

ALDINGBOURNE PARISH COUNCIL



MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 June 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 Katherine Jarman & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton

Also present: 3 members of the public, Louise Beaton, Caroline Wilson PCSO.

1021 Agenda item 1 – Apologies for absence

Cllr's Flitter & Beaton – (personal).

1022 Agenda item 2 – Declarations of Interest

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotments (Agenda item 10a). Cllr Warden declared an interest as a Trustee of ACSC (Agenda item 8).

1023 Agenda item 3 – Public Session

Louise Beaton thanked and congratulated Cllr's Harbord and Jarman for arranging an excellent Queens Platinum Jubilee Lunch, 100 people were in attendance and it was agreed that formal thanks should be sent to Jonathan Leahy Chair of ACSC and Harry Hedges Chair of the Social Club whom all worked well together to make an incredibly successful event on behalf of the community. A raffle took place raising £150 and it was agreed to send donations of £75 each to the ACSC for hall hire and The Aldingbourne Trust. Proposed Cllr Harbord, seconded Cllr Foott.

Caroline Wilson PCSO was in attendance and due to work commitments, it was agreed to bring forward agenda item 9. There were no specific incidents to report for the Aldingbourne area other than vehicle interference in Nyton Road, the Parish Council was asked if there were any concerns, and it was agreed there was nothing to report. Cllr Warden mentioned he had discussed the use of heavy lorries on Nyton Road with Rolls Royce as per the previous meeting, and this issue was now resolved. A copy of this report to be sent to the PCSO for information.

1024 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 May 2022 for approval

The minutes of the Full Council meeting dated 3 May 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 Trabucco, seconded Cllr Foott. Cllr Warden signed the minutes. Part 2 minutes would be discussed at the end of the meeting under agenda item 15.

1025 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 May 2022:

The Clerk confirmed the outstanding action item were as follows:- IT/Media Strategy brief, item 983 (f) Cllr Trabucco reiterated he had sent an e-mail dated 29 November 2021 on this proposal and was still happy to set up a working group to provide a strategy paper. He was pleased to see that there had been an increase in the number of followers on our Facebook Page over the last 12 months. It was discussed and agreed that Cllr's Trabucco, Jarman and Harbord would be happy to put together a proposal and sent to the Clerk in due course. Other outstanding items, item 995 (e)

– Donation to Aldingbourne Trust – awaiting documentation. Item 997 – Grounds work for Olivers Meadow – work to be agreed. Item 1014 – CCTV and ownership – awaiting response from AB.

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

1026 Agenda item 6 - To consider any Chairman's actions that cannot wait until the next meeting.

As mentioned above under item 1023, the complaint from a resident regarding the lorries using Nyton Road from Rolls Royce had been resolved and the company would be using the main roads instead.

Cllr Warden mentioned that new fencing had been put up by a resident in Olivers Meadow which included a gate. It was agreed by all Councillors that the Clerk should write to the resident advising that the gate cannot be used into the playground as it is not a permitted access route.

Elected Representative Forum, Cllr Warden advised that Aldingbourne currently did not have a representative on this forum which in the main discussed the A27/A29 bypasses. It was felt that we should be included and that the Clerk would contact them to ask for details of meetings, dates, and locations.

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ACTION – Clerk to write to resident regarding gate access onto the playground at the ACSC, and to contact the Elective Representative Forum regarding meetings.

1027 Agenda item 7 – To note minutes of the planning meeting held 10 May 2022

The minutes of the meeting were noted.

1028 Agenda item 8 - Aldingbourne Community Sports Centre

The Parish Council representative was not able to attend the recent meeting, Cllr Warden will provide a set of notes that can be circulated. It was noted that the meeting with BRMC had taken place on 3 May 2022 and most issues had now been resolved.

ACTION – Cllr Warden to provide a set of notes of the latest ACSC meeting.

1029 Agenda item 9 - County, District Councillor's, PCSO Reports:

Caroline Wilson PCSO was in attendance, see item 1023.

1030 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – One more plot is being considered now the new fencing is in place. Cllr Blaylock will investigate whether compost or topsoil is available for those allotment holders that are interested. Cllr Harbord asked for an update on the payments/leases of allotment holders. The Clerk confirmed all but one payment had been received, there were 3 leases outstanding all of whom had been sent reminders.
- b) Footpaths – Cllr Blaylock advised he is spending time on a weekly basis cutting back brambles etc and will continue through the summer. Cllr Jarman volunteered to be part of this working party to help.
- c) ADALC – Nothing new to report.
- d) APC/ACSC Development Working Party – Cllr Warden discussed the proposed toilet refurbishment project that had previously been approved. A new set of designs had been circulated prior to this meeting from the Architect, which had considered requests at the Annual Parish Assembly to see if there were any alternative designs

for additional facilities and to include a proposed extension out at the front of the building. After a lengthy discussion the Clerk suggested that this should be put as an agenda item on the next APC/ACSC Development Working Party meeting to discuss options and to provide specific costings amid concerns as to value for money and whether the current facilities could be utilised better. The current proposal would therefore be put on hold. Louise Beaton clarified that as long as the ACSC had made reasonable adjustments and those users were aware of the limitations on the provision of a disabled toilet then this should not become a legal issue unless challenged. New disabled toilet facilities are included in the design of the new centre and the ACSC confirmed that on booking forms users were aware of what was available.

ACTION – Clerk to advise the Architect that the current project is to be put on hold and to include this as an item on the next APC/ACSC Development Working Party agenda.

The electrical survey had been circulated to Councillors and members of the development working party and Simon Kennedy discussed concerns on the amount of information that had been provided on the survey. Cllr Warden will discuss with him and provide a list of questions for the contractor to answer.

ACTION – Cllr Warden to look at the electrical survey and request additional answers to a list of submitted questions to the contractors.

- e) SSWP (Street Scene Working Party) – Cllr Harbord gave an overview on the Queens Platinum Jubilee Lunch and thanked those Councillors that had attended. The lunch was within budget with a total spend of £631.48. A raffle raised £150, and it was agreed to donate £75 each to the ACSC and the Aldingbourne Trust (see item 1023 on proposal). The Art project had been presented at the Annual Parish Assembly and the final design was approved by all Councillors in attendance. Proposed Cllr Warden, seconded Cllr Harbord. Clerk to inform Beccy East and Richard Janes. It was agreed that the location would be confirmed in August 2022 and Cllr Harbord would check with Beccy East if there would be any planning requirements for the sculpture to be installed at the front of the Aldingbourne Community Sports Centre. Hanging baskets were being investigated for the Westergate bus shelter, Cllr Warden also advised that there were several flyers that people had started to put up making the bus shelter unsightly. Cllr Jarman advised she had some noticeboards, and it was agreed that costings would be investigated to provide a sign advising that the bus shelter was the responsibility of the Parish Council and for flyers to be put on the noticeboard only.
- f) WSALC – Nothing new to report.
- g) Arun Joint Action Group – Cllr Warden confirmed he would be attending the initial meeting on the 16 June 2022.

1031 Agenda item 11 – Correspondence/Consultations

To note the receipt of the any correspondence.

- NALC Chief Executive’s bulletin’s – circulated 09.05.22 & 23.05.22 – noted.

- Arun Local Forum - circulated 19.05.22. To note posted on website and Facebook - noted.
- Lyminster & Crossbush Parish Council Plan Proposal - circulated 19.05.22 – noted.
- Facebook Page report from Fandango Digital – circulated 16.05.22 – noted.
- ADC Investment Plan for the UK Shared Prosperity Fund Consultation - circulated 16.05.22 – deadline 10.06.22 – noted.
- SDNPA – May newsletter – circulated 16.05.22 – noted.
- Summer Road Safety briefing document on Speed Indication Devices – circulated 23.05.22 – noted.

1032 Agenda item 12 – Finance

- An EGM will be held on 28 June 2022 to agree the AGAR – the date was noted but Cllr Foott and Blaylock will not be available.
- Payments list for May 2022 agreed and approved by all Councillors in attendance signed by Cllr Warden.
- Donation to Citizens Advice Bureau, details circulated 12.05.22, it was agreed to accept this as a donation without the need of a grant application. The request was for £50 and considering the current economic situation it was approved that a donation could be given so that residents could continue to access these services. Proposed Cllr Warden, seconded Cllr Trabucco.
- Cllr Warden advised he was still in contact with Barclays Bank regarding compensation from all the issues we had raised with them. Clerk was asked to send to Councillors the last set of communication.

1033 Agenda item 13 - Policies

The following Core Policies were approved for adoption with no changes:-

- Model Standing Orders 2018 (ENGLAND) for Local Councils (Updated April 22)
- Freedom of Information Policy
- FOI Publication Scheme
- Data Protection Policy
- Data Retention Policy
- IT Security Policy for Councillors
- IT Security Policy for Staff
- Privacy Notices for Staff
- Complaints Procedure
- Equal Opportunities Policy – Equality Act 2010
- Scheme of Delegation
- Scheme of Members Allowances
- Members Code of Conduct

It was proposed that all the above policies should be adopted with no changes by Cllr Warden, seconded Cllr Foott, all Councillors in attendance agreed.

The Clerk advised that all policies were now in the same format with the Parish Council logo added along with dates of adoption and review included. A Policy schedule was also now in place so that policies would be reviewed regularly.

1034 Agenda item 14 - any other business for information for the next agenda

Nothing requested.

1035 Agenda item 15 - Exempt Business.

To note there were separate Part 2 minutes to the previous meeting 3 May 2022. The Part 2 minutes of the Full Council meeting dated 3 May 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 Trabucco, seconded Cllr Foott and signed by Cllr Warden. An update was provided by Cllr Foott.

The Clerk asked the Councillors to note the following meetings:-
Governance & Staffing Meeting - Thursday 23 June 2022 at 7.00 pm
EGM followed by Finance Committee Meeting - Tuesday 28 June 2022 at 7.00 pm

The meeting closed at 9.00 pm

SIGNEDChair

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 8 JULY 2022