



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 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.

Action

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.

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

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 15th 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 25th 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 1st 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 7th 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

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.**
- 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

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

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 31st October 2017 & 21st November 2017
- b) CLEW meeting on 29th November 2017

There were no questions.

17/152

2017/2018 FINANCIAL REPORT

The reports were noted.

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.

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Chairman

Date.....

DRAFT

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.	Start date to be 20 th March 2018 Now sometime in January 2018!
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way		Agreement with Crayfern and Building Plans are being prepared	The Planning Application was made in December 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	To be financed from Section 106/CIL in future
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.		No response yet
14 August 2017	17/066	Parking at north end Arundel Road	To investigate the TRO process for introducing parking restrictions where Arundel Road emerges onto the A27	The question has been asked of WSCC highways. To date no response		

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
13 November 2017	17/115	Angmering Advisory Group	Response to request to draw up parish version of Section 106 document	On the 11 th December 2017 agenda	Response prepared and sent to Michael Eastham on 1 st December 2017	No revised date arranged yet
13 November 2017	17/122	Governance & Oversight Committee	To consider how to make the committee work for the future	On the 11 th December 2017 agenda		Dates to be arranged
13 November 2017	17/126	Village Volunteer Bank	To set up how this would work.	To advertise it as part of the office contribution to Trader's evening on 6 th December 2017.	On the 11 th December 2017 agenda	Work on this has not progressed as quickly as hoped.
11 December 2017	17/147	GDPR	To arrange for the compliance work to be done by Maureen Chaffe		Work Ordered	



SECTION 1 - THE PRINCIPLES BEHIND THE MEMBERS' CODE OF CONDUCT

1. INTRODUCTION

- 1.1 Angmering Parish Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority. The Code was originally introduced on 1 July 2012 and was updated on 15 January 2018.
- 1.2 As an elected or co-opted member of Angmering Parish Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

2. PRINCIPLES OF THE CODE OF CONDUCT

- 2.1 In accordance with the Localism Act 2011 provisions, when acting in this capacity a councillor is committed to behaving in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in this authority. The following are the statutory principles of the Members' Code of Conduct:
 1. **SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
 2. **INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
 3. **OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
 4. **ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 5. **OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

SECTION 2 - MEMBERS' CODE OF CONDUCT

1. SCOPE

- 1.1 This Code of Conduct applies to you whenever you are acting in your capacity as a member, or co-opted member, of the authority, including:
- at formal meetings of the authority
 - when acting as a representative of the authority
 - in taking any decision as a Parish Councillor
 - in discharging your functions as a Parish Councillor
 - when corresponding with the authority other than in a private capacity.
- 1.2 In this Code "meeting" means any meeting organised by or on behalf of the authority including:
- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
 - any meeting of the Cabinet and any Committee of the Cabinet
 - any briefing by officers
 - any site visit.
- 1.3 This Code is based on the principles set out in Section 1 above.
- 1.4 Any allegations received by the authority that you have failed to comply with this Code will be dealt with under the Local Assessment Procedure.

2. GENERAL CONDUCT

- 2.1 As a member of Angmering Parish Council, I agree to sign up to the local Members' Code of Conduct and that my conduct will in particular address the statutory principles of the Code by:
1. Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
 2. Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
 3. Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the parish of Angmering or the good governance of the authority in a proper manner.
 4. Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member of this authority.
 5. Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
 6. Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.

7. Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
8. Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the authority's resources.
9. Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
10. Always treating people with respect, including the organisations and public I engage with and those I work alongside.
11. Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

3. REGISTER OF INTERESTS

- 3.1 Within 28 days of this Code being adopted by the Council, or your election (if later), you must register with the Monitoring Officer any interests that fall under any of the descriptions listed in Appendices A and B of this Code.
- 3.2 You must ensure that your Register of Interests is kept up to date and must notify the Monitoring Officer in writing within 28 days of becoming aware of any change in any of the descriptions listed in Appendices A and B of this Code.

4. DISCLOSABLE PECUNIARY INTERESTS

- 4.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary State, as set out at Appendix A to this Code, and either:
 - a) it is an interest of yours; or
 - b) it is an interest of:
 - (i) your spouse or civil partner; or
 - (ii) a person with whom you are living as husband and wife; or
 - (iii) a person with whom you are living as if you were civil partners and you are aware that other person has the interest.
- 4.2 You must:
 - 4.2.1 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest" you need only declare the existence of the interest but not the detail;

4.2.2 where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not:

- (i) participate, or participate further, in any discussion of the matter at the meeting;
- (ii) remain in the meeting whilst the matter is being debated;
- (iii) participate in any vote taken on the matter at the meeting;

unless you have obtained a dispensation from the Monitoring Officer.

5. PERSONAL INTERESTS

5.1 You have a personal interest in any business of the authority if it is of a description specified in Appendix B to this Code.

5.2 You have a personal interest in any business of the authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position, or the well-being or financial position of a 'relevant person' to a greater extent than the majority of other council tax payers, ratepayers or residents of your ward affected by the decision; or it relates to or is likely to affect any interests you have registered as a disclosable pecuniary interest.

5.3 A 'relevant person' is:

5.3.1 a member of your family or any person with whom you have a close association;

5.3.2 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

5.3.3 any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

5.3.4 any body of a type described in Appendix B.

5.4 Where you have a personal interest under paragraphs 5.3.3 or 5.3.4, you must make a verbal declaration of the existence and nature of any personal interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest", you need only declare the existence of the interest but not the detail.

5.5 Where you have a personal interest under paragraph 5.3.1 and 5.3.2, you need only disclose to the meeting the existence and nature of the interest when you address the meeting on that business.

5.6 Having disclosed a personal interest and providing it is not a prejudicial interest, you may still continue to participate and vote on the matter at that meeting.

5.7 Where you have a personal interest and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

6. PREJUDICIAL INTERESTS

6.1 Where you have a personal interest in any business of the authority, you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest (unless the matter falls within one of the exempt categories referred to at paragraph 9) and where that business:

6.1.1 affects your financial position or the financial position of a person or body defined as a 'relevant person'; or

6.1.2 relates to the determining of any approval, consent licence, permission or registration in relation to you or any person or body defined as a 'relevant person'.

6.2 Where you have a prejudicial interest:

6.2.1 you must make a verbal declaration of the existence and nature of any such interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent.

6.2.2 you must not:

(i) participate, or participate further, in any discussion of the matter at the meeting;

(ii) remain in the meeting whilst the matter is being debated;

(iii) participate in any vote taken on the matter at the meeting;

unless you have obtained a dispensation from the Monitoring Officer.

6.3 The only exception is that you may attend a meeting for the purpose of making representations, answering questions or giving evidence relating to the business being considered, provided that the public are also allowed to attend the meeting for the same purpose, whether under statutory right or otherwise. You must leave the meeting immediately after making the representations, answering questions or giving questions.

6.4 Where, as a Cabinet Member, you may discharge a function alone, and you become aware of a prejudicial interest in a matter being dealt with, or to be dealt with by yourself, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

7. SENSITIVE INTERESTS

- 7.1 Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, you should share your concerns with the Monitoring Officer. If the Monitoring Officer agrees, he/she will not include details of the interest in the Register of Interests, but may state that you have registered an interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

8. EXEMPT CATEGORIES

- 8.1 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of the authority in respect of:
- 8.1.1 housing – where you are a tenant of the authority provided that those functions do not relate particularly to your tenancy or lease;
 - 8.1.2 an allowance, payment or indemnity given to Members;
 - 8.1.3 any ceremonial honour given to Members; and
 - 8.1.4 setting council tax or a precept under the Local Government Finance Act 1992.

9. CRIMINAL SANCTIONS RELATING TO DISCLOSABLE PECUNIARY INTERESTS

- 9.1 It is a criminal offence to:
- 9.1.1 fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election;
 - 9.1.2 fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - 9.1.3 fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting;
 - 9.1.4 participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest (including taking a decision as a Cabinet Member acting alone);
 - 9.1.5 fail to notify the Monitoring Officer within 28 days of the interest if you are a Cabinet Member discharging a function acting alone and have a disclosable pecuniary interest in such a matter; and
 - 9.1.6 knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

9.2 The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for a maximum of 5 years.

10. OVERVIEW SELECT COMMITTEE

10.1 You also have a prejudicial interest in any business before the Overview Select Committee of the authority (or of a sub-committee of this committee) where:

- a) that business relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the authority's committees, sub-committees, joint committees, or joint sub-committees; and
- b) at the time the decision was made or action was taken, you were a member of the Cabinet, committee, sub-committee, joint committee or joint sub-committee and you were present when that decision was made or action was taken.

10.2 In such cases, you may only attend a meeting of the Overview Select Committee for the purpose of answering questions or giving evidence relating to the business. You must leave the meeting immediately after making representations, answering questions or giving evidence.

11. GIFTS AND HOSPITALITY

11.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which you have accepted as a Member from any person or body other than the authority.

11.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

APPENDIX A – DISCLOSABLE PECUNIARY INTERESTS

The duties to register, disclose and not to participate in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by 'M' in carrying out duties as a Member, or towards the election expenses of 'M'. <i>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</i>
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: <ul style="list-style-type: none"> (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to 'Ms' knowledge): <ul style="list-style-type: none"> (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: <ul style="list-style-type: none"> (a) that body (to 'Ms' knowledge) has a place of business or land in the area of the relevant authority; and (b) either: <ul style="list-style-type: none"> (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issues share capital of that class.

These descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

“**the Act**” means the Localism Act 2011;

“**body in which the relevant person has a beneficial interest**” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“**director**” includes a member of the committee of management of an industrial and provident society;

“**land**” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“**M**” means a member of a relevant authority;

“**member**” includes a co-opted member;

“**relevant authority**” means the authority of which M is a member;

“**relevant period**” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“**relevant person**” means M or any other person referred to in section 30(3)(b) of the Act;

“**securities**” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B – PERSONAL INTERESTS

You have a personal interest in any business of the authority where it either relates to or is likely to affect:

- (a) any body of which you are a member or in a position of general control or management and to which are appointed or nominated by the authority;
- (b) any body -
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of control or management.

Office purposes only:
Form received by Monitoring
Officer on (date):



REGISTER OF INTERESTS FORM

I, (NAME) _____, being a Member of Angmering Parish Council, set out below under the appropriate subject headings the details which I am required to declare under the Localism Act 2011 and related Regulations relating to my Pecuniary, Personal and/or Prejudicial Interests.

Subject	Description/Notes <i>Please read Appendix A & B of the Code for full description</i>	Myself	My spouse /partner
PART 1 – DISCLOSEABLE PECUNIARY INTERESTS (paragraph 4 of the Code of Conduct)			
1. Employment, office, trade, profession or vocation	Do you or your partner undertake any employment, office, trade, profession or vocation carried on for profit or gain. <i>If yes, please state details</i> <i>If none, please state 'no'</i>		
2. Sponsorship	Has any payment or provision of any other financial benefit (other than from the relevant authority) been made or provided to you in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. <i>If yes, please state details</i> <i>If none, please state 'no'</i>		Not applicable
3. Contracts	Have you or your partner (or a body in which either of you has a beneficial interest) entered into any contract with the Council: (a) under which goods or services are to be provided or works are to be executed, and (b) which has not been fully discharged. <i>If yes, please state details</i>		

Subject	Description/Notes <i>Please read Appendix A & B of the Code for full description</i> <i>If none, please state 'no'</i>	Myself	My spouse /partner
4. Land	<p>Do you or your partner have any beneficial interest in land which is within the area of the Council. This includes properties that you and/or your partner:</p> <ul style="list-style-type: none"> • Own (freehold or leasehold) • Lease or rent • Receive rent for • Occupy under trust • Have a right to occupy <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		
5. Licences	<p>Do you or your partner hold any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.</p> <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		
6. Corporate tenancies	<p>Do you or your partner have any tenancy where:</p> <p>(a) the landlord is the Council; or (b) the tenant is a body in which you or your partner have a beneficial interest.</p> <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		
7. Securities	<p>Do you or your partner have any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is more than one class, the total nominal value of the shares of any one class exceeds one hundredth of the total issues share capital of that class.</p> <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		

Subject	Description/Notes <i>Please read Appendix A & B of the Code for full description</i>	Myself	My spouse /partner
PART 2 – PERSONAL INTERESTS (paragraph 5 of the Code of Conduct)			
8. Personal Interests	<p>Do you have any interest in any business of the Council where it either relates to, or is likely to affect:</p> <p>(a) any body of which you are a member or in a position of general control or management and to which are appointed or nominated by the authority;</p> <p>(b) any body of which you are a member or in a position of control of management:</p> <p>(i) exercising functions of a public nature; or</p> <p>(ii) directed to charitable purposes; or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p> <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		
PART 3 – VOLUNTARY REGISTRATION			
9. For information only	<p>Do you or your partner belong to any other organisations that you would wish to declare, for example a political association, residents association or charity/group not covered by (8) above</p> <p><i>If yes, please state details</i> <i>If none, please state 'no'</i></p>		
PART 4 – SENSITIVE INTERESTS (paragraph 7 of the Code of Conduct)			
10. Sensitive Interests	<p>Do you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation.</p> <p><i>Please list the subject that you believe should not be made public and provide a separate explanation of the reasons. If the Monitoring Officer agrees, these will be withheld from the published Register of Interests</i></p>		

MEMBERS DECLARATION

I declare that:

1. The information that I have provided in this form is complete and correct.
2. I will ensure my Register of Interests is kept up to date and agree to notify the Monitoring Officer in writing within 28 days of becoming aware of any change to the information provided.
3. I acknowledge that my Register of Interests will be available for public inspection and will be published to the Council's website (excluding any sensitive interests agreed with the Monitoring Officer).
4. I acknowledge the criminal sanctions relating to disclosable pecuniary interests, as set out in Angmering Parish Council's Code of Conduct.

Signed

Name (please print)

Date



Code of Conduct
Members Declaration

As a member of Angmering Parish Council, I undertake to comply with the Members Code of Conduct, as adopted by the Council on 15th January 2018, and that my conduct will in particular address the statutory principles of the Code.

Signed	
Name (please print)	
Date	

For office purposes only

Declaration received by Monitoring Officer

Date

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ANGMERING PARISH COUNCIL

Balances Outstanding as at: 31-Dec-17

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	65,825.82	
Lloyds Bank Current Account	51,536.04	
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	80,000.00	
	492,361.86	
 Petty Cash Imprest Account	87.98	
 TOTAL BANK BALANCES AVAILABLE		492,449.84
 Public Works Loan Board		
Outstanding Debt - Office		-

2017/2018 Budget Monitor

31 December 2017

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

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(316,800)	(316,800)	100%	
Grants & Donations	(12,390)	(12,390)	100%	Operation Watershed work to be done in 2017/2018
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(10,500)	(5,825)	55%	
Other Income	(4,977)	(4,989)	100%	
Total Income	(344,667)	(340,003)	99%	
Expenditure				
Employees Direct				
Salaries, NI & Pensions	165,000	123,494	75%	
Employees Indirect				
Staff Travel, Subsistence & Training	1,250	817	65%	
Supplies & Services				
Office Building Running Costs	2,855	1,611	56%	
Office Maintenance, Improvements & Equipment	1,050	393	37%	
Office Running Costs	7,920	5,712	72%	
Newsletter	2,600	1,164	45%	
Books Publications & Subscriptions	2,850	2,628	92%	
Protective Clothing, Tools & Equipment	1,200	426	35%	
Bank Charges	20	8	38%	
Room Hire	900	730	81%	
Event Costs	1,400	1,377	98%	
Advertising	25	-	0%	
IT Support, Software and Equipment	4,950	3,713	75%	
Insurance	12,450	12,425	100%	
Audit Fees	1,800	1,500	83%	
Professional & Legal	31,500	30,470	97%	Judicial Review Costs
Councillors				
Allowances	3,600	3,172	88%	
Chairman's Allowance	300	300	100%	
Courses/Conferences	500	55	11%	
Official Hospitality	700	228	33%	
Other Expenditure				

2017/2018 Budget Monitor

31 December 2017

Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Election Costs	-	-	0%	
Community Grants	7,300	6,275	86%	
Allotment Rent Paid	825	-	0%	
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	6,400	5,260	82%	Additional Swing Replacement after vandal damage
Buildings	5,500	5,982	109%	
Christmas Tree & Lights	500	470	94%	
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	37,890	21,569	57%	Looks out of step because the payment for the pitch maintenance programme was made in one lump - to be financed from reserves
Vehicles & Equipment	4,050	1,833	45%	
Loan Charges	-	-	0%	
Transfers to Reserves	47,956	-	0%	
Capital Improvements	-	-	0%	
Total Expenditure	359,791	231,313	64%	
Total Net Expenditure/(Income)	15,124	(108,690)	-719%	

General Reserve

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	15,124	(108,690)	
Balance c/f	(77,368)	(201,182)	

RECEIPTS AND PAYMENTS SCHEDULE

Dec-17

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
04/12/2017	CCLA	BGC	5.97	-	5.97 Interest
11/12/2017	Lloyds	BGC	5.01	-	5.01 Interest
TOTAL RECEIPTS			10.98	-	10.98

Dec-17

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
02/12/2017	Conxserv	Card0902	42.00	7.00	35.00 Website Hosting
06/12/2017	The Monumental Company	005955	169.00	28.17	140.83 War Memorial Maintenance
06/12/2017	Active Grounds Maintenance	OL061217	2088.00	348.00	1,740.00 Pitch Maintenance
06/12/2017	Angmering Village Hall	OL061217	35.00	-	35.00 Room Hire
06/12/2017	Biffa	OL061217	253.01	42.17	210.84 Waste Disposal
06/12/2017	Ferring Nurseries	OL061217	808.90	134.82	674.08 Flower Bed Maintenance
06/12/2017	J Electrical	OL061217	144.00	24.00	120.00 Xmas Lights Maintenance
06/12/2017	Real Christmas Trees	OL061217	420.00	70.00	350.00 Tree Supply
06/12/2017	Society of Local Council Clerks	OL061217	312.00	-	312.00 Subscriptions
06/12/2017	Travis Perkins	OL061217	66.60	11.09	55.51 Tools & Equipment
06/12/2017	Viking	OL061217	54.54	9.09	45.45 Stationery
06/12/2017	WizziPrint	OL061217	1056.00	-	1,056.00 Newsletter Printing
06/12/2017	Focus IT Services	DD0903	90.00	15.00	75.00 IT Maintenance
06/12/2017	Allstar	DD0904	48.84	8.14	40.70 Van Fuel
07/12/2017	The Enchanted Florist	Card0903	35.00	-	35.00 Hospitality Gift
12/12/2017	Action in Rural Sussex/SRCC	SO	50.00	-	50.00 Subscription
13/12/2017	SAGE	DD0901	35.06	5.84	29.22 Payroll
13/12/2017	Allstar	DD0905	39.68	6.61	33.07 Van Fuel
18/12/2017	SAGE	DD0902	59.40	9.90	49.50 Accountancy
19/12/2017	Vodafone	DD0913	68.43	11.40	57.03 Mobile Phones
20/12/2017	Employees	OL201217	7,794.89	-	7,794.89 Salaries
20/12/2017	WSCC Pension Fund	OL201217	2,933.69	-	2,933.69 Pension Contributions
20/12/2017	HMRC	OL201217	2,846.40	-	2,846.40 Tax/NI
20/12/2017	Worthing BC	OL201217	169.68	-	169.68 Staffing Deduction
20/12/2017	SCS	DD0909	79.97	13.33	66.64 Telephones
20/12/2017	Allstar	DD0911	34.61	5.77	28.84 Van Fuel
21/12/2017	4Sight	005956	400.00	-	400.00 Community Grant
21/12/2017	Victim Support	005957	150.00	-	150.00 Community Grant
21/12/2017	The Spotted Cow	Card0901	176.70	29.45	147.25 Hospitality Staff Meal
21/12/2017	BT	DD0907	104.64	17.44	87.20 Office Broadband
22/12/2017	Focus IT Services	DD0908	323.17	53.86	269.31 IT Support
24/12/2017	giffgaff	DD0912	5.00	0.83	4.17 Emergency Phones
27/12/2017	BT	DD0906	28.44	4.74	23.70 Village Hall Broadband Line
29/12/2017	Utility Warehouse	DD0910	182.97	9.00	173.97 Energy
TOTAL PAYMENTS			21,105.62	865.65	20,239.97