



Established 1894

Angmering Parish Council

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

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

In Attendance: Tracy Lees, (Committee Clerk), District Cllr. Andy Cooper, WSCC Cllr. Deborah Urquhart and 12 members of the public.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; 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.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/061	APOLOGIES FOR ABSENCE Apologies were received and approved for Katie Herr (Clerk) and District Cllr. Mike Clayden. Apologies were not received from Cllr. Kevin Haag.	
2	21/062	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
3	21/063	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 9 August 2021 were agreed by all and signed by the Chair.	
4	21/064	PRESENTATION OF FRED ROWLEY AWARDS Nine members of the public were invited to tonight's meeting to receive their well deserved Fred Rowley awards.	

Cllr. N Hamilton-Street explained how the ceremony would run and gave the background on how the award came about which was set up in 2016. She also explained that nominations had been requested from the residents of Angmering with four nominations being made. The council were unable to decide an outright winner and therefore wanted to recognise all nominees as winners of the award.

The winners were:

The Angmering Medical Centre & Volunteers at the COVID vaccination centre.

The whole team have worked tirelessly for the village and neighbouring villages under extreme pressure during the covid crisis.

Seven members of the team came along to accept the award with two standing up to say a few words.

Amanda ‘Sparkles’ Phillips

For her amazing hard work and caring in the community supporting struggling families with her Sparkles food parcels as well as many other fundraising projects.

Rita Williams and Geoff Gibbs

Both have worked tirelessly on the village’s behalf regarding the objections for both Herons Farm and the South of Water Lane developments. They have been recognised for their exceptional level of dedication and diligence. Mr Gibbs paid tribute to the work that Rita Williams had done.

Rita Williams was unable to attend the ceremony and her award will be sent to her. Cllr N Hamilton-Street also paid tribute to the work she had done and continues to do for the village.

At the end of the ceremony Cllr. N Hamilton-Street invited nominations for the future and thanked everyone for attending.

Ten members of the public then left the meeting.

5 21/065 PUBLIC CONSULTATION

A member of the public wanted to comment on the newly resurfaced Cow Lane and how impressed he was, he thanked APC for arranging for this work to be undertaken.

A conversation also took place regarding traveler encroachment onto APC land and the processes involved as he felt the recent encroachment at Otters Field had not been dealt with as quickly as it could have been. Cllr. N Hamilton-Street confirmed that the situation had been dealt with immediately and explained the process APC had had to go through. Cllr. Cooper then went on to explain the eviction process he and ADC had gone through.

6 21/066 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. Verrinder asked a question relating to item 10, asking who the notice was served to. Cllr. N Hamilton-Street explained the process.

7 21/067 CHAIRMANS REPORT

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

Cllr. Urquhart read out the following report:

An update on APC's request for a safe crossing at the bottom of the High Street as part of the Chandlers development has been sent to the clerk.

To ensure West Sussex residents, particularly those without access to off road parking are confident to make the switch to EV, we have awarded a contract to a UK-based EV charging specialist with experience of working with local authorities and public sector organisations, who will be contracted to plan, install and maintain a countywide charge-point network. To help us plan the network, we have created an online form where you can let us know where you think charge-points should be installed.

West Sussex County Council is providing critical support to Afghan nationals arriving in the UK from Afghanistan. The council is committed to supporting the government's Afghan Relocation and Assistance Policy and 'Operation Warm Welcome'. The council is working closely with our District and Borough partners to identify suitable properties which can be used to provide long-term accommodation for Afghan families who have arrived in the UK.

We also encourage anyone who wishes to help those arriving from Afghanistan to visit our website where there are details of local and national organisations accepting financial and practical donations.

LoCASE (Low Carbon Across the South and East) is a **Business Growth and Innovation Grants** scheme for businesses. The scheme offers grants of up to £10,000 to environmentally-focused organisations for business growth projects. LoCASE also offer grants of up to £10,000 to any other type of business for energy/resource efficiency projects such as LED lighting, insulation, heating or machinery upgrades, or renewable energy systems.

The second round of our popular Solar Together Sussex scheme has launched to help our residents reduce their carbon emissions and energy costs by fitting solar panels to their home. The group buying scheme brings households together to install high quality solar panels and battery systems at a competitive price.

To register or for detailed information about likely costs, and the amount of energy you can expect to generate, visit the **Solar Together website**.

We are supporting our **Pollinator Action Plan**, by working with council partners and residents to deliver our first 'Pollinator Highway' along the A2025 in Lancing, to provide vital links between residents' gardens and local natural habitats. We are also evaluating our Community Road Verge (CRV) project currently running in 11 areas across the county. These verges receive only one mow per year after wildflowers have set seed and the grass cuttings are collected to reduce soil fertility, benefiting wildflower growth.

A recent survey of butterflies on a highway verge near Angmering showed spectacular results, as was the flora. The expert counted 424 individuals which included 20 species of butterfly, the highlights being 107 Small Blue (the largest second brood he had ever seen anywhere), 222 Common Blue and 21 Brown Argus. Mating pairs of these three species were seen and lots

of egg-laying observed, on plants which would of course be removed if cut too early. Road verges don't come better!

Have your say on our flood risk strategy by participating in the Local Flood Risk Management Strategy Consultation.

Safe against scams: Due to the success of previous sessions and to raise awareness of these different types of scams, how to spot them, and what to do if you become a victim, the West Sussex Community Safety & Wellbeing Team alongside Trading Standards are running free monthly scams awareness webinars. Please share the information about these sessions with your residents so we can prevent as many people as possible from becoming a victim of fraud.

For residents who need support with accessing the webinars from – call for support or register your interest by contacting the Remote Digital Support Service via 0330 222 3455.

Our West Sussex Fire & Rescue Service has restarted free 'Safe and Well' visits in a face-to-face format, while still working in a Covid-19 safe manner. These involve a pre-arranged visit to eligible householders to offer advice on how to make it safer and, where appropriate, fit smoke alarms or other specialist fire detection equipment free of charge.

Worryingly, the service is seeing a lower number of requests for visits in comparison to previous years. It is vital that eligible households take up the offer in order to keep our most vulnerable residents protected from fire.

Cllr. Bicknell left the meeting at **19:58** and return at **20:01** – no reason was given.

Cllr. Verrinder asked about Biffa taking over the contract for the waste site and Cllr. Urquhart commented that booking slots for disposing of waste was under review.

9 21/069 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr Andy Cooper added his thanks and congratulations to the Fred Rowley award winners.

Brown bin collections were discussed at length with Cllr. Cooper stating that this was a public relations disaster. He explained that delays were sadly still being experienced and also that APC were unfortunately in a position along with only 1 or 2 other councils still experiencing this situation. He explained that he was doing his best to resolve the situation.

Cllr. Jones wanted to make Cllr. Cooper aware that the charge of £12 to have a brown bin taken away was still being issued. Cllr. Cooper thanked Cllr Jones for this information as he understood that this charge had been stopped, he will investigate this further.

Cllr. L Hamilton-Street had Health and Safety concerns and Cllr. A Evans wanted to know how can we make sure this situation would not happen again. Discussions continued with everyone agreeing that ADC communication was one of the main issues.

Cllr. Cooper advised that everyone was still coming to terms with the new committee system and that it was taking a lot more time to move things forward and that it was exceptionally frustrating to be in this position.

Cllr. Cooper finished his report by saying he felt that there had been good cross parish communication between APC and other local parishes re developments in the area.

Cllr Mike Clayden was unable to attend the meeting and no report had been submitted.

Cllrs. Urquhart and Cooper left the meeting at 20:16.

10 21/070 NEIGHBOURHOOD PLAN

There are no updates regarding the Neighbourhood Plan

11 21/071 REPAIR NEEDED AT ANGMERING SKATE PARK

Cllr. Hamilton-Street talked through the supporting paper and commented that the park was being used more since the recent success at the Olympics. A discussion took place around the use of the park and why the damage had happened.

After discussion the following was agreed.

RESOLUTION: Cllr. Bicknell **PROPOSED** that quote 5 be accepted. Cllr. R Evans **SECONDED** and **ALL AGREED**.

Cllr. A Evans commented that he was very keen for APC to register with all relevant parties that Angmering had a Skate Park, all agreed.

12 21/072 STANDING ORDERS

Cllr. N Hamilton-Street asked if there were any questions and if everyone was happy to adopt them. Cllr. Bicknell raised a question which Cllr. N Hamilton-Street answered.

After a short discussion the following was agreed.

RESOLUTION: Cllr. A Evans **PROPOSED** that the Standing Orders were adopted. Cllr. S Verrinder **SECONDED** and **ALL AGREED**.

13 21/073 ANGMERING FLOOD ALLEVIATION SCHEME

Before leaving the meeting Cllr. Urquhart advised that WSCC Officers were in talks about the finances for this scheme.

Cllr. N Hamilton-Street gave the background on what had taken place previously and reported that a workable solution to restrict the flow of water to alleviate flooding, except in exceptional circumstances, was almost in place. She also explained the reason why ADC had put a stop to funding shortfall being secured from S106 developer contributions for this scheme and what APC had been doing about it.

The member of the public gave his views regarding the scheme and advised the committee of the discussions he had been having with Ray Drabble from

WSSC. The member of the public has also written a letter today to Mr Drabble, copied to APC, sharing some detailed suggestions as he has a lot of experience in this field.

He finished up by asking that APC keep up the pressure, Cllr. N Hamilton-Street said APC would and also that he would be kept in the loop.

A discussion then took place which concluded with Cllr. N Hamilton-Street explaining when it could be discussed again, hopefully at the next PI meeting in October.

The member of the public said he would like to attend the next Advisory Group meeting but thought that he was not permitted. Cllr. N Hamilton-Street will ask the group if he could attend and report back.

Action: Contact Advisory Group to ask if the member of the public may attend the next meeting and report back.

NHS

The member of the public left the meeting at 20:46.

14 21/074 INSURANCE RENEWAL – 2021/2022

No questions or comments were asked however a short discussion did take place including a question from Cllr. A Evans asking if the three year option was taken would the yearly fee stay the same and were there any benefits in 0% payments.

Action: The Clerk to ask about 3 year fees and benefits of 0% payments and report back.

KH

Cllr. L Hamilton-Street then went on to ask about flood flash sensors and if there a fee for this.

Action: The Clerk to check if there is a fee for flood flash sensors and report back.

KH

After a discussion the following was agreed.

RESOLUTION: Cllr. Reigate **PROPOSED** that option two for three years was taken. Cllr. A Evans **SECONDED** as long as the price remained the same every year over the three year period and **ALL AGREED**.

15 21/075 COMMUNITY GRANT APPLICATIONS

Two grant applications had been received in time to be heard at this meeting.

An application for a grant had been received from **4 Sight Vision Support** for £250 for running costs. A discussion took place regarding the application.

After discussion it was agreed by all that a grant of £250.00 should be given.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that a sum of £250.00 was granted to 4 Sight Vision Support, Cllr. Bicknell **SECONDED**, and **ALL AGREED**

An application for a grant had been received from **Angmering Sports and Recreation Association (ASRA)** for the sum of £750.00 for new benches. A discussion then took place regarding the application.

During the discussion the following was raised, do the benches need to be secured into the ground and if so, has permission been granted for this. Also there were concerns over how wet the ground can get in the area where the benches are to be position. Finally was wood really the best material for the benches.

Cllr. Marsh proposed that before the grant could be considered it needed to be deferred to the next meeting on Monday 11 October so the above information could be obtained, all agreed.

Action: The Clerk to find out and report back on securing the benches and the issue of wet ground. **KH**

Action: To investigate other materials that benches can be made in and report back. **AE**

Action: Add this grant request to the next agenda. **KH**

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is now £1,690.00.

16 21/076 2021/2022 FINANCIAL REPORT

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

Cllr. L Hamilton-Street signed the reconciliations for August 2021.

17 21/077 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. N Hamilton-Street mentioned she had been invited by WSCC Highways to join East Preston councillors to view the traffic situation on the roundabout at the start of the A280.

18 21/078 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

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

19 21/079 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 11 October 2021** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 21:06.

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Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
12.10.20	15	20/114	Bore Holes at Community Centre	Instruct the company to go ahead and drill the bore holes, share report once received.		Email sent to selected company to complete work. 30/09/2021 & 06/10/2021	KH
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Suggestion received from Deborah Urquhart of using Chandlers Site CIL money to repair the lane. Update - we are not entitled to CIL money from Chandlers Site - as per Michael Eastham email 05/08/2021	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Chased WSCC - awaiting reply 01/10/2021	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
12.07.21	5	21/030	Clerks Report	Put LoveWestSussex app on all iPads		Completed 2 councillors - 04/10/2021	KH
09.08.21	10	21/053	Annual Business Plan 2021/2022	IT questionnaire to be sent to all councillors.			LHS/KH
13.09.21	15	21/075	Community Grant Applications - ASRA	The Clerk to find out and report back on securing the benches and the issue of wet ground.		Email sent to Russell at ASRA 15/09/2021	KH

13.09.21	15	21/075	Community Grant Applications - ASRA	To investigate other materials that benches can be made in and report back.		Information received and passed onto ASRA. 06/10/2021	AE
13.09.21	15	21/075	Community Grant Applications - ASRA	Add this grant request to the next agenda		No information received - will chase again and add to November 2021 if received.	KH

Task has been started
Task to remain on the list
Task not yet started



Clerks Report October 2021

Agenda Item 5

1) **Planning Applications.**

South of Water lane – APC are currently trying to resolve an issue regarding S106 contributions for the Angmering Flood Alleviation Scheme. Cllr Deborah Urquhart has been investigating this with WSCC and their legal team. Chased for an update 04/10/2021

North of Water Lane – Plans have been consulted on by ADC and changes are needed before reserved matters application is submitted.

Land at Rustington Golf Centre, A/129/21/PL – An extension of time until 29 October 2021 has been granted on this application.

Chandlers Site A/110/21/PL – Application is now in and comments being welcomed. APC have put in their comments to ADC.

Land South of Littlehampton Road A/168/21/PL – APC's objection is in and a decision is due 16 November 2021 – according to the ADC portal.

2) **ASRA Lease** – Work still ongoing. Waiting for solicitor to confirm updates to lease.

3) **Bramley Green Cycle Path** – The site has been measured up and quotes requested by WSCC. The office continue to request updates and push for the work to be completed urgently.

4) **CLT Deed of Variation** – Item on this meetings agenda.

5) **Mayflower Park Lighting** – Item on this meetings agenda.

6) **Traffic Survey** – Investigation work still ongoing regarding information received back from WSCC. Several items have been discussed and could be placed on the Annual Plan for 2021/2022.

7) **Dappers Lane** – We are in contact with the Compass bus company to amend their route so they do not use Dappers Lane. Once the works down Arundel Road have finished (October 2021) 2 weeks notice will be given and the route changed.

8) **Angmering Revealed** – Despite the rain, this was a very well run event and well attended. Thanks to all who attended the event and chatted with residents. Lots of positive feedback has been received. It is hoped that we will run this event next year. Evidence of the event and invoices associated with it have all been sent to ADC for funding.

9) **Lloyd Goring Close Allotments** – Proposal for the area has been accepted – just waiting for final confirmation of potential commencement date and lease details.

10) **Angmering Extra Planting** – Funding confirmed and planters ordered.

11) **Mayflower Way** – Tracy has been investigating the cost/process of WSCC adopting roads and the costs involved. Information has been received and next steps sought.

- 12) **Water Fountain** – Fountain should be fitted before the end of the year. Tracy liaising with Coastal Drains.
- 13) **Mayflower Park** – Work continues around and through the park and continual interaction with Crayfern Homes is being maintained. The site manager is in regular contact and Roy is monitoring the area also.
- 14) **Christmas** – Funding has been secured to go towards the purchase of lit Christmas trees for the traders in the village square and at Downs Way. This has kindly been supplied Crayfern Homes.
- 15) **Graffiti** – Located on underpass in Dappers Lane. Reported to ADC – they were already aware. Roy will advise once cleaned.



Chair's report October 2021

Rustington Parish Council Community Awards Service

I was delighted to attend the church service and award ceremony, recognising the residents who had done so much for their community, representing Angmering Parish, I was accompanied by Cllr. Reigate.

Angmering Advisory Group

We continue to challenge ADC and developers on developments, and the impact on Angmering. A presentation was received from WSCC as the Local Lead Flood Authority. A phased approach is designed, with the weir on the embankment as part of the Ecclesden Park development. Phase 2 takes into account the up stream solution, and is currently being designed and costed.

Highways Meeting

We were pleased to meet with WSCC Cabinet Member for Highways, with East Preston and Kingston Parish Councils. Cllr Dennis had experienced on her journey issues of the A259 and Roundstone Crossing.

We raised concerns of the A259, A280 and Station Road/Water Lane, and proposed developments impact on highways infrastructure.

We felt that there was a positive response to our concerns, and a follow up meeting is planned for late October.

Angmering Revealed

A very successful event that saw over 25 organisations, and many members of the public attending.

All agreed that this event should be repeated to allow for relationships to develop and projects started in collaboration.

Planning

I have met with Katie to start our planning process for 22/23. The continual reviewing of plans and budgets within this year, helps us to be transparent in what we are doing, and hold each other to account for planned projects.

Nikki Hamilton-Street



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 11 OCTOBER 2021

Agenda Item 10 – ANGMERING COMMUNITY LAND TRUST – DEED OF VARIATION

We were approached by the Angmering Community Land Trust (ACLT) to amend the restrictive covenants included in the transfer of the land down Mayflower Way which was sold to the ACLT for £1 back in 2017 to provide affordable rented properties for the people of Angmering. Initially the request was to change four of the 12 houses to shared ownership was agreed at a Full Parish Council Meeting in November 2020 – below section of the minutes of this meeting.

Cllr. Marsh **PROPOSED** to agree to the variance to allow the CLT to build part ownership properties as well as affordable rents. This was **SECONDED** by Cllr. R Evans, **7 in FAVOUR** (including Cllrs. Marsh and Evans), **1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

RESOLUTION: Cllr. Marsh **PROPOSED** to agree to the Deed of Variation, Cllr. R Evans **SECONDED, 7 AGREED, 1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

Since then several changes and amendments have been received and our solicitor has detailed the changes and possible concerns below, as well as the changes already made. Any changes to the 2017 transfer would necessitate a deed of variation.

Since my message of yesterday, the CLT's solicitors have sent yet another amendment to the draft. The solicitors have described the amendment as substantive – it is also substantial. I have summarised that change and the other changes to the earlier drafts of the deed of variation.

1 in the revised definition of "Affordable Housing" the CLT has made three substantial amendments. To understand those amendments, the Council will want to consider the purposes for which it sold the land in 2017 to the CLT: the idea was that the CLT would provide (originally) 16 social housing units although this was reduced to 12 social housing units i.e. those destined for social rent. The discounted rent would amount to 60% of the prevailing rent. The Council's

housing aspiration was to secure social rented properties for local people and this was reflected in the drafting and in the nominal consideration obtained.

a. The first of the CLT's amendments is now for eight affordable rented properties and four shared ownership properties. Affordable Rents are 80% of the prevailing local rent. Shared ownership properties are part bought and part rented and the shared ownership lessees are permitted to staircase, i.e. to buy more shares of the equity in 1% + instalments, thereby (a) providing the shared ownership landlord with a capital sum upfront and (b) staircasing reduces the rented element. The Council needs to consider whether this change in mix of tenures (a) satisfies its housing aspirations and (b) casts doubt on the original consideration and raises the issue of whether consideration for the change should be charged.

The change was agreed for the 4 shared ownership properties in November 2020.

A decision is still required on the changing of "Social Rent" at 50- 60% of prevailing rent to "Affordable Rent" at 80% of the prevailing rent.

Section from proposed deed below

'Affordable Housing' means affordable housing comprising ~~affordable social~~ affordable social-rent housing units and not more than four shared ownership units ~~(or one third of the total number of Affordable Housing Units (whichever shall be the fewer))~~ provided to specified eligible households who ~~satisfy the eligibility qualifications described at clause 12.6.3.3 (subject to any variation of these qualifications pursuant to clause 12.6.3.4) needs are not met by the market~~ and which should meet the needs of ~~such~~ eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices and shall include provision for the home to remain at an affordable price for future eligible households'

And substitute

"12.6.3.1 with respect to the ~~affordable social~~ affordable social-rent housing units

(a) by way of an assured tenancy and

(b) at a rent which is no more than 80 per cent of the open market rent in the parish of Angmering

b. The second of the CLT's amendments seeks to remove the limit of not more than 1/3 of the units to be shared ownership. To accede to the CLT's current request could mean that if less than 12 units were built (say four or seven (the number of units funded from the Crayfern development)) then all four share ownership units and a reduced number of affordable units could be built.

Section from proposed deed below

'Affordable Housing' means affordable housing comprising ~~affordable social~~ rent housing units and not more than four shared ownership units ~~(or one third of the total number of Affordable Housing Units (whichever shall be the fewer))~~ provided to specified eligible households who ~~satisfyse~~ ~~the eligibility qualifications described at clause 12.6.3.3 (subject to any variation of these qualifications pursuant to clause 12.6.3.4)~~ ~~needs are not met by the market~~ and which should meet the needs of ~~such~~ eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices and shall include provision for the home to remain at an affordable price for future eligible households'

A decision is required on the councils preferred wording of this section. Would members like to see no more than 1/3 of units to be shared ownership OR no more that 4 units to be shared ownership.

c. *The third of the CLT's amendment is linked to allocations policy and eligibility criteria which are different from that originally drafted (see cl 12.6.3.3). The revised allocations and eligibility criteria are not materially different from that originally devised and accord with Arun DC's approved arrangements (through the s 106 agreement)*

A decision is required regarding the changing of the allocations policy and eligibility criteria so that the accord with ADC's approved arrangements.

Section from proposed deed below

And substitute

12.6.3.3 to ~~individuals an individual tenant or occupant~~ who ~~satisfisatisfy ies~~ the eligibility qualifications set out in the Local Allocations Policy attached as Annex 2 to the Section 106 Agreement (particularly paragraphs 4 and 7).

2 *The second item of change is that already mentioned in 1(c) namely the variation to the allocations policy and eligibility criteria see cl 12.6.3.3. I suggest that this does not cause a problem.*

See the above.

3 *The third item of change is the amendment in cl 12.6.3.4 – the previous amendments drafted by me required (a) the Council's consent to the change of the allocations policy and eligibility criteria and (b) that any change had to accord with the guidance of Homes England and the agreement of ADC. The CLT's solicitors have struck out the reference to HE and ADC and sought to condition the Council's consent only to that which is reasonable. This diminishes the Council's role here. My suggestion is that you do not agree to the further amendments to cl 12.6.3.4.*

Section from proposed deed below

Add

12.6.3.4 ____ The qualifications set out in clause 12.6.3.3 may be varied with the written consent of the Transferor (such consent not to be unreasonably withheld or delayed), ~~provided that such variation accords with the guidance of the Homes England and the agreement of the local planning authority.~~

A decision is needed on whether the councillors agree with the recommendation of our solicitor with regard to no further amendments in this section.

Decision

- 1) A decision is required on the changing of "Social Rent" at 50- 60% of prevailing rent to "Affordable Rent" at 80% of the prevailing rent.***
- 2) A decision is required on the councils preferred wording of the section regarding number of shared ownership properties. Would members like to see no more than 1/3 of units to be shared ownership OR no more that 4 units to be shared ownership.***
- 3) A decision is needed on whether the councillors agree with the recommendation of our solicitor with regard to no further amendments to 12.6.3.4.***

DATED

DEED OF VARIATION OF RESTRICTIVE COVENANT

relating to

Land on the south side of Mayflower Way, Angmering, Littlehampton

between

ANGMERING PARISH COUNCIL Covenantee

AND

ANGMERING COMMUNITY LAND TRUST Covenantor

**Surrey Hills Solicitors LLP
296 High Street
Dorking
Surrey
RH4 1QT
IRD/ANGME01-01
v2 23.9.2021**

CONTENTS

CLAUSE

1. Interpretation2

2. Variation3

3. HM Land Registry4

4. Costs4

5. Governing law.....4

6. Third party rights.....4

SCHEDULE

Schedule 1 The Covenants5

This deed is dated

HM Land Registry

Covenantee's title number: WSX318768

Administrative area: Arun

Covenantor's title number: WSX390931

Administrative area: Arun

Parties

- (1) ANGMERING PARISH COUNCIL** of The Corner House The Square Angmering West Sussex BN16 4EA (**Covenantee**)
- (2) ANGMERING COMMUNITY LAND TRUST** of c/o Angmering Community Centre, Foxwood Avenue, Angmering BN16 4FU (**Covenantor**)

BACKGROUND

- (A) By a transfer dated 31 May 2017 made between the Covenantee and the Covenantor in respect of Land on the south side of Mayflower Way Amberley, the Servient Land was transferred to the Covenantor subject to the Covenants, which were entered into and are enforceable by the Covenantee and were taken for the benefit of the Dominant Land.
- (B) The Dominant Land is vested in the Covenantee.
- (C) The Servient Land is vested in the Covenantor.
- (D) In consideration of the Payment by the Covenantor to the Covenantee, the Covenantee has agreed to vary the Covenants on the terms set out in this deed.

Agreed Terms

1. Interpretation

The following definitions and rules of interpretation apply in this deed.

1.1 Definitions:

Covenants: the covenants affecting the Servient Land which are the subject of this deed are set out in **Schedule 1**. The other covenants in the Transfer remain unaffected by this deed.

Dominant Land: the freehold property at land at Mayflower Way, Angmering, and registered at HM Land Registry under title number WSX318768.

Payment: one pound £1.

Servient Land: the freehold property at Land on the south side of Mayflower Way Angmering and registered at HM Land Registry under title number WSX390931.

Transfer: the transfer dated 31 May 2017 made between Covenantee and Covenantor in respect of the Servient Land.

Value Added Tax: value added tax or any equivalent tax chargeable in England.

- 1.2 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.3 The Schedule forms part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedule.
- 1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.5 Unless the context otherwise requires, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.6 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.7 Unless the context otherwise requires, references to clauses and Schedules are to the clauses and Schedules of this deed and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.8 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.9 This deed is entered into by the Covenantee pursuant to section 111 of the Local Government Act 1972.

2. Variation

- 2.1 In consideration of the Payment paid by the Covenantor to the Covenantee (receipt of which the Covenantee acknowledges), the Covenantee agrees to vary the Covenants in the manner shown in the Schedule with effect from the date of this deed.
- 2.2 The other covenants in the Transfer remain unaffected by this deed and shall remain in full force and effect.

3. HM Land Registry

3.1 On completion of this deed, the Covenantor shall make a full and proper application to HM Land Registry:

- (a) to register this deed against the registered title to the Servient Land; and
- (b) where necessary, to amend any entries which may have been registered against the registered title to the Dominant Land in respect of the benefit of the Covenants.

3.2 Within one month of completion of the registration of this deed, the Covenantor shall give the Covenantee official copies of the amended registered title to the Servient Land, and the Covenantee shall, where appropriate, give the Covenantor official copies of the amended registered title to the Dominant Land within one month of the registration of any entry in respect of the benefit of the Covenants.

4. Costs

4.1 On completion of this deed the Covenantor shall pay 50% of the reasonable and proper legal costs and disbursements incurred by the Covenantee in connection with this deed.

4.2 The obligations in this clause extend to costs and disbursements assessed on a full indemnity basis and to any VAT in respect of those costs and disbursements and any VAT chargeable on the payments by the Covenantor except to the extent that the Covenantee is able to recover such VAT.

5. Governing law

This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

6. Third party rights

A person who is not a party to this deed shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Schedule 1 The Covenants

1. The following covenants imposed in the Transfer are varied as follows:

In clause 12.1

Delete

‘Affordable Housing’ means affordable housing comprising social rent housing units provided to specified eligible households whose needs are not met by the market and which should meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices and shall include provision for the home to remain at an affordable price for future eligible households’

And substitute

‘Affordable Housing’ means affordable housing comprising affordable rent housing units and not more than four shared ownership units provided to specified eligible households who satisfy the eligibility qualifications described at clause 12.6.3.3 (subject to any variation of these qualifications pursuant to clause 12.6.3.4) and which should meet the needs of such eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices and shall include provision for the home to remain at an affordable price for future eligible households’

Add

‘Section 106 Agreement’ means an agreement pursuant to section 106 of the Town and Country Planning Act 1990 dated 18 October 2018 and made between (1) Arun District Council and (2) Angmering Community Land Trust’

In clause 12.6

Delete

“12.6.3.1 by way of an assured tenancy

12.6.3.2 at a rent which is no more than 80 per cent of the open market rent in the parish of Angmering”

And substitute

“12.6.3.1 with respect to the affordable rent housing units

(a) by way of an assured tenancy and

(b) at a rent which is no more than 80 per cent of the open market rent in the parish of Angmering

12.6.3.2 with respect to the shared ownership units, by way of a shared ownership lease subject to a maximum staircasing limit of 80%.”

Delete

12.6.3.3

And substitute

12.6.3.3 to individuals who satisfy the eligibility qualifications set out in the Local Allocations Policy attached as Annex 2 to the Section 106 Agreement (particularly paragraphs 4 and 7).

Delete

12.6.3.4

Add

12.6.3.4 The qualifications set out in clause 12.6.3.3 may be varied with the written consent of the Transferor (such consent not to be unreasonably withheld or delayed).

Executed as a deed on behalf ANGMERING PARISH
COUNCIL by two councillors authorised in accordance with
the Council's standing orders

.....
Signature of First Councillor
(Name of Councillor)

Signature of Second
Councillor
(Name of councillor)

Executed as deed by ANGMERING COMMUNITY LAND
TRUST acting by [], a member , and
[], a member/its secretary

.....
Signature of Authorised
Signatory

.....
Signature of Authorised
Signatory

Smaller Authority Name: Angmering Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for (Smaller Authority Name) Angmering Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.**

- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Angmering Parish Council on application to**
 - (a) (Name of Clerk)
Katie Herr**

 - (b) (Address of Clerk)
Angmering Parish Council
Corner House Office
The Square
Angmering
West Sussex
BN17 6QJ**

 - (c) (Telephone/email, and hours and arrangements to view)
01903 772124
Email: admin@angmering-pc.gov.uk/
Office hours – Monday – Friday 9am- 5pm**

- 3 Copies will be provided to any person. There is no charge for copies of the Annual Return**

Announcement made by (Name of Clerk)

Katie Herr

Date of Announcement

21/09/2021

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2020/21

Angmering Parish Council

www.angmeringparishcouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/11/2020 16/04/2021

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Beams

Date

16/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Angmering Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed			Yes* means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	X			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	X			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	X			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	X			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			X	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/05/2021

and recorded as minute reference:

21/01/2021

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.angmeringparishcouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY <i>Angmering Parish Council</i>			
	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	222,064	203,561	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	360,000	385,100	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	41,526	324,879	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	173,306	176,917	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	8,142	8,142	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	238,581	204,108	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	203,561	524,373	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	199,182	505,681	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,049,243	2,060,763	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	145,640	141,169	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		X	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

[Signature]

Date 05/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

05/05/2021

as recorded in minute reference:

21/012 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

[Signature]

Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Angmering Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council's name was not entered on Section 2 of the Annual Return on the initial submission. We consider the omission to be trivial, however, the Parish Council should take care to ensure the form is fully completed in the future to ensure full compliance with the regulations and code of practice. The form was later amended and resubmitted to us with this being completed.

3 External auditor certificate 2020/21

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'MOORE' in a cursive, slightly stylized font.

Date

19/09/2021



Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 11 OCTOBER 2021

Agenda Item 12 – UPDATE ON MAYFLOWER PARK LIGHTING

It is with great pleasure that I can announce that our request for funding from Safer Streets through the Sussex Police and Crime Commissioner (Sussex PCC), for solar lighting through Mayflower Park was successful. A copy of the information that was provided for consideration is included – see appendix 1.

Thanks go to Georgina Bouette, Communities and Wellbeing Manager from Arun District Council, Dr Lucie Venables, Head of Commissioning from Sussex PCC and Simon Liley, Head Teacher from The Angmering School for their support and guidance in achieving this funding.

Initial investigations showed that lighting through the park had been mentioned in APC minutes dating as far back as 2009. It has long been a wish of the council to provide the lighting and since I have been in post (October 2018) it is something that I have wanted to achieve for the safety of Angmering residents. Councillors added the task to the councils Annual Plan for 2021/2022, but Cllr Nikki Hamilton-Street and I were working on the issue long before.

Please see the below extract below regarding the funding that has been achieved

Mrs Katy Bourne said: "The events of the past few weeks have brought the epidemic of male violence against women into sharp focus but we also have to acknowledge that this is a deep-rooted and ongoing societal problem.

"My office has worked consistently over the past nine years to secure and distribute funding to help make our streets and communities safer for everyone and for women and girls in particular.

"Today, we have successfully secured nearly £1m from the Government's latest Safer Streets fund to tackle violence against women and girls and to support education, awareness and behaviour change programmes across Sussex.

"I am delighted that Sussex has been awarded the fourth highest amount of any area in the country. My team will work alongside Sussex Police, Brighton and Hove City Council, East Sussex County Council and West Sussex County Council to implement a series of training programmes in schools teaching young people about the importance of healthy relationships and how to address sexism and misogyny. The monies will also allow me to invest further in lighting, cctv and volunteer street pastors and beach patrols as well as co-ordinating and driving an effective and lasting response to male violence against women and girls."

A formal press release will be arranged between APC and the Sussex PCC and advised to you all.

Quotes had been sourced prior to the funding being confirmed and work is now underway in confirming the validity of those quotes and they will be brought to full council for agreement. Onsite meetings will be held with suppliers and any concerns addressed.

Appendix 1 - Mayflower Park – Lighting

Scope of project – Introduction of a new public lighting scheme within Mayflower Park, Angmering, West Sussex.

Mayflower Park currently has no lighting, other than winter flood lights for the skatebowl. This leaves the area in complete darkness for users. It also leaves the area prone to antisocial behaviour as well as leaving residents feeling unsafe and vulnerable whilst using the path. The path goes from the significant housing estate Bramley Green to the north, down towards the A259 and the crossing which allows users to travel to Angmering train station, into East Preston or along to the industrial estate (including Sainsburys etc). The Bramley Green estate alone houses some 600 properties with approximately 2,000 people. This park is well used by dog walkers, cyclists, runners, scooter/skateboard riders, walkers and commuters making their way Angmering station and beyond. Angmering's population is fast approaching 9,000 with more housing on the way, due for completion in the next 5 years.

The park is also located near a secondary school - The Angmering School. Many children use the path to make their way home from school and on winter nights, after a school club the area is dark.

Below is a map of Mayflower Park – the Bramley Green estate is to the north with the access across the A259 (route to the train station and into East Preston) to the South. There is no lighting throughout Mayflower Park (other than winter flood lights for the skatebowl). This leaves the area prone to antisocial behaviour as well as leaving residents feeling unsafe and vulnerable whilst using the path. The path is highlight in yellow where between 7-13 lampposts will go.



Why do we need lights in Mayflower Park

- Light a currently unlit path through a large park at the edge of the village
- Increase safety and security of the park for all users
- Improve the safety of the main route to and from Angmering station/East Preston/Supermarket and into village housing area
- Working to insure the safety of women and girls in this area as well as increasing their use of the park.
- Reduce the antisocial behaviour in the park – it is currently a hotspot for this type of behaviour – although frustratingly not all incidents are reported
- Make it safer for commuters – especially with the increase in housing in the area as well as a nationwide push to use public transport as opposed to cars.
- A village wide survey conducted in November 2020 showed that when asked about what was most important to improve in Mayflower Park, out of 12 options varying from better play equipment, enhancing the pond area to improving the skate bowl – it came out what most people wanted to improve/install. 94.98% of people surveyed said they would be most in favour of/in favour of installing lighting in the park.
- Several comments received when asking why people they do not use the park included they felt unsafe, heard bad things about the area at night, too much violence, gangs and drugs, feel threatened when walking through and that there are nicer, safer places to go.
- Several letters have been received over the years and most recently one with the comments after thinking about not emailing the parish council as the country was still dealing with the pandemic “However, the Sarah Everard kidnap and murder prompted me to change this decision; my eldest daughter, who first flagged to me how unnerving the walk in the dark along the pathway between Parsons Close and the A259 is, did all of her Primary School years at the Great Chart Primary School close to where Sarah's body was found, with my younger daughter and son having attended their early Primary school years there too before we all moved here to Angmering, plus all three of my children were born at the hospital where Sarah's post mortems were carried out. Thus, with Sarah's unforgivable fate naturally in our minds, it seemed apt to actually again explore the latest with safeguarding this area now, as opposed to waiting further.”

Costings for the project

We have received several quotes and the final decision is yet to be made. Several options for the lighting have been investigated, both solar and mains powered. In order to limit disruption and use renewable energy the current thoughts are to go with solar LED lighting along the whole length of the path. The lights will come on at dusk and will go off at around midnight (still to be confirmed). They will remain on a low light until motion is detected and then they will come on to full power, thus conserving energy whilst still lighting the path when needed.

We have so far received 6 quotes from 4 different companies, ranging from £40,000 down to £15,000. Prices depends on mains or solar, style of post and the amount of posts, from 7-13.

The ongoing cost of replacement batteries, replacement LEDs, maintenance etc will be funded by the inclusion of a budget line in the annual Parish Council Budget. Then ultimately an earmarked reserve will be created to insure funds are always available to maintain the columns and replace parts when the time occurs. Data sheets for all the lights state information regarding warranties, battery lives etc.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 11 OCTOBER 2021

Agenda Item 13 – 1ST COUNCILLOR ENGAGEMENT SESSIONS

Introduction

Children and young people have the right to participate in decisions which affect their lives, the lives of their community and the larger society in which they live. Participation should run alongside decision making at a local and national level. The aim of our consultation events is to encourage and facilitate participation of children and young people in the decision making process.

Article 12 of the UN Convention on the Rights of the Child states that children have the right to be heard in decisions that affect them.

Some of the main benefits of consulting with children and young people are listed below:

Experience and knowledge

Children and young people have much to offer in terms of their experiences and knowledge of issues

Enthusiasm

Projects, policies and people can all benefit from the enthusiasm and energy that children and young people can bring through participating

Creative and practical ideas

Children can think laterally and have lots of creative and practical ideas or solutions to problems

Effectiveness and efficiency

The effectiveness and efficiency of services targeted at young people will be improved if they participate in the design

Personal development

Facilitates the personal development and skills of children and young people

Promotes democratic ways of working

Encourages active participation and citizenship now and in the future and also promotes democratic ways of working

Sustainability

Children and young people have a good understanding of sustainability issues and the protection of resources for the future

We have agreed as part of our annual action plan to undertake these consultations.

What's planned?

Monday 25th October 2021

Session one 11.00 -12.30 behind Community Centre
Targeted at parents and children under 11

Session two 13.00 – 14.30 Skatebowl & BMX Track
Targeted at young people 12+

Session supported by Cllr N Hamilton-Street, 1 member of office team, and youth worker from Arun Youth Projects

Interactive session – talk, draw, write
Example of what we want to find out;
What do you enjoy in play parks ?
What would you like to see in play parks?
What don't you like to see?
What makes you feel safe when using play areas?

Budget : £200
£60 youth work support
Arts materials
Snacks and drinks

Report written by Nikki Hamilton-Street