



Established 1894

## Angmering Parish Council

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### MINUTES OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 13 MAY 2024 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Norma Harris, 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 four members 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	24/001	<b>ELECTION OF THE CHAIR</b> Cllr. Reigate nominated Cllr. Hamilton-Street to be Chair. This was seconded by Cllr. Marsh and unanimously agreed.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR</b> Cllr. N Hamilton-Street signed the Declaration of Acceptance of Office.	
2	24/002	<b>ELECTION OF THE VICE CHAIR</b> Cllr. Bicknell nominated Cllr. Reigate to be Vice Chair. This was seconded by Cllr. Evans and unanimously agreed.  <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE CHAIR</b> Cllr. Reigate signed the Declaration of Acceptance of Office	
3	24/003	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllrs. Matthew Want, Bill Hall, Renée Hobson and WSCC Cllr. Deborah Urquhart. Apologies were not received for Arun District Councillor Amelia Worne so were therefore not approved.	

The Chair then went on to advise that Cllr. Hobson was stepping down and thanked her for time on the council and wished her well in her new adventures.

4      **24/004    DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.**

No declarations were made.

5      **24/005    APPROVAL OF MINUTES**

Approval of the minutes of the meeting of the committee from **Monday 8 April 2024** were agreed by all and signed by the Chair.

6      **24/006    PUBLIC CONSULTATION**

A member of the public explained that he had just moved to the village and was impressed with how it looked and the work Angmering In Bloom and the Yarn Bombers do. However he felt a road sign blighted the look of the Village Green. He was concerned with the size of the board and how it looked and asked if it needed to be there.

The Chair advised that the Office Team would speak with WSCC Highways Department to gain further information. This issue be deferred to the PI Committee and APC will advise the member of the public when this will appear on an agenda.

One member of the public left at 19:42.

7      **24/007    REVIEW OF THE YEAR – 2023/24**

A comprehensive overview had already been given at the Annual Parish Meeting which took place just prior to this meeting. A full review can be viewed in those minutes as well as the supporting papers which can be found on the APC website.

The following additional comments were made:

APC had achieved the Quality Award from the Local Council Award Scheme and will be looking to obtain the Quality Gold Award, which is the highest award that can be achieved, in the coming year.

Some new events were mentioned including the free Online Safety and Cyber Security Presentation taking place on Monday 17 June at Angmering Community Centre and the Walk In Surgery where members of the public can speak face to face with ADC Cllr. Andy Cooper and WSCC Cllr. Deborah Urquhart, this will take place at the APC Office on Thursday 30 May between 10:30 – 12:30. Cllr. Evans gave an overview of the Community Cuppa events.

The Chair concluded this item by thanking the office team, Katie Herr, Tracy Lees, Christine Jones and Groundsman Roy Squires for all their hard work over the last year and for everything that had been achieved. She also mentioned that councillor support was needed for the Annual Plan.

8      **24/008    THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

The Clerk reported that there was nothing new to report on top of her report and asked if there were any questions.

Cllr. Reigate asked about the InPost Locker that is being installed at the Community Centre, the Committee Clerk explained how it worked and Cllr. Harris explained how The Twinning Association will be marking the D-Day 80<sup>th</sup> Anniversary.

The Clerks Report can be found within the supporting papers for this meeting on the APC website.

**9        24/009    REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

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

**10       24/010    REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper started by congratulating the Chair and Vice Chair and for their re-election.

He commented on all the successful events APC had delivered and also on their fair handling of the current parking issues.

Cllr. Cooper reported that a new CEO is now in place at ADC.

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

Cllr. Cooper and three members of the public left the meeting at 19:54.

**11       24/011    NEIGHBOURHOOD PLAN**

APC have submitted comments that were approved at the recent PI meeting with regards to the Direction of Travel Document (Local Plan).

**12       23/012    APPOINTMENTS TO PARISH COUNCIL COMMITTEES**

a) Governance & Oversight Committee

Cllrs. Hamilton-Street, Oldfield, Marsh, Chair of CLEW and Chair of PI

b) Planning and Infrastructure Committee

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

c) Community, Leisure, Employment & Well-Being Committee

Cllrs. Hamilton-Street, Evans, Harris, Reigate, Bennett, Bicknell, Want and Marsh

**13       23/013    OUTSIDE ORGANISATION AND COMMITTEES**

a) Eastern Arun Parishes Group

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

b) Arun District Association of Local Councils (ADALC)

Cllr. Hamilton-Street

c) West Sussex Association of Local Councils (WSALC)

Cllr. Hamilton-Street and Cllr. Reigate

d) Angmering Sports and Recreation Association (ASRA)

Cllr. Want

e) Angmering Village Hall Management Committee

Cllr. Evans

f) Angmering Twinning Association

Cllr. Harris

g) South Downs National Park Authority

Cllr. Verrinder

h) Arun District Council Planning & Development Advisory Group

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

**14      24/014    STANDING ORDERS 2024**

The document had been taken to Governance and Oversight for discussion before this meeting. The Chair reported that no changes were being made to the document. She asked if there were any questions. No questions were asked.

**RESOLUTION:** Cllr. Verrinder **PROPOSED** that the Standing Orders 2024 be adopted. Cllr. Reigate **SECONDED** and **ALL AGREED**.

**15      24/015    FINANCIAL REGULATIONS 2024**

The Clerk and The Chair confirmed that there had been no changes since the Financial Regulations were adopted in August 2023. Since sending out the Supporting Papers the APC Office received an updated version of the Financial Regulations from WSALC. These will be looked at, integrated and brought to the Governance meeting in August 2024 for future adoption at Full Parish Council.

**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the Financial Regulations 2024 be adopted. Cllr. Bicknell **SECONDED** and **ALL AGREED**.

**16      24/016    SCHEME OF DELEGATION 2024**

The document had been taken to Governance and Oversight for discussion before this meeting. The Chair reported that no changes were being made to the document. She asked if there were any questions. No questions were asked.

**RESOLUTION:** Cllr. Evans **PROPOSED** that the Scheme of Delegation be accepted. Cllr. Harris **SECONDED** and **ALL AGREED**.

**17      24/017    FINAL ACCOUNTS 2023/2024**

The reports were presented.

Cllr. Bicknell asked a question relating to the Flagstone accounts which the Clerk answered, no other questions were asked.

The Chair signed the Final Accounts for 2023/2024.

**18      24/018    AUDIT REPORT 2023/2024**

The Clerk gave an overview of how the audit had gone and that there were no concerns and that the audit was completed successfully.

The Chair stated that this was a large piece of work and the audit had taken less than an hour which showed how well it had gone.

**19      24/019    ANNUAL RETURN 2023/2024**

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. The Chair then read all the statements in turn and confirmed that 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      24/020    ANNUAL RETURN 2023/2024**

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      23/021    COMMUNITY GRANT APPLICATIONS**

The 2024/2025 budget for Community Grants is £5,000.

One grant has been awarded so far this year, leaving an available budget of £4,700.00. No grant applications were received this month.

The Chair encouraged councillors to spread the word that grants were available from APC.

**22      23/022    2024/2025 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Verrinder signed the reconciliations for April 2024.

**23      24/023    QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

None.

**24      24/024    QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

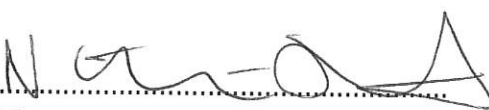
**25      24/025    TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 10 June 2024** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.19.**

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Chairman

Date.....10/06/2024