



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 16 JANUARY 2017

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

In Attendance: Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; 36 members of the public; a representative from the Littlehampton Gazette.

Action

16/165

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Lee Hamilton-Street (work commitments), Councillor Steven Mountain (personal business), District Councillor Andy Cooper, and District Councillor Dudley Wensley.

The Chairman noted that, due to the public interest in various of the matters to be considered at the present meeting, the agenda would be dealt with in the order of items 2, 3, 8, 7, 10, 11, 4, 5, 6, 9, 12 and thereafter in sequence.

16/166

ARUN'S PLANNING CHALLENGES

The Chairman welcomed Lindsay Frost, planning consultant, to the meeting. It was noted that Mr Frost had given a presentation on ADC's planning challenges to ADALC on 21 December 2016; this presentation was felt to be of wider interest to the general public and was to be repeated here.

[The slides from the presentation are attached as an Appendix to these Minutes.]

16/167

DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

Councillor Bicknell noted that, in view of his holding office as an Arun District Councillor as well as a Parish Councillor, he would leave the meeting whilst agenda item 10 (Minute 16/170) was being discussed.

The Chairman declared a non-pecuniary interest in agenda item 22 by virtue of her holding office as Chairman for the time being of the Angmering Community Land Trust, and noted that she would abstain from any vote taken in respect of matters to be dealt with under that agenda item.

16/168

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart advised that the WSCC budget for the year commencing 1 April 2017 had now been completed. This would involve a council tax increase of 1.95% and in addition the 2% for social care permitted by central Government, making a total increase of 3.95%.

County Councillor Urquhart noted that in terms of school funding, West Sussex received the fifth lowest funding settlement in the country. Even to achieve the national average for funding would require an extra £45 million. Schools in the county were struggling to pay their staff. However, a new funding formula due to come in next year should alleviate matters to some extent.

County Councillor Urquhart noted that consultation on expansion of St Wilfrid's Catholic Primary School was in progress. This expansion, if it went ahead, would involve introduction of mobile classrooms at the school.

County Councillor Urquhart noted that the formal consultation for the Traffic Management Scheme, required under the Highways Act, would be carried out shortly.

Councillor Bicknell asked whether the proposed St Wilfrid's expansion was to be funded out of Section 106 receipts.

County Councillor Urquhart confirmed that this was not the case – the funding was coming in part from borrowing. It should be noted that this was an entirely separate project from the proposed expansion of East Preston Junior School.

Mr Gibbs asked when the village could expect to have the secular primary school long-promised on the Bramley Green site in Rowan Way.

County Councillor Urquhart noted that St Margaret's C of E Primary School had capacity to deal with new entries from the area. The plan was to ring-fence monies coming through for a new school, but WSCC was not yet in receipt of funds. In addition, the lack of need for a new school was amply demonstrated by the DfE's rejection of the Schoolsworks free school application.

The Chairman adjourned the meeting for public consultation.

16/169

PUBLIC CONSULTATION

The members of the public present had no questions.

The meeting reconvened.

16/170

JUDICIAL REVIEW

Councillor Bicknell left the meeting while this item was being discussed.

The Clerk gave a brief update on discussions with the Parish Council's solicitors and Counsel. It was noted that the pre-action letter (required under the pre-action protocol applicable to this type of legal action) was expected to be sent during the course of the week commencing 16 January 2017. ADC would then have a certain amount of time to respond, and the content of that response would determine the next steps to be taken by the Parish Council.

Mr Gibbs expressed concern that a judicial review would not have the effect of reversing the decisions made by ADC.

The Clerk noted that the Court had a variety of powers available to it in

the event that it found in favour of the Parish Council, and those included orders quashing the decision and requiring it to be reconsidered.

Councillor Bicknell rejoined the meeting.

16/171

FUTURE DEVELOPMENT PROPOSALS

The Chairman referred to the detailed report prepared by the Clerk on the position of the Angmering Neighbourhood Plan, circulated before the meeting, and noted that the Parish Council was being asked to decide whether to set up a Masterplan Working Party in accordance with the report's recommendations.

The Clerk noted that the purpose of this Working Party was to ensure as far as possible that the right matters were considered, to challenge what ADC understood by "strategic" development.

The Clerk noted that one of the many areas of concern in ADC's approach was the lack of consideration of "employment". It was imperative that the Parish put its own vision together. No other parish in Arun was currently doing this. It was emphasised that the Working Party needed to act quickly.

Following brief discussion, matters proceeded to a vote, as follows:

On a proposal by Councillor Thompson, seconded by Councillor Oldfield: That a Masterplan Working Party be set up in accordance with the Clerk's recommendations – unanimously **AGREED**.

Clerk

On a proposal by Councillor Bicknell, seconded by Councillor Nikki Hamilton-Street: That an invitation be extended to the community as a whole for volunteers to join the Working Party, as required – unanimously **AGREED**.

Clerk

Paragraph 33 in the report, which asked the Parish Council to confirm that the intention was to produce a document that could be adapted to provide a revision to the Neighbourhood Plan when this was provided for within the emerging Neighbourhood Planning legislation, was noted.

16/172

APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 DECEMBER 2016

The minutes of the Parish Council Meeting held on 12 December 2016 were **AGREED** as a correct record and signed by the Chairman.

16/173

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

The Clerk referred to the updated action list previously circulated to members of the Council.

The Clerk reported on the following additional matters:

Proposed Traffic Management Scheme: the Parish Council wished to be a part of the formal consultation exercise shortly to be undertaken by WSCC.

Telephone Box in The Square: BT had confirmed that this was due to be repaired shortly.

Angmering CLT: work on this, and its initial project, continued apace. Sources of funding for community housing projects were currently being investigated.

Community Speedwatch: Councillor Marsh had kindly agreed to help out with the co-ordination of the scheme, to assist the Deputy Clerk.

16/174

CHAIRMAN'S REPORT

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

"Happy New Year to one and all, although it does seem some time ago now.

Fire Services Christmas Carol Service

I was very pleased to be invited to attend the Fire Services Christmas Carol Service on 14th December. It was an excellent service and song excellent singing from the very large choir!

Christmas Day Lunch

I am pleased to report that the Christmas Day Lunch went well again this year, although lunch was late due to the oven taking longer than predicted. However, we reversed the order of the day and held the Robin Derby first. Despite the delay everyone had a good time and went away with the Christmas box and food for at least another day. Thank you to everyone who so kindly donated this year, as always the contributions are always very much appreciated.

ADALC

I attended the ADALC meeting on 21st December. The constitution was accepted by the members with the agreement that amendments can be made as needed. It is in fact just an amended copy of the Horsham Constitution. A presentation was given on planning but as we have the speaker with us at the Parish Council meeting I will not bother to report what you will only be told by a professional!

The Parish Council Volunteers Library

The Volunteers Library welcomed the start of the Writer's Club on Wednesday 4th January. An excellent turn-out of nine people with more wanting to join. A Short Story competition is about to be launched with a first and second prize, so watch this space.

"My usual call of use it or lose. Although the library is well used at time we do need to increase the footfall and the number of books taken out, especially on a Wednesday evening!

"This year is going to be a busy year so be prepared."

16/175

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

District Councillors Cooper and Wensley had presented their apologies for the meeting.

16/176

MEETINGS TIMETABLE 2017/2018

The Chairman noted that the Parish Council was being asked to consider and agree the meetings timetable for the coming administrative year.

The Clerk noted that it had come to his attention that the Resilience Sub-Committee's meeting dates required amendment – a revised schedule would be circulated in due course.

This point having been noted, the schedule was **AGREED**.

Clerk

16/177

CLERK'S APPRAISAL

Councillor Oldfield reported that he and the Chairman had carried out the Clerk's appraisal, and that the objectives set for the Clerk (following

consideration of the matter at the Parish Council's meeting in March 2016) had all been achieved to their satisfaction. Various other matters had been taken forward apace in addition to these, for which the Clerk was to be commended.

Councillors were reminded that the matter of salary increments for the staff (including the Clerk) in the employment of the Parish Council had been considered at the Parish Council meeting on 14 March 2016. It was noted that matters relating to staff contracts of employment were discussed *in camera* and Councillors' attention was drawn to Confidential Minute 15/231, in which two resolutions had been passed in relation to the method by which the Clerk's performance was to be appraised, and the impact this would have on his entitlement to any salary increment.

On a proposal by Councillor Oldfield, seconded by Councillor Marsh: That the criteria set out in the second resolution recorded at Confidential Minute 15/231 having been met to the satisfaction of the Parish Council, the salary increment envisaged in that resolution be awarded to the Clerk – unanimously **AGREED**.

Clerk

16/178

2017/2018 BUDGET & PRECEPT

The Chairman noted that this item had featured on the agenda for the two Parish Council meetings prior to the present meeting. Councillors had now had ample opportunity to consider the budget and precept proposals, and the Clerk's recommendations in that regard.

The Chairman reminded Councillors that the Clerk's recommendation was that an increase was warranted given the continuing uncertainties involved in the legal costs for the potential Judicial Review, the need to be able to fulfil the asset renewal programme already agreed, and to make progress with the new projects that might present themselves for the coming year.

The suggestion was that the current annual band D charge of £88.03 should be increased by £10, which would produce an extra £32,000 in budget. It needed to be noted that, averaged over the calendar year, this increase would add 83p per month to Band D Council Tax bills.

Councillor Nikki Hamilton-Street noted that there was a need to communicate the proposals to residents, so that the reasons for the increase were clearly stated.

The Clerk confirmed that this would be done in a forthcoming newsletter.

Matters then proceeded to a vote:

On a proposal by Councillor Marsh, seconded by Councillor Harris: That the Parish Council precept be increased in accordance with the Clerk's recommendations as set out in his report – unanimously **AGREED**.

Clerk

16/179

COMMUNITY GRANT APPLICATIONS

Two applications for grant had been received since the previous meeting, copies of which had been circulated with the agenda for the present meeting.

- a) The first was for **Victim Support (Sussex Area)** in the sum of **£100** – the application was made on a parish council form which was supported by a set of national organisation accounts, 77 pages long. This had not been generally circulated, but had been made available from the Clerk's office.

On a proposal by Councillor Bicknell, seconded by Councillor Jones: That the grant be awarded in the sum requested – unanimously **AGREED** Clerk

- b) The second was for **Home Start Arun** in the sum of **£789.30**. It was noted that the remaining grants budget was only £529 and that funds would need to be transferred from reserves in order to award the amount sought.

On a proposal by Councillor Thompson, seconded by Councillor Phelon: That £300 be transferred from reserves to cover this grant – unanimously **AGREED**. Clerk

On a proposal by Councillor Nikki Hamilton-Street, seconded by Councillor Harris: That a grant in the sum of £790 be awarded – unanimously **AGREED**. Clerk

The 2016/2017 budget for Community Grants was £3,300 (including the further sum of £300 voted above) and grants allocated to date amounted to £3,261, leaving a balance available of £39 from which to fund further grants.

16/180

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

- a) The ASRA Joint; Library; and St Nicholas' Working Parties, and
b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group

There were no questions.

16/181

QUESTIONS 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 Housing, Transport & Planning Committee meeting held on 13 December 2016 and 10 January 2017.
b) CLEW – 2nd Weds 14/12

There were no questions.

16/182

2016/2017 FINANCIAL REPORT

The reports were noted.

Councillor Phelon asked how the Parish Council's investments in the CCLA Property Fund were performing

The Clerk noted that the fund value had dipped in the wake of the EU referendum, but on present information would, in capital terms, be back to where it had been prior to that were in another year or so. Returns on the Parish Council's investment in the fund continued at the level of 4.5%.

16/183

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

None.

16/184

DATE OF NEXT MEETING

The next scheduled Meeting of the Parish Council was on Monday 13 February 2017, at 7.30pm in the Village Hall.

16/185

CONFIDENTIAL MATTERS

The Parish Council was asked to decide whether, in accordance with Standing Order 1(c), the public and press should be excluded from the meeting for the next agenda item because their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

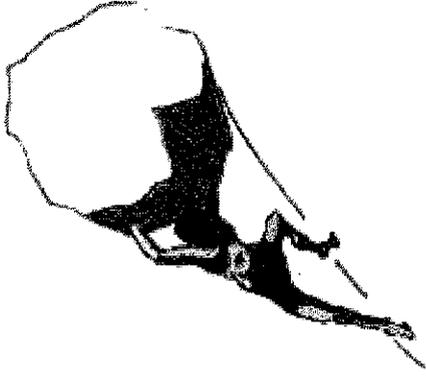
This was unanimously **AGREED**.

The meeting finished at 21:29.

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Chairman

Date.....

DRAFT



Arun's planning challenges

Current issues affecting town and parish councils ,and their neighbourhood plans, arising from the emerging Arun Local Plan

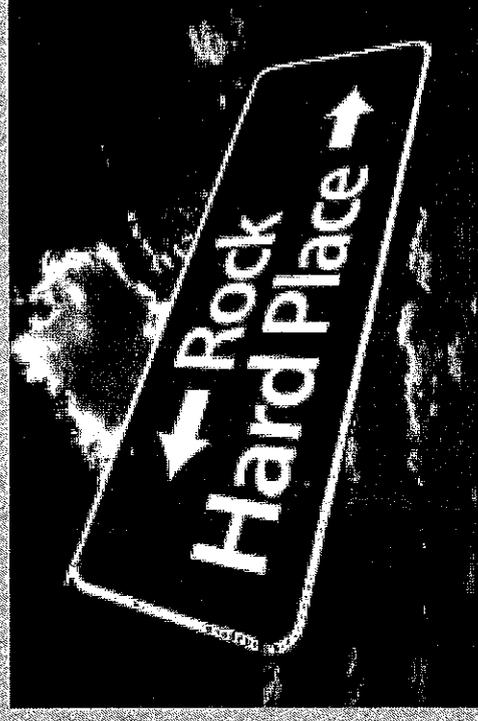
Presentation to Arun District Association of Local Councils

Rustington, West Sussex

Wednesday December 21 2016

What are we going to cover today ?

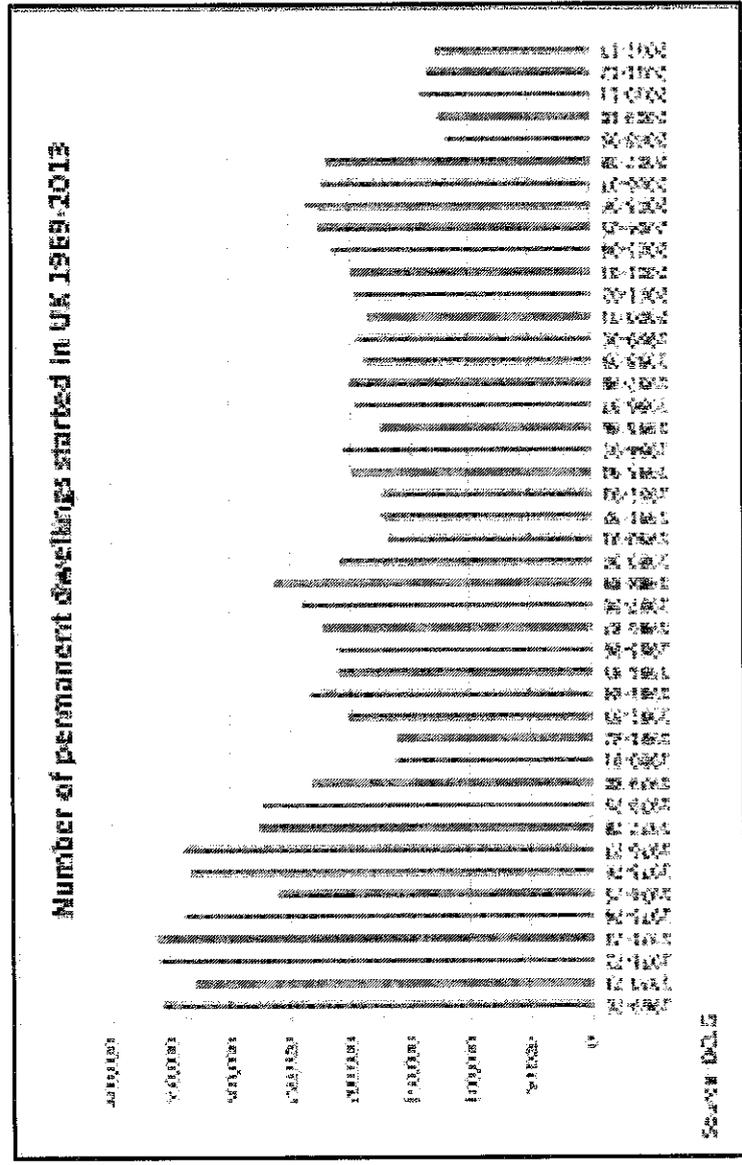
- The UK's house building problem
- Challenges facing all local planning authorities
- Particular challenges in Arun District
- Where are we now?
- What happens next ?
- More changes at national level
- Some issues for the ADALC to consider



The UK's house building problem

- The UK needs to build around **250,000-300,000 new houses each year** to keep up with national housing needs
- It has consistently **underperformed for many years**, resulting in escalating housing need and a host of problems :
 - house prices have risen far faster than inflation and are unaffordable for many people, particularly in the 20-40 age group
 - upward pressure on housing rents (also fed by housing benefits)
 - homelessness
 - regional imbalances and lack of labour mobility, which harms the economy
 - an ageing housing stock, sometimes in poor repair and not climate resilient
- Becoming a higher profile political issue, but still no coherent approach : a Government White Paper is expected soon

House building starts in UK 1969-2013



Factors affecting the house building rate

- Many different factors affect how much housing is built:
 - the planning system
 - performance of the national economy
 - housing finance : availability of mortgages, interest rates, housing benefits, role and capacity of social landlords
 - land banking by housebuilders
 - availability of skilled labour in the building industry
 - marginalisation of public sector building
 - ever-shifting political focus
 - lack of government infrastructure investment and land assembly to support large scale development (cp. Netherlands VINEX programme)

The Government planning response since 2010

- Abolish regional planning and promote “localism”
- Encourage cross-boundary working through “duty to co-operate”
- Simplify national planning policy guidance : the NPPF (2012)
- Promote and reward higher levels of housebuilding, through planning policy and the New Homes Bonus
- Take some smaller scale development out of the system through extending scope of permitted development
- Link development and infrastructure through CIL
- Speeding up delivery of national infrastructure
- Pressure on LPAs to (a) speed up decision making on applications (b) get up to date local plans in place and (c) support neighbourhood plans



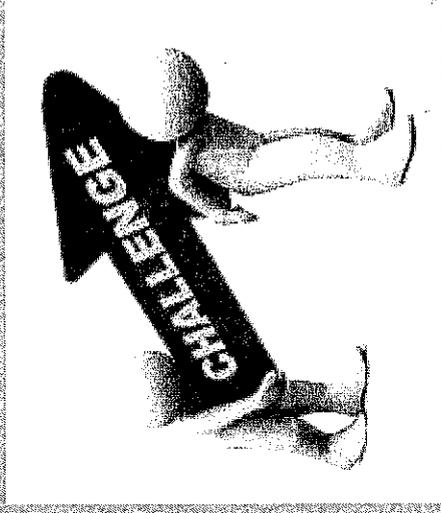
Key text from the NPPF (paragraph 47)

To boost significantly the supply of housing, local planning authorities should:

- use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period;
- identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land;
- identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15;
- for market and affordable housing, illustrate the expected rate of housing delivery through a housing trajectory for the plan period and set out a housing implementation strategy for the full range of housing describing how they will maintain delivery of a five-year supply of housing land to meet their housing target, and
- set out their own approach to housing density to reflect local circumstances.

Challenges facing all local planning authorities

- Getting an up-to-date Local Plan in place in the face of :
 - increasing OAHN (projections updated regularly by ONS)
 - showing "duty to co-operate " has been fulfilled
 - uncertainty over future infrastructure funding
 - ever changing Government policy on housing and planning
 - need to sustain 5 year housing supply
- Handling planning applications without an up-to-date Plan , and "planning by appeal"
- Reduced resources for planning departments
- Recruiting and retaining experienced staff



Particular challenges facing Arun (1)

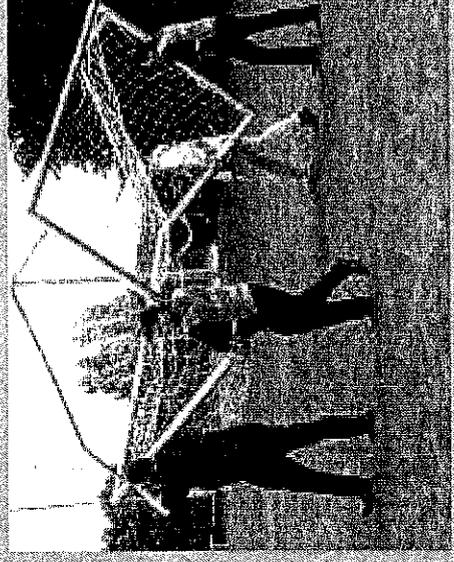
- Existing “saved” Local Plan dates from 2003 : now carries limited weight
- Replacement Local Plan Examination suspended in 2014 : more work required and **considerable pressure on to progress a new draft plan**
- OAHN increasing : now up from 845 dwellings p.a. to 919 p.a. – a moving target and may go even higher
- Persistent failure to provide a five year housing supply: currently 2.12 years supply
- Dependence on large sites means it is difficult to crank up housebuilding levels in the short term
- Many infrastructure and environmental constraints
- Adjacent LPAs not in position to ease pressure much
- Exposure to speculative planning applications
- On the plus side , one of the best LPA areas for progression of neighbourhood plans



Particular issues facing Arun (2)

Arun shares many of the same difficult issues as other planning authorities in south-east England, but perhaps in a more acute form, because of:

- current reliance on an old and out-of-date Local Plan
- the difficulty of getting a new Local Plan in place against a shifting OAHN
- the difficulty of addressing the immediate problem of five year housing land supply
- the likelihood of yet more Government policy changes
- the need to take account of extensive neighbourhood plan coverage
- continuing pressures on council budgets



Where are we now ?

- ADC have done a considerable amount of work since 2014 to establish an up-to-date evidence base for the new Local Plan
- Latest analysis shows five year housing land supply needs **immediate action**, in advance of examination and approval of the new Local Plan, in order to comply with NPPF requirements
- **This presents a very difficult job** in ensuring that any short term proposals for boosting housing land supply:
 - ❖ identify sites which are acceptable in planning terms
 - ❖ are not premature and prejudicial to the ongoing local plan process
 - ❖ are fair to landowners /developers who submitted sites for local plan
 - ❖ do not undermine the work done so far, and currently in progress on, neighbourhood plans
 - ❖ have appropriate engagement with town and parish councils, and with the local communities that may be affected by new development

The housing land supply position in Arun District

- Data collected and updated for 2016
- Housing supply assessed against updated OAHN figure of 919 dwellings pa
- Updated OAHN figure adds to under supply in the 2011-16 period , which was 1535 dwellings over the five years
- Two methods for assessing 5 year supply : Sedgefield (default method) and Liverpool (stepped or deferred provision in current absence of necessary infrastructure to serve development)
- Arun supply is **2.12 years** on Sedgefield method , representing “persistent under delivery of housing” (NPPF para. 47) , so **immediate action required to bolster housing supply**. This is a “policy off” figure which doesn’t reflect sites which may emerge through the new Local Plan

Options to bolster short term housing supply set out in the report

1(a) invite planning applications on smaller HELAA sites (<300) identified as “deliverable” where sustainable and would not prejudice the new Local Plan and infrastructure delivery

1(b) invite planning applications on first phase of strategic sites (>300) if it does not prejudice wider implementation and necessary infrastructure

2(a) Review development allocations for towns and parishes using HELAA “deliverable” sites .If not provided in updated neighbourhood plans , ADC to produce a “Small Sites DPD”

2(b) Remove all town and parish allocations and instead ADC produces a “Small Sites DPD” based on higher OAHN requirements



The Local Plan Sub-Committee's recommendations to full Council

- Note the current five year land supply (2.12 years)
- Commence dialogue ASAP with towns and parishes on future development allocations in either updated neighbourhood plans or a "Small Sites DPD"
- Pursue Options 1(a) and 1(b) above and invite early planning applications on certain "deliverable" HELAA sites and phase 1 strategic sites
- Pursue Option 2(b) : remove town and parish allocations from the new Local Plan (but not neighbourhood plans) and instead make allocations through a "Small Sites DPD" and/or updated neighbourhood plans
- Work with promoters to accelerate delivery of strategic sites

What happens next ?

- Sub-Committee recommendations go to full Council in March 2017
- ADC continues dialogue with towns and parishes
- ADC officers continue technical work and make further reports to Local Plan Sub-Committee
- Towns and parishes need to consider implications of this new situation and consider how best to respond to it



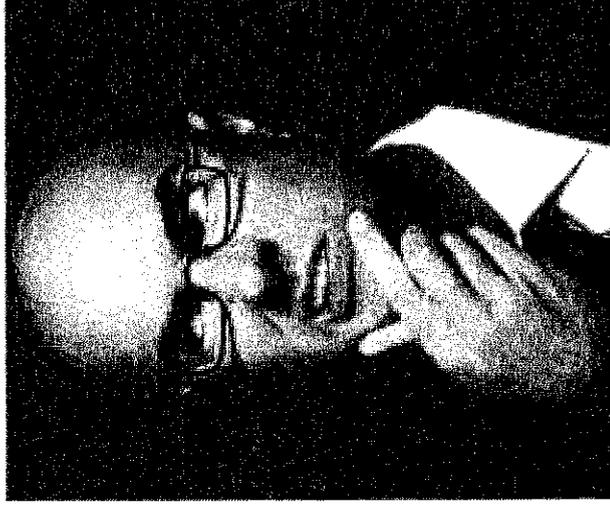
More changes coming at national level

The local position will be further complicated by recent, and expected, changes to the planning system. These include:

- The Neighbourhood Planning Bill (currently at report stage) which includes proposals to simplify the review and the updating of plans
- The Ministerial Statement of 12 December 2016 which says that the supply of housing in a “made” neighbourhood plan will not be “out of date” (NPPF para 49) if :
 - the written ministerial statement is less than 2 years old or the neighbourhood plan has been part of the development plan for 2 years or less
 - the neighbourhood plan allocates sites for housing
 - the local planning authority can demonstrate a **three** year supply of housing
- The Housing and Planning White Paper (expected imminently) which is expected to include further measures to promote delivery of housing , together with local planning and CIL reform

Some issues for the ALC to consider (1)

- What do ALC members want from the dialogue with Arun DC ?
- Would a formal ADSC/ ADALC concordat on the progression of the new Local Plan , and neighbourhood plans, be useful ?
- If so, what would it need to cover?
- Given the HELAA conclusions , which areas will need updated neighbourhood plans or be part of a “Small Sites DPD”?



Some issues for ADALC to consider (2)



- What work would be involved for the town and parishes?
- What would be the timescale for the work ?
- Do towns and parishes have the resources to deliver ?
- How best to communicate the town and parishes' position to local communities ?

**ANGMERING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING, 16 JANUARY 2017
CONFIDENTIAL – AGENDA ITEM 22**

16/186

TRANSFER OF MAYFLOWER WAY LAND TO ANGMERING COMMUNITY LAND TRUST

The Chairman referred to the confidential report circulated by the Clerk prior to the meeting, on the matter of the proposed transfer of the piece of land to the south of Mayflower Way to the Angmering Community Land Trust ('ACLT'), and invited comments.

The Clerk explained that the Parish Council was requested to consider giving authority to put in place the transfer of the land. The price payable would in large measure be determined by the ability of the ACLT to raise funds for the purchase by way of grant applications.

An application had been submitted to the Coast 2 Capital Local Enterprise Partnership for £300,000. It was clarified that this sum would be specifically for the purpose of the Mayflower Way project; if the grant was approved, this would be on condition that the funds would need to be spent by 31 March 2017.

The Clerk noted that if the ACLT was unsuccessful in obtaining grant funding, then the Parish Council would need to consider whether it was appropriate to transfer the land for nil, or nominal, consideration.

The Clerk confirmed that ACLT had funds in hand sufficient to disburse the costs of acquisition (specifically, legal fees and valuation costs).

On a proposal by Councillor Marsh, seconded by Councillor Phelon: That the Clerk and his staff be given the authority to do all things necessary to proceed with the proposed transfer, subject to final agreement on the purchase price to be paid by the Angmering Community Land Trust – **AGREED** by 9 votes in favour, with abstentions from the Chairman and Councillor Nikki Hamilton-Street.

Clerk

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
11 July 2016	16/057 a)	Angmering Traffic Management Scheme	Further Discussion with WSCC	Meeting arranged	Advertise formal consultation process.	Formal consultation process to start on 16 February 2017
11 July 2016	16/057 e)	Telephone Box	Continue to pressurise BT to replace	Emails sent to BT, no response	Keep in contact	BT contacted and are aware and will be replacing phone and box, 'after 13 January 2017'
11 July 2016	16/063	Twinning	Contact new Head Teacher at Angmering School	Await new Head Teacher		To promote school involvement
11 July 2016	16/065	Annual Fair planning team	Set up meetings to plan for next year	Yet to be set up	Set up meeting, arrange for feedback	
8 August 2016	16/081	Sussex Police	Ask whether Arun Safer Communities Team would come to a meeting		A meeting was held between Matt Rookes ADC Antisocial caseworker and the Clerk	Nothing further

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way	£10,000 Grant from Locality for consultation plans now received. A further grant from the LEP has been applied for and this will require quick action	The CLT has just one live proposal with the Mayflower Way proposal being progressed quickly	The land transfer is being put into place for action within the next month.
12 September 2016	16/102	Play Area Refurbishment	Spend up to £5,000 on play area refurbishment			Swings to be installed w/c 13 February 2017
10 October 2016	16/114	Bus Shelters	To review the possibility of siting bus shelters	Cllr Thompson has subsequently volunteered to carry out a review on possible sites	Cllr Thompson presented a report to the Community Facilities Sub-Committee in which he has suggested 9 possible sites for bus shelters	Grant sources are still being investigated

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
14 November 2016	16/134	Planning Issues	To set up meeting with Nigel Lynn & others to question why the status of the Neighbourhood Plan is being compromised	Meeting with Karl Roberts confirmed that ADC position was unchanged	Update on agenda	
16 January 2017						

ANGMERING PARISH COUNCIL

Balances Outstanding as at:

31-Jan-17

	£	£
Long Term Investments		
Consolidated Stock		96.00
Bank Accounts		
Lloyds Bank Business Account	44,148.34	
Lloyds Bank 12-month Deposit Account	150,000.00	
Lloyds Bank Current Account	28,271.17	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
	447,419.51	
Petty Cash Imprest Account	35.38	
TOTAL BANK BALANCES AVAILABLE		447,454.89
Public Works Loan Board		
Outstanding Debt - Office		-

2016/2017 Budget Monitor

31 January 2017

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

Income						
	Precept	(272,290)	(272,290)		100%	
	Grants & Donations	(5,800)	(6,000)		103%	
	Section 106 & CIL Income	-	-		0%	
	Interest & Investment Income	(11,300)	(6,876)		61%	
	Other Income	(3,300)	(5,824)		176%	items in expenditure heads, covered by insurance income here
Total Income		(292,690)	(290,990)		99%	
Expenditure						
	Employees Direct					
	Salaries, NI & Pensions	170,200	141,832		83%	
	Employees Indirect					
	Staff Travel, Subsistence & Training	1,250	1,633		131%	Additional H&S Training agreed after budget set
	Supplies & Services					
	Office Building Running Costs	2,850	1,830		64%	
	Office Maintenance, Improvements & Equipment	6,050	671		11%	
	Office Running Costs	8,800	7,739		88%	
	Newsletter	2,800	1,034		37%	
	Books Publications & Subscriptions	2,700	3,197		118%	
	Protective Clothing, Tools & Equipment	2,350	2,355		100%	
	Bank Charges	20	8		38%	
	Room Hire	700	769		110%	Using the library and holding more meetings has increased costs.
	Event Costs	3,800	2,151		57%	
	Advertising	25	-		0%	
	IT Support, Software and Equipment	7,800	6,383		82%	
	Insurance	11,350	11,366		100%	No more to come
	Audit Fees	1,600	1,300		81%	
	Professional & Legal	2,850	3,604		126%	Legal Costs for CLT Land Sale
	Councillors					
	Allowances	3,500	3,265		93%	
	Chairman's Allowance	500	300		60%	
	Courses/Conferences	1,000	(210)		-21%	
	Official Hospitality	700	476		68%	
	Other Expenditure					

2016/2017 Budget Monitor

31 January 2017

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

Election Costs	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Community Grants	3,300	(240)	0%	Yet to be invoiced
Allotment Rent Paid	825	(1,238)	-150%	This does not include grants to Victim Support or Home Start Arun Not been invoiced for 18 months
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	11,700	6,964	60%	
Buildings	4,500	6,990	155%	Includes replacement sliding door mechanism for Community Centre & Flooring Replacement
Christmas Tree & Lights	400	488	122%	
Street Lighting	5,800	(5,047)	-87%	Still awaiting invoice for £5,000 to cover Downs Way light replacement from 2014.
Dog Fouling & Waste Bins	500	-	0%	
Village Maintenance	16,000	17,056	107%	Includes Palmer Road pitch repairs as agreed
Vehicles & Equipment	5,350	3,906	73%	
Loan Charges	-	-	0%	
Transfers to Reserves	(16,478)	-	0%	The areas with additional expenditure shown above such as Palmer Road and Community Centre will be taken from reserves
Capital Improvements	37,058	42,988	116%	
Total Expenditure	299,800	263,937	88%	
Total Net Expenditure/(Income)	7,110	(27,053)	-380%	

General Reserve	
Balance b/f	(92,492)
Less: Net Expenditure/(Income)	7,110
Balance c/f	(85,382)

RECEIPTS AND PAYMENTS SCHEDULE

Jan-17

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
02/01/2017	CCLA	BGC	5.47	-	5.47 Interest
09/01/2017	Lloyds	BGC	1.99	-	1.99 Interest
11/01/2017	Angmering Community Centre	FPI	1,687.50	-	1,687.50 Contribution
20/01/2017	Fenland Lelsure	TFR	43.10	-	43.10 Refund
21/01/2017	CCLA	BGC	2,182.06	-	2,182.06 Dividend
25/01/2017	HMRC	BGC	5,167.67	-	5,167.67 VAT Refund
TOTAL RECEIPTS			9,087.79	-	9,087.79

Jan-17

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
20/01/2017	Employees	OL200117	7,615.56	-	7,615.56 Salaries
20/01/2017	WSCC Pension Fund	OL200117	2,826.77	-	2,826.77 Pension Contributions
20/01/2017	HMRC	OL200117	2,785.99	-	2,785.99 Tax/NI
04/01/2017	Cash	TRANS	150.00	-	150.00 Imprest Reimbursement
20/01/2017	Land Registry	Card1001	12.00	-	12.00 Registry Search
18/01/2017	Land Registry	Card1002	6.00	-	6.00 Registry Search
05/01/2017	Land Registry	Card1003	6.00	-	6.00 Registry Search
20/01/2017	Michael Warden - ADALC	005937	45.00	-	45.00 ADALC Reimbursement
20/01/2017	ADALC	005938	15.00	-	15.00 ADALC Subscription
13/01/2017	SAGE	DD1012	36.65	-	36.65 Payroll
31/01/2017	SSALC	Faster1001	20.00	20.00	- VAT Missed
31/01/2017	DMH Stallard	Faster1002	154.00	-	154.00 Court Fee - Judicial Review
23/01/2017	Surrey Hills Solicitors	Faster1003	500.00	-	500.00 Up-Front Legal Costs CLT Sale
23/01/2017	Blackcircles.com	Card1006	157.30	26.22	131.08 Van Tyres
13/01/2017	Everwell OH	Faster1004	354.00	59.00	295.00 Occupational Health referral
19/01/2017	Alpha Training	Faster1005	582.00	97.00	485.00 Health & Safety Training
06/01/2017	Quicksafe	CArd1009	219.98	36.66	183.32 Lone Worker Tracker
03/01/2017	Discount Displays	Card1008	263.87	43.98	219.89 Display Boards
25/01/2017	Allstar	DD1001	36.17	6.03	30.14 Van Fuel
18/01/2017	Allstar	DD1002	62.76	10.46	52.30 Van Fuel
24/01/2017	BT	DD1003	25.44	4.24	21.20 Village Hall Broadband Line
01/01/2017	Conxserv	DD1006	42.00	7.00	35.00 Website Hosting
30/01/2017	Conxserv	DD1004	42.00	7.00	35.00 Website Hosting
16/01/2017	SAGE	dd1005	54.00	9.00	45.00 Accountancy
31/01/2017	Utility Warehouse	dd1007	184.04	9.03	175.01 Energy Costs
23/01/2017	Sprint t/a SCS	dd1008	82.13	13.69	68.44 Telephones
25/01/2017	Focus IT Services	DD1009	323.17	53.86	269.31 IT Support
19/01/2017	Vodafone	DD1010	43.00	7.16	35.84 Mobile Phones
24/01/2017	GiffGaff	DD1011	5.00	0.83	4.17 Emergency Mobile
30/01/2017	Angmering Community Land Trust	OL260117	2,169.18	-	2,169.18 Parish Budget Transfer
30/01/2017	Biffa	OL260117	203.58	33.93	169.65 Refuse Disposal
30/01/2017	Ferring Nurseries	OL260117	761.78	126.96	634.82 Flower Bed Maintenance
30/01/2017	J Electrical	OL260117	606.00	101.00	505.00 Defibrillator Box Installation
30/01/2017	Lindsay Frost	OL260117	140.70	-	140.70 Planning Presentation Delivery
30/01/2017	SSALC	OL260117	134.00	-	134.00 Planning Presentation Costs & LCR
30/01/2017	Travis Perkins	OL260117	168.50	28.09	140.41 Tools
30/01/2017	Viking	OL260117	45.98	7.66	38.32 Stationery
10/01/2017	Angmering Village Hall	OL060117	750.00	-	750.00 Community Grant
10/01/2017	Angmering Village Hall	OL060117	7.00	-	7.00 Room Hire
10/01/2017	Biffa	OL060117	21.19	3.53	17.66 Refuse Disposal
10/01/2017	euro-pean	OL060117	4,050.00	675.00	3,375.00 Community Centre Floor
10/01/2017	Lorna Passfield	OL060117	36.00	-	36.00 Office Cleaning
10/01/2017	Mark Williams	OL060117	138.00	-	138.00 Peggy's Walk
10/01/2017	Real Christmas Trees	OL060117	390.00	65.00	325.00 Christmas Tree Supply
10/01/2017	Stubbs Copse	OL060117	269.10	44.85	224.25 Green Waste
10/01/2017	Travis Perkins	OL060117	6.26	1.04	5.22 Tools
30/01/2017	Bounce Mania	OL260117	340.00	-	340.00 Inflatables
TOTAL PAYMENTS			26,887.10	1,498.22	25,388.88