



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 2nd February 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	(P)
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:

800. **Agenda item 1 -Apologies for absence** – None received.
801. **Agenda item 2 - Declarations of Interest** – Cllr Blaylock & Foott declared an interest as holders of an Aldingbourne Allotment (Item 12a).
802. **Agenda item 3-Public Session** – There were no members of the public that wished to speak at this section
803. **Agenda item 4 -Minutes of Previous Meeting held on 5 January 2021**
Having corrected a typo at in the minutes the Council duly **adopted** the minutes as amended as an accurate record of the meeting.
The minutes from Planning Committee Meeting held on the 12th January 2021 were duly adopted and both minutes signed by the chairman as an accurate reflection of the meeting. **(Cllr MW proposed -, Cllr RF seconded the adoptions) .**
804. **Agenda item 5 - Matters arising from the minutes held on 5th January 2021**
Minute 794 (b) - The cheque that had been issued for the grant towards the Eastergate Village Hall Christmas hampers had not been honored on the mistaken assumption that the Chairman was not a signatory. Following a complaint, the bank awarded the sum of £100 for the inconvenience caused. Cllr MB proposed that the extra £100 be added to £500 previously awarded as a grant to the Eastergate Village Hall. (Total grant would be £600.00). ***It was UNANIMOUSLY RESOLVED that an additional £100 (total £600) be included in the grant to the Eastergate Village Hall.***
805. **Agenda item 6 - Urgent Matters**
1. Cllr MB mentioned that the Allotment Holders have requested some minor work to be carried out to the trees/ branches at the allotments. The Parish Council as Landlord would be responsible for the work and accordingly after a discussion about likely costs ***It was UNANIMOUSLY RESOLVED that the Council would pay for the aboricultural works but up to a maximum of £300.***
2. WSALC – a) Cllr MW informed the Council that he had stood down as the Council's representative for ADALC which, in turn, precluded him from holding a position of Director of WSALC. b) Cllr MB informed members that, following resolution 774 on 3rd November the Council had received no satisfactory explanation and, given the change in circumstances and information available, an updated situation containing various resolutions as set out in the email to Clerks (previously circulated to members and contained within Appendix 1 to

these minutes) and, in addition, the following set out below (read out at the meeting by Cllr MB) were now being sought for consideration by members of the Council:

- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution not to join the Hampshire Association of Local Councils or to receive governance services from Hampshire Legal Services.
- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to work with the East Sussex Association of Local Councils to re-establish a Sussex Association and to receive joint governance arrangements through a single service.
- The Parish Councils of West Sussex instruct the Directors of WSALC as a Special Resolution to appoint a new Chairman and Vice Chairman of WSALC.

Following a discussion it **was unanimously RESOLVED that the Council endorse the resolutions referred to in the email set out in Appendix 1 to these minutes and the three resolutions set out above. (Cllr SF proposer/ Cllr RF seconder).**

3. Cllr MB informed members that over the weekend he had been informed by the DPO that investigations were being conducted to ascertain whether there had been a breach of GDPR. Upon conclusion of the investigation it was duly **NOTED by members that the breach was considered to be of a minor nature.**

806. **Agenda item 7 - ADC's Development Management Procedures and Practice Planning Services**

The Council had been circulated with the email that had been written by Paul Collins expressing concerns about ADC's current Development Management Procedures and Practice Planning Services. Following a discussion where similar concerns were expressed by members it was **AGREED** that the Clerk should write to the CEO at ADC (copy in the local MP) expressing similar concerns and requesting his comments on the contents of Paul Collins email .

(Action Clerk)

807. **Agenda item 8 -Reports from Process2Matters**

Members noted the reports that had been received from the DPO and agreed that the remaining outstanding matters raised by her would be looked into but at this stage it was unanimously **RESOLVED that J&R Computers should be contacted to request that they facilitate a process to enable Councillors to access the Council's aldingbourne-pc.gov.uk account from their own computers but subject to this being GDPR compliant and achieving the necessary security. Further that, henceforth, all email accounts except the registered PC email address of aldingbourne-pc.gov.uk be closed and that no additional email accounts for use by the PC are permitted with the exception of aldingbournenp@gmail.com which is used for the Neighbourhood Plan and which controls the website meetings calendar.**

(Action Clerk)

808. **Agenda item 9 -To adopt the updated Standing Orders, Financial Regulations and Scheme of Delegation**

Having previously been circulated with the documents and noting that the new Financial Regulations would include a new delegated authority for the Clerk's spend from £500 to **£800** and up to **£1500** in an emergency with the Chairman's consent members **unanimously RESOLVED to ADOPT the new standing orders, financial regulations and Scheme of Delegations and Terms or References. (Cllr MW proposer- Cllr SF seconder)**

809. **Agenda item 10 - County and District Councillor Reports:**

a To receive a report from the County Councillor – None received

b To receive a report from the District Councillor – None received

810. **Agenda item 11 -Asset Register and Risk Assessments-**

The Clerk informed the Council that the Asset Register and Risk Assessment were last updated in 2017 and therefore aimed to update both. The Clerk will update and circulate to councillors.

(Action Clerk)

811. **Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs:**

a **Allotment Society** – Cllr SF updated members that all allotment holders have now had their contracts and invoices have been sent out. A tree surgeon is due to attend the allotment site to quote for works needed to remove low hanging branches. Cllr SF suggested that she will now approach the holders to ask for a Allotment Association to be formed.

b **Footpaths Working Group** – Cllr TB has sent in the recommendations to “Don’t lose your way” and will update members in due course.

c **Communications Working Group** – Cllr MH informed the Council that December 2020 saw the best media traffic through Facebook.

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

e **ACSC** – (i) Cllr MW referred to the proposal set out in Appendix 2 to these minutes (which had previously been circulated to members) and following a discussion it was unanimously **RESOLVED** that :

1. **The Council’s permanent address will be C/o address will now be ACSC, Olivers Meadow, Westergate, Chichester, PO20 3YA. (Clerk can attend the ACSC during working hours to collect any post).**

2. **Rent a room within the ACSC as an office for Parish Council use at a rent of £250.00 per month Cllr MB suggested that council should provide funds towards refurbishing the room.**

3. **Cllrs RF and MW should investigate costing for refurbishing the room and other works and come back to the Council with an estimate of the costs.**

Cllr SF seconded the proposal.

(ii) Cllr MW put forward a proposal that an investigation of the covered court yard at ACSC being undertaken to ascertain whether it would be viable to adapt it for community use.. Following a discussion it was **AGREED that such further investigations should be undertaken by Cllrs MW and RF.**

812. **Agenda item 13 - Finance**

a To approve the payments as listed below:

b To approve a grant in favour of Aldingbourne Barnham and Eastergate CLT

Council had already indicated that monies would be available to ABE CLT at the Full Council meeting held on the 1st September 2020 but it was unclear from the minutes which statutory power would be used,. After enquiring further with the CLT it was decided that the CLT qualified for a Section 137 grant. Accordingly, it was **UNANIMOUSLY RESOLVED that a grant be awarded to ABE CLT in the sum of £5000.**

Cllr SF raised a concern that the banking cheque book did not match the invoices presented. Thus, payments were duly authorised and approved for the chairman to sign with the exception of Lindy Nash’s, Fandango’s and Adams Hendry. Cllr SF proposed the approval and Cllr MW seconded the proposal. Subject to the aforementioned ***it was UNANIMOUSLY RESOLVED to approve the payments.***

29.09.20	Tivoli	20253	Cheque	Repair to Basket, replace basketball hoop	£1,002.26	£200.45	£1,202.71
30.11.20	RBS Rialtas	SM22425	Cheque	Alpha Software Licence	£124.00	£24.80	£148.80
31.12.20	MH Kennedy	13605	Cheque	Ground Maintenance	£66.00	£13.20	£79.20
05.01.21	Process2Matters	MAC/AL1/2021/NP	Cheque	NeighbourHood Plan Support	£2,200.00		£2,200.00
05.01.21	Process2Matters	MAC/AL5/2020	Cheque	Website Maintenance	£120.00		£120.00
31.10.20	Adams Hendry LTD	12339	Cheque	Consulting works relating to NP	£862.50	£172.50	£1,035.00
30.09.20	Adams Hendry LTD	12298	Cheque	Consulting works relating to NP	£1,388.75	£277.75	£1,666.50
30.06.20	Adams Hendry LTD	12121	Cheque	Consulting works relating to NP	£888.75	£177.75	£1,066.50
17.09.20	Moore	302350	Cheque	External Audit	£40.00	£8.00	£48.00
20.01.21	Lindy Nash		Cheque	Clerk's Wages Jan 21			£866.88
20.01.21	Louise Shaw		Cheque	Assistant Clerk's Wages Jan 21			£817.82
20.01.21	Sue Simpson		Cheque	Locum Clerk's wages Nov/Dec 20 & Jan 21			£4,891.60
28.11.20	Fandango	973	Cheque	Social Media	£120.00	£24.00	£144.00
				Total	£6,772.26	£890.45	£14,239.01

813. **Agenda item 14 - Exempt Business** – Cllr RF proposes to move the meeting to exempt, Cllr MW seconded the proposal. ***It was UNANIMOUSLY agreed to move the meeting to exempt at 20.52pm.***

Thereafter members considered the quotes that had been received form Internal Auditors and **RESOLVED that Mike Platten should be appointed as the Council's Internal Auditor and that the Clerk should notify him accordingly.**

There being no further business for discussion the meeting closed at 20.57 pm

Signed(Chairman)

Date

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

Appendix 1

Email to Clerks .

Dear Clerk

Forgive my generalized introduction, but I am writing to you as the Chairman of Aldingbourne Parish Council because of my very real concerns regarding WSALC Board's proposals to withdraw our ability as Parish Councils to have services provided by SSALC.

I know that many clerks are similarly concerned about this move and I would really appreciate it if you would share this note with your chairman and councillors so that everyone fully understands exactly what is happening and what is being imposed on us by the few members that form the WSALC Board. I doubt any of us intended the Board to have the freedom to dictate to us what services we should receive and from whom.

The attached letter summarises my concerns. As WSALC will hold an AGM on the 25th of February I am proposing the following resolution:

- That the Chairman and Vice Chairman of WSALC resign with immediate effect.
- That the remaining Directors of WSALC confirm that they will operate to meet the company objectives set out in the Memorandum and Articles of Association.
- That the remaining Directors of WSALC confirm that they will establish an open and transparent dialog with Parish Councils in West Sussex to effectively understand and meet their needs.
- That the remaining Directors of WSALC work constructively with SSALC on its current value for money exercise and establish a clear and constructive framework for moving forward

Yours Sincerely

Martin Beaton

Chairman Aldingbourne Parish Council

Appendix 2

Proposal to Full Council.

The ACSC Trustees meeting approved a proposal for Aldingbourne Parish Council to rent the existing Committee/Meeting Room at the Centre and adapt it for use as the Parish Council's permanent office.

It is proposed to agree that the Parish Council will rent the aforementioned Room as it's Office so the Clerk/Assistants/RFO have a dedicated place of work and to be a point of contact by email, telephone or in person and to be more accessible to the Community. The Committee Room will require some work including but not limited to clearance of existing obsolete furniture and equipment, Re-decoration, Lighting to suit an office environment, Telephone and internet connection and office equipment to suit the needs of the Clerk and others. A specification of these works will be required and costs obtained for approval and it is further proposed to delegate these activities to Councilor's Warden and Flitter and bring back a collated design and cost.

It should be further noted that consultation will be required with the Trustees of ACSC as they will need to use the Snooker Room for the few meetings held by others and their Trustees Meetings, to which there will also be a cost and it is proposed that it is considered to include within our Budget costings.

Proposed by Cllr. Michael Warden.

Seconded by Cllr. Ron Flitter.

Date 26th February 2021.

Proposal to Full Council.

Following an agreement by the Trustees of ACSC at their meeting of 25th January to carry out a preliminary survey of the Covered Courtyard to ascertain if it is viable to adapt and alter the area for more Community activities, it is proposed that Cllrs Warden and Flitter together with representatives from ACSC put together and outline plan.

There are a number of things to consider including but not limited to Flooring/Roofing/treatment of walls/access for deliveries/ kitchen facilities and possible toilet facilities. An initial discussion is proposed by the parties aforementioned to discuss the extent of the works that will be required, after which a report will be presented to Council for consideration.

If acceptable the next step would be to engage an Architect to draw up an outline plan together with estimated costs to present to Council to decide if it is financially viable proposition to take forward.

Proposed by Cllr Michael Warden

Seconded by Cllr Ron Flitter