TANGMERE PARISH COUNCIL



Tangmere Village Centre

Malcolm Road

Tangmere PO20 2HS

0203 904 0980

[clerk@tangmere-pc.gov.uk](mailto:clerk@tangmere-pc.gov.uk)

**Minutes of the meeting of the Annual Council Meeting**

**held on 16 May 2023 at Tangmere Village Centre**

**Present:**

Councillors Andrew Irwin (Chairman), Trevor Ware, Kate Beach, Regan Du Closel, Simon Oakley, George Bailey, Nathan Parkinson and Roger Birkett

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Election of Chairman and Acceptance of Office**

212. Councillor Roger Birkett proposed, seconded by Councillor Kate Beach to nominate Councillor Andrew Irwin as Chairman. There were no other nominations.

**Resolved that** Councillor Andrew Irwin be duly elected Chairman of the Council for the ensuing municipal year.

213. The Chairman signed the Declaration of Office, witnessed by the Clerk in their capacity as Proper Officer to the Council.

**Election of Vice Chairman and Acceptance of Office**

214. Councillor Kate Beach proposed, seconded by Councillor Regan Du Closel to nominate Councillor Roger Birkett as Vice Chairman. There were no other nominations.

**Resolved that** Councillor Roger Birkett be duly elected Vice Chairman of the Council for the ensuing municipal year.

215. The Vice Chairman signed the Declaration of Office, witnessed by the Clerk in their capacity as Proper Officer to the Council.

**Welcome**

216. A warm welcome was extended to new Councillor George Bailey followed by introductions.

**Apologies**

217. Apologies had been received from Councillor James Stanbridge. Councillor Donald Wright was also absent from the meeting.

**Declarations of Interest**

218. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of West Sussex County Council (WSCC).

219. Councillor George Bailey declared an interest in Planning Application TG/23/00951/TPA under Agenda Item 19a).

**Public Participation**

220. There were no members of the public present at the meeting.

**Minutes**

221. The Minutes of the Full Council Meeting held on 16 March 2023, and circulated with the Agenda, were **APPROVED** by Council and signed by the Chairman as an accurate record of the Meeting.

222. The Minutes of the Extraordinary Council Meeting held on 28 March 2023, and circulated with the Agenda, were **APPROVED** by Council and signed by the Chairman as an accurate record of the Meeting.

**Co-option of New Councillors.**

223. Two applications for co-option had been received, both from councillors who had served in the previous term of office.

224. An application for co-option to the Council from Trevor Ware was unanimously **APPROVED** and he signed his Declaration of Office and was formally welcomed by the Chairman to the meeting.

225. An application for co-option to the Council from Nathan Parkinson was unanimously **APPROVED** and he signed his Declaration of Office and was formally welcomed by the Chairman to the meeting.

**Minutes and Reports from Committees**

226. The draft minutes from the last Environment Committee Meeting held on 28 March 2023 had been circulated with the Agenda. Members received a brief verbal update report.

227. The draft minutes from the last Village Centre Committee Meeting held on 4 April 2023 had been circulated with the Agenda. Member received a verbal update report. It was noted that at the last Village Centre User Group Meeting following this meeting some concerns had been raised about the increase in fees which had been agreed at the last Full Council Meeting held on 16 March 2023 and due for implementation from 1st April 2023. It had been agreed with the User Group to discuss these concerns at the next Village Centre Committee meeting to be held on 13 June 2023 and also on an individual basis as deemed appropriate. It had also been requested that a representative of the Youth Group attend the User Group meeting to enable members to understand any particular issues which might be ongoing.

228. The draft minutes from the last Finance Committee Meeting held on 25 April 2023 had been circulated with the Agenda. The Chairman of the Finance Committee was absent and therefore a verbal update report was not received.

**Tangmere Allotment Advisory Group (TAAG)**

229. At the Extraordinary Parish Council Meeting held on 28 March 2023 Members had received a report on the formation of a new Tangmere Allotments Advisory Group to act as an interface between the allotment holders and the Parish Council who manages the allotments. It had been agreed that the decision on the incorporation be carried forward to this Meeting to enable sufficient time for consideration of the proposal by allotment holders. All allotment holders had been advised of the proposed new group in writing at the time of renewal of their tenancy agreements. The proposed Terms of Reference and Constitution had been circulated with this Agenda.

**RESOLVED THAT:**

1. The Constitution and Terms of Reference for TAAG be adopted with the following amendments:

* Three Parish Councillors who are members and appointed by the Parish Council
* Five Allotment Holders who are members and appointed from the allotment holders in Tangmere (maximum number of allotment holders = 50)

1. Five members from the allotment holders to put their names forward for membership following consultation between and agreement of allotment holders.
2. Members from the Council for TAAG to be appointed at this Meeting under Agenda Item 11 – Membership of Committees.

**Membership of Committees**

The following appointments were made to Committees:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Name of Committee** | **Membership** |
| 230. | i) | \*\*Finance Committee | \*TBC at next Full Parish Meeting  Councillor Andrew Irwin  Councillor Roger Birkett  EC - Councillor Trevor Ware  VC - Councillor Simon Oakley  Councillor James Stanbridge  Councillor Kate Beach |
| 231. | ii) | Environment Committee | Councillor Trevor Ware (Chairman)  Councillor Donald Wright (Vice Chairman)  Councillor Andrew Irwin  Councillor Roger Birkett  Councillor Simon Oakley  Councillor Kate Beach  Councillor George Bailey  Councillor Regan Du Closel |
| 232. | iii) | Village Centre Committee | Councillor Roger Birkett (Chairman)\*  Councillor Simon Oakley (Vice Chairman)\*  Councillor Andrew Irwin  Councillor Trevor Ware  Councillor Nathan Parkinson |
| 233. | iv) | Tangmere Allotments  Advisory Group | Councillor Andrew Irwin  Councillor Roger Birkett  Councillor Regan Du Closel |

\*It was noted that Membership of the Finance Committee would normally be the Chairman and Vice Chairman of Full Council and the Chairman, or if already elected, Vice Chairman from Environment and Village Centre Committees as elected at the first meeting of the Committees. Councillor James Stanbridge was the Chairman of the Finance Committee previously and whilst absent from this meeting was nominated a member in his absence. Councillor Kate Beach is a bank signatory and past member of the Finance Committee, and she was nominated by the Chairman and Vice Chairman of the Parish Council to be elected onto the Finance Committee for this municipal year.

\*\*Membership to be ratified at the next Full Council Meeting on 6 July 2023 and Terms of Reference adjusted to six members rather than five.

**Working Parties**

234. Village Centre Sustainability Project Working Group

At the time of the meeting the Village Centre Sustainability Project Working Group had not held its first meeting and no terms of reference had yet been agreed. The necessity of a decision being made regarding a heating source for the underfloor heating in the Village Centre was emphasised. It was considered that discussions regarding this project may need to be progressed through the Village Centre Committee. It was noted that Councillor Andrew Irwin had researched and received quotations for different options which could be used to support discussions.

235.Tangmere Action Group (TAG)

It was noted that the Tangmere Action Group (TAG) had been dissolved at the end of last financial year and members of the Village Centre User Group had agreed to take over the running of Village Centre events.

**Representatives to Outside Bodies**

236. The following appointments were made to outside bodies:

|  |  |
| --- | --- |
| Name of Organisation | Elected Representative |
| CDALC | Councillor Simon Oakley |
| Goodwood Motor Circuit | Councillor Trevor Ware  Councillor George Bailey  (Councillor Simon Oakley) |
| Tangmere Airfield | Councillor Trevor Ware  Councillor Simon Oakley |
| WSALC | Councillor Andrew Irwin |
| CDC Meeting of Parish Councils | Councillor Kate Beach  Councillor Simon Oakley |

**Internal Auditor Report**

237. Members received and **NOTED** the final report of the Internal Auditor dated 09 May 2023. Note this date is incorrectly stated on the Agenda as 09 April 202.

**Annual Governance Statement 2022/23 (Annual Governance and Accountability Return (AGAR) Section 1)**

238. Members considered the questions posed by the AGAR Statement 2022/23 and **AGREED** the Council’s answers to those questions. Members **APPROVED** the Statement once the answers were agreed, and it was signed by the Chairman.

**Accounting Statements 2022/23 (Annual Governance and Accountability Return (AGAR) Section 2)**

239. Members received and **AGREED** the circulated accounting statements for the year ended 31 March 2023 which was signed by the Chairman.

**Appointment of Internal Auditor**

240. **RESOLVED** thatMulberry & Co be appointed as the Parish Council’s internal auditor for the financial year 2023/24.

**Governance Documents and Policies**

241. Scheme of Delegation

Members **APPROVED** and **ADOPTED** the Scheme of Delegation dated 18 May 2023, with the following amendments:

1. Village Centre User Group to undertake the management of Village Events involving the Village Centre.
2. Alterations to be made once the Staffing Committee has been established.
3. Environment Committee to consider and formally respond on behalf of the Parish Council to planning applications unless already considered and observed at Full Council Meeting.

242. Standing Orders

Members **APPROVED** and **ADOPTED** the Standing Orders dated 18 May 2023.

243. Financial Regulations

Members **APPROVED** and **ADOPTED** the Financial Regulations dated 18 May 2023.

244. Equality and Diversity Policy

Members **APPROVED** and **ADOPTED** the Equality and Diversity Policy dated 18 May 2023.

245. Dignity at Work Policy

Members **APPROVED** and **ADOPTED** the Dignity at Work Policy dated 18 May 2023.

246. Disciplinary Policy

Members **APPROVED** and **ADOPTED** the Disciplinary Policy dated 18 May 2023.

247. Grievance Policy

Members **APPROVED** and **ADOPTED** the Grievance Policy dated 18 May 2023.

248. Financial Scrutineers

It was **AGREED** that two financial scrutineers be appointed at the at the next Full Council Meeting when membership of the Finance Committee has been ratified.

**Planning Applications**

249. TG/23/00617/FUL

The Parish Council raised **NO OBJECTION** to this planning application

250. TG/23/00951/TPA

The Parish Council agreed to **DEFER** this application to Tree Officer but would support pollarding of the tree rather than felling.

**Planning Decisions**

251. The Parish Council noted the decision made on planning application TG/23/00683/TCA.

**Other Planning Matters**

252. It was **RECOMMENDED** street signs were installed at the entrance to City Fields Way, to be located in a position that would not interfere with visibility.

**Any Other Matters for Information only**

253. Councillor Simon Oakley gave a brief outline report on proposals to introduce a new bus route 500 to run from Littlehampton to Chichester and to include stops in Tangmere.

**Date of Next Meeting**

254. It was **NOTED** that the next Full Council Meeting was scheduled to be held on 6July 2023.

**Exclusion of Press and Public**

255. **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the listed items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Staffing Matters**

256. Members received a report relating to staffing matters and made appropriate resolutions.

Meeting ended at 9.30pm

Signed…………………………………………………………….

Date ………………………………………………………………

Meeting finished at 9.12pm

**Signed : ………………………………………………….. Chairman**

**Date: ……………………………….**