



## ALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 2<sup>nd</sup> March 2021 at 7.00pm via Zoom under SO's Amendment Remote Meetings 2020**

**Members Present:**

Cllr Martin Beaton (C)	Cllr Michael Warden (VC)
Cllr Tom Blaylock	Cllr Michelle Warden
Cllr Ron Flitter	Cllr Mike Turner
Cllr Sue Foott	

**In attendance:** Lindy Nash (Clerk)

**Also present:** Louise Beaton

814. Apologies for absence: Cllr Elaine Sturgess – apologies accepted.
815. Declarations of Interest: Cllr Tom Blaylock as an Allotment Holder.
816. Public Participation: No members of the public present.
817. Minutes of Previous Meetings:
- Full Council minutes for 2.2.21 – Matter deferred to April Full Council meeting as minutes not readily available following work transfer between Locum Clerk and returning Clerk.
  - Planning minutes for 9.2.21 – noted - to be formally agreed at March Planning meeting.
  - Finance minutes for 25.2.21 – noted - to be formally agreed at March Finance meeting.
  - Cllr Warden, as Chair of Finance, proposed that the 21/22 budget, as recommended at the March Finance meeting, be formally accepted by Full Council. Following discussion, this was unanimously agreed.
818. Matters Arising:
- None (as agreement of February Full Council minutes is to be deferred to April Full Council).
819. Urgent Matters:
- It was noted that there are ongoing IT related matters that are being progressed with the Authorities IT support. Cllr Flitter is taking an ongoing lead on this matter.
  - Concern has been raised regarding the amount of litter in Northfields Lane – advice to be sought from District Council – Clerk to action.
820. County and District Councillor Reports: None.
821. Adoption of Code of Conduct, Asset Register and Risk Assessments; and Updating of Declarations of Interest:
- A) Code of Conduct – the following changes were requested:
- Item 2.1 should read Aldingbourne PC not Arun DC and
  - numbering needs to be corrected.
- Once this has been actioned Councillors agreed to adopt the Code – Decision proposed by Cllr Flitter and seconded by Cllr Foott.

- B) Asset Register – Cllrs suggested that asset locations should be included on this document for future years. However, following discussion, Cllrs agreed to adopt the Register as shown for the financial year 20/21 – Decision proposed by Cllr Warden and seconded by Cllr Harbord.
- C) Risk Register – Work ongoing. However, following discussion, Cllrs agreed to adopt the Register as shown for the financial year 20/21 – Decision proposed by Cllr Warden and seconded by Cllr Flitter.
- D) Declarations of Interest – Clerk to circulate necessary declarations for each Cllr to complete and return to her for subsequent updating with ADC.

822. APC Councillor Recruitment:

Some responses have been received, following messages publicised by the Authorities E Comm's routes, regarding possible interest in Cllr vacancies. Following discussion, Clerk to follow up contacts, making it clear that the role is voluntary, and invite those interested to sit in on a future Council meeting to learn more of what the role entails.

823. Reports from:

- a) Allotments
  - Fencing work required. Quotes being obtained. However, work will need to be delayed to Autumn due to imminent bird breeding season.
  - Conservation area required for slow worms – to be actioned during the summer.
  - Cllr Flitter noted the need to resolve matters regarding the Allotments 'Head Lease' and Cllr Foott confirmed that this work is in progress and APC Cllrs will be updated at future Full Council meetings.
- b) Footpaths
  - Cllr Harbord noted that the Spring litter pick is to take place later this month, to fully comply with Covid restrictions (risk assessment being completed by Cllr Harbord). Date to be advertised via APC E Comm's routes.
  - Cllr Blaylock attempted to provide a verbal update but, due to IT difficulties via the zoom connection, this wasn't audible to the Clerk – it was subsequently confirmed that nothing of an urgent nature had been missed.
- c) Communications
  - Fandango Communications report re APC Facebook activities showed a continuing upward trend in take-up.
  - It was agreed that Cllrs could contact Fandango direct with any APC issues that need publicising in future, copying in the Clerk (hence by-passing the need to email the Clerk and her emailing on the request).
- d) ADALC –
 

Cllr Beaton was proposed as future APC ADALC Representative following Cllr Warden's previous standing down from this role. This enables Cllr Beaton to fulfil his role as recently appointed Vice Chair of WSALC. This matter was formally proposed by Cllr Warden and seconded by Cllr Flitter.
- e) ACSC - Cllr Flitter reported the following:
  - Jonathan Leahy, ACSC Chair, has been successful in securing further grant funding of approximately £6k.

- More assistance is required to support this community asset and a working partnership between ACSC and APC is to be formed to ensure ongoing actions are co-ordinated and supported.
- Under Covid restriction plans community assets are due to reopen more fully from May 17<sup>th</sup> so planning will look at an Open Day style event subsequent to this, depending on how matters progress.

824. Finance – The following payments were put forward for approval:

Date of Invoice	Name	Invoice Number	Payment method	Description	NET	VAT	Total amount including VAT
28.01.21	Fandango	1016	Cheque	Facebook Management	£120.00	£24.00	£144.00
28.02.21	Louise Shaw	N/A	Cheque	Assistant Clerk's Salary covering Feb'21	£904.51	N/A	£904.51
31.10.21	Adams Hendry	12339	Cheque	Planning Advice	862.50	172.50	1035.00
				<b>Total</b>	£1887.01	£196.50	£2083.51

It was further noted that Cllr Beaton is continuing to progress the revised signatory mandate with Barclays. Cllr Flitter is in the process of confirming his ID. Once the mandate is complete, Cllr Warden will then set up online banking, viewing access for the Clerk, and an APC debit card facility.

825.Exempt Business – it was agreed that there was no Exempt Business for discussion at this evening's meeting.

There being no further business for discussion the meeting closed at 20.54 pm

Signed .....(Chairman)

Date .....

**The next meeting of the Parish Council will be held on Tuesday 6<sup>th</sup> April 2021 (subsequently amended to 20<sup>th</sup> April 2021)**