



## ALDINGBOURNE PARISH COUNCIL

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

Office Number: Email: [clerk@aldingbourne-pc.gov.uk](mailto:clerk@aldingbourne-pc.gov.uk)

**You are hereby summoned to the Aldingbourne Parish Council Full Council ordinary meeting to be held on Tuesday 1 March 2022 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### 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. Approval of Minutes of Previous Full Council Meeting – 1 February 2022
5. Matters arising from the previous meeting – see update on Action items listing (attached)  
  
Item 960 – To agree the way forward.
6. Urgent Matters/Chairman's Actions
7. To Note Planning Minutes for meeting held on 8 February 2022 – (previously circulated)  
To be formally approved at the next Planning Meeting scheduled for 8 March 2022.
8. Aldingbourne Community Sports Centre  
To receive a report from the APC representative.
9. County and District Councillor Reports/PCSO Report:
  - a) To receive a report from the County Councillor
  - b) To receive a report from District Councillor(s)
  - c) To receive a report from the PCSO
10. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies
  - a) Allotments
  - b) Footpaths Working Group
  - c) ADALC
  - d) APC/ACSC Development Working Party
  - e) SSWP - Street Scene Working Party

## 11. Correspondence/Consultations

### **To note the receipt of the any correspondence.**

- ADC Briefing to Town & Parish Councils – circulated 19.02.22.
- Children and Young People’s Plan consultation reminder – circulated 15.02.22 – deadline 23.02.22.
- SDNPA Town & Parish Council workshop 16.03.22 – circulated 19.02.22.
- WSCC Highways Cabinet Member e-mail re A29 realignment from Bill Sharp Chichester – circulated 19.02.22.
- SDNPA – Newsletter February 2022 – circulated 10.02.22.
- NALC Levelling Up the White Paper Summary – circulated 10.02.22.
- Hedgehogs R Us – e-mail circulated 10.02.22 – agreed to put on website and facebook page
- Food Partnership Press Release – circulated 10.02.22 – put on our website and facebook page.
- WSALC Health & Wellbeing Report Update 2022 – e-mail from Emily Simpson circulated 10.02.22 – survey to be completed – deadline 31.03.22.
- Parish Online – List of Mapping options provided by Processmatters2 – circulated 07.02.22
- Arun District Street Trading Designations – circulated 08.02.22 – deadline for response 08.03.22.
- Glover Landscape Review – Government response & consultation – circulated 01.02.22 – deadline 09.04.22.

## 12. Finance

- a. To note minutes of the Finance Meeting 15 February 2022 – copy attached.
  - b. To note interim audit report from Farsight Consulting dated 07.02.22.
  - c. To agree to continue with RFO provided by Mulberry for completion of the financial year returns and finalizing the audit.
  - d. To note the Charity Commission Annual Returns have all been submitted for Westergate Recreation Ground Fund.
  - e. To approve APC Risk Assessment for 2022 – copy attached.
  - f. To agree list of Service Level Agreements & Annual Contracts for 2022-2023 – copy attached.
  - g. To review the Fixed Asset Register for 2022-2023.
  - h. To agree Insurance cover for 2022-2023 – details attached.
  - i. To agree reserves for end of financial year – see minutes of Finance Meeting.
- e) Payments – please see attached list for February 2022

13. Any other business for information: – Items for inclusion on the next agenda.
14. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 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 5 April 2022