



Chairman's Report 2014 / 2015

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Membership and Meetings of the Parish Council

This report covers the period since the last Annual Parish Meeting of 6th May 2014. (Compiled by Councillor Paul English (Chairman))

At the first Parish Council meeting of the year I was fortunate enough, to be re-elected as Chairman again. This year marks my eleventh as the Council's Chairman.

One should always remember that the Chairman is placed in the position at the behest of his fellow Councillors to uphold the Constitution, Code of Practice and Policies agreed by the Council and to do all that is possible to maintain the smooth running of the the Parish Council for the benefit residents.

This is not always an easy task but with team effort I believe this has occurred.

Dennis Peerman was again elected as Vice-Chairman. Dennis also chairs a committee of the Council His help, as always, has been an asset to both myself and the Council. Part way through the year he resigned and a vote took place for a replacement.

David Edwards was voted in as the Vice Chairman and I would like to say, we have been an effective team that has been of benefit to Felpham and the smooth running of the Council. David also chairs a committee of the Council.

If you wish to contact your Parish Councillors go to the web site (www.felphampc.gov.uk) or find their details on our 10 notice boards sited throughout the parish.

Richard Wickens, the Clerk, has been with the Council for seven years now and his extensive knowledge and a broad based understanding of the operations and machinations of both principal authorities and Local Councils has assisted us in ensuring the Council's voice is heard and that the work of this Council is carried out in a methodical, effective and productive way.

I and other members of the Council wish to recognise the work he has continued to carry out for the community particularly on the Neighbourhood Plan and importantly ensuring we retain Quality status on this as well as a wide assortment of other issues.

Leah Page, who was the part-time Administrative Assistant to the Council resigned to go on to pastures new. This of course was a loss, as her enthusiasm was very much appreciated. The Council would like to voice a large thank you and wish her the very best for the future. I wish to extend a special thank you for all the work Leah put into the Grant and Presentation evening 2015 for which I am very thankful and for her calm and expertise in agreeing to organise the evening.

We are currently advertising for this vacant position.

I would also like to pass on the same expression of gratitude to all Councillors, as individuals, and colleagues in striving to reach the common goal of achieving the best for residents of Felpham at all times. There are now and will be, in the forthcoming year several matters coming to fruition that were set in progress sometime ago by policies and discussion at Council meetings.

E.G. (in no particular order)

1. The Parish Emergency Resilience Plan
2. The new Bognor Regis North Relief Road, in progress but not completed.
3. The new Community Centre, in progress but not passed and completed.
4. The Felpham Road Mitigation Schemes, in progress but not passed and completed.
5. The Comet Corner Road Mitigation Scheme, in progress but not passed and completed.
6. The Parish Design Guide



There are a few other issues that are still slowly progressing. All the above need experienced hands to keep on track with the help of the original teams if possible.

All these have been pushed along by members of this Council and totally supported and encouraged 100% by myself as your Chairman. I have learned and understood the importance of listening to you as members whilst ensuring that once

a Council decision has been made it is carried forward as a corporate decision.

I have also learned that it is important to inspire, cajole and give encouragement to any Councillor to progress projects important to them and lend as much support to move them forward to Council discussion and support, sometimes despite reservations.

Something else I have tried to do is to seek out Councillors to take up positions and stretch horizons. I do understand that some may have found this daunting initially, however, I believe this has improved the wellbeing and expertise of Councillors and Felpham Parish Council in general to the benefit of the residents.

There have been numerous internal Council events & meetings, that as Chairman I have attended. Usually to support the meeting and assist new committee Chairmen in the learning curve to avoid possible problems later. To encourage support of the new Committee Chairmen in that process to the benefit of the Council is an important function of the Council Chairman and has, I think proved to be the correct way forward.

I have also attended a great many outside meetings; the Bognor Regis 10k race, St Georges Day parade, Felpham Sailing Club awards, Remembrance Sunday, and with other Councils where Felpham's policies and aspirations have been put forward and I think understood, sometimes not agreed with though by our some of our nearby Councillors, but it is so very important to attend and represent Felpham at every opportunity.

The Chairman has a duty to uphold those policies, and when necessary, promote them clearly and not be afraid to speak up. In the past, some have seen the role as a way of ignoring standing orders and have laid down personal policies which have caused friction and dissent. I hope, I have shown a way of stability and energy in my role, however this was in the past, and one needs to learn from such episodes.

The work and position as your Chairman is, and has been, an honour and a privilege to undertake, without your support I would never have been able to hold the position as a full time working Councillor. I hope, despite some internal ups and downs I have fulfilled that duty during my terms of office.

I would like the opportunity of thanking all Councillors for their support.

Ask not what you can do for your Chairman but what your Chairman can do for you, **the Council and Felpham.**

We have completed the year with no vacancies and I sincerely hope we get caring members of Felpham to come forward who can put all of Felpham first, and join in with enthusiasm to improve our Parish in the election.

To find volunteers in these difficult times has always been a challenge.

The minimum requirement of Councillors is that they attend at least two committee meetings and one Main Council meeting a month.

If there are ever any vacancies please contact the [Clerk or Chairman for more information.](#)



I am sure that the Council will not rest on its laurels next year. It will continue to provide a quality service, maintaining the facilities and services for which the Council is responsible to a high standard, keeping the community informed through “Felpham in Focus” and on its website, Whilst responding promptly and efficiently to all residents’ concerns.

In the last 12 months there have been **83 meetings** of the various Committees and Main Council of the Parish Council, as well as a fair number of working party meetings. The work load of the Council **is** ever increasing but rewarding.

Committee Meetings have continued to be held, for the most part, on a monthly basis. This has continued to be the tried and tested frequency that has made for a smooth running Council. It is easier to agenda a meeting monthly with advance notice than to be reactive and hope members can change diary arrangements at short notice should any problems occur and an extra meeting be required. Meeting frequency is of course always under review.

Many of you will have noticed much more Council news via the local magazine “Felpham in Focus” and on our notice boards to keep you more abreast of what is happening.

There is also a wealth of information continuously and regularly updated which is available on the Parish Council web site which can be found at www.felphampc.gov.uk

I would like to record my thanks to all Councillors and especially the Clerk for their continuing endeavours to better the community in which we live. I have always felt great pride in representing the people of Felpham and their Council. I hope the Council have felt able to accomplish all they desired to in this last year.

County & District Council Representation

Over the last year we have had the continuing support of the new County Councillor Graham Jones who has worked with us on road traffic mitigation proposals for the Parish, (however I and the Council have found it frustrating in dealing with the highways department) along with a range of other County Council issues that will and do have an effect on Felpham. Graham also sits on the Joint Western Arun Area Committee known as J.W. A.A.C, the Environmental & Communities Services Select Committee and the Governance Committee. He has also taken part in Task and Finish Groups on the future of the Fire Service in West Sussex and the Minerals Plan for the County Council.

Paul English: as well as serving on the Parish Council and its Committees, also serves as an Arun District Councillor for the Felpham East Ward, with the additional duties of Chairman of the Arun Overview Scrutiny Committee, J.W. A.A.C. (Joint Western Arun Area Committee) Committee, the Arun Site Six Advisory Group, and sits on the Environmental Services & Community Development Working Group at A.D.C.

For contact details of your Councillor

John Holman is currently the other District Councillor for Felpham East and serves on the following Arun District Council Committees namely: Audit Committee, Licensing & Enforcement Committee, the Safer Arun & Environment Working Group and the Arun Site Six Advisory Group. He is the Felpham East Area Co-ordinator for Neighbourhood Watch, the Secretary for Neighbourhood Watch in Bognor Regis, as well as being an active member of the local Rotary Club. For contact details of your Councillor

The Parish Council continues to extend a standing invitation to the two Felpham West District Councillors **Elaine Stainton** and **Gill Madeley** to attend meetings of the Parish Council to hear their views and give an occasional report. We regularly send them our Council agenda's. For contact details of your Councillor.

Councillor Stainton sits on the Development Control Committee and Councillor Madeley is Chairman of the Environmental Services & Community Development Working Group at A.D.C.

Arun District Council host the Site Six Policy Advisory Committee on which all three tiers of Local government sit. This forum allows the feelings of the residents to be made known to the developers on both sides of Site Six by all tiers of Councillors in Felpham.

Two members of Felpham’s Site Six Committee have again regularly attended the Arun Policy Site Six Advisory Committee. These are Cllrs Matthews, Peerman for Parish and Cllrs Paul English and John Holman as Arun District Council Felpham East Ward Members and more recently, also Councillors Madeley and Stainton and Cllr Graham Jones our County Councillor.

These are your Felpham representatives so please do not hesitate to make contact with any of them.



Dennis Peerman and **Barbara Piedot** serve as the Parish Council representatives on the Joint Western Arun Area Committee. This year Dennis was voted in as Chairman for the year. This Committee is set up by the County Council in the Western Area of Arun District. This allows for the three tiers of Councillors to sit and discuss matters of concern in order to work together to better their local communities. If as a resident you feel there is an issue that you would like to air please contact the Parish Office and it will be forwarded to The appropriate Council representative.

Graham Matthews has represented the Council at the Highways & Transport Sub-Committee of J.W.A.A.C, and the Arun Site 6 Committee. He is the Councillor responsible for the Council's editorial in "Felpham in Focus" magazine, as well as being the Council's occasional representative at Arun District Council's Development Control meetings when objections to and support for Felpham planning applications are being discussed.

Dennis Peerman as mentioned earlier has been my Vice Chairman for a part of this this year as well as the Chairman and guiding hand of the Finance & Administration Committee. I thank him most sincerely for his support and hard work. This Committee has proved to be a good team and has enabled the Parish Council to move forward in a positive and diplomatic way.

Barbara Piedot has lead well as the new Chairman of the Allotments and Open Spaces committee and her report follows. She is also one of the JWAAC seconds If required.

Other Councillor and the major work carried out as Chairmen

Glenn Powell The Neighbourhood Plan Committee, and gives his time so willingly to promote and help residents and the Parish Council. The work load he has taken on has been a great asset to Felpham and goes a long way to endorse my remarks that the Committees are in excellent hands.

David Edwards has assisted the Parish Council in the difficult task of compiling the business plan required by the District Council with regard to the possibility of Felpham Parish Council taking on the running and initial management of the new Community Centre (subject to the three criteria laid down by Felpham Parish Council) on Blakes Mead.

His expertise has been a great help and focused members to move this forward in a constructive way. A big thank you is extended to him. He was elected as the new Vice Chairman and I think we have worked well together to forward the issues that are important to the Parish.

Reg Geary is the Chairman of the Planning Committee which has carried out some excellent work. His leadership opportunity has allowed him to be more involved in the Council's business aided by an excellent and very experienced Vice Chairman, Mary Harvey.

Gloria Moss. Has carried out some excellent work as the Chairman of the Projects Committee and her report follows. I thank her for her enthusiasm and I think she has understood the importance of ensuring she brings her enthusiasm into her committee and encourages them to also move projects forward.

The Parish Web site continues to improve and has shown itself to be an an area of ever increasing importance in the Parish communication and feedback thanks to the expertise of Maureen Chaffe.

A web site area of community value is the "What's on in Felpham" which can be found on the front page of our web site and if you wish gain access or to be included on this please click on the

[Complete our online form link](#)



Barbara Piedot (chairs the Allotments and Open Spaces Committee supported by - Geoff Farrell Vice Chairman), George Blampied, George Stride, Eileen Taylor,

Paul English the Council Chairman and Vice Chairman David Edwards - both ex- officio.

MEETING DATES ([Click here](#)) The committee meets monthly on the third Tuesday of every month.

The Allotments and Open Spaces Committee has continued to work hard this year, overseeing the condition and maintenance of all open spaces and the allotments throughout the parish.

Rohan Amick has continued his valued and sterling work with the trees throughout the parish, planting and nurturing young saplings and caring for established trees. We were sorry to hear that he is no longer able to drive his car. However he has found an able and youthful assistant! Hazen Allit is very knowledgeable and we look forward to working with them both in the future. Two local residents have given freely of their time and expertise, helping Rohan to take delivery of and to plant new saplings. The committee in this respect wish to thank Mr Roger Felgate and Mr Nigel Spencer of this Parish.

Mr. Ian Jackson from the Felpham Allotments and Garden Society is also invited as non-voting member. Each plot holder from St Michael's Allotment is similarly welcome to attend the meetings. Mr Jackson has been able to report that the allotment holders are making headway after the winter's heavy rains. At one point there was no longer a waiting list but lately it has appeared again. Probably something to do with "Gardeners' World"!

Felpham has two allotment sites - one at Felpham Way that is situated by the Downview Road traffic lights and is most ably managed on behalf of the Council by the Felpham Allotments and Garden Society. Their Chairman, Ian Jackson comes to each Committee meeting to report on their activities.

The other allotment, St. Michael's, is also on Felpham Way but at the Butlins end. It has needed a lot of work on its boundary hedges this year. It incorporates a small pocket park that has always had issues as to its use. Money has been spent on it in the past but to little outcome. Perhaps a local organisation may come forward with ideas and an island site that is rented out separately. Last but not least we are very pleased that the beehives have been successful and that two more are planned by our Parish beekeepers! This site is managed directly by the Parish Council.

We continue to monitor the condition of Fisherman's Gardens and the area around the "Lobster Pot" which are extremely popular in the summer and throughout the winter at weekends.. We have allowed four more tables and these are for anybody's use and not only for Lobster Pot customers.

Drygrounds Lane has needed attention this year due to damaged fencing. The committee recommended to main Council the expenditure of £430 plus VAT for its repairs and maintenance. Also £460 was allocated for Town Force to maintain the large tubs of foliage in Felpham Road.

We are hoping to form a Friends of George V Park as, apart from the winter football, this lovely green space is very under used. Barbara and Rohan Amick accompanied Dee Christensen from ADC on her final circuit of George V (in a gale and pouring rain) before she left her job and returned to Denmark! We wish her well and will miss her.

Mr. Steve Streeter, the representative of Snook's Corner residents, has also become involved in Arun's Longbrook Park Management Plan for 2014-2020. An application was submitted but declined for a boules area. Longbrook Park is another area where we work jointly with Arun and the "Friends of Longbrook".

We are very pleased that the Felpham Village Conservation Society has been rejuvenated and has already formed a "Friends of Rectory Gardens" Committee. Barbara attends their meetings which are very enthusiastic and "hands on". Unkempt areas have already been cleared and the fish pond is soon to have a makeover. They have plans for another Fete later this year in July.

The Village Christmas tree is now a joint venture with the society, where we assist through grant aid.

We also ensure that a few of the footpaths are maintained. Some of this work is in partnership with WSCC and Arun. We also have a watching brief over the grass cutting carried out by WSCC contractors to try to ensure quality and consistency. All the Parish open spaces fall within the remit and ever watchful eyes of this Committee.

Just one more item—our thanks and respect go to Mr. George Stride who has given many years of sterling work to this Committee. We wish him much happiness in his retirement.

Any ideas will be welcomed by this committee! Parishioners are welcome to attend any of our meetings.

King George V playing field is regularly monitored including the condition of the communal multipurpose path, basketball pitch, pavilion, lights and boundary fences. The trees, bushes, grass cutting, the play areas and picnic tables are also looked at to ensure they are well maintained for the community.



Although this area is owned by Arun the Parish Council are very much involved. The Allotments and Open Spaces Committee are in discussions with Arun and the Parks Department and a forward plan has been compiled and the Committee hopes their will be a friend group set up soon

Dog bins are a regular problem and we occasionally need to remind Arun and the contractors charged with the job of emptying the bins that they need to meet our expectations. There has been improvement on this front this year and some bins have been replaced with larger ones. When we have received requests for another bin we do have to weigh up the full cost implication over benefit in these difficult times.

However, the loss of one dog warden, leaving only one for the whole of Arun may well allow inconsiderate residents to flout the commonsense rules. It is hoped that Arun's initiative in catching inconsiderate dog owners, with a zero tolerance campaign, kicks off to a good start again next year. The Council will continue to watch this situation keenly.

FINANCE AND ADMINISTRATION COMMITTEE

Chaired by Dennis Peerman Supported by: – Barbara Piedot (Vice Chair) Geoff Farrell, George Stride, Ros Kissell and Hilary Flynn.

Ex- Officio: Paul English & David Edwards

The Clerk is the Responsible Financial Officer (RFO) of the Council & his expertise along with the business experience of the Chairman continues to be a good team.

Budget 2013-2014----- £117,742 but with a resultant precept of £90,767

Budget 2014-2015 £122,940 but with a resultant precept of £94,950

Savings from the previous year enabled the precept to be a reduced amount.

[MEETING DATES \(Click here\)](#)

This Committee has a number of important functions and responsibilities which are noted below. In addition, it monitors non-delegated Council spending, in all cases ensuring that value for money is obtained on expenditure by the Parish Council.

General Administration.

The Committee maintains a watching brief over this part of the budget, which consists mostly of routine payments and ongoing expenses that are effectively controlled and monitored by the Clerk, who is the Responsible Financial Officer of the Council (RFO). Overseeing the Clerk's salary and conditions of service and that of the part time Administration Assistant to the Parish Council, are also part of the Committee's function. The Council insurance policies are also reviewed annually to ensure the assets are correctly valued and insured.

Maintenance of Public Services.

The Car Parks. The Parish Council has continued its policy to ensure the **two car parks** remain “free” to users through a contribution to Arun District Council for Grassmere Close and Links Avenue. Any deterioration to the car parks is reported immediately to A.D.C. for prompt action. Arun is in the process of reviewing car parks district wide and the idea may be to ensure they are cost neutral, meaning a possible increase in the contribution from the Parish Council if we were to ensure the car parks remain “free”. (Paid for via the precept.)

Parish Street Lights

Most have been repainted in the last year and should not need further attention in the near future. The sea front lights one will receive attention later this year. We are seeking to add to these next year in the Lobster pot area and we have applied for a license for three new solar lights.

Public Toilet facilities

In Felpham there are Public toilets at the sea front end of Blake's Road and just off the sea front on the edge of the village at Snook's Corner. The Council has continued to ensure that A.D.C. is well aware that the residents see these as an essential asset that must remain. They are considered an important facility by the Parish Council, which budgets £7070 annually towards the maintenance of these in partnership with A.D.C.

Public Toilet facilities Continued

The Council is opposed to any closure. However toilet provision continues to be the subject of Reviews within Arun District Council in the light of future priorities. Methods are being considered to ensure a fairer payment regime, especially since some other Parishes still get away with paying nothing.



The other sections within the remit of this committee are the **Village Seats** owned by the Parish Council, and the various **Notice Boards** which are checked on a regular basis to ensure their condition is maintained.

Grants (section 137 payments)

Requests for grants are looked at each October, and form part of the following year's budget allocations.

This year we held our Grants and Donations reception evening on 9 April 2015. Without our help and assistance some groups and organisations would not manage to continue which would be seen as a loss by many.

We have been able to help the following good causes this year these grants totalled £7,450:

Sammy Transport: Bognor Regis Stroke Support: Bognor Samaritans Felpham Sailing Club(youths): Bognor Regis History Society: Victim Support: Arun Community Transport: Arun CAB: Home Start Arun Felpham Community College: The Base Skateboard: Bognor Sea Front Lights: Felpham Village Conservation Society.

Thanks must go to Leah Page for her help with the refreshments.

The Parish Council also holds a contingency budget of £2000 for further grants / donations during the year should the Council consider these necessary and justified.

Maintenance of Parish Council Assets.

The Committee continues to monitor with the Clerk, the 'Asset Register' for any items which needs to be covered by our insurance and it reports to the Council on an annual basis. It is also responsible for such varied assets as the Parish flag & pole, Seafront lights and other items already mentioned to give a flavour of the range of items.

Maintenance of public services.

This Committee monitors public services in the Parish such as bus shelters (several of which we have replaced or refurbished), refuse collections, children's play areas, highway facilities, policing matters, foreshore, and licensing abuses.

This will require some consideration of partnership financing with Arun and the Council. We will watch this situation keenly.

The brief of this Committee is a full one, but the members work hard with the Clerk to ensure that the money we spend on Parish facilities on your behalf, is well spent.

In addition this Committee carries out a "watching brief" on the spend against the Budgets set by the other Committees, mentioned in this report.

Finally for the auditors report please view the attachment at the end.

PROJECT'S COMMITTEE

Chairman Gloria Moss MCMI

Committee Members Vice Chairman Eileen Taylor, Hilary Flynn , Reg Geary, Michael Harvey, Mary Harvey, Graham Matthews.

Ex- Officio Members Paul English and David Edwards



Budget 2013 – 2014 £6,400

Budget 2014 – 2015 £6,500

MEETING DATES ([Click here](#))

The Project's Committee develops ideas and initiatives that ensure benefit to Felpham and its residents through improvements to facilities and amenities and the organisation of community events. It proactively seeks options for the present and longer term enhancement of the Village.

Time scales for the planning and delivery of projects may vary and will be determined by the necessary steps involved such as essential community and other stakeholders consultation. Delays may reflect accumulating the funds and awaiting permissions such as licences for installations in public areas.

Whatever the project, this Committee seeks to be at the forefront of working with and engaging with the local community.

Projects undertaken during 2014/5 have been:

Promenade Lights.

This has been a two-year project to light the narrow stretch of promenade between Outram Road and the east point towards Bognor. This stretch is poorly lit and as the main seafront pedestrian thoroughfare to and from Bognor it needs to be made safer particularly during the winter months. Whilst much of the research and preparatory work had been done during the previous year, we have experienced some unavoidable delay, however installation will take place in time for summer evening walks during 2015. We look forward proudly to the use of solar energy to power the lights which will be a first for Felpham. We have received excellent support throughout this initiative from Arun District Council who own this part of the promenade.

Fun on the Prom.

This popular event continues to be a great success. In 2014 we worked with HM Coast Guard and the RNLI to add an Air Sea Rescue demonstration which proved to be a great success. The Felpham Greenswards hosted an afternoon family event with seaside attractions. Evening entertainment included sophisticated music by the Velvettes, the Felpham Sailing Club hosted their popular BBQ and open bar. The day ended with the magnificent Felpham Firework Display, which is always judged as the best on the South Coast!

Public Access Defibrillator.

Felpham seafront is a major attraction for both residents and visitors with pedestrians, dog walkers, joggers, cyclists, sailors, swimmers of all ages using the promenade and beach

throughout the year. We have installed a Defibrillator for public use and it is located at the top of Blake's Road. During 2013/4 we worked closely with Arun District Council, South East Coast Ambulance and British Heart Foundation and the Community First Responders to enable this to happen.

The PAD has also prompted the initiative for regular Save a Life Training for Felpham residents.



During 2014/5 the Committee will have brought the promenade lights and PAD projects to Completion and will again stage the popular Fun on the Prom event with the evening Firework Display on Saturday 22nd August 2015.

The Committee worked with Arun District Council in order to complete the purchasing and installation of a new picnic bench in Rectory Gardens which is now regularly enjoyed by residents.

The Parish Council have agreed a small budget towards unspecified as yet play equipment to be decided on. We are actively sampling community views and opinions and will be continuing to gather information as to whether a play ship, along the lines of the one proposed by the children of Bishop Tuffnel School, can be progressed subject to sufficient funds become available and a community partnership agreed.

King George V: Summerley Lane Car Parking

Car Parking continues to be a perennial problem for residents who live opposite the Playing Field. Whilst new car parking has not been possible due to lack of funds from WSCC, the Parish Council do not intend to give up on this matter. A review was being carried out by Arun District Council and WSCC, but since the County Elections, this has been set to one side and we await possible solutions to try to alleviate the parking problem, although this is not on the project watch list, it is still of importance to many residents.

The Parish Web is contributed to via this committee. (www.felpham.pc.gov)

The Clerk with Maureen Chaffe have drastically updated this site, and it is well worth a visit should you wish to know what is going on in the Parish Council and the village of Felpham. I realise this is mentioned elsewhere but it is of importance to reiterate.

If you would like to see items added to or included on the web site please let us know.

Parish Magazine

The Chairman of the Projects Committee would like to thank Councillor Graham Matthews for the splendid and highly professional approach that he has consistently applied to this project which has achieved so much and is still being delivered to every household in Felpham through the Felpham in Focus magazine.

If you would like to see items added to or included in the magazine about the Parish Council please let us Know.

Quality of Life in Felpham is important to all of us. This Committee tries to seek out and listen to the views and aspirations of our community and ensure that new projects are investigated so that where possible are taken to a successful conclusion.

Some are large, such as promenade lighting some are smaller such as a Picnic Bench.

Sometimes the Committee's plans for enhancement go through quickly; sometimes we have to wait to allow time for all stakeholders to be consulted, involved and be communicated with.

I reiterate this because it is important to ensure our community understands we do try to consult.

Whatever the project, this Committee seeks to be at the forefront of working with and engaging with the local community.

PLANNING COMMITTEE

Chaired by Councillor Mr R. Geary

Assisted by Councillors Mrs M Harvey (Vice Chairman), G Powell, G Matthews, M Harvey, Mrs G Moss

Ex- Officio Councillors: Paul English and David Edwards



MEETING DATES ([Click here](#))

The Planning Committee meets on the second Tuesday of every month.

This Committee carries out the important function of the Council by viewing and commenting on Felpham planning applications received from Arun District Council.

The Committee dealt with and determined 104 such applications and objected to 18 during the course of this municipal year with their determinations being presented to Arun District Council, as the planning authority, to assist in their final decision-making on the applications, as the planning authority.

For the Parish Council’s comments to be considered, their determinations must conform to planning law, regulations and guidelines. Thanks are extended to Leah Page who was the administration assistant for her help in Clerking and the administration of the committee and her advice.

The Committee also has delegated powers to make decisions directly on behalf of the Council, but it does however remain answerable to the Parish Council for any and all of its decisions.

The Committee, where it can, tries to support local concerns on controversial planning matters, but is constrained in doing this as it must conform to national planning law and guidelines.

“General Flooding Issues” & “Felpham Roads” used to be ‘standing items’ for this Committee but the Committee agreed to their removal from the agenda because there have been very few problems under these headings of late. However, they can and will be immediately replaced should the need arise. There is a community resilience plan being compiled at this time which will take in many issues such as flooding.

All the members of this Committee are obliged to keep abreast of the changes in planning legislation and are expected to attend the relevant training sessions in order to fulfil the work that is expected of them, especially with regard to the Local Development Framework (L.D.F.) Process and the Arun Local Plan.

Planning applications are not just around properties, housing and housing developments, but include requests to have trees pruned and in some cases removed. Many of the trees are often subject to special restrictions known as Tree Preservation Orders (TPO’s). We are reviewing the system of Tree Preservation Orders in order to achieve protection of those the Parish has and wishes to retain. Many thanks to Mr. Amick our tree warden for his help on Parish tree matters.

Some applications do also fall within the Felpham Conservation Area and of course these need very careful consideration. Wherever possible we do seek information from, and the views of, community organisations on any changes proposed. We hope that the Felpham Village Conservation Society will become more active and show more interest in collaborating and participate with the Council in the future.

The continued loss of large gardens to in-filling remains of great concern to the Council and with, Arun’s support, this has been reduced. The Committee continually voices its concerns on the parking and traffic and congestion issues's, this does have a knock on effect on local resources monitored by the Council.

As some will have noticed all plans are now available online for viewing and, commenting on, electronically. We have a [quick planning link](#) on our web site.

The Committee and the Council are involved in a continuing dialogue with Arun District Council on the emerging Arun Local Plan and the level of growth to be incorporated within it, as well as discussing future local housing targets for Felpham. At present our Felpham District Councillors have secured a zero housing allocation in Felpham, the only zero allocation in Arun, an important success. The Committee has also maintained a watching brief over matters relating to the Golf Club.

The review of Arun's licensing policy and the Bognor Regis Town Plan are also ongoing.

This has demonstrated the importance of the development of a [Neighbourhood Plan](#) for Felpham for its protection and “vision” for the future. This is used and referred to at the meetings to ensure it is upheld. We, as a community, must be vigilant on all that is dear to us, we must all speak up and participate fully in the process.

Finally I would like to express my thanks to the Chairman of the Council for the guidance given to me as Chairman of the Planning Committee.



Chaired by: Councillor Graham Matthews

Supported by Eileen Taylor (Vice Chairman), Councillors George Blampied, Dennis Peerman, Michael Harvey And Barbara Piedot.

Ex Officio Councillors Paul English and David Edwards

The non voting member of this committee is Tony Turley

Budget 2012 - 2013 £3000

2013 - 2014 £3000

MEETING DATES (Click here)

Blake's Mead build progress

This year has seen a number of items planned for 2014/15 not happening with dates now running into late 2015. The pace of building varies across the 5 phases, Phase 1 all plots have been sold, temporary access road removed and build of the bund south of the BRNRR commenced. Phase 2, 5 plots left to be sold. Phase 3, affordable Homes built by Barratts completed, market homes built by Bovis continuing slowly. The last few site on phase 3 will be completed early in 2015 Phases 4 and 5 have started and progressing at a good rate. The footway from Blake's Mead to Westmoreland drive is not yet formally opened, but in use.

The barriers to allow Public Service vehicles to use Westmoreland Drive is not yet installed and there is no indication when this is likely to occur, the delay does appear to emanate from the WSCC highways department.

Barratt David Wilson (BDW) have opened negotiations with the bus company to ensure that when this barrier is finished there will be a bus service serving Blake's Mead. This of course depends on projected usage, and residents may well need to help show there is a need.

The three shop units that are on the boundary of phases 2 and 3 are still on offer and we are seeking to find out what has been done and how to market these, in order to protect their use for their intended purpose.

POSSIBLE PRIMARY SCHOOL

In March 2015 it was announced that the trigger point for the site for a possible primary school to offered to WSCC had been passed. The committee understand that WSCC intend to take up the offer but have not yet done so and any decision to build could be delayed for a number of years or cancelled.

BOGNOR REGIS NORTH RELIEF ROAD (BRNRR) EASTERN SECTION (FELPHAM)

Early in 2014 BDW homes announced the contractors who will complete the viaduct would be Hochtief UK.

It was announced at the time that completion would be in March 2015. Currently the opening has been delayed until December 2015 which many of us are not happy about. The Western Section (Bersted) opened in the summer of 2014 having itself been delayed by over 12 months.

TRAFFIC MITIGATION

The schemes produced by FPC and West Sussex Highways during 2010 and 2011 were threatened by two adjacent parishes claiming that the entire £1 million pound section 106 monies and more should be spent on traffic lights at Comet Corner. 'Eventually' County Councillors at the Joint Western Arun Area County Committee (JWAAC), following a great deal of pressure from Parish & District Councillor levels, that a solution to this was needed. It was decided that the monies should be split 50/50. with the provision that any under spend by Felpham would be used for Comet Corner.

The current range of schemes at Felpham will take almost all of its allocated money, and progress of those schemes will depend on public consultation in some cases. In my view it is a major requirement that the schemes run in tandem with the opening of the relief road, as has always been expected in my view. Some on the Council do expect a few of the schemes to be started so that completion is on or around when the road is opened to avoid Felpham being a "rat run". This is an aspiration and hope that some will be working towards. The 20 mph is the only scheme currently going ahead.

Current schemes and feasibility maps are on the Felpham Parish Council website, however the Parish are waiting for the final drawings to be issued which will then go on the web site. This is now unlikely to be until late summer 2015 after the opening of the BRNRR.

FOOTPATH 154

The application to divert FP154 was approved during 2014, the diversion will not take place until the completion of the building of the Community Centre. See community centre report.

RESIDENTS' MEETINGS WITH BDW

Early in the the Site 6 project BDW agreed that they would meet on a regular basis with Felpham Parish Council. This has continued in the most part again this year, with residents attending most meetings.



Some of those residents have been from areas outside of Blake's Mead, but recently it has been noticed that one or two have been residents from the new development which is most welcome. Recently the one recurring issue has been the noise being experienced by some residents on the Roundle Estate from the play area, despite best efforts this appears a difficult matter to resolve still, see below.

PLAYGROUNDS

The agreement for the development of Blake's Mead included a number of new play areas and an improvement to the Flansham Road play area which is now complete.

Adjacent to the Community Centre will be a Skateboard Park and Neighbourhood Equipped Area of Play (NEAP). The Local Equipped Area of Play (LEAP) between phases 1 and 2 is open but there are perceived problems due to noise travelling outside the limits of the Blake's Mead development.

The Committee, developers and the affected residents are currently in discussion, as to what, if anything, can be done to resolve this problem.

Councillors and residents are encouraged to raise questions at meetings. In addition members of the Committee occasionally attend the site with the developers to gain an update on the current and future progress of the work. These meetings are reported back to all members of the Committee. The Committee would like to remind residents that the Committee is there, not only for those living outside of the development, but also for the new residents now living in Blake's Mead.

Please talk to us and we will do our best to represent you.

COMMUNITY CENTRE COMMITTEE

Chaired by: Councillor David Edwards

Supported by Councillor Barbara Piedot (Vice Chairman), Councillors Hilary Flynn, Graham Matthews, Dennis Peerman, Glenn Powell, and Eileen Taylor.

Ex Officio Councillors Paul English

Budget 2013 - 2014 £3000

2014 - 2015 £3000

[MEETING DATES \(Click here\)](#)

COMMUNITY CENTRE (CC)

History

In October 2013 Arun District Council (ADC) approached the Parish Council and informed them that the building of the Community Centre would start early in 2014 and that if the Parish Council wished to be considered as a suitable organisation to take over the running of the facility they would have to produce a Business Plan by early 2014. Councillor David Edwards led a working group of Cllrs Taylor, Peerman and Matthews who put together and presented a plan which was acceptable to ADC. The figures showed that Felpham Parish Council could run such a building at no loss to the Council and accordingly Felpham Parish Council resolved to take over the running of the facility on its completion, provided that a number of matters, primarily legal, were satisfactorily resolved.

As a result of the findings of the Working Party, a new Committee was formed to progress the facility, to consider the future planning with regard to Felpham Parish Council running the Community Centre. One particular item was discussed at length, the running of the five a side football pitch and associated changing rooms together with the full size pitch and changing rooms to the far west of the site. It was decided that these will not be run by Felpham Parish Council but will be operated by another body to be determined by ADC, likely to be their Leisure Provider.

The Parish Council are still awaiting other matters to be resolved, and the Committee has met several times with ADC and BDW homes to resolve some of the material items. The legal items have yet to be resolved.

The building of the Community Centre is now out to tender and work is expected to start shortly. The delays have been caused by the protracted negotiations between ADC, BDW Homes and the Parish Council over matters such as the internal and external specification of the building, financial matters, and legal matters. The Committee has fought hard to secure the best specification possible to ensure the building is able to not only provide a superb facility, but will also stand the test of time and require the minimum amount of maintenance. Once the tender process is complete, it is estimated the build will take around nine to ten months, so we expect completion early in the summer of 2016.

The Parish Council has already received some expressions of interest in using the facility and we will shortly be inviting organisations to send in their enquiries and ideas.

The Committee remains optimistic that the Parish Council will be able to take over the new Community Facility once it is completed, subject to the previous matters that were required to be resolved satisfactorily actually being agreed. During the year, the Committee were sad to lose a valuable member when Councillor Glenn Powell chose to resign from the Committee for personal reasons, and his input has been missed. However, the Committee continues to strive to get the best possible facility for the residents of Felpham.

NEIGHBOURHOOD PLANNING COMMITTEE

Chaired by Cllr. Glenn Powell

Supported by Councillors Eileen Taylor (Vice Chairman) Barbara Piedot, Geoff Farrell, Graham Matthews, Gloria Moss.

Ex Officio Councillors- Paul English and David Edwards / Part Year / Dennis Peerman



Volunteers (lay members) from Felpham Residents– Amanda Drinkwater, Tony Turley, Colin Holliday, Leeza Aldis-Hobbs and Rachel Searle.

Technical expertise and specialist consultant:- Maureen Chaffe

Budget 2012 - 2014 Felpham was awarded £20,000 by the Department of Culture and Local Government as a Front Runner to progress the Plan. There was also Locality Grant £3,500.00. The Plan is not there to be a burden on the Parish precept.
Total Income £23,500.00

Budget 2014 - 2015 No further Grants received but Arun District Council paid for the Referendum in July.

Expenditure

Income

Front Runner Grant £20,000.00

Locality Grant £3,500.00

Total Income £23,500.00

Expenditure

2012/3 Actual £2,710.00

2013/4 Actual £14,113.81

2014/5 31 March (Estimate) £4,636.28

Design Guide (Estimate) £2,000.00

Total Expenditure £23,460.09

Balance £39.91

MEETING DATES ([Click here](#))

Neighbourhood Plans were introduced by Central Government to enable local neighbourhoods to have a say on the development of land in their area. Felpham Parish Council formed a Neighbourhood Plan Committee in 2011 to take forward a plan for Felpham. Public meetings were held in 2012 and the Plan was then drafted in early 2013. On completion the plan was be put to a local referendum.

With resounding support from residents the Neighbourhood Plan was adopted it is now used by Arun District Council to help to ensure its planning decisions are right for Felpham and conform to the Neighbourhood Plan policies.

There was an 18.26% Turnout. 1325 / 90.14% voted 'Yes' 145 / 9.86% voted 'No'

The Felpham Neighbourhood Plan is based on the Vision Statement:

"Value, protect and promote the unique parish of Felpham, by respecting its heritage, appreciating its current community and being aspirational when planning its future and therefore ensuring "Felpham in particular is the sweetest spot on earth" (William Blake 1801)"

This Committee has had to undertake a steep learning curve during the last year and has come shining through.



There are 30 policies divided into four sections being

- **Business and Tourism**
- **Getting Around**
- **Community Leisure and Wellbeing**
- **Environment, Sustainability and Design Quality**

The full Plan can be found on the Felpham Parish Council website.

Consultant Maureen Chaffe and our Parish Clerk, Richard Wickens, ably assisted the committee achieved a good outcome.

This plan is designed to improve the quality of life for all Felpham's residents of any age throughout the coming years to 2028. It is regarded as a living document and is regularly reviewed and as queries occur they are listed, ready for the annual review.

The Committee has also worked closely with Arun District Council and wishes to express their thanks for the help and support of Donna Moles, their Neighborhood Plan Officer. Comments from Arun District Council identified changes of emphasis or strengthening of wording. They also commented on our policies in relation to their own 2003 Local Plan and their new emerging Local Plan.

In particular the Felpham Neighborhood Plan introduced a Local Green Spaces policy-giving maximum protect against development in these areas.

Felpham Parish Council once again wishes to express its thanks to the lay members of the Committee who have stayed with the process and contributed throughout.

The Felpham Neighborhood Plan as mentioned previously has now been adopted by Arun District Council and now forms part of their Local Plan and must be used when assessing planning applications. The Felpham parish Council Planning and Licensing Advisory Committee has also been trained in using the Neighborhood Plan is making their own decisions. The Parish Council will now regularly review its policies and police its use by Arun District Council.

The Neighborhood Plan Committee continues to work on the Felpham Design Statement and this should be ready for consultation during 2015. Once agreed it will be an integral part of the Neighborhood Plan.

Whilst the Neighborhood Plan covers the hard planning issues, many 'softer' community issues were identified within the Plan to be dealt with in a separate Community Action Plan. The Committee is progressing this Action Plan and using it to identify community projects. This aspect of the Plan is being led by Cllr Geoff Farrell and lay member Amanda Drinkwater.

Lastly, the Committee was asked to take on the production of a Community Resilience Plan. This will identify local risks to the community and works in with the District Plan that is the responsibility of Arun District Council. The Plan identifies emergency procedures and working with the emergency services and the West Sussex Flood Forum. Cllr Gloria Moss and lay member Colin Holiday are leading on this Plan.

CONCLUSION

As I hope you will see, Felpham Parish Council does have a good mix of Councillors who DO Things. I should now like to take this final opportunity as your long standing Chairman of almost 12 years to once again genuinely thank **all** the members of the Parish Council, not only for their support to me as Chairman, but more importantly for the interest they have shown in the various ways of meeting the needs of the Parish throughout the year.

I will not be standing in this coming year for the position as Chairman, however I do hope, for the sake of continuity and to ensure experience, the Council considers, going forward, that any Vice Chairman is primarily considered first for the position of Chairman. Then a new Vice Chairman, who can gain knowledge and experience can be selected. Some continuity may then be possible and can be exercised in these very delicate and testing roles. The Council, of course will make its decision.



During the course of this municipal year our PCSO has been Clive Morge who oversees the geographical area of Felpham, Middleton on Sea and Elmer. He has been an asset to Felpham.

Clive was once able to personally attend our monthly Main Council meetings to provide monthly local updates on crime etc', this is now conveyed to our Clerk prior to the meetings due to work pressures he has not been able to attend much this year.

This year we had no requests for any special Parish meetings from residents.

I think this showed that we learnt to have a more open door policy and encourage residents to talk with us and for us to listen to the concerns residents have and where possible to take them on board. We should learn from the experience of past years.

I know I say this every year and I will do again this year, but it is true, our Parish Councillors are all hard working.

My end of year reports have now taken on a format that I hope helps residents see what we do and why we do it and that it also shows some continuity for those wanting to know about on going matters. I have again asked each Committee Chairman to give their contributions to this report, so that the majority of the content is in their words.

Last but not least I should like to thank my wife for her patience and understanding about the time it takes for me to carry out the work I do and her willingness to attend, with me, many functions and meetings and to do an excellent job as an ambassador for Felpham. I think this is my 27th year as a Parish Councillor serving Felpham and I have enjoyed most of the opportunities in putting Felpham first.

We have as I may have mentioned, continued to work closely and given support where we can with all the village organisations and when we are invited to attend meetings, such as Felpham Sailing club or the Felpham Sea Scouts, to name but a few, we do try to be there. It is always good to get the invitations and show support.

This I believe shows that the Parish Council does do all that is possible to maintain and enhance the life of Felpham. I would like thank those members of the public who take an interest and attend our meetings. All our meetings are open to the public, so please do come along.

We **always** welcome your support and views. In closing I do hope I have given credit where credit is due and not forgotten anyone. If I have, please accept my apologies.

At present all of Felpham's Parish Councillors live in Felpham.

Truly well done and many thanks.

Councillor Paul English
Chairman Felpham Parish Council 2014 - 2015

ACCOUNTS INFORMATION (Follows)



Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

FELPHAM PARISH COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2013 £	31 March 2014 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	78010	120560	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	98292	90767	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	23683	15340	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	25589	31765	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	53636	67647	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7 (=) Balances carried forward	120560	127255	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	120560	107255	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.		
9 Total fixed assets plus other long term investments and assets	137520	138660	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 03/06/2014

I confirm that these accounting statements were approved by the council on this date:

03/06/2014

MC 53

Signed by Chair of the meeting approving these accounting statements.

Date 03/06/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

FELPHAM PARISH COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of elections' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.	NA		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MC 53

dated 03/06/2014

Signed by: Chair dated 03/06/2014

Signed by: Clerk dated 03/06/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



Section 3 – External auditor certificate and opinion 2013/14

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

FELPHAM PARISH COUNCIL Council Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
 - confirms and provides assurance on those matters that are important to our audit responsibilities.
- Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below, on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (delete as appropriate).)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please complete Box 9 on Section 2.

(continue on a separate sheet if required)

External auditor signature

Per Littlejohn

External auditor name

PKF Littlejohn LLP

Date 3/9/2014

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.



Section 4 – Annual internal audit report 2013/14 to

FELPHAM PARISH COUNCIL Council Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ no petty cash
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable). The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Mark Mulvaney BA (Hons) ACA CMA

Signature of person who carried out the internal audit

M Mulvaney Date 15/5/2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

ATTENDANCE RECORD OF METTINGS 2014 - 2015

[COUNCILLOR G. BLAMPIED](#)

ALLOWANCES 2014/15 £468.00



MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	8	0	3
PLANNING	7	5	0	2
ALLOTMENTS	11	9	0	2
SITE 6	11	10	0	1

[COUNCILLOR D. EDWARDS](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	10	0	1
PLANNING *	7	2	0	5
PROJECTS *	5	2	0	3
ALLOTMENTS*	7	4	0	3
FINANCE *	11	7	0	4
NEIGHBOURHOOD PLAN *	6	2	0	4
SITE 6 *	11	7	0	4
COMMUNITY FACILITY *	10	8	0	2

* Ex-Officio (Part Year) - not obliged to attend these meetings

[COUNCILLOR P. ENGLISH](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	10	0	1
PLANNING *	11	6	0	5
PROJECTS *	10	4	0	6
ALLOTMENTS *	11	7	0	4
FINANCE *	11	8	0	3
SITE 6 *	11	8	0	3
NEIGHBOURHOOD PLAN*	7	2	0	5
COMMUNITY FACILITY*	10	7	0	3

* Ex-Officio - not obliged to attend these meetings

[COUNCILLOR G. FARRELL](#)

ALLOWANCES 2014/15 £234.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	7	0	4
ALLOTMENTS	11	11	0	0
FINANCE	11	6	0	5
NEIGHBOURHOOD PLAN	7	7	0	0

[COUNCILLOR R. GEARY](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	8	0	3
PLANNING	11	10	0	1
PROJECTS	10	9	0	1

[COUNCILLOR MRS M. HARVEY](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	11	0	0
PLANNING	11	10	0	1
PROJECTS	10	8	0	2

[COUNCILLOR M. HARVEY](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	11	0	0
PLANNING	11	10	0	1
PROJECTS	10	8	0	2
SITE6	11	9	0	2

[COUNCILLOR MS H. FLYNN](#)

ALLOWANCES 2014/15 Nil

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	8	6	0	2
PROJECTS	3	0	0	3
COMMUNITY FACILITY	10	7	0	3
FINANCE	10	7	0	3

[COUNCILLOR MRS. R. KISSELL](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	9	0	
FINANCE	11	10	0	1

[COUNCILLOR G. MATTHEWS](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	11	0	0
PLANNING	11	10	0	1
PROJECTS	10	9	0	1
NEIGHBOURHOOD PLAN	7	5	0	2
SITE 6	11	11	0	0
COMMUNITY FACILITY	10	10	0	0

[COUNCILLOR D. PEERMAN](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	10	0	1
PLANNING *	11	8	0	3
PROJECTS *	4	2	0	2
ALLOTMENTS *	4	4	0	0
FINANCE	11	11	0	0
SITE 6 *	11	10	0	1
NEIGHBOURHOOD PLAN*	2	1	0	1
COMMUNITY FACILITY*	10	9	0	1

* Ex-Officio (Part Year) - not obliged to attend these meetings

[COUNCILLOR MRS. B. PIEDOT](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	10	0	1
ALLOTMENTS	11	10	0	1
FINANCE	11	9	0	2
COMMUNITY FACILITY	10	8	0	2
SITE 6	11	10	0	1

[COUNCILLOR G. POWELL](#)

ALLOWANCES 2014/15 Nil

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	10	0	1
PLANNING	4	3	0	1
PROJECTS	3	3	0	0
NEIGHBOURHOOD PLAN	7	7	0	0

[COUNCILLOR G. STRIDE](#)

ALLOWANCES 2014/15 £468.00

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	9	0	2
ALLOTMENTS	11	10	0	1
FINANCE	11	10	0	1

[COUNCILLOR MRS G. MOSS](#)

ALLOWANCES 2014/15 Nil

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	11	0	0
PROJECTS	10	10	0	0
PLANNING	11	10	0	1
NEIGHBOURHOOD PLAN	7	7	0	0

[COUNCILLOR MRS E. TAYLOR](#)

ALLOWANCES 2013/14 Nil

MEETINGS	NO. OF MEETINGS	PRESENT	ABSENT	APOLOGIES
MAIN COUNCIL	11	8	0	3
ALLOTMENTS	11	6	0	5
NEIGHBOURHOOD PLAN	7	3	0	4
SITE 6	11	10	0	1
PROJECTS	3	3	0	0
COMMUNITY FACILITY	10	9	0	1