



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 13 DECEMBER 2021 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Mike Jones, Rhys Evans, Lee Hamilton-Street, Norma Harris, Alan Evans, Alison Reigate, Sylvia Verrinder and Paul Bicknell.

In Attendance: Tracy Lees, (Committee Clerk), District Cllr. Andy Cooper, WSCC Cllr. Deborah Urquhart and 3 members of the public.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/118	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. David Marsh, Cllr. John Oldfield, Katie Herr (Clerk) and District Cllr. Mike Clayden.	
2	21/119	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. All councillors declared a non-Pecuniary interest in item 10 as they are all CLT shareholders.	
3	21/120	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 8 November 2021 were agreed by all and signed by the Chair.	
4	21/121	PUBLIC CONSULTATION One member of the public asked for an update regarding public toilets in Angmering.	

Cllr. N Hamilton-Street advised that the Clerk continues to pursue the only viable option which is located next to the Southern Water site near the village square and will report back once there is an update.

5 21/122 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 report
- b) Any subsequent matters that have arisen since the agenda was set.

Cllr. N Hamilton-Street asked if there were any question, none were asked.

She went on to clarify that APC were not looking to install a swimming pool at Mayflower Park, this came up after comments appeared on Facebook from the public.

The allotments at Lloyd Goring Close were mentioned and that it was looking positive also that the lighting project in Mayflower Park was progressing well.

6 21/123 CHAIRMANS REPORT

The Chair invited questions on her report. No questions were asked.

Cllr. N Hamilton-Street added that all APC staff had now all had their half-yearly appraisals carried out and objectives amended where required. She also thanked all who attended the Memory Tree event and helped out, this was APCs busiest event to date.

7 21/124 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart started her update by saying that the village lights and tree looked spectacular and wished everyone a Merry Christmas.

She then advised that WSCC had just signed a contract to install electric charging points in the county and believed this was the largest contract in the country. The public will be asked to go on-line and register suggestions as to where the charging points should go.

Cllr. Urquhart also reported that the Solar Farms are now giving power to over 4 thousand homes, the planning application for the flood elevation scheme was being submitted to ADC and the cycle path re-surfacing repairs needed in Bramley Green were now approved and work is hoped to be starting in the New Year.

Councillors asked a few questions regarding the electric charging points such as how many allowed, this was unknown at the moment.

8 21/125 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Andy Cooper started by giving his apologies for not being able to attend the recent Memory Tree event.

He went on to report that James Hassett, the new interim CEO for ADC – a six-month placement, was now in place and working hard. He said that already you can see things starting to move forward.

Cllr. L Hamilton-Street asked about timelines but Cllr. Cooper said that nothing had yet been advised.

Parking charges are up for consultation in the Arun area and the meeting concerning the proposed sports hub at Palmer Road now have potential dates being put forward.

A member of the public asked about the parking enforcement officers visit to Bramley Green and any feedback there maybe. Cllr. Cooper advised an email had been sent out and that he would get a copy sent to him.

Action: Copy for the report to be sent to the member of the public.

Cllr.
Cooper
/ KH

Before leaving Cllr. Cooper wished everyone a Happy Christmas and New Year.

Cllrs. Cooper and Urquhart left the meeting at 19:45.

9 21/126 NEIGHBOURHOOD PLAN

There are no updates regarding the Neighbourhood Plan.

10 21/127 COMMUNITY LAND TRUST LEGAL FEES FUNDING FOR DEED OF VARIATION

Cllr N Hamilton-Street drew the committee's attention to the detailed supporting paper that had been provided and read out the items that needed to be discussed. She then invited the CLT representatives to speak.

The CLT representative started by saying that he felt the Chairs opening remarks were not accurate and the point in question was not agreed but a suggestion. He also sighted two other clauses that he did not agree with. Cllr. N Hamilton-Street responded with the APC solicitor's response and a long discussion then took place.

Questions were asked including one by Cllr. A Evans regarding if the CLT had been in contact with the Cornish CLT, they had but nothing had come of it and in hindsight it was a very different project and he explained the differences.

Also discussed were unforeseen costs that had arisen during the process.

Cllr. N Hamilton-Street brought the discussion back to the point that needed to be agreed i.e. what APC are bring asked to pay for, this included the wording used in previous minutes and solicitors letter. A debate followed and after figures were discussed the following was put forward.

Cllr. Bicknell proposed that APC pay 50% (£2,475.00) towards the final bill, this was seconded by Cllr. Jones.

Cllr. L Hamilton-Street suggested an amendment to Cllr. Bicknell's proposal in that the following words should be added: this is the last payment to this scheme of financial support for Mayflower Way and gave his reasons why. This was seconded by Cllr. A Evans.

Cllr. Bicknell then asked if Cllr. L Hamilton-Street would be prepared to change his proposal slightly to read this is the last payment to this scheme **for legal costs** for Mayflower Way – a discussion took place.

After discussion Cllr. N Hamilton-Street asked Cllr. Bicknell to clarify what he was proposing which was that APC will pay 50% (£2,475.00) of the final bill and that this is the final time APC will pay towards legal costs.

Cllr. N Hamilton-Street then put this to a vote which resulted in 6 Councillors in agreement and 3 were against therefore the proposal was carried.

RESOLUTION: Cllr. Bicknell **PROPOSED** that that APC will pay 50% (£2,475.00) of the final bill and that this is the final time APC will pay towards legal costs for this project. Cllr. Jones **SECONDED, 6 AGREED, 3 AGAINST.**

Two members of the public left the meeting at 20:05.

11 21/128 INTERNAL AUDIT – 2021/2022

Cllr. N Hamilton-Street commented on the small suggestions made by the auditor and that most were already in place. In general, the auditor was pleased and only had minor recommendations for the next financial year.

Cllr. L Hamilton-Street asked that this item was put on the next agenda for the Governance and Oversight Committee.

Action: Add this item to the next Governance and Oversight Committee agenda.

KH

12 21/129 FINANCIAL REGULATIONS – UPDATE NEEDED

Cllr. N Hamilton-Street referred councillors to the supporting paper and explained why this change was needed. No questions were asked.

RESOLUTION: Cllr. Reigate **PROPOSED** to adopt the amended Financial Regulations 4.1. Cllr. R Evans **SECONDED** and **ALL AGREED.**

13 21/130 VOLUNTEERING POLICY 2021

Following approval from Governance and Oversight Committee this policy was being put forward for adoption. No questions were asked.

After discussion, the following was agreed.

RESOLUTION: Cllr. R Evans **PROPOSED** that the policy should be adopted. Cllr. Jones **SECONDED** and **ALL AGREED.**

14 21/131 ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

Cllr. N Hamilton-Street gave the background to this item and explained why it was on the agenda. She also gave examples of what had worked well when APC had been working with other parish councils.

She then explained that the committee need to agree to support or agree not to support tonight the reforming of Arun DALC. She also asked that if agreed would the committee be happy for Cllr. N Hamilton-Street to be APC's representative and for Cllr. Reigate to stand in in Cllr. N Hamilton-Street's absence.

After a very short discussion, the following was agreed.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that APC support Arun DALC reforming and that Cllr. N Hamilton-Street and Cllr. Reigate, in her absence, represent APC. Cllr. Harris **SECONDED** and **ALL AGREED**.

15 21/132 EXPANDING THE CONSERVATION AREA

Cllr Verrinder gave a brief summary of why this item has come back to this committee. She referred those present to her report and drew everyone's attention to her recommendations.

After discussion, the following was agreed for recommendation one.

RESOLUTION: Cllr. Lee Hamilton-Street **PROPOSED** that all areas included in recommendation one are added to the conservation area. Cllr. A Evans **SECONDED** and **ALL AGREED**.

Then the following was also agreed for recommendation two.

RESOLUTION: Cllr. Bicknell **PROPOSED** that all properties in these areas are written to, and the wider community made aware. Cllr. Jones **SECONDED** and **ALL AGREED**.

Congratulations were given to Cllr. Verrinder for all her hard work.

ADC have a standard template letter that can be used.

Action: Letters to be written and reported in All About Angmering magazine, APC window, noticeboards, Facebook page and website.

KH

16 21/133 COMMUNITY SURVEY RESULTS

Cllr. N Hamilton-Street talked through the results giving some highlights. One thing that stood out was that residents aged thirty-five and under did not really take part in this survey. The need to engage this demographic and how to do this was discussed.

Action: Compare the age demographic on question one to the age profiling to the parish.

KH

Cllr. R Evans commented that he was disappointed in the number of surveys returned, a member of the public asked where it was advertised as they had not seen it or were aware of it. It was discussed where the survey was advertised which was in the All About Angmering magazine, APC window, noticeboards, Facebook page and website.

The survey results will be looked at in detail and the updated Annual Plan be brought to a full council meeting in January/February 2022.

17 21/134 COMMUNITY GRANT APPLICATIONS

The 2021/2022 budget for Community Grants is £3,800.

No grant forms have been received this month.

Five grants have been awarded in 2021/2022 and this totals £2,610

The remaining balance is £1,190

No grants have been requested this month.

18 21/135 2021/2022 FINANCIAL REPORT

The report was presented, no questions were asked regarding the report.

Cllr. R Evans signed the reconciliations for November 2021.

19 21/136 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No questions were asked however Cllr. Jones reported back on his recent visit with the Committee Clerk to Arun Community Transport.

APC had recently given a grant to the organisation for an additional workstation, this visit highlighted how important this was to them and the benefit it brought to the volunteers and staff. He also reported on the severe lack of drivers and the issues this was causing. A short discussion took place on how APC could help with this such as advertise on their behalf in the All About Angmering magazine and putting flyers in our noticeboards.

Cllr. A Evans updated the committee on the meeting he had just attended at the Angmering Medical Centre which included items such as the need for more volunteers and looking at how things could function better.

Cllr. Verrinder gave a brief update on the County Local Forums she had attended.

20 21/137 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Planning and Infrastructure Committee – None.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

21 21/138 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

Cllr. N Hamilton-Street ended the meeting by wishing everyone a Happy Christmas and thanked everyone for their hard work over the last year.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 10 January 2022** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20:47.

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Chairman

Date.....



Clerks Report January 2022

Agenda Item 5

- 1) **Mike Jones** – It is with sadness that I have to advise that Mike Jones has tendered his resignation from the council with immediate effect. I am sure you will all join me in thanking him for his hard work and dedication whilst on the council.
- 2) **Planning Applications.**
 - South of Water lane** – Forwarded all complaints to ADC regarding mud on road and issues regarding the developers disregard for the agreed construction management plan.
 - North of Water Lane** – Applications taken to Planning and Infrastructure on 4 January 2022 at the time of writing this no response is available.
 - Land at Rustington Golf Centre, A/129/21/PL** – This application has been refused. No further updates.
 - Chandlers Site A/110/21/PL** – Application has been refused. No further updates.
 - Land South of Littlehampton Road A/168/21/PL** – This application has been refused. No further updates.
- 3) **Mayflower Park Lighting** - Planning application A/250/21/PL has been confirmed with Arun District Council and is due for a decision at the end of January 2022. Funding has been received via a Safer Streets Grant.
- 4) **Dappers Lane** –TRO is being discussed with WSCC regarding the signage changes needed to make the under pass no entry for all vehicles from the North. A survey will be needed of Angmering residents to finish the application. Work is also continuing with WSCC and a local developer regarding additional ways of making sure vehicles do not enter the underpass in the wrong direction.
- 5) **Honey Lane** – I have been liaising with a resident regarding the current state of the lane. We discussed CIL funding from South Downs National Park and also a recent meeting with Joy Dennis the WSCC member for Highways and Transport. He is also sourcing quotes for repairs to other parts of the lane. Still waiting for response from Joy Dennis as of 04/01/2022
- 6) **Youth Mental Health Sessions** – A meeting was held with Arun Churches representatives regarding holding weekly sessions. A full proposal is due in January 2022.
- 7) **Mayflower Park/Parsons Close entrance** – Work continues in this area with regards to making good the area where the works were completed. Staff are in regular contact with the Crayfern site manager and are monitoring the area. We are currently waiting on an update regarding gaps in the tarmac, subsidence and state of the grass.
- 8) **ACLT – Deed of Variation** – Paperwork has been signed and sent back to the Solicitor. Invoice has been raised regarding costs and payment is due shortly.



Chair's report January 2022

Happy New Year ! 2021 seems to have gone very quickly. As we begin to plan for the next financial year, reflecting back on what we have achieved in 2021, shows that the Parish Council continues to deliver many projects. Thank you to all Councillors, Volunteers and Staff Team in making it all happen.

My New Years Resolution for 2022 as Chair is to try to ensure that more people know what we do, and feel that we are relevant to them and their families.

Angmering Sports Hub (Decoy Drive)

I continue to push ADC about the plans for delivering the new Sports Hub on the site at Decoy Drive. Katie and I have met with the Consultants employed to produce the overview and delivery plan. We shared all of the issues that had been raised when the indicative plan had been produced by Gladmans on behalf of the landowner. We have been assured that more detailed plans and timeline will be available in the next couple of months.

Late Night Opening

Thank you to the staff and Councillors who supported the late night opening in the village centre. Whilst numbers of residents coming to support the local shops was low, the conversations that we had were very positive, and gave individuals an opportunity to discuss ideas.

Budget

The principle of the annual plan, shaping the budget, continues to be our strategy. I had a productive meeting with the Clerk, and an initial draft was shared with Councillors. The final draft is presented at this Full Council, with a 0% increase on the precept.

Supporting Young People

We have met with Arun Youth Projects, a voluntary organisation that provide youth services in Arun. There is a need for support services for teenagers in Angmering. A proposal was discussed, and will be further explored in conjunction with the Angmering School, to ensure that we are able to provide a sustainable provision.

Christmas Market

The Great Little Farmers' Market CiC, organised and delivered a Christmas Market at the Village Hall. Thank you to the Village Hall Trustees and Councillors in volunteering to support the change in Covid requirements. All the traders were local, and all spoke of how well they had been received, and that they would welcome a regular market.

Nikki Hamilton-Street



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 10 JANUARY 2022

Agenda Item 10 & 11, 2022/2023 Precept and Budget Approval

After another turbulent year it was great to be able to deliver on some of our projects and also hold some events all whilst following Covid restrictions and keeping people safe.

We surveyed the village and took comments and ideas onboard to add to the budget for 2022/2023 but also the annual plan. Not everything in the Annual Plan requires a budget line as some are progressing projects which are funded by ourselves or objectives to do with planning/infrastructure.

We held visioning sessions with both staff and councillors in order to gain their aspirations and ideas for both the budget and the Annual Plan for 2022/2023.

Survey results were collated and taken to Full Council in November 2021 for all councillors to view and see the actions taken from the results, with regards to Annual Plan and budget.

Once the information from both the survey and the visioning sessions was collated, this was analysed and the budget was formulated.

Councillors were sent the draft budget and attended one of two budget Zoom sessions in order to go through the budget, ask questions, seek guidance and make suggestions/changes as they see fit.

The current budget for 2022/2023 was set and makes up part of this document. Please note that changes are possible to the proposed budget up until March 2022 Full Parish Meeting.

As you can see residents, councillors and staff have had their input into the budget for 2022/2023 and the process put in place in 2019 has continued to work well, albeit by Zoom now rather than in person for some of it.

As a result of all the sessions a decision has been put forward regarding the precept setting for 2022/2023 too.

Precept

Every year the council has to confirm to Arun District Council the precept amount for the coming financial year. As you can see from the below, year on year there has been a percentage increase from 3% right up to 10.74%, apart from 2020/2021 which saw no increase.

Due to increasing housing numbers, a “natural” increase in precept occurs without having to raise the per household amount. Although the parish contribution only makes up a small percentage of homeowners total council tax bill, it has been important to try to keep any increase as low as possible, without affecting the services we offer and the areas we maintain.

It will be suggested that for the coming financial year – 2022/2023 there is no increase in precept for Angmering residents.

Please note that your council tax bill may still go up as other councils/services are still able to increase their portion of the final demand.

Year	Precept Amount	Tax Base	Per “D” house	Percentage rise
2022/2023	£397,400.00	3684	£107.87	0.00%
2021/2022	£389,850.00	3614	£107.87	0.00%
2020/2021	£385,100.00	3570	£107.87	3.95%
2019/2020	£360,000.00	3469	£103.78	3.78%
2018/2019	£335,500.00	3355	£100.00	2%
2017/2018	£316,800.00	3232	£98.02	10.74%
2016/2017	£272,290.00	3093	£88.03	6.58%

There has been an increase in the number of houses in Angmering paying council tax of 70.

It is believed that we are able to maintain and improve our current service and maintenance schedule as well as plan for possible new events, continue with our playpark refurbishment (using council reserves), deliver on several of our projects that we have earmarked reserves for that we were unable to deliver on in 2021/2022, implement some of the projects that were highlighted in the survey and also continue to move larger projects such as potential new offices for the council and improvements to Mayflower Park.

Budget

As advised above, our budget planning process has been different this year, but very beneficial.

The budget includes lines to purchase Speed Indicator Devices (SID’S) for the village which can be moved to various locations, funding to support Youth Mental Health sessions in Angmering, create a bigger and better Christmas event for Angmering, funds to go towards Mayflower Park improvements and enhancements, funds towards grants for the Queens Jubilee Celebrations for charities, groups and associations to access for 2022 and continued funding for parks and green

spaces on Bramley Green and around the village as well as hanging baskets and flower beds in the village centre.

The budget also shows the below

- 1) IT Software – £2,000. This will be added to funds from 2020/2021 for an earmarked reserve in order to replace the councillors iPad's which are now 6 years old. They have been very valuable, especially in recent times with everything moving online and reducing paper usage.
- 2) Purchase – Vehicles - £3,000. This will be added to an earmarked reserve to fund the purchase of a new van when the time comes. This amount will be budgeted for in future years also. It is hoped that this will now be an electric vehicle, either the purchase of or to lease.
- 3) Mayflower – Improvements – £18,284.00. This amount has been budgeted for to add to the amount from last year to allow us to progress with plans for utilities to be put in and a café to be located at the park.
- 4) Speed Indicator Devices - £6,000 has been added to the budget for the purchase of these devices. It is hoped that they will reduce the speed of vehicles in the village. Questions added to the survey showed that they were the preferred option.
- 5) Youth Sessions - £6,500.00. This will be used to supply two qualified staff members to run weekly sessions for a year within the village. A question was asked on our survey and over 90% of those surveyed would be in favour of holding these sessions that are not currently available in Angmering. A full scope should be available in January 2022.
- 6) Gas, Electricity and Fuel – The budget lines for these items have been raised due to recent increases and uncertainty. In order to counteract these further virements can also be made throughout the year if required.
- 7) Contractors Trees – This line has been reduced to £2,500 from £12,500 as an earmarked reserve for expensive pollarding will be created from the money intentionally left from 2021/2022 budget.
- 8) Christmas Event – The budget has been increased substantially for this event due to the recent increase in numbers at the current style event and the potential safety concerns together with a wish to grow the event and combine with the traders. This could possibly include manned road closures and more to see and do.
- 9) Flicks on the Pitch – £5,000. APC are working with the Worthing Rugby Club to provide a free event for those who live in Angmering. Final details are yet to be confirmed.
- 10) Community Sessions - £1,300. The CPR and Defibrillator sessions are still proving popular so next year we will hold these again along with some general first aid ones too.
- 11) Mayflower Way – This lane is APC's responsibility and councillors are keen to build up a reserve that can be used to fund any repairs/improvements to them.
- 12) Volunteers - £850 – this budget has risen as this code now covers litter pick, allotment and eventually Lloyd Goring Close Garden volunteers too. Replacement equipment etc is covered.
- 13) Lloyd Goring Close Garden - £5,200. This budget is to clear and make a start on enhancing the area for the use of those local to the area. It is hoped that ADC will assist with the

clearing and funding. We hope to create raised beds, seating areas and encourage wildlife to the area.

The use of earmarked reserves are not shown on the budget and additions to these reserves will be confirmed when spend has been completed for 2021/2022.

Any other questions will be welcomed.

Decisions needed.

Agenda Item 10

- 1) To approve the 0% raise in precept and keep it at £107.87 per Band D property for 2022/2023.

Agenda Item 11

- 2) Approve the attached budget for 2022/2023 subject to any changes that will be reported to the council before the start of the 2022/2023 financial year.