



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](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### MINUTES OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 11 MAY 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Alan Evans (Vice Chair), Sylvia Verrinder, Norma Harris, Sally Taylor, Carey Bennett, David Marsh and Jack Gocher, John Oldfield and Henry King.

**In Attendance:** Katie Herr (Clerk), WSCC Cllr. Deborah Urquhart, ADC Cllr Andy Cooper and one member of the public

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F26/001	<b>ELECTION OF THE CHAIR</b> Cllr. Marsh nominated Cllr. Hamilton-Street to be Chair. This was seconded by Cllr. Taylor and unanimously agreed. No other nominations were received.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR</b> Cllr. N Hamilton-Street signed the Declaration of Acceptance of Office.	
2	F26/002	<b>ELECTION OF THE VICE CHAIR</b> Cllr. Taylor nominated Cllr. Evans to be Vice Chair. This was seconded by Cllr. Oldfield and unanimously agreed. No other nominations were received.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE CHAIR</b> Cllr. Evans signed the Declaration of Acceptance of Office	
3	F26/003	<b>APOLOGIES OF ABSENCE</b> Apologies were received and approved for Cllr. Thompson, they were not received and therefore not approved for Cllr. Bicknell and ADC Cllr. Amelia Warne.	
4	F26/004	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	

- 5      **F26/005 APPROVAL OF MINUTES**  
Approval of the minutes of the meeting of the Council on **Monday 13 April 2026** were agreed and signed by the Chair.
- 6      **F26/006 PUBLIC CONSULTATION**  
The member of the public had no questions for the council.
- 7      **F26/007 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA.**  
The Clerk read through a couple of items in her report and added thanks to those councillors who helped at the recent Village Fair and Fun Dog Show. She then asked if there were any questions regarding her report – none were asked.
- 8      **F26/008 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**  
Congratulations were given to Cllr. Urquhart on her re-election. She went on to advise that no party had overall control at this point.  
She attended the inaugural Combined Authority Meeting – which was mainly relating to governance and constitution. There were no policies or strategies agreed, but the group did give the chief executive the power to start employing staff.  
She went on to say that if the government's suggestion was taken forward on LGR, it would cost an extra £35 million per annum. WSCC have written to the government with their concerns.
- 9      **F26/009 REPORT FROM THE ARUN DISTRICT COUNCILLORS**  
Cllr. Cooper advised the council that he had instructed parking officials to come to the village again at the request of residents contacting him. He hoped they would now come periodically. He also advised that a new monitoring officer was to be appointed during the next ADC council meeting on Wednesday.  
Speaking as the Chair of Rustington Parsh Council, he advised councillors about the public meeting being held regarding the Zachary Merton, on 21<sup>st</sup> May. People can register to attend on Alison Griffiths MP's website. The Chair and Clerk advised they were both planning on attending.  
He also advised that there may be the chance of Wes Streeting MP calling it in (asking the government to intervene and formally review the decision to sell the facility). He will keep councillors updated.  
A brief discussion then took place on potential plans and the lack of facilities between Worthing and Chichester.  
  
Cllr Cooper and Cllr. Urquhart left the meeting at 19:48
- 10     **F26/010 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**  
Cllr Hamilton-Street confirmed the governments proposals on what would happen withing West Sussex was going to a technical consultation – this is not a full public consultation. She went on to advise that her and the Vice Chair were off to an ADALC meeting on 13 May 2026 where they would be getting an update from the CEO at ADC, Dawn Hudd. They will update all councillors after the event.
- 11     **F26/011 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**  
The Clerk talked through which councillors had agreed to be on what committee.

### **Governance & Oversight Committee**

(Chair of PI committee and council, and up to 4 other councillors)

Cllr. Hamilton-Street, Cllr, Verrinder, Cllr. Evans, Cllr. Oldfield and Cllr. Marsh

### **Planning and Infrastructure Committee (PI)**

Cllr. Verrinder, Cllr. Oldfield, Cllr. Harris, Cllr. Bicknell, Cllr. Bennett, Cllr. Taylor, Cllr. Thompson and Cllr. Evans

Although Cllr. Bicknell was not present at the meeting, and did not respond to emails, it will be assumed he wishes to remain on the PI Committee.

## **12 F26/012 EXTERNAL GROUP/ASSOCIATION/MEETING REPRESENTATIVES**

The following positions were read out and confirmed to be correct.

### **a) Eastern Arun Parishes Group**

Cllr. Hamilton-Street plus the Chair for the PI when appointed

### **b) Arun District Association of Local Councils (ADALC)**

Cllr. Hamilton-Street & Cllr. Evans

### **c) Angmering Sports and Recreation Association (ASRA)**

Cllr. Thompson

### **d) Angmering Village Hall Management Committee**

Cllr. Evans

### **e) Angmering Twinning Association**

Cllr. Harris

### **f) South Downs National Park Authority**

Cllr. Verrinder

### **g) Arun District Council Planning & Development Advisory Group**

Cllr. Hamilton-Street plus the Chair for the PI when appointed

### **h) Angmering Community Land Trust**

Cllr. N Hamilton-Street

### **i) West Sussex Association of Local Councils (WSALC)**

Cllr. Hamilton-Street & Cllr. Evans

## **13 F26/013 MEMBER OF THE PUBLIC - CO-OPTION ONTO PLANNING AND INFRASTRUCTURE COMMITTEE**

The prospect of co-opting a member of the public onto PI was discussed. Jo Thompson approached the council about being part of the committee as a member of the public. As per our Standing Orders this decision needs to be agreed by full council. No questions were asked but many commented that she would be an asset on the committee due to her experience and knowledge of planning, and that she could take an active role in reviewing the current Angmering Neighbourhood Plan.

Cllr. Verrinder <b>PROPOSED</b> that Jo Thompson, a member of the public, be co-opted onto the Planning and Infrastructure Committee with voting rights, with immediate effect. Cllr. Marsh <b>SECONDED</b> and <b>ALL AGREED</b> .
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## **14 F26/014 FLAT AND OFFICE WINDOWS REPAIRS**

The Clerk talked through the paper and explained more about the quote process, how the same brief had been given to all potential contractors

and the story so far about the UPVC windows, wooden windows and how we came to get quotes for repair instead of replacement.

Several questions were asked about the quotes, locations of the companies and assurance that the windows would then be draft proof and able to open/shut properly.

Cllr. Verrinder **PROPOSED** APC should go ahead with repair of the windows, over replacement, Cllr. Gocher **SECONDED** and **All AGREED**.  
Cllr Gocher **PROPOSED** APC should go ahead with quote 1, Cllr King **SECONDED** and **ALL AGREED**.

The Clerk will now instruct the successful company and aim to have the work completed ASAP.

**15. F26/015 STANDING ORDERS 2026**

The Clerk talked through the Standing Orders – no questions were asked.

Cllr. Harris **PROPOSED** that the Standing Orders (2026) be adopted by the Parish Council. Cllr. Verrinder **SECONDED** and **All AGREED**.

**16. F26/016 FINANCIAL REGULATIONS 2026**

The Clerk talked through the Financial Regulations – no questions were asked. She advised they were still fit for purpose and previous updates made were still working for the council.

Cllr. Harris **PROPOSED** that the Financial Regulations (2026) be adopted by the Parish Council. Cllr. Verrinder **SECONDED** and **All AGREED**.

**17. F26/017 SCHEME OF DELEGATION 2026**

The Clerk talked through the Scheme of Delegation – no questions were asked.

Cllr. Evans **PROPOSED** that the Scheme of Delegation (2026) be adopted by the Parish Council. Cllr. Oldfield **SECONDED** and **All AGREED**.

**18. F26/018 TERMS OF REFERENCE FOR ANGMERING PARISH COUNCIL COMMITTEES**

The 2 committee Terms of Reference were talked through and councillors advised that the terms had already been taken to Governance and Oversight Committee ahead of this meeting. It was here that the PI terms were updated to contain a line confirming the council's decision to approve voting rights for the member of the public being co-opted onto PI, if agreed at this committee.

Cllr. Oldfield **PROPOSED** the Terms of Reference for Governance and Oversight and Planning and Infrastructure Committees be adopted for use by these committees. Cllr. Taylor **SECONDED** and **All AGREED**.

**19. F26/019 FINANCIAL AND GENERAL RISK REGISTERS**

The Chair talked through both registers, explaining they had been to Governance and Oversight before this meeting and these registers were to show risks held by the council, and that all councillors were responsible for these risks.

The Financial and General Risk Registers were noted by all present.

**20. F26/020 FINAL ACCOUNTS 2025/2026**

The Clerk talked through final accounts for 2025/26 and advised on a few areas contained with the accounts. The final statement will be signed by the Chair when she is next in the office.

The Final Accounts 2025/26 were noted by all present.

**21. F26/021 AUDIT REPORT 2025/2026**

The Clerk talked through the audit report and stated it was a clean bill of health. She did advise there was one comment about the level of fidelity guarantee, which had been previously discussed in November 2025, and it had been agreed to re-look at the fidelity cover when the council's insurance was due for renewal in September 2026.

The report and comment regarding fidelity guarantee from the internal audit and that the Website Accessibility Statement references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1

AA and should be updated to refer to the current WCAG 2.2 AA standard were noted by all present.

**22. F26/022 CURRENT SYSTEM OF INTERNAL CONTROLS**

A short discussion took place regarding internal controls, and it was **RESOLVED** that the Parish Council confirmed it is satisfied with the **CURRENT SYSTEM OF INTERNAL CONTROLS**, for the purposes of audit. All **AGREED**.

**23. F26/023 ANNUAL RETURN 2025/2026**

The Chair gave an overview and asked if there were any questions regarding Section 1, which relates to internal controls.

The Clerk then explained that everyone needed to agree with all the statements made in order to tick the relevant boxes. The Chair then read all the statements in turn and all present confirmed that they agreed with the statements made and marked NA against the question regarding trust funds.

The Chair asked if everyone was in favour of approving Section 1 and for the Clerk and the Chair to sign. All agreed. The document was then signed.

**24. F26/024 ANNUAL RETURN 2025/2026**

The Chair then went on to cover Section 2 of the Annual Return which is the Accounting Statement and explained what this was. She asked if there were any questions, none were asked.

The Chair asked if everyone was in favour of approving Section 2 and for the Clerk and the Chair to sign. All agreed. The document was then signed.

**25. F26/025 ADOPTION OF THE ANNUAL PLAN 2026/27**

The Annual Plan for 2026/27 was talked through by the Clerk and one small typo was advised and agreed to be corrected. She went on to state that if anyone wanted to be added to any of the tasks on the plan, to let her know and they will be added. If there were updates that needed to be added to the plan as we go through the year, please advise the Clerk and these will be added.

Cllr. Verrinder <b>PROPOSED</b> the Annual Plan for 2026/27 be adopted for use by APC for the coming year. Cllr. Bennett <b>SECONDED</b> and <b>All AGREED</b> .
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**26. F26/026 COMMUNITY GRANT APPLICATIONS**

The 2026/2027 budget for Community Grants is £6,000.

No grants were received this month. The budget is still at £6,000

**27. F26/027 2026/27 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Marsh will sign the reconciliations ahead of the next meeting.

**28. F26/028 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

None.

**29. F26/029 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee: None.

Governance & Oversight Committee: None.

**30. F26/030 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 8 June 2026** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.23**

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Chair

Date.....