



Established 1894

## Angmering Parish Council

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### MINUTES OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 12 MAY 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Alan Evans, Sylvia Verrinder, John Oldfield, Alison Reigate, Paul Bicknell, David Marsh and Carey Bennett.

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), 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 (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/001	<b>ELECTION OF THE CHAIR</b> Cllr. Reigate nominated Cllr. Hamilton-Street to be Chair. This was seconded by Cllr. Verrinder 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	F25/002	<b>ELECTION OF THE VICE CHAIR</b> Cllr. Marsh nominated Cllr. Reigate to be Vice Chair however Cllr. Reigate announced that should not be putting herself forward for this role.  Cllr. Reigate then 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	F25/003	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllrs. Harris, Want and WSCC Deborah Urquhart.	

**4 F25/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.**

The Chair declared a non-pecuniary interest in Item 22 as she is the Chair of Governors at The Angmering School.  
No other declarations were made.

**5 F25/005 APPROVAL OF MINUTES**

Approval of the minutes of the meeting of the committee from **Monday 14 April 2025** were then agreed by all and signed by the Chair.

**6 F25/006 PUBLIC CONSULTATION**

The one member of the public present started by thanking APC staff for their help over the last year as well as all the support received from Cllr. Verrinder.

The member of the public said they had attended a useful drop in event organised by Southern Water to explain the sewer enhancement works they intend to undertake in Water Lane through the village beginning next week with completion before Christmas associated with the housing development north of Water Lane. The resident realised these works are necessary and is pleased the village was actually getting some improved infrastructure as a result of the housing development. Southern Water explained the works would require a full rolling closure of Water Lane to through traffic starting at Station Road and finishing at Weavers Hill as works progress. The resident was concerned about the traffic on the diversion routes and especially the impact on the bus route during Phases 1a and 3.

The Chair commented that all the schools within Angmering were aware of this and the information provided by WSCC had been shared with parents.

A question was also raised as to if the bus companies had been advised, the Clerk will find out and advise if they have not been informed. The office will be displaying all the information they have and regularly posting on social media.

**7 F25/007 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

The Clerk presented her report and introduced a new report that will also be submitted monthly as the CLEW Committee is no longer taking place. This report will be written by the Committee Clerk.  
No questions were asked re the Clerks report.

The Committee Clerk talked through the Fun Dog Show that took place on Saturday 10 May and commented that it was very well attended and over £500 had been raised for Wadars, the APC Charity of the Year.

Cllr. Verrinder commented on the great job Mike Jones did as compare and Cllr. Bicknell said he had heard a lot of positive feedback.

The Chair was pleased to see the usage of the InPost locker was high i.e. being well used and Cllr. Verrinder also commented on the Angmering Twinning Associations Tea Party that was also held on Saturday 10 May and had also been well attended.

Both reports can be found within the supporting papers for this meeting on the APC website.

**8 F25/008 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was unable to attend the meeting. No report had been submitted.

**9 F25/009 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper started by welcoming everyone back to this years council and gave congratulations to the Chair, Vice Chair and Councillors for their achievements in the past year.

He reported there was nothing much to report other than he was still working on the issues at Swallows Gate, awaiting further information on the proposed Bewley Road development and the next ADC Full Council meeting will take place on Wednesday 21 May.

Questions were invited and Cllr. Cooper said he was available for questions at any time. No questions were asked.

Cllr. Cooper left the meeting at 19:46.

**10 F25/010 NEIGHBOURHOOD PLAN/DEVOLUTION**

The Chair advised the committee that she and the Clerk had spoken with Steve Tilbury, Planning Expert, regarding several matters including the APC Neighbourhood Plan. It was felt that due to the current status of the Arun Local Plan and the upcoming local government reorganisation, it would not be an appropriate or beneficial time to amend our plan. It was mentioned that East Preston Parish council have put in amendments for theirs. Their plan is to update policies, plus they do not intend to allocate any sites for housing.

It was clarified that even though the APC plan will be out of date in 2029, it would still stand as a made plan and would still apply for the higher rate of CIL payments.

**The member of the public left the meeting at 19:58.**

**11 F25/011 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**

**a) Governance & Oversight Committee**

Cllrs. Hamilton-Street, Verrinder, Reigate, Oldfield and Marsh

**b) Planning and Infrastructure Committee**

Cllrs. Hamilton-Street, Verrinder, Oldfield, Harris, Bicknell, and Bennett

**12 F25/012 EXTERNAL GROUP/ASSOCIATION/MEETING REPRESENTATIVES**

**a) Eastern Arun Parishes Group**

The Chair plus the Chair for PI when appointed

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

The Chair

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

- Cllr. Want
- 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**  
The Chair plus the Chair of PI when appointed
- h) **Angmering Community Land Trust**  
The Chair
- i) **West Sussex Association of local Councils (WSALC)**  
Chair and Vice Chair

**13 F25/013 STANDING ORDERS 2025**

The Chair reported that this document had been taken to the Governance and Oversight committee where any changes were talked through. Cllr. Bicknell asked for clarification on the changes that had been made which was given by the Clerk and the process taken.

After a short discussion it was agreed to slightly amend some wording regarding requesting to speak and the need to stand. This was agreed by all and the change will be made.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** the Standing Orders 2025 be adopted once the above change has been made. Cllr. Evans **SECONDED** and **ALL AGREED**.

**14 F25/014 FINANCIAL REGULATIONS 2025**

The Clerk advised why certain updates had been made including sign off limits and how invoices are processed.

**RESOLUTION:** Cllr. Reigate **PROPOSED** the Financial Regulations 2025 be adopted. Cllr. Bennett **SECONDED** and **ALL AGREED**.

**15 F25/015 SCHEME OF DELEGATION**

The Clerk updated the councillors with the only amendment which was agreed by all.

**RESOLUTION:** Cllr. Marsh **PROPOSED** the Scheme of Delegation be adopted for 2025. Cllr. Oldfield **SECONDED** and **ALL AGREED**.

**16 F25/016 FINAL ACCOUNTS 2024/2025**

The Chair thanked the Clerk for all her work in preparing the final accounts. The Clerk then explained the documents that the councillors were looking at and invited questions.

Cllr. Bicknell asked about Ear Marked Reserves and the Clerk advised why these amounts had increased. No other questions were asked. All agreed they were happy for the Chair to sign. The Chair then signed off the document.

**17 F25/017 AUDIT REPORT 2024/2025**

Congratulations were given to the Clerk for another successful audit and comments were made on the good working relationship that APC have with Mulbury who act as APCs auditors.

**18 F25/018 CURRENT SYSTEM OF INTERNAL CONTROLS**

Councillors were asked if they were happy with the current system of internal controls.

All councillors present confirmed they were happy with the current controls in place for the previous year and for 2025/26

**19 F25/019 ANNUAL RETURN 2024/2025 – SECTION 1**

The Chair gave an overview of what this is 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.

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.

**20 F25/020 ANNUAL RETURN 2024/2025 – SECTION 2**

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.

**21 F25/021 ADOPTION OF THE ANNUAL PLAN 2025/2026**

The Chair advised that the plan had been sent to all councillors prior to this meeting and asked if there were any questions, none were asked.

The Clerk commented that some councillor names might not be shown and to please let her know if they would like their names added against any of the tasks as there were some councillors whose names were not included in the plan.

<p><b>RESOLUTION:</b> Cllr. Bicknell <b>PROPOSED</b> that the Annual Plan for 2025/2026 was adopted. Cllr. Verrinder <b>SECONDED</b> and <b>ALL AGREED</b>.</p>
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**22 F25/022 COMMUNITY GRANT APPLICATIONS**

When the agenda was published this application was not included by mistake, all councils agreed that this could be considered at this meeting as it was included in the supporting papers, so had been reviewed by councillors.

The Chair abstained from this item due to the non-pecuniary declaration made at the start of this meeting.

The 2025/2026 budget for Community Grants is £5,000.

One grant request was submitted for consideration this month.

- The Angmering School – £500

After discussion, the following option was put forward and agreed.

Cllr. Bicknell **PROPOSED** that a sum of £500 was granted to the Angmering School. Cllr. Reigate **SECONDED** and **SEVEN AGREED** with **ONE ABSTAINING**

**23 F25/023 2025/2026 FINANCIAL REPORT**

The reports were presented; no questions were asked.

Cllr. Oldfield signed the reconciliations for April 2025.

**24 F25/024 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllr. Verrinder attended a meeting on Friday 9 May regarding flooding. She will prepare a report and bring to the next Full Council meeting in June.

**25 F25/025 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

**26 F25/026 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

The Chair read out a few points from a report she had written before she had been re-elected. The recent Wellbeing Fair was mentioned along with the anticipated next steps for Bewley Road. Congratulations were also given to Angmering FC who have won the West Sussex Football League Division 1 South. A letter of congratulations will be sent by the Clerk, on behalf of the council.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 12 June 2023** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.33.**

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Chairman

Date..... 12/06/2025.