

ALDINGBOURNE PARISH COUNCIL



MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 February 2022 at 7.00pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

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

Clerk to Parish Council – Miss Marie Singleton

Also present: PCSO Caroline Wilson, and 2 members of the public.

958 Agenda item 1- Apologies for absence:

County Cllr Trevor Bence, District Cllr Isabel Thurston, Councillors Beaton (Personal), Harbord & Trabucco (Illness)

959 Agenda item 2- Declarations of Interest

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotments (Agenda item 11a). Cllr Warden declared an interest as Trustee of ACSC (Agenda item 9).

960 Agenda item 3 – Public Session

A resident raised concerns about the amount of litter that is currently on Hook Lane, despite it being litter picked on a regular basis by volunteers. It would appear, that it is being thrown out from the cars that frequently use the lane as a cut through, mention was also made of the speed of the traffic using the Lane. The Parish Council agreed to re-visit the issue of speed with WSCC.

Turning to the Queen's Platinum Jubilee celebrations, suggestion was made that a Street Party on the 5 June 2022 to coincide with the National Street Party Day could be held at the Aldingbourne Community Sports Centre for any residents that would like to be involved, and whose streets perhaps were not involved in the initiative or whose roads were unable to be closed for a Street Party to take place. This was unanimously agreed that it would be a lovely idea, and that Councillor Harbord who heads up the Parish Council's Street Scene Working Party would discuss at their next meeting

ACTION – Cllr Harbord to put on agenda for next SSWP Meeting. Clerk to liaise with Councillors regarding a letter to be sent to WSCC on the outcome of the previous speed survey that had taken place on Hook Lane.

961 Agenda item 4 - Minutes of the Previous Full Council Meeting held 7 December 2021 - for approval

The minutes of the Full Council meeting dated 7 December 2021 were presented to members where upon it was unanimously RESOLVED that they should be adopted and signed as a true and accurate record of the meeting that had taken place. Proposed Cllr Warden, seconded Cllr Flitter.

962 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 7 December 2021:

The Clerk confirmed the outstanding action items were as follows, 903, the letter to our legal service, item 919, awaiting response from Mike Kennedy regarding maintenance of the Westergate Bus Shelter, items 922, Street Scene Working Party, community engagement was ongoing, item 924, date for allotment fencing had now been finalized for March 2022, a weeks' notice would be given for Councillors to oversee, item 925, signatories on the Westergate

Recreation Ground Fund, confirmation had been received from Barclays that the mandate was now in place, item 926, updating of Financial Regulations delayed as a result of issues with Barclays and arrangements with online banking. All outstanding items have been moved to the next actions list to ensure they are not missed. All other items on the action check list had been fully resolved.

ACTION – Clerk to move any outstanding items to the next action list.

963 Agenda item 6 - To consider any urgent matters/Chairman's actions that cannot wait until the next meeting.

The date for the Annual Parish Meeting was agreed Wednesday 25 May 2022 starting at 6.00 pm. This would tie in with the results of the Community Engagement Survey that was in the process of being distributed to all residents for the ACSC re-development.

To note that all Councillors had approved by e-mail in December 2021 that a donation should be made to West Sussex Minds of E500 towards services for West Sussex residents. Proposed Cllr Flitter, seconded Cllr Foott.

964 Agenda item 7 – To note minutes of the planning meeting held 11 January 2022

The minutes of the meeting were noted.

965 Agenda item 8 - Aldingbourne Community Sports Centre

Cllr Flitter reported on the meeting that the ACSC held on the 27 January 2022 and reported on the following:-

- Concerns were raised regarding Olivers Meadow being used as an overflow car park on certain weekends. The PCSO will be asked to patrol the area, ensuring residents are not blocked in and the Parish Council would write to Barnham Trojans asking their members to be considerate when parking.
- All outside lights had been replaced for better security.
- Drains had been unblocked and a survey of all drains would soon be taking place as there were concerns on them needing repairing.
- The ACSC are looking at getting the outside toilet block back in operation.
- User Groups have been advised that surveys have been arranged regarding the re-development of the ACSC and they would need to be available to facilitate access to their areas.
- There will be a football tournament hosted by Barnham Trojans on 11/12 June 2022.
- ACSC Trustees were still looking into the Charitable Incorporation of the ACSC and then leases would then be reviewed.
- It was agreed that the minutes of the APC/ACSC Development Working Party would be distributed to all users by the ACSC Trustees.
- An Art project was currently being funded by WSCC for the Parish, the ACSC has been identified as a suitable location and the Parish Council were awaiting a date from the Trustees to meet with the artist and local co-ordinator.

ACTION – Chairman to liaise with Trustees, regarding writing to Barnham Trojans on the parking concerns.

966 Agenda item 9 - County, District Councillor's, PCSO Reports:

The PCSO provided a report ahead of the Parish Council Meeting and advised that several thefts have been reported from vehicles overnight in December 2021 which was part of a pattern over the wider area, but nothing on the scale previously seen. There are several Banking scams with different approaches that have been attempted. Details will be posted on the Parish Council website and Facebook Page.

To note new e-mail address for the PCSO caroline.wilson@sussex.police.uk.

ACTION – Clerk arrange for the above information to be put on the Parish website and Facebook page.

967 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – A date has been agreed for March 2022 for the fencing project to be completed. A weeks' notice will be provided so Councillors can oversee the work. The Clerk advised that the invoices were being prepared for April 2022 for the annual charges to be requested. Cllr Foott confirmed that in line with the lease no increase would be made, and that a review of tenants was being undertaken to ensure all details held by the Clerk on plot numbers was correct. It was agreed that notice would be given to one tenant who was in breach of their lease conditions.

ACTION – Clerk to liaise with Cllr Foott regarding plot details and letter to tenant regarding breach of lease conditions.

- b) Footpaths – To note that footpath 299 would be closed for three weeks for drainage works to take place.
- c) ADALC – Minutes of the meeting 21.01.22 were noted. A new Chairman has been elected and Cllr Beaton was appointed as Vice-Chair. Interesting to note that only 50% of Parish Councils within Arun participated in the meeting.
- d) APC/ACSC Development Working Party – Minutes of the meeting held on 18 January 2022 noted.
- e) SSWP (Street Scene Working Party) – Minutes of the meetings 02.12.21 and 13.01.22 were noted.

968 Agenda item 11 – Correspondence/Consultations

All the correspondence listed below noted.

- Sussex Police Rural Crime Team Monthly Update – circulated 24.01.22 – noted.
- West Sussex Charge point zoom meeting held 27.01.22 – circulated 18.01.22 – noted and to consider as apart of the ACSC redevelopment.
- SDNPA Self Build and Custom Housebuilding Register Consultation – circulated 10.01.22 – deadline 08.03.22 – noted.
- SDNPA – January Newsletter circulated 20.01.22 – noted.
- Sussex Police Chief Constable “Big Data” presentation – circulated 06.01.22 – Cllr Trabucco attending zoom meeting 25.22.22 – noted.
- Northfields Lane – PROW correspondence from Mrs Setters – letter from Clerk e-mailed 13.01.22 and circulated to all Councillors – noted.
- Rampion 2 Petition – circulated 06.01.22 – individuals to sign petition if they so wish – noted.

- West Sussex Fire & Rescue Service Consultation – circulated 07.01.22 – deadline for responses 21.01.22 – noted.
- WSALC and BEW Parish Council – E-mails circulated 20.01.22 regarding Planning Policy Statements in relation to future Planning Developments – noted.
- Coastal Flooding Projections 2050 – circulated Cllr Flitter 19.01.22 – noted.
- Government Housing Delivery Test results for ADC – to discuss proposed response letter to Andrew Griffith MP. (All correspondence previously circulated). It was agreed in the absence of the Councillors who had submitted draft responses, that this item would be moved to the Planning agenda 08.02.22 for full discussion.

969 Agenda item 12 – Finance

- a. Detailed Receipts & Payment Report for 31.12.21 noted.
- b. Interim Audit with Farsight Consultancy took place 01.02.22. A full report will be available for the Finance meeting on 15.02.22. The Parish Council had a full audit in June 2021 and is currently working through an action plan. A majority of this has been completed, following the extension of the RFO contract with Mulberry and the appointment of a new Clerk. There are still outstanding matters, and this will be reflected in the report.
- c. Westergate Recreation Ground Fund – Barclays has confirmed that a new mandate with change of signatories has been completed. Signatories for this Fund are Cllr’s Warden, Beaton, Foott, Blaylock, Turner, Flitter, Harbord & Trabucco. Councillors were requested to check their online logins with Barclays to ensure that the above accounts were available under the rest of the Parish Council’s banking arrangements. All Councillors are Trustees of the Fund, and the Clerk confirmed that changes had been made on the Charity Commission website.
- d. A report from the Clerk was noted updating Councillors on the survey quotes that had been received for the ACSC re-development. Three decisions were required: -
 - 1) Councillor Warden advised that he had also requested quotes for electrical surveys, as this would be needed to ensure all electrical circuitry was identified along with the complexities of the solar panels. This potentially could be an additional cost to the budget approved at the last meeting, but he advised that he was hoping that these costs would come within the original budget costs. Councillors approved the need for electrical survey quotes, proposed Cllr Flitter, seconded Cllr Blaylock.
 - 2) Conditions Survey – due to the specialist nature of this work Cllr Warden requested that the Financial Regulations requirement for three quotes was suspended, proposed Cllr Flitter, seconded Cllr Foott. it was then agreed that one survey would be adequate, proposed Cllr Foott, seconded Cllr Turner.
 - 3) Cllr Warden requested approval from Councillors that as the Parish Council had already approved the budget and the need for the surveys, that Cllr Warden and the Architect could be left to appoint the contractors as appropriate, due to the Architects knowledge of the contractors that he had recommended, and the supervision of the contractors by Cllr Warden when they were on site to provide quotes. Proposed Cllr Foot, seconded Cllr Flitter that this course of action was appropriate.
- e. Foster Landscapes – it was noted in the previous minutes that Foster Landscapes had provided a quote for the playground equipment repairs of £2,606. This was agreed

subject to Cllrs Warden and Turner ensuring that all repairs that had been highlighted in the inspection report were included as part of the quote. This has now been done with an additional cost identified of £370.42. At the same time, it was also suggested that the bark under the wooden climbing unit be topped up for safety. The cost of this would be £1400.33. Cllr Warden advised that he had agreed these additional costs under Chairman's delegated powers and Foster Landscapes had been requested to go ahead with the works. Total cost of the project excluding VAT £4376.75. Proposed Cllr Foott, seconded Cllr Flitter.

- f) Payments – The payments list for December 2021 and January 2022 were all noted and approved. The payment lists were signed and dated by Cllr Warden.

970 **Agenda item 13 - Any other business for information for the next agenda**
Nothing requested.

971 **Agenda item 14 - Exempt Business.**
Nothing to report.

The meeting closed at 8.25 pm

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 1 MARCH 2022