



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 March 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, Cllr Mike Turner, Cllr Harbord, Cllr Trabucco and Cllr Beaton.

Clerk to Parish Council – Miss Marie Singleton

**Also present:** 5 members of the public.

**972**     **Agenda item 1- Apologies for absence**

PCSO Caroline Wilson.

**973**     **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 a Trustee of ACSC (Agenda item 9).

**974**     **Agenda item 3 – Public Session**

- A resident raised the issue of the Telecom Mast & cabinets that had been installed on Westergate Street. The mobile phone mast in Westergate Street and its colour was felt to be a “monstrosity”. The Clerk advised that the Parish Council had raised this with Arun District Council and was awaiting a reply, and we had also left a message with the installer/phone provider to see what could be done, and to seek permission to make the area more presentable.
- A resident asked what consideration was applied by Arun District Council, that required all new housing to be equipped with Air Source Heat Pumps, having found them very cost efficient with the level of insulation required. Parish Councillors confirmed that when assessing planning applications, they looked at whether they addressed Arun’s climate emergency and Aldingbourne NP requirements and did point this out when replying to Arun on applications. A meeting was also being arranged with District Councillors to raise this point and will make it a condition of the application that heat pumps are installed as appropriate.
- Residents complained about metal fencing blocking the long-established Right of Way for walkers along Caigers Lane to the fields and footpaths by the Eastergate Rife. A sign erected by the A29 says no Right of Way, which is incorrect: It had been an established Right of Way for over 40 years. Following these complaints’, the Parish Council had notified WSCC of the obstruction and would ask that any concerned residents to email the clerk [clerk@aldingbourne-pc.co.uk](mailto:clerk@aldingbourne-pc.co.uk) with views, explaining how long they have used it. If enough people do this, it may be possible to have it re-opened. It was discussed that as it may require the assistance of a Solicitor depending on the response from WSCC, and that if this was necessary then it was agreed that Cllr Foot could make the necessary instructions. Proposed Cllr Foott, seconded Cllr Beaton and approved by all Councillors.

**ACTION – Clerk to put the information regarding Caigers Lane on the Parish Council website/Facebook Page so residents were aware.**

- The Chairman of the ACSC advised that an enquiry had been received from residents in Olivers Meadow that had raised the issue of overgrown brambles and shrubbery at the end of the playground which was encroaching on their fencing. A meeting was taking place with residents on Saturday 5 March 2022 to discuss any works that were required, Cllr's Warden and Flitter volunteered to attend. It was then approved by all Councillors that any emergency works under Chairmans actions could take place. It was also raised that there were further complaints by residents regarding the blinds at the railway club being open, despite reminders and emails from the Chairman of the ACSC. It is known that this is a breach of the lease, and it was agreed as landlords that a letter will be sent to reinforce the conditions of the lease. Proposed Cllr Flitter, seconded Cllr Beaton.

**ACTION – Clerk to send letter to BRMRC from the Parish Council.**

**975 Agenda item 4 - Minutes of the Previous Full Council Meeting held 1 February 2022 - for approval**

The minutes of the Full Council meeting dated 1 February 2022 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 Foott, seconded Cllr Turner. The minutes were signed by Cllr Warden.

**976 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 1 February 2022:**

The Clerk confirmed the outstanding action items were as follows, item 919, awaiting response from Mike Kennedy regarding maintenance of the Westergate Bus Shelter, item 926, updating of Financial Regulations, delayed because of issues with Barclays and arrangements with online banking, item 960 issue of speeding on Hook Lane, Councillors to provide Clerk with details, item 967 allotments, review of tenants to be completed before invoices could be sent. 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.**

To note Cllr Trabucco had attended the BEW meeting (to be reported on at the planning meeting) and had taken part via zoom in the Sussex Police Chief Constable Big Data Presentation.

Cllr Warden asked all Councillors to check their Barclays Bank logins, to see if they could see the Westergate Recreation Ground Fund accounts.

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

Nothing to report.

**978 Agenda item 7 – To note minutes of the planning meeting held 8 February 2022**

The minutes of the meeting were noted.

**979 Agenda item 8 - Aldingbourne Community Sports Centre**

Cllr Flitter attended the meeting that the ACSC held on 24 February 2022 and reported on the following:-

- The Incorporation of the ACSC – Solicitors had been contacted to discuss all legalities.

- The external toilet block is being put back into use, but a locksmith would be needed, and new keys cut.
- A planting scheme was discussed and agreed but will have to wait until November as the planting season is over, a couple of things will need to be clarified, will permission be needed to do this on recreational land used for sport? and Barnham Trojans will need to be consulted regarding any impact it may have on any playing area. Jonathan Leahy agreed to contact the Woodland Trust and place an order and will circulate options and designs to the Councillors. Andrew Mckellar has agreed to be co-opted onto the Parish Councils Street Scene Working Party.
- It was suggested that a ACSC User Group Drop-in session was arranged to discuss the re-building of the ACSC. Dates to be agreed with the Architect and AiRS.
- It was agreed that the minutes of the APC/ACSC Development Working Party would be distributed to all users by the ACSC Trustees.

**ACTION – Chairman to liaise with AiRS and the Architect regarding drop-in session dates.**

**980 Agenda item 9 - County, District Councillor’s, PCSO Reports:**

No reports received.

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

- a) Allotments – Nothing new to report.
- b) Footpaths – To note that footpath 299 drainage work had been completed but left in a poor state. Cllr Blaylock to provide the Clerk with details and photos and then write to WSCC.
- c) ADALC – The new Chairman Michael Tu is trying to arrange a meeting with the Chief Executive of ADC. County Cllr Trevor Bence is looking at all traffic movement in the area as there are major concerns following all the developments that are in the process of being constructed and their impact on traffic infrastructure. Cllr Beaton has spoken to processmatters2 to organise a map showing the issues.
- d) APC/ACSC Development Working Party – Cllr Warden is meeting the Architect 01.03.22 to discuss and decide on whom to appoint for the surveys. The community survey is being delivered to houses 05.03.22 and there is an online version available to be completed on the website and Facebook Page. A press release has also gone out to local papers and radio stations.
- e) SSWP (Street Scene Working Party) – The Artwork project site meeting had been held and an in-principal agreement given to the location. Cllr Harbord will ask for an update from the project co-ordinator. Bluebells are being planted at Aldingbourne Primary School. Bus Shelter, Cllr Flitter will ask for an update. The Queens Jubilee Street Party will go ahead on Sunday 5 June from 12.00pm, the ACSC has been booked and a poster is being designed through Fandango to promote the event. Spring Litter Picking will take place Saturday 2<sup>nd</sup> April 2022 at 2.00 pm at the ACSC.

**982 Agenda item 11 – Correspondence/Consultations**

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

- ADC Briefing to Town & Parish Councils – circulated 19.02.22 - noted.
- Children and Young People’s Plan consultation reminder – circulated 15.02.22 – deadline 23.02.22 - noted.
- SDNPA Town & Parish Council workshop 16.03.22 – circulated 19.02.22 - noted.
- WSCC Highways Cabinet Member e-mail re A29 realignment from Bill Sharp Chichester – circulated 19.02.22 - noted.
- SDNPA – Newsletter February 2022 – circulated 10.02.22 - noted.
- NALC Levelling Up the White Paper Summary – circulated 10.02.22 - noted.
- Hedgehogs R Us – e-mail circulated 10.02.22 – agreed to put on website and facebook page – noted.
- Food Partnership Press Release – circulated 10.02.22 – put on our website and facebook page - noted.
- WSALC Health & Wellbeing Report Update 2022 – e-mail from Emily Simpson circulated 10.02.22 – survey to be completed – deadline 31.03.22 – Clerk to provide Councillors with the list of questions.
- Parish Online – List of Mapping options provided by Processmatters2 – circulated 07.02.22 – agreed by all Councillors to request that the list of mappings provided to be added to the Parish Council websites planning pages. Cost agreed £550, proposed Cllr Warden, seconded Cllr Trabucco.
- Arun District Street Trading Designations – circulated 08.02.22 – deadline for response 08.03.22 - noted.
- Glover Landscape Review – Government response & consultation – circulated 01.02.22 – deadline 09.04.22 - noted.

**983 Agenda item 12 – Finance**

- a. To note minutes of the Finance Meeting 15 February 2022 – noted.
- b. To note interim audit report from Farsight Consulting dated 07.02.22 - noted.
- c. To agree to continue with RFO provided by Mulberry for completion of the financial year returns and finalizing the audit, proposed Cllr Warden, seconded Cllr Flitter and agreed by all Councillors.
- d. Charity Commission Annual Returns, have now all been submitted for Westergate Recreation Ground Fund – noted. CCLA has also confirmed that they have actioned the new mandate and the signatories are Cllr’s Warden, Foott, Flitter and Harbord, the Charity Commission website can now be updated accordingly. It was agreed to hold a meeting for the Westergate Recreation Ground Fund immediately after the next Full Council Meeting on 05.04.22.
- e. APC Risk Register/Assessment for 2022 – reviewed and approved, proposed Cllr Beaton, seconded Cllr Flitter, all Councillors in agreement.
- f. List of Service Level Agreements & Annual Contracts for 2022-2023 reviewed and approved, proposed Cllr Trabucco, seconded Cllr Harbord, all Councillors in agreement. It was also discussed reviewing the IT/Media contracts and Cllr Trabucco agreed to provide a brief for an IT/Media Strategy, Cllr Harbord also volunteered to take part. Proposed Cllr Warden, seconded Cllr Foott.
- g. Fixed Asset Register for 2022-2023, the audit found that the Fixed Asset Register was not in the correct format and was missing information. A new spreadsheet had been provided by the RFO and it was agreed that the Parish Council would move to this format in time for the April finance meeting. A list of the items on the current register was

reviewed and agreed. The finance committee recommended that items below £100 were not included on the register and this was agreed. Proposed Cllr Warden, seconded Cllr Flitter.

- h. Insurance cover for 2022-2023 was reviewed and it was agreed that no changes were required at its renewal in June 2022. Proposed Cllr Trabucco, seconded Cllr Blaylock.
  - i. Reserves - The finance committee recommended under item 92 of the finance minutes dated 15.02.22, that at the end of this financial year 2021/2022 that any funds left which may be up to £250/260k would be classed as earmarked funds for the re-building of the ACSC and moved to the Business Account, and that the pre-cept for 2022/2023 would be used/kept for operating costs and left in general reserves. All Councillors agreed this recommendation, and the above would be reflected in the accounting system. Proposed Cllr Warden, seconded Cllr Beaton.
- e) Payments list for February 2022 approved by all Councillors and signed by Cllr Warden.

**984**     **Agenda item 13 - Any other business for information for the next agenda**  
Agreed to include the Parish Meeting on the next agenda.

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

The meeting closed at 8.35 pm

SIGNED .....Chair .....Date.....

**THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON TUESDAY 5 APRIL 2022**