



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone: 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 10 JULY 2017

Present: Councillors Paul Bicknell (from 19:45); Bill Evans; Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith (from 19:45) Mike Jones; David Marsh; Steven Mountain; John Oldfield (Vice-Chairman); Roger Phelon; Peter Thompson.

In Attendance: Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; one member of the public.

Action

17/043 APOLOGIES FOR ABSENCE
Apologies for absence had been received from Councillors Susan Francis (personal business), Norma Harris (illness), and also from County Councillor Deborah Urquhart, District Councillors Andy Cooper and Dudley Wensley.

17/044 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA
None.

17/045 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 JUNE 2017
Councillor Jones noted that he had been omitted from the list of attendees. The minutes laid before the Vice-Chairman were corrected by hand; with this amendment; the minutes of the Parish Council Meeting held on 12 June 2017 were **AGREED** as a correct record and signed by the Vice-Chairman.

17/046 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 noted that the JEAAC meeting at which the Traffic Management Scheme was due to be considered would take place on 11 July 2017.
- c) The Clerk was pleased to report that the various grants applied for by the Angmering Community Land Trust had been approved, and this meant that the Community Land Trust was now in a position to pay the contribution towards the Parish Council's legal costs that had been agreed as part of the land transfer. Further grants from ADC would be available in the future. Due to the way ADC's payments team operated, the money would be paid to the Parish Council in the first instance, and it was unanimously **AGREED** that this money be transferred to the Community Land Trust upon receipt.
- d) The Clerk noted that since the previous meeting, it had become apparent that the Parish Council-sponsored bid for the former Chandlers site had not (at least initially) been successful, although

discussions with the vendors were continuing. It was noted that it might prove necessary to arrange a meeting with the vendors in person in early course.

Councillors Bicknell and Hill-Smith joined the meeting.

17/047

CHAIRMAN'S REPORT

The Vice-Chairman referred to the Chairman's report, circulated before the meeting, and reproduced below:

"Firstly, my apologies for my absence at the Parish Council meeting but I leave you in the very capable hands of the Vice Chairman, I know he will do a wonderful job.

"As always it has been a busy month for the parish but many of the items will be discussed elsewhere on the agenda so I do propose to deal with them here.

"New Estate Agents

As I am sure you all know, after very many years of being in the village Holmes Estate Agents closed leaving everyone wondering what would be the new venture. Well it was a new estate agents Cooper Adams who already had an office in East Preston so they knew the area well. I was invited to attend their official opening on Friday 23rd June. They wished to express their delight in being part of Angmering Village and how much they would like to help the village by supporting local events and organisations, in fact I noticed they were helping to promote St Wilfrid's School fair this week so that is a good start. I am sure we will make them all feel very welcome.

"Resilience Training

Although this comes under the CLEW committee and Resilience Subcommittee, I really wanted to report on it here because of the great appreciation and thanks I have to give to the trainer Chris Scott, Resilience & Emergencies Team Adviser, for his hard work on 24th June in giving the councillors and staff a double training session! I also want to thank Councillor Lee Hamilton-Street for organising the use of the East Preston Fire Station training room and for the fire service allowing us to have it!

"In addition to the training we have also been given a large variety of items for use in the parish should the need arise, for example traffic cones, snow shovels, road closure signs, hi-vis vest to name just a few.

"The expert help and guidance and generosity is very much appreciated. It was also a good bonding session for the group.

"Angmering Chorale

Angmering Chorale very kindly once again invited me to attend their summer concert in Angmering School on 24th June. The theme was opera and the choir did exceptionally well in entertaining us for the evening. As always I would like to take this opportunity to officially thank them for their invitation once again, it has been delightful and I have enjoyed their beautiful singing.

"Angmering School Art and Design Technology Exhibiton

On the 27th June I attended the Art and Design Technology Exhibition at Angmering School. The work the students have produced is exceptional and I am sure that they will go on to create great works of art and design. I would like to officially thank the school for their very kind invitation and wish the students every success in the future.

"St Peter and St Paul Fair – 1st July

I am sure I do not need to let people know that the St Peter and St Paul Fair took place on 1st July as most of the groups in the village took part. It was a good day, the weather was kind to us for a change, although we still had the dreaded Angmering wind, at least it was not as strong this year and the gazebos stayed put. I have received some really positive feedback about the fair, people enjoyed themselves and it is a wonderful event to bring the whole village together. I have to say the highlight for me was the impromptu tug of war teams, one with the children and one with the men. Absolutely delightful and wonderful to see everyone enjoying themselves and cheering the competitors on.

"The fair next year will be on 30th June so please everyone put it in your diaries and come and join us.

"Village Hall Committee

The village hall committee met on the 4th June. An excellent job, as always has been undertaken by the elected officers in keeping the village hall running and ensuring that everything is safe and compliant. The replanting of the area where the two trees have been taken down is still ongoing as the design is not quite right but it is hoped that the amendment will be completed shortly and the design submitted to Arun District Council.

"The Christmas Market that raises funds for improvements to the village hall every year is on the 2nd December, another date for your diary. The Parish Council always participates in this. Previous years I have done Guess the number of sweets in the jar and Guess the weight of the cake, as an example. This year I would like to do something different and am looking for suggestions please and maybe some help in preparation and on the day. As with the fair it is a good time for the community to get together and I would recommend it to you.

"Angmering Twinning Association

The Angmering Twinning Association Committee met on 6th July. The St Peter and St Paul Fair gave the association a wonderful opportunity to promote the Twinning. There are a number of families interested in taking part, we hope that they will join and enjoy the benefits of being part of the twinning.

"The preparations for the Summer lunch on 16th July were finalised, unfortunately I am unable to attend this year.

"Also the trip to Quistreham was finalised, approximately 24 people are going this time and again sadly I am unable to go with them this year but know they are going to have a brilliant time.

"A Shuffleboard evening is being organised for 23rd September in the village hall. Everyone is welcome and anyone interested please let me know.

"The Library

Vicki Davey has been appointed as the new Cluster Manager for Angmering Library, many congratulations and I look forward to working with Vicki in the future."

The Vice-Chairman adjourned the meeting for public consultation.

17/048

PUBLIC CONSULTATION

The member of the public present noted that he was interested in matters relating to transport infrastructure and the alleviation of problems caused

by new developments. A recent Daily Telegraph article indicated that significant funding would be made available by central Government.

The meeting reconvened.

17/049

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart had presented her apologies for the meeting, as a result of a close bereavement. The Vice-Chairman expressed condolences on behalf of the Parish Council.

17/050

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

There were no District Councillors present at the meeting.

Councillor Mountain expressed regret that neither District Councillor Wensley nor District Councillor Cooper were present. Councillor Bicknell had agreed to take a question in his capacity as a District Councillor.

Councillor Mountain raised a question regarding ADC litter wardens. Earlier in the year, ADC had contracted with a private company to do litter patrols in Littlehampton and Bognor Regis. ADC appeared to be receiving no revenue from this and it was apparent that a proportion of the wardens' remuneration was contingent upon the number of fines issued.

This had resulted, perhaps inevitably, in instances of oppressive behaviour by individual wardens. No publicity had been given to this scheme and complaints had been received on the basis that the wardens' first response was to issue a fine, rather than warn members of the public about their conduct.

Councillor Nikki Hamilton-Street noted that she recalled seeing a report of a meeting of the ADC Environment & Leisure working group from January 2017, which indicated that this would be done on a 12-month trial. The company operating the scheme was a commercial undertaking under the control of East Hants District Council, who were offering various outsourced services to local authorities.

Councillor Bicknell noted that he had not heard about this and would make further enquiries.

It was noted that it was in any case undesirable for fines collected to pass out of the district and indeed the county, to benefit another authority.

17/051

JUDICIAL REVIEW

The Clerk noted that the hearing of the Parish Council's application was listed for 10:30 on Tuesday 11 July 2017. Councillors would be advised of the outcome in due course.

17/052

FUTURE DEVELOPMENT PROPOSALS

The Clerk gave a brief update on discussions with ADC officers regarding the Parish Council's response to the Rydon Homes outline planning application for land south of Water Lane (A/99/17/OUT).

Concern was expressed that the application was due for determination shortly before the Local Plan examination was due to recommence, in accordance with the Planning Performance Agreement entered into by the developer with ADC. This was most undesirable, given the number of errors in the application and its supporting evidence.

It was also noted that it was appropriate for Rydon and those advising them to discuss their proposals with the Parish Council as the statutory consultee

whose interests were most directly affected by proposed development. It was disappointing to record that this had, again, not happened.

It was also noted that the traffic surveys for the Rydon scheme had been carried out before any of the additional Roundstone Lane developments had been commenced, and were therefore out of date.

It was considered that discussions needed to be had with ADC and with the developers themselves in early course.

Councillor Bicknell noted that the extant application was, on present information, due to be considered by the Development Control Committee on 15 September 2017.

Following further discussion, it was suggested that a formal written request be submitted to the Rt Hon Nick Herbert MP that he seek to have the application called in by the Secretary of State. This suggestion was put to a vote on a proposal by Councillor Thompson, seconded by Councillor Bicknell, and was unanimously **AGREED**.

The Clerk noted that it would be worth considering the instruction of Counsel to represent the Parish Council at the Local Plan examination hearings. Costs for this would be investigated.

The Clerk also noted that legal advice was being sought with regard to a non-material amendment application for the Broadlees site and that he would provide a further update once that advice was to hand.

Councillor Marsh left the meeting

17/053

COMMUNITY GRANT APPLICATIONS

No further grant applications had been received since the previous meeting.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £975, leaving a balance available of £2,325 from which to fund grants.

17/054

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

Councillor Mountain gave an update on the recent JEAAC Highways & Transport Working Group meeting, which covered the following points:

1) It had been unanimously agreed by the Group that it was not appropriate for ADC to have permanent representation on it. This would be taken to the main Area Committee in due course.

2) WSCC was still doing very little to address the issue of drivers making right turns onto the A259 from the left-hand lane when approaching the golf club roundabout from Windmill Bridge, in contravention of lane markings, signposts and Rule 186 of the Highway Code. It was noted that clearer signage and driver education were required.

3) It had been observed that road markings needed to be improved at the Station Road roundabout.

4) Pedestrian/cycle access to the Manor Retail Park (Next/Tapi Carpets/Aldi) was an issue to be referred to ADC planning compliance. As matters stood, it was difficult (if not impossible) to access the site safely on foot or by bicycle. It was also notable that a layby and bus stop had been provided in

the entrance road, despite the fact that none of the local bus services passed within half a mile of the site.

5) A259 route improvement scheme – it had been confirmed that works would commence in May/June 2018 and would be completed in 2020.

The Vice-Chairman noted that the Healthcare Advisory Group was next due to meet on 28 July.

It was noted that a meeting of the Angmering Advisory Group was due to be held later in the month to discuss the Group's future, in the light of differences of opinion between the Parish Council and ADC as to the Group's purpose.

17/055

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.

17/056

2017/2018 FINANCIAL REPORT

The reports were noted.

17/057

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

Councillor Hill-Smith wished to draw the meeting's attention to a fraud attempt made by individuals impersonating TalkTalk, to which he had been subject in the previous week. This had been considerably more subtle than the typical fraud attempt and he wished to raise awareness of the matter.

17/058

DATE OF NEXT MEETING

The next Parish Council meeting was scheduled to be on Monday 14 August 2017, at 7.30pm in the King Suite of the Angmering Village Hall.

The meeting finished at 21:27.

.....
Chairman

Date.....

15 The Cottrells

Angmering

BN16 4AF

7th August 2017

4

Angmering Parish Council

The Square

Angmering

BN16 4EA

Dear Susan,

Please accept this letter as my resignation from the role as Councillor, with immediate effect.

I know that I can no longer continue to make a contribution and achieve the same level of satisfaction as I have enjoyed these last couple of years.

I wish you and the team all the best for the future.

Yours sincerely

Peter.

Peter DeMott

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.	Project has go-ahead and will start later in 2017 to be finished by March 2018
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 These applications have been successful	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. Agreement has been reached with the ADC Housing Manager on the Affordable Housing contribution

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
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	Contact has been made with WSCC about the 9 sites. A project is being worked up.
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	The Judicial Review requested. A further one for the NMA at Broadlees has been conceded by ADC without going to court.
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 th May 2015	When the Local Plan gets nearer to completion, a revision to the Neighbourhood Plan will be started.

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
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	The Clerk has invested £150,000 in two Business Savings Accounts, keeping the balance in each below the protected £85,000
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.		

**IN THE HIGH COURT OF JUSTICE
QUEEN'S BENCH DIVISION
ADMINISTRATIVE COURT
PLANNING COURT**

BETWEEN:

Angmering Parish Council

Claimant

-and-

Arun District Council

Defendant

NOTE OF ADVICE re Hearing on 11 July 2017

1. I have been asked by my clients, Angmering Parish Council to provide a short note explaining why their attempt to challenge the decision of Arun D.C. to grant permission for development for development comprising "9 No one and half storey houses with garaging, including 3 No affordable housing units" on land outside of the settlement boundary of the village of Angmering, in Sussex was rejected by the planning Court on 11 July. It was common ground that the development was contrary to the development plan policy in both the Arun Local Plan and the Angmering Neighbourhood Plan.
2. The application for renewal of the application for permission to proceed was dismissed by the judge, Mrs Justice Andrews, and I

have already forwarded a copy, and attach again for convenience, a note of the judgement.

3. Two key points are apparent from the judgement. The first is the heavy reliance by the judge on the committee being "experienced" such that they would be able to form their own opinions of the merits of the application and the correct approach to weight to attach to the conflict with the neighbourhood plan policy, notwithstanding the words used in the report.
4. Secondly, this raises the question as to what is the purpose of the words in the report. The Court did not appear to address the legal issue as to whether the words used repeatedly in the officers' report that the effect of the shortfall in housing land supply meant that "only limited or minimal weight" could be given to the policies in the ANP.
5. The case that I put forward in support of the Parish Council's case was that the words are a clear misdirection; their effect is to mislead, and the report fails to set out the correct position, which is that the question of weight is one for the decision maker. The view that the report would have misled the committee was rejected on the basis that the members would know what was the true position as they were experienced and well knew the NPPF and the law.
6. The second ground, which concerned the failure to consider the Ministerial Statement was also rejected, but on the basis that there was still a shortfall greater than de minimis even if the housing requirement was treated, as per the Ministerial Statement, as being three years, rather than five.
7. Finally the further ground, arising from the decision of the Supreme Court in Suffolk Coastal DC v Hopkins Homes which had revised the approach to the question whether plan policies are "out of date" was again rejected on the basis that it would have made no difference because of the shortfall in housing land supply.

8. The application was firmly rejected with the Judge finding that each of the grounds was unarguable and "without merit".
9. There are points from this which may help my clients in making representations on applications in future.
10. Firstly, the Court did not dispute; indeed they endorsed the proposition that on questions of weight to be attributed to policies in the ANP, the committee's discretion is unfettered. This is to be assumed to be within the knowledge of all members of the committee, such that it does not need to be stated.
11. Secondly, when an officer states that only limited or minimal weight is to be attributed to ANP policy, that is only his opinion but is not binding on the members, who are entitled to disagree.
12. Thirdly, the Government's policy of supporting Neighbourhood Plans (as in the Langmead case at paragraph 61) does not need to be stated by the officers in order to be taken into account by members.
13. In making representations it could be a standard opening to any response to consultation that the Parish Council sets out these propositions, which can be drawn from the judgement of Mrs Justice Andrews, all of which would entitle the committee to take the view that the application should be determined in accordance with the policies of the ANP.
14. One final point of importance, which arose in the case argued by Counsel for the District Council, although not fully reflected in the judgement, is that it is necessary to identify, in any objection, the harm that would arise if planning permission was granted. This is because of the "tilted balance" and presumption in favour of planning permission created by paragraph 14 of NPPF where there is no five year housing land supply.
15. It was an important factor in the officer's report, that no harm to landscape or amenity was caused by the development and I noted from responses to consultations from the Parish Council

recorded in the report that no harm or adverse impact of any kind, other than the pure policy harm caused by development being contrary to the Neighbourhood Plan was referred to in representations.

16. Harm can take many forms, including harm to heritage assets and their settings, landscape and visual impact, noise, loss of high grade agricultural land, traffic generation, loss of residential amenity and many other reasons. Where there is a shortfall in housing land supply the effect of paragraph 14 of the NPPF is that those adverse impacts must demonstrably and significantly outweigh the benefits of the development (usually expressed as being its contribution to the shortfall in housing).
17. Of course, the result is very disappointing and my own impression was that the Judge had already reached her conclusion and was unwilling to be persuaded otherwise before the case was opened. Although listed for 90 minutes, the hearing lasted for 3 hrs, which meant that all avenues of argument were explored, but robustly rejected by the Judge.
18. I am not able to justify making any further appeal, to the Court of Appeal.
19. However, if anything in this short advice note would benefit from further explanation or if any other issues arise from the very disappointing decision of the Court, my clients should not hesitate to contact me.

JONATHAN CLAY

CORNERSTONE BARRISTERS

2-3 GRAY'S INN SQUARE

LONDON WC1R5JH

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

ANGMERING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

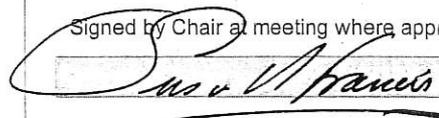
This annual governance statement is approved by this smaller authority on:

08/05/2017

and recorded as minute reference:

17/015

Signed by Chair at meeting where approval is given:



Clerk:

RJ Marti

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

ANCMERINC PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	487,709	27,357	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	253,600	272,290	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,107	225,920	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(148,865)	(168,730)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	*(606,194)	(315,052)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	* 27,357	41,785	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	* 45,422	44,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	* 2,012,158	2,008,758	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

* Boxes 6, 7, 8 & 9 restated in accordance with the 2015/16 External Auditors report.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:
R J Malt

Date 08/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

08/05/2017

and recorded as minute reference:

17/016

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

ANCHERING PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (WS0005)

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature: *[Signature]*

External auditor name: PKF Littlejohn LLP Date: 12-7-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

ANGMERING PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit RACHEL HALL (ACA)

Signature of person who carried out the internal audit Rachel Hall Date 2/5/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

ANGMERING PARISH COUNCIL

Balances Outstanding as at:	31-Jul-17	
	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	136,335.77	
Lloyds Bank Current Account	14,831.93	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	-	
	446,167.70	
 Petty Cash Imprest Account		
	121.84	
 TOTAL BANK BALANCES AVAILABLE		446,289.54
 Public Works Loan Board		
Outstanding Debt - Office		-

2017/2018 Budget Monitor

31 July 2017

Comments

Revised Budget
£

Actual to Date
£

Proportion of Total
£

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)	(3,045)	30%	
Other Income	(1,300)	(3,268)	251%	
Total Income	(328,200)	(177,103)	54%	
Expenditure				
Employees Direct				
Salaries, NI & Pensions	173,200	54,855	32%	
Employees Indirect				
Staff Travel, Subsistence & Training	1,250	261	21%	
Supplies & Services				
Office Building Running Costs	2,900	783	27%	
Office Maintenance, Improvements & Equipment	1,050	345	33%	
Office Running Costs	8,700	2,793	32%	
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	275	23%	
Bank Charges	20	-	0%	
Room Hire	700	358	51%	
Event Costs	5,000	944	19%	
Advertising	25	-	0%	
IT Support, Software and Equipment	4,800	1,550	32%	
Insurance	11,500	6,822	59%	Second half-year costs to come when policy renewed as at 30 September 2017
Audit Fees	1,600	500	31%	
Professional & Legal	2,050	28,130	1372%	Judicial Review Costs to date, including the Opposition expenses (£10,000), but excluding the final Parish Council Costs.
Councillors				
Allowances	3,500	1,548	44%	
Chairman's Allowance	500	300	60%	
Courses/Conferences	1,000	-	0%	

2017/2018 Budget Monitor

31 July 2017

Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Official Hospitality	700	-	0%	
Other Expenditure				
Election Costs	-	-	0%	
Community Grants	3,300	5,225	158%	Includes £1,225 against £3,300 budget and £4,000 for the CLT as Match-Funding
Allotment Rent Paid	825	-	0%	
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	800	241	30%	
Buildings	3,500	2,424	69%	
Christmas Tree & Lights	400	-	0%	
Street Lighting	6,000	(299)	-5%	Always a year behind payment, negative balance is provision for last year
Dog Fouling & Waste Bins	500	-	0%	
Village Maintenance	15,000	8,651	58%	Looks out of step because the payment for the pitch maintenance programme was made in one lump - to be financed from reserves
Vehicles & Equipment	3,150	572	18%	
Loan Charges	-	-	0%	
Transfers to Reserves	58,322	-	0%	
Capital Improvements	-	-	0%	
Total Expenditure	319,892	118,438	37%	
Total Net Expenditure/(Income)	(8,308)	(58,665)	706%	

General Reserve	
Balance b/f	(92,492)
Less: Net Expenditure/(Income)	(58,665)
Balance c/f	(151,158)
	Assumes adjustment agreed to bolster General Reserve

RECEIPTS AND PAYMENTS SCHEDULE

Jul-17

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
31/07/2017	CCLA	BGC	2,265.07	-	2,265.07 Dividend
04/07/2017	CCLA	BGC	4.19	-	4.19 Interest
10/07/2017	Lloyds	BGC	10.26	-	10.26 Interest
07/07/2017	ADALC	Cheque	45.00	-	45.00 Refund of Expenses
21/07/2017	Arun District Council	BGC	30,000.00	-	30,000.00 CLT Grant
24/07/2017	HMRC	BGC	3,157.51	-	3,157.51 VAT Refund
TOTAL RECEIPTS			35,482.03	-	35,482.03

Jul-17

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
20/07/2017	Employees	OL200717	7,925.56	-	7,925.56 Salaries
20/07/2017	HMRC	OL200717	2,879.91	-	2,879.91 Tax/NI
20/07/2017	WSCC Pension Fund	OL200717	2,932.25	-	2,932.25 Pension Contributions
05/07/2017	Cash	TRANS	150.00	-	150.00 Imprest Reimbursement
13/07/2017	SAGE	DD0401	36.65	-	36.65 Payroll
11/07/2017	Arun Mowers	OL060717	44.76	7.46	37.30 Generator service
11/07/2017	Angmering Village Hall	OL060717	52.50	-	52.50 Room Hire
11/07/2017	Biffa	OL060717	11.09	1.85	9.24 Waste Collection
11/07/2017	DMH Stallard	OL060717	21,265.20	3,544.20	17,721.00 JR Legal Expenses
11/07/2017	Eventpahire	OL060717	660.00	110.00	550.00 PA System Fair
11/07/2017	Online Playgrounds	OL060717	32.40	5.40	27.00 Wetpour binder
11/07/2017	Harrie's Food	OL060717	62.00	-	62.00 Coffee at Fair
11/07/2017	Owen Electrical	OL060717	240.00	40.00	200.00 Electrical Repairs
11/07/2017	St John's Ambulance	OL060717	110.40	18.40	92.00 First Aid at Fair
11/07/2017	Travis Perkins	OL060717	33.09	5.51	27.58 Equipment
11/07/2017	WSCC	OL060717	6,901.38	1,150.23	5,751.15 Lighting Maintenance and Energy
04/07/2017	Biffa	OL040717	252.07	42.01	210.06 Waste Collection
04/07/2017	Claire Fullman	OL040717	32.85	-	32.85 Travel Expenses
04/07/2017	Delta Signs	OL040717	77.28	12.88	64.40 Summer Fair Signage
04/07/2017	Online Playgrounds	OL040717	32.40	5.40	27.00 Wetpour binder
04/07/2017	Lorna Passfield	OL040717	144.00	-	144.00 Office Cleaning
04/07/2017	Newman Business Solutions	OL040717	393.82	65.64	328.18 Photocopies
04/07/2017	Owen Electrical	OL040717	1,168.00	194.67	973.33 Community Centre Inspection
04/07/2017	Travis Perkins	OL040717	72.74	12.12	60.62 Equipment
04/07/2017	Wizzi Print	OL040717	66.00	-	66.00 Leaflet Printing
28/02/2422	Shuna Baggaley	FP0401	140.00	-	140.00 Face Painting Fair
05/07/2017	DMH Stallard	FP0402	154.00	-	154.00 JR Court Fee
24/07/2017	DMH Stallard	FP0403	10,000.00	-	10,000.00 JR Opposition Expenses
24/07/2017	Angmering Community Land Trust	FP0404	31,187.00	-	31,187.00 CLT Grant Payment
16/07/2017	SAGE	DD0402	59.40	9.90	49.50 Accountancy
02/07/2017	ConxServ	DD0403	42.00	7.00	35.00 Website Hosting
05/07/2017	Allstar	DD0404	62.69	10.45	52.24 Van and Mower Fuel
24/07/2017	Sprint t/a SCS	DD0405	93.08	15.51	77.57 Telephones
31/07/2017	Utility Warehouse	DD0406	89.57	4.56	85.01 Energy Costs
19/07/2017	Allstar	DD0407	32.72	5.45	27.27 Van Fuel
18/07/2017	Vodafone	DD0408	61.51	10.25	51.26 Mobile phones
27/07/2017	Focus IT Services	DD0409	323.17	53.86	269.31 IT Support
06/07/2017	Ist Angmering Guides	005946	300.00	-	300.00 Community Grant
25/07/2017	BT	DD0410	27.00	4.50	22.50 Village Hall Broadband Line
01/07/2017	ConxServ	DD0411	162.00	27.00	135.00 Comodo SSL Wildcard
25/07/2017	GiffGaff	DD0412	5.00	0.83	4.17 Emergency Mobile
13/07/2017	Hampshire Trust Bank	005947	70,000.00	-	70,000.00 Deposit Account
13/07/2017	United Trust Bank	005948	80,000.00	-	80,000.00 Deposit Account
25/07/2017	R. Smytherman	005949	75.00	-	75.00 Worthing Town Crier
25/07/2017	WSCC	005950	133.00	-	133.00 Library Room Hire
TOTAL PAYMENTS			88,148.49	5,337.25	82,811.24