



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](mailto:admin@angmering-pc.gov.uk)  
Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 11 DECEMBER 2017

**Present:** Councillors Paul Bicknell; Rhys Evans; Susan Francis (Chairman); Lee Hamilton-Street; Norma Harris; Mike Hill-Smith; David Marsh; Steven Mountain; John Oldfield (Vice-Chairman).

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

**17/132 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillors Nikki Hamilton-Street (personal business); Mike Jones (illness); Roger Phelon (personal business); and also from District Councillor Dudley Wensley.

**Action**

**17/133 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
None.

**17/134 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 NOVEMBER 2017**  
The minutes of the Parish Council Meeting held on 13 November 2017 were **AGREED** as a correct record and signed by the Chairman.

**17/135 COUNCILLOR REPLACEMENT FOR BILL EVANS**  
The Clerk noted that the relevant notices had been submitted to Arun District Council following Mr Evans' resignation. No request for a by-election had yet been notified to the Parish Council by Arun District Council, the Clerk noted that he would seek confirmation in due course that the vacancy could now be filled by means of co-option.

**Clerk**

**17/136 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk reported on the following matters:

- **Angmering Community Land Trust** – it was envisaged that the substantive planning application for the Mayflower Way project would be submitted before the end of the year.
- **Dementia Action Alliance** – consideration needed to be given to who would represent the Parish Council, following the resignation of Bill Evans.

**CLT Board**

**Clerk**

Regarding the Action List, Councillor Bicknell raised a query with regard to the Mayflower Way telecommunications mast. The Deputy Clerk noted that

UB

negotiations were ongoing with the mast owners with regard to the correction of the Land Registry records relating to the mast site.

17/137

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

The Chairman had circulated the following report prior to the meeting:

##### **"Twinning Association"**

Councillor Norma Harris attended the Twinning Association Annual General Meeting on my behalf on the 15<sup>th</sup> November. Mrs Gill Partington stood down as Chairman after doing a sterling job. No new Chairman was appointed but the work would be spread among the committee for the foreseeable future. We wish Gill every success in her future retirement and freedom to sail.

##### **"Angmering Chorale"**

Once again, I had the great privilege to attend the Angmering Chorale Concert in Arundel Cathedral on 25<sup>th</sup> November, they, as always, were excellent and a very enjoyable evening. Due to previous commitments I am unable to attend their Christmas Carol Concert.

##### **"Memory Tree"**

The Christmas lights were switched on on the 1<sup>st</sup> December. Carols were sung, memory tags hung on the tree and candles lit for those we have loved and lost. Thank you to everyone who took part and particularly those who helped. Although it was **very** cold it was a good turn out and the only problem was with the microphone that decided not to work for one of the poems. A big thank you to Gareth Jones for stepping in to play the key board. Also a big thank you to Tea in the Square for the hot chocolate afterwards.

##### **"Village Hall Christmas Market"**

Once again this year I took part in the Village Hall Christmas Market on behalf of the Parish Council. Unfortunately the porcelain doll raffle was not a success and a rethink is required for next year. Despite this failure the event was very well attended by adults and I await with interest the results of the fund raising.

##### **"Events to come before the council meeting:"**

##### **"Traders Evening"**

The Traders Evening is this coming Wednesday. Once again the Parish Council Volunteer Librarians will be working with the WSCC librarians, we are particularly doing the craft table.

"The Parish Councillors are opening the office and promoting the volunteers bank and answering questions. A tin of chocolates is sitting ready for the event, tempting everyone at the moment!"

##### **"West Sussex Fire Service Carol Service"**

On Thursday 7<sup>th</sup> December I will be attending the West Sussex Fire Service Carol Service representing the Parish. A big thank you for the special invitation. It was an excellent time last year and I am very much looking forward to the evening.

"All other matters are reported elsewhere."

*The Chairman adjourned the meeting for public consultation.*



**17/138**

**PUBLIC CONSULTATION**

There were no members of the public present.

*The meeting reconvened.*

**17/139**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart did not have much to report. WSCC's gritter fleet was fully prepared for the winter months. The Budget for 2018/2019 was being prepared at present and an ambitious programme of capital investment was being planned. There was, however, a need to find further savings of £3 million for the year.

County Councillor Urquhart confirmed that the Traffic Management Scheme was still on track to commence in the new year. The Deputy Clerk noted that he had liaised with the Highways Department and had been assured that details of the phasing of the works would be made available shortly.

County Councillor Urquhart noted that there was still money available under Operation Watershed for works in the current year. It was not yet certain what monies would be available next year.

The Clerk noted that the works carried out in Dappers Lane using Operation Watershed grant monies had been inspected during the heavy rain that morning, and the enlarged ditch was working very well.

Councillor Bicknell raised a question regarding drainage works in the curtilage of the A27 at Hammerpot. County Councillor Urquhart noted that drainage within the curtilage of a trunk road was the responsibility of Highways England, coupled with any applicable riparian obligations.

The Clerk noted that further enquiries could be made in this regard.

**Clerk**

Councillor Harris raised a concern regarding surface water in Station Road opposite Older Lodge. It was noted that this had been looked at on many previous occasions and could be reviewed again.

**Clerk**

Councillor Mountain raised a question concerning ADC's stance on the consultation on the structure of County Local Committees. County Councillor Urquhart noted that the stance adopted by ADC was disappointing, but cautioned that WSCC had yet to respond formally to this.

Councillor Mountain asked if the A259 works were still due to commence in May 2018. County Councillor Urquhart confirmed that this was her understanding.

**17/140**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

There were no District Councillors present.

**17/141**

**CONSULTATION ON THE LIAISON ARRANGEMENTS WITH ARUN DISTRICT COUNCIL**

The Chairman referred to the Clerk's report, circulated prior to the meeting, and invited the Clerk to expand upon his report.

The Clerk explained that if the arrangements proposed had been in addition to the Joint Area Committees, they would be fine; however, ADC were pulling away from the Joint Area Committee model altogether and it was

W3

felt that it would not be useful to add another layer of daytime meetings, at which (on past experience) the participants would be told what they were permitted to discuss.

Following lengthy discussion, it was unanimously **AGREED** that the suggested arrangements were not satisfactory, and that the Clerk would revise his draft response and circulate it before submission later in the month.

**17/142                    NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENTS FOR 2017/2018**

The appointment of Moore Stephens as the **External Auditors** for the next 5 years, as per the notification email attached to the agenda, was noted.

**17/143                    GOVERNANCE & OVERSIGHT COMMITTEE**

The Chairman noted that this matter had been deferred at the previous Parish Council meeting, for further consideration at this meeting. The Committee had not met since February 2017 and needed more members.

Councillor Marsh noted that he was happy to exchange his membership of the CLEW Committee for membership of the Governance & Oversight Committee.

The Chairman noted that Councillor Jones would be approached in due course to gauge his interest in joining this Committee.

**17/144                    BUDGET & PRECEPT 2018/2019**

The Chairman referred to the Clerk's detailed report, circulated prior to the meeting.

The Clerk advised that the report enabled the Parish Council to set its precept for 2018/2019 and that the detail of the budget could be adjusted at any point up to March 2018.

It was also noted that, following discussion at the previous Parish Council meeting, the tax base figure for 2018/2019 had now been confirmed at 3,355 by Arun District Council, which represented an increase of 123 over the figure for 2017/2018.

Councillor Bicknell noted that he would prefer to see two outdoor staff budgeted for (as opposed to one full-time and one half-time) and that provision needed to be made for winter maintenance of twittens and other infrastructure.

The Clerk noted that this had been discussed on a number of previous occasions, but in the absence of clarity from the principal authorities as to whose responsibility these matters were, it was not considered prudent to budget for them.

It was noted that the precept figure of £335,500 for 2018/2019 outlined in the Clerk's report was calculated on the new tax base figure of 3,355, and equated to a band D equivalent figure of £100 per property.

It was noted that this was a cash increase of £1.98 per band D equivalent for the year, and a percentage increase of 2%, which was below inflation.

Matters then proceeded to a vote, as follows:

- 1) On a proposal by Councillor Mountain, seconded by Councillor Bicknell: That the Parish Council precept for 2018/2019 be set in the sum of £335,500 as per the Clerk's report – unanimously **AGREED.** **Clerk**
- 2) On a proposal by Councillor Mountain, seconded by Councillor Bicknell: That the draft Budget for 2018/2019 be approved as it stood, subject to any changes that would be reported to the Parish Council before the start of the 2018/2019 financial year – unanimously **AGREED.** **Clerk**

**17/145**

#### **FUTURE DEVELOPMENT PROPOSALS**

The Clerk provided a report on correspondence with Arun District Council on the following matters:-

- a) South of Water Lane application, A/99/17/OUT: on present information, this was not now expected to be determined before April 2018.
- b) Surface Water Flooding Letter & Angmering Advisory Group Infrastructure Report: thanks were due to Geoff Gibbs for his work on this.
- c) Pre-application submission for land off Arundel Road: this related to a speculative proposal by a developer for land previously earmarked for the Arun Sports Hub. Further information on this had been requested from the developer and others as a matter of urgency, as the sports hub project was still live as far as the Parish Council was concerned, and Section 106 monies had been set aside for it. The Director of Place at ADC was apparently unaware of the proposal.

Councillor Bicknell noted that it would be most undesirable for the Section 106 monies to be lost or used elsewhere in the district, and it would also be undesirable for employment land to be lost.

**17/146**

#### **COMMUNITY GRANT APPLICATIONS**

- a) To consider the attached grant application from 4Sight in the sum of £400;
- b) To consider the attached grant application from Victim Support in the sum of £700.

**4Sight:** it was noted that the grant requested was very good value given the benefits enjoyed by the charity's 11 members in Angmering.

On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Harris: That a grant to 4Sight in the sum of £400 be approved as per the application – unanimously **AGREED.** **Clerk**

**Victim Support:** there was some confusion as to the amount being requested. It was felt that £700 was a disproportionate contribution given the typical contribution of £100 made by other parishes in the area, and that £150 would be more appropriate.

On a proposal by Councillor Mountain, seconded by Councillor Lee Hamilton-Street: That a grant to Victim Support in the sum of £150 be approved – unanimously **AGREED.** **Clerk**

*W*

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £2,275, leaving a balance of £1,025 for the remainder of the year.

**17/147**

**GENERAL DATA PROTECTION REGULATION (GDPR)**

The Clerk referred to the attached report from consultant Maureen Chaffe on the implications of the regulation, which was due to be fully operational from May 2018. The ICO booklet on Preparing for the GDPR had been circulated prior to the meeting, along with a report prepared by the Clerk on the implications of the changes that need to be made.

The Clerk noted that his current suggestion was to engage Maureen Chaffe in order to carry out the work necessary to get the Parish Council compliant with GDPR, including redrafting of relevant policies.

On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Marsh: That the Clerk be authorised to engage Maureen Chaffe as a consultant and expend up to £1,500 in undertaking the necessary work – unanimously **AGREED**.

**Clerk**

**17/148**

**ANGMERING VILLAGE VOLUNTEER BANK**

The Clerk noted that there had been a reasonable amount of interest in this following the November newsletter and that the project would now be advertised further.

**Office**

**17/149**

**MEMBERSHIP OF CPRE**

The Chairman noted that the Parish Council had previously been a member of CPRE and that it was appropriate to rejoin at a cost of £36 per annum. This was unanimously **AGREED**.

**Clerk**

**17/150**

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

- a) JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group
- b) (ADALC dates: 21st March; 20 June; 19 September; 12 December 2018)

**JEAAC H&T:** Councillor Mountain noted that the matter of pedestrian access to Manor Retail Park, and the lack of a bus service, was now being picked up by the Working Group.

**17/151**

**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 31<sup>st</sup> October 2017 & 21<sup>st</sup> November 2017
- b) CLEW meeting on 29<sup>th</sup> November 2017

There were no questions.

**17/152**

**2017/2018 FINANCIAL REPORT**

The reports were noted.

10

**17/153** **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY,**  
**ARISING SINCE THE PREPARATION OF THIS AGENDA**  
None.

**17/154** **DATE OF NEXT MEETING**  
The next Parish Council meeting was scheduled to be on Monday 15  
January 2018, at 7.30pm in the King Suite of the Angmering Village Hall.

The Chairman took the opportunity to wish all present a very Merry  
Christmas and a Happy New Year.

**All**

**The meeting finished at 21:26.**

.....  
Chairman

Date..... 15/1/18 .....