



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

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**TO: ALL MEMBERS OF THE COUNCIL**

YOU ARE SUMMONED TO ATTEND A MEETING OF

**ANGMERING PARISH COUNCIL  
TO BE HELD IN THE KING SUITE, ANGMERING VILLAGE HALL  
ON MONDAY 12 FEBRUARY 2018 AT 7.30 PM  
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:**

### **AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 3. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15 JANUARY 2018**
- 4. THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
  - a) The attached action list
  - b) Any subsequent matters that have arisen since the agenda was set.
  - c) To express thanks to the Deputy Clerk and to wish him well for the future.
- 5. CHAIRMAN'S REPORT**

To consider the attached report from the Chairman on matters affecting the Parish Council that have occurred since the last meeting.
- 6. COOPTION OF COUNCILLOR**

No-one has come forward since the last meeting to offer their services as a parish councillor. To consider further ways of attracting people to become a parish councillor.
- 7. PUBLIC CONSULTATION**

An opportunity for parishioners to seek information or question the Council and its members on any matter in respect of the Parish.
- 8. REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
- 9. REPORTS FROM THE ARUN DISTRICT COUNCILLORS**
- 10. ADOPTION OF REVISED COUNCILLOR CODE OF CONDUCT**

To adopt the attached Code of Conduct for councillors following changes made to the version adopted in principle at the last meeting.
- 11. LOCAL PLAN MAIN MODIFICATIONS SECOND CONSULTATION**

To receive a verbal report from the Clerk on these modifications.
- 12. FUTURE DEVELOPMENT PROPOSALS**

To hear a report on the correspondence with Arun District Council & others on:-

  - a) South of Water Lane application, A/99/17/OUT
  - b) Pre-application submission for land off Arundel Road Update

**13. COMMUNITY GRANT APPLICATIONS**

No applications have been received since the last meeting.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £2,275, which left a balance available of £1,025 from which to fund further grants.

**14. 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 (ADALC dates: 21st March; 20 June; 19 September; 12 December 2018)

**15. QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following committees:-

- a) The Housing, Transport & Planning Committee meeting held on 30<sup>th</sup> January 2018.
- b) CLEW meeting on 24<sup>th</sup> January 2018.

**16. 2017/2018 FINANCIAL REPORT**

- a) Statements of the Bank Account Balances and Loans Outstanding as at 31<sup>st</sup> January 2018 (attached).
- b) Income and Expenditure compared with the Revised Budget, for the period to 31<sup>st</sup> January 2018 (attached).
- c) Lists of cheques and other payments for January 2018 (attached).

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

**18. DATE OF NEXT MEETING**

The next meeting of the parish council is scheduled to take place on 12<sup>th</sup> March 2018.

**19. CONFIDENTIAL MATTERS**

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

Item 20 because the information is subject to Data Protection legislation; Item 21 is in negotiation and the information is commercially sensitive; Item 22 is in negotiation and the information is commercially sensitive; Item 23 is subject to participation only if matters are kept confidential, at the behest of Arun District Council; Item 24 is in negotiation and the information is commercially sensitive.

**20. STAFFING UPDATE**

- a) To receive a verbal report from the Clerk on the result of the interviews for the Assistant Clerk's temporary vacancy.
- b) To receive a verbal report from the Chairman of Governance & Oversight Committee on future staffing matters, as discussed at the Committee meeting on 7<sup>th</sup> February 2018.

**21. MAYFLOWER WAY/PARK**

To consider the attached report on the progress of the Community Land Trust housing project and the implications for the Parish Council

**22. CHANDLERS SITE DEVELOPMENT**

To consider the attached report on the current position on the former Chandlers site.

**23. ANGMERING ADVISORY GROUP**

To receive a set of notes from the Clerk relating to the last meeting on 25 January 2018.

**24. FUTURE PRIMARY SCHOOL PROVISION**

To consider the attached report from the Clerk and to suggest a preferred way forward.

RJMJE

.....  
Rob Martin – Clerk to the Council

Date..... 5/2/18 .....



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**MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL  
HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL  
ON MONDAY 15 JANUARY 2018**

**Present:** Councillors Paul Bicknell; Rhys Evans; Norma Harris; Mike Hill-Smith; Mike Jones; David Marsh; John Oldfield (Vice-Chairman); Roger Phelon.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; District Councillor Andy Cooper; District Councillor Dudley Wensley; Tom Collins, WSCC Highways; 2 representatives of Balfour Beatty Living Places; 5 members of the public

**17/155**

**APOLOGIES FOR ABSENCE**

Apologies for absence had been received from the Chairman; Councillors Lee Hamilton-Street; Nikki Hamilton-Street; and Steven Mountain (all personal business).

In the absence of the Chairman, the meeting was conducted by the Vice-Chairman.

**Action**

**17/156**

**DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS  
IN AGENDA ITEMS**

None.

**17/157**

**APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 11 DECEMBER 2017**

The minutes of the Parish Council Meeting held on 11 December 2017 were **AGREED** as a correct record and signed by the Vice-Chairman.

**17/158**

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

The Clerk reported on the following matters:

- **Angmering Advisory Group** – this was next due to meet on 25 January 2018.

**Clerk**

**17/159**

**CHAIRMAN'S REPORT**

The Chairman had advised prior to the meeting that there were no matters on which she had to report.

**17/160**

**TRAFFIC MANAGEMENT SCHEME WORKS**

The Vice-Chairman welcomed Tom Collins of WSCC Highways and his colleagues from Balfour Beatty Living Places to the meeting.

## AGENDA ITEM 3

Mr Collins gave a brief explanation of the scope of the works, which were due to take place between 12 February 2018 and 4 June 2018.

The following matters were confirmed, in response to questions from Councillors, representatives of the Traders' Association, and the public:

- The schedule of works circulated earlier on the date of the meeting was now final.
- Details of the road closure dates and locations would be published on the Parish Council website in the next few days.
- Traffic diversion routes would be clearly signposted.
- Stagecoach had been notified of the forthcoming works and diversions to the No. 9 bus route would be publicised by them in due course.
- Access for pedestrians, occupiers and the emergency services would be maintained at road closure sites at all times; closures would be kept to the minimum possible time needed to carry out works, and would be removed at weekends.
- Vehicular access to Mill Road and Mill Road Avenue in particular would be maintained throughout the planned closure, as the junction with Station Road was the only route for vehicles into and out of these roads.
- Vehicular access to Angmering Medical Centre and the attached pharmacy would be maintained throughout the planned closure, although vehicular traffic might have to use the signposted diversion route to get to the Medical Centre.
- Signs confirming that the village businesses were open as usual throughout planned road closures would be provided by WSCC and Balfour Beatty.
- In the event that particular phases of work were completed ahead of schedule, subsequent phases would be brought forward wherever possible.
- The planned installation of a raised surface at the pelican crossing in the centre of the village was now to be carried out in conjunction with an upgrade to the traffic signals – the dates for this piece of work were not yet finalised.

*The Vice-Chairman adjourned the meeting for public consultation.*

**17/161**

### **PUBLIC CONSULTATION**

Mr Tupper asked whether the matter of parking restrictions in the village centre could be revisited, in order to make Angmering a more attractive place for shoppers. A 2-hour limit throughout the village centre would be good.

Councillor Bicknell noted that he had received requests to reduce the time limit to 1 hour throughout the village centre.

The Clerk noted that whilst it was an opportune time for the matter to be looked at again, it was complicated by the fact that there were residential properties in the village centre and it was not appropriate to remove all facilities for those residents to park nearby.

Councillor Bicknell noted that the setting of hours of operation on any contemplated time limit would be the way forward.

Mr Henderson asked whether there was anything further to report regarding the former Chandlers BMW site.

The Clerk noted that discussions were ongoing with the site's owners concerning their intentions for its redevelopment. More would be known on this by the summer.

*The meeting reconvened.*

**17/162**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart reported that she had received complaints from residents in Downs Way about speeding traffic and inconsiderate parking. Had the Parish Council looked at further measures to control parking in the area?

It was noted that these problems were a direct result of the ever-increasing parking cost at Angmering station (currently £5.20 for a day ticket) and rat-running to avoid queuing traffic on the A259. The former problem was not within the gift of any of the Parish Councils whose areas met at Angmering station level crossing; the second would hopefully be alleviated in time once the A259 route improvement scheme was completed.

County Councillor Urquhart also noted that the current system of grant funding for local projects was due to be withdrawn and replaced by a system of crowdfunding. A presentation on this would be held before the next JEAAC meeting.

Councillor Bicknell asked what WSCC intended to do with regard to Angmering Library. County Councillor Urquhart noted that there were no plans to close any libraries.

The Clerk asked whether Operation Watershed would continue to offer grant funding for flood alleviation projects. County Councillor Urquhart confirmed that there would be funds available for next year.

**17/163**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Cooper wished all present a Happy New Year. He was sorry to report the recent death of District Councillor Dougal Maconachie, whose funeral was due to take place on Friday 19 January 2018.

District Councillor Cooper was pleased to confirm that the collapse of the Carillion group, the compulsory liquidation of which had been reported on the morning of the meeting, had not directly affected any services or projects overseen by ADC.

District Councillor Wensley added that a special meeting of the Arun Scrutiny Committee would take place in the Arun Council Chamber on Tuesday 23 January 2018; as part of this the Police and Crime

Commissioner for Sussex would be in attendance to answer questions submitted beforehand. The general public was welcome to attend but would not be able to ask questions.

**17/164**

### **ADOPTION OF REVISED COUNCILLOR CODE OF CONDUCT**

The Clerk noted that, under the provisions of section 27 of the Localism Act 2011, the Parish Council was obliged to adopt and maintain a Councillor Code of Conduct; in order to do so, it could adopt the Code used by ADC, which had recently been revised.

The Parish Council needed to consider whether to adopt the revised ADC Code, suitably adapted. It was noted that this made Standards Committee matters easier to deal with.

On a proposal by Councillor Bicknell, seconded by Councillor Evans: That the ADC revised Code of Conduct be adopted in principle, with the detail to be agreed at a subsequent meeting – unanimously **AGREED**.

**17/165**

### **FUTURE DEVELOPMENT PROPOSALS**

The Clerk reported as follows:-

- a) South of Water Lane application, A/99/17/OUT – on present information this was due for consideration by the Development Control Committee in April 2018, after the Local Plan Inspector's report had been published.
- b) Surface Water Flooding Letter & Angmering Advisory Group Infrastructure Report – Councillor Oldfield and the Clerk would push this forward at the next Advisory Group meeting on 25 January 2018.
- c) Pre-application submission for land off Arundel Road – this is land above Palmer Road playing fields. The Clerk noted that he had spoken to the landowner's agent, who had grown up in the village and was sympathetic to its objectives. A plan would now be drawn up in collaboration with ADC and the agent for the long-promised sports hub. This would not address the matter of the businesses but hopefully these would be able to relocate to north of Water Lane in accordance with the Local Plan.

**Clerk/JO**

Councillor Bicknell asked how much would be contributed from Section 106 monies for the sports hub. The Clerk noted that £800,000 had been provided for as things stood. In the event of a redevelopment of the Worthing Rugby Club site in Roundstone Lane, it was likely that further funds would become available.

Councillor Bicknell noted that it was his understanding that the Rugby Club had voted to relocate.

The Deputy Clerk and Councillor Jones, both members of the Rugby Club, commented that it was not clear what vote had been taken and by whom, but that the matter did not appear to have been put to the membership of the Rugby Club as a whole.

The Clerk noted that as far as he was aware, the Rugby Club had been in discussions with ADC for some time. He had asked that the long-desired link road between Roundstone Lane and the A280 be put in to any scheme that came forward.

**17/166**

**STAFFING UPDATE**

The Clerk gave a brief verbal report on the procedure to fill the vacancy resulting from the forthcoming departure of the Deputy Clerk, and the potential for looking long-term at staffing need.

It was noted that the current intention was to fulfil the Deputy Clerk's duties by recruiting an experienced locum on a short-term contract, in order to give sufficient time to identify and recruit an appropriate permanent replacement.

**Clerk**

**17/167**

**COMMUNITY GRANT APPLICATIONS**

No applications had been received since the last meeting.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £2,275, which left a balance available of £1,025 from which to fund further grants.

**17/168**

**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)

There were no questions.

**17/169**

**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.

**17/170**

**2017/2018 FINANCIAL REPORT**

The reports were noted.

**17/171**

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

None.

Councillor Evans noted that, having given the matter appropriate consideration, he wished to sit on both the Housing, Transport and Planning Committee and the Community, Leisure, Environment and Wellbeing Committee. This was noted, subject to the agreement of the Chairmen of both Committees.

**AGENDA ITEM 3**

**17/172**

**DATE OF NEXT MEETING**

The next Parish Council meeting was scheduled to be on Monday 12 February 2018, at 7.30pm in the King Suite of the Angmering Village Hall.

**All**

**The meeting finished at 21:00.**

.....  
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 12 Feb 18 and expected completion on 4 June 18.
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	On this agenda
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 <sup>th</sup> December 2017 agenda	Response prepared and sent to Michael Eastham on 1 <sup>st</sup> December 2017	On this agenda
13 November 2017	17/122	Governance & Oversight Committee	To consider how to make the committee work for the future	On the 11 <sup>th</sup> December 2017 agenda		Additional member agreed for next meeting
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 <sup>th</sup> December 2017.	On the 11 <sup>th</sup> 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		Some work on documentation now done and a date was being arranged for a meeting to do an information audit.	
15 January 2018	17/161	Village Centre Car Parking scheme	Matter brought up by members of the public, asking for the parking scheme to be changed to either a flat one hour or two hour period.	To investigate who is responsible for setting the parking times, but this has yet to be done.		



**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 12 February 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.

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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 parish, including:

- at formal meetings of the parish
- when acting as a representative of the parish
- in taking any decision as a Parish Councillor
- in discharging your functions as a Parish Councillor
- when corresponding with the parish 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 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.

## AGENDA ITEM 10

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 parish'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 parish'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:

## AGENDA ITEM 10

- 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 parish 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

## AGENDA ITEM 10

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 parish, 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;

## AGENDA ITEM 10

(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.

### 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;

## AGENDA ITEM 10

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

## AGENDA ITEM 10

### 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: (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): (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: (a) that body (to 'Ms' knowledge) has a place of business or land in the area of the relevant authority; and (b) either:

## AGENDA ITEM 10

	<ul style="list-style-type: none"><li>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li><li>(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.</li></ul>
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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.

## AGENDA ITEM 10

### APPENDIX B – PERSONAL INTERESTS

You have a personal interest in any business of the parish 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 parish;
- (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.



**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 12<sup>th</sup> February 2018, and that my conduct will in particular address the statutory principles of the Code.

<b>Signed</b>	
<b>Name (please print)</b>	
<b>Date</b>	

<b>For office purposes only</b>	
Declaration received by Monitoring Officer	
Date	

<p><b>MEMBERS DECLARATION</b></p> <p>I declare that:</p> <ol style="list-style-type: none"> <li>1. The information that I have provided in this form is complete and correct.</li> <li>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.</li> <li>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).</li> <li>4. I acknowledge the criminal sanctions relating to disclosable pecuniary interests, as set out in Angmering Parish Council's Code of Conduct.</li> </ol>	
Signed	
Name (please print)	
Date	

**AGENDA ITEM 10**

Subject	Description/Notes <i>Please read Appendix A &amp; B of the Code for full description If none, please state 'no'</i>	Myself	My spouse /partner
<b>PART 2 – PERSONAL INTERESTS (paragraph 5 of the Code of Conduct)</b>			
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>		
<b>PART 3 – VOLUNTARY REGISTRATION</b>			
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>		
<b>PART 4 – SENSITIVE INTERESTS (paragraph 7 of the Code of Conduct)</b>			
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>		



**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 &amp; B of the Code for full description</i>	Myself	My spouse /partner
<b>PART 1 – DISCLOSABLE PECUNIARY INTERESTS (paragraph 4 of the Code of Conduct)</b>			
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> <i>If none, please state 'no'</i>		

**AGENDA ITEM 10**

Subject	Description/Notes <i>Please read Appendix A &amp; B of the Code for full description</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"> <li>• Own (freehold or leasehold)</li> <li>• Lease or rent</li> <li>• Receive rent for</li> <li>• Occupy under trust</li> <li>• Have a right to occupy</li> </ul> <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</p> <p>(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</p> <p>(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</p> <p>(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></p>		

## ANGMERING PARISH COUNCIL

Balances Outstanding as at:

31-Dec-17

	£	£
<b>Long Term Investments</b>		
Consolidated Stock		96.00
 <b>Bank Accounts</b>		
Lloyds Bank Business Account	68,123.77	
Lloyds Bank Current Account	34,803.70	
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	
	477,927.47	
 <b>Petty Cash Imprest Account</b>	50.42	
 <b>TOTAL BANK BALANCES AVAILABLE</b>		<b>477,977.89</b>
 <b>Public Works Loan Board</b>		
Outstanding Debt - Office		-

**2017/2018 Budget Monitor**

31 January 2018

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)	(8,123)	77%	
Other Income	(4,977)	(4,989)	100%	
<b>Total Income</b>	<b>(344,667)</b>	<b>(342,301)</b>	<b>99%</b>	
<b>Expenditure</b>				
<b>Employees Direct</b>				
Salaries, NI & Pensions	165,000	137,268	83%	
<b>Employees Indirect</b>				
Staff Travel, Subsistence & Training	1,250	817	65%	
<b>Supplies &amp; Services</b>				
Office Building Running Costs	2,855	1,818	64%	
Office Maintenance, Improvements & Equipment	1,050	1,693	161%	
Office Running Costs	7,920	6,635	84%	
Newsletter	2,600	1,164	45%	
Books Publications & Subscriptions	2,850	2,643	93%	
Protective Clothing, Tools & Equipment	1,200	448	37%	
Bank Charges	20	8	38%	
Room Hire	900	926	103%	
Event Costs	1,400	1,377	98%	
Advertising	25	-	0%	
IT Support, Software and Equipment	4,950	4,231	85%	
Insurance	12,450	12,425	100%	
Audit Fees	1,800	1,500	83%	
Professional & Legal	31,500	30,470	97%	Judicial Review Costs
<b>Councillors</b>				
Allowances	3,600	3,233	90%	
Chairman's Allowance	300	300	100%	
Courses/Conferences	500	55	11%	
Official Hospitality	700	343	49%	
<b>Other Expenditure</b>				

**2017/2018 Budget Monitor**

31 January 2018

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%	
<b>Maintenance Committee</b>				
Play Areas	6,400	5,515	86%	Additional Swing Replacement after vandal damage
Buildings	5,500	6,423	117%	
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	22,912	60%	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	1,952	48%	
Loan Charges	-	-	0%	
Transfers to Reserves	47,956	-	0%	
Capital Improvements	-	-	0%	
<b>Total Expenditure</b>	<b>359,791</b>	<b>250,604</b>	<b>70%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>15,124</b>	<b>(91,697)</b>	<b>-606%</b>	

**General Reserve**

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	15,124	(91,697)	
Balance c/f	(77,368)	(184,190)	

## RECEIPTS AND PAYMENTS SCHEDULE

Jan-18

## Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
03/01/2018	CCLA	BGC	6.94	-	6.94 Interest
09/01/2018	Lloyds	BGC	2.62	-	2.62 Interest
29/01/2018	HMRC	BGC	3,608.84	3,608.84	- VAT Refund
31/01/2018	CCLA	BGC	2,288.39	-	2,288.39 Investment Income
TOTAL RECEIPTS			5,906.79	3,608.84	2,297.95

Jan-18

## Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
02/01/2018	Conxserv	CARD1003	42.00	7.00	35.00 Website Hosting
05/01/2018	Ordnance Survey	93272178	67.96	-	67.96 OS Maps
08/01/2018	Coop	Card1001	16.76	2.79	13.97 Batteries
09/01/2018	Awares Repairs	OL211217	192.00	32.00	160.00 Community Centre Door Repairs
09/01/2018	Owen Electrical	OL211217	1374.00	229.00	1,145.00 New office lighting
09/01/2018	PM Security	OL211217	186.00	31.00	155.00 Alarm Repairs
09/01/2018	Sage	OL211217	34.80	5.80	29.00 Stationery
09/01/2018	Stubbs Copse Woodyard	OL211217	107.90	17.98	89.92 Waste Disposal
09/01/2018	Travis Perkins	OL211217	258.14	43.02	215.12 Equipment & Materials
10/01/2018	Cash	TRANS	150.00	-	150.00 Imprest Reimbursement
10/01/2018	Allstar	DD1010	43.10	7.18	35.92 Van Fuel
13/01/2018	Sage	DD1001	35.06	5.84	29.22 Payroll
15/01/2018	Angmering Village Hall	OL100118	35.00	-	35.00 Room Hire
15/01/2018	Biffa	OL100118	517.54	86.26	431.28 Waste Collection
15/01/2018	Ferring Nurseries	OL100118	808.90	134.82	674.08 Flower Bed Maintenance
15/01/2018	Sovereign Alarms	OL100118	193.79	32.30	161.49 Community Centre Alarm Repairs
15/01/2018	Travis Perkins	OL100118	57.02	9.50	47.52 Equipment
16/01/2018	Sage	DD1009	59.40	9.90	49.50 Accountancy
17/01/2018	Allstar	DD1011	30.10	5.02	25.08 Van Fuel
18/01/2018	Vodafone	DD1007	53.11	8.85	44.26 Mobile
20/01/2018	Employees	OL200118	7,836.27	-	7,836.27 Salaries
20/01/2018	WSCC Pension Fund	OL200118	2,951.89	-	2,951.89 Pension Contributions
20/01/2018	HMRC	OL200118	2,816.15	-	2,816.15 Tax/NI Deductions
20/01/2018	Councillor	OL200118	60.60	-	60.60 Tax Refund
20/01/2018	Worthing Borough Council	OL200118	169.68	-	169.68 Salary Deduction
22/01/2018	Sprint t/a SCS	DD1004	68.57	11.43	57.14 Telephones
24/01/2018	GiffGaff	DD1005	5.00	0.83	4.17 Emergency Mobile
24/01/2018	Allstar	DD1012	38.17	6.36	31.81 Van Fuel
25/01/2018	Focus IT	DD106	323.17	53.86	269.31 IT Support
25/01/2018	BT	DD1008	29.52	4.92	24.60 Village Hall Broadband
26/01/2018	West Sussex County Council	005958	161.50	-	161.50 Room hire in Library
31/01/2018	Focus IT	DD1002	162.00	27.00	135.00 Replacement Router
31/01/2018	Utility Warehouse	DD1003	212.15	10.39	201.76 Energy
31/01/2018	Allstar	DD1013	5.00	0.83	4.17 Van Cleaning
31/01/2018	Arun District Association of Local Councils	OL260118	15.00	-	15.00 2018 Subscription
31/01/2018	Biffa	OL260118	177.60	29.60	148.00 Waste Collection
31/01/2018	Newman Business Services	OL260118	297.30	49.55	247.75 Photocopies
31/01/2018	Travis Perkins	OL260118	35.52	5.92	29.60 Equipment
31/01/2018	Viking	OL260118	403.25	67.21	336.04 Stationery
31/01/2018	Admor Limited	OL260118	89.76	14.96	74.80 Posters
31/01/2018	Xpert Energy	OL260118	144.00	24.00	120.00 Community Centre Heating Repairs
TOTAL PAYMENTS			20,264.68	975.12	19,289.56