



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 5th January 2021 at 7.00pm via Zoom under SO's Amendment Remote Meetings 2020

Members: Cllr Martin Beaton (C) (P) Cllr Michelle Harbord (P)
Cllr Tom Blaylock (P) Cllr Elaine Sturgess
Cllr Ron Flitter (P) Cllr Mike Turner (P)
Cllr Sue Foott (P) Cllr Michael Warden (VC) (P)

In attendance: Sue Simpson (Locum)(SS), Louise Shaw (Assistant Clerk)(LS)

Also present: 1 member of the public and DCllr Isabel Thurston

789. Apologies for absence – Cllr Elaine Sturgess and CCllr Derek Whittington both sent in their apologies prior to the meeting.
790. Declarations of Interest – Cllr Blaylock & Foott declared an interest as holders of an Aldingbourne Allotment (Item 6a).
791. Public Session – There were no members of the public that wished to speak at this section
792. Minutes of Previous Meeting
The Minutes of the Full Council meetings held on the 3rd October 2020 and 2nd December 2020 and the minutes from Extraordinary Meeting held on the 8th December 2020 were duly approved and signed by the chairman as an accurate reflection of the meetings. **Cllr MW proposed to approve the minutes, Cllr MH seconded the proposal. It was UNANIMOUSLY RESOLVED to adopt and sign t the minutes as an accurate reflection of the meetings.**
793. Urgent Matters –
Cllr MB wanted to raise the following items as urgent:
1. An update on the ordering of the PO Box. Assistant Clerk LS updated the meeting on the ordering of the new PO Box. Unfortunately, the Assistant clerk cannot progress the order without the evidence of proof of address and business and would need to wait until the return of the Clerk. It was AGREED that the council should investigate obtaining a debit card
 2. Payroll Provider – The Locum Clerk SS, informed the meeting that the previous payroll provider had resigned at the end of the December 2020 with immediate effect. SS had sought three quotes from Mark Mulberry, West Sussex Council and DM Payroll Services. DM Payroll Services had confirmed that they would be able to undertake the payroll immediately. Their charges would be £ 120 per annum per one employee, with a £10 extra fee per month for pensions. Charges for the existing temporary employees would be FOC. Full Council unanimously **RESOLVED** to appoint DM Payroll Services as the Council's new payroll provider subject to SS approving the Terms of Conditions of the Contract .
 3. Cllr MB mentioned about situation relating to the Village Hall Trust Trustees. AVHT meet once a year to manage the funds. Sandra Burton had been nominated to be reappointed as Trustee once her current term came to an end on the 14th February 2021. Cllr MB stated that the Parish Council would support Mrs Burton in her role as Trustee. **It was UNANIMOUSLY agreed that the Parish Council would support Sandra Burton to remain as trustee.**

4. SS mentioned to the committee about the appointment of a Data Protection Officer. Maureen Chaffe had been put forward for the appointment. ***It was UNANIMOUSLY RESOLVED that Maureen Chaffe be appointed as the DPO for the Parish Council.***

794. To receive the minutes from the following committees:

SS reminded the committee that all committees are formed from Full Council and hold Terms of Reference with delegated powers. If a committee has power to act such as the Planning Committee responding to Planning Application, then they can do so without referring to Full Council, however, if the committee does not have the power to act then it can only make recommendations which then comes back to Full Council to resolve.

a Planning Committee – 8th December 2020

Item 535 has been reworded to state - ***It was UNANIMOUSLY RESOLVED that the minute should be amended to read" that SS would apply for the necessary funding".***

Item 536 Pre- application Advice policy-

SS had circulated prior to the meeting, a Pre-application Advice policy. This policy will be sent out to future developers that seek pre application advice from the Council. The Document will be sent out prior to any arranged meetings and an acknowledgement of its receipt will be requested. ***It was UNANIMOUSLY RESOLVED that the Council accepts the Planning Committee's RECOMMENDATION to adopt the Pre-Application Advice policy and that acknowledgment of receipt of the same should be received from developers/applicants before any meetings take place. (Cllr MW proposer/ Cllr RF seconder)***

Thereafter It was UNANIMOUSLY RESOLVED that the minutes of the Planning Committee from the 8th December 2020 (as duly amended above) be adopted and signed as an accurate reflection of the meetings

b Finance Committee - 17th December 2020

Item 31 Cllr MW informed the meeting that a request from Eastergate Village Hall for a grant of £500 to purchase Christmas Hampers had been received, the recommendation from the Finance Committee is that the Full Council RESOLVE to grant the monies.

Therafter, the Council unanimously RESOLVED to approve the grant of £500 in favour of Eastergate Village Hall for the supply of Christmas Hampers for those local people in need. ***(Cllr MW proposer- Cllr RF seconder).***

Item 32 The Chair of the Council produced a draft budget sheet with an estimate of the Council's current year's expenditure and projected expenditure for 2021/22 to aid the Committee in determining the budget for the forthcoming financial year. However, this could only ever be a guide until the Council was able to access its full set of accounts either upon the Clerk's return to work or being able to access any information on its software program. Nevertheless, due to the unprecedented circumstances that have been experienced during this year and that the Council would realise an underspend of approx. £54,000.00, it was decided that, based on the "draft" budget produced by the Chairman, any increase in the precept could not justified. Once full access to its accounts were available the Council would complete its budget also having regard for the need to earmark reserves for future specific projects and to enquire into savings accounts. ***Thereafter the Council unanimously agreed to adopt the Committee's recommendation and RESOLVED not to increase the precept for the financial year 2021/22 and that the precept for 2021/22 should remain at £135.598.00 (Proposer Cllr MW /Seconder Cllr RF)***

The Council UNANIMOUSLY RESOLVED to adopt and sign the minutes of the Finance Committee from the 17th December 2020 as an accurate reflection of the meetings

795. County and District Councillor Reports:

a To receive a report from the County Councillor - No received

b To receive a report from the District Councillor – DCllr IT mentioned about the County Council Covid Hub, County Council is still operating as normal and wanted to check that council are getting the updates from County Council. DCllr IT mentioned the VAS Signs. SS mentioned that she had spoken with the Clerk from Eastergate and got clarity on the subject.

DCllr IT left the meeting at 19.32pm

796. To adopt the updated Standing Orders, Financial Regulations and Scheme of Delegation
Item has been deferred until the next Full Council Meeting. Cllr MB states that members have four weeks to go through the documents and forward any comments to the clerks ahead of the meeting. Cllr SF proposed to defer the item until February, Cllr

797. To receive reports from the following Working Groups/Societies/Clubs:

a **Allotment Society** – Cllr SF updated the committee that she had written to the Allotment holders requiring the Allotments fees which need paying. Cllr SF has the contracts which need to be sent out. Cllr SF would like to clarify the banking details to be sent out to the holders.

b **Footpaths Working Group** – Cllr TB asked the committee whether they had chance to look at the old maps of footpaths within the parish. Cllr TB has earmarked three footpaths, Hook Lane, North Fields Lane and the dead-end path at Eastergate Woods. Cllr TB recommends that these paths are the ones to follow up on with Don't lose your way.

c **Communications Working Group** – Cllr MB thanked the Assistant Clerk for the increase in the Council's presence on Social Media. Nothing further to report.

d **ADALC** – No reports at this time.

e **ACSC** - The member of Public mentioned that the AGM for ACSC is due to be held on the 6th January 2021.

798. Finance –

a To discuss the budget for 2021/2022 – Please see Minute 794 (b) above . Cllr MW stated that he would like to hold a Finance Meeting in the third week on February 2021

b To discuss and approve the precept for 2021/2022 - Please see Minute 794 (b) above

c To approval the payments as listed below:

Payments where duly authorised and approved for the chairman to sign. Cllr SF proposed the approval and Cllr MW seconded the proposal. It was UNANIMOUSLY RESOLVED to approve the payments.

Date of Invoice	Name	Invoice Number	Payment method	Description	NET	VAT	Total amount including VAT
03.11.20	ICO		Cheque	Information Commissioners	£35.00		£35.00
30.11.20	M H Kennedy	13528	Cheque	Grounds Maintenance	£158.00	£31.60	£189.60
31.12.20	L Shaw		Cheque	Assistant Clerk's Salary covering Oct/Nov/Dec			£1,663.44
08.12.20	Castle Consultancy	98	Cheque	Production of Statement of T's & C's	£110.00	£22.00	£132.00

31.12.20	Lindy Nash		Cheque	Clerk's Salary covering Dec			£1,268.84
31.12.20	M H Kennedy	13573	Cheque	Grounds Maintenance	£13.20	£66.00	£79.20
17.12.20	Eastergate Village Hall		Cheque	Christmas Hampers Donation			£500.00
				Total	£316.20	£119.60	£3,868.08

799. Exempt Business – Cllr MW proposes to move the meeting to exempt, Cllr RF seconded the proposal. ***It was UNANIMOUSLY agreed to move the meeting to exempt at 20.24pm.***

There being no further business for discussion the meeting closed at 20.35 pm

Signed(Chairman)

Date

The next meeting of the Parish Council will be held on Tuesday 2nd February 2021