in the minutes of the present meeting.

The Chairman further noted that the Parish Council regretted any concern

caused by the remarks made at the meeting on 9 May 2016, and hoped that the clarification of the circumstances will allay such concern.

County Councillor Urquhart also wished to clarify that, at minute 16/011, she had asked that the village traders raise their queries with regard to the traffic scheme with the Parish Council, and not with WSCC as had been minuted.

These corrections having been noted, the minutes of the Annual General Meeting held on 9 May 2016 were **AGREED** as a correct record and signed by the Chairman.

The Deputy Clerk reminded Councillors that, since August 2014, members of the Press and the public had had the right to record and broadcast proceedings at public meetings of the Council and its committees and sub-committees. It was therefore particularly important for anyone making statements at any public meetings to be as sure as possible as to the facts of particular matters.

**16/033**

**REPORT FROM SUSSEX POLICE**

The Chairman noted that no report had been received this month.

**16/034**

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

- a) *Traffic Management Scheme* – the Clerk noted that the comments given following the presentation from all sources had been returned to WSCC. The final scheme proposals were awaited following which there would be a formal highway consultation conducted by WSCC Highways. It was intended to publicise the details of this once they had been received from WSCC.
- b) *Parish Council Newsletter* – this was currently being drafted, but information was awaited from WSCC concerning timings of the formal consultation on the Traffic Management Scheme proposals. Councillors were requested to pass details over to the Clerk in the next few days.
- c) *Community Centre Car Park* – the commencement of the works had been delayed by the need to take soil samples from the bund for testing prior to its removal, but a date was expected shortly.
- d) *Community Land Trust* – a continuing dialogue was being undertaken with the various parties involved with the result that real progress was expected in the next two months. This would be dependent on how quickly CALA Homes wanted to start building, however.
- e) *Bewley Road Post Box* – everything was ready to rebuild the post box on the junction of Bewley Road and Arundel Road except that the final rubber-stamping was with the Post Office. Once that was received, the work would be carried out.
- f) *Telephone Box* – the one telephone box in the village, next to Big Fry, had been demolished after being hit by a car over the course of the weekend prior to the meeting. BT had been approached to try to ensure that a replacement was fitted in due course, and indeed a request had been made for a heritage box to replace the damaged one, given that it was in the Conservation Area. Councillors would be updated on progress.

- g) *HELAA Response* – the Clerk and Deputy Clerk had finalised this and it had been submitted to ADC in time for the consultation period expiry on 3 June 2016.
- h) *A259 Consultation Findings* – following much delay, these had now been released by WSCC and had been circulated to Councillors.
- i) *Mayflower Way former cement works* – the site had apparently been sold recently and the new owner had carried out various works for which planning permission would be needed but had apparently not yet been sought.

It was noted that the grass cutting by WSCC's contractors had been very poorly undertaken, with long periods between cuts, and a very inconsistent quality of work when cuts were undertaken.

Councillor Thompson added that there appeared to be a seven-week interval between cuts, which exacerbated the difficulty.

County Councillor Urquhart noted that WSCC was fulfilling its service obligations with regard to grass-cutting.

Councillor Thompson noted that if the job was not being done to an acceptable standard, then WSCC's contractors should be compelled to put things right.

Councillor Bicknell noted that the contractors had not got the quality control right.

County Councillor Urquhart conceded that the situation was not good.

16/035

#### **CHAIRMAN'S REPORT**

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

"As always it has been a busy time since the last Parish Council meeting.

"Sadly Councillor Sylvia Verrinder has resigned and I would like to formally take this opportunity to thank her for all her hard work over the last seven years and hope she enjoys her free time.

"We have had the Arun Consultation on Housing and Economic Land Availability Assessment (HELAA) which the Parish Council responded to on 3rd June. Thank you to all councillors and office staff, particularly Paul Barley and Rob Martin for researching, checking and pulling together the response. I know it took a great deal of time and brain power.

"I attended an Essential First Course on 10<sup>th</sup> May, I would recommend everyone to attend such a potential life-saving course. The office is currently planning this as part of the resilience programme in the autumn.

"The library Wednesday opening is going well. We are now doing scrabble and Rummikub for anyone interested. There is also a jigsaw puzzle for everyone to help with; this is available whenever the library is open.

"I am sure by now everyone is aware of the interruption to bank holiday Monday with the large Monterey Pine falling down and blocking The Thatchway. Well done to the Village Hall Trustees and WSCC team for their prompt response and for clearing a passage way through.

"On the 25<sup>th</sup> May I had the honour of attending the May Day celebrations

*cup*

at St Margaret's School. Well done to all the children who performed so well and with such enthusiasm.

"I joined the chairmen from East Preston, Rustington and Ferring for the celebrations of the 170<sup>th</sup> anniversary of the opening of Angmering Station. There was an excellent jazz band.

"On the 24<sup>th</sup> May and 7<sup>th</sup> June, although only partially in the case of the latter, I attended the Twinning Association committee to progress the 40<sup>th</sup> celebrations and summer party. Details are still being finalised.

"Up and coming since writing the report:

"The Dome in Worthing for St Barnabas on 9<sup>th</sup> June

"Judging the East Preston carnival on 11<sup>th</sup> June

"St Margaret's Church street party for the celebration of the Queen's 90<sup>th</sup> birthday." (Service attended)

*The Chairman adjourned the meeting for public consultation.*

**16/036**

**PUBLIC CONSULTATION**

The members of the public present did not have any questions.

*The meeting reconvened.*

**16/037**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart wished to record her thanks to Sylvia Verrinder for her many years of hard work for the Parish Council, particularly in regard to flood prevention, emergency planning, and resilience.

County Councillor Urquhart noted that WSCC had issued a survey with regard to the impact of bus stop suspension on the A24, A264 and A259 and urged residents to complete it.

County Councillor Urquhart was pleased to note that WSCC Chief Fire Officer Sean Ruth had been awarded the Queen's Fire Service Medal.

County Councillor Urquhart noted that Sussex Police and Crime Commissioner Katy Bourne had indicated that she would like to take over the Fire & Rescue Service in both halves of the county. WSCC intended to fight this every step of the way – West Sussex Fire & Rescue Service was integrated into WSCC services in a way not mirrored in East Sussex.

County Councillor Urquhart noted the Clerk's comments about the responses to the traffic scheme consultation and advised that she would chase this up at WSCC.

In response to a question regarding overgrowth of vegetation at the A27 Dover Lane turn-off, County Councillor Urquhart noted that responsibility for maintenance of verges on the A27 remained with Highways England, and not WSCC.

**16/038**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Wensley had presented apologies for the meeting. District Councillor Cooper wished firstly to extend sincere thanks to Sylvia Verrinder for her work representing the Parish Council on many committees, and to congratulate Councillor Oldfield on his election at Vice-Chairman of the Parish Council.

District Councillor Cooper gave an update on the current ADC position – the new Chairman of ADC for 2016-17 is Councillor Stephen Haymes, with Councillor Jackie Pendleton as Vice-Chairman.

Among many other changes, one of particular note was that Councillor Trevor Bence had replaced Councillor Roger Elkins as cabinet member for Housing.

District Councillor Cooper noted that the ADC Visioning Plan was still being looked at, to identify cost savings and efficiencies.

The Clerk noted that the Parish Council wished to be involved in discussions with ADC about the effects of any proposed cuts and what the Parish could do to step in to any vacancies.

**16/039**

**SPEEDWATCH SCHEME PROPOSAL**

The Chairman referred to the Project Initiation Document prepared by Councillor Lee Hamilton-Street and the map with possible sites for the proposal to run a Community Speedwatch scheme in the village.

Councillor Lee Hamilton-Street explained that, in order to set up a Speedwatch scheme, 8 volunteers were needed. So far, 7 people had expressed an interest in volunteering. 6 potential sites had been risk-assessed and approved by Sussex Police. What was now needed was for the Parish Council to adopt the scheme, and then publicise it appropriately.

Councillor Lee Hamilton-Street noted that there was no cost involved in setting up a scheme, nor any charge to use the spare radar gun that was kept at Littlehampton police station; if the scheme wished in the future to purchase its own gun, this could be acquired at a cost of approximately £800. In order to identify speeding vehicles correctly, it was necessary to record the registration number, make and model, and colour.

On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Phelon: That the proposed Community Speedwatch scheme be formally adopted by the Parish Council – unanimously **AGREED**.

**16/040**

**ANGMERING PARISH COUNCIL WEBSITE**

The Clerk gave a brief report on the progress being made to transfer content from the Parish Council's existing website to the new site. As anticipated, various teething problems had been identified with the new site, which were being worked through by the office. The Clerk confirmed that, on present information, the new site would be live in early July 2016.

**16/041**

**ANNUAL EVENTS**

The Chairman noted that the Parish Council needed to consider whether various community events were to be held annually in the future, which would allow the office to make appropriate arrangements in good time during the periods leading up to the respective dates.

- St Peter & St Paul Annual Fair (to be held on the weekend next following 29 June each year);
- Christmas Tree Purchase and installation (by the end of November each year);
- Memory Tree & Carols (first Friday in December each year);
- Christmas Day Meal

It was noted that it was important also to agree that the Council formally determine the precise date of each event (with the obvious exception of the Christmas Day meal), following the previous year's event taking place.

On a proposal by Councillor Hill-Smith, seconded by Councillor Harris: That the community events listed above be held annually, with dates for the following year's events to be set as soon as possible following the current year's events – unanimously **AGREED**.

**16/042**

**ANNUAL AUTHORITY FOR PAYMENTS BY DIRECT DEBIT OR USING THE DEBIT CARD**

The Clerk noted that the Parish Council needed to authorise the use by the Parish Office of the above methods for various recurring payments throughout the course of the year in accordance with the schedule circulated prior to the meeting.

On a proposal by Councillor Hill-Smith, seconded by Councillor Thompson: That the Parish Office be authorised to make payments for the coming year by direct debit and debit card in accordance with the schedule circulated – unanimously **AGREED**.

**16/043**

**EMPLOYEE HANDBOOK (CONFIDENTIAL)**

The Chairman noted that the Parish Council needed to consider the recommendation of the Governance & Oversight Committee to adopt the newly-drafted employee handbook, which contained a number of employee-related policies which had been revised and updated to take account of current employment legislation.

Councillor Lee Hamilton-Street expressed his thanks to the office staff for their work in preparing the handbook.

On a proposal by Councillor Evans, seconded by Councillor Oldfield: That the draft employee handbook be adopted by the Parish Council – unanimously **AGREED**.

**16/044**

**PALMER ROAD PAVILION**

The Clerk explained that he had held a meeting with officers from Arun District Council, and the way forward had been discussed for the development of the Palmer Road facility.

The ADC view was that they were looking to purchase adjoining land to extend the playing fields and open space. It was believed that a Masterplan should be worked up outlining what the Community wanted to aspire to in terms of facilities and pitches, possibly looking at more than just football pitches.

The Parish Council needed to consider this and to suggest a way forward from this point, bearing in mind that the most urgent need would be to ensure that the drainage on the site was rectified first, for which a new lease would be required.

It was noted that the project would be managed within the Community, Leisure, Environment & Wellbeing Committee and might involve setting up a sub-committee, co-opting people from Arun District Council/ASRA and other sports organisations. The starting point would be the aspirations of the community as expressed through the Neighbourhood Plan/Community Action Plan process.

Following general discussion it was agreed that this would be discussed further with the Community, Leisure, Environment & Wellbeing Committee, which was due to meet for the first time on 28 June 2016.

**16/047**

**COMMUNITY GRANT APPLICATIONS**

The Chairman noted that a grant application had been received from Angmering Cricket Club in the sum of £421. The 2016/2017 budget for

Community Grants was £3,000 and no grants had been allocated to date.

The Chairman noted that, from her personal observation, the Cricket Club members had worked very hard to ensure they had usable facilities.

The Clerk also noted that the artificial pitch was nearing the end of its life. The works proposed would, however, keep things going in the meantime.

Matter then proceeded to a vote. On a proposal by Councillor Thompson, seconded by Councillor Bicknell: That a grant to Angmering Cricket Club be approved in the sum of £421 as per the application – **AGREED** by 8 votes in favour, with abstentions from the Chairman and Councillor Nikki Hamilton-Street.

**16/048**

**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.

**16/049**

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

- i) To consider the reporting mechanism for committees under the revised structure.
- ii) An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following committees:-
  - a) The Housing, Transport & Planning Committee meetings held on 17<sup>th</sup> May and 7 June 2016;
  - b) The first meeting of the Communities, Leisure, Environment & Well-Being Committee will not be held until 29<sup>th</sup> June 2016.

Councillor Lee Hamilton-Street noted with respect to the Governance & Oversight Committee that an action item that had emerged from that Committee's last meeting was the staff handbook, which had been considered earlier in the meeting.

Councillor Oldfield noted that he and the Chairman had held a meeting with the Clerk on 8 June 2016 in order to set and agree performance objectives for the coming six months. A full appraisal of performance against those objectives would take place in around six months' time.

Councillor Oldfield also noted that the Highways Sub-Committee of the Housing, Transport and Planning Committee had met for the first time on 8 June 2016, the meeting having been mostly taken up by discussion of the Traffic Management Scheme proposals, as expected.

**16/050**

**2016/2017 FINANCIAL REPORT**

The reports prepared by the Clerk were noted.

**16/051**

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

None.

**16/052**

**DATE OF NEXT MEETING**

The next scheduled Meeting of the Parish Council was on Monday 11 July 2016, at 7.30pm in the Village Hall.

The meeting finished at 21:16.

  
.....  
Chairman

Date..... 