



Established 1894

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

MINUTES OF THE ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 11 JANUARY 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 and Suzanne Howland

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllrs. Andy Cooper and Mike Clayden

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	20/159	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs John Oldfield and Paul Bicknell. Apologies were not received or approved for West Sussex County Cllr. Deborah Urquhart.	
2	20/160	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No pecuniary or non-pecuniary interests were made.	
3	20/161	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 14 December 2020 were agreed by all and will subsequently be signed by the Chair.	
4	20/162	PUBLIC CONSULTATION No members of the public were present, and no questions had been sent in.	
5	20/163	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.

Cllr. Lee Hamilton-Street asked a question about the Mayflower easement and what would happen if there was damage to the road. The Clerk did not have the answer to hand but would find out and report back.

Action: Find out the answer to what would happen if there was damage to the road and report back.

KH

6 20/164 CHAIRMAN'S REPORT

Cllr. N Hamilton-Street gave a verbal report.

She thanked all the members of APC that had volunteered at Angmering Surgery to help with the rollout of the COVID-19 vaccine.

Congratulations were given to the Committee Clerk, Tracy Lees, for passing the ILCA qualification.

Cllr. N Hamilton-Street commented on the deferred planning permission for South of Water Lane and that it was a real success. She thanked everyone that had been involved and for all their efforts.

Cllr. Marsh asked if Cllr. N Hamilton-Street could elaborate on her letter to Nigel Lynn. She commented that as requested by the Full Council at the last meeting in December the letter was to highlight councillors disappointment over the conduct of some district councillors during the ADC full council meetings. Correspondence had been received and distributed in confidence.

7 20/165 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart was not present at tonight's meeting and no report had been submitted.

8 20/166 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper started by apologising for not attending the last meeting. He then offered his thanks to all the volunteers helping with the COVID-19 vaccine rollout.

He spoke about the deferred application for South of Water Lane and congratulated everyone that had been involved for their work so far. Cllr. Cooper advised that he had received a call from the Developer and that they were keen to meet before the end of February to find a way forward. He finished by stating that he was disappointed that the situation had got to this stage and that there was still a lot of work left to be done.

Cllr. Cooper then invited questions; Cllr. R Evans gave his views about the number of Amazon vans that seemed to be coming into the village, Cllr. Cooper said this was something that would be better directed to WSCC via Cllr. Urquhart. Cllr. N Hamilton-Street requested that the issue about the Amazon vans be passed onto Cllr. Urquhart. Cllr. Cooper asked if he could also be copied in so he could be kept updated with the situation.

Action: Make Cllr. Urquhart aware of this issue with Amazon vans using Angmering as a cut through (copy in Cllr. Cooper).

KH

A discussion then followed regarding communication and Cllr. Cooper made a strong point that if any issues come up the sooner he was aware of the situation the sooner he could address and deal with it. He commented that he did not think there was a lack of communication and that he hoped APC felt that he always did his best to support the Parish.

Cllr. Cooper then commented that he was aware of the letter sent to Nigel Lynn and the response received – he went on to give a brief summary from his point of view which was requested by Cllr. N Hamilton-Street. He finished by saying that if anything needed to be raised that he urged people to let him know. No further questions were asked.

Cllr. Clayden commented that he felt the Advisory Group was where the strength lay with planning applications and echoed what Cllr. Cooper had already said.

Cllrs. Cooper and Clayden left the meeting at 19.28.

9 20/167 NEIGHBOURHOOD PLAN

The Clerk confirmed there had been no updates and this was still on hold awaiting information from ADC.

10 20/168 2021/2022 PRECEPT APPROVAL

Cllr. N Hamilton-Street explained that the precept for 2021/2022 needed to be discussed and formally agreed at tonight's meeting and asked if there were any questions – none were asked.

RESOLUTION: Cllr. Jones PROPOSED a 0% increase in precept and that it would stay at £107.87 (Band D Property) for 2021/2022, Cllr. Marsh SECONDED , and ALL AGREED .
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11 20/169 2021/2022 BUDGET APPROVAL

Cllr. N Hamilton-Street explained that the budget for 2021/2022 needed to be discussed and formally agreed at tonight's meeting and asked if there were any questions – none were asked.

She went on to comment that there may be little tweaks that needed to be made between now and April 2021 and if any circumstances changed it would be reported on at the appropriate time.

RESOLUTION: Cllr. Reigate PROPOSED that the budget for 2021/2022 be formally approved, Cllr. R Evans SECONDED , and ALL AGREED .
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Cllr. Reigate commented that she was very impressed with how the budget had been pulled together this year and the amount of information that had been shared with the councillors. Cllr. N Hamilton-Street thanked Cllr. Reigate for her comments and the Clerk for her hard work in pulling it all together.

The Clerk commented that the councillor sessions had worked very well as councillors now have input into the budget promoting more ownership which resulted in a budget for Angmering rather than one person's view.

12 20/170 THE PARISH OFFICE

Cllr. N Hamilton-Street talked through the report. She explained that workshops will be taking place in order to make a decision in March on how APC should move forward. Cllr. N Hamilton-Street asked if there were any questions and a discussion took place. Questions around the location of public toilets and the finances involved were touched upon.

Cllr. N Hamilton-Street advised that the committee would be kept up to date on developments and will be reported back on when needed along with workshop dates when known.

13 20/171 COMMUNITY GRANT APPLICATIONS

APC had not received any grant requests for this month.

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.

14 20/172 2020/2021 FINANCIAL REPORT

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

Cllr. R Evans agreed to sign the bank reconciliation for December 2020 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

15 20/173 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

No questions were asked.

16 20/174 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 5 January 2021 via Zoom.
Cllr. R Evans asked why the committee had given their approval for furniture (tables/chairs) to be placed outside the Resourceful Squirrel when they had previously objected i.e. what had changed their minds. The reason given was that the councillors want to encourage business improvement at this time. Relaxed outdoor seating rules during COVID-19 had been taken up by the establishment and no issues had been reported during this time.
- CLEW Committee – held on Wednesday 16 December 2020 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 4 November 2020 via Zoom – None.

17 20/175 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 virtual meeting on **Monday 8 February 2021** at 19:00 via Zoom.

The meeting concluded at 19:43.

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Chairman

Date.....

Clerks Report – Agenda item 5 (Together with Action List)

- 1) **South of Water Lane Planning Applications –**
A/179/20/RES – TBC DCC 3 Feb 2021
A/109/20/RES – TBC DCC 3 Feb 2021
A/157/20/DOC – Application for construction management plan – This plan that aimed to use High Street as the access point to the site has been withdrawn. It has been replaced with a whole new plan stating access from Water Lane. The report is being looked into and we will liaise with ADC regarding our current concerns.

- 2) **Operation Watershed.**
Cow Lane – The meeting was held with WSCC regarding the type of surface for the lane and this went very well. Further updates to follow as I receive them. All funds for resurfacing the lane are to be provided through S106 contributions.
Honey Lane – Email sent to Sue Furlong 04/01/2020 – update will be given once information received.
Swillage Lane – Work will be undertaken to start this project as soon as possible

- 3) **ASRA Lease** – Received amended documents. 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. No further requests for help or volunteers has been received. Although many staff and councillors are still actively volunteering both in the car park and inside the centre.

Also there is a joint venture 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 continued to help through the last 10 months are continuing to do so and we have been contacted by a couple more who would like to offer their assistance. Our offer of assistance during this time has been put on Facebook and posters added to the office window.
We are here to help should anyone need it – please contact the office.

- 7) **Mayflower Easement** – The easement payment has been received and will be invested as per the decision made at Governance & Oversight on Wednesday 3 February 2021.
- 8) **Cresswell Park** – The planting has been confirmed between us, Arun District Council and CALA Homes. A schedule should be received shortly advising when the work will take place. ADC are liaising with CALA Homes regarding the SUD/drainage solutions on site.
- 9) **Discovery Park** – The replacement bridge is now completed and emails sent round with pictures.
- 10) **Bramley Green Cycle Path** – Another slip has been reported to APC. This information has been forwarded to WSCC with another request for urgent action. Cllr. Deborah Urquhart of WSCC has also requested attention is paid to this area urgently.
- 11) **Amazon Vans** – Contact was made with Amazon and residents concerns put across. The number and speed of the vehicles using the village as a cut through was stressed and the information was forwarded to the depot. Cllr. Deborah Urquhart advised that if things do not change then let her know and she will add further pressure.
- 12) **Dappers Lane** – Several residents contacted the office with regard to the current state of the lane with regard to potholes. The residents were given the website Love West Sussex to log their concerns on and our contact at WSCC was also contacted and gave the below response.
27/01/2021 "My last inspection (yesterday) identified 2 areas of concern that incorporated about 5 potholes in total and, due to depth, I raised jobs to have these repaired within 5 days.

There are plenty of uneven and patchy areas that I'm keeping my eye on but are not necessarily intervention level right now. Clearly the constant running water here doesn't help but that's a separate matter.

I can also confirm that Dappers Lane is on our future program of works for larger scale repairs however a date for this has not yet been agreed."
- 13) **Litter Picking** – We will be arranging for all currently registered volunteers to collect their litter picking equipment, complete a volunteer form and take a copy of the risk assessment. This will allow them to start to collect litter in a COVID safe way until we can all get together to do larger events. We will also be advertising for more volunteers in All About Angmering in February as well as on social media.
- 14) **CALA Homes Donation** – I have been liaising with Stuart Forrester from CALA Homes regarding planting and asked if they would like to donate some litter pickers to aid our campaign. Confirmation was received that they were able to donate £600 which would get us approximately 40 litter pickers which is great news.

15) **Skate bowl, ramp and BMX Track** – on advice from ADC and Skateboard UK we have been looking into temporary fencing for this area as it is being more heavily used especially since the closure of the one in Littlehampton. COVID Marshalls are attending the site and have also recommended the fencing. Due to its location it is more difficult to monitor than some and we hope that residents will report any issues as well as Roy during his usual rounds.

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	Work will commence in March 2021, but will not be paid for until April 2021. Start date yet to be advised.	TL
09.11.20	11	20/131	Deed of Variation - A/99/17/OUT	Investigate the cost implications for the play park and the multi-use games area in Angmering		Liasing with BDW reagrding possible funding towards lighting in Mayflower Park/play park	KH
09.11.20	13	20/133	Response to WSALC re value for money survey	Report back at the December on how the resolutions went		AGM now in February 2021. Update to be given at Full Council in February 2021	NHS
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Chased Sue at WSCC 04/01/2021 She is contacting a drainage expert who is looking at quotes. No update as of 04/02/2021	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.		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 February 2021

January has seen an enormous community effort to support the vaccine roll out, from the Angmering Community Centre to the numerous volunteers including Parish Councillors. Thank you to everyone in assisting the Angmering Medical Centre Primary Care Network.

After the deferment of the South of Water Lane planning applications, we have worked hard throughout January, compiling factual information on the 4 areas that the Development Control Committee had raised as a concern – drainage, density, landscaping and the construction management plan. An Angmering Advisory Group meeting was convened, where we were advised that the developer had listened and seen sense and all access to the site would be undertaken from Water Lane.

Sadly despite not providing all the information in a timely manner, or undertaking meaningful discussions, the applications went back to Development Control on the 3rd February and both were passed.

An enormous thank you to our Clerk, Cllr Oldfield, experts in the community and our Ward Councillors for working tirelessly together to try and get a quality development that would sit well on the entrance to the village.

Progress continues with the Play Park Strategy and looking at what is possible in a number of areas, including providing better opportunities for the teenagers of the village to have positive activities to participate in. We have undertaken 2 online surveys with residents around two pocket parks, the results of which will be looked at by CLEW.

We held a workshop with Councillors to seek ideas, ready for papers to be presented at Full Council in March. Thank you for all of your positive and imaginative ideas, the future looks very exciting.

I have attended 2 Arun Parish Chairs Forum, this informal network is an opportunity to share good practice, and debate issues that are pertinent to Town & Parish Councils. The first focused on COVID response and using volunteers, as well as delivering an effective council virtually. Angmering was able to share some examples of good practice, that we have put in place since March 2020.

The most recent was to discuss the current situation with WSALC and SSALC. Whilst there is no clear information, it was useful to share thoughts and possibilities.

Nikki Hamilton-Street



ANGMERING PARISH COUNCIL CO-OPTION POLICY 2021

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: January 2021
Version: 2**

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Introduction

1. There are two circumstances under which the council may, if it so wishes, proceed to fill a casual vacancy by co-option:
 - When a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
 - During the life of the council, a ward seat falls vacant but the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy
2. The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
3. However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.
4. To ensure a fair and transparent process is undertaken, this policy outlines the

procedure to be followed by the council when co-option is considered.

Application Process

5. On receipt of written notice from the Chairman of Angmering Parish Council that a casual vacancy may be filled by means of co-option:
 - The Clerk will advertise the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification
 - The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement (this may be extended by agreement at Full Council meeting) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards
6. Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.
7. Applicants for a vacancy will be asked to:
 - Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
 - Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form
 - Complete a skills audit to enable the council to see where their skills lie in relation to council activities
8. The applicant will be requested to attend at least one meeting of each of the

following committees before being asked to attend an informal discussion with 2 members of the council and the Clerk.

- Community, Leisure, Environment and Wellbeing Committee (CLEW)
- Housing, Transport and Planning Committee (HTP)
- Full Council and they will be informed they may, if they so wish speak for up to 5 minutes about their application.

9. The applicant will then make themselves available to meet with the co-option panel who will be made up of the Council chair, Chair of Governance and the Clerk to the Council for an informal discussion, where after a report will be written for consideration at the next Full Council meeting. If there is a conflict of interest between one of the panel and the candidate, a suitable replacement will be selected by the Clerk and other member from the pool of other Councillors.
10. Copies of the individual's application form and interview report will be circulated to all Members by the Clerk at least three clear working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.
11. Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, but the applicant will not be asked to be present at the meeting.
12. Any candidate who has been a councillor within the last two years and seeking co-option will not be required to meet the requirements in point 8.

Voting Procedure

13. At the full Council meeting where the co-option is on the agenda, the Councillors will be voting on the information contained in the co-option report and from the 5 minute speech (if given).

14. Voting will be according to the agreed procedure in standing orders, namely:

'Where more than 2 persons have been recommended in their co-option reports for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

15. Voting will be conducted as per the agreed procedure in standing orders, namely:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

16. After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council but is not eligible for the basic parish allowance.

Acceptance of Office

17. The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must

be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

18. At the first Full Council meeting the new Councillor will be required to state which committees they would like to sit on. Governance will not be available to be sat on for the first year unless the Chair of Governance is aware of a specific skill set the new Councillor holds that the committee is needing.

Policy Risk Assessment and Review

19.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **3 years**.

Meeting policy was approved at: Full Council Meeting

Date:

Date of next review:



Councilor Skills Audit

Please rate your skills and expertise using the following scale:

1 – Highly competent and able to lead others

2 – Significant skills/expertise

3 – Basic knowledge/expertise

4 – No knowledge/experience

COMMUNITY INVOLVEMENT & ENGAGEMENT	STRENGTHS			
	1	2	3	4
Broad business experience				
Collaborative partnerships				
Community involvement				
Corporate and strategic management				
Business planning				
Marketing				
Entrepreneurial skills				
Performance Management				
Health & Safety/Risk Management				

FINANCIAL	1	2	3	4
Finance and financial planning				
Investment strategy				
Estates/property				
Risk management				

COUNCIL SERVICES	1	2	3	4
Reviewing service delivery				
Personnel / Human Resources				

PLANNING	1	2	3	4
Planning Committee Experience				
Understanding of material planning considerations				
Community Resilience				

SPECIFIC SKILLS	1	2	3	4
Chairing				
Change management				
Equality and diversity				
Local authority / public sector experience				
Voluntary sector				
Communication skills				
Project Management				
Information Technology				
Law				



Councilor Skills Audit

PROFESSIONAL EXPERTISE

Please give details

IDENTIFY SKILLS TRAINING THAT WOULD BE OF INTEREST TO YOU

Please give details

SIGNATURE:

NAME:

DATE:

Angmering Parish Council

Tel: 01903 772124 Email: admin@angmering-pc.gov.uk

The Corner House, The Square, Angmering, West Sussex, BN16 4EA



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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 8 FEBRUARY 2021

Agenda Item 12 Angmering Community Land Trust – Deed of Variation – Funding

The Angmering Community Land Trust (ACLT) proposed a Deed of Variation to us and this was discussed during Full Council on 9 November 2020. The two resolutions are listed below

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**.

2. Cllr. N Hamilton-Street advised that there would be an additional charge from Solicitors to draw up and change the Deed of Variation and that a decision needed to be made if this cost should be passed to the CLT or if APC are prepared to pay some or all of the costs.

Before the decision was made the CLT representative spoke on this matter and stated they had no idea how much the legal costs may be but if they were too much then they would probably not be able to finance them. A short discussion took place. After discussion, the Clerk proposed that more information should be sought on the final costs involved and suggested that the vote be postponed until further information was available.

RESOLUTION: Cllr. A Evans **PROPOSED** that further information should be sought on costs before a decision could be made on who should cover the cost and therefore postpone the decision, Cllr. Jones **SECONDED** and **ALL AGREED**.

Since the meeting in November 2020 the below estimate has been received from our solicitors (they have been involved since the inception of the ACLT)

"I estimate that the work will be £750-£1000 plus VAT and disbursements chiefly Land Registry fees. (You have already paid out some money on fees)."

During an email exchange with Tony Cross in January 2021, it was agreed that the ACLT would be willing to pay 50% of the fee to amend the deed.

Decision needed

Councillors need to decide if they are willing to pay 50% of the total cost to vary the deed to allow ACLT to build part ownership properties as well as affordable rent properties.

Current Budget for 2020/2021 Legal Fees - £700 remains from £2,000 budget.



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by the Chairman Bank statements accessible online to check receipt of payments
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly

Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	4	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019

Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Failure to complying with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through SSALC if required
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed

Risk Rating Guide		
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S
1 = Negligible	1 = Very low	0 - 4 = Insignificant risk
2 = Minor	2 = Very unlikely	5 - 9 = Low risk
3 = Moderate	3 = Unlikely	10 - 15 = Medium risk
4 = Major	4 = Likely	16 + = High risk
5 = Catastrophic	5 = Very likely	
Risk Assessment Completed		28-01-2021
Take to Full Council		08-02-2021
Next Review by Governance & Oversight		05-05-2021



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Public consultation, lack of uptake	3	3	9	Advertise in All About Angmering and on noticeboards. Use social media to advertise any consultation on a regular basis - perhaps a paid advert.	2	2	4
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Stick with the budget allowed. Source external funding/grants.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Neighbourhood Plan	Volunteers lose interest	3	4	12	Employ AiRS to guide and keep on track.	2	3	6
Neighbourhood Plan	Delays caused by COVID-19	4	5	20	Asses situation and gather information as to impact. Weigh up delays vs spend vs gain.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Gain quotes to repair verrander and enhance outside structure. Work with ASRA reps to address this and the car park	2	2	4
ASRA Sports Pavilion	Lease with ADC	3	3	9	Close relationship with solicitor to deal with lease with ADC	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Office space	COVID-19 restrictions	4	3	12	Screens to be added to desks. Masks to be worn by visitors. Staff to wear a visor when visitors are in the office. Hand sanitiser on entrance. Infrared thermometer to be used. Section of floor marked on front office floor for visitors to stand in.	4	2	8
Office space	DSE for home work stations - during office closure	4	3	12	All staff to complete DSE paperwork and actions resulting from it completed in a timely manner.	2	2	4
Office Space	Available space	3	4	12	Look into alternative accomodation for the office staff within the village- this will allow more interaction and benefit residents.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilites regarding the road	3	3	9	Find out responsibilities and update all	1	3	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Legal Updates	Legal updates that effect the council	3	3	9	All legal updates regarding the council are sent through via email from SALCC	3	1	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Documentation Updates/Amendments	Council documents being out of date	2	3	6	List of documents and renew dates now kept	1	2	2
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	2	2	4

Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S
1 = Negligible	1 - Very low	0 - 4 = Insignificant
2 = Minor	2 = Very unlikely	5 - 9 = Low risk
3 = Moderate	3 = Unlikely	10 - 15 = High risk
4 Major	4 = Likely	16+ = High risk
5 = Catastrophic	5 = Very likey	

Risk Assessment Completed	29-01-21
Take to Full Council	08-02-21
Next Review at Governance and Oversight	05-05-21



**ANGMERING PARISH
COUNCIL
HEALTH & SAFETY POLICY
2020**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Version:
Date Updated:**

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Overview

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

1. Statement of Safety Policy

- 1.1 Angmering Parish Council recognises and accepts its duty as an employer to provide a safe and healthy workplace and working environment for all employees.
- 1.2 The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:-
 - (a) providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
 - (b) ensuring that the use, handling, storage and transport of articles and substances is done in a safe manner without risks to health;
 - (c) providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work;

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- (d) maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition;
 - (e) providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment;
 - (f) undertaking and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses all matters relating to occupational health as it affects employees.
- 1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.
- 1.4 The Council will provide competent technical advice on safety and health matters when this is necessary.
- 1.5 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974,
- (a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;
 - (b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-
 - i) complying with all statutory regulations and any relevant code of practice;
 - ii) maintaining working areas in a tidy condition;

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- iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
 - iv) wearing appropriate protective clothing;
 - v) operating in accordance with any safe system of working laid down by the Council;
- (c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;
- (d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

2. Organisation

- 2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.
- 2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.
- 2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer.
- 2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.
- 2.5 The Clerk will be responsible for:-
 - (a) collating accident reports;

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- (b) organising training in safety matters for existing staff and all new entrants;
 - (c) arranging risk assessments where necessary.

3. Implementation of Safety Policy

- 3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.
- 3.2 The Council will be responsible for:-
 - (a) the promotion of accident prevention measures, advice and training;
 - (b) the identification and elimination of potential hazards;
 - (c) the development of safe working methods and environments;
 - (d) regular inspection of work environments to check compliance with established regulations.
- 3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.
 - (a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.
 - (b) The Clerk will refer the matter to the Chairman of the Council.
 - (c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.
- 3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.
- 3.5 The Clerk will be responsible for inspecting and maintaining First Aid Boxes.
- 3.6 This Statement of the Council's Safety Policy will be reviewed and

added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

- 3.7 Detail of risks, risk assessment, risk management and Health and Safety Executive guidance will be kept in a separate file as an addendum to this Policy.
- 3.8 A Copy of this Statement and supplements will be issued to all employees.

4. Health & Safety Regulations

- 4.1 **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 4.2 **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 4.3 **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs). As amended 2002
- 4.4 **Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.
- 4.5 **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.
- 4.6 **Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.

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- 4.7 **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.
 - 4.8 **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.
 - 4.9 **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.
 - 4.10 **Reporting of Injuries, Diseases and Dangerous Occurrences**
 - 4.11 **Regulations 2013 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
 - 4.12 **Noise at Work Regulations 2005:** require employers to take action to protect employees from hearing damage.
 - 4.13 **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
 - 4.14 **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.
 - 4.15 **The Health and Safety (consultation with employees) Regulations 1996:** (as amended) consultation with employees not covered by trade Union safety raps.
 - 4.16 **The Regulatory reform (Fire Safety) Order 2005:** Fire precaution measure.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council Meeting

Date:

Date of next review: