



Established 1894

Angmering Parish Council

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MINUTES OF THE ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 8 FEBRUARY 2021

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

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllrs. Andy Cooper and Mike Clayden, West Sussex County 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 – CLT; Housing, Transport & Planning Committee – HTP; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/176	APOLOGIES FOR ABSENCE None.	
2	20/177	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Non-pecuniary interests were declared by Cllrs. Oldfield, N Hamilton-Street, L Hamilton-Street, R Evans, A Evans, Bicknell, Jones and Harris regarding Item 12, Angmering Community Land trust – Deed of Variation.	
3	20/178	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 11 January 2021 were agreed by all and will subsequently be signed by the Chair.	
4	20/179	PUBLIC CONSULTATION One member of the public was concerned about the damage being caused in Mayflower Way by contractors and that it would only get worse. The Clerk advised she was in contact with the contractors and knew who to approach if any action needed to be taken. She was also in contact with the Developer. Cllr. L Hamilton-Street supported the member of the public and was keen that a record of evidence be kept should it be needed for future repairs. <u>Action:</u> Monitor damage caused to Mayflower Way.	KH

The member of the public also asked about the re-surfacing of Cow Lane and when the work would start. The Clerk advised that APC were still waiting for a date.

The final question was regarding the supporting paper referencing Cresswell Park re planting and SUD work and what the issues where. The Clerk gave an explanation and also mentioned that the Tree Officer was happy with what was being done in this area, although it was outside of the planning application area. ADC are dealing with the SUD issue and will be in contact with any updates.

5 20/180 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

a) The action list.

For the Action List see **Supporting Papers**

b) Any subsequent matters that have arisen since the agenda was set.
None.

The Clerk talked through the supporting papers and advised of any updates, she then invited questions, none were asked.

6 20/181 CHAIRMAN'S REPORT

Cllr. N Hamilton-Street referred to her written report and asked if there were any questions, none where asked.

Before moving on Cllr. N Hamilton-Street gave mention to the APC Office Valentines window and how nice it looked, and the positive comments being received via Facebook.

7 20/182 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart updated the committee on what WSCC were presently working on, including the gritting that was taking place to help combat the snow and ice that was forming on the roads during this cold spell; the new pot hole reporting tool on the WSCC website; extended free travel for OAP bus pass holders to travel to get their COVID-19 vaccinations and explained the new community road verges, wilding our neighbourhood initiative where Parish and Town Councils can adopt a verge and plant with wildflowers.

On Friday 12 February WSCC will hold their full council meeting where they will be setting the budget. Councillors will decide whether to approve the 'Our Council Plan', which sets out how money should be spent, and performance measured. The plan sets out the key priority outcomes for the council over the next four years, focusing on learning from the response to COVID-19 to ensure the council provides the best support it can for residents, both now and in the future.

She reported that it was hoped that WSCC would be carbon neutral by 2030.

Finally she advised that the Libraries were setting up digital help for residents, workshops were being set up to provide help using digital and social media.

Questions were then invited:

Cllr. Jones asked if it would be possible for a litter pick to take place before grass cutting was carried out on the central reservation between the Body Shop roundabout and the Out of Bounds centre. Cllr. Urquhart advised that this was a matter for ADC as they are responsible for the litter, however she would raise it with them and ask them to respond.

Cllr. Bicknell asked if the new pot hole link would run alongside the Love West Sussex app, it was confirmed that both would work equally well.

A member of the public asked about reporting fly tipping and that the response in the Love West Sussex app did not provide enough information on what would happen next and should be re-worded. Cllr. Urquhart will look into this.

Cllr. N Hamilton-Street asked if there was an update on the re-surfacing of the cycle path in Bramley Green since more incidents had been reported to WSCC through the APC office, unfortunately this matter is still on going but is being monitored by WSCC.

8 20/183 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper commented on the question that Cllr. Jones had raised regarding a litter pick of the central reservation before grass cutting took place. He had been involved in the process last time this had been done (approx. 2 years ago) and he commented that it does create a lot of issues mainly around Health and Safety. He will take this forward and see if anything can be put in place for this years cut.

He commented on fly tipping and that this was also ADCs responsibility. If an issue is reported and nothing seems to be being done please bring it to his attention.

Regarding the re-surfacing of Cow Lane, Cllr. Cooper advised he was happy to help in the chasing up of any information required.

The removal of Foreshore Officers was mentioned, and a short discussion took place, and an update will be given if anything changes.

Finally Cllr. Cooper mentioned the Special Budget meeting that will be taking place on Wednesday 17 February to discuss the way forward for the coming year.

Cllr. Clayden advised that the name of the Development Control Committee will be changed to the Planning Committee

The proposed expansion to the Rampion Wind Farm was briefly discussed.

Questions were then invited from the councillors:

Cllr. Verrinder asked Cllr. Cooper about the Armed Forces Community Covenant between ADC and armed forces community in the Arun district which was signed by Cllr. Cooper in 2016. She went on to explain what this was - local fund of up to £20,000 which will look at providing funding for projects or assistance of an armed service nature and it appears that ADC has applied for the least amount of funding. Cllr. Verrinder asked why this was.

Cllr. Cooper thanked Cllr. Verrinder for bringing this back to his attention and that he would speak with Cllr. David Edwards, ADCs armed forces champion, who is better placed to deal with this and ask him to do a news release out to all towns and parishes, so all are aware.

Cllr. Cooper closed by referring to South of Water Lane and while it was not the result everyone wanted he will keep an eye on how it moves forward. He thanked everyone involved, in return Cllr. N Hamilton-Street thanked Cllr. Cooper for all he had done.

Cllrs. Cooper, Clayden and Urquhart left the meeting at 19.30.

9 20/184 NEIGHBOURHOOD PLAN

The Clerk confirmed there had been no further updates.

10 20/185 CO-OPTION POLICY UPDATE

Cllr. N Hamilton-Street explained the update was to now include the Skills Audit within the policy, whereas before this had been a separate document. She went on to explain why this decision had been made.

The policy update needed to be formally agreed at tonight's meeting and Cllr. N Hamilton-Street asked if there were any questions – Cllr. Bicknell asked when the current Skills Audit would be available to view, Cllr. N Hamilton-Street advised when this would be circulated.

RESOLUTION: Cllr. Bicknell **PROPOSED** the Co-option Policy update be adopted, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

11 20/186 COUNCILLOR CO-OPTION

Cllr. N Hamilton-Street introduced Kevin Haag to the committee and thanked him for putting himself forward. The Clerk had previously shared the interview notes and questions were invited from the committee.

After a short question and answer session Cllr. N Hamilton-Street advised the committee that it was now time to take a vote to decide if Kevin Haag should be co-opted. The question was asked, all raised their hands in agreement and Kevin Hagg was officially co-opted.

The Clerk then advised that there would be an induction plan and invited Kevin to come into the office to go over this and sign some papers.

12 20/187 ANGMERING COMMUNITY LAND TRUST – DEED OF VARIATION – FUNDING

Cllr. N Hamilton-Street advised that a decision needed to be made at tonight's meeting and referred all committee members to the supporting paper which outlined the amounts to be decided upon. She also confirmed that the CLT were happy to contribute 50%.

The amount given by the solicitor had been between £750-£1,000 (plus VAT)

The member of the public representing the CLT gave an overview of the current situation. During the discussion, a question was asked about Angmering residents being given first option on applying for this housing, the representative confirmed this was still the case.

It was requested by Cllr. Bicknell that the minutes should state the amount for the Council to pay, £375 - £500 (plus VAT).

After discussion it was agreed that APC would pay 50% of the total cost to the deed to allow CLT to build part ownership properties as well as affordable rents.

RESOLUTION: Cllr. Oldfield **PROPOSED** APC would pay 50% of the total cost of the deed, Cllr. Marsh **SECONDED**, and **ALL AGREED**.

Two members of the public left the meeting at 19.59.

13 20/188 WSALC – DECIDE HOW TO PROCEED

Cllr. N Hamilton-Street gave an overview of the situation and the extreme number of emails that had been sent on the subject. Cllr. N Hamilton-Street will be attending a Chairs briefing meeting tomorrow evening. The AGM is scheduled for 25 February 2021 and Cllr. N Hamilton-Street confirmed that she will be attending and voting in favour of pausing the work being carried out and to consult more with the Towns and Parishes it affects. She asked that all councillors refer to the supporting papers and let her have any questions as soon as possible.

The Clerk confirmed that just before the meeting she had circulated the updated AGM agenda and a supporting document from SSALC on what they currently provide to members.

14 20/189 FINANCIAL RISK REGISTER/GENERAL RISK REGISTER UPDATE

The Clerk explained why these items were on the agenda and questions were invited but none were asked.

If after the meeting questions did come up, they should be addressed to either the Clerk or Cllr. L Hamilton-Street.

15 20/190 HEALTH AND SAFETY POLICY

The policy had been updated and after being agreed at the recent Governance meeting was now being brought to this committee for adoption. Questions were invited.

Newly co-opted councillor Cllr. Haag asked if a section could be incorporated regarding working at height and also pointed out an error with some formatting issues.

Action: Add working at height (if applicable) and amend formatting issues.

KH

No more questions were asked, and the policy was put forward for adoption.

RESOLUTION: Cllr. Reigate **PROPOSED** that the policy should be adopted with the above amendments, Cllr. Jones **SECONDED**, and **ALL AGREED**.

16 20/191 COMMUNITY GRANT APPLICATIONS

APC had not received any grant requests for this month. Next month will be the last month for grant application to be awarded in 2020/2021. All were encouraged to make it known that this remaining money was available and would expire at the end of March 2021.

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £1,036.40.

17 20/192 2020/2021 FINANCIAL REPORT

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

Cllr. Howland agreed to sign the bank reconciliation for January 2021 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

18 20/193 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

Cllr. N Hamilton-Street commented on the Development Control meeting where South of Water Lane was discussed and although she was not able to speak APC had sent in a number of items for considerations prior to the meeting and had done everything that could be done.

Cllr. R Evans updated the committee on the meeting he had attended regarding the next phase of the Rampion Wind Farm and if wanted he could send a copy of the PPT presentation that had been shared. A short discussion took place. The Clerk advised that a Zoom call had been offered to APC to gain further information along with a question and answer session. She was in the middle of arranging this and would share details once known.

Action: Arrange Zoom calls with Rampion Wind Farm and send out joining information.

KH

19 20/194 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 26 January 2021 via Zoom – Cllr. Verrinder asked when the Dappers Lane Working group would be getting the answer to their report. Cllr. N Hamilton-Street advised that a conversation needed to take place with Cllr. Oldfield before they could feedback.

- CLEW Committee – held on Wednesday 27 January 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 3 February 2021 via Zoom – None.

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

Cllr. A Evans was keen to make the point about not losing track of things that could not take place during the last year for example getting people back to meeting people when this was allowed.

Cllr. N Hamilton-Street advised that monies have been allocated in the budget so a discussion can be had about how this is used when allowed to do so.

DATE OF NEXT MEETING

The Committee's next meeting will be virtual meeting on **Monday 8 March 2021** at 19:00 via Zoom.

The meeting concluded at 20:24.

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Chairman

Date.....



Clerks Report March 2021

Agenda Item 5

1) **Planning Applications.**

South of Water lane - A/109/20/RES– Compliance issues regarding trees reported and being followed up and closely monitored. Cllr Andy Cooper is assisting with this.

Manor Nursery – A/51/14/OUT – Compliance issues regarding trees and bats reported and being followed up and closely monitored.

2) **Operation Watershed.**

Cow Lane – Chased for update regarding schedule for resurfacing.

Honey Lane – Awaiting information from Sue Furlong regarding costs from Landbuild, only a very small portion would be able to be supported by a grant.

Swillage Lane – Work will be undertaken to start this project as soon as possible

3) **ASRA Lease** –Setting up a call to go through the report provided and amendments needed.

4) **Angmering Medical Centre and Angmering Community Centre** – The vaccine roll out continues at the community centre. The office and Roy have been assisting regarding movement of equipment and chairs. Councillors, staff and their family members continue to volunteer at the centre.

Also the joint venture continues between the ACC and the APC to brighten up the Community Centre with pictures drawn by residents young and old from Angmering. Post on social media and in the office window will go up. The collection point for art work will be the Spotted Cow pub.

5) **COVID-19 Office** – The office remains closed. Signs have been put up and useful information is still available in the window, on our website and on Facebook. All office staff are working from home and contactable via email and telephone.

6) **COVID-19 Response** – Our volunteers that have continue to help with shopping/food parcels etc. The food parcels from the Littlehampton Fridge will be stopping soon and all recipients will be directed to the Fridge on a Wednesday afternoons at the ASRA pavilion.

7) **Cresswell Park** – ADC are liaising with CALA Homes regarding the SUD/drainage solutions on site. I have chased but there is no update.

8) **Bramley Green Cycle Path** – The damaged/lifted areas have been addressed. We will continue to chase regarding resurfacing. This is a high priority and has been elevated to Cllr. Deborah Urquhart. Thanks go to Matt Southern from WSCC for pushing forward with this issue.

9) **Litter Picking** – 40 litter pickers have been signed up and equipment given to them. The advert appeared in the latest All About Angmering. We will continue to sign more volunteers and will be purchasing more hi-vis tabards and litter pickers shortly.

- 10) **Skate bowl, ramp and BMX Track** – This area remains closed to the public in response to government guidelines. Police have been visiting the area as we have had several issues regarding the fence and people gaining access. We will continue to log issues with the police and our groundsman will attend daily. Contact is also being made with the school so that they can advise pupils that this area is still out of bounds. If the current government guidelines are amended on the 29 March 2021 – the fence will be removed. This will be closely monitored.
- 11) **CIL** – ADC have advise that there will be another CIL session via Zoom. Invites will be sent to those who have previously shown an interest in this area and any notes provided will be shared with all.
- 12) **Mayflower Way** – Crayfern were approached regarding the litter down the lane and since then they have confirmed a litter pick has taken place. The lane is being closely monitored by our groundsman. Pictures have been taken as to the state of the lane and any issues will be addressed.
- 13) **Countryfile recording** – I have been informed by the BBC that they are not able to provide a copy of the show featuring Angmering. BBC Iplayer recording will be removed so a link to this would not be worth it.
- 14) **BMX Track** – BMX track repair quotes will be taken to CLEW in March 2021.
- 15) **CLT Deed of Variation** – Information given to solicitors. Awaiting update.
- 16) **Risk Assessments** – Full overhaul being completed by Office Manager, with the assistance of Cllr. Lee Hamilton- Street and Cllr. Kev Haag. Thank you for everyone’s hard work.
- 17) **Welcome Pack** – This project is well on its way to be completed. Talks have taken place with Littlehampton Town Council and advice taken. Contact has been made with Neil Rogers-Davies to gain his knowledge of the history of Angmering. Design and printing quotes have been obtained. The welcome pack will be given to all estate agents in Angmering as well as them being given to new developments to hand out with new property information. This project has been progressed quickly and efficiently by the hard work of Tracy Lees.
- 18) **Resilience Plan** – Contact details and information contained in the plan is being checked and updated.
- 19) **Remembrance Sunday** – It has been seen via Facebook that the lady who deals with the poppy wreaths wants to hand this over to someone. We have made contact via Facebook but not heard anything yet. We will continue to pursue.
- 20) **All About Angmering** – Aprils edition contains our newest councillor – Kev Haag. Myth busters addressing litter and how to complain. Also included is a piece from Alison regarding south of the village, Downs Way shops and how to see what parish you are in from your impending council tax bill. If you have any suggestions on what to feature in the magazine or would like to suggest something for the myth buster section – then please do let the office know.
- 21) **Tree work in Bramley Green** – The work continues in this area with many positive comments. Trees have been pruned and pollarded and hedges trimmed. The tree maintenance being put together and final quotes coming in. The plan will be on a 5 year cycle and will allow budgeting for this area to be easier and less reactive.

22) **Oval Race Track** – Big thank you to the team at the Oval for addressing the serious issue of a huge amount of discarded bottles, fuel containers and tyres just outside their race track. Thanks also go to Sam and Heath Fraser, Rhys Evans and Roy Squires for their assistance and for Sam's commitment in getting this area cleaned up. The huge bags of bottles have now been removed by cleansing and WSCC are going to address the rubbish still remaining.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.08.20	4	20/068	Pulic Consultation: Cow Lane	Report back on what surface options are available from WSCC		Report sent to all Cllrs. Will report more information when I have it.	KH
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 company to start the process	No response from company and now looking into other options - to come back to council once info gathered.	TL
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Waiting info from Sue Furlong - re Landbuild price and going forward.	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.		More research to be done on this item after new information from Sue Furlong. 04/02/2021	KH
14.12.20	14	20/153	Angmering Community Centre Accounts	Speak to the Community Centre Chair regarding an APC councillor attending their meetings.			NHS

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



Chair's report March 2021

February seems to have disappeared along with the rain, as we enter the meteorological spring, the warm sunshine, yellow daffodils and a roadmap out of lockdown brings hope.

The enormous community effort to support the vaccine roll out, has continued from the Angmering Community Centre, brightened with artwork. Angmering in Bloom has laid down a challenge to the Parish Council, if anyone is feeling artistic.

The fence around the BMX track and skate bowl, has bought mixed comments from residents. However, the current guidance from the Government under COVID restrictions has been clear. This was confirmed from the Arun COVID Marshalls. The current plan is to remove the fence on 29th March, when the next step in the roadmap is reached. The office will continue to monitor the issues with people accessing the site and liaise with the Police. Thank you to everyone who has stepped in to monitor the situation and lift fencing, particularly Cllr Jones for being on hand.

You will have had my interim update on the situation with WSALC and SSALC. Cllr Reigate and I attended the AGM which had the highest attendance ever, and over 90% expressed their concern about the current Board, decisions made without consultation with Parish/Town Councils and the Chairs determination to ignore representations.

The next steps

- Arun District ALC – have an emergency AGM on the 5th March to elect 2 new Directors to WSALC board
- There are currently proposals for WSALC to;
Create a new Board
Employ a County Officer 2 days a week to liaise with PCC, County Council and other agencies on behalf of the Towns and Parishes
Seek alternative support services (previously delivered by SSALC)

I will add to this report verbally at Full Council.

I took part in the CPRE Star Count, to demonstrate how dark our skies actually are. Hopefully others in the village did as well. Certainly we counted an extra star this year. Are our skies getting darker?

I attended a zoom forum for Chairs across Surrey and Sussex. Senior Officers from Sussex Police Traffic team gave a presentation. Singing the virtues of Community Speedwatch teams, and offering support to look at issues in communities. We will certainly take up that offer when we have completed our impending traffic survey.

A presentation from HR Services, confirmed all our processes we have in place, and considerations for return to work after COVID-19 restrictions.

There was a discussion on the current legislation that allows for our virtual meetings is due to be rescinded on 7th May. Much work is being undertaken by NALC with the Secretary of State for MHCLG, our Clerk is monitoring this situation.

Nikki Hamilton-Street



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 08 March 2021

Agenda Item 11, DEED OF VARIATION – SOUTH OF WATER LANE

Update

During Full Council on 9 November 2020, the current S106 agreement for the development Land South of Water Lane (A/99/17/OUT) was discussed. It was agreed, as per the below minute, to investigate the possibility of using funds previously allocated to moving the skate bowl and BMX track, towards updating the play park at the Community Centre/Multi-use Games Area and in later discussions, to fund the path lighting in Mayflower Park.

it was agreed as per the below minute

11 20/131 DEED OF VARIATION – A/99/17/OUT

Cllr. N Hamilton-Street explained the background and why this was now needed as the land swap was no longer going to happen as WSCC could fit the proposed primary school on land they already own.

APC want to put this money towards other projects, therefore if APC do not go for a Deed of Variation the money would remain with the developers and would not be able to be used for other purposes in Angmering.

Therefore it was proposed after conversations with the Planner at ADC and the Developers for South of Water Lane to put forward a variation for the £190,000.00 to be put towards other projects in Angmering.

Two decisions needed to be made:

1. To agree that the Clerk can go ahead and work on a Deed of Variation for the 106 funding to South of Water Lane.

RESOLUTION: Cllr. Oldfield **PROPOSED** that the Clerk should work on a Deed of Variation to South of Water Lane, Cllr. Harris **SECONDED** and **ALL AGREED**.

Action: The Clerk to work on the Deed of Variation.

KH

2. APC need to be specific on what projects need to be put forward, current projects put forward are the redevelopment of the play park at the Community Centre and the addition of a multi-use games area located either at the Community Centre or in



Mayflower Park and could be subject to the 106 variation on this site.

A discussion took place, and it was suggested that the Clerk should investigate the cost implications for the play park and the multi-use games area within Angmering.

RESOLUTION: Cllr. Marsh **PROPOSED** that the Clerk should investigate the cost implications for the play park and the multi-use games area in Angmering, Cllr. R Evans **SECONDED** and **ALL AGREED**.

Action: The Clerk to investigate and report back.

KH

Since the above decision has been made the Clerk has been contacted by WSCC regarding the possibility of using the £190,000 to go towards the Angmering Flood Alleviation Scheme. This project has been put forward for S106 funding by Angmering Parish Council for several years and has attracted money previously, as a result.

The planned measures would address flooding in Water Lane and surrounding areas. Plans are still in progress and it is hoped that these can be shared in due course.

This new information was discussed with the Chair, Cllr Nikki Hamilton-Street, and a meeting was set with Ray Drabble, the Flood Risk Engineer/ Project Manager for the Lead Local Flood Authority (LLFA) work for the Angmering Flood Alleviation Scheme from WSCC.

Details of the scheme along with current funding, benefits to the village and approximate time scales were discussed. Any funds left over will be used to maintain the scheme in years to come.

Decision.

The decision needed today is if Councillors would like to cease investigating the use of these funds for playpark renewal/MUGA, and agree to West Sussex County Council requesting the Deed of Variation with Barratt David Wilson, in order that the £190,000 be used for the Angmering Flood Alleviation Scheme.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 08 March 2021

Agenda Item 12, ANNUAL BUSINESS PLAN

As a result of the community survey, councillor aspiration sessions and ongoing projects – the following Annual Business Plan has been put together and already shared with you.

The final updated version is attached.

Please remember that

- i) This plan is a working plan and can be updated/amended/changed at anytime
- ii) This is the first time an Angmering Parish Council Annual Business Plan has been produced in this way and I hope that it will be useful in order to focus on what we plan to achieve in the year
- iii) A 3-5 year development plan will sit behind this plan with more long term aspirations and projects. If required, projects can be moved between plans
- iv) The development plan will be brought to a subsequent meeting to be adopted.
- v) The plan will be reviewed and updated quarterly and brought to full council in the following months – June, September, December and March.
- vi) A new annual plan will be adopted in March every year
- vii) The plan does not include everything that the councillors and office staff will work on through out the year. Standard business items will apply
- viii) If you have any ideas, concerns, suggestions throughout the year please do advise them to the office

Decision.

Councillors need to decide if they are happy to adopt the proposed Annual Business Plan. Changes can be suggested at the meeting and adoption can still take place, subject to these changes.

Annual Plan 2021/22

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market propeties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2021/22		
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, sevrices and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£300.00	Precept	Tray Lees	2021/22	Maybe adjusted to £1,000	
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's particpating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street	2021/22		
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans	Annually		
Residents Voice		To create residents workshops	Offer workshops on various aspects of Council business for people to learn more about what we do and what we are responsible for.	£200.00	Precept	Sylvia Verrinder	As required		
Residents Voice		To hold an annual survey to gain residents opinions and aspirations for the village	Create survey to go out in November each year	Nil	NA	Nikki Hamilton-Street	Annually		
Volunteer Opportunities and Community Schemes	To develop an overarching "Friends of Angmering" to include all voluntray sector orgainsiations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/David Marsh	Annually		
Volunteer Opportunities and Community Schemes	To support the Community Allotment	To develop a self supporting Community Allotment Group, to develop the project	To develop a plan Continue to recruit volunteers	£100.00	Precept	Alison Reigate	Annually		

Volunteer Opportunities and Community Schemes		To ensure that excess produce is shared in the community	To establish links with Community Fridge	Nil	NA	Alison Reigate	2021/22		
Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	To develop the Volunteer Community Litter Pickers. Increase numbers volunteering and ensure all have all the appropriate equipment needed	To advertise regularly. To host volunteer meet ups To host Community Action Days in specific areas	£300.00	Precept	Sam Fraser/Mike Jones	2021/22		
Volunteer Opportunities and Community Schemes	To reduce the the impact of dog fouling in the parish	To increase the number of Green Walkers and promote dog owners to be more thoughtful	Liaise with ADC and promote the scheme and address any issues	Nil	NA	Sam Fraser/Tara Gambling/Mike Jones	2021/22		
Volunteer Opportunities and Community Schemes	To establish Community Orchards in Angmering	To explore Lloyd Goring Close allotments as a potential site	To discuss with ADC. To identify funding	Nil	Grant	Nikki Hamilton-Street	2021/22		
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2021/22		
Community Centre	To work with Community Centre Trust to ensure that the centre is accessible to all & maintained to a high standard	To provide support for maintenance	Continue with yearly servicing and maintenance checks.	£11,000.00	Precept	Katie Herr	2021/22		
Play Parks	To ensure all play parks are maintained to a high standard to offer quality imaginative play	To prioritise parks in line with stategy	To prioritise Pippin & Braeburn pocket parks, with a community survey & programme of work	Unknown	Ear Marked Reserves / Grants	Tracy Lees/Lee Hamilton-Street/Alison Reigate	2021/22		
Play Parks	To esnure these areas are maintained to a high level	To work with ADC to ensure that Fletchers Field & Palmer Road Rec are maintained to a high standard	Continue to liaise with Parks Team	Nil	NA	Katie Herr	2021/22		
Allotments	To provide allotments in the Parish	To ensure the continual use of Honey Lane Allotments	To update lease and work with Allotment Association to ensure best use of facilities	Nil	NA	Katie Herr	2021/22		
Wellbeing	To establish support within the community for those experiencing dementia either themselves or within their family	To explore the potential of a Dementia café.	To identify a suitable venue. To seek professional advice and support	£100.00	Precept/Grant	Sam Fraser/Tara Gambling	2021/22		

Wellbeing	To ensure that residents & dogs have access to water whilst out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	£1,500.00	Precept/Sponsorship	Tara Gambling/Paul Bicknell	2021/22		
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tara Gambling/Paul Bicknell	2021/22		
Events	To deliver a Parish Assembly annually	To ensure that all organisations within the village can promote themselves to the community	To identify a suitable venue and date. To promote to all residents	£400.00	Precept	Tracy Lees	Annually		
Events	To commemorate Remembrance Sunday and provide Angmering the opportunity to participate	To deliver in partnership with local churches and community organisations a service and parade	To review previous year and ensure plan in place in plenty of time	N/A	Precept	Tracy Lees/Sylvia Verrinder	Annually		
Events	To host a Memory Tree event on the last Friday in November to remember lost loved ones. Provide a suitable Christmas tree with lights and other decorations for the village.	To deliver in partnership with local businesses an event to start Christmas	To review previous year and ensure plan in place in plenty of time. Identify ways of advertising the event and encouraging it to grow	£4,200.00	Precept	Office	Annually		
Events	To provide equipment to allow markets to be held in the village and/or elsewhere in Angmering	To increase footfall to the village shops and assist with businesses run from home	Purchase gazebos to allow outside trading for shops and home businesses	£3,500.00	Precept	Tracy Lees	2021/22		
Events	TBC after COVID	TBC after COVID	TBC after COVID	£11,000.00	Precept/Sponsorship	Office/Councillors	Annually		
Mayflower Park		To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2021/22		
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£50,000.00	Grants/S106 funding	Katie Herr/Nikki Hamilton-Street/John Oldfield	2021/22		
Mayflower Park		To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs	N/A	Precept & Grants	Roy Squires/Alan Evans	2021/22		

Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To create a café & community space	To create a business plan to seek additional funding to deliver the concept	Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2021/22		
Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes	£500.00	Precept & Grants	Sam Fraser/David Marsh	2021/22		
Mayflower Park		To support increased participation in basketball and positive activities for young people	To gain quotes for a basketball court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Mike Jones	2021/22		
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2021/22		
Mayflower Park	To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans	2021/22		
Mayflower Park	Investigate the possibility of having a park run around the park	Increase the use of Mayflower and create events	Look into regulations etc regarding facilitating park runs	NA	NA	Tara Gambling/Alan Evans	2021/22		
St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	To put in place a regular maintenance programme	Maintain the area to a high standard and encourage use	See tree/hedge maintenance plan	NA	Tracy Lees/Roy Squires	2021/22		
Palmer Road Recreation Ground	To support the development of the area	To maintain the facilities to a safe standard for their current use	To work with ASRA to maintain the pavillion and surrounding area	£10,000.00	Precept	Katie Herr/Mike Jones	2021/22		
		To ensure that the new Sports Hub is delivered and offers high quaity facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Mike Jones	2021/22		
Tree/hedge Maintenance	To have a tree/hedge maintenance policy to ensure the healthy upkeep of the trees/hedges that we are responsible for and to have funds available	To maintain the trees and hedges we are responsible for in the best way possible.	Create the policy and arrange appropriate funding and EMR.	£12,500.00	Precept	Tracy Lees/Mike Jones/Roy Squires	2021/22		
Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Precept & Grant	David Marsh/Paul Bicknell	2021/22		

Resilience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	To review annually or after use	To supply training to Councillors, Staff & Volunteers after use or review	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22		
		To review annually or after use	To implement outcomes of any review or update	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22		
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane	To make these roads safer for all users.	Undertake a community survey & complete a plan to present to WSCC Highways	NA	NA	HTP Committee/Katie Herr	2021/22		
Traffic	Install speed signs to reduce traffic speed and incidents	To investigate sites for Speed Indication Devices	Present plan to WSCC Highways & seek funding	NA	NA	HTP Committee	2021/22		
Dappers Lane	Maintain the rural charm of Dappers Lane	Make the lane safe to use for all by working with West Sussex County Council.	To work with the Dappers Lane Working Group and WSCC to try to reduce the negative effects of the additional housing	NA	NA	Sylvia Verrinder/John Oldfield/DLWG	2021/22		
Dappers Lane	Maintain the rural charm of Dappers Lane	Biodiversity Impact Assessment north end of Dappers Lane	To support the Working Group to seek assistance in producing this and delivering recommendations	NA	NA	Sylvia Verrinder/John Oldfield/DLWG	2021/23		
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan. Bramley Green cycle path	Establish a working group to create plan	NA	NA	HTP Committee	2021/22		
Bramley Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	HTP Committee/Office	2021/2022		
Cow Lane	To have the lane restored to a suitable level that is in keeping with its stature	To ensure that suitable surfacing is provided in Cow Lane	To work with WSCC PROW Team	NA	S106 Funding	Katie Herr/HTP Committee/Resident	2021/22		
Funding	To ensure that CiL/S106 is used for projects that enhance the village & reduce the impact of developments	To have a framework for gaining CiL for projects within the Parish	To work with ADC	NA	NA	Katie Herr/John Oldfield/Nikki Hamilton-Street	2021/22		

Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	To work with AiRS & ADC to understand what needs to be achieved	To establish a Working Group and develop a deliverable plan	NA	Reserves	NHP Review Group	2021/22		
Review	To ensure that Angmering Parish Council is adequately staffed to deliver a high quality service to residents	Complete a review of staff against current work and future delivery	Create a business plan with recommendations	NA	NA	Katie Herr/Nikki Hamilton-Street	2021/22		
Promotion	To ensure that the Parish Council is effectively using social media to communicate with residents	To increase regular presence on all social platforms and updates on website	To have monthly plan for postings	NA	NA	Tracy Lees/Katie Herr	2021/22		
Promotion	To ensure that the Parish Council is effectively using social media to communicate with residents	Explore the use of Whats App group with Councillors & Staff to communicate key messages	To understand the benefits, discussions & implementation programme	NA	NA	Tracy Lees/Katie Herr	2021/22		
Promotion	To increase the awareness of Community Grants	To get a broader range of associations coming forward for grants	Promote grants within Angmering	£3,800.00	Precept	Tracy Lees/Sylvia Verrinder	Annually		
Promotion	Promote Terracycle within Angmering	To increase awareness and drop off points	Promote and advertise established drop of points and encourage more	NA	NA	Alan Evans	2021/22		
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£1,000.00	Precept	Katie Herr/Lee Hamilton-Street	2021/22		
Councillors	To support Councillors to deliver the best possible service to residents	To continue to equip Councillors with knowledge & skills	Undertake Skills Audit & deliver training programme	NA	NA	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22		
Parish Office	To have a Parish Office that is fit for purpose, and puts the	To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA	Assets & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22		
Parish Office		To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22		

Parish Office	Council in a strong position for 15/20+ years	To look to move to a new site by 2022/2023	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22		
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22		
Parish Office		To ensure that the sustainable heating is strongly considered	Look at funding, including through the Rampion Windfarm	NA	Grant	Rhys Evans	2021/22		



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 08 March 2021

Agenda Item 13, EAR MARKED AND GENERAL RESERVES

With the year 2020/2021 coming to an end as of 1 April 2021, the current budget has been reviewed and below are the recommendations needed for the current budget, along with proposed amendments to ear marked reserves. The amendments for the ear marked reserves will take place during the year end shut down, so that they are in place for the start of the 2021/2022 financial year.

Note - 3-6 Months' worth of funding is to be held in general reserves. Anything remaining from the 2020/2021 budget (not stated to be moved to ear marked reserves in this report) will be put into general reserves. Current general reserves stand at £99,000

Budget lines 2020/2021 to be moved to create EMR for Budget 2021/2022

This will allow for the work on the BMX track to be funded by this year's unspent budget lines.

From Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
4230/120 - Office Improvements	£2,000.00	£1,000.00	Balance remaining	£1,000.00	£617.00
4595/200 - BMX Track Maintenance	£2,000.00	£2,000.00	Balance remaining - Budget Error	£0.00	£0.00
Ear Marked Reserve	Original Budget (£)	Amount to Receipt (£)	Reason	New Budget Amount	Left for the year
BMX Track – Maintenance (New)	£0.00	£3,000.00	Maintenance	£3,000.00	£3,000.00

Ear Marked Reserve Additions from 2020/2021 Budget

Budget Line Description	Budgeted Amount	Amount Spent	Ear Marked Reserve	Transfer to Ear Marked Reserve	Total After Virement
Elections	£10,000.00	£0.00	Elections	£10,000.00	£12,470.11
Neighbourhood Plan	£40,000.00	£0.00	Neighbourhood Plan Review (New)	£40,000.00	£40,000.00
Play Area Maintenance	£7,500.00	£3,264.00	Play Park Refurbishment	£4,236.00	£60,479.32

Increase in budget line for the 2020/2021 budget

Due to a £600 donation from Cala Homes for the purchase of litter pickers, it is proposed that the budget line stated below be increased by £600 to allow the purchase of these items ready for the commencement of group events in 2021. The purchase of the equipment will happen in March 2021. £195 of the original budget will be used to purchase further hi-vis tabards in March 2021.

Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
4240/320 Community Clean up Sessions	£195	£600	Grant Received	£795.00	£795.00

Decision.

Councillors will need to decide if they agree with the updates contained in this report and thus give the Clerk permission to make the adjustments



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MONDAY 08 March 2021

Agenda Item 14, CONFIRMATION OF 2021/2022 BUDGET

Since bringing the 2021/2022 budget to Full Council on January 11 2021, the following amendments are being suggested. This is either that information wasn't available at the meeting in January 2021 or a result of something that has occurred/come up since then.

Below is a table of the original budget for the item, reasons for the amendment and confirmation that the bottom line of the 2021/2022 budget does not change.

Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount
4775/360 Mayflower Improvements	£22,000.00	£1,700.00	Funds required for the below	£20,300.00
Total		£1,700.00		
Budget Heading	Original Budget (£)	Increase by (£)	Reason	New Budget Amount
4590/280 Rubbish Collection Gen. Waste	£2,200.00	£300.00	Centre will be open again.	£2,500.00
4605/220 Fuel - Mowers/Strimmers	£0.00	£400.00	Nothing budgeted	£400.00
(New Code) Welcome Pack	£0.00	£1,000.00	Nothing budgeted	£1,000.00
Total		£1,700.00		

Decision.

Councillors will need to decide if they agree with the updates given in this report and thus give the Clerk permission to make the changes to the 2021/2022 budget approved at January 2021 Full Parish Council



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ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 08 March 2021

Agenda Item 15, COMMITTEE STRUCTURE 2021/2022

Introduction

The current committee structure exists to work in parallel with our Neighbourhood Plan, and this has been in place since 2016/17. The two committees have evolved during this period, and an imbalance of workload and responsibilities has occurred.

Angmering Parish Council have begun the review of the Neighbourhood Plan as well as introducing an annual business and developing the long-term business plan to capture the community aspirations, projects and services that the Parish Council deliver.

It is therefore a good time to review our committee's responsibilities for April 2021 onwards.

Governance adopted new terms of reference in February 2021, and will continue to be made up of the Chair, Chairs of the 2 Committees, plus 3 additional Councillors, all having served for over 1 year.

Proposal

- 1. Highways, Transport & Planning (HTP) to become **Planning & Infrastructure (PI)****

Responsibilities;

- Represent APC as a planning consultee ensuring full use of NHP
- Coordinate APC response to consultations relating to P&I
- Monitor infrastructure needs of the parish i.e. schools, surgeries
- Contribute to APC CiL project plan
- Deliver areas in the APC Business Plan
- Monitor and review Neighbourhood Plan & associated policies

The committee should consist of an oversight of;

A) Highways

- Roads
- Footpaths
- PROW's
- Verges & vegetation
- Parking
- Transport inc. cycle paths

B) Housing

- Built up Area
- Allocation
- Conservation Area

C) Flood prevention

D) Green Spaces

E) Environment

- Dark Skies
- Trees

F) South Downs National Park

- Access to
- Planning applications

2. Community, Leisure, Environment & Wellbeing (CLEW) change Environment to Employment

Responsibilities;

- Coordinate APC response to consultations relating to CLEW
- Contribute to APC CiL project plan
- Support annual community survey
- Coordinate Councillor Engagement activities
- Deliver areas in the APC Business Plan
-

The committee should consist of an oversight of;

A) Community & Aspirations

- Mayflower Park
- Community Centre
- Play Parks
- Allotments
- Annual maintenance programme
- ASRA & Arun Sports Hub
- Link with schools

- Engagement
- Events
- B) Retail & Employment**
- Promoting, Networking & Protecting
- C) Wellbeing**
- Volunteers
- Community Allotments & Orchards
- Access to activities
- Access to support
- Access to wildlife & the outdoors

Membership

Councillors will be asked to put themselves forward to committee/s at the AGM the beginning of May. With changes to responsibilities and oversight of these committees, creating different and more diverse work, will result in better outcomes for the community, appropriate distribution and balance of Councillors will be needed for them to work effectively.

Next steps

Terms of Reference to be updated to show the work of the Committees, and adopted at first meeting.

Decision

To agree the proposed structure of committees to be implemented after May AGM 2021



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ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 08 March 2021

Agenda Item 16, ANNUAL GENERAL MEETING

When face to face meetings were no longer safe to hold, the regulations were amended as per the below. This allowed Zoom calls to take the place face to face meetings due to the COVID-19 pandemic.

The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 that are currently enacted for meetings on and up to 7 May 2021.

More information is available at the below link.

<https://www.legislation.gov.uk/ukxi/2020/392/contents/made>

There is a lot of talk around the subject at the moment with several organisations making a case to keep this change in place. This is to protect both staff, councillors and members of the public whilst the risk is ongoing, and potentially an option in the future.

We will continue to monitor the situation and report when more information is known.

With the situation still being very fluid, and with the Annual General Meeting (AGM) due on Monday 10 May 2021 (after the regulations revert), it is being proposed that councillors vote to move the AGM to 7pm on Thursday 6 May 2021 – **IF** currently amended regulations are not extended. If the regulations are extended, then the meeting will remain on 10 May 2021.

Decision.

Councillors will need to decide that **IF** regulations regarding remote meetings are not extended past 7 May 2021, then the Annual General Meeting of the Council is moved to Thursday 6 May 2021. If the regulations are extended then the meeting will remain on Monday 10 May 2021.