



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 9 APRIL 2018**

**Present:** Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Nikki Hamilton-Street; Mike Hill-Smith; Mike Jones; Norma Harris; Steven Mountain; Paul Bicknell; Roger Phelon

**In Attendance:** Rob Martin, Parish Clerk; David Hussey, Deputy Clerk; Dudley Wensley, District Councillor; Andy Cooper, District Councillor; Deborah Urquhart, County Councillor; two members of the public

#### **Action**

- 17/220 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillor David Marsh.
- 17/221 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
No declarations were made.
- 17/222 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 MARCH 2018**  
The minutes of the Parish Council Meeting held on 12 March 2018 were **AGREED** as a correct record and signed by the Chairman.
- 17/223 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk explained that accounts for the 2017/18 financial year had been prepared. The Clerk anticipated further paperwork from accountants, and liaison with internal auditors, before the end of April.
- The Clerk explained that identification and recruitment of appropriate staffing for the Council had become a priority. There had recently been a useful meeting of the Staffing Working Group and another meeting would be held very soon. The Chairman reinforced the importance of this issue. The advert for an Office Manager remained open, with applications due in by the closing date of 13 April.
- The Clerk said that complying with the new General Data Protection Regulation, enforceable from 25 May, would cause additional workload which the Council would need to be properly staffed to deal with.

W

17/224

**CHAIRMAN'S REPORT**

An update would be given at the next meeting.

17/225

**COOPTION OF COUNCILLORS**

The Clerk encouraged members of the public to put their names forward, as the Council had received no further applications. This was an opportunity to positively affect the way the Council operated. Any interested parties were welcome to visit the Parish Council office, or attend a Parish Council meeting, to find out more about the role. The Chairman said he was aware of some expressions of interest.

*The Chairman adjourned the meeting for public consultation.*

17/226

**PUBLIC CONSULTATION**

**New Care Home at Pound Place**

Mr Cole of Hallmark Care Homes referred to a successful presentation of plans, held at Angmering Library on 21 March, of the proposed new care home at Pound Place, Roundstone Lane. Arun District Council would be consulting on the proposal imminently. The Chairman said that he and a number of other representatives from the Council has attended and found the presentation very useful.

**Communications Strategy**

Mr Cross requested an update. The Chairman explained that a number of major issues had been identified but the Strategy had yet to be finalised. The Clerk said that that the issue was linked to the staffing requirement at the Council. Once an appropriate staffing complement was in place the work would be taken forward more rapidly.

Mr Cross offered to draft a communications strategy. The Clerk said that any input would be useful and that Mr Cross was welcome to come in to the Parish Council office and talk to staff about this should he wish to.

**Cow Lane**

Mr Cross requested an update. The Clerk explained that the Council were continuing to chase all outstanding Section 106 Agreements. There were two Agreements in place and several related planning applications. District Councillor Andy Cooper explained that such Agreements have to be clearly set out and agreed with all parties.

The Clerk said that the scheme had yet to be designed (beyond an initial outline design) and the Council had asked for more detail. County Councillor Urquhart said that West Sussex County Council would not wish to waste design fees. The Clerk offered to share all information with Mr Cross should Mr Cross wish to attend the Council office to view.

**Clerk**

County Councillor Urquhart said that Cow Lane was in the works programme for this year. Mr Cross felt that the County Council's Rights of Way Team volunteers had done a good job recently of clearing Cow Lane. The Parish Council wishes to record its thanks to those volunteers.



*The meeting reconvened.*

**17/227**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart said that, due to underspend, funding was available from the Operation Watershed budget. If the Parish Council wished to apply for funding they should do so.

Councillor Mountain asked if this type of 'Crowd Funding' by County Council grant would be standard practice going forward. County Councillor Urquhart explained that 'Crowd Funding' would not be rolled out for other uses. Currently there is limited funding available for specific use under Operation Watershed; sometimes other funding can be retained and ring-fenced for specific use.

The Clerk stated that he had yet to receive responses from County Council colleagues regarding the new Business Centre, and from the Education Team regarding plans for a new school. County Councillor Urquhart said that she would raise the matters at the County Cabinet Meeting on 10 April.

**17/228**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Cooper gave an update. Arun District Council (ADC) were continuing to receive high numbers of Freedom of Information (FoI) Requests. District Councillor Wensley explained that these were often received from a small number of frequent enquirers, journalists and contractors. District Councillor Cooper requested that, wherever possible, the Parish Council route enquiries through the District Councillors rather than through the formal FoI request channel.

In light of the Grenfell Tower tragedy, ADC Residential Services were taking a proactive approach to Council owned blocks of flats, in particular to eliminate fire risk in communal areas.

ADC car park fees had recently been increased but still offered good value. Councillor Mountain felt that public car parking facilities, in Littlehampton particularly, had been badly affected by recent building and adjacent private car parks.

Councillor Mountain raised a concern with the current poor standard of service offered by ADC Planning Officers. There had recently been serious issues, a lack of clarity, accuracy, and some delays experienced. District Councillor Wensley explained that there was currently a national shortage of public sector Planning Officers as, once trained, they were often offered more lucrative options working for developers. District Councillor Cooper asked that the Parish Council make District Councillors aware as soon as possible, when service problems were experienced.

Mr Cross mentioned a suggestion made at the previous Parish Council meeting, that the Parish Council boundary be altered to exclude land south of the A259. District Councillor Wensley explained that a conversation would need to be held with the Boundary Commission. He felt that if the Parish boundary were changed it would have to also be changed at every other level of government. Councillor Mountain felt that having two wards of the



parish was not helpful. District Councillor Wensley said that he had argued against splitting the single ward into two.

#### Report From District 9 April 2018

ADC have for the past year 17/18 received approximately 500 formal FOI requests, these requests cost the tax payer around 2% of the precept which could equate to in the region of £120,000; definitive figures will be produced soon. Many hours of officer time are taken providing information for these requests and quite often the requests are from the same individuals; the council will be looking at ways to reduce this in future.

Council owned car park charges are due to change with effect from 1 May 2018. These charges still reflect good value for money compared to other seaside authorities; for up to one hour the charge remains unchanged at £1.50; for up to four hours an increase of twenty pence and for over four hours an increase of forty pence. ADC will introduce the provision for users of the car parks to pay via mobile phones.

Residential Services Communal Areas Policy agreed by ADC Cabinet on 11 December, has now gone live following review of fire risk (heightened by the Grenfell Tower tragedy) on Council owned blocks of flats. The policy provided for a more proactive approach to dealing with items left in communal areas.

The Local Land Charges Team had been awarded a Customer Satisfaction Award for Excellence 2018; a nomination made by their customers.

District Councillor Cooper is happy for the Parish Council, Councillors or residents to contact him with any questions, relating to District matters, through the usual channels. Information can also be sought on the Arun District Council website: [www.arun.gov.uk](http://www.arun.gov.uk)

**17/229**

#### **ANNUAL PARISH MEETING**

The next meeting would be the Annual General Meeting of the Parish Council to be held on 14 May 2018. A date had not, however, been set for the Annual Parish Meeting. The Clerk explained that this was an opportunity for members of the public to take part and offer ideas. The Parish Council hoped to have some positive information to impart regarding the Community Land Trust project and the former Chandlers site. There would be an opportunity for public consultation. This meeting would be held in June. A date of the 18 June was suggested by the Clerk as a possibility.

The Chairman suggested we may also bring some information regarding dementia awareness to the AGM. Councillor Bicknell suggested that we consider inviting speakers, perhaps from local schools and the community centre. The Chairman suggested considering inviting representatives from local churches and the Sports & Social Club. We should refer to the Parish Council's definitive list of associations. Councillor Phelan felt we needed to be careful to allow enough time for the public to speak. Councillor Nikki Hamilton-Street suggested that local organisations could have display stands, rather than be required to speak to the AGM. Councillor Nikki Hamilton-Street suggested also that Home Start be invited to attend.

**Clerk**

**Clerk**

CW

17/230

**INVESTMENT STRATEGY 2018/2019**

The Clerk advised that due to a recent law change this needed to be acted upon. Sums in the bank would be kept below £85,000. The Clerk asked attendees if they had any questions, whether they were content to leave the issue with him to decide upon; and ought the Parish Council adopt the Strategy. No questions were forthcoming; the Chairman proposed adopting the Strategy; this proposal was unanimously agreed.

17/231

**BUDGET 2018/2019**

The Clerk advised that the precept was set on the basis of a draft budget. There was now a need to accept that budget. The Clerk invited comments and questions from attendees. Councillor Nikki Hamilton-Street wondered whether there was enough funding allocated for the BMX Skatebowl event. The Clerk said he would ensure there was sufficient funding in place. The budget was unanimously agreed.

Clerk

17/232

**RESILIENCE PLAN**

Councillor Lee Hamilton-Street gave some background: eight major risks had been identified for Angmering with actions for how to deal with and the prelude and aftermath of these events, including evacuations and road closures. It was felt that some locations identified were perhaps not the most suitable. Councillor Nikki Hamilton-Street said that we cannot put contact details in the Plan of anyone who has not agreed to have those details included.

Attendees agreed to adopt the latest version of the Resilience Plan, as a living document. The Clerk would circulate the document.

Clerk

17/233

**COMMUNITY GRANT APPLICATIONS**

One application has been received since the last meeting, from Home Start, in the sum of £630.80. Councillor Mountain felt this would be worthwhile.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £2,275, which leaves a balance available of £1,025 from which to fund further grants. If this grant is given, the balance unspent at the year-end would be £394.20.

Councillor Bicknell proposed approval; this was seconded by Councillor Nikki Hamilton-Street. All attendees agreed.

17/234

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

**JEAAC**

Councillor Mountain said that the long-anticipated work to the A259 had now been delayed, with a new commencement date of January 2019.

**AVH**

Councillor Hill-Smith had attended the AGM of the Angmering Village Hall Committee. That group would like the Parish Council to nominate a representative to attend future Committee meetings; of which there are

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four per year. The representative would be agreed at the Annual General Meeting in May.

**17/235 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

**HTP**

The Clerk advised that the anticipated planning application from Gladman Developments had now been submitted for consideration. The Chairman said we would need to speak to the District Council and include this proposal (and the Rydon's proposal) on the agenda for the next Advisory Group meeting. We would need the most appropriate representatives from ADC at the meeting. The Clerk would provide a bullet point style response to the proposal and refer to previous comments.

**Clerk**

The Chairman said that the proposal was due for consideration at the next Housing Transport and Planning Committee meeting on 23 April; but as it was such a major proposal, the Committee would need to refer on the application for greater expert input and advice.

**17/236 2017/2018 FINANCIAL REPORT**

There were no issues discussed.

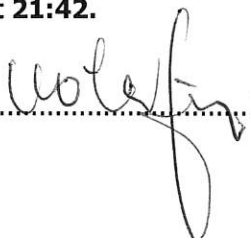
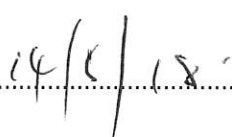
**17/237 URGENT ISSUES ARISING SINCE THE PREPARATION OF THE AGENDA**

There were no issues discussed.

**17/238 DATE OF NEXT MEETING**

The AGM of the Parish Council is scheduled to take place on 14 May 2018.

**After considering confidential agenda items 22-24 the meeting finished at 21:42.**

Chairman.......... Date..........