



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 12 JUNE 2017

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

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; 4 members of the public.

Action

**17/025 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Paul Bicknell, Steven Mountain, and Roger Phelon (all personal business), and also from District Councillors Andy Cooper and Dudley Wensley.

**17/026 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**

Councillors Harris, Hill-Smith and Marsh declared a non-pecuniary interest in item 10 (minute 17/034) insofar as it related to the Rydon Homes planning application, as they occupied properties near to the subject site.

**17/027 APPROVAL OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8 MAY 2017**

The minutes of the Annual Parish Council Meeting held on 8 May 2017 were **AGREED** as a correct record and signed by the Chairman.

**17/028 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**

- a) The Clerk referred to the updated action list previously circulated to members of the Council.
- b) The Clerk referred to comments in the Rydon application to their attendance at meetings of the Angmering Advisory Group. Councillors were reminded that this group had been set up at the behest of ADC in order to deal with the delivery of s106 mitigation measures for the Roundstone Lane developments. Its meetings were not held in public and it was therefore not the appropriate forum for developers to carry out any sort of consultation exercise. The Clerk advised that these points had been made with some emphasis to ADC, but had been disregarded by them.

**17/029 CHAIRMAN'S REPORT**

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

"As I am writing the wind is howling round the house and, as if in a tantrum, it is throwing things around the garden. We have had beautiful sunny, hot

days with the threat of heading for a drought and now downpours and wind, well this is England after all!

"So what has been going on in the last few weeks?"

"We were very pleased to welcome some of the school children from Ouistreham to St Margaret's School on 12th May. The members of the Twinning Association and members of staff at the schools made the visitors very welcome, including a quiz, playing time and lunch. The children arrived as strangers and left with new best friends. A good job done by all, this is the second visit and hopefully more will follow.

"On 23rd May I attended the Twinning Association committee meeting. They will be at the St Peter and St Paul's fair with information and encouragement for new members, the summer party will be on the 16th July, anyone interest please let me know. Of course the trip to Ouistreham in August is ready and everyone is looking forward to another successful time.

"On 24th May I was honoured to attend the late May Day celebrations at St Margaret's Schools. All the children performed dance, some designed by the class themselves. They all did brilliantly and the sun was kind to us again this year.

"May Day bank holiday the travellers arrived and took up occupation on land just north of the A259. At the time of writing, as far as I am aware they are still there.

"This coming Saturday 10th June I am judging the carnival at East Preston. I hope the weather is better than today."

Councillor Thompson asked whether the travellers on the A259 had now departed – it was confirmed that they had. It was noted that the ADC traveller updates were no longer being received by the Parish Office.

17/030

#### **PUBLIC CONSULTATION**

Mr Hanmore wished to thank the Parish Council personally, on behalf of the Angmering Sports and Recreation Association, for the commitment to spend significant amounts on improvements to the recreation ground. This bucked the trend for local councils generally to cease to support sports facilities.

Mr Hanmore also wished to express concern that the matter of the lease on the recreation ground was still unresolved despite considerable efforts being made by the Clerk and others to get ADC to deal with this matter.

The Clerk noted that this concern was shared by the Parish Council and he would now take it up with the ward District Councillors as well as ADC officers. It was disappointing to note that the officers responsible were now not even responding to correspondence on the subject.

Councillor Nikki Hamilton-Street asked whether anything further had been heard with regard to the ADC open space strategy. The Clerk noted that this had rather been overtaken by the HELAA exercise, which unhelpfully had envisaged housing being put on some of the playing fields in the strategy, but that this would be followed up.

A member of the public raised concerns about the recent grant of permission for a non-material amendment in relation to the proposed extra care facility on the Broadlees site in Dappers Lane. It was noted that the Parish Council was already well aware of the matter and would be raising

its concerns with ADC as a matter of priority, as the amendments proposed could not, in all conscience, be described as minor.

A member of the public asked whether the Parish Council felt disadvantaged by the absence of ADC and WSCC representatives at its meetings. The Chairman noted that WSCC and ADC representatives were generally to be found in attendance at more than half of the Parish Council's monthly meetings, but it was clearly less than advantageous when neither of the ward District Councillors were unable to attend.

Mr Henderson noted that the Merry England Nursery site in Dappers Lane was being offered for sale "with planning permission" when in fact the Section 106 agreement attaching to the application had not yet been finalised, and asked whether this was permissible. The Deputy Clerk noted that as the ADC Development Control Committee had approved the application, and this was now on the public record in the minutes of the Committee's relevant meeting, it was not inaccurate to state this.

*The meeting reconvened.*

**17/031**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart noted that WSCC business had only recently reconvened following the recent elections. She had been promoted into the Cabinet as the member responsible for Environment. She noted that the Traffic Management Scheme would hopefully go before JEAAC in July for final approval.

A member of the public asked whether there was an update with regard to the A259 route improvement scheme. County Councillor Urquhart noted that land acquisitions and compulsory purchase requirements were being dealt with at present.

The Chairman asked whether the A284 Lyminster bypass scheme was any further forward. County Councillor Urquhart noted that Persimmon Homes were still in discussions with Southern Water with regard to foul drainage from the North Littlehampton development and as a result matters were no further forward. Councillors were reminded that it was the Section 106 agreement for the North Littlehampton development that was providing a large proportion of the funding for the A284 scheme, and so the scheme could not progress while this remained unresolved.

**17/032**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

There were no District Councillors present at the meeting.

**17/033**

**JUDICIAL REVIEW**

The Deputy Clerk reported that the adjourned hearing had now been re-fixed for 11 July 2017, and that 90 minutes had been allowed for all arguments to be put forward. The recent Supreme Court decision in the Suffolk Coastal DC v Hopkins Homes case was considered to have significant implications both for this matter and for future planning decisions involving the application of Neighbourhood Plan policies.

**17/034**

**FUTURE DEVELOPMENT PROPOSALS**

The Chairman referred to the final letter sent as a response to the Local Plan consultation and noted that the Parish Council needed to consider the way forward in terms of its response to the application by Rydon Homes for the site south of Water Lane (A/99/17/OUT).

It was noted that this site had been repeatedly rejected in successive land availability assessments as it was considered unsuitable for development.

There were significant concerns with both the application itself and the manner in which it had been brought forward, with the revised Arun Local Plan due to commence examination shortly.

It was noted that the Parish Council was liaising with the CPRE, and the SDNPA with regard to the application, and that Rt Hon Nick Herbert MP was also being made aware of it.

With regard to the Angmering Advisory Group, and further to the comments made by the Clerk earlier in the meeting, it was noted that the Chairman and Councillors Mountain and Oldfield currently attended the Group's meetings. The concerns regarding the misapplication of the Group's terms of reference were repeated; County Councillor Urquhart noted that she shared these concerns, and that in her view potential developers had no place at these meetings.

The Chairman noted with concern that some significant amendments to the proposed Broadlees extra care facility scheme had been approved by ADC, without notice to the Parish Council, under the non-material amendment process. It was noted that the scale of the amendments requested could not in all conscience be described as non-material and appropriate representations would now need to be made to ADC.

17/035

#### **MAYFLOWER WAY TELECOMS MAST**

The Chairman referred to the report prepared by the Deputy Clerk, and circulated prior to the meeting, regarding a request by JW Stratton Ltd to regularise the Land Registry records for the plot of land they owned in Mayflower Park, on which was situated a telecoms mast.

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

- 1) On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Hill-Smith: That the Clerk and his staff take such steps as are necessary to investigate the position with regard to the request from J W Stratton Ltd, including the appropriate level of consideration and contributions to the Parish Council's legal costs – **unanimously AGREED**
- 2) On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Hill-Smith: That, if satisfied that it is in order to carry out the request, that the Clerk and his staff take such steps as are necessary to rectify the Land Registry title WSX318768, including collection of monies due to the Parish Council in relation to the proposed rectification, with the final Deed being executed by two Councillors in accordance with Standing Order 14 – **unanimously AGREED**

17/036

#### **COMMUNITY GRANT APPLICATIONS**

The Chairman noted that an application for grant had been received from 1<sup>st</sup> Angmering Guides in the sum of £300.

It was noted that the papers submitted in support of the application did not make it clear what costs were being incurred as part of the project for which grant assistance was being sought.

Following discussion, the matter proceeded to a vote, as follows:

On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Thompson: That the grant be awarded in the requested sum of £300, on condition that a proper explanation of the cost be provided by the applicant

before any funds are disbursed – **AGREED** by 8 votes in favour, one vote against, and one abstention.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £625, leaving a balance available of £2,375 from which to fund grants.

**17/037**

**INVESTMENT STRATEGY**

The Clerk referred to his report on a proposed investment strategy for the coming year, by which deposits would not exceed the FSCS limit of £85k.

Councillor Thompson asked about the outlook ratings for the proposed investments. The Clerk noted that investments would in each case be covered by FSCS scheme in any event. There was no mechanism by which banks were compared against a standard.

Councillor Lee Hamilton-Street noted that UK banks had been stress-tested in the last 18 months and had passed.

Councillor Thompson noted that financial institutions that did not deal with charities and not-for-profit organisations should possibly be excluded.

The matter was put to a vote, as follows:

On a proposal by Councillor Thompson, seconded by Councillor Hill-Smith: That the investment strategy as proposed by the Clerk be adopted – unanimously **AGREED**.

**17/038**

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

It was noted that the next JEAAC meeting would take place in July 2017; its Highways and Transport Working Group would meet in the near future.

It was noted that Councillor Harris would attend the next ASRA meeting in place of Councillor Phelon.

**17/039**

**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 meetings held on 16 May and 5 June 2017.

Councillor Thompson noted that the Local Plan Sub-Committee's next meeting on 3 July 2017 would be attended by him and various other Councillors.

**17/040**

**2016/2017 FINANCIAL REPORT**

The reports were noted.

**17/041**

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

None.

17/042

**DATE OF NEXT MEETING**

The next Parish Council meeting was scheduled to be on Monday 10 July 2017, at 7.30pm in the King Suite of the Angmering Village Hall.

**The meeting finished at 21:35.**

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Chairman

Date.....

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**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.	Awaiting results of consultation
11 July 2016	16/063	Twinning	Contact new Head Teacher at Angmering School	Await new Head Teacher		To promote school involvement
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way		The CLT is applying for support funding, from the both Locality and the Community Housing Funds held by ADC	The CLT has received an offer for access to the site opposite and towards the capital costs. This is still subject to clarification and negotiation.
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
16 January 2017	16/170	Judicial Review	To continue supporting the Parish Solicitor and Barrister in information gathering	This has continued	Oral Hearing now put off until 11 July 2017	
16 January 2017	16/171	Future Development Proposals	To set up the Working Party	Small sites letter sent to ADC	The Local Plan response was hand-delivered on 30 <sup>th</sup> May 2015	When the Local Plan gets nearer to completion, a revision to the Neighbourhood Plan will be started.
10 April 2017 12 June 2017	16/245 17/037	Investment Strategy	To undertake a review of the proposed strategy to see if the deposits can be contained within the £85,000 support limit.	On the agenda for June 2017	The Clerk/RFO had obtained details of available accounts and was looking to set up accounts accordingly	
12 June 2017	17/035	Mayflower Way Telecoms Mast	To rectify the land registry position with respect to the area containing the mast	Liaison with the other parties has taken place and the ball is in their court.		

## ANGMERING PARISH COUNCIL

Balances Outstanding as at:	30-Jun-17	
	£	£
<b>Long Term Investments</b>		
Consolidated Stock		96.00
<b>Bank Accounts</b>		
Lloyds Bank Business Account	212,552.41	
Lloyds Bank Current Account	61,448.75	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
	<u>499,001.16</u>	
<b>Petty Cash Imprest Account</b>	<u>20.03</u>	
<b>TOTAL BANK BALANCES AVAILABLE</b>		499,021.19
<b>Public Works Loan Board</b>		
Outstanding Debt - Office		-

**2017/2018 Budget Monitor**

30 June 2017

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

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(316,800)	(158,400)	50%	
Grants & Donations	-	(12,390)	0%	Operation Watershed work to be done in 2017/2018
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(10,100)	(766)	8%	
Other Income	(1,300)	(3,268)	251%	
<b>Total Income</b>	<b>(328,200)</b>	<b>(174,824)</b>	<b>53%</b>	
<b>Expenditure</b>				
<b>Employees Direct</b>				
Salaries, NI & Pensions	173,200	41,118	24%	
<b>Employees Indirect</b>				
Staff Travel, Subsistence & Training	1,250	221	18%	
<b>Supplies &amp; Services</b>				
Office Building Running Costs	2,900	543	19%	
Office Maintenance, Improvements & Equipment	1,050	345	33%	
Office Running Costs	8,700	2,136	25%	
Newsletter	5,700	10	0%	
Books Publications & Subscriptions	2,700	2,148	80%	SSALC Subscription is the main one, paid at 1st April for the year.
Protective Clothing, Tools & Equipment	1,200	210	18%	
Bank Charges	20	-	0%	
Room Hire	700	173	25%	
Event Costs	5,000	25	1%	
Advertising	25	-	0%	
IT Support, Software and Equipment	4,800	1,061	22%	
Insurance	11,500	6,822	59%	
Audit Fees	1,600	500	31%	
Professional & Legal	2,050	646	32%	
<b>Councillors</b>				
Allowances	3,500	1,548	44%	
Chairman's Allowance	500	300	60%	
Courses/Conferences	1,000	-	0%	
Official Hospitality	700	-	0%	
<b>Other Expenditure</b>				

2017/2018 Budget Monitor

30 June 2017

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

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Election Costs	-	-	0%	
Community Grants	3,300	925	28%	
Allotment Rent Paid	825	-	0%	
Christmas Day Event	-	-	0%	
<b>Maintenance Committee</b>				
Play Areas	800	180	23%	
Buildings	3,500	1,251	36%	
Christmas Tree & Lights	400	-	0%	
Street Lighting	6,000	(6,050)	-101%	Always a year behind payment, negative balance is provision for last year
Dog Fouling & Waste Bins	500	-	0%	
Village Maintenance	15,000	8,432	56%	Looks out of step because the payment for the pitch maintenance programme was made in on elump - to be financed from reserves
Vehicles & Equipment	3,150	455	14%	
Loan Charges	-	-	0%	
Transfers to Reserves	58,322	-	0%	
Capital Improvements	-	-	0%	
<b>Total Expenditure</b>	<b>319,892</b>	<b>63,000</b>	<b>20%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>(8,308)</b>	<b>(111,824)</b>	<b>1346%</b>	

General Reserve

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	(8,308)	(111,824)	Assumes adjustment agreed to bolster General Reserve
Balance c/f	(100,800)	(204,316)	

## RECEIPTS AND PAYMENTS SCHEDULE

Jun-17

## Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
05/06/2017	AVIVA	BGC	1,790.00	-	1,790.00 Skatebowl Light refund
02/06/2017	CCLA	BGC	5.04	-	5.04 Interest
09/06/2017	Lloyds	BGC	10.73	-	10.73 Interest
26/06/2017	AVIVA	BGC	1,045.00	-	1,045.00 Swing Replacement
27/06/2017	Mrs. Welland	BGC	432.00	-	432.00 Ground Rent & Insurance
TOTAL RECEIPTS			3,282.77	-	3,282.77

Jun-17

## Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
20/06/2017	Employees	OL200617	7915.16	-	7,915.16 Salaries
20/06/2017	HMRC	OL200617	2872.19	-	2,872.19 Tax/NI
20/06/2017	WSCC Pension Fund	OL200617	2927.60	-	2,927.60 Pension Contributions
13/06/2017	SAGE	DD0301	36.65	-	36.65 Payroll
09/06/2017	Susan Francis	Faster 0301	300.00	-	300.00 Chairman's Allowance
14/06/2017	Halfords	Card 0301	13.99	2.33	11.66 Petrol Can
14/06/2017	Shell Eastfield	Card 0302	12.18	2.03	10.15 Mower Fuel
22/06/2017	Hello Print	Card 0303	35.58	5.93	29.65 Fair Banner
16/06/2017	Mobile Fun	Card 0304	11.98	2.00	9.98 Mobile Case
26/06/2017	PRS	Card 0305	37.42	6.24	31.18 Fair Music Licence
16/06/2017	Greenfield	OL120617	83.00	13.83	69.17 Boiler Service
16/06/2017	1st Angmering Scouts	OL120617	25.00	-	25.00 Scout Hut Hire
16/06/2017	Stubbs Copse	OL120617	70.40	11.75	58.65 Green Waste Disposal
16/06/2017	Surrey Hills Solicitors	OL120617	469.20	78.20	391.00 CLT Land Legals
16/06/2017	Wizziprint	OL120617	114.00	-	114.00 Fair Leaflets
07/06/2017	Angmering Village Hall	OL050617	35.00	-	35.00 Room Hire
07/06/2017	Biffa	OL050617	150.35	25.06	125.29 Waste Removal
07/06/2017	Curtis Fullman	OL050617	100.00	-	100.00 Fair Poster Design
07/06/2017	Ferring Nurseries	OL050617	761.78	126.96	634.82 Floral Displays
07/06/2017	Newman Business Supplies	OL050617	419.93	69.99	349.94 Photocopies
07/06/2017	Owen Electrical	OL050617	853.22	142.20	711.02 Car Park Lighting Repair
07/06/2017	RT Spencer	OL050617	24.00	-	24.00 Fire Extinguisher Service
07/06/2017	Ferring Nurseries	OL050617	121.94	13.83	108.11 Stationery
07/06/2017	Vita Play	OL050617	194.40	32.40	162.00 Play Area Repairs
20/06/2017	BNP Paribas	DD0301	563.22	93.87	469.35 Photocopier Lease
27/06/2017	Came & Co	Faster0302	1453.98	-	1,453.98 Vehicle Insurance
17/06/2017	Southern Counties Fuels/Certas	Card0306	247.54	11.79	235.75 Mower Fuel
02/06/2017	Conxserv	Card0303	42.00	7.00	35.00 Website Hosting
05/06/2017	Biffa	Card0308	53.97	9.00	44.97 Waste Removal
28/06/2017	Allstar	DD0302	32.42	5.40	27.02 Van Fuel
14/06/2017	Allstar	DD0303	32.45	5.41	27.04 Van Fuel
19/06/2017	Vodafone	DD0304	43.89	7.31	36.58 Mobile Phones
16/06/2017	SAGE	DD0305	59.40	9.90	49.50 Accountancy
09/06/2017	Focus IT	DD0306	323.17	53.86	269.31 IT Support
07/06/2017	SCS	DD0307	74.86	12.48	62.38 Telephones
30/06/2017	Utility Warehouse	DD0308	102.89	5.17	97.72 Energy
26/06/2017	BT	DD0309	27.00	4.50	22.50 Village Hall Line
21/06/2017	BT	DD0310	84.00	14.00	70.00 Village Hall Broadband
24/06/2017	GiffGaff	DD0311	5.00	0.83	4.17 Emergency Mobile
TOTAL PAYMENTS			20,730.76	773.27	19,957.49