

Apuldram Parish Meeting

1 Charlmead East Wittering Chichester West Sussex PO20 8DN

Email: [clerk@apuldramparishmeeting.org.uk](mailto:clerk@apuldramparishmeeting.org.uk)

**I hereby give notice of the Chairman's Advisory Group Meeting at 6.45pm on Thursday 2nd October 2025 at The Education Centre, Dell Quay.**

Signed: Louise Chater

Dated: 24th September 2025

## **AGENDA**

### **CA28.25 Public Question Time**

### **CA29.25 Apologies**

### **CA30.25 District Councillors Report**

### **CA31.25 County Councillor Report**

### **CA32.25 Code of Conduct, General Data Protection, Health and Safety and Policies**

1. Declaration of interest on items included on the agenda
2. Dispensation requests
3. General Data Protection
4. Health and Safety - Parish Assets
5. Policy Review

### **CA33.25 Minutes**

1. To approve the minutes of the meeting held on [24th April 2025](#)
2. Review draft minutes of Parish Meeting held on [22nd May 2025](#)

### **CA34.25 Matters arising from the Minutes not already on the agenda**

### **CA35.25 Finance**

1. Balance as at date of meeting
2. Payments - ratification of payments made and payments for authorisation including any invoices received following the publication of the agenda
3. Financial Statements and Budget against expenditure report.
4. Banking review of bank signatories
5. Barclays online banking
6. Parish Council Website and Logo
7. Engagement of an Internal Auditor year ended 31st March 2026
8. Annual Governance and Accountability Return year ended 31st March 2026 - report on the requirements to comply.

### **CA36.25 Planning**

1. Planning Applications received and actions taken
2. Consider any new applications received following the publication of the agenda.

**CA37.25 Highways**

1. Three Parishes Traffic Group (30mph project for Birdham Road (A286)) update from Marsha Jones
2. SID - Grant
3. Dell Quay Road Yellow Lines and Resurfacing

**CA38.25 Footpaths**

1. Footpath 179 Diversion (Donnington to Appledram Lane South) and entrance on A286
2. Salterns Way Cycle Route

**CA 39.25 Environment**

1. Ditch maintenance to the rear of Church Farm - Site meeting with Western Sussex Rivers Trust and actions taken.

**CA40.25 Clerks Report**

1. Calendar of Meetings

**CA41.25 Items for noting or future agendas**

Sheet1

Agenda Item CA35.25(2)

**List of payments to be ratified at the meeting:**

Payment Details	Date of Invoice	CQ Number	Total	Invoice Details
Mrs L Chater	01/05/25	100224	295.88	Clerk's fees and expenses month 1
Zurich Municipal	13/02/25	100221	211.11	Insurance
Mulberry Local Authority Services Ltd	30/04/25	100223	78.00	Audit Fees
Sign Shop	30/04/25	100222	222.00	VE Day Plaque
Harding L	08/05/25	100226	400.00	VE Day Band
Yeates	08/05/25	100225	480.00	VE Day fish and chips
West Sussex Association of Local Councils	01/04/25	100227	68.17	Subscription
Mrs L Chater	30/07/25	100228	682.34	Clerk's fees and expenses month 2 & 3

**List of Payments to be authorised and signed at the meeting:**

Payment Details	Date of Invoice	CQ Number	Total	Invoice Details
Mrs L Chater	24/09/25	100229	244.76	Clerk's fees and expenses month 3 & 4
BWP Creative Ltd	02/05/25	100230	104.40	website hosting and support

**Apuldram Parish Meeting**

Monthly Statement as at 31st August 2025

Balance brought forward 1st April 2025	£12,645.55	
Add Receipts	£3,775.50	
Less Payments	£9,287.51	
Balance		<u>£7,133.54</u>
Bank Accounts		
Barclays Account		£7,133.54
Less unrepresented payments		
Total	<u>£-</u>	
add any monies not cleared		
Total	<u>£-</u>	
<b>RECONCILED BALANCE</b>		<b><u>£7,133.54</u></b>
Note: the stated balances include funds set aside for the following :		
Apuldram Lane Fund (Op Watershed)	£-	£0.00
<b>The balance available for expenditure is therefore</b>		<b><u>£7,133.54</u></b>
Prepared by : Louise Chater		

Payment Details	Date of Invoice	Total	Invoice Details
Mrs L Chater	30/07/25	682.34	Clerk month 2&3
WSALC	01/04/25	68.17	Subscription

APULDRAM PARISH MEETING- EXPENDITURE BUDGET  
As at 31<sup>st</sup> August 2025

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	168	176	211	(35)	-20%	
Audit Fees	2	80	0	78	(78)	#DIV/0!	
GDPR/Data Protection	3	40	40	0	40	100%	
Website Maintenance/Hosting	4	72	404	0	404	100%	
NALCC, SALC & CALC Subscription	5	62	65	0	65	100%	
SLCC and Institute Membership	6	0	0	0	0	#DIV/0!	
Chairman's Discretionary Fund/Event	7	100	100	0	100	100%	
Office Equipment	8	25	25	0	25	100%	
Events	9	1000	1000	3	997	100%	
Printing for Parish Meeting Flyers	10	120	120	0	120	100%	
Office Telephone	11	90	90	0	90	100%	
		<u>1757</u>	<u>2020</u>	<u>293</u>	<u>1727</u>	<u>86%</u>	
<b>Contractor</b>							
Clerk to Parish Meeting	12	3848	3848	1,201	2,647	69%	
office rent and broadband	13	0	0	0	0	#DIV/0!	
Expenses Clerk to Parish Meeting	14	50	50	33	17	34%	
		<u>3,898</u>	<u>3898</u>	<u>1,234</u>	<u>2,664</u>	<u>68%</u>	
<b>Public Areas</b>							
Notice Boards	15	0	0	0	0	#DIV/0!	
Litter Bins	16	0	0	0	0	#DIV/0!	
Hedgerow and grass cutting	17	300	300	0	300	100%	
		<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>100%</u>	
<b>Capital Expenditure</b>							
Signage towards Dell Quay	18	0	0	0	0	#DIV/0!	
Hedge Removal to Create More Parking	19	0	0	0	0	#DIV/0!	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>#DIV/0!</u>	
<b>TOTAL EXPENDITURE</b>		<u><b>5,955</b></u>	<u><b>6,218</b></u>	<u><b>1,527</b></u>	<u><b>4,691</b></u>	<u><b>75%</b></u>	
		<u><b>5955</b></u>	<u><b>6,218</b></u>				
				<u><b>Underspend/(Overspend)</b></u>	<u><b>4,691</b></u>		

**Apuldram Parish Meeting**  
**Balance brought forward 1st**

**Monthly Statement as at 31st July 2025**

April 2025	£12,645.55	
Add Receipts	3775.5	
Less Payments	8605.17	
Balance		<u>£7,815.88</u>
Bank Accounts		
Barclays Account	7815.88	£7,815.88
Less unrepresented payments		
Total	£-	
add any monies not cleared		
Total	£-	
<b>RECONCILED BALANCE</b>		<u><b>£7,815.88</b></u>

Note: the stated balances include funds set aside for the following :

Apuldram Lane Fund (Op Watershed)	£-	
		£0.00

The balance available for expenditure is therefore £7,815.88  
 Prepared by : Louise Chater

Payment Details	Date of Invoice	Total	Invoice Details

0



**Apuldram Parish Meeting Monthly Statement as at 31 May**

Balance brought forward		
1st April 2025	£12,645.55	
Add Receipts	£3,775.50	
Less Payments	£8,605.17	
Balance		<u>£7,815.88</u>
Bank Accounts		
Barclays Account	£7,815.88	£7,815.88
Less unrepresented payments		
Total	<u>£-</u>	

add any monies not cleared		
Total	<u>£-</u>	<u>£7,815.88</u>

**RECONCILED BALANCE**

Note: the stated balances include funds set aside for the following :

Apuldram Lane Fund (Op Watershed)

The balance available for expenditure is then £0.00  
£7,815.88

Payment Details	Date of Invoice	Total
Mrs L Chater	14/04/25	276.56
Parish Magazine Printing	21/04/25	41.62
Mrs L Chater	01/05/25	295.88
Zurich Municipal	13/02/25	211.11
Mulberry Local Authority Services Ltd	30/04/25	78.00
Sign Shop	30/04/25	222.00
Harding L	08/05/25	400.00
Yeates	08/05/25	480.00
		<b>2005.17</b>

**APULDRAM PARISH MEETING- EXPENDITURE BUDGET**  
**As at 30<sup>th</sup> May 2025**

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	168	176	211	(35)	-20%	
Audit Fees	2	80	0	78	(78)	#DIV/0!	
GDPR/Data Protection	3	40	40	0	40	100%	
Website Maintenance/Hosting	4	72	404	0	404	100%	
NALCC, SALC & CALC Subscription	5	62	65	0	65	100%	
SLCC and Institute Membership	6	0	0	0	0	#DIV/0!	
Chairman's Discretionary Fund/Event	7	100	100	0	100	100%	
Office Equipment	8	25	25	0	25	100%	
Events	9	1000	1000	3	997	100%	
Printing for Parish Meeting Flyers	10	120	120	0	120	100%	
Office Telephone	11	90	90	0	90	100%	
		<u>1757</u>	<u>2020</u>	<u>293</u>	<u>1727</u>	86%	
<b>Contractor</b>							
Clerk to Parish Meeting	12	3848	3848	541	3,307	86%	
office rent and broadband	13	0	0	0	0	#DIV/0!	
Expenses Clerk to Parish Meeting	14	50	50	11	39	79%	
		<u>3,898</u>	<u>3898</u>	<u>552</u>	<u>3,346</u>	86%	
<b>Public Areas</b>							
Notice Boards	15	0	0	0	0	#DIV/0!	
Litter Bins	16	0	0	0	0	#DIV/0!	
Hedgerow and grass cutting	17	300	300	0	300	100%	
		<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	100%	
<b>Capital Expenditure</b>							
Signage towards Dell Quay	18	0	0	0	0	#DIV/0!	
Hedge Removal to Create More Parking	19	0	0	0	0	#DIV/0!	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<b>TOTAL EXPENDITURE</b>		<u><b>5,955</b></u>	<u><b>6,218</b></u>	<u><b>844</b></u>	<u><b>5,374</b></u>	86%	
		<u><b>5955</b></u>	<u><b>6,218</b></u>				
				<u><b>Underspend/(Overspend)</b></u>	<u><b>6,374</b></u>		

## Agenda Item: CA35.25(8)

### Annual Governance and Accountability Return 2025/26

#### Assertion 10 - Digital and Data Compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain – **Clerk and Chair to have dedicated email address. Apuldram Parish Meeting partially complies with this requirement. The Chair email address is being set up as part of the new website.**

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable). – **New website being prepared.**

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

Freedom of Information Act 2000 – **the Parish Meeting adopted a document retention policy on 23<sup>rd</sup> May 2024; this policy is available on the website**

Transparency code for smaller authorities - does not apply to parish meetings however as part of best practice Apuldram Parish Meeting endeavours to comply with the requirements: Information to be published:

- All items of expenditure above £100 – all items of expenditure are recorded in the minutes – **Complies**
- End of year accounts - Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. – **Complies**
- Annual governance statement - Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. **Complies**
- Internal audit report - Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form. Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.

**Complies**

- List of councillor or member responsibilities – **to be updated when new website is published.**
- Location of public land and building assets – **not applicable.**
- Minutes, agendas and papers of formal meetings – Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.

**Complies**

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

- The Parish Meeting is registered with the Information Commissioner.
- The Parish Councils email address has been updated with the Information Commissioner.
- The Registration Certificate uploaded to website
- The Freedom of Information Statement has been updated with new Email address and has been uploaded to the website.

- The Clerk is appointed as the Data Processor.
- The Parish Meeting adopted a Freedom of Information Policy on 23<sup>rd</sup> May 2024 and Data Protection Policy on 23<sup>rd</sup> May 2024.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully. – **Currently being carried out.**
- Provide regular training to ensure all staff and members are trained on data protection principles and practices. – **Clerk has recently completed training, all members have been offered the opportunity to participate in training.**
- Secure data using appropriate technical and organisational measures to protect personal data from breaches. **Currently being reviewed.**

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor. Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment. - **Not applicable.**

Agenda Item CA36.25(1)

Planning Applications

Application No	Location	Proposal	Date Notified Members	Response Submitted to CDC	CDC Decision
<a href="#">25/02122/LBC</a>	Rymans, Appledram Lane South, Appledram, PO20 7EG	Partial demolition of existing single storey extensions and outbuilding, replacement single storey extension and internal alterations	15/09/25		
<a href="#">25/01610/FUL</a>	Premier Marinas, Chichester Marina, Birdham, PO20 7EJ	Reconfiguration of Pier L	11/09/25		
<a href="#">25/00392/EIA</a>	Apuldram Meadow, Land West Of Apuldram Lane South,	EIA Screening Opinion for the proposed footpath realignment and habitat creation project in Apuldram Meadow, as set out under Regulation 6 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017	04/03/25	No response received from members of the Advisory Group. Therefore no comment submitted.	EIA REQUIRED
<a href="#">25/01339/FUL</a>	Apuldram House	Demolition and	11/06/25	18/06/2025 (HD) I have no comment on	PERMIT

	<p>Dell Quay Road Dell Quay PO20 7EE</p>	<p>replacement dwelling and garage with associated landscaping (variation of condition 14 of permission 24/02301/FUL - update condition to reflect mitigation requirements for bats)</p>		<p>this application. Insufficient information received from members of the Advisory Group. Therefore no comment submitted.</p>
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