



Established 1894

Angmering Parish Council

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The Square
Angmering
West Sussex, BN16 4EA

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E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE ANNUAL MEETING OF THE ANGMERING PARISH COUNCIL HELD VIRTUALLY ON MONDAY 5 MAY 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, John Oldfield, Paul Bicknell and Kevin Haag

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), and 1 member of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; 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.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/001	ELECTION OF CHAIRMAN Cllr. Jones nominated Cllr. N Hamilton-Street to be Chairman. This was seconded by Cllr. Bicknell and unanimously agreed. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN Cllr. N Hamilton-Street will attend the APC Offices to sign the Declaration the following day as this is a virtual meeting.	
2	21/002	ELECTION OF VICE CHAIRMAN Cllr. L Hamilton-Street nominated Cllr. Reigate to be Vice Chairman. This was seconded by Cllr. Haag and unanimously agreed.	
3	21/003	APOLOGIES FOR ABSENCE Apologies were received and approved for District Cllrs. Andy Cooper and Mike Clayden, West Sussex County Cllr. Deborah Urquhart	
4	21/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Verrinder declared a non-pecuniary interest regarding Item 13 on the Action List. No other declarations were made.	
5	21/005	APPROVAL OF MINUTES	

Approval of the minutes of the meeting of the committee from **Monday 12 April 2021** were agreed by all and will subsequently be signed by the Chair.

6 21/006 PUBLIC CONSULTATION

The member of the public commented that APCs communications strategy had moved on leaps and bounds over the last year and that he was disappointed that no other members of the public were present and what could be done differently to change this.

The member of the public then went on to ask if APC would or had ever considered running a Local Lottery. Cllr. N Hamilton-Street believed this had never been considered but would add this to the next CLEW agenda for discussion.

Action: Add Local Lottery to the next CLEW agenda for discussion.

TL

7 21/007 REVIEW OF 2020/2021

Cllr. N Hamilton-Street gave a presentation reviewing 2020/2021. The presentation can be found at the end of these minutes.

8 21/008 FRED ROWLEY AWARDS

Cllr. N Hamilton-Street explained the Fred Rowley Award recognises the achievements of people who voluntarily and selflessly work to improve and enhance the lives of local people.

APC asked the community for nominations, and we are delighted with the number we received and the multiples for an individual.

The last year has been exceptional, we are delighted that we will be awarding 4 awards this year.

Cllr. N Hamilton-Street read out the citations:

- Angmering Medical Centre, Community Centre and Volunteers
- Amanda 'Sparkles' Phillips
- Geoff Gibbs
- Rita Williams

All award winners were congratulated by the committee and APC will be contacting the recipients to arrange how they would like to be presented with their certificate.

9 21/009 FINAL ACCOUNTS 2020/2021

The Clerk presented the information and asked if there were any questions. None were asked.

Cllr. N Hamilton-Street asked if all present were happy for her to sign the Final Accounts, all present agreed.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Final Accounts the following day as this is a virtual meeting.

10 21/010 AUDIT REPORT 2020/2021

Cllr. Haag commented that this was great work and congratulated all involved.

The Clerk advised that the report would now go to the External Auditor. The Clerk then asked if there were any questions. None were asked.

11 21/011 ANNUAL RETURN 2020/2021

Cllr. N Hamilton-Street 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 and then Cllr. N Hamilton-Street read all the statements in turn and confirmed that all present confirmed that they agreed with the statements made.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 1 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

RESOLUTION: Cllr. Reigate **PROPOSED** that Section 1 of the Annual Return was approved and should be signed, Cllr. A Evans **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 1) along with the Clerk the following day as this is a virtual meeting.

12 21/012 ANNUAL RETURN 2020/2021

Cllr. N Hamilton-Street 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.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 2 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

RESOLUTION: Cllr. Verrinder **PROPOSED** that Section 2 of the Annual Return was approved and should be signed, Cllr. Harris **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 2) along with the Clerk the following day as this is a virtual meeting.

13 21/013 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 advised there were not any updates to her report and invited questions.

Before moving on the Clerk commented that 113 Traffic Survey's had been returned with all being completed in full. Details of the outcome would be shared and next steps agreed. The Clerk also advised that a meeting date had been set for a discussion to be held regarding extending the conservation area which would take place on Tuesday 25th May 2021.

- 14 21/014 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
Cllr. Urquhart was unable to attend the meeting. No report had been provided due to Purdah (the period leading up to an election).
- 15 21/015 REPORT FROM THE ARUN DISTRICT COUNCILLORS**
Cllrs. Cooper and Clayden were unable to attend the meeting. No reports had been provided due to Purdah (the period leading up to an election).
- Cllr. Bicknell commented that all ADC councillors would be moving into a committee structure which would present its own challenges and the next full council meeting will determine who sits on which committee, but this would depend on the outcome of the voting on Thursday 6 May 2021.
- 16 21/016 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**
The following councillors have volunteered or asked to remain as members of the following committees:
- Governance & Oversight Committee**
Cllr. L Hamilton-Street, Cllr N Hamilton-Street, Cllr. Verrinder, Cllr. Reigate, Cllr. Oldfield and Cllr. R Evans.
- Planning and Infrastructure Committee (Formerly Housing, Planning and Transport)**
Cllr. N Hamilton-Street, Cllr. Verrinder, Cllr. Oldfield, Cllr. Marsh, Cllr. Harris, Cllr. Bicknell and Cllr. Haag
- Community, Leisure, Employment & Well-Being Committee (Formerly Community, Leisure, Environment and Well-Being)**
Cllr. N Hamilton-Street, Cllr. A Evans, Cllr. Jones, Cllr. Harris, Cllr. Reigate, Cllr. L Hamilton-Street, Cllr. R Evans, Cllr. Bicknell and Cllr. Marsh.
- The Chair and Vice-Chair for each committee will be decided at the relevant meeting and not at this meeting as well as agreeing to the Terms of Reference.
- 17 21/017 APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS**
The following councillors have volunteered or asked to remain as members of the following committees:
- Joint Eastern Arun Area Committee (JEAAC)**
Cllr. N Hamilton-Street plus the Chair for the PI when appointed
- Eastern Arun Parishes Group**
Cllr. N Hamilton-Street plus the Chair for the PI when appointed
- Arun District Association of Local Councils (ADALC)**
Cllr. N Hamilton-Street
- West Sussex Association of Local Councils (WSALC)**
Cllr. N Hamilton-Street and Cllr. Reigate
- Angmering Sports and Recreation Association (ASRA)**
Cllr. Jones

JEAC Highways and Transport Working Group

Cllr. Oldfield

Angmering Village Hall Management Committee

Cllr. A Evans

Littlehampton Health Services Advisory Group

Cllr. Reigate

Angmering Twinning Association

Cllr. Harris and Cllr. R Evans

South Downs National Park Authority

Cllr. Verrinder

Arun District Council Planning & Development Advisory Group

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

Angmering Community Land Trust

Cllr. N Hamilton-Street

18 21/018 CODE OF CONDUCT 2021

The Clerk explained that the document had been amended to work for APC and that one item still needed to be changed but this would be done as soon as possible. Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

RESOLUTION: Cllr. Marsh **PROPOSED** that APC adopt the Code of Conduct for use by APC (with the changed mentioned above made), Cllr. Bicknell **SECONDED** and **ALL AGREED**.

The Clerk advised that copies will be distributed to all councillors along with a sheet to sign stating that each councillor had read the Code of Conduct and will abide by it.

Action: Distribute copies of the Code of Conduct and agreement sheet.

KH

19 21/019 FINANCIAL REGULATIONS

The Clerk advised that this had been taken to the Governance and Oversight Committee and explained that changes that had been made.

Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

RESOLUTION: Cllr. Verrinder **PROPOSED** that APC adopt the Financial Regulations for use by APC, Cllr. Jones **SECONDED** and **ALL AGREED**.

20 21/020 ANNUAL BUSINESS PLAN 2021-2022 PRIORITIES AND UPDATES

It was advised that this had already been approved and Cllr. N Hamilton-Street and the Clerk had been looking at when things should be started.

The councillors were advised that everyone had been linked to an action within the plan and should now be contacting the APC Office Team member they had been paired with (if relevant). If a councillor was

interested on working on additional item/s then they should make the Clerk or Cllr. N Hamilton-Street aware.

The plan will be looked at quarterly and a link to the plan will be sent out w/c 10th May with any relevant updates.

21 21/021 COMMUNITY GRANT APPLICATIONS

No grant requests had been received.

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is £3,440.00.

22 21/022 2020/2021 FINANCIAL REPORT

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

Cllr. Haag agreed to sign the bank reconciliation for April 2021 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

23 21/023 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No meetings had been attended.

24 21/024 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 20 April 2021 via Zoom – None.
- CLEW Committee – held on Wednesday 28 April 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 27 April 2021 via Zoom – None.

25 22/025 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

Before the meeting ended Cllr. A Evans updated the committee on his unsuccessful attempts to engage with Nigel Lynn, Chief Executive Officer of Arun District Council regarding vaccinations and Cllr. Verrinder requested that the latest notes regarding Dappers Lane could be updated on the APC website, the Clerk advised that this had already been done earlier that day.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 14 June 2021**.

The meeting concluded at 20:04.

.....
Chairman

Date.....



ANGMERING
PARISH
COUNCIL
2020-2021

0% Precept Increase for 2021/2022

Home > What's On > Noticeboard > Precept And Budget Approved For 2021-2022

Precept and Budget Approved for 2021-2022

In the Autumn we undertook our first ever online survey to gain your views on aspects of the village that the Parish Council could do. We were amazed at the response, with ideas from young people about what would support the village. Some of the suggestions about helping to improve access to the South Downs National Park. What was as great to see was 73 people who were involved in activities to enhance our village – thank you!

In addition to this we held Councillor consultation sessions to gain their insight into aspirations for the village and community for the financial year and beyond. Everyone found these really positive, with some practical ideas, as well as aspirations that would be supported by a plan for external funding sources to make them come to fruition.

This has enabled us to create our business plan for 2021/22, a Parish Development Plan for 2022 and beyond, as well as a plan for access.

The Council were determined to deliver a balanced and effective budget and during a Full Parish Council meeting held on 15th November the budget was approved and Councillors voted unanimously to **not** increase the precept for 2021/22. This is the first time the precept has been held level for over 8 years, and as Councillors we hope that this helps recognise the challenges that many will be facing in unprecedented times whilst still allowing us to deliver the high standards expected of us.

Please note that whilst Angmering Parish Council have agreed to not raise its precept, your council tax bill may still go up due to other organisations such as Arun District Council, West Sussex County Council and the Police increasing theirs.**

It was unanimously agreed by councillors to not raise the precept for Angmering residents – for the first time in over 8 years.



**CHECK ON
YOUR
NEIGHBOURS**

**FOLLOW
OFFICIAL
GUIDANCE**
WWW.NHS.CO.UK/CORONAVIRUS



**WATCH OUT
FOR SCAMS**

**FIND INFORMATION REGARDING COMMUNITYHELP
AND SUPPORT AT:
WWW.ANGMERINGPARISHCOUNCIL.GOV.UK**

**IF THE PARISH COUNCIL CAN BE OF
ASSISTANCE PLEASE TELEPHONE:
01903 772124
EMAIL: ADMIN@ANGMERING-PC.GOV.UK**



 **Working Together**

Are You In Need of Assistance – If the Parish Council can be of assistance with picking up shopping or prescription, posting letters, urgent supplies or just a friendly chat on the phone then please do not hesitate to call or email the office.

Volunteers– Along with West Sussex County Council and the NHS who are creating a volunteer hub, we are collecting details of people who would like to volunteer to assist people during these uncertain times. If you would like to volunteer, then please call or email the office.
<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/>
<http://goodsamapp.org/NHS>

Keeping Up to Date – Please follow us Online for regular country-wide updates regarding COVID-19 as well as information specific to Angmering. This will include what businesses are offering locally as well as useful information and advice.
Facebook www.facebook.com/AngmeringPC/
Website www.angmeringparishcouncil.gov.uk

Follow Advice



COVID-19 Response

COVID-19 Response - Over 219 people contacted the office to either ask for help or register a loved one.

Over 500 times help was given – which included shopping, food parcels, prescription collection, dog walking, registering for a friendly phone call, collection of library books and dropping of/collection of mail and parcels.

Councillors, staff and volunteers assisted with this effort, and continue to do so.

Angmering Parish Council would like to thank all our volunteers for their assistance.



Blenheim Play Park

Completely refurbished including the planting of new trees in the area. The money earmarked for events in 2020/2021 was moved to cover the cost of the refurbishment so the current reserve for playparks was not affected.

Play Parks

Surveys were sent out to houses in the immediate vicinity of Braeburn and Pippin play areas to gauge such things as usage and suitability as well as asking for suggestions on improving the area and any other relevant comments.

This will feed in to the plan for these areas with the aim of improving the parks APC are responsible for.

The office have also been in contact with ADC for funding towards improving the park at Fletchers Field.

The multi-play unit in Discovery Play Park was vandalised and fully repaired.





Mayflower Park Pond

The walkway around the edge of the pond was damaged and needing attention. A total of 120 planks were replaced. This photo shows the work taking place.



Maintenance

Maintenance – Tree and hedge work along with grass cutting did not stop. Trees in Bramley Green and St Nicholas Gardens were pollarded and hedges were taken down to a manageable level.

Play parks all received their monthly inspections and their yearly external inspection took place as normal. Issues such as overgrown hedges on roads and highways continued to be reported to WSCC along with potholes.

Grass continued to be mowed by our contractor and groundsman. Tree and hedge work was also continued by our groundsman as well as litter picking, play park maintenance, safety checks of the Black Ditch and fly tipping hot spots.



Volunteers

Volunteer Litter Pickers – although delayed due to COVID-19 we persevered and now have over 40 litter pickers all furnished with litter pickers, sacks, gloves, hand sanitiser, sack hoops and hi-vis tabards. Funding was received from CALA Homes for a further 40 litter pickers and 20 hoops. Risk assessments, guidelines and COVID-19 advice given.

Community Allotment – A community allotment has been set up at Honey Lane. A shed was donated as well as lots of tools. Volunteers have signed up and been attending when restrictions allow. 2 sheds, tools, seeds and equipment have been donated. The plots have been cleared and planting has begun.

COMMUNITY ALLOTMENT

We need volunteers to help get this exciting project off the ground and make it fruitful for the community

FOR MORE INFORMATION CONTACT US



Meetings

Meetings – APC continued to hold virtual meetings of Full Council, Community, Leisure, Environment and Well-Being Committee and Housing, Transport and Planning Committee through the pandemic. The prompt set up of Zoom along with meeting procedures and test sessions for all lead to business carrying on as near to normal as possible. Our AGM was also held virtually which led to a new Chair and Vice-Chair being nominated.

Regular catch up sessions between staff and councillors were scheduled as well as aspiration discussions, working group meetings, budget review sessions, survey discussions and many more.

Staff also meet every morning to check in with each other and discuss daily tasks.



The Office

Although the office was closed for some of the pandemic all staff were able to work from home.

As well as all the other projects already shown, during this time we were able to

- Update and write new policies
- Work on updating all our risk assessments
- Pass both our internal and external audits
- Maintain up to date accounts and subsequent reports
- Update our play park inspection process and associated forms
- Answer all email and telephone queries as normal
- Create the monthly newsletter for All About Angmering
- Work on the Angmering Welcome Pack
- Staff were able to work on gaining their ILCA qualification
- Continue to produce all agendas and minutes
- Keep smiles on their faces 😊

After COVID-19 is over, Angmering Parish Council feel that the businesses that have survived and thrived in the village are a testament to the resilience of the community. We are proud to support these businesses and to show what Angmering has to offer. Local - Angmering is Open.

ANGMERING VILLAGE SQUARE

01 The Barbers Lounge	07 Juna	13 Meat in the Square
02 Resourceful Squirrel	08 Cooper Adams	14 CloudBerry
03 Angmering Framing & Stitches	09 Co-Op	15 Fitzalan House Vets
04 Graham Butt	10 The Big Fry	16 Shakques
05 Margaux David	11 Tea in the Square	17 The Lamb at Angmering
06 Maverick Hair Studio	12 Jeffrey's	18 Angmering Parish Council

THE RESOURCEFUL SQUIRREL
 Home to Angmering and being known to be a part of the community, a coffee house and more for the Big Square.
 With a keen interest in the history of the village, we have a range of products for sale, a coffee or local cake are a great and friendly atmosphere.
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 Please call 07882 446120 if you need to shop outside these hours.

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 MON - SAT 9.00 - 4.00

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Grant Funding

Grants were successfully applied for from WSCC for Operation Watershed Funding to address the flooding of Cow Lane, and then allowing for \$106 money to be spent refurbishing the lane.

Grant funding was also applied for to supply hand sanitiser stations, a shop local map and also advertising in All About Angmering to help promote Angmering shops and businesses.

APC Grants – we also give out grants and in total gave out £6,5000. This included grants to The Angmering School for their small holding, 1st Angmering Scouts, St Barnabas Hospices, Angmering In Bloom, CAB, 4Sight, Angmering Cricket Club, The Poppy Club and Victim Support



Planning

Several extensive comments/letters were written on the South of Water Lane development and submitted to ADC with the help of local residents. All planning applications sent to the office for comment were taken to committee and comments agreed. APC councillors represented Angmering at Development Control Meetings held virtually by Arun District Council. Work continues with officers from ADC regarding compliance issues on several sites within Angmering.

Angmering Parish Council will continue to work hard for the residents and put forward their concerns regarding flooding, over development, Angmering heritage/conservation and infrastructure within the village.

APC meetings are open to all and we continue to encourage residents to attend.



West Sussex County Council and Arun District Council

Dappers Lane Working Group – A small group of councillors and residents of Dappers Lane formed a working group to discuss potential issues surrounding the lane and increased housing numbers. Several reports have been written and correspondence has been sent to WSCC. Discussions are taking place during HTP meetings and any updates given. This group continues to work extremely hard and want to make sure that lives are not negatively impacted by the increase in traffic to the area.



West Sussex County Council (WSCC) and Arun District Council (ADC) – We continued to liaise direct with both WSCC and ADC regarding safety issues on the Bramley Green cycle path, planning applications and compliance issues with development sites, use of CIL money, potholes, fly tipping, issues with Fletchers Field play park, road signs, overgrown bushes/trees and much more.

ESSENTIAL LOCAL CONTACTS



APC Office - We continue to advise residents to use the Love West Sussex app to report issues and have had many successes by reporting things this way.

The office produced an “Essential Local Contacts” leaflet as a result of lots of queries, this is available on our website and in hard copy from the office.

Christmas

Despite the restrictions we were still able to light up Angmering with a bigger tree, more lights and the addition of extra trees outside of many of the shops in the village and at Downs Way. The Memory Tree event was not able to be held but we distributed a tag to every house in Angmering so that residents could still put a memory of a loved one or a wish for 2021 on the tags and either hang it on their own tree at home or on the tree in the village.



VIRTUAL PUMPKIN COMPETITION

Open for entries from
Monday 26 October to Friday 30 October

1st prize of £15 Amazon voucher for the
winner in each class

1st's for Angmering Parish Council

Virtual Pumpkin Completion – held the first competition of this kind for APC and it was launched on Facebook. It was very well “attended” with pumpkin pictures coming in from all ages. The pictures were then put on Facebook for residents to vote on their favourite of 3 age categories, with prizes for the winners.

Terracycling – One councillor bought this idea to the council and has continued to support it throughout the pandemic. When the office reopens the collection box will be in use again.

Countryfile – due to the amazing work done by villagers, Angmering featured on Countryfile for their Christmas special. APC volunteer Daniel and resident Stanley were seen in the programme. APC staff had the pleasure of liaising with BBC staff to assist with their visit.

collecting for recycling, any

Crisp, popcorn, pretzel and nut pack

Biscuit, cracker and cake wrappers



Chocolate and sweet packaging

by food pouches (including cans) and c



ANGMERING
PARISH
COUNCIL
2020-2021