

**MINUTES OF A MEETING OF ANGMERING PARISH COUNCIL HELD IN THE ANGMERING COMMUNITY CENTRE ON MONDAY 14<sup>TH</sup> DECEMBER 2009.**

**Present:** Councillor Jon Allcock  
Councillor Paul Bicknell  
Councillor Jenny Bos  
Councillor Julia Graham  
Councillor Paul Hankinson  
Councillor Philip Leverick  
Councillor Steven Mountain  
Councillor Nigel Nunn (Chairman)  
Councillor Trish Stephenson  
Councillor Pat Turner  
Councillor Chris Verrinder  
Councillor Sylvia Verrinder  
Councillor Tim Walder

**In attendance:** West Sussex County Councillor Deborah Urquhart and 22 members of the public.

**09/93            APOLOGIES FOR ABSENCE**  
Arun District Councillor Dudley Wensley  
PCSO Neil Billingham

**09/94            PARISH COUNCIL ELECTION RESULT**  
The Chairman summarised the result of the casual vacancy by-election and introduced Mr. Philip Leverick as the new councillor. Councillor Leverick had forwarded his Register of Interests and signed his Declaration and was therefore able to take a full part in this meeting.

Councillor Leverick offered his comments on what he believed were the messages contained within the election result. These were:

- Around 1000 voters turned out which showed that there was a lot of interest in the activities of the Parish Council, and within this he obtained a reasonable majority of the votes.

- Having canvassed on the platform of improving communication between the Council and the electorate, this should be the aim of the Parish Council.
- Contact details of Parish Councillors should be published on the Council website
- Minutes should be more informative.
- Consultation with the electorate should be undertaken on a regular basis, which could be done without much expense.

**09/95            DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

None

**09/96            APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2009.**

On a proposal by Councillor Sylvia Verrinder, seconded by Councillor Bicknell, it was **Resolved** to accept the minutes of the Parish Council meeting of 9<sup>th</sup> November 2009 as a correct record and the minutes were duly signed.

**09/97            APPOINTMENT OF CLERK TO THE PARISH COUNCIL**

The Chairman introduced Mr. Rob Martin as the new Clerk to the Parish Council following his appointment, effective from Monday 23 November 2009.

The Clerk outlined his vision for the Parish Council, being that of openness and availability. Councillors and members of the public should be able to contact the Clerk more easily, now that his working hours had been extended to include attendance in the afternoons.

**09/98            CHAIRMAN'S REPORT**

The Chairman had little to report except to say that, although the new Clerk was full-time, the Parish Council office hours would remain for the time being the same as before, being open from 9am to 1pm every weekday morning.

**09/99            PUBLIC SESSION**

The meeting was adjourned at 7.45pm in order to take questions from the public. Questions from the public included:-

- Whether the Community Centre acoustics problems were being addressed.

The Chairman stated that sound readings had been undertaken and a report on them was awaited, which would be submitted to Hamsons. Once this report had been received the Parish Council would be consulting on what would be done and who would pay for it. The Parish Council position would be that this was a design problem and would not be additional cost to the Council Tax Payer.

- What could be done to improve the school bus arrangements at the turning circle at the end of Rowan Way?

Councillor Bicknell requested from County Councillor Deborah Urquhart a list of all School Bus routes, drop-off points and timetables.

- Various Highways Matters

Comments were made about the pinch-points, an extension to the 20mph speed limit zone and heavy vehicles using the village as a short-cut. All of these issues were being addressed by the Parish Council Highways Committee, the conclusion of which would be noted on the website in due course.

The meeting was reconvened at 8.20pm

**09/100**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Mrs. Urquhart outlined the current position on a number of matters:-

- The County Council has enough salt for 40 consecutive days of application.
- Awards have been won by West Sussex CC for its recycling schemes.
- Shoreham Harbour has been put forward under the Eco-Towns scheme. The County Council opposed the Eco-Towns concept.
- The County Council is trying to save £50m from its budget. Particular attention is being given to the Children's/Young Peoples budget.
- There is a consultation being undertaken on the restriction of parking in Downs Way.
- She advised the PC that posts should be installed on verges to avoid damage caused by parked vehicles.
- The make-up of the South Downs National Park Authority had been decided with the result that the just 6 Parish Council representatives for the 179 Parish within the Park – the deadline for applications was 18 December 2009.
- There had been a review of school bus provision with some buses being directed onto the A259 instead of coming through the village. Councillor Mountain stated that without more time being allowed for these routes these changes would not work.

**09/101**

**REPORT FROM ARUN DISTRICT COUNCILLORS**

As the only District Councillor present, Councillor Bicknell had nothing further to report.

**09/102**

**REPORT FROM SUSSEX POLICE**

In the absence of a Police representative, the Clerk read a report on activities during the month of November 2009. (Appendix A attached)

**09/103**

**REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

1. **Joint Downland Area Committee** – nothing to report.
2. **Joint Eastern Arun Area Committee** – the meeting scheduled for 23 November had been cancelled.

3. **Arun Eastern Parishes Group** – Councillor Mountain reported that, as part of the budget cuts being considered by Arun District Council, their funding towards the graffiti removal service run by Littlehampton Town Council was to be stopped. It was expected that Littlehampton would contact each of the participating parishes to request funds, which would be the subject of a report to the relevant Parish Council committee.
4. **ASRA** – nothing further to report.

09/104

#### **MINUTES OF COMMITTEES**

1. **Policy and Finance Committee** – the draft minutes of the Policy and Finance meeting on 24<sup>th</sup> November were received.
2. **Joint Environment and Leisure Committee** – the draft minutes of the joint meeting of Environment and Leisure Committees on 4<sup>th</sup> November were received.
3. **Highways Committee** – The draft minutes of the Highways Committee meeting on 11 November 2009 were received.
4. **Planning and Conservation Committee** – the minutes of the Planning and Conservation Committee meeting on 27<sup>th</sup> October 2009 were received, as were the draft minutes of the meeting on 17<sup>th</sup> November 2009.

09/105

#### **HONEY LANE IMPROVEMENT**

The Clerk had circulated a report to members as follows:

The Highways Committee has agreed to construct the proposed pathway in Honey Lane, and this report is to confirm the processes that are required to enable this. It is proposed that the project is undertaken during the half-term week in February 2010, a timescale that does not allow for a full tendering process to be carried out.

Councillor Bicknell has obtained quotations from two contractors which indicate that the overall cost of this scheme would be in the order of £14,000 and he is proposing that, rather than preparing full tender documents and advertising in the manner required by Financial Regulation 10(b) for contracts greater in value than £6,000, the Council invoke Standing Order 74 to suspend Standing Orders and allow the contract to be let by the receipt of three competitive quotations.

The proposed financing of the project is to vire from the following budgets:-

£5,895 from the **Reserve** set up to fund the **Honey Lane** project.

£2,000 from a **Grant** offered by Arun District Council

£6,000 from the budget set aside for **New Lighting** columns – the project includes 2 columns

£2,000 for the **Village Gates** budget

Up to £2,234 from the Highways Committee **Village Enhancement** budget

This gives a total available in excess of £18,000, which will more than cover the expected cost.

There is work for the staff to do to achieve this project, the footpath will have to be diverted, the quotations will have to be obtained etc. In order to meet the proposed deadline, work needs to start immediately.

On a proposal by Councillor Nunn, seconded by Councillor Bicknell it was **Resolved** to set side Financial Regulation 10(b) to be able to let the contact for this scheme on the basis of requesting three quotations, rather than tenders.

09/106

#### **FINANCIAL REPORT TO 30 NOVEMBER 2009**

- 1. Income and Expenditure by Committee** – The Clerk had circulated a revised reporting format with the latest data shown. The purpose of the revisions to the analysis was to clearly show a complete picture of the position at any given time showing original budgets, subsequent virements and income/expenditure to date. A more detailed analysis of the relevant budgets would be presented to each committee. This analysis was produced in a spreadsheet format, but the intention is to produce it automatically from the accounting system by changing coding and reporting mechanisms.
- 2. Virements to give effect to Council decisions** – the analysis given included examples of virements which showed the effect of the changes in budget made necessary by the decision to carry out the Honey Lane project as detailed in minute 09/105 above. All future reports would have the budgetary implications included to ensure that proper financial control was exercised.
- 3. List of cheques for November 2009** – the list of cheques had been circulated prior to the meeting (see Appendix B attached). The cheque payments were noted.

09/107

#### **TO AGREE THE PRECEPT FOR 2010/2011**

At its meeting on 24 November Policy and Finance Committee had considered the Budget for 2010/2011 and had proposed that a Precept for the year of £220,914 be raised.

The Clerk advised that, when considering the precept requirements, it was important that appropriate consideration be given to the level of General Fund balance available, and to set a target for it at the time of budget preparation. The suggested target should be at least 50% of the precept level, but not more than 100%. This would equate to a minimum target balance of £100,000 to £110,000 to enable the changes that occur in the Parish Council's priorities in the period of concern can be accommodated. Allied to this is the requirement for the Earmarked Funds to be for known projects, with an achievement plan in place and not just for items that might occur at some time in the future.

On a proposal from Councillor Nunn, seconded by Councillor Bicknell, it was unanimously **Resolved** that the precept be set at £220,914 for the 2010/2011 financial year.

The Clerk concluded that now that the precept had been determined he would be able to revise the **Budget** for the year in question taking into account known changes to the analysis and focussing on the effect on the expected General Fund balances. The budget would be agreed by the P & F and Parish Council meetings in January 2010 and would be published on the Parish Council website.

**09/108 TO CONSIDER ANY MATTERS OF URGENCY, SO CERTIFIED BY THE CHAIRMAN.**

**Community Centre** – concerns were expressed at rumours circulating regarding matters relating to the Community Centre Management Committee. It was reported that a meeting of the Committee would take place on Monday 21<sup>st</sup> December 2009 after which the position would be clarified.

**09/109 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 25<sup>th</sup> January 2010 at 7:30 pm in the Angmering Community Centre.

The meeting ended at 9.20pm

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Chairman

Date.....