

# TANGMERE PARISH COUNCIL



Tangmere Village Centre  
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Minutes of the meeting of the Full Council Meeting  
held on 11 January 2024 at Tangmere Village Centre

## **Present:**

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Simon Oakley, George Bailey, Regan Du Closel, Kate Beach, James Stanbridge and Trevor Ware

## **In attendance:**

Caroline Davison – Parish Clerk and RFO  
Councillor David Betts – District Councillor  
A member of the public – Paul Neary

## **Apologies for Absence**

382. Apologies had been received from Councillor Donald Wright. Councillor David Betts had advised the Clerk that he would be late for the Meeting due to a prior commitment.

383. Councillors Nathan Parkinson was absent from the meeting

## **Declarations of Interest**

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

## **Minutes**

385 **RESOLVED** that the Minutes of the Full Council Meeting held on 23 November 2023 be approved as an accurate record and signed as such by the Chairman.

## **Chichester District Councillor Report**

386. Councillor David Betts did not present a formal report as he arrived later in the Meeting.

## **West Sussex County Councillor Report**

387. A verbal report was presented by County Councillor Simon Oakley including matters pertaining to flooding issues in the Parish.

## **Public Participation**

388. Paul Neary gave a presentation on plans by the Tangmere Local History Group to establish a new website and to introduce a newsletter in the form of an e-magazine

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to provide information about events in the Parish, local groups, Parish Council news, articles about history and historical events of the Parish and accompanying advertisements. A grant request from the Local History Group had been submitted to the Parish Council and was considered under Finance and Governance.

## **Budget**

389. At the Finance Committee meeting held on 19 December 2023 a baseline budget for the Financial Year 2024/25 had been developed for consideration by Full Council at this Meeting. This baseline budget had been circulated to members together with the effect on the precept levels at Band D including variations. The Chairman, Councillor James Stanbridge reported that in discussing the budget setting for the next Financial Year it had been necessary to consider not only income and expenditure but also that currently general reserves were at extremely low levels. This had been raised as an area of concern in the previous End of Year Audit and also at the recent Interim Internal Audit. In the three years before the current Financial Year decision had been made by the Parish Council when setting the precept to supplement the budget with a fixed amount from general reserves in order to maintain the precept at the same level. In addition, there had also been a subsequent overspend on the budget financed from general reserves across each year. The Parish Council had made steps to address this when setting the budget for the current Financial Year and had as a result needed to increase the precept but it been recognised as part of an ongoing budgetary plan.

For the next Financial Year 2024/25 due to inflationary increases in essential expenditure items it had been deemed necessary to recommend budget cuts to certain non-essential items of expenditure and to remove some of these items completely. These to include all grants and the funding for publicity/advertising in the baseline budget.

Some optimism was expressed that there would be a potential increase in the income from the Village Centre due to having the Community Hall available for general hire in the next Financial Year.

As an outcome of discussions, a majority of Councillors agreed to increase the precept by 5% on the current year's precept. This to be represented by an annual budget and Council Tax Requirement (Precept) of £109,730. It was agreed to include back into the baseline budget proposed by the Finance Committee a sum of £1290 for publicity/advertising. The Clerk and two Members of the Finance Committee expressed concerns that the proposed increase in budget did not adequately address how the Parish Council would meet its ongoing expenditure requirements given the real concern at the level of general reserves remaining to support any overspend in budget.

390. **Resolved** that an annual budget of £109,730 be set for the Financial Year 2024/25.
391. **Resolved** that the Chichester District Council be informed of a Council Tax Requirement (Precept) for Tangmere Parish Council for the Financial Year 2024/25 of £109,730.

## **Finance and Governance**

392. The list of payments and receipts to the end December 2023 for the Parish Council and the Village Centre were noted.
393. Payments above £500 either single or accumulate were noted. These were highlighted in yellow on the lists of payments for the Parish Council or the Village Centre.

394. A grant application had been submitted to the Parish Council for annual financial support with the hosting of the Tangmere Local History Group website. Within discussions relating to the setting of the Budget for 2024/25 it had been determined that all grant support would be removed for the Financial Year 2024/25 with re-evaluation when setting the budget for the following financial year. Members considered that once the Parish Council was in the position to reinstate the payment of grants it should prioritise those organisations to which grants have been regularly paid over the past few years. It was also determined that grants should not be issued by the Parish Council in perpetuity with all applications reviewed on an annual basis.

The Parish Council were unable therefore to support the request from Tangmere Local History Group with an annual grant towards the hosting of its website at this stage.

It was agreed that further discussion relating to grants would be undertaken at the next Finance Committee Meeting.

395. It was noted that the next Finance Committee Meeting has been scheduled for 20 February 2024.

### **Planning Applications**

389. The following decisions were made in respect of CDC planning applications:

TG/23/02769/DOM - Case Officer: Miruna Turland  
Mr Matthew Rees

4 Saxon Meadow Tangmere Chichester West Sussex

Install 2 no. roof lights to North and South roof slopes of dwelling. Install one roof light to South slope of Garage roof.

O.S. Grid Ref. 490126/106050

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5AGH6ERG9300>

The Parish Council raises NO OBJECTION to this planning application.

G/23/02752/TCA - Case Officer: Chloe Jacobs  
Jonathan Rodwell

Lysander 5 Tangmere Road Tangmere Chichester

Notification of intention to fell 1 no. English Oak tree (quoted as 1).

O.S. Grid Ref. 490496/106759

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S579FWER0ZU00>

The Parish Council DEFERS this planning application to the Tree Officer but clearly states that it does not generally support the removal of a healthy tree.

G/23/02284/DOM - Case Officer: Vicki Baker  
Mr and Mrs Peter and Elaine Saund

Lysander 5 Tangmere Road Tangmere Chichester

Demolition of existing annexe and replace with double garage with habitable accommodation in roof space. Erection of single storey rear extension.

O.S. Grid Ref. 490496/106759

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1Y9G9ERMx200>

The Parish Council OBJECTS to this planning application on the grounds that for a property

within the conservation area the proposed extension to the existing developed property represents overdevelopment of the site. Concern was also raised that the scale of the extension to the garage should remain sufficiently subservient to the main building.

## Planning Decisions

390. The following Planning Decisions were noted:

TG/23/02355/DOM

Mr Daniel Woodcock

2 Tangmere Road Tangmere Chichester West Sussex PO20 2HW

Single storey rear extension.

PERMIT

[https://publicaccess.chichester.gov.uk/online-](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2EXEBERN2C00)

[applications/applicationDetails.do?activeTab=summary&keyVal=S2EXEBERN2C00](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2EXEBERN2C00)

391. It was noted that Tangmere Nurseries had submitted new documents in respect of its planning application. The Clerk was asked to determine from the planning department at CDC whether the Parish Council would have the opportunity to consult on these changes.

## Operation Watershed

392. It was noted that following approval of the Operation Watershed Grant Funding Application, the drainage works to the culvert running alongside Tangmere Road will be undertaken at the end of January/beginning of February.

## S106 Projects

393. The Clerk advised that the installation of the kitchenette was due to be started on 29 January 2024.

394. Car Park Consultancy Fees

**Resolved** that an additional amount of £820 be agreed to support the services of an architectural designer to draft lamp post elevations. The Clerk in consultation with the Chairman be authorised to request this sum from S106 Community Facility Funds.

It was noted that the Clerk and the Chairman would be attending a Meeting with the Car Park Consultants to discuss a request from them for further funds towards the provision of tendering services and whether these requested funds were included in the agreed contract.

**Resolved** that the Clerk in consultation with the Chairman be authorised to request any additional agreed tender fees from S106 Community Facility Funds.

## UK Shared Prosperity Fund (UKPF) and Rural England Prosperity Fund (REPF)

395. It was noted that following a preliminary meeting held with James Bridgen from Chichester District Council, applications for financial support from REPF were submitted for the following three projects:

- i) New Stage Flooring
- ii) Outdoor Space for Nursery
- iii) Phase 2: Village Centre Sustainability Project

## **Minutes and Reports from the Village Centre Committee**

396. The draft minutes from the Village Centre Committee held on 12 December 2023 were received and noted.

**Resolved** that was resolved that the Hall and Recreation Facilities Hire Fees will increase by 5% (rounded) from 1 April 2024, with the exception of Hire Fees for regular hall users paying the commercial rate which will stay the same.

397. It was noted that:

- i) Works to install the new kitchenette and storage cupboard in the Community Hall were scheduled to commence on 29 January 2024.
- ii) The Community Hall would be closed for all bookings between 27 January and 29 February 2024. Thereafter the Community Hall would be available for evening bookings only.
- iii) The Community Hall had availability on a Monday, Wednesday and Thursday evening (after 6.00pm) for regular or one-off hirers from 1 March 2024.
- iv) Tangmere Scouts would be meeting at Tangmere Village Centre on a Friday Evening from January 2024.
- v) There were proposals to start a Youth Café to run on a Tuesday Evening in the Community Hall.
- vi) Teddy Wilfs Nursery would be running a Holiday Club during the February Half Term for Early Years Foundation Stage (EYFS) children.
- vii) Following the necessity to remove the worn carpet from the stage, the stage floor had been newly painted in time for the Pantomime at the end of January.
- viii) Key items from Village Centre Committee requiring action or decision by Full Council had been included as separate Agenda Items.

## **Minutes & Reports from Environment Committee**

398. The draft minutes from the Environment Committee Meeting held on 5 December 2023 were received and noted.

399. Councillor David Betts agreed to make further enquiries into whether there had been any change in the advice previously received from CDC that existing bin emptying services could not be extended to include additional dog and refuse bins.

400. It was noted that the heras fencing had been removed from around the Southern Water Pumping Station and that the planting around the exterior had greatly improved the appearance.

## **Safer Travel to School/Traffic Issues in the Parish**

401. It was reported that there had been three resolutions made by the Parish Council at the last Parish Council meeting held on 23 November 2023:

- a) To support a CTRO application for a 20mph limit in Tangmere.
- b) To communicate with the Area Highways Manager and to find out whether it is feasible to establish a CTRO 20mph on not only C Class but D Class roads.
- c) To support the reactivation of Tangmere Speed Watch Group

The Chairman reported that since this meeting progress had been made towards reactivating the Tangmere Speed Watch Group.

## **Correspondence**

**Chairman:** Cllr Andrew Irwin

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402. There were no items to discuss.

### Agenda Items for Future Meetings

403. The following items were identified:

- Governance Documents and Policies
- Risk Assessments

### Dates of Forthcoming Meetings

404. The dates of forthcoming meetings were noted:

Date of Meeting	Committee
23 January 2024	TAAG
6 February 2024	Environment Committee Meeting
13 February 2024	Village Centre Committee Meeting
20 February 2024	Finance Committee Meeting
7 March 2024	Parish Council Meeting
19 March 2024	TAAG
28 March 2024	Annual Parish Meeting

Unless otherwise stated all meetings to commence at 7.00pm.

### Exclusion for the Press and Public

405. **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 following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

### S106 Public Art

406. Discussions were deferred to the Environment Committee Meeting to be held on 6 February 2024.

Meeting ended at 9.04pm.

Signed : ..... Chairman

Date: .....

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**Tangmere Parish Council**  
**Full Parish Council Meeting – 11 January 2024**  
**Agenda Item 8i) and ii) Finance and Governance**

To note the payments and receipts from end November to end December 2023 for the Parish Council and Village Centre.

***Parish Council Payments***

Date	Payee Name	Transaction Detail	Amount ex VAT
08/12/23	Mulberry & Co	Interim Internal Audit fees	£222.85
08/12/23	Allan Lang	Christmas Tree	£415.00
08/12/23	Roger Gunn	Allotment Lawn Mower Repairs	£185.76
08/12/23	Lubbe Gardenworks	Ditch Clearance	£255.00
08/12/23	Lubbe Gardenworks	General Gardening	£321.00
08/12/23	Aztec Computers	November online backup	£93.70
08/12/23	NSALG Ltd	Nat Allotment Society Membership	£150.00
08/12/23	Castle Water	Water Allotment/Museum	£353.51
08/12/23	Chichester District Council	Election Expenses	£422.00
20/12/23	SLCC Enterprises	Membership Fees	£238.00
22/12/23	Chichester Payroll Services	December Admin Fees	£23.00
22/12/23	HMRC	Tax/NI Contributions	£757.85
22/12/23	WSCC	Pensions Contributions	£343.59
22/12/23	JRB Enterprises Ltd	Dog Waste Bags	£120.75
22/12/23	Keith Atherfold	SIDS Management	£40.00
22/12/23	Stripe Consulting	Car Park Project	£500.00
27/12/23	EE Ltd	Mobile Charges	£31.25
28/12/23	Salaries	December Salaries	£2932.31
29/12/23	Unity Trust Bank	Bank Charges	£4.00
31/12/23	Unity Trust Bank	Bank Charges	£26.10

**Total = £7435.47**

**Payments above £500 are highlighted in yellow (single or accumulative)**

***Parish Council Receipts***

Date	Name	Transaction Detail	Amount
14/12/23	West Sussex County Council	Operation Watershed – Tangmere Road	£13,818.32

***Village Centre Payments***

Date	Payee Name	Transaction Detail	Amount ex VAT
08/12/23	British Telecom	Broadband and Phone	£105.57
08/12/23	Lubbe Gardenworks	General Gardening	£59.00
08/12/23	Axis Entrance Systems	Entrance Maintenance	£150.00
08/12/23	W Hart	V C Window Cleaning	£25.00
08/12/23	A D Broughton Ltd	Boiler Service	£115.00
08/12/23	Runcton Cleaning Services	November Cleaning Services	£834.60
08/12/23	Castle Water	V C Water	£132.33
11/12/23	YU Energy	Gas Supply	£323.53
14/12/23	EDF Energy	Electricity Supply	£326.87
15/12/23	CDC	Business Rates	£193.00

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15/12/23	CDC	Bin Emptying	£50.80
15/12/23	Scottish Water	Wastewater	£59.00
22/12/23	Roger Birkett	Christmas Expenses	£173.42
22/12/23	Beaver Tool Hire	Hire of Fan Heaters	£26.78
22/12/23	Keith Atherfold	Stage Painting	£475.00
22/12/23	Miscellaneous	Deposit Returns	£90.00
22/12/23	Sussex Windows	Main Hall door repairs	£40.00
22/12/23	The Alarming Company	Deposit CCTV Equipment	£447.59
27/12/23	Miscellaneous	Deposit Returns	£30.00
29/12/23	Unity Trust Bank	Bank Charges	£2.10
31/12/23	Unity Trust Bank	Bank Charges	£32.25

**Total = £3691.84**

**Payments above £500 shown in yellow (individual or accumulative across year)**

***Village Centre Receipts***

**Total = £4442.46**



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