

# TANGMERE PARISH COUNCIL



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## MEMBERS OF TANGMERE PARISH COUNCIL ARE HEREBY SUMMONED:-

TO A MEETING OF THE COUNCIL TO BE HELD AT  
**7.30PM ON THURSDAY, 5 MARCH 2020**  
IN THE SMALL HALL, TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

*ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME TO ATTEND,  
BUT MAY ONLY SPEAK AT THE INVITATION OF THE CHAIRMAN.*

1 March 2020

Louise Steele - Parish Clerk

## AGENDA

- 1. Apologies**  
To receive and approve apologies for absence
- 2. Declarations of Interest**  
To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.
- 3. Public Participation**  
Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.
- 4. Agency Reports**  
To consider the reports as detailed below:
  - i. Community Wardens' Report (report to be tabled at the meeting)
  - ii. County and District Councillor's Report
- 5. Minutes**  
To approve as an accurate record the minutes of the meeting held on 9 January 2020 and the extraordinary meeting held on 23 January 2020 (attached to this agenda).
- 6. Minutes & Reports from Committees**  
To receive the draft minutes and oral reports from Committee Chairman for the meetings indicated (attached to this agenda):

|                          |                  |
|--------------------------|------------------|
| Environment Committee    | 21 January 2020  |
| Village Centre Committee | 30 January 2020  |
| Finance Committee        | 11 February 2020 |

**7. Action Points**

To note progress on Action Points (from meetings of the Council and its Committees) for the civic year to date. (Summary of Action Points to be tabled at the meeting.)

**8. Correspondence**

To note correspondence received and consider whether any of the correspondence should form an agenda item at a subsequent meeting. The list of correspondence to be tabled at the meeting.

**9. Planning**

To consider the Council's observations on the following planning applications:

**20/00195/DOM**

[Two storey side extension with the addition of a dormer to rear roof face, internal alterations to create a family annexe. New car port to rear garden.](#)

1 Caedwalla Drive Tangmere PO20 2HJ

**20/00252/TPA**

[Re-pollard \(back to previous points\) on 1 no Lime tree \(marked on plan as T1, TPO'd as T27\) subject to TG/91/01021/TPO.](#)

18 Middleton Gardens Tangmere PO20 2JD

**20/00339/TPA**

[Reduce height by up to 5m \(back to old wound points\), reduce widths by 2m \(all round\) and thin by 15% on 1 no. Whitebeam tree \(T7\) and 2 no. Lime trees \(T8 & T9\). All 3 no. trees subject to TG/91/01022/TPO.](#)

12 Merlin Close Tangmere Chichester West Sussex PO20 2WA

**10. Tangmere Master Plan and Outline Planning Application**

Members to note the correspondence between the Chairman of the Council and the Council's Planning Adviser (attached as a confidential supporting paper).

Further the Council to agree its ambitions for an ongoing role in the ownership/management of community facilities arising from the strategic development.

**11. Banking Arrangements**

In accordance with Financial Regulation 5.1 which says: "The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council", the Clerk, acting in her role as RFO, recommends that all the Council's bank accounts be moved from the Royal Bank of Scotland (which bank has been urging the Council to switch accounts) to Unity Trust Bank.

Further, the RFO recommends that full use be made of internet banking and that, at the point the new accounts are set up, five individuals be authorised as signatories of the new accounts. Two officers, the Clerk/RFO and the Parish Administrator to be given access to view all accounts and to set up payments; and three Councillors, Cllrs Beach, Birkett and Irwin to be given access to view all accounts and to authorise payments. All payments to have three stage authorisation with one officer setting up the payment and two Councillors authorising. Transfers between accounts (where no money is leaving the accounts overall) to be set up and authorised by the RFO or the Parish Administrator acting on the RFO's instruction.

The Clerk to be set up as the main contact for the accounts and the Parish Administrator to be set up as the account administrator.

These arrangements to be subject to review and any additional signatories to added after the accounts are set up.

Bank charges for the new accounts are quoted as £6 per month for each current account and 15p per debit or credit transaction. Currently there is no budget for bank charges and the costs of £100-£150 per current account to be met from reserves in year one.

**12. Amendment to Financial Regulations**

To consider a suggested amendment to Financial Regulation 6.14 to reflect the recommendations made above.

Currently Financial Regulation 6.14 reads as follows:

“Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.”

It is suggested that this be amended to read as follows:

“Where internet banking arrangements are made with any bank, the Clerk shall be identified as the main contact for the bank and the Parish Administrator appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.”

**13. Financial Procedures for making Payments with Internet Banking**

To consider a procedure note for the making of payment using internet banking. The note is circulated separately as a confidential supporting paper.

**14. Communication about Flooding/Drainage**

To consider what should be communicated to residents about flooding and drainage in the village and where responsibility lies.

**15. Amendment to Meeting Dates**

To consider three proposed amendments to meeting dates:

Finance Committee to move from 7 April 2020 to 14 April 2020

Finance Committee to move from 15 December 2020 to 8 December 2020

Full Council to move from 14 January 2021 to 21 January 2021

A revised schedule of meetings is attached

**16. Information about the Public Works Loans Board (PWLB)**

To note the contents of a recent letter from the PWLB.

**17. Date of next meeting**

The next ordinary meeting of the Council is scheduled to be held on Thursday 5 March 2020. It may be necessary to consider a date for an intervening extraordinary meeting.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council may wish to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business to be transacted.

**18. Website**

To consider a confidential report (circulated separately as a confidential supporting paper) about the quotes received from potential website suppliers and a recommendation from the Clerk and Cllr Stanbridge as to the supplier to be used.

# TANGMERE PARISH COUNCIL



## MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9 JANUARY 2020

**Present:**

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), David Blythe, Simon Oakley, James Stanbridge, Trevor Ware

**In attendance:**

Louise Steele - Clerk

| No. |   | ACTION |
|-----|---|--------|
| 226 | <p><b>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</b><br/>Apologies were received from Councillors Kate Beach, Kirsten Lanchester and Paul Spencer-Ellis.</p> <p>The Chairman reported that he had received the resignation of Councillor Hilton, he thanked Councillor Hilton for her work on the Council. The Clerk was asked to take the steps necessary to declare the vacancy and inform Chichester District Council.</p>  | Clerk  |
| 227 | <p><b>AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS</b></p> <p>Cllr Irwin declared a non pecuniary interest in Agenda Item 9 – planning application 19/03136/TPA on the grounds that the property is close to his home.</p> <p>Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council.</p> <p>Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on the planning application at Agenda Item 9 under consideration by Chichester District Council due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification.</p> <p>.</p> |        |
| 228 | <p><b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b><br/>There was none.</p>  |        |
| 229 | <p><b>AGENDA ITEM 4 – AGENCY REPORTS</b><br/>The following reports were received.</p> <p>i. Community Wardens' Report<br/>There was no report Community Wardens because the Clerk had neglected to request one. Matters relating to antic social behaviour in the village were raised which the Clerk was asked to discuss at the next meeting with the wardens.</p>  |        |

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|     | <p>ii. County and District Councillor's Report<br/>Councillor Oakley reported orally on a number of matters including the budgetary pressures on the principal authorities.</p>  |  |
| 230 | <p><b>AGENDA ITEM 5 – MINUTES</b><br/>The minutes of the meeting held on 7 November 2019 were approved as an accurate record and signed as such by the Chairman.</p>   |  |
| 231 | <p><b>AGENDA ITEM 6 – MINUTES &amp; REPORTS FROM COMMITTEES</b><br/>The draft minutes and oral reports from Committee Chairmen for the following meetings were received.<br/>Environment Committee – 19 November and 10 December 2019<br/>Village Centre Committee – 26 November 2019<br/>Finance Committee – 10 December 2019</p>   |  |
| 232 | <p><b>AGENDA ITEM 7 - ACTION POINTS</b><br/>No summary of action points had been produced for the meeting but Members noted progress on action points as recorded in the minutes received above. Progress, and in certain cases, lack of progress was noted.</p>   |  |
| 233 | <p><b>AGENDA ITEM 8 – CORRESPONDENCE</b><br/>There was none.</p>   |  |
| 234 | <p><b>AGENDA ITEM 9 – PLANNING</b><br/>Members considered the Council's observations on the following planning applications and commented upon them as shown:</p> <p><a href="#">19/02941/DOM</a><br/>Installation of a wooden gate into existing chain-link fence to rear boundary.<br/>Spinney Cottage Tangmere Road Tangmere PO20 2HW</p> <p><b>Tangmere Parish Council objects to this application. The Parish Council is aware that it struggles to find a material planning consideration within which to frame its objection but would observe that it is the owner of the Recreation Field to which the proposed gate would provide access. The Parish Council has not granted, and will not grant, rights of access to the Recreation Field through this gate.</b></p> <p><a href="#">19/03136/TPA</a><br/>Fell 2 no. Horse Chestnut tree (T2 and T5), subject to TG/78/01012/TPO<br/>Gate House Chestnut Walk Tangmere Chichester West Sussex PO20 2HH</p> <p><b>Tangmere Parish Council objects to the felling of a healthy tree and feels that the front garden tree should not be felled but has no objection to the felling of the back garden tree.</b></p> |  |
| 235 | <p><b>AGENDA ITEM 10 – TANGMERE MASTERPLAN</b><br/>Members considered the Developer's response to the Parish Council's observations on the Masterplan 19/02836/MAS noting that on 8 January 2020 Chichester District Council had endorsed the broad approach proposed for the development of the Tangmere Strategic Development Location (SDL) as set out in the draft Masterplan dated November 2019.</p>   |  |

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|-----|---|--|
|     | <p>Members expressed their disappointment at the Developer's refusal to undertake a traffic impact assessment of both the through road and non-through road options for Malcolm Road.</p> <p>Council resolved to seek written advice from the Council's planning consultant and once that had been received to hold an extraordinary meeting to discuss the following:</p> <ul style="list-style-type: none"> <li>• Whether to request a traffic impact assessment prior to the publication of the outline planning application;</li> <li>• How to progress the issues regarding the community facility either in the new development or as an extension of the existing Village Centre; and</li> <li>• How to press for a comprehensive Cycle route that has connectivity to Barnham and has a sensible terminus in Chichester.</li> </ul> |  |
| 236 | <p><b>AGENDA ITEM 11 – BUDGET AND PRECEPT FOR 2020/21</b></p> <p>Members considered the draft budget for the financial year 2020/21 and the level of precept for the same year. Members considered matters of principle and agreed that the precept should increase by a sum sufficient to cover the costs of increased staffing years, but that other increased costs should be covered by drawing from the General Reserve.</p> <p>It was agreed that the final decision on setting the precept should be deferred to an extraordinary meeting at which Councillors should have time to considered detailed budget papers.</p>  |  |

**Date of next ordinary meeting:** 5 March 2020

**Chairman:**

**Date:**

# TANGMERE PARISH COUNCIL



## MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 23 JANUARY 2020

**Present:**

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Kate Beach, David Blythe, Kirsten Lanchester, Simon Oakley (arrived at 19.09), and James Stanbridge

**In attendance:**

Louise Steele - Clerk

| No. |  | ACTION |
|-----|--|--------|
| 251 | <b>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</b><br>Apologies were received from and Paul Spencer-Ellis.   |        |
| 252 | <b>AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS</b><br><br>Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council.   |        |
| 253 | <b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b><br>There was none.   |        |
| 254 | <b>AGENDA ITEM 4 – BUDGET AND PRECEPT FOR 2020/21</b><br>Members considered the draft budget for the financial year 2020/21 and the level of precept for the same year. It was agreed that the amount to be drawn from General Reserves be reduced by £850 by deleting the contribution to the earmarked reserve for Elections.<br><br>It was further agreed that as a matter of policy the Council will hold earmarked reserves only for those items that can be realistically foreseen and that General Reserves will cover non predictable expenditure. Upon the proposal of Cllr Irwin, seconded by Cllr Birkett it was agreed, nem com, that the precept for 2020/21 be set at £79,293.<br><br>The staff team was thanked for their work in assembling the budget papers. |        |

**Date of next ordinary meeting:** 5 March 2020

**Chairman:**

**Date:**

# TANGMERE PARISH COUNCIL



## Minutes of the Environment Committee Meeting held at 7.30pm on 21 January 2020 in the Committee Room

### Present:

Councillors- Kirsten Lanchester, Roger Birkett, David Blythe, Andrew Irwin, Simon Oakley and Paul Spencer-Ellis

### In attendance:

Louise Steele – Clerk to the Council  
Dulcie Oliver – Allotments Committee

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| 237 | <b>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b><br>Apologies for absence were received from Cllrs Kate Beach and Trevor Ware.   |  |
| 238 | <b>AGENDA ITEM 2- DECLARATIONS OF INTEREST</b><br><br>Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSCC) in matters on the agenda in general.<br><br>Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on the planning applications at Agenda Item 8 under consideration by Chichester District Council due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification.<br><br>Cllr Irwin declared a non-pecuniary interest in Agenda Item 8, planning application 19/02846/DOM on the grounds that he has received a neighbour consultation letter from the planning authority. Councillor Irwin remained in the |  |
| 239 | <b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b><br>There was no public participation.  |  |
| 240 | <b>AGENDA ITEM 4 – MINUTES</b><br>The minutes of the meeting held on 19 November 2019 and the extraordinary meeting held on 10 December 2019 were approved as an accurate record and signed as such by the Chairman.   |  |
| 241 | <b>AGENDA ITEM 5 – ALLOTMENTS</b><br>Mrs Oliver presented her report which was received. It was noted that there are currently 3 vacant plots. It was agreed that Mrs Oliver would check whether the carrier of the manure brought to the allotment site has a waste carrier's license.  |  |
| 242 | <b>AGENDA ITEM 6 – ACTION POINTS</b><br>Members considered a summary of action points and heard updates on progress against those action points.   |  |
| 243 | <b>AGENDA ITEM 7 – CORRESPONDENCE</b><br>Members noted a letter received from Gillian Keegan MP congratulating the Parish Council on being awarded a grant of £6,857 from CDC New Homes Bonus Parish Allocations Scheme 2019 for some new equipment to maintain the cricket pitch in the   |  |



|     |   |   |
|-----|---|---|
|     | Recreation Field.   |   |
| 244 | <p><b>AGENDA ITEM 8 – PLANNING</b></p> <p>Members considered the Committee’s observations on the planning applications listed below and commented on them as shown:</p> <p><a href="#">19/02896/DOM</a><br/>Conversion and extension of existing detached garage as annex (ancillary accommodation to the main dwelling)<br/>Willowdene 1 Tangmere Road Tangmere PO20 2HW</p> <p><b>No Objection</b></p> <p><a href="#">19/02846/DOM</a><br/>Erection of two storey and single storey rear extension and porch to the front. Installation of ground floor windows to the front and side and second storey window to the side.<br/>87A Cheshire Crescent Tangmere PO20 2HT</p> <p><b>Tangmere Parish Council objects to this application on the grounds that the proposed porch brings development in front of the existing building line and is out of keeping with the street scene. The proposal results in a bulky building of incoherent design.</b></p> <p>Members noted a list of planning decisions by the Planning Authority in relation to applications previously considered by this Committee.</p> |   |
| 245 | <p><b>AGENDA ITEM 9 – THE RECREATION FIELD</b></p> <p>It was agreed that Cllr Irwin would lead on obtaining a specification for the construction of a bund around the Recreation Field; he and Councillor Birkett would seek quotes and the Clerk would seek S106 funding (with the fallback of being able to use Community Infrastructure Levy should S106 not be forthcoming).</p> <p>It was further agreed that M H Kennedy &amp; Son Ltd be asked to quote for weed treatment of the whole Recreation Field. Cllr Birkett to request the quote.</p>   | <p><b>Cllr Irwin</b></p> <p><b>Cllr Birkett</b></p> <p><b>Clerk</b></p> |
| 246 | <p><b>AGENDA ITEM 10 – SIGNAGE RE DOG FOULING</b></p> <p>It was agreed that the Clerk should ask the Community Wardens if they can source, as they have previously, signs about dog fouling for display around the village.</p>   |   |
| 247 | <p><b>AGENDA ITEM 11 – LAND AT LYSANDER WAY AND WYVERN CLOSE</b></p> <p>Members received the update report on maintenance and landscaping of land at Lysander Way and Wyvern Close. It was noted that any decision on maintenance of trees would be made until after the tree survey is received. However, additional clearance at Lysander Way should be completed and the area planted with wild flower seeds.</p>  |   |
| 248 | <p><b>AGENDA ITEM 12 – FUNDING FROM PRINCIPAL AUTHORITIES</b></p> <p>a) Operation Watershed (WSCC)<br/>Members noted that there is a cumulative underspend of £3990.64 against Operation Watershed projects. It was resolved that these underspends should be declared to WSCC and permission sought to apply the funds in extending the projects already authorised and to undertake further camera work and root clearance outside Tangmere House, in Church Lane and in Garland Square.</p>  | <p><b>Clerk</b></p>   |

|            |   |  |
|------------|---|--|
|            | <p>b) NHB (CDC)<br/>Members noted that a cumulative underspend for projects in 2016 &amp; 2017 had been declared to Chichester District Council and that the Clerk hoped to apply to apply some of that underspend against additional tree planting. The Clerk gave an update on all 2018 projects (largely complete) and progress on 2019 projects.</p> <p>c) S106 (CDC)<br/>The Clerk reported that she had claimed the S106 funding agreed for Improvements to the Village Centre and that the money should be received shortly. She further reported that she had applied for S106 Sports and Leisure funding as a contribution to the Youth Play Equipment project also funded by NHB.</p>                                     |  |
| <b>249</b> | <p><b>AGENDA ITEM 13 – RESPONSE TO BOXGROVE PARISH COUNCIL</b><br/>Members considered the email received from Boxgrove Parish Council on 13 December 2019 and agreed that any response would be deferred until after this Parish Council had further considered the Masterplan.</p>   |  |
| <b>250</b> | <p><b>AGENDA ITEM 14 – OTHER MATTERS</b><br/>The matters below were discussed as shown:</p> <ul style="list-style-type: none"> <li>a) Speedwatch &amp; Portable SIDS – SIDS to be installed on 24 January; the Clerk to present a draft schedule for rotation of the SIDS</li> <li>b) Street Lamp at Jerrard Road - no improvement so far</li> <li>c) One Stop and Post Office – no further update</li> <li>d) Reinstatement of the daffodils on the bend opposite Museum – Clerk in process of applying for a license to plant</li> <li>e) Ownership of land at Bishops Road – Clerk has made a Freedom of Information request of the Ministry of Defence</li> <li>f) Bus shelters – no update</li> <li>g) Dukes Meadow</li> </ul> |  |

**Date of next meeting: – 17 March 2020**

**Chairman:**

**Date:**



|            |  |  |
|------------|--|--|
|            | Members considered expenditure and income to 31 December 2019 and information relating to outstanding debtors. It was noted that the loss of the regular income from the closed pre-school group income continued to have an impact on the budget position, and that expenditure was exceeding the budget. Outstanding debtors were reviewed and the Clerk reported that a County Court Judgement had been obtained against one debtor who had not paid.   |  |
| <b>262</b> | <p><b>AGENDA ITEM 8 – COMPLIANCE – HEALTH &amp; SAFETY</b></p> <p>The compliance documentation and records of health and safety checks were on the table for Members to inspect.</p> <p>The Clerk reported that, at the request of the Youth Club, the Clerk carried out an evacuation of the Village Centre in the early evening of Tuesday 8th January 2020. The Clerk raised questions about the clarity of evacuation arrangements and the siting of the assembly point. The Committee concluded that evacuation arrangements should be better documented and included in the new Village Centre hire agreement (see Minute 263 below) and that the assembly point should remain as the car park adjacent to the garage – the car park is firm underfoot and well lit, no alternative site is good enough.. It was further concluded that signage for the assembly point should be improved and 5 mph signs erected in the car park.</p> |  |
| <b>263</b> | <p><b>AGENDA ITEM 9 – VILLAGE CENTRE HIRE AGREEMENT</b></p> <p>Members agreed that a new hire agreement should be drafted for the Village Centre based on the guidance provided by the Action in Rural Sussex (AiRS) Village Hall &amp; Community Buildings Advisory Service. The Clerk was granted delegated authority to draft the agreement, in consultation with Members of the Committee.</p>   |  |
| <b>264</b> | <p><b>AGENDA ITEM 10 – FOOD REGISTRATION CONFIRMATION</b></p> <p>Members noted the contents of a letter received from Chichester District Council confirming the food registration of the Village Centre.</p>  |  |
| <b>265</b> | <p><b>AGENDA ITEM 11 – PROJECTS</b></p> <p>Members considered the projects as listed below and received updates as indicated:</p> <ul style="list-style-type: none"> <li>a) External water bottle refill fountain</li> <li>b) Brick paving of the front area –power-washing to take place in the spring</li> <li>c) Accessible toilet – project complete</li> <li>d) Village café – no further update</li> <li>e) The “Saints” land – discussed above at Minute 259</li> </ul>   |  |
| <b>266</b> | <p><b>AGENDA ITEM 12 - OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>The Clerk raised the matter of the possibility of the Lions Club supporting the Youth Club by promoting a project that might be carried out without charge by a local contractor.</p>   |  |

**Date of next meeting: 31 March 2020**

Chairman: .....

Date: .....

**VC MANAGEMENT REPORT (30/01/20):**

1. Car park potholes addressed.
2. Loft ladder checked and okay.
3. Camera Club cupboard light replaced under warranty, will fit ASAP.
4. New Main Hall chair stacker ordered.
5. Soundproofing quotes still ongoing.
6. Kitchen dual range cooker in need of repair.
7. Request for more comfortable Small Hall folding chairs received /scoping options.
8. Power washing and levelling VC slabs in hand.
9. Fire door blind in Main Hall put back..

Draft

## Tangmere Village Centre User Group

### Draft minutes 8th January 2020

Present: Judy Simnett (chair), Jan Cooper, Fiona Jackman, Roger Birkett, Jo Irwin, Jo Tricklebank

Apologies: None

Matters arising from November User group: Loft ladder installed, needs adjustment Roger to check.

Stage flooring still awaiting 3rd quote

Notice board still outstanding

2 new tables delivered

2nd Chair stacker to be ordered

Matters arising from last VC committee: Sound proofing ongoing? To include hub

Water fountain in progress

Power cleaning in progress

Village centre defects: Small oven door needs attention

1 roller blind missing in main hall

Some chairs in small hall have plastic coming through. ? To order folding chairs on a trial basis.

Light in camera club cupboard in hand

Other business: proposed dates for village fairs 2nd May, 28th November.

Next meeting Wed 11th March

# TANGMERE PARISH COUNCIL



## Minutes of the Finance Committee Meeting held on 11 February 2020 in the Committee Room

**Present:** Councillors Andrew Irwin (Chairman), Roger Birkett, Simon Oakley and James Stanbridge

**In attendance:**  
Louise Steele – Clerk to the Council

| No.                     |   | ACTION                 |             |         |           |                         |           |          |           |  |
|-------------------------|---|------------------------|-------------|---------|-----------|-------------------------|-----------|----------|-----------|--|
| 267                     | <b>AGENDA ITEM 1 - APOLOGIES</b><br>There were none, all members of the Committee being present.  |                        |             |         |           |                         |           |          |           |  |
| 268                     | <b>AGENDA ITEM 2 - DECLARATIONS OF INTEREST</b><br>Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.  |                        |             |         |           |                         |           |          |           |  |
| 269                     | <b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b><br>There was none.  |                        |             |         |           |                         |           |          |           |  |
| 270                     | <b>AGENDA ITEM 4 - MINUTES</b><br>The minutes of the meeting held on 10 December 2019 were agreed as an accurate record of the meeting and signed as such by the Chairman   |                        |             |         |           |                         |           |          |           |  |
| 271                     | <b>AGENDA ITEM 5 - ACTION POINTS</b><br>A brief update was given on progress to date on the action points in the previous minutes.  |                        |             |         |           |                         |           |          |           |  |
| 272                     | <b>AGENDA ITEM 6 – FINANCE</b><br>Payments totalling £21,158.57 made between 1 December 2019 and 31 January 2020 from the Parish Council account were authorised as were payments totalling £5,493.44 made from the Village Centre account in the same period. The schedules of payments are attached to the record minutes.<br><br>The following bank account balances as at 31 January 2020 were reported:<br><br><b>Parish Council</b> <table data-bbox="485 1547 1007 1615" style="margin-left: 40px;"> <tr> <td>Business High Interest</td> <td style="text-align: right;">£106,566.56</td> </tr> <tr> <td>Current</td> <td style="text-align: right;">£1,052.00</td> </tr> </table><br><b>Village Centre</b> <table data-bbox="485 1682 1007 1749" style="margin-left: 40px;"> <tr> <td>Business Instant Access</td> <td style="text-align: right;">£9,550.04</td> </tr> <tr> <td>Business</td> <td style="text-align: right;">£1,243.95</td> </tr> </table><br>Bank reconciliation statements for both cashbooks (Parish Council and Village Centre) as at 31 January 2020 were received and noted.<br><br>The Income & Expenditure figures for the first ten months of the financial year (1 April 2019 to 31 January 2020) were considered and noted. Concern was expressed about an apparent overspend against budget. A draft balance sheet as at 31 January 2020 was also considered. There was some discussion of the additional commentary required in order to make the reports more useful to the | Business High Interest | £106,566.56 | Current | £1,052.00 | Business Instant Access | £9,550.04 | Business | £1,243.95 |  |
| Business High Interest  | £106,566.56   |                        |             |         |           |                         |           |          |           |  |
| Current                 | £1,052.00   |                        |             |         |           |                         |           |          |           |  |
| Business Instant Access | £9,550.04   |                        |             |         |           |                         |           |          |           |  |
| Business                | £1,243.95   |                        |             |         |           |                         |           |          |           |  |

|            |  |                        |
|------------|--|------------------------|
|            | Committee.   |                        |
| <b>273</b> | <b>AGENDA ITEM 7 – BANKING ARRANGEMENTS</b><br>It was resolved that the RFO should seek to switch the Council's bank accounts to Metro Bank. If this were not to be possible the Clerk to bring the matter back to the Committee or Full Council.  | <b>RFO<br/>(Clerk)</b> |
| <b>274</b> | <b>AGENDA ITEM 8 – WEBSITE</b><br>Members agreed a website specification and agreed that quotes be sought and submitted to the next meeting of Full Council for decision.  | <b>Clerk</b>           |
| <b>275</b> | <b>AGENDA ITEM 9 – VE75</b><br>Members considered recent correspondence from Chichester District Council (CDC) about the availability of grant funding for commemoration of VE Day in 2020. It was agreed that the Clerk should apply for a grant to renew the plaques in the memorial woodland. | <b>Clerk</b>           |
| <b>276</b> | <b>AGENDA ITEM 10 – NHB 2017 UNDERSPEND</b><br>Members agreed to link the matter of the £658.48 underspend on 2017 New Homes Bonus to the VE75 matter above and to seek CDC's agreement to utilise the underspend for the same project to commemorate VE Day in 2020.                            | <b>Clerk</b>           |
| <b>277</b> | <b>AGENDA ITEM 11 – OPERATION WATERSHED</b><br>There was nothing to report under this item.  |                        |
| <b>278</b> | <b>AGENDA ITEM 12 – GDPR HANDLING OF PERSONAL INFORMATION</b><br>Members considered the Council's procedures for gathering and using personal data and it was agreed that the Clerk report further on the matter to the next meeting of the Committee.   | <b>Clerk</b>           |
| <b>279</b> | <b>AGENDA ITEM 13 – ANY OTHER MATTERS FOR INFORMATION ONLY</b><br>There were none  |                        |

**Date of next meeting:** Tuesday 7 April 2020

**Chairman:**

**Date:**



# TANGMERE PARISH COUNCIL



## MEETING SCHEDULE

### 2020/2021

| Environment Committee | Village Centre Committee | Finance Committee | Parish Council     |
|-----------------------|--------------------------|-------------------|--------------------|
| Tuesday<br>7.30pm     | Tuesday<br>7.30pm        | Tuesday<br>7.30pm | Thursday<br>7.30pm |
| Civic Year 2019/20    |                          |                   |                    |
|                       |                          |                   | 07/11/19           |
| 19/11/19              | 26/11/19                 | 10/12/19          | 09/01/20           |
| 21/01/20              | 30/01/19 (Thurs)         | 11/02/20          | 05/03/20           |
| 17/03/20              | 31/03/20                 | 14/04/20          | 23/04/20*          |
| Civic Year 2020/21    |                          |                   |                    |
|                       |                          |                   | 14/05/20#          |
| 19/05/20              | 02/06/20                 | 16/06/20          | 09/07/20           |
| 21/07/20              | 28/07/20                 | 11/08/20          | 10/09/20           |
| 22/09/20              | 06/10/20                 | 20/10/20          | 12/11/20           |
| 24/11/20              | 01/12/20                 | 08/12/20          | 21/01/21           |
| 26/01/21              | 09/02/21                 | 23/02/21          | 11/03/21           |
| 23/03/21              | 13/04/21                 | 20/04/21          | 29/04/21*          |
| Civic Year 2021/22    |                          |                   |                    |
|                       |                          |                   | 13/05/21#          |

\*Annual Meeting of Electors (Parish Meeting) will commence at 7pm. Please note that the Annual Meeting of Electors (Parish Meeting) is a meeting of the electorate and not a council meeting but will be chaired by the Parish Council Chairman.

# Annual Meeting of the Parish Council.

**Meetings will be held at Tangmere Village Centre, Malcolm Road, Tangmere, West Sussex, PO20 2HS. All members of the public are welcome and have a right to attend meetings.**



HM Treasury

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E [pwlb@hmtreasury.gov.uk](mailto:pwlb@hmtreasury.gov.uk)

[www.gov.uk/hm-treasury](http://www.gov.uk/hm-treasury)

Dear Finance Officer,

25 February 2020

## Public Works Loan Board (PWLB) – Change of Governance

1. Local government plays a major role in the construction and maintenance of local infrastructure and other capital assets in line with local priorities. The PWLB function supports this activity by on-lending government borrowing from the capital markets to local authorities.
2. The term 'PWLB' has historically been used to describe the statutory body of the Public Works Loan Commissioners. This Board of Commissioners once used to review individual loan applications, but has not done so since the introduction of the prudential regime in 2004, under which local authorities are responsible for their own spending and borrowing decisions.
3. HM Treasury consulted in 2016 on a proposal to keep the lending function, but reform its governance by abolishing the statutory body of Public Works Loan Commissioners and transferring their power to issue loans to HM Treasury. The rationale was that, while the role of the PWLB Commissioners was no longer required, the functions were still needed and transferring them to HM Treasury would align policy and operational responsibilities. This proposal found broad support, so government resolved to make this change, using powers set out in the Public Bodies Act 2011. The original consultation and the government's response were published [here](#).
4. Parliament has now legislated to make the reform set out in the consultation, with the effect that the powers, duties, assets and liabilities were transferred to HM Treasury on 25 February 2020. The Statutory Instrument that effected this change can be found [here](#).
5. No action is required as a result of this change. This does not affect existing PWLB loans other than to change the formal identity of the lender from the Public Works Loan Commissioners to HM Treasury. Under the terms of the legislation that made this change, individual loan confirmation letters issued by the PWL Commissioners are still valid and do not need to be amended to reflect the formal change in the identity of the lender. The Operational Circular has been updated to reflect this change in governance and can be found [here](#).
6. The day to day operation of PWLB loans will continue to be managed by the Debt Management Office. There are no changes to the lending terms or operational processes as a result of this governance change and local authorities are not required to take any action to continue to have access to borrowing. Existing authorised signatory lists, Direct Debit instructions and other banking arrangements such as account numbers will continue to operate as previously.

Any enquiries about this change should be directed to [pwlb@hmtreasury.gov.uk](mailto:pwlb@hmtreasury.gov.uk).

Signed,

Local Government & Reform Team, HM Treasury