

Apuldram Parish Meeting

1 Charlmead East Wittering Chichester West Sussex PO20 8DN

Email: clerk@apuldramparishmeeting.org.uk

I hereby give notice of the Chairman's Advisory Group Meeting at 6.45pm on Thursday 24th April 2025 at The Education Centre, Dell Quay.

Signed: Louise Chater

Dated: 14th April 2025

AGENDA

CA14.25 Public Question Time

CA15.25 Apologies

CA16.25 District Councillors Report

CA17.25 County Councillor Report

CA18.25 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

CA19.25 Minutes

To approve the minutes of the meeting held on [27th February 2025](#)

CA20.25 Matters arising from the Minutes not already on the agenda

CA21.25 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. Barclays online banking
5. Operation Watershed Reserves and update on works.
6. Parish Council Website and Logo
7. Audit year ended 31st March 2025
 - 7.1 To sign the letter of engagement of Internal Auditor
 - 7.2 Date of Internal Audit
8. Engagement of an Internal Auditor year ended 31st March 2026

CA22.25 Planning

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

CA23.25 Highways

1. Three Parishes Traffic Group (30mph project for Birdham Road (A286)) update from Marsha Jones
2. SID
 - 2.1 Costs
 - 2.2 Fund raising letter

CA24.25 Footpaths

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

CA25.25 V.E Day Commemorative Event 8th May 2025

1. Tickets: printing and distribution
2. Chichester District Council Grant - Plaque
3. Entertainment - approval for the funding of the band
4. Flags for VE and VJ Day.

CA26.25 Clerks Report

1. Calendar of Meetings
2. Parish Meeting becoming a Parish Council

CA27.25 Items for noting or future agendas

Invoice - Apuldram Parish Meeting - March 2025

Date of Invoice: 14th April 2015

Hours Worked	Hourly Rate	Total
13 hours and 30 minutes	18.50	£249.75
Expenses		
13.8 miles	0.45	6.21
VE Day Flag	JW Plant (The Flag Company)	20.60
Total		£255.96

Cheque made payable to Mrs Louise Chater

Mrs Louise Chater
Clerk to Apuldram Parish Meeting
1 Charlmead East Wittering
Chichester West Sussex PO20 8DN

Apuldram Parish Meeting

Examined, Verified and Certified by the RFO Y/N

Chairman's Authorisation Received Y/N

Cheque No: 100218 Dated: 24/04/25

Signed: Signed

March 2025

Clerk time sheet – Apuldram Parish Meeting

Name:		Louise Chater		Month:		Mar-25	
Date	From	To	Total hours (hh:mm)	Total hours (decimal)	Travel		
04/03/2025	13:00	15:00	02:00	2.00			
13/03/2025	09:45	11:00	01:15	1.25			
17/03/2025	09:45	13:30	03:45	3.75			
20/03/2025	14:00	14:45	00:45	0.75			
24/03/2025	15:30	16:00	00:30	0.50			
25/03/2025	10:30	12:15	01:45	1.75			
27/03/2025	10:45	11:30	00:45	0.75	CQ signing Sandy and Document from Helena		
27/03/2025	13:15	13:45	00:30	0.50			
31/03/2025	09:00	11:15	02:15	2.25			
				13.50			



JW Plant

The Flag Company

TEL: +44 (0)113 235 0118
 FAX: +44 (0)113 235 0118
 email: accounts@jwplant.co.uk
 BANK: NATWEST
 ACCOUNT: J W Plant & Co Ltd
 ACCOUNT No: 86852728
 SORT CODE: 56-00-54
 IBAN: GB69NWBK56005486852728

DIRECTORS: B.C.THOMPSON • P.A.THOMPSON • C.J.THOMPSON

FACTORS TO:
 GOVERNMENT • UNITED NATIONS
 ARMY OF DEFENCE
 CORPORATIONS etc. etc..

ON ADMIRALTY
 LISTS

BUNTING, FLAG & BANNER MANUFACTURERS

REGD OFFICE:
 PHISALCRIS HOUSE, 39 ASHLEY ROAD, LEEDS, LS9 7AJ

REGD IN ENGLAND No. 246370
 VAT No. GB 169 - 1548 - 37
 EORI No. GB 169154837000

BUYER NAME & ADDRESS:

LOUISE CHATER
 APULDRAM PARISH MEETING
 1 CHARLMEAD
 EAST WITTERING
 CHICHESTER
 PO20 8DN

VAT Reg No:

DESPATCHED TO:

ACCOUNT No.	VEDAY10	JOB No.	N0643	INVOICE TYPE No.	12591
					Invoice
DES ORDER No.	10594	DESPATCH DATE		DATE	24/03/2025

Page 1

STOCK CODE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	VAT
CUS/VEDA800/-91-54/D/K S	1.00	V E DAY 80 FLAG; 36" x 21.6";D-Ptd;Sgl;H/H;DR T+B	17.17	17.17	20.00

CC PAYMENT RECEIVED <p>Sage Pay gives you the freedom to make online payments safely and easily from anywhere in the world. Find out more at Sage Pay To make a payment using your credit or debit card, select Pay Now.</p>	NET MONTHLY ACCOUNT	GOODS TOTAL	17.17
		CARRIAGE & PACKING	0.00
		VAT	3.43
		TOTAL INVOICE	20.60

Apuldram Parish Meeting Monthly Statement as at 31st March 2025

Balance brought forward 1st April 2024	£11,156.89	
Add Receipts	£6,649.64	
Less Payments	£5,160.98	
Balance		<u>£12,645.55</u>
Bank Accounts		
Barclays Account	£12,645.55	£12,645.55
Less unrepresented payments		
Total	<u>£-</u>	
add any monies not cleared		
Total	<u>£-</u>	
RECONCILED BALANCE		<u>£12,645.55</u>
Note: the stated balances include funds set aside for the following :		
Apuldram Lane Fund (Op Watershed)	£6,600	
		<u>£6,600.00</u>
The balance available for expenditure is therefore		<u>£6,045.55</u>

Prepared by : Louise Chater

Payment Details	Date of Invoice	Total	Invoice Details
Mrs Louise Chater	08/01/25	713.80	Mth 9 & 10
Mrs Louise Chater	11/02/25	231.90	Mth 11
Barclays Bank	27/03/25	12.50	Bank Charges
		958.20	

MG 026159 F1VI683A 709F30AAD00122 38600 B 16344

 MRS LOUISE CHATER
 APULDRAM PARISH MEETING
 1 CHARLMEAD
 EAST WITTERING
 CHICHESTER
 PO20 8DN


Your Community Account

At a glance

29 - 31 Mar 2025

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
31 Mar	Start Balance			12,645.55
31 Mar	Balance carried forward			12,645.55
	Total Payments/Receipts	0.00	0.00	

Start balance	£12,645.55
Money out	£0.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£12,645.55

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 028819 F1VI626A 709F3084C00130 38600 B 13585

 MRS LOUISE CHATER
 APULDRAM PARISH MEETING
 1 CHARLMEAD
 EAST WITTERING
 CHICHESTER
 PO20 8DN


Your Community Account

At a glance

01 - 28 Mar 2025

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			13,603.75
5 Mar	Cheque Issued Ref: 100212	713.80 ✓		12,889.95
	Cheque Issued Ref: 100215	231.90 ✓		12,658.05
27 Mar	Charge For 1 Stopped Cheques @ £12.50	12.50 ✓		12,645.55
28 Mar	Balance carried forward			12,645.55
	Total Payments/Receipts	958.20	0.00	

Start balance	£13,603.75
Money out	£958.20
▶ Commission charges	£12.50
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£12,645.55

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

R: 6,649.64

P: 5,160.98

APULDRAM PARISH MEETING- EXPENDITURE BUDGET
As at 31st March 2025

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	125	168	168	0	0%	
Audit Fees	2	100	80	89	(9)	-11%	noted
GDPR/Data Protection	3	0	40	40	0	0%	
Website Maintenance/Hosting	4	100	72	196	(124)	-172%	Replacement domain name and website update
NALCC, SALC & CALC Subscription	5	66	62	0	62	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	0	25	0	25	100%	
Events	9	1000	1000	0	1,000	100%	
Printing for Parish Meeting Flyers	10	0	120	0	120	100%	
Office Telephone	11	0	90	0	90	100%	
		<u>1491</u>	<u>1757</u>	<u>492</u>	<u>1264</u>	72%	
Contractor							
Clerk to Parish Meeting	12	2600	3848	3,420	428	11%	
office rent and broadband	13	0	0	0	0	#DIV/0!	
Expenses Clerk to Parish Meeting	14	50	50	19	31	63%	
		<u>2,650</u>	<u>3898</u>	<u>3,439</u>	<u>459</u>	12%	
Public Areas							
Notice Boards	15	150	0	0	0	#DIV/0!	
Litter Bins	16	200	0	0	0	#DIV/0!	
Hedgerow and grass cutting	17	0	300	0	300	100%	
		<u>350</u>	<u>300</u>	<u>0</u>	<u>300</u>	100%	
Capital Expenditure							
Signage towards Dell Quay	18	2,500	0	0	0	#DIV/0!	
Hedge Removal to Create More Parking	19	0	0	0	0	#DIV/0!	
		<u>2500</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
TOTAL EXPENDITURE		<u><u>6,991</u></u>	<u><u>6955</u></u>	<u><u>3931</u></u>	<u><u>2023</u></u>	34%	
		<u>6991</u>	<u>5,955</u>				
				<u>Underspend/(Overspend)</u>	<u>2,023</u>		

Apuldram Parish Meeting Monthly Statement as at 28th February 2025

Balance brought forward 1st April 2024	£11,156.89	
Add Receipts	£6,649.64	
Less Payments	£10,802.78	
Balance		<u>£7,003.75</u>
Bank Accounts		
Barclays Account	£13,603.75	£13,603.75
Less unrepresented payments		
Total	<u>£-</u>	
add any monies not cleared		
Total	<u>£-</u>	
RECONCILED BALANCE		<u>£13,603.75</u>

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

Apuldram Lane Fund (Op Watershed)	£6,600	
		<u>£6,600.00</u>

The balance available for expenditure is therefore **£7,003.75**

Prepared by : Louise Chater

Payment Details	Date of Invoice	Total	Invoice Details
	Total	0.00	

MG 032373 F1VI285A 709F30EAC00141 38600 B 77537




MRS LOUISE CHATER
 APULDRAM PARISH MEETING
 1 CHARLMEAD
 EAST WITTERING
 CHICHESTER
 PO20 8DN



Your Community Account

At a glance

01 - 28 Feb 2025

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			13,643.75
5 Feb	 Cheque Issued Ref: 100213	40.00		13,603.75
28 Feb	Balance carried forward			13,603.75
	Total Payments/Receipts	40.00	0.00	

Start balance	£13,643.75
Money out	£40.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£13,603.75

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Agenda Item CA22.25(1)

Planning Applications

Application No	Location	Proposal	Date Notified Members	Response Submitted to CDC	CDC Decision
25/00660/TCA	Apuldrum House Dell Quay Road Dell Quay Appledram PO20 7EE	Notification of intention to uproot and relocate 1 no. Liquidambar tree (from position marked on plan with green dot, to position marked with orange dot).	25/03/25	Only one response received; I have had a look at the map and can see no problem with this. Insufficient information provided by the members for the clerk to submit a response.	WITHDRAWN
25/00392/EIA	Apuldrum Meadow, Land West Of Apuldrum Lane South,	EIA Screening Opinion for the proposed footpath realignment and habitat creation project in Apuldrum 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.	PENDING CONSIDERATION
24/02908/DOM & 24/02909/LBC	Rymans, Appledram Lane South, Appledram,	Partial demolition of existing single storey extensions	13/01/25	Only one comment received; The proposed alterations have been carefully thought through and will be an improvement on the	PERMIT

	Chichester, West Sussex, PO20 7EG	and outbuilding, replacement single storey extension and internal alterations		existing building. No Objection. Insufficient information provided by the members for the clerk to submit a response.	
--	--------------------------------------	---	--	--	--