



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 13 AUGUST 2018

Present: Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Mike Hill-Smith; Norma Harris; Steven Mountain, Nikki Hamilton-Street, Paul Bicknell; David Marsh

In Attendance: Rob Martin, Parish Clerk; David Hussey, Assistant Clerk; four members of the public

Action

- 18/058 APOLOGIES FOR ABSENCE**
Apologies for absence had been received from Councillors Roger Phelon, District Councillors Dudley Wensley and Andy Cooper; and County Councillor Deborah Urquhart.
- 18/059 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 18/060 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 JULY 2018**
The minutes of the Parish Council Meeting held on 16 July 2018 were agreed as a correct record and signed by the Chairman.
- 18/061 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**
There was nothing to report under this agenda item.

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18/062

CHAIRMAN'S REPORT

The Chairman reported that he had been pleased to represent the Parish Council at the recent 'Silent Soldier' commemoration.

The Chairman adjourned the meeting for public consultation.

18/063

PUBLIC CONSULTATION

Cedar Trees – St Margaret's Church Grounds

Mr Pearn raised concerns over what species would replace the forty-five cedar trees due to be felled in the grounds of St Margaret's church. The arborist report had suggest replacement with English native species: nearly all of which would be deciduous. Such trees would create an annual leaf fall which would build up in the nearby ditch, negating the proposed works to re-profile the ditch and so increase the risk of flooding.

Mr Pearn felt that to minimise this problem it would be preferable to replace the evergreen cedars with evergreen species. Mr Pearn asked if the Parish Council could write to the church. He suggested spotted laurel, yew, or holly might be suitable. He also wondered what the opinions were of the Environment Agency and West Sussex County Council, and whether it was appropriate to have two tall hedges facing one another.

**Assistant
Clerk**

Parish Council Land

Mr Cross, followed up a previous request and requested that the land which the Parish Council is responsible for be listed on its website. The Clerk confirmed that it had taken two to three years of work with solicitors to verify land ownership. Clarification would be placed on the website as soon as possible, allowing for the current staffing reorganisation.

Community Centre

Ms Jerram raised concerns that illicit drug dealing activity may be taking place after dark in the car park of the Community Centre, and that she would like to have gates fitted, preferably by a local supplier. She requested that councillors give their views to the Clerk as soon as possible. Ms Jerram confirmed that she was not requesting funding from the Parish Council.

Councillor Lee Hamilton-Street said that residents must report such illegal activity to the police. Currently there was nothing showing on police reports to back up these claims. There was a discussion regarding the most appropriate gates, but no conclusion reached.

The meeting reconvened.

18/064

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart was not present to give an update.

18/065

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Councillor Cooper was not present to give an update.

18/066

COMMUNITY CENTRE GROUND SOURCE HEATING REPAIRS

The Chairman confirmed that necessary repairs to the pumps should be carried out to enable the system to work again, at an overall cost of

W

£24,971.60, offset by a contribution of £10,000 to the reserve by the Community Centre Management Committee for future work.

18/067

STAFFING GROUP

The Clerk advised that the new Office Manager, Tracy Lees, would start in post on 20 August. The Parish Council was considering the viability of purchasing the flat above the current office in order to accommodate the planned additional staff. The accommodation seemed very well suited to current needs. The flat was currently vacant. We were expecting a formal valuation soon. The situation would be discussed further at the next meeting of the Governance and Oversight Committee.

The Chairman confirmed that the Clerk and Assistant Clerk would continue in their posts throughout September to provide as smooth a transition as possible for the new Clerk and Office Manager. The Clerk would be working on a consultancy basis and the Assistant Clerk would have his contract extended to 30 September.

The new Clerk would start in post on 1 October and the hope was that she would obtain the Certificate in Local Council Administration (CiLCA) within a year. The Clerk mentioned that new projects could not be started without the qualification.

18/068

COMMUNITY GRANT APPLICATIONS

No applications have been received since the last meeting. No grant allocations have been made yet in the current year and the total available is still £3,300. The Clerk would draft a note to be published on the website.

Clerk

18/069

COMMUNITY LAND TRUST – FURTHER SUPPORT

The Chairman and Councillor Mountain declared a non-pecuniary interest in this item.

The Clerk advised that the Community Land Trust (CLT) is setting up as a completely independent organisation. Finance is needed to take it from the current position of likely to get planning permission to the start of building work is going to take time and require funding, until such time as loan finance can be drawn down. There are a number of matters that need to be paid for in that time, but the CLT has no funds available. An application for Community Housing Fund support is being made, but this will take time to come to fruition. There may be a need for up to £3,000 to cover this period and the CLT has requested support from the parish council to cover this.

There is a legal requirement for an audit of 2016/17 accounts. Quotes for doing this audit work had been received and were being considered. As financial activity is likely to increase going forward, there needed to be a discussion regarding future risks and what might be improved upon.

Councillor Lee Hamilton-Street felt that the parish council had a moral obligation to financially support the CLT. The Clerk stated that the parish



council had only limited capability to do this and suggested a sum of £5,000. Councillor Bicknell seconded this proposal to which all present agreed.

18/070

SAMMY COMMUNITY TRANSPORT

The Assistant Clerk gave an update following a meeting on 6 August regarding the winding down of the service:

Representatives from four local Parish Councils, Littlehampton Town, Arun District and the County Council met with the former Trustees of the SAMMY Community Transport to gain a greater understanding of the situation to date. All Councils are now exploring options to see if there is a way of bridging the gap which has been left by the closure of the service. Local Councils are also establishing the level of alternative provision which may already exist in order to provide a comprehensive list for those who need transport support. In the interim the community is encouraged to look out for their neighbours who may be affected by the closure of the community transport service. If there is concern for at risk/vulnerable residents then they should be referred to West Sussex County Council.

Arun District Council are taking the lead and considering a report on the outcome of this meeting. The Chairman suggested we speak to County Councillor Urquhart to see how West Sussex County Council might be able to help. We should keep the item on the agenda for the next meeting.

Clerk

18/071

ANGMERING NEIGHBOURHOOD PLAN REWRITE

The Clerk provided an update. A working group would need to be set up to take the work forward. It should be linked to the Local Plan. Arun District Council had been contacted a number of times by a consultant with an interest in the work. This consultant would, however, have no authority to write the plan; so there was a need for the parish council to formally start the work, to avoid the plan being written for us by others. The Clerk felt that the previous plan had focussed minds on projects such as the Chandlers site and the new school.

Councillor Mountain and the Clerk felt that the core of the plan remained accurate, so the new plan would, in effect, be an update. Councillor Nikki Hamilton-Street suggested May 2019 as a target date to issue the new plan.

Councillor Mountain mentioned that initial stages of drafting the first plan included asking fifty to sixty local residents to sign up in principle, in a public meeting. This was followed up with focus group work. The Clerk felt that future focus groups needed to be more focussed. Infrastructure needed to be focussed on and included in the new draft.

The Clerk and Chairman confirmed that £9,000 was available to fund the work. The Chairman wondered if we needed professional help with the drafting. He was aware of a planner with experience of writing Neighbourhood Plans. Councillor Mountain supported professional input. The Chairman proposed that the Clerk investigate appointing a professional. Councillor Lee Hamilton-Street seconded the proposal which was agreed by

all. The Clerk would investigate employing a professional writer and report back.

Clerk

18/072

NEW PRIMARY SCHOOL – POSITION REPORT

The Clerk reported that Arun District Council consider the deal to be in place. The developer would pay toward the cost of the BMX park on the preferred site. Councillor Mountain expressed frustration that West Sussex County Council seemed not to properly understand who owns and uses the land. We need confirmation that land belonging to West Sussex County Council can be transferred to the parish council.

18/073

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

The Chairman will circulate the briefing note from the most recent Health Services Advisory Group.

Chairman

Councillor Harris would be representing the parish council at the next meeting of the Twinning Association.

18/074

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

Councillor Evans was in discussion with the Chair of the Traders Association; who had expressed an interest in taking responsibility for organising future St. Peter & St. Paul Fairs with effect from the end of November 2018.

18/075

2017/2018 FINANCIAL REPORT

The Clerk would circulate the report later this week and await comments. Councillor Marsh requested that this item be moved to item 4 or item 5 on future agendas, as it merited greater attention.

Clerk

18/076

TO CONSIDER ANY URGENT MATTERS ARISING SINCE THE PREPARATION OF THIS AGENDA

The Chairman recognised that this was the last meeting that the Clerk would be attending (in the capacity of Parish Clerk), and thanked him for the tremendous amount of work he had contributed over the last nine years. The Chairman wished him a very happy retirement.

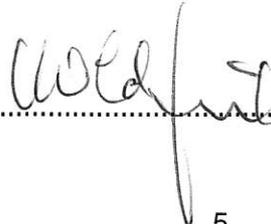
The Clerk thanked the Chairman and felt that this was a very positive parish council in which he had enjoyed working. He hoped that staff and councillors would move forward positively with current and future projects.

18/077

DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 10 September 2018.

The meeting concluded at 21:10.

Chairman..........Date..... 10/9/18.....

