



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 13 DECEMBER 2021 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Mike Jones, Rhys Evans, Lee Hamilton-Street, Norma Harris, Alan Evans, Alison Reigate, Sylvia Verrinder and Paul Bicknell.

**In Attendance:** Tracy Lees, (Committee Clerk), District Cllr. Andy Cooper, WSCC 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 – 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	21/118	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllr. David Marsh, Cllr. John Oldfield, Katie Herr (Clerk) and District Cllr. Mike Clayden.	
2	21/119	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> All councillors declared a non-Pecuniary interest in item 10 as they are all CLT shareholders.	
3	21/120	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 8 November 2021</b> were agreed by all and signed by the Chair.	
4	21/121	<b>PUBLIC CONSULTATION</b> One member of the public asked for an update regarding public toilets in Angmering.	

Cllr. N Hamilton-Street advised that the Clerk continues to pursue the only viable option which is located next to the Southern Water site near the village square and will report back once there is an update.

**5 21/122 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

- a) The attached report
- b) Any subsequent matters that have arisen since the agenda was set.

Cllr. N Hamilton-Street asked if there were any question, none were asked.

She went on to clarify that APC were not looking to install a swimming pool at Mayflower Park, this came up after comments appeared on Facebook from the public.

The allotments at Lloyd Goring Close were mentioned and that it was looking positive also that the lighting project in Mayflower Park was progressing well.

**6 21/123 CHAIRMANS REPORT**

The Chair invited questions on her report. No questions were asked.

Cllr. N Hamilton-Street added that all APC staff had now all had their half-yearly appraisals carried out and objectives amended where required. She also thanked all who attended the Memory Tree event and helped out, this was APCs busiest event to date.

**7 21/124 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart started her update by saying that the village lights and tree looked spectacular and wished everyone a Merry Christmas.

She then advised that WSCC had just signed a contract to install electric charging points in the county and believed this was the largest contract in the country. The public will be asked to go on-line and register suggestions as to where the charging points should go.

Cllr. Urquhart also reported that the Solar Farms are now giving power to over 4 thousand homes, the planning application for the flood elevation scheme was being submitted to ADC and the cycle path re-surfacing repairs needed in Bramley Green were now approved and work is hoped to be starting in the New Year.

Councillors asked a few questions regarding the electric charging points such as how many allowed, this was unknown at the moment.

**8 21/125 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Andy Cooper started by giving his apologies for not being able to attend the recent Memory Tree event.

He went on to report that James Hassett, the new interim CEO for ADC – a six-month placement, was now in place and working hard. He said that already you can see things starting to move forward.

Cllr. L Hamilton-Street asked about timelines but Cllr. Cooper said that nothing had yet been advised.

Parking charges are up for consultation in the Arun area and the meeting concerning the proposed sports hub at Palmer Road now have potential dates being put forward.

A member of the public asked about the parking enforcement officers visit to Bramley Green and any feedback there maybe. Cllr. Cooper advised an email had been sent out and that he would get a copy sent to him.

Action: Copy for the report to be sent to the member of the public.

Cllr.  
Cooper  
/ KH

Before leaving Cllr. Cooper wished everyone a Happy Christmas and New Year.

Cllrs. Cooper and Urquhart left the meeting at 19:45.

**9      21/126    NEIGHBOURHOOD PLAN**

There are no updates regarding the Neighbourhood Plan.

**10     21/127    COMMUNITY LAND TRUST LEGAL FEES FUNDING FOR DEED OF VARIATION**

Cllr N Hamilton-Street drew the committee's attention to the detailed supporting paper that had been provided and read out the items that needed to be discussed. She then invited the CLT representatives to speak.

The CLT representative started by saying that he felt the Chairs opening remarks were not accurate and the point in question was not agreed but a suggestion. He also sighted two other clauses that he did not agree with. Cllr. N Hamilton-Street responded with the APC solicitor's response and a long discussion then took place.

Questions were asked including one by Cllr. A Evans regarding if the CLT had been in contact with the Cornish CLT, they had but nothing had come of it and in hindsight it was a very different project and he explained the differences.

Also discussed were unforeseen costs that had arisen during the process.

Cllr. N Hamilton-Street brought the discussion back to the point that needed to be agreed i.e. what APC are being asked to pay for, this included the wording used in previous minutes and solicitors letter. A debate followed and after figures were discussed the following was put forward.

Cllr. Bicknell proposed that APC pay 50% (£2,475.00) towards the final bill, this was seconded by Cllr. Jones.

Cllr. L Hamilton-Street suggested an amendment to Cllr. Bicknell's proposal in that the following words should be added: this is the last payment to this scheme of financial support for Mayflower Way and gave his reasons why. This was seconded by Cllr. A Evans.

Cllr. Bicknell then asked if Cllr. L Hamilton-Street would be prepared to change his proposal slightly to read this is the last payment to this scheme **for legal costs** for Mayflower Way – a discussion took place.

After discussion Cllr. N Hamilton-Street asked Cllr. Bicknell to clarify what he was proposing which was that APC will pay 50% (£2,475.00) of the final bill and that this is the final time APC will pay towards legal costs.

Cllr. N Hamilton-Street then put this to a vote which resulted in 6 Councillors in agreement and 3 were against therefore the proposal was carried.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that that APC will pay 50% (£2,475.00) of the final bill and that this is the final time APC will pay towards legal costs for this project. Cllr. Jones **SECONDED, 6 AGREED, 3 AGAINST.**

Two members of the public left the meeting at 20:05.

**11 21/128 INTERNAL AUDIT – 2021/2022**

Cllr. N Hamilton-Street commented on the small suggestions made by the auditor and that most were already in place. In general, the auditor was pleased and only had minor recommendations for the next financial year.

Cllr. L Hamilton-Street asked that this item was put on the next agenda for the Governance and Oversight Committee.

Action: Add this item to the next Governance and Oversight Committee agenda.

**KH**

**12 21/129 FINANCIAL REGULATIONS – UPDATE NEEDED**

Cllr. N Hamilton-Street referred councillors to the supporting paper and explained why this change was needed. No questions were asked.

**RESOLUTION:** Cllr. Reigate **PROPOSED** to adopt the amended Financial Regulations 4.1. Cllr. R Evans **SECONDED** and **ALL AGREED.**

**13 21/130 VOLUNTEERING POLICY 2021**

Following approval from Governance and Oversight Committee this policy was being put forward for adoption. No questions were asked.

After discussion, the following was agreed.

**RESOLUTION:** Cllr. R Evans **PROPOSED** that the policy should be adopted. Cllr. Jones **SECONDED** and **ALL AGREED.**

**14 21/131 ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS**

Cllr. N Hamilton-Street gave the background to this item and explained why it was on the agenda. She also gave examples of what had worked well when APC had been working with other parish councils.

She then explained that the committee need to agree to support or agree not to support tonight the reforming of Arun DALC. She also asked that if agreed would the committee be happy for Cllr. N Hamilton-Street to be APC's representative and for Cllr. Reigate to stand in in Cllr. N Hamilton-Street's absence.

After a very short discussion, the following was agreed.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that APC support Arun DALC reforming and that Cllr. N Hamilton-Street and Cllr. Reigate, in her absence, represent APC. Cllr. Harris **SECONDED** and **ALL AGREED**.

**15 21/132 EXPANDING THE CONSERVATION AREA**

Cllr Verrinder gave a brief summary of why this item has come back to this committee. She referred those present to her report and drew everyone's attention to her recommendations.

After discussion, the following was agreed for recommendation one.

**RESOLUTION:** Cllr. Lee Hamilton-Street **PROPOSED** that all areas included in recommendation one are added to the conservation area. Cllr. A Evans **SECONDED** and **ALL AGREED**.

Then the following was also agreed for recommendation two.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that all properties in these areas are written to, and the wider community made aware. Cllr. Jones **SECONDED** and **ALL AGREED**.

Congratulations were given to Cllr. Verrinder for all her hard work.

ADC have a standard template letter that can be used.

Action: Letters to be written and reported in All About Angmering magazine, APC window, noticeboards, Facebook page and website.

**KH**

**16 21/133 COMMUNITY SURVEY RESULTS**

Cllr. N Hamilton-Street talked through the results giving some highlights. One thing that stood out was that residents aged thirty-five and under did not really take part in this survey. The need to engage this demographic and how to do this was discussed.

Action: Compare the age demographic on question one to the age profiling to the parish.

**KH**

Cllr. R Evans commented that he was disappointed in the number of surveys returned, a member of the public asked where it was advertised as they had not seen it or were aware of it. It was discussed where the survey was advertised which was in the All About Angmering magazine, APC window, noticeboards, Facebook page and website.

The survey results will be looked at in detail and the updated Annual Plan be brought to a full council meeting in January/February 2022.

**17 21/134 COMMUNITY GRANT APPLICATIONS**

The 2021/2022 budget for Community Grants is £3,800.

No grant forms have been received this month.

Five grants have been awarded in 2021/2022 and this totals £2,610

The remaining balance is £1,190

No grants have been requested this month.

**18 21/135 2021/2022 FINANCIAL REPORT**

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

Cllr. R Evans signed the reconciliations for November 2021.

**19 21/136 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

No questions were asked however Cllr. Jones reported back on his recent visit with the Committee Clerk to Arun Community Transport.

APC had recently given a grant to the organisation for an additional workstation, this visit highlighted how important this was to them and the benefit it brought to the volunteers and staff. He also reported on the severe lack of drivers and the issues this was causing. A short discussion took place on how APC could help with this such as advertise on their behalf in the All About Angmering magazine and putting flyers in our noticeboards.

Cllr. A Evans updated the committee on the meeting he had just attended at the Angmering Medical Centre which included items such as the need for more volunteers and looking at how things could function better.

Cllr. Verrinder gave a brief update on the County Local Forums she had attended.

**20 21/137 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Planning and Infrastructure Committee – None.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

**21 21/138 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

Cllr. N Hamilton-Street ended the meeting by wishing everyone a Happy Christmas and thanked everyone for their hard work over the last year.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 10 January 2022** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20:47.**

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Chairman

Date.....