



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday June 1st 2021 at 7.00pm at the Aldingbourne Community Sports Club

Members: Cllr Michael Warden (C) Cllr Michelle Harbord until Item 878 , Cllr Tom Blaylock , Cllr Mike Turner ; Cllr Sue Foott (VC) and Cllr M Beaton.

Also present: 2 members of Public and County Councillor Trevor Bence (part of the meeting only)

A presentation was made to retiring County Councillor Derek Whittington in recognition of his longstanding service to the Parish Council. Mr Whittington thanked members of the Parish Council for their kind words before leaving the meeting.

864. **Agenda item 1- Apologies for absence**

Cllr Ron Flitter

865. **Agenda item 2- Declarations of Interest**

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotment (Agenda item 11a).

866. **Agenda item 3 - Co option of new member**

On a proposal by Cllr Warden, seconded by Cllr Beaton, Members agreed that Mr Mario Trabucco should be co opted to the Parish Council

867. **Agenda item 4 – Public Session**

The Chairman invited Mr French to address the meeting regarding Footpath 299, from Lamorna Gdns to Hook Lane) He suggested a new litter bin and dog waste bin were needed, as well as some clearance of overgrown weeds. Following discussion it was agreed that Cllrs Blaylock and Cllr Harbord discuss the issues with Mr and Mrs French and report back to the Council, as Cllr Beaton felt that new bins would not encourage residents to take responsibility for their own actions.

Mrs Beaton took the opportunity to thank the Parish Council for its support regarding the Neighbourhood Plan review.

868. **Agenda item 5 – Minutes of the meeting held on 4th May 2021 - for approval**

The minutes of the Annual Council meeting dated 4th May 2021 were presented to members whereupon it was unanimously RESOLVED that they should be adopted as a true and accurate record of the meeting that had taken place (Cllr Warden proposer/Cllr Harbord– seconder)

869. **Agenda item 6 - Matters to be noted from the minutes of the last Council meeting**

- Noted that the grant for the ANDP had been submitted to ADC.
- Appointment of Hannah Louise O’Callaghan as Locum Clerk – The Chairman referred to details circulated to Members prior to the meeting and proposed that the appointment be confirmed. This was seconded by Cllr Beaton and all agreed.

870. **Agenda item 7 - To consider any urgent matters that cannot wait until the next meeting.**

The Chairman reminded all Members that current agreed procedures for procurement and decision making must be referred through the Clerk and full Council. He reported that the Finance Committee would receive the Internal Auditors report on 17/6/21 and that the Annual Governance and Accountability Review (AGAR) would be approved at an EGM on 29th June 2021, subject to it being completed – see Item). He reported that there were still

challenges in recruiting a new Clerk with no suitably qualified applications so a discussion would be needed on how to proceed with the appointment.

Cllr Beaton reported that the ANDP review was complete and only required minor changes following its inspection. ADC will advise the timetable for the formal adoption. Cllr Foot proposed that a suitable gift of flowers and wine should be sent to Mrs M Chaffee in recognition of her support to the NP team. This was seconded by Cllr Trabocco and all agreed.

871. **Agenda item 8 - ACSC**

Cllr Warden reported that the job description for the Centre Manager was ready and Cllr Foote asked for this to be circulated to Members. It was noted that this needed to be agreed by the joint Committee of APC and ACSC. It was further noted that the ACSC Business plan needed more detail particularly in regard to proposed income streams and funding of activities. Regarding quotes for the installation of CCTV Cllr Warden reported that only 1 quote had been received so far but that he had met with a further company on 1st June and a second quote should be available for the next ACSC Management Committee meeting. Cllr Warden further reported that the specification for works to the proposed Parish Office had been agreed and would be discussed at the meeting on 20/7/21.

872. **Agenda item 9 - Planning minutes from the meeting held on 11th May 2021- for information**

Noted

873. **Agenda item 10 - County and District Councillor's Reports**

No District Councillor report. The Chairman welcomed County Councillor Trevor Bence to the meeting. Cllr Bence introduced himself and outlined his background and current portfolio at WSCC.

874. **Agenda item 11-To receive reports from the following Working Groups/Societies/Clubs**

- a) Allotments – No items to report
- b) Footpaths – Cllr Blaylock reported that a complaint had been received regarding Footpath 299 and that he had dealt with the matter to the complainants satisfaction. He also reported a fallen tree on Footpath No 307 and that a route had been cleared through the branches.
- c) ADALC – Cllr Warden reported that training needs were being addressed by the West Sussex Association as well as clerking arrangements for the Committees.
- d) Communications Working Group – No items to report

875. **Agenda item 12 – Finance**

a) On a proposal by Cllr Warden, seconded by Cllr Trabucco, members agreed that the signatories for the NS&I account would be Cllr Michael Warden, Cllr Ron Flitter and Councillor Michelle Harbord. It was further agreed that the signatory forms would be countersigned by Cllrs Foote, Blaylock and Beaton.

It was noted that progress was being made regarding the WRGF accounts and Cllr Beaton confirmed he was now receiving bank statements which should be sent to the ACSC in future.

On a proposal by Cllr Trabocco, seconded by Cllr Beaton the following accounts were approved for payment.

PAYEE	DETAIL	AMOUNT (£)
Moore Stephens	Audit fee	48.00
HL O'Callaghan	Locum Clerk	359.40
SRP Design and Print	Planning	100.20
Fandango	Design services	432.00

876. **Agenda item 13 – Correspondence**

The following correspondence was presented for information purposes only;
Footpath 299 dealt with see Min ref 874

877. **Agenda item 14 – Councillor meeting with Andrew Griffith MP**

Noted that Cllr Flitter, Warden and Beaton would be meeting with Andrew Griffith MP on 11th June 2021

878. **Agenda item 15 - -Any other business for information to include items for the next Agenda**

Report from Cllrs Blaylock and Harbord regarding residents complaint and request for litter and dog bins (min ref 867)
Neighbourhood Plan timetable to note from ADC

879. **Agenda item 16b -To engage Bruce Middleton for ecological survey services**

On a proposal by Cllr Beaton and seconded by Cllr Foote it was agreed to engage Bruce Middleton to undertake specialist services regarding agreed biodiversity target areas as set out in the appendix to the Agenda and circulated to Members.

880. **Agenda item 16a - Exempt Business.**

On a proposal by Cllr Warden seconded by Cllr Beaton the Council agreed to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings Act) 2006 in order to discuss confidential matters relating to the temporary employment of the previous Clerk.

Cllr Warden referred to the arrangements circulated to members regarding the work needed to complete the outstanding accounts and produce the Annual Governance Statement. By the previous Clerk. This was seconded by Cllr Beaton and following discussion the terms set out in the Chairman’s report were agreed on a vote of 5 for and 1 against, Cllr Foote objecting to the proposal.

There being no further business for discussion the meeting closed at 8.30pm

SIGNEDChairDate.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON TUESDAY 6TH JULY 2021

