



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 May 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 Tom Blaylock, Cllr Michelle Harbord & Cllr Martin Beaton.

Clerk to Parish Council – Marie Singleton

**Also present:** 2 members of the public, Louise Beaton, County Cllr Trevor Bence, District Cllr Isabel Thurston, 4 representatives from Thakeham and 2 representatives from Southern Housing Group.

The Clerk advised those in attendance that this was the AGM of the Parish Council, and the Clerk would start the proceedings.

#### **1001 Agenda item 1 – Election of Chairman**

The Clerk had received one written nomination from Cllr Warden to continue as Chairman for a further 12 months. Proposed Cllr Beaton, seconded Cllr Foott that Cllr Warden should be elected Chairman. All Councillors in attendance agreed.

#### **1002 Agenda item 2 – Election of Vice Chairman**

Cllr Foott advised at the meeting she was happy to continue as Vice Chairman for a further 12 months. Proposed Cllr Beaton, seconded Cllr Harbord that Cllr Foott should be elected Vice Chairman. All Councillors in attendance agreed.

#### **1003 Agenda item 3 – Co-option of new Councillor**

The Clerk had received an application from Katherine Jarman to be considered as a Co-opted Parish Councillor. The Councillors were asked by the Clerk if there were any questions for Katherine, none were posed. Proposed Cllr Warden, seconded Cllr Foott, and all Councillors in attendance agreed that Katherine should be Co-opted as a Parish Councillor with immediate effect.

#### **1004 Additional Agenda item**

The Clerk advised that a resignation letter had been received from Cllr Mike Turner. It was noted and Cllr Turner was thanked for all his work and support as a Parish Councillor.

#### **1005 Agenda item 4 – Representation on Committees, Working Groups, and external bodies**

The full listing was discussed at the end of the meeting, and Councillors agreed which committees and working groups they would participate in. Full List will be available on the Parish Council website.

**The Clerk then handed the meeting over to the Chairman Cllr Michael Warden.**

#### **1006 Agenda item 5 – Apologies for absence**

Cllr Ron Flitter – (personal).

#### **1007 Agenda item 6 – Declarations of Interest**

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotments (Agenda item 15a). Cllr Warden declared an interest as a Trustee of ACSC (Agenda item 13).

**1008 Agenda item 7 – Presentation by SHG and Thakeham**

**Land north of Lees Yard (Wings 2) AL/141/21/RES:** South Housing Group and Thakeham advised that Arun District Council had refused the above application on design grounds. Cllr Harbord asked if they had provided ADC with the comments from the Parish Council and they advised they had. They then explained adjustments to the design which includes the following:-

- Retention of screening from Lidsey Road.
- The relocation of the central open space so that houses front onto the green area.
- Parking has been moved from the entrance.
- The revised submission has 2 houses that are adaptable. The Parish Council has objected to this based on inclusivity. Cllr Harbord asked how the houses would be able to be adapted to individual needs and who would pay for the cost of any adaptations if the houses were already build?
- Community allotments have also been provided and would be open to other residents and conveyed to APC.
- Outline consent had been given for 38 dwellings, a mix of 2, 3 and 4 bed homes, the Community Land Trust will have some homes for people with local connections.

Cllrs advised that the design was much better than the previous submission and agreed it had addressed some of their concerns, however SHG and Thakeham were asked to have a look at the public access to the bus stops as there is no paving shown. The other major discussion point was over the removal of site vegetation and trees. Their previous development at Wings Nursery had seen a decimation of this, and Cllrs asked that this was not repeated, especially having seen the report from ADC that advised that it was the contractors that had removed the trees and not as previously advised at the request of ADC. Cllr Beaton requested that assurances should be given that everything will remain at this site and the Parish Council was insisting on this in writing, it was also requested that we expected that the hedges that had been removed at Wings Nursery should be replaced. The Parish Council were advised that detailed plans will show clearly what is to be protected during construction.

**Cllr Trabucco joined the meeting 7.30 pm.**

**1009 Agenda item 8 – Public Session**

Nothing to report from the members of the public in attendance. Cllr Warden advised that a resident was due to address the meeting regarding an oak tree in Olivers Meadow but was unable to attend. The tree was previously subject to a report, and it was agreed that the Parish Council would check the report to see if any recommended works were required.

**ACTION – Cllr Harbord agreed to investigate when the report was written and provide a copy to the Clerk.**

**1010 Agenda item 9 - Minutes of the Previous Full Council Meeting held 5 April 2022 for approval**

The minutes of the Full Council meeting dated 5 April 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 Warden. Cllr Warden signed the minutes.

**1011 Agenda item 10 - Matters to be noted from the minutes of the Council meeting held on 5 April 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 – this item can now be removed as this was deemed not necessary at this time. Item 926, updating of Financial Regulations, now complete and on this agenda for approval. Item 960 issue of speeding on Hook

Lane and Oving Road, e-mail update circulated 28.04.22 from a resident Mark Ashwell and Cllr Bence confirmed at this meeting that this issue has been referred to a higher committee at WSCC due to the level of work and funding that is required, and that WSCC are looking at the wider area, a list of the works that they are considering is not available. Item 967 allotments, review of tenants completed, and new invoices and leases have been sent out. IT/Media Strategy brief, item 983 (f) still to be put together. Asset Register – item 983 (g) has been moved to a new format and been approved by the Finance Committee. Item 988 Orchard Gardens, the Clerk confirmed that the online form to the Police Rural Crimes Unit had been completed. 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.**

**1012 Agenda item 11 - To consider any Chairman’s actions that cannot wait until the next meeting.**

It was noted that the Model Standing Orders had been re-issued, however the Clerk requested that the approval, should be moved to the next meeting as NALC had just informed Parish Councils that changes had been made.

Cllr Warden reiterated that training was available for all Councillors and to let the Clerk know if anything was required.

**1013 Agenda item 12 – To note minutes of the planning meeting held 12 April 2022**

The minutes of the meeting were noted.

**1014 Agenda item 13 - Aldingbourne Community Sports Centre**

Cllr Warden provided an update on the possible purchase of CCTV to upgrade the current system at the ACSC. The Parish Council had been advised by our Data Protection Officer that this would now require a CCTV Policy to be in place as well as a Personal Impact Assessment to comply with GDPR requirements if the Parish Council owned the equipment. A discussion took place, and the Clerk was asked to check with the RFO on whether it was possible to gift this to a third party and to advise on any implications. Cllr Trabucco requested it be noted again that he was not in agreement with this purchase as he felt it was disproportionate to the need. Should the Parish Council go ahead with the purchase it was agreed that the 50% deposit that was required by the contractor was acceptable. It was noted that no formal meeting of the ACSC had taken place in April 2022. The meeting with BRMC had still to be held and that the Fun Day on the 24 July 2022 was going ahead and Councillors should let Cllr Warden know if they would like to be involved.

**ACTION – Clerk to contact RFO regarding the purchase of the CCTV equipment.**

**1015 Agenda item 14 - County, District Councillor’s, PCSO Reports:**

District Cllr Isabel Thurston reported on the following:-

- Regarding the issue at Orchard Gardens that was raised at the previous meeting, as there was no application in place with ADC there was nothing that could be done to help, and it was agreed that the referral to the Police Rural Crimes Unit was the correct course of action.
- It was noted that the Pye Homes application AL/107/21/ PL had been deferred as ADC were unhappy with the access owing to the narrow entrance route.
- Application AL/129/21/OUT land adjacent to Woodgate Nurseries had been approved by ADC. It was noted that APC were concerned to hear that this had been approved despite the objection that had been provided via our Planning Consultants, the Clerk to circulate to Councillors the Officers report.

- It was noted that The Environment Act makes it compulsory for developers to show net biodiversity gain and ADC must review its Local Plan and the implications it has. This is still currently on hold. The Environment Agency report has still not been received and this will need to be checked to see whether ADC adhere to the findings of the report when making their decisions on planning applications.
- Cllr Trabucco asked about the biodiversity policy and was advised that this was still being worked on by ADC and consultants were preparing a biodiversity report. Cllr Thurston is still advocating that they invest in getting their own ecology officers as ADC have indicated that they will no longer be using Chichester and the ecology reports may be coming from Kent.
- Regarding Enforcement Officers, there are still issues with the retention of staff within planning and they are recruiting now. Cllr Thurston will look into the list that we have sent to the Enforcement Officer and see if she can provide an update.

County Cllr Trevor Bence reported on the following:-

- Speeding on Nyton Road - Cllr Bence had met with the residents and advised that speed bumps are not possible on a B road, but APC could instal flashing speed signs if deemed appropriate.
- He thanked APC for supporting the meeting that Walbertons' Parish Council had arranged over the A27 bypass concerns and recommended air quality monitoring and traffic modelling reports, given the amount of house building in the area. Cllr Trabucco asked should it be BEW who were undertaking these recommendations, but it was agreed that ADC should be undertaking these surveys.
- Cllr Harbord asked about the proposals for pedestrian crossings along Nyton Road and was advised the pedestrian crossing due to be installed outside Ormiston Academy and crossing points near the new Care Home are being progressed but slowly.

#### **1016 Agenda item 15 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Allotments – The new fencing had been completed and the position of the water meter found.
- b) Footpaths – Work is still to be started on footpath 300 and at this point they will inspect 299 at the same time.
- c) ADALC – Cllr Warden proposed suggested wording on a motion for an item to be included on the next ADALC agenda, on over development of south-eastern counties. After a discussion it was agreed that the letter should be addressed to the Secretary of State and copied to members of ADALC for information.
- d) APC/ACSC Development Working Party – The user group drop-in session had been well attended with over 20 people participating. Both AiRS and the Architect had answered questions on the community survey and the proposed new build design. Cllr Warden advised all parties would provide notes which would be circulated to members of the working party. The AiRS Community Survey report was circulated to all Councillors 28.04.22 and was noted.
- e) SSWP (Street Scene Working Party) – Cllr Harbord provided a budget for the Big Jubilee Lunch of £635. The cost was approved, proposed Cllr Harbord, seconded Cllr Beaton, all Councillors in agreement. The posters and banner formats had been agreed and should be ready week commencing 9 May 2022. The lunch has now been

advertised and is also on the Parish Council website. 23 bookings have been received already and Councillors were asked to e-mail Cllr Harbord if they wanted any places.

- f) WSALC – A training programme for Councillors is still in place as is the admin support from Mulberry & Co. A meeting will be held in June 2022 to review the situation. They are looking at the NALC pay scales and recruitment of Parish Clerks.
- g) Arun Joint Action Group – Cllr Warden advised he would be attending the initial meeting on the 16 June 2022 to see what is happening and will report back. It was suggested that rather than a separate group that all Parish Councils in Arun should be working together under ADALC.

**1017 Agenda item 16 – Correspondence/Consultations**

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

- Summer Road Safety Stakeholder Virtual Briefing 28.04.22 – circulated 11.04.22 – noted.
- West Sussex Fire & Rescue Service Community Risk Plan 2022-2026 – circulated 04.4.22 – noted.
- Community Events at Eastergate Village Hall – circulated 12.04.22 – noted.
- WestSussexBus – engagement project on local bus services – circulated 04.04.22 (copy on website and Facebook Page) – noted.
- South Downs Newsletter for April – circulated 14.04.22 – noted.
- NALC Fighting Climate Change paper – circulated 19.04.22 – noted.
- To note Councillor Mapping by Processmatters2 has been completed and link circulated 28.04.22 – noted.

**1018 Agenda item 17 – Finance**

- a. The Finance Minutes 26.04.22 and action items listing recommendations were noted, Cllr Beaton commented on the wording for the earmarked funds, and it was agreed that the wording would be amended to reflect the decision that the earmarked funds should include professional/legal fees as well as for the rebuilding of the ACSC.
- b. The Budget Plan and Outturn for 2021/2022 were noted.
- c. The allocation of general and earmarked reserves recommendations as per the Finance Minutes 26.04.22 were approved as per the above with word changes, proposed Cllr Warden, seconded Cllr Beaton. Clerk to advise RFO so this agreement is reflected in the finance system and end of year allocations.
- d. The Internal Audit 2021/2022 update report was noted.
- e. The Grant Application Policy was presented, proposed Cllr Trabucco, seconded Cllr Beaton that the policy should be adopted. All Councillors in agreement.
- f. The Financial Regulations Policy for 2022/2023 had been amended to reflect the changes in our move to online banking, proposed Cllr Warden, seconded Cllr Beaton that the policy should be adopted. All Councillors in agreement.
- g. A move of the finance software to the Rialtas Cloud as per Finance Minutes was approved. Proposed Cllr Warden, seconded Cllr Trabucco. All Councillors in agreement.
- h. A quote had been received from Totally Blocked Ltd for remedial work required at ACSC following the drains survey – cost £12,492 (inc VAT) – Cllr Warden advised that he would discuss this with the ACSC Trustees to confirm what is required.
- i. An update on the Toilet Refurbishment plans at the ACSC had been received along with drawings and recommendations from the Architect on contractors. The drawings and plans were noted, and it was agreed by all Councillors that the project should proceed.

- j. Payments April 2022 – a new format had been provided to Councillors incorporating the new arrangements on authorising payments for online banking. The payments list for April 2022 was approved and signed by Cllr Warden.

**1019** **Agenda item 18 - any other business for information for the next agenda**  
Nothing requested.

**1020** **Agenda item 19 - Exempt Business.**  
To note there are separate Part 2 minutes to this meeting.

The meeting closed at 9.40 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 7 JUNE 2022**