

# **TANGMERE PARISH COUNCIL**

## **ANNUAL REPORT MAY 2009**

### **CHAIRMAN'S REPORT**

It gives me great pleasure to introduce the Annual Report for the Council. The Parish Council has made great strides towards becoming a more professional and accessible Council, and this report is a combination of information aimed at letting you know what it has been doing on your behalf. Many Councillors give long hours of their time because they believe they can make a difference for their community. It is my sincere belief that because of their efforts, Tangmere Parish Council is indeed making a difference.

The Parish Council looks forward to a variety of challenges in the year ahead - many of which will have a direct impact on villagers. Parish Council meetings are open to the public and the press. As a Council we try to fully engage with our fellow residents, and to keep you informed. The Council is continuing to work towards Quality Parish Status, a process that in its own right, is improving its performance. As part of the process the Council's Standing Orders and Financial Regulations were updated and then adopted at the last Annual Parish Council Meeting.

#### **Parish Council membership**

Dominic Mackinnon resigned from the council in May last year and Brian Wood was co-opted onto the Council in July. The resignations of Christine Baker and David Poulter have recently been received. The Council would like to thank all three Councillors for volunteering their time and energy. A special thanks to Christine for her support as Parish Council Vice-Chair over the last few years.

#### **Communications**

**Council Meetings:** at Parish Council meeting reports are received from the Community Wardens, Police Community Support Officer, Community Action Programme Chair and both County and District Councillors. The public are also given an opportunity to raise local issues and question the various agencies.

**Website:** the Council is committed to improving communication links with local residents, organisations and businesses. When you visit our website you will find a wealth of useful information about services and facilities provided by the Parish Council. There are full details of the business of the Council – agendas, reports, minutes, etc. If you want to see your local organisation listed, please let the Clerk know.

**Tangmere Newsletter:** the Newsletter continues to be funded by the Council, and the editorial and delivery work is provided by volunteers. It is circulated ten times a year to every household in Tangmere and Easthampnett. The Parish Council would like to thank the Editors, Mr & Mrs Rudkin, and all the volunteers for their help.

**Welcome Pack:** the Council is planning to produce a welcome pack for new residents, bearing in mind the number of new homes planned for the village.

**Freedom of Information Act:** the Council has adopted a Publication Scheme and guidelines of what information is available to the public and how they can access it.

#### **Social matters**

**Traffic:** Local residents frequently express concerns about speeding traffic, especially near Tangmere Primary school. SID is a speed indication device that is available for use by local communities under police supervision. It is used to promote awareness of the dangers of speeding and safer driving habits. The Parish Council supports this scheme and together with Councillors it seeks local residents to volunteer to be trained in the use of a mobile SID.

**Bus shelters:** The Parish Council has recently used S106 funds earmarked for the provision of bus shelters, and continues to maintain those that it has. The shelter at the OneStop is looking a bit tired, and could do with replacing. Other shelters could do with seating being provided.

**Training and meetings:** Councillors attended meetings as representatives of the Council, including: CAP, Neighbourhood Watch and Community Warden steering committees, Lavant Valley Partnership, South Chichester CLC. During the year the Clerk attended a Clerks Networking Day, a CiLCA revision course and a Chichester SLCC meeting. All Councillors and the Clerk will attend a Power of Well Being course this year.

## **ENVIRONMENT COMMITTEE REPORT**

In line with best practice, the Parish Council has reviewed its existing Parish Action Plan during the year. Five of the Tangmere Top Ten priority actions set in 2005 have been accomplished most notably the construction of the pedestrian bridge across the A27. A new survey of views and concerns of residents was conducted 2008. The main actions arising from the new survey include:

- As 267 new homes are being built or planned at the Fire Depot and Hanger sites the Parish Council should campaign to prevent any further major housing in the next seven years.
- Launch two new initiatives, Pride in Tangmere and Tangmere goes Local, to improve the environment and promote self sufficiency in the village, in cooperation with residents and local business.

### **New Facilities**

The Battle of Britain Memorial Woodland, at the side of the allotments, was completed with generous voluntary assistance and grant aid. The Aldingbourne Trust has been engaged to maintain it. A football/activity wall has been erected on the playing fields, with grant aid from the District Council's Community Chest. This additional equipment is well used and is a popular addition to existing play facilities. Great improvements have been made to the immediate environment of Spitfire Court, thanks to help and assistance from various agencies.

### **Planning Applications**

A total of 34 applications were scrutinised and commented on during the year by the Parish Council.

### **Litter Warden**

John Rudkin continues to do an excellent job in his role as litter warden in keeping the village clean and tidy. Residents need to ensure they play their part in maintaining a litter free environment.

## **VILLAGE CENTRE COMMITTEE REPORT**

The Village Centre Committee has had a successful year achieving the majority of its objectives. The User Groups have worked well together with the Auction and Camera Club leading the way. The Football Club is at long last looking more focused and organized.

### **Improvements**

During the year an induction hearing loop and Wi-Fi were installed in the Centre. The new curtain track and curtains for the stage are progressing well. A textile bank was installed in the Centre's car park and two new sets of tennis nets and posts both installed. The cycle stand and shelter is currently under construction. Quotes for a new soak away at the rear of the Centre are being sought to curtail the flood risk from the recreation field. The usage of electricity, gas and water continue to be monitored for maximum efficiency and minimal wastage.

## **Risk Assessment**

The Assessment was updated and a new hob and oven was purchased as a result of comments from regular users. A security survey was carried out on behalf of the Centre's insurers and the Centre passed with flying colours. The only requirement was that the five-lever mortice lock of the front door is used overnight or when the Centre is left empty for long periods. A new lock has been installed and keys will be distributed to the various groups.

Finally, thank you to Julia for her tireless work and effort she puts in as our Centre Manager.

## **FINANCE COMMITTEE REPORT**

The Finance committee was chaired by Andrew Grice for the year. Membership consists of the Chair and Vice-Chair of the Council, Chairs of both Environment and Village Centre committees, and the committee itself is chaired by another member of the Council. Therefore half the Council sits on this committee that scrutinises the activity of the Council, approves expenditure, and recommends the Precept budget. The 2008/2009 Council's Precept remained unchanged from 2007/2008 at £46,500 and was set in January 2008.

The Council complies with the statutory requirements of the Accounts and Audit Regulations in the management of its accounts and financial affairs. The Accounts are prepared on a Receipts and Payments basis. The appointed external auditor for the Council is Mazars of Southampton; and the independent internal auditor is Mr R Martin. The Parish Clerk undertakes day-to-day financial management, as the Council's Responsible Financial Officer with regular reports to the Finance Committee.

### **Fixed Assets owned by the Council**

The Council owned the following assets at 31 March 2009.

|                                      | £                 |
|--------------------------------------|-------------------|
| <b>Freehold land and buildings</b>   |                   |
| Village Centre                       | 753,746.53        |
| Double Garage                        | 21,792.62         |
| Allotment Containers                 | 1,275.00          |
| Recreation Field                     | 1.00              |
| Allotments                           | 1.00              |
| <b>Street Furniture</b>              |                   |
| Six Bus Shelters                     | 16,854.41         |
| Four Seats                           | 3,517.77          |
| Two Lamp Posts                       | 2,723.40          |
| Four litter bins                     | 1,195.17          |
| <b>Equipment</b>                     |                   |
| Recreation Field Play Equipment      | 56,461.43         |
| Village Centre Equipment             | 15,115.00         |
| Double garage contents               | 7,870.00          |
| Allotment Container Contents         | 270.00            |
| Office Equipment                     | 1,000.00          |
| <b>Gates and Fencing</b>             |                   |
| Tennis Court Fencing                 | 7,295.64          |
| Adventure Trail Fencing              | 2,926.80          |
| Recreation Field Fencing             | 396.00            |
| Spitfire Court wooden retaining wall | 1,805.00          |
| Spitfire Court metal fencing         | 510.00            |
| <b>TOTAL</b>                         | <b>894,756.77</b> |

**Disposal of Fixed Assets:** the Allotment Garage was removed as it was no longer fit for purpose. A new steel container was purchased as a replacement. One litter bin on the recreation field was removed after being vandalised.

## (ii) Capital Expenditure and Reserves

Movements on the Capital Expenditure and Reserves during the financial year were as follows:

| Description                        | Opening Balance<br>01/04/08 | Payments<br>as at<br>31/03/09 | Receipts<br>as at<br>31/03/09 | Closing<br>Balance at<br>31/03/09 |
|------------------------------------|-----------------------------|-------------------------------|-------------------------------|-----------------------------------|
| <b>Capital Reserves</b>            |                             |                               |                               |                                   |
| General Reserves                   | 10,622.62                   | 273.50                        | 1,712.19                      | 12,061.31                         |
| <b>Earmarked Reserves</b>          |                             |                               |                               |                                   |
| Bus Shelters                       | 10,941.20                   | 955.40                        | 413.77                        | 10,399.57                         |
| Space Net                          | 316.00                      |                               |                               | 316.00                            |
| Play Equipment                     | 5,000.00                    |                               |                               | 5,000.00                          |
| Kitchen                            | 37.00                       |                               |                               | 37.00                             |
| BOB: Big Lottery Fund              | 2,825.03                    | 2,712.82                      |                               | 112.21                            |
| BOB: SITA Trust                    | -260.49                     | 5,121.90                      | 5,159.73                      | -222.66                           |
| Woodland Trust                     | 100.00                      |                               |                               | 100.00                            |
| Spitfire Court                     | 2,000.00                    | 3,782.22                      | 4,320.00                      | 2,537.78                          |
| Activity Wall                      | 335.75                      | 1,343.00                      | 670.00                        | -337.25                           |
| Allotments (inc water)             |                             | 373.24                        | 849.81                        | 476.57                            |
| Curtain Track & Curtains           |                             |                               | 1,710.00                      | 1,710.00                          |
| <b>Asset Replacement Reserves:</b> |                             |                               |                               | 0.00                              |
| Tennis Courts                      | 1,993.83                    | 598.50                        |                               | 1,395.33                          |
| Village Centre Car Park            | 6,803.27                    |                               |                               | 6,803.27                          |
| <b>TOTAL</b>                       | <b>40,714.21</b>            | <b>15,160.58</b>              | <b>14,835.50</b>              | <b>40,389.13</b>                  |

**Section 137 Payments:** the limit for spending under S137 of the Local Government Act 1972 for this Council in the year to 31 March 2009 was £10,770.68 based on a registered electorate of 1,838. Payments of £33 to the British Legion Poppy Appeal and a £50 grant to ForeSight were made.

**Grants:** St Andrews Church was granted £500 towards the upkeep of the churchyard and £67.50 donated towards the cost of holding its annual fair. £300 was given to the Twinning Association to offset the costs of hosting its guests from Hermonville-sur-Mer. Chichester Community Transport's Dial-a-Ride service received financial assistance of £158.

**Section 145 Payments:** a donation of £500 was made to Tangmere Village Day 2008. Under Section 145 the funds raised from the event were paid into the Council's bank account. Once all expenses were paid the funds were equally distributed to three local groups: 2nd Tangmere Scouts, Tangmere Primary School and Tangmere Youth Club.

**S106 Monies:** The Council used £3,770 of S106 monies arising from the development of the former Fire Depot to purchase a wooden retaining wall and metal fencing for the Spitfire Court project. Costs totalled £3,770.

**Borrowings:** the Council took out a loan of £140,000 from the Public Works Loan Board to finance the Village Centre extension in March 2003. The loan is repayable by six monthly instalments until 2028. The amount outstanding at 31 March 2009 was £119,725.

**Leases:** the horse field and the land to the north of the horse field are leased to a local resident for a total of £310 per annum.

**Allotment Tenancies:** during the year 36 five-rod allotment tenancies were held and a total of £593.36 was received as rental. Thanks are given to the Allotment Steward, Mr Dave Strotton, for his work.

**Allowances for Councillors:** following a decision last year, no allowances were paid to Councillors. Expenses for Councillors consisted of minor reimbursements covering stationery.

**Allowances for Employees:** there was an allowance paid to the Clerk for using her own home for the Parish office, £200 in 2008-09. Expenses reimbursed to the Clerk consisted of items purchased on behalf of the Parish Council.

## **YOUR PARISH COUNCIL**

|                       |        |
|-----------------------|--------|
| Andrew Irwin          | 776823 |
| Roy Anscombe          | 773619 |
| George Barlow         | 788023 |
| Roger Birkett         | 784121 |
| Andrew Grice          | 776819 |
| John Perry            | 776845 |
| Helen Punnett         | 774169 |
| Brian Wood            | 539980 |
| Moya Monachan - Clerk | 532426 |