



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number: 07523 243068 Email: clerk@aldingbourne-pc.gov.uk

Date: 13th April 2021

Dear Councillor,

You are hereby summoned to a remote meeting¹ of the Aldingbourne Parish Council Full Council ordinary meeting to be held via Zoom on 20th April 2021 at 7pm.

To join the meeting please click on the link below:

Clerk to Aldingbourne PC is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85258317319?pwd=Q3JoWkx4NHZPWXRZcnFDa2N1bFdrQT09>

Meeting ID: 852 5831 7319

Passcode: 031265

If you would like to join the meeting please contact the office on clerk@aldingbourne-pc.gov.uk before 12pm on the 19th April 2021.

Faithfully

Lindy Nash
(Clerk)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council are unable to make any decision on matters not listed within the agenda.

This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

¹ Remote Meeting – Amendments to Standing Orders August 2020

AGENDA

1. Apologies for absence:
To receive apologies for absence.
2. Declarations of Interest:
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.
3. Public Participation
The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.
4. Minutes of Previous Full Council Meetings – for approval (copies available via the Council website or by request from the Clerk)
 - a. Full Council meeting held on the 2nd February 2021
 - b. Full Council meeting held on the 2nd March 2021
5. Matters arising from the Minutes of 2nd February and 2nd March
To discuss many matters arising from the last minutes relating to the meetings of 2nd February and 2nd March 2021.
6. Planning Minutes for meeting held on 9th February 2021 – for information only
(copies available via the Council website or by request from the Clerk)
To be formally approved at the next Planning Meeting, scheduled for 13th April 2021
7. Finance Minutes for meeting held on 25th March 2021 – for information only
(copies available via the Council website or by request from the Clerk)
To be formally approved at the next Finance Meeting, scheduled for 22nd April 2021
8. To consider any urgent matters that cannot wait until the next meeting
For council to discuss any matters considered urgent. To note and discuss:
 - NOTE: Remote meetings will cease with effect from 7th May 2021
9. Clerk's Report
To receive a verbal update on key issues of interest to the Council regarding matters that have been progressed since the last Full Council meeting – to include:
 - Actions following death of Duke of Edinburgh
 - Finance Update regarding planned Rialtas 20/21 Closedown and Internal Audit Review
10. Emergency Delegated Powers – For noting:
The following instruction was issued by the Clerk on 7th April

“Cll. Flitter is hereby instructed, by the delegated Powers under Emergency actions, to engage with JNR, the Council's IT contractor, to advise and assist to implement the attached IT Work Plan for the Council's use.

To also liaise with JNR to upgrade the iPads as required and to enable Councillors to operate the same system on their preferred equipment as requested by individual Councillors.

This matter and course of action was agreed in a virtual meeting with the Chairman and Vice-Chairman of the Council on the morning of Tuesday 6th April as it was considered to be a matter that needed prompt action to comply with Legislation and will be an agenda item on 20th April to be ratified by Full Council”

(The “IT Work Plan”, which is referred to above, is available to all Councillors upon request to the Clerk).

11. Neighbourhood Plan

To receive an update and pass any necessary resolutions.

12. County and District Councillor Reports:

- a To receive a report from the County Councillor
- b To receive a report from District Councillor(s)

13. To adopt the following Policies documents:

(including a number of refreshed recruitment Policies which are being brought to Council in preparation for the imminent staff recruitment process that is required following the stepping down of the current Clerk):

- Co-option Policy and Procedures
- Co-option Eligibility
- Co-option Application Form
- Sickness Absence Policy

- Grievance Policy

- Disciplinary Policy

- Training Policy

- Stress Policy

- Protocol for Disciplinary and Grievance Policy

- Lone Working Policy

- Equal Opportunity Policy

- Code of Conduct for Employees Policy

- Appraisal Policy

- Annual Leave Policy

- Complaints Procedures Policy

- Recruitment Policy

- Dignity at Work Policy.

14. Correspondence – to note any correspondence and agree responses as required.

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

- a Allotment Society
- b Footpaths Working Group

c Communications Working Group
d ADALC (Minutes of the ADALC AGM of 5th March 2021 attached below as Appendix A)
e ACSC

16. Finance –

- To approval the payments as listed below:

Date of Invoice	Name	Invoice Number	Payment method	Description	NET	VAT	Total amount including VAT
28.3.21	Fandango	1062	Chq	Facebook Mngt	120.00	24.00	144.00
17.10.20	Moore East Midlands	302350	Chq	Auditor Fees	40.00	8.00	48.00
10.3.21	Clr Warden	031	Chq	Flowers for Locum Clerk	N/A	N/A	50.00
24.2.21	Brushwood Tree Services	1016	Chq	Tree Services	300.00	60.00	360.00
1.4.21	WSALC Subs	1119	Chq	WSALC & NALC Subs	1002.78	243.08	1245.86
31.3.21	Rialtas	28538	Chq	Finance System Support	200.00	40.00	240.00
5.4.21	DM Payroll Services Ltd	1396	Chq	20/21 Payroll Services Administration	240.00	N/A	240.00
20.4.21	CLT	N/A	Chq	Funds in support of the Community Land Trust	5000.00	N/A	5000.00
10.3.20	Action in Rural Sussex	3386	Chq	To assist ACSC with transition to CIO	800.00	160.00	960.00
31.3.21	M Harbord	N/A	Chq	Councillor Allowance for 20/21	548.00	N/A	548.00
31.3.21	L Nash	N/A	Chq	March Pay	1264.24	N/A	1264.24
28.2.21	S Simpson	N/A	Chq	February Pay	1497.20	N/A	1497.20
31.3.21	S Simpson	N/A	Chq	March Pay	417.00	N/A	417.00
28.2.21	MH Kennedy and Sons	13669	Chq	Groundwork Maintenance	66.00	13.20	79.20

	D Chaffe – Process matters2	MAC/AL1/2021/Web	Chq	Website Mngt Jan-March'21	120.00	N/A	120.00
16.3.20	ACSC	SI715	Chq	March 2020 – Room Hire	37.00	N/A	37.00
1.2.20	ACSC	SI700	Chq	Feb 2020 - Room Hire	49.00	N/A	49.00
10.3.21	A Burrows	N/A	Chq	ACSC Grounds - FencingWorks	N/A	N/A	328.57

17. Exempt Business: – for council to move to exempt business in accordance with the Public Bodies (Admission to Meetings) Act 2060 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

The next Full Council meeting will be held on the 4th May 2021

APPENDIX A – Minutes of ADALC AGM, held 5th March, 2021

Minutes of the AGM of Arun District Association of Local Councils – 5th March 2021 – Draft

Attendance: 33, including 30 parish representatives.

SSALC: Trevor Leggo (TL) and Anna Beams	
Aldingbourne PC: Cllr Martin Beaton (MB chair) Louise Beaton (volunteer – minutes)	Kingston PC: Cllr Roger Weatherell
Aldwick PC: Cllr Alan P Smith (APS), Susan Batey (clerk),	Littlehampton TC: Cllr Michelle Molloy, David Pace (clerk)
Angmering PC: Cllr Nicki Hamilton - Smythe	Lyminster & Crossbush: Cllr Carol Hatton
Arundel TC: Cllr Angela Standing,	Pagham: Cllr Caroline Spencer
Bersted PC: Cllr Jonathan Spencer, Cllr Charmian xxxxxxxx, Arun Dist Cllr Gill Yeates (Treasurer ADALC).	Rustington PC: Cllr Peter Warren, Carole Ward (clerk), Rosie Costan (dep clerk)
Bognor Regis TC: Cllr Sandra Daniells; Cllr Geraldine Walker	Slindon PC: Sarah xxxxx (clerk)
Clymping PC: Cllr Colin Humphris (chair)	Walberton PC: Cllr Suzanne Clark (chair), Cllr Andy Vawer.
East Preston PC: Simon Cross (clerk) and Cllr Steve Toney (ST)	Yapton & Ford PC: Cllr Stephen Haymes (chair), Cllr Trevor Ford.
Ferring PC: Cllr Stephen Abbott (chair)	

There were 3 others – who's names were not captured – Please advise.

Introduction

Cllr Beaton (MB) thanked everyone for attending and Anna Beams for helping set up the meeting. He introduced himself, explained that he was one of the members of an ad hoc steering group that raised concerns about the proposal recently put forward by the WSALC Board and that his aim tonight was to act as facilitator to enable the Arun Councils to determine what they wish to do. Every Local Council and Parish Meeting in Arun had been invited and every council would have a vote in order to ensure all Councils are engaged in the discussion and in shaping the future. Participants were asked to sign into the chat function their name and council for the minutes. He explained that agenda items reflect those from previous AGMs, kindly provided by Lilian Richardson, but that it would be necessary to adapt it.

Preliminary - Suspending the constitution.

Cllr Beaton explained that in calling the meeting, which had been supported by a number of councils, he was conscious that the subject of what the constitution of ADALC has to say would be raised and made four points:

1. There appear to be various versions. One dated Dec 2016 had been provided by Aldingbourne Cllr Warden, another held by SSALC, possibly a third.
2. Urgent decisions were required as to appointments to the WSALC Board.
3. The Association exists to serve the Local Councils in Arun and not the other way around.
4. Legal advice from the Honorary Solicitor WSALC is that Arun District ALC is an unincorporated organisation in legal form. Despite the Constitution there is a 'reserved power for members to call a meeting' *in common law* otherwise it would be "just a dictatorship".

In order to avoid going around in circles and to ensure that every Arun council has a voice and a vote the following resolution had been placed on the agenda circulated. This resolution was proposed by Cllr Beaton and seconded by Cllr Humphris:

“ Insert text of resolution “

In discussion it was agreed that each Council represented should have one vote. Alan P. Smith explained that he had been an active member of ADALC but that attendance at ADALC meetings had dwindled. When the 2016 version of the ADALC constitution was drawn up there were insufficient Councils in attendance to form a quorum to approve the proposed changes, so although it was part signed it was not signed by the Chairman, and an earlier version technically therefore the current constitution.

The resolution was put to on-line vote. 87% voted in favour, 0% against, 13% abstained. The resolution was therefore carried.

AGM Agenda

1. **Apologies for Absence:** None had been received.
2. **Update**

Cllr Beaton (MB) explained that the meeting had been called in response to concern by Local Councils about the proposal by the Board of the West Sussex Association of Local Councils (WSALC) to seek future services from Hampshire ALC without

- Identifying problems with the SSALC Services.
- Without preparing a value for money exercise
- Without Consulting members

The proposal was defeated at the WSALC AGM with 90% of members voting against. However, the WSALC decision to pull out of SSALC undermined SSALC's financial position. It precipitated the Surrey Association pulling out and the winding up of the SSALC Company on the 31st of March. It was too late to save it.

Work on a future service delivery was in hand, and Trevor Leggo would outline the new proposal on the 9th of March at a West Sussex Chairman's Meeting. This would provide Trevor Leggo's services as County Officer 2 days a week, who would provide advice and coordinate services via Mulberry and co, who would employ the key SSALC Staff. Other than a change in Telephone number and web site, Councils, as members and customers, should see no change.

That Plan needed to be ratified by the WSALC Board on the 11th of March so ADALC needed to appoint new Directors to ensure that that proposal, if acceptable to the members, is delivered. There had been a complete breakdown in trust between the WSALC board, local authorities and other partners both within and outside of West Sussex and a new Board needed to be appointed in order to rectify this.

In addition, the situation had been a wake-up call for the District Associations who each nominate 2 Directors. **All Councils** clearly need to take more interest in what is being done in their name.

- Chichester Association appointed two new members on 24th March (Tim Russell and Charles Britton)
- Mid Sussex Association appointed two new member on 4th March. (Douglas Denham and John Millbanks).
- Arun Association had opportunity to appoint two new members tonight.
- Horsham were organising a meeting.
- Adur were reviewing their appointment process.

Questions were invited: Trevor Leggo (TL) reported that the WSALC Board met on 2nd March and as a result Hampshire ALC had been informed their services were no longer required. The Co secretary had asked HALC whether this rejection would bear any costs and was told not.

Cllr Clark asked about the position of current SSALC staff? TL explained Anna Beams and Anne Bott would be re-engaged by Mulberry & Co so councils would have access to familiar staff. This was welcomed by Cllr Standing who asked whether Cllr Lilian Richardson had already stood down as Chairman or whether a further meeting would be required? MB explained that in electing 2 WSALC Board members tonight Cllr Lilian Richardson and Cllr Michael Warden (who had previously resigned) would be replaced. Susan Batey (clerk,

Aldwick PC) explained Lillian had written to say that she was standing down from ADALC tonight.

3. Minutes of the AGM held on 17th July 2019

Cllr Beaton explained that he had been unable to circulate these because he could not obtain minutes or evidence of an AGM in 2019. Cllr Alan Smith explained that 12 parishes had attended the AGM held on July 17th 2019 and that minutes were circulated on 25th July 2019. He would forward to MB for circulation with these minutes.

4. Nominations to the WSALC Board from members of ADALC

Cllr Beaton explained that in order to spread the workload it was suggested that the people nominated to the WSALC Board need not necessarily be Chair/Vice-Chair of ADALC. Two nominations had been received in advance of the meeting:

Cllr Martin Beaton Proposed by Aldingbourne Parish Council.

Cllr Alison Cooper Proposed by Rustington Parish Council.

MB then asked Trevor Leggo to facilitate this item. Cllr Alan Smith explained that the officers of ADALC had normally been elected first and asked why that procedure was being changed. TL asked the meeting to raise their hands if they wished to change the order of the Agenda and the vote was in favour of keeping the order sent out. In the absence of other nominations the two nominations were put to online vote, 83% voted in favour, 4% against and 13% abstained.

5. Financial Statement

Gill Yeates, ADALC Treasurer, explained that although ADALC had languished, having spent a great deal of time appointing new signatories she and Trevor Ford had remained as signatories. The sum of £726.20 is in the Santander account. Arun DC had previously supported ADALC with a grant each year of £500 towards administrative and meeting costs. As ADALC had not met during the pandemic there had been only two transactions and no application had been made for further funding.

6. Election of Officers to ADALC

Cllr Beaton thanked on behalf of everyone Lillian Richardson, the current Chair who was due to stand down in May, and Michael Warden Vice Chairman, who had already resigned, for their work along with Gill Yeates and Trevor Ford who had kindly remained as Treasurer and signatories. At times they had faced an uphill struggle gaining engagement from Councils in the District and he emphasised that this was the opportunity to help the District Association move forward. He explained that in order to spread the workload he would not be standing as Chair or Vice-Chair and invited Trevor Leggo to take over the elections.

- Chair – Cllr Alan P. Smith proposed by Cllr Steve Tony; seconder: Cllr Angela Standing. Declared Chairman unopposed.

- Vice Chair – Cllr Steve Tony proposed by Cllr Alan Smith; seconder Cllr Caroline Spencer. Declared Vice – Chairman unopposed.
- Secretary – Gill Yeates explained that Jo from Bognor had stepped down recently. An honoraria is usually paid. TL recommended that the item was held over.
- Treasurer – Gill Yeates kindly indicated willingness to remain for the time being.

Alan invited TL to take the meeting through the next items.

7. To approve signatories

Gill Yeates and Cllr Trevor Ford kindly indicated they were willing to continue. It was agreed that the new chair Cllr Alan Smith and vice-chair Cllr Steve Tony become new signatories to replace Lilian Richardson and Michael Warden.

8. To agree subscriptions for the forthcoming year

The current subscription is £15 p.a., broadly consistent with other Districts. The question of whether it remains adequate depends on how many Councils subscribe. In 2018 only 14 had done so. The major cost was the honoraria for a Secretary (£600 to £700 is usually paid). TL pointed out that District Associations had the opportunity to reinvent the way they work, eg asking their WSALC Board members to hold surgeries to keep District members informed and involved. With a new offer why would councils not wish to be involved? The new Chairman pointed out that only 4 parishes attended the last ADALC meeting on 13th Feb 2020 and there had been no response to requests from Lilian and Michael for agenda items or speaker suggestions. TL contrasted this with Wealden District, which has a management committee and regularly had 75% attendance, with DC officers and police attendees, and suggested that meeting content is critical. He would work with ADALC to achieve improvement.

Cllr Clark supported the idea of WSALC zoom surgeries, and asked if ADC might extend the £500 grant for 2 years in order to cover secretarial costs. She would support an increase in the subscription if needed. TL indicated that he would be happy to promote an extension of the grant with ADC's Chief Executive.

Cllr Standing explained that PCs need to receive an invoice from ADALC against which to pay a subscription, and without an invoice councils would not have paid.

Cllr Humphris had observed the poor attendance at ADALC meetings and he commented that it was a sign of Cllrs being busy with other meetings as Arun DC officers had attended. He hoped that all Councils had woken up to the importance of ADALC, felt it could be effective and zoom now makes it simpler and easier to attend, meaning that only an AGM in person might be needed. He suggested the subscription remain at £15 pa until the costs are clearer.

Cllr Warren suggested that the subscription could be increased to say £100 pa in order to pay a Secretary.

This item to be held over. There are 6 Parish Meetings, of which only Warningcamp raises a precept, so 24 or 25 potential members.

9. To agree the payment to the Secretary

It was agreed to hold this item over to another meeting in the light of discussion with Arun.

10. Date of Next Meeting

ADALC had previously met every 3 months. It was agreed that it could be useful to fix dates around WSALC Board dates. ADALC can meet by zoom as it is not covered by local government regulations. The Chair will email parishes with a proposal for a meeting in the week commencing 26th April.