



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 May 2021 at 7.00pm via Zoom under SO's Amendment Remote Meetings 2020

Members: Cllr Michael Warden (VC), Cllr Michelle Harbord, Cllr Tom Blaylock, Cllr Ron Flitter
Cllr Mike Turner, Cllr Sue Foott.

Also present: 2 members of the Public and District Cllr I.Thurston (part of the meeting only)

The Chairman being absent (minute 847 below refers) the Deputy Chairman (Cllr Warden) took the chair and opened the meeting to enable Agenda item 1 to be considered.

843. **Agenda item 1- Election of the Chairman**

Cllr Michael Warden was nominated by Cllr Flitter, seconded by Cllr Foott and unanimously elected. Councillor Warden thereupon proceeded to conduct the meeting as the new Chairman of the Council for the forthcoming Council year.

844. **Agenda item 2- Election of Vice Chairman**

Cllr Sue Foott was nominated by Cllr Harbord, seconded by Cllr Flitter and unanimously elected as deputy Chairman for the forthcoming Council year.

845. **Agenda item 3- Representations on Committees, Working Groups and other Bodies**

The appointments to represent the Council on various Committees, Working groups and other bodies were approved as shown on the attached schedule A to these minutes

846. **Agenda item 4- Councillor Resignation**

The Council noted that Cllr Elaine Sturgess had tendered her resignation. The former Chairman (Cllr Martin Beaton) had written expressing the Council's gratitude for her long service to the Council.

847. **Agenda item 5- Apologies for absence**

Apologies for absence were received from Cllr Martin Beaton who is recovering from a recent operation.

848. **Agenda item 6- Declarations of Interest**

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotment (Agenda item 19a).

849. **Agenda item 7- Public Session**

Mr Trabucco della Torretta enquired about the process for appointing co opted councillors onto the Committees, working groups and other bodies identified in Minute No 845. The Chairman informed him that a request for an appointment should be submitted to the Clerk.

850. **Agenda item 8- Minutes of the previous Full Council Meeting – for approval**

The minutes of the Council meeting dated 20 April 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 Flitter- proposer/Cllr Foott – seconder)

851. **Agenda item 9- Matters to be noted from the minutes of the last Council meeting**

- Difficulties with the bank were now being resolved.

- As a result of the unsuccessful legal challenge by Hertfordshire County Council , Councils must return to “face to face” meetings. Thus, the planning committee would take place at the ACSC on Tues 11 May 2021 at 7pm. Cllr Flitter and Cllr Warden kindly agreed to arrive early to make the premises Covid-19 secure.
- The Rialtus end of year close down of the accounts was completed, but as the Internal Audit is due on Wed 12th May and the Council will not have a Clerk in place it may need to be postponed.
- IT – implementation will be delayed until the appointment of a new Clerk as his/her involvement obviously would be desirable but equipment has been ordered and should be arriving shortly.
- Aldingbourne Neighbourhood Development Plan (ANDP)– the grant form for a £5K grant will be completed by Cllrs Warden and Flitter on Fri 7th May 2021.

852. **Agenda item 10- Items of interest from planning meeting held on 13 April 2021- for information**

To note any items of interest arising from planning meeting of 13 April 2021

853. **Agenda item 11- To consider any urgent matters that cannot wait until the next meeting.**

The Examiner for the NDP had requested a review meeting, but notice of the same had only been received by the Parish Council that day (4th May 2021). As none of the ANDP team or the Council’s consultant were available at such short notice on the 2 dates offered by Arun (6th or 7th May 2021), following a discussion it was **AGREED** to ask the Examiner to identify his questions in writing and the Council would expedite its replies.

854. **Agenda item 12 – Neighborhood Plan**

Please see Minute No 853 above.

855. **Agenda item 13- Conversion of ACSC Meeting room to APC Parish Council Office.**

The Chairman referred to the plan to convert that the meeting room into a parish office in preparation for appointment of the new Clerk. However, although the cost was considered modest it was not identified and it was **AGREED** to proceed with the plan but the cost would be identified at the next Council meeting.

856. **Agenda item 14- Annual Insurance Renewal - due 1 June 2021**

It was **RESOLVED** that the insurance premium of £1135 should be paid.

857. **Agenda item 15- Clerk’s Report**

There was no Clerk’s report but it was noted by members that Cllrs Warden and Flitter were meeting with the retiring Clerk for a handover of equipment (including 2 laptops, mobile phone) hardcopy document/passwords on 7th May 2021.

858. **Agenda item 16-County and District Councillors’ Reports**

There was no report from the County Councillor but the District Councillor (Cllr Thurston) was present and reported that, at the Parish Council’s request, she had requested the need for any further planning application on the Cala Homes site to be subject to a thorough independent assessment by a professional ecologist.

859. **Agenda item 17- To adopt Policy Documents and related Review Schedule**

It was **RESOLVED** that, with the exception of the Grants policy; the social media policy and the press and media policy, the policy documents as detailed in Schedule B with a date for adoption of 4 .5.2021 (in red) be adopted.

860. **Agenda item 18 – Correspondence**

The following correspondence was presented for **information purposes only**

- A resident had written to complain about the BEW development, to which Cllrs Beaton and Flitter had responded.
- Footpath 299, Furlongs: Cllr Warden will respond to a letter about the litter problem.
- Dog litter bins: Cllr Harbord can discuss with Arun DC the possibility of an extra bin if there is a problem in specific locations but residents would need to write to the Clerk to initiate.

861. **Agenda item 19-To receive reports from the following Working Groups/Societies/Clubs**

a) **Allotments**

The allotments are full, with a waiting list. The new Clerk will need to review whether all allotment holders have been sent the appropriate documents and ensure that all agreements have been signed.

b) **Footpaths**

There are ongoing problems with FP 287 with speeding cyclists emerging from a blind bend and, thus, causing potential danger to children and pedestrians. Cllr Flitter is continuing to address this issue by pressing WSCC to install a safety barrier.

c) **Communications Working Groups**

Nothing to report

d) **ADALC**

Nothing to report

e) **ACSC**

Reference was made to the recruitment of a centre manager at ACSC and that the PCSO had recommended CCTV coverage of the playground area. ACSC are obtaining quotes for upgrade of the Centre CCTV and a request for a contribution towards the cost would be sought from the Parish Council once this is known.

862. **Agenda item 20- Finance**

It was **UNANIMOUSLY** agreed to approve the below payments.

PAYEE	DETAIL	AMOUNT (£)
Rialtus	End of yr closedown	432
Fandango	BEW Flyer	60
MH Kennedy	Grounds Maintenance March	268
MH Kennedy	Grounds Maintenance April	174
Tom Blaylock	Reimbursement of postage	34.97

863. **Agenda item 21- Exempt Business.**

There was no exempt business to consider.

SCHEDULE A

ALDINGBOURNE PARISH COUNCIL CURRENT COMMITTEES, WORKING GROUPS & REPRESENTATION ON OUTSIDE BODIES FOR 20/21

Committees:	
Chair on Full Council	Michael Warden
Vice Chair on Full Council	Sue Foott
Planning	Sue Foott; Tom Blaylock; Michelle Harbord Mike Turner; Martin Beaton and Michael Warden
Finance	Martin Warden , Martin Beaton, Sue Foott and Michelle Harbord
Governance and Staffing	Sue Foott, Michelle Harbord, Martin Beaton and Mike Turner
Working Parties:	
Neighbourhood Plan	Martin Beaton, Sue Foott, Mike Turner + Louise Beaton and Mike Link as Community Representatives
Footpaths	Tom Blaylock
Newsletter/Communications	Vacant position
Allotments	Tom Blaylock, to be assisted by Clerk/Asst Clerk
Village Signs	Vacant position
Aldingbourne Community Sports Centre (ACSC)	Ron Flitter as Parish Council Representative
Aldingbourne Parish Council (APC) Development Group	Michael Warden Sue Foott Chair of Planning Ron Flitter
Other Bodies:	
Barnham, Eastergate and Westergate Advisory Group (BEWAG)	Martin Beaton
Joint Western Arun Area Committee (formerly JDAC)	Martin Beaton
Barnham Eastergate and Westergate strategic site Consultation Group	Martin Beaton
Community Land Trust (CLT) APC Representatives (not to be CLT Members at the present time)	Vacant position
ADALC	Martin Beaton
WSALC	Martin Beaton

SCHEDULE B

STAFFING

<u>Name of Document</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Proposed Review Date</u>	<u>Minute Ref</u>
Annual Leave Policy	APC	20.4.21	7.9.21	FC 838
Appraisal Policy	APC	20.4.21	7.9.21	FC 838
Bereavement Policy	APC	4.5.21	7.9.21	
Code of Conduct for Employees	APC	20.4.21	TBA	FC 838
Dignity at Work	APC	20.4.21	7.9.21	FC 838
Equal Opportunity	APC	20.4.21	5.10.21	FC 838
Grievance Policy	APC	20.4.21	5.10.21	FC 838
IT Security For Staff	APC	TBA	TBA	
Lone Working	APC	20.4.21	5.10.21	FC 838
Protocol for Dis and Grievance	APC	20.4.21	5.10.21	FC 838
Recruitment Policy	APC	20.4.21	2.11.21	FC 838
Sick Absence Policy	APC	20.4.21	2.11.21	FC 838
Stress Policy	APC	20.4.21	2.11.21	FC 838
Training Policy	APC	20.4.21	2.11.21	FC 838
Disciplinary Policy	APC	20.4.21	7.12.21	FC 838

PARISH COUNCIL DOCS

<u>Name of Document</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Review Date</u>	<u>Minute Ref</u>
Broadcasting / Filming Policy	APC			
Complaints Procedure	APC	20.4.21	7.12.21	FC 838
Data Protection	APC	TBA	TBA	
Death in the Royal Family Protocol	CONFIDENTIAL	N/A	N/A	N/A
FOI	ICO	TBA	TBA	
Financial Regulations	NALC	2.2.21	May-22	FC 808
Grant Policy	APC	TBA		
Information Security Incident Policy	APC	TBA	TBA	
Standing Orders	NALC	2.2.21	May-22	FC 808
Standing Orders- Remote Meetings	NALC	2.2.21	Every 6 months	FC 808
Social Media Policy	APC	4.5.21	1.2.22	
Subject Access Request Policy	APC	TBA	TBA	
Pre-Application Policy	APC	8.12.20	May-22	PC536
Planning Policy	APC	TBA	TBA	
Privacy Notice	APC	TBA	TBA	
Press & Media Policy	APC			

COUNCILLOR

<u>Name of Documents</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Review Date</u>	<u>Minute Ref</u>
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Co-Option Application Form	APC	20.4.21	1.2.22	FC 838
Co-Option Eligibility Policy	APC	20.4.21	1.2.22	FC 838
Co-Option Policy & Procedure	APC	20.4.21	1.2.22	FC 838
IT Security for Councillors	APC	TBA	TBA	
Members Code of Conduct	LGA	4.5.21	May-22	

TERMS OF REFERENCE

Name of Document	Issued by	Date Adopted	Review Date	Minute Ref
Finance Committee	APC	2.2.21	May-22	FC 808
Planning Committee	APC	2.2.21	May-22	FC 808
Staffing & Governance	APC	2.2.21	May-22	FC808

Signed(Chairman
Date

The next meeting of the Parish Council will be held on Tuesday 1 June 2021.