



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ST MARGARET'S CHURCH HALL ON MONDAY 8 OCTOBER 2018

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

In Attendance: Katie Herr, Clerk; Claire Fullman, Committee Clerk; District Cllr. Andy Cooper; County Cllr. Deborah Urquhart; Three Members of Public;

- | | | Action |
|---------------|---|---------------|
| 18/097 | APOLOGIES FOR ABSENCE
Apologies for absence had been received from District Councillor Dudley Wensley. Upon agreement of the Chairman, Cllr Paul Bicknell stepped into Vice Chair position.

The Chairman welcomed Katie Herr, the newly appointed Clerk. | |
| 18/098 | DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS
Cllr. Bicknell declared a non-pecuniary interest in agenda item 15, Garage Storage for Maintenance Staff, as the landowner is known to him. | |
| 18/099 | APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 SEPTEMBER 2018
The minutes of the Parish Council Meeting held on 10 September 2018 were agreed as a correct record and signed by the Chairman. | |
| 18/100 | THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA
a) The attached action list – There was no action list provided.
b) Any subsequent matters that have arisen since the agenda was set – There were no subsequent matters. | |
| 18/101 | 2018/2019 FINANCIAL REPORT
a) Statement of the Bank Account Balances and Loans Outstanding as at 31 st August 2018. | |

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- b) Income and Expenditure compared with the Revised Budget, for the period to 31st August 2018.
- c) Lists of cheques and other payments for August 2018. – Received

The Chairman informed all present that when last month's accounts are available, they will be circulated.

**Clerk/
Chairman**

18/102

CHAIRMAN'S REPORT

The Chairman informed all members present that he attended the AGM of the West Sussex Association of Local Councils, along with Rustington Councillor, Cllr. Alison Cooper. The Chairman said that it was an interesting meeting with how parish councils can help ex-service men in the village being one of the items covered. There are a number of websites available that can offer help to them and that County Council have set up a robust help system. Information will be sent to the parish council which will be put on the website. This assistance does not just apply to armed personnel who have just left the service but also to veterans and their families.

The Chairman also reported that he went to East Preston for a meeting, very much on the same subject and is a key topic for County Council at the moment. There are approximately 40,000 ex-servicemen in the West Sussex Area and therefore not an insignificant subject.

County Councillor Deborah Urquhart stated that there is also a number of Councillors were also veterans who have made a number of speeches of the issues they have been through and that there are lots of clubs and societies around to help ex-servicemen. The more we can publicise the better.

The Chairman added that the parish council would expect to receive a list of associations with their websites and contact information to be able to publicise.

The Chairman adjourned the meeting for public consultation.

18/103

PUBLIC CONSULTATION

A member of the public present said to Cllr. Bicknell that he was interested in the adoption arrangements for sewers in the area and asked if Cllr. Bicknell was able to comment on the likelihood of Southern Water adopting the sewers in the Mayflower Way and Bramley Green area given his knowledge of other sewers in the area collapsing in the past.

Cllr. Bicknell responded saying that he would like it noted that he no longer works for Southern Water and that he has some maps of sewers that he would share if they cover the area the member of public was interested in, as they may, or may not answer his questions. Cllr. Bicknell also explained that he was not part of the network team that dealt with the day to day issues. The member of public said that it was more, Cllr. Bicknell's knowledge of the sewers that were collapsing in the Angmering area.

The Chairman asked what particular ones the member of public had in mind. The response was the Bramley Green area and The Dell. Cllr. Bicknell added that all sewers were adopted by the water companies about 5 years ago, although the water companies did not want to adopt as they were built with a too small diameter pipe, however, the government insisted all sewers were to be adopted.



The Chairman asked if that was both foul and surface water. Cllr. Bicknell answered saying foul water but said that Southern Water, along with Arun District Council, did sort out the sewers issues on The Dell without forwarding any charge on The Dell residents.

The second question the member of public was a follow up of a previously asked question in connection with areas of land the parish council were responsible for, which was agreed at a previous meeting and wondered if the task had been handed over to the new clerk.

The Chairman responded saying that it was his understanding that the information was on various files and applications in the office and that to gather it all together would be complicated and time consuming. This request has been minuted previously and he, himself, had also requested it. He undertook to pursue the matter.

Chairman

The member of public's third question was in connection with Nursery Road in Bramley Green and other areas, stating that the verges and borders were overgrown, in a poor state and not the best advert for Bramley Green and Angmering. He stated that he recognises that finances are not available but said that Angmering in Bloom do fantastic work and wondered if they could spearhead a project or campaign, not only for Nursery Road, but other key areas, where a working group or volunteer group could be started to tackle these eyesores.

Cllr. Nikki Hamilton-Street said that this issue should be taken to the Community, Leisure, Environment and Wellbeing Committee (CLEWC).

Cllr. Phelon said that there were only 10 members of Angmering In Bloom and that the Chair attends the CLEWC meetings and so would be informed.

The Chairman explained that the grounds man was currently on light duties.

The member of public stated that it was beyond in house maintenance and would need experienced guidance. The Chairman agreed and confirmed it would be taken to the CLEWC.

CF

It was also mentioned that the parish council website references the Community Land Trust (CLT) and asked if references to the CLT could be removed and signposted to new website.

The meeting reconvened.

18/104

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart provided an update.

West Sussex County Council are busy trying to balance its budgets where there is a black hole due to increase of social care costs and particularly children in care which has doubled in cost over the last 3 years.

In connection with Highways the High Court has granted the injunctions against the A27 proposals and may go to public hearing. It was asked if this was the Judicial Review, which was confirmed by County Cllr. Urquhart and was down to the consultation process.

W

County Cllr. Urquhart stated that she hasn't heard anything about the A259, Hopefully an update will be provided at the Highways Sub-committee which is coming up.

The Chairman asked if they were still talking about starting site clearance in the Autumn. County Cllr. Urquhart said that was the plan, to start the tree work so is ready to go and is the question of getting the compulsory purchase orders sorted out, without having to go to court and have the process slowed down. She said that she attended a meeting with the Cycling Forum, who were very much against the dual of the A259.

Cllr. Bicknell said to County Cllr. Urquhart that residents in Angmering are starting to feel safer to walk on roads and not pavements due to cyclists and asked if there was anything West Sussex County Council (WSCC) could help with, stating that some pavements are less than 1.2metre with cyclists on them and there seems to be a high number of secondary school pupils cycling on them. Cllr. Mountain asked where this was occurring. It was clarified from the Village Hall, south towards the Angmering School.

County Cllr. Urquhart suggested that the parish council speak with the Headteacher at the school and mentioned that WSCC do offer Bike Ability courses and the Public Health Grant, which may be cut in the near future.

Cllr. Mountain asked if County Cllr. Urquhart had received communication from a resident in Arundel Road in connection with traffic calming in Arundel Road. County Cllr. Urquhart stated she has heard something in connection with this but has not been contacted directly. Cllr. Mountain said that this item is being looked at at the Housing, Transport and Planning Committee (HTP) meeting being held on 9 October 2018, following a submission for humps, speed humps and speed restrictions and referring to the WSCC process for a TRO. Cllr. Mountain confirmed that it will be discussed at the HTP committee meeting and he will inform County Cllr. Urquhart of the discussions.

Cllr. Harris stated that an observation in connection with children cycling on footpaths could be because they need to travel at busy times and are safer. Cllr. Urquhart suggested that when going through the revised Neighbourhood Plan and looking at planning applications, cycle lanes and safe cycle routes must be considered.

18/105

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Cllr. Cooper welcomed the new Clerk, Katie Herr and that he would liaise with Katie direct in connection with some meetings.

District Cllr. Cooper informed all members present that Arun District Council (ADC) is promoting the Warm Home Discount; which is a Government scheme that provides eligible households with £140 rebate on their electricity bill, to help with higher energy costs over the winter period.

This discount is automatically given to pensioners on Pension Credit. Customers may also be eligible to receive the discount if they receive certain income related benefits or are on a low income. This discount is not automatic for these residents and it must be actively claimed.

District Cllr. Cooper also announced that ADC had taken a bold step with new public toilets on the promenade at Bognor Regis which were installed

on Tuesday 2 October 2018.

He also informed that ADC cabinet will be meeting on Monday 15 October 2018 and one item to be determined is the future operation of the Look and Sea Centre. This meeting will be held at the Civic Centre, Littlehampton at 5pm.

District Cllr. Cooper said that, as always he was happy for the council and residents to contact him with any questions relating to District matters through the usual channels and if the council or residents would like to find out more, regular updates are provided at www.arun.gov.uk

Cllr. Mountain said the new access to Next has now been installed and expressed thanks to be passed to Rustington Cllr. Alison Cooper for her work for the access.

District Cllr. Cooper also stated that in connection with the new initiative about dog fouling it will be rolled out to Angmering and if anyone has any specific areas of concern to contact the Cleansing Department at ADC, he welcomed contact directly to pass to the correct area and said that it was a great initiative, with hopefully a step in the right direction with a £1000.00 fine for offenders.

18/106

PURCHASE OF THE FLAT ABOVE PARISH OFFICE

The report was received.

After discussion, Cllr. Nikki Hamilton-Street said that the legal expenses do not reflect parts in the report, the stamp duty is not reflected in the overall financing of the project. She also asked if quotations had been sought for the remodelling. Cllr. Oldfield responded saying that quotations had not yet been sought and the expensive part would be the remodelling of the reception area. Cllr. Phelon asked how the £25,000 budget has been estimated. Cllr. Oldfield said that it was an estimate as no formal quotations had been received and the process needs to be moved on or the opportunity could be missed.

Cllr. Hamilton-Street stated that they are being asked to make decisions without the full information.

After further discussion in connection with solicitors and solicitor costs, it was **PROPOSED** by Cllr. Bicknell, **SECONDED** by Cllr. Hill-Smith, with 6 votes **AGREED** and 1 abstaining, to go ahead with the quotation from Green, Wright, Chalton, Annis Solicitors.

Clerk

It was **PROPOSED** by Cllr. Mountain, **SECONDED** by Cllr. Evans and **AGREED** by **ALL** to go ahead with the Application for Borrowing Approval for Town and Parish Councils for £150,000.

Clerk

18/107

PAYROLL

Cllr. Oldfield informed all that the County Council would agree to take on the payroll for an initial cost of £4,248.34 with ongoing costs of £2,065.00 per annum.

It was **PROPOSED** by Cllr. Oldfield, **SECONDED** by Cllr. Nikki Hamilton-Street and **AGREED** by **ALL** to go ahead with the outsourcing of the payroll to County Council.

Clerk

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- 18/108 ACCOUNTACY & BOOKKEEPING**
 The previous Clerk, as a trained accountant, was able to undertake all the bookkeeping and accountancy matters in house. The new Clerk is looking into the possibility of out-sourcing the accounts whilst keeping bookkeeping in house. To be reported back to a future meeting. **Clerk**
- 18/109 BUDGET & PRECEPT 2019/2020**
 The Chairman said that working papers would be prepared for consideration by the next Governance Committee. The office to arrange another date for the Governance Committee meeting. It was clarified that membership to this committee was now all existing members with the addition of the Chairs to each committee. **Clerk**
- 18/110 MINUTE TAKING ASSISTANCE**
 The Chairman said that although it was previously decided to go ahead with that appointment, the office staff had "revisited" the idea. The purchase of a lap top had been authorised and staff are keen to trial taking typed minutes during the progress of the meetings. Voice recordings were also being taken at meetings.
 Cllr. Lee Hamilton-Street pointed out that one idea of the proposal was to ensure that there would be no need for staff to take time off from office duties because they had attended evening meetings. After discussion it was agreed to continue with the trial with a report back to a future meeting.
- 18/111 GARAGE STORAGE FOR MAINTENANCE STAFF**
 Due to a non-pecuniary interest, Cllr. Bicknell left the room for the vote.
 The Chairman informed all that the current storage was less than adequate, and the facility found would be ideal. The arrangement would be on a monthly basis and not committed for a length of time. With all equipment in one place and will be able to directly drive out with the mowers.
 Cllr. Mountain agreed if it is definitely on a rolling month basis and no commitment.
 Cllr. Lee Hamilton-Street said that for Health & Safety and risk assessment purposes it would be best to have the facility properly racked for storage.
 It was **PROPOSED** by Cllr. Nikki Hamilton-Street, **SECONDED** by Cllr. Lee Hamilton-Street and **AGREED** by **ALL** to go ahead with the garage storage for maintenance staff, including racking, on the confirmation that the agreement would be on a monthly basis. **TL**
- 18/112 PARISH COUNCIL INSURANCE POLICY**
 The information of the Parish Council insurance policy was confirmed by all present.
- 18/113 COMMUNITY GRANT APPLICATIONS**
 Applications for grant have been received from 4Sight Vision Support for £400; Peggy's Walk £500; Chatsmore High School for £300 and Angmering Sports & Leisure Association for £1,063.80

- a) The Community Grant Applications for 4Sight Vision in the sum of £400.00 was **AGREED** by **ALL** councillors present.
- b) The Community Grant Application for Peggy's Walk for the sum of £500.00 was discussed and it was requested that further information to be sought.
- c) The Community Grant Application for Chatsmore High School was discussed and was not agreed due to not satisfying the current grant criteria.
- d) The Community Grant Application for Angmering Sports Recreation Association for the sum of £1063.80 was **AGREED** by **ALL** councillors present.

The 2018/2019 budget for Community Grants is £3,300 and no grant applications have been received prior to this meeting. Payment of the approved grants detailed above would leave £1836.20 for the remainder of the year.

Clerk

18/114

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

The following was reported:

JEAAC Highways and Transport meeting was due to be held on 17 October 2018.

Health Advisory meeting is due to be held in November, the Chairman mentioned the report which was circulated to all councillors.

ASRA meeting is due to be held on 11 October 2018.

18/115

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- a) The Housing, Transport & Planning Committee meeting held on 18 September 2018. - None
- b) CLEW Committee meeting held on 26 September 2018. - None
- c) Governance & Oversight Committee – None

18/116

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

None

18/117

DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 12 November 2018.

The meeting finished at 9pm.

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Chairman.....*W. J. ...*..... Date.....*12/11/18*.....