

ALDINGBOURNE PARISH COUNCIL



**MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on
Tuesday 5 July at 7.00pm at the Aldingbourne Community Sports Centre, Oliver's Meadow,
Westergate, West Sussex PO20 3YA**

Members: Cllr Michael Warden (C), Cllr Michelle Harbord, Cllr Katherine Jarman & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton

Also present: 2 members of the public, County Cllr Trevor Bence & Louise Beaton.

1036 Agenda item 1 – Apologies for absence

Cllr's Flitter, Beaton, Foott & Blaylock – (personal), Caroline Wilson (PCSO).

1037 Agenda item 2 – Declarations of Interest

Cllr Warden declared an interest as a Trustee of ACSC (Agenda item 10).

1038 Agenda item 3 – Public Session

A resident had raised a concern with Louise Beaton about damage to trees along the Northfields Lane biodiversity corridor caused by agricultural machinery in the adjacent field. It was noted that all the trees had TPO's on them. The new landowner is James Langmead, and the current leaseholders are Barfoots. It was agreed that Mrs Beaton would provide further details so that a letter could be sent.

1039 Agenda item 4 – To review the 2022/2023 Committees Working Groups List

Following notification from Cllr Beaton that he was resigning as a Parish Councillor following a relocation at the end of July, it was agreed to review the 2022/2023 Committees Working Groups List. ADALC and WSALC for which Cllr Beaton is the Parish Council representative have been notified. All other committee memberships were agreed and the updated list to be posted on the Parish Council website.

1040 Agenda item 5 - Minutes of the Previous Full Council Meeting held 7 June 2022 & the EGM held 28 June 2022 for approval

The minutes of the Full Council meeting dated 7 June 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 Jarman, seconded Cllr Trabucco. Cllr Warden signed the minutes.

The minutes of the Extraordinary General meeting dated 28 June 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 Harbord. Cllr Warden signed the minutes.

1041 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 7 June 2022

The Clerk confirmed the outstanding action item were as follows:-

Item 997 – Grounds work for Oliver's Meadow, Cllr Warden confirmed he was in the process of obtaining quotes.

Item 1014 – CCTV and ownership – The Clerk advised that the Parish Council would retain

ownership of the CCTV system that had already been approved for purchase. Cllr Trabucco once again, reiterated that he would like it noted that he does not agree with the expense or necessity of the purchase at this moment in time. Now the ownership had been resolved it was agreed that Processmatters2 would be approached to provide the correct Data Protection policies and Impact Assessment for the system. The cost is £600. Proposed Cllr Warden, seconded Cllr Jarman.

Cllr's Trabucco, Harbord & Jarman had circulated a Media & Communication Strategy paper which was noted. It was proposed by Cllr Trabucco, seconded by Cllr Warden that a Working Party should

be formed to take this forward and that Processmatters2 and Fandango Digital would be approached to be part of the Working Party.

ACTION – Clerk to move any outstanding items to the next action list and to add the Media & Communication Working Party as a standing item to the Full Council agendas.

1042 Agenda item 7 - To consider any Chairman's actions that cannot wait until the next meeting

Following the resignation of Cllr Beaton, it was agreed that an advert for new Councillors should be posted on our website/Facebook Page and Parish Noticeboards. The Clerk advised that one was already in hand and that it would be circulated to Councillors for comment.

The Parish Council had previously approved the cost of refurbishment to the toilets at the ACSC. The tenders had been received and due to the large increase in costs and following a meeting with the Trustees at the ACSC, it was agreed that this project was no longer viable. The Architect had been informed and was asked to contact the contractors to advise them of this decision.

ACTION – Clerk to circulate advert to Councillors.

1043 Agenda item 8 – To note minutes of the Planning Committee meeting held 14 June 2022

The minutes of the meeting were noted.

1044 Agenda item 9 – To note minutes of the Governance & Staffing Committee meeting held 23 June 2022

The minutes of the meeting were noted, and the recommendations as outlined below were approved, proposed Cllr Warden, seconded Cllr Trabucco.

- All governance documents other than core policies to be the remit of this committee.
- The Parish Council would adopt the NALC pay scales.
- The range and spinal points for the Clerk/RFO role and if required an Administration Assistant role were agreed.
- Performance Management reviews would take place and following successful completion, staff would be appointed to the next incremental spinal point within their agreed range.

1045 Agenda item 10 - Aldingbourne Community Sports Centre

Cllr Warden provides notes for the last two Trustee meetings, and these were noted. Louise Beaton mentioned that at a meeting of the AVHF (Aldingbourne Village Hall Fund) which had taken place 1 July 2022, it was mentioned that there was £6k owed to the ACSC for previous upkeep, maintenance & repair work as per the agreed Charity Commission Incorporation document, there is a problem with accessing the Charities Bank Account and this is currently being dealt with.

1046 Agenda item 11 - County, District Councillor's, PCSO Reports:

County Cllr Trevor Bence was in attendance and provided/reported on the following:-

- A second Highways England consultation on the A27 Arundel bypass would be held on 19 July 2022 at 6.00 pm at Arundel Town Hall, there were only 2 points on the agenda and Parish Councils were not involved in formulating the agenda. Aldingbourne has still not received information from Highways England following our request to be part of the Elected Representatives Forum and therefore Cllr Trabucco advised he may be able to attend on our behalf. Responses to 81 questions from WSCC had not yet been forthcoming and no traffic modelling scheme has been produced as it is likely that there will be a 45% uplift in traffic in the area. Cllr Bence encouraged all parties to attend.
- He advised that Tye Lane in Walberton will re-open to southbound traffic which will affect Aldingbourne.
- The Arun Local Plan Review is currently underway because Arun District Council had missed their government housing test targets.
- Developers for the northern part of the BEW development have agreed to provide a bridge over the railway line but not until the last of the development is completed. S106 funding is not likely to be in place for at least 8 years.
- Hook Lane/Oving Road speed restrictions – Rob Torrance at WSCC who has been leading on this and had been in contact with the resident that had raised the issue on the speed reduction in this area has now retired. Cllr Bence advised that he knew that costs had exceeded the budget available for speed reduction and that this had been referred to a higher committee. Cllr Bence was unclear as to the current situation and what had been put forward that was now being discussed at this committee. It was agreed to contact WSCC to request an update.
- Greenwoods Nurseries of Yapton Lane has kindly offered free plants for re-wilding purposes for which locations were invited and will include Fontwell Avenue, Cllr Harbord as part of the Street Scene Working Party will contact Sue Wallsgrove at Barnham & Eastergate Parish Council to co-ordinate.
- A new pedestrian crossing has been proposed for Fontwell Avenue and Ormiston Academy and with no further information available, Cllr Harbord agreed to chase for an update.

1047 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – A noticeboard has appeared outside the allotments and was open to the elements. The Clerk was asked to contact Cllr Blaylock to see if he was aware.
- b) Footpaths – Nothing new to report.
- c) ADALC – Nothing new to report.
- d) APC/ACSC Development Working Party
 - Cllr Warden advised that he and Jonathan Leahy Chairman of the ACSC had met with all the user groups to discuss the site master plan. The meetings were very positive, and a report will be put together for the next meeting of this working party and then submitted to the architect to see what would be possible.
 - Faustina Bayo at AiRS had provided details of the people in the community that had agreed to help on the re-build of the ACSC through the community engagement survey that had taken place. Cllr Warden will contact them and see what capacity they are willing to help.

- Electrical Survey – there had been an additional meeting with the contractor on the electrical survey that had taken place and there were two items required, one to map the locations of the distribution boards at a cost of £87 + VAT, and to carry out an additional 1-week power monitoring of the main switch believed to supply the railway club and main building with the same equipment to enable comparison of results. (note voltage will not be able to be recorded on all three phases due to not being able to access the switch due to its condition) at a cost for this additional monitoring of £412.50 + VAT. It was proposed by Cllr Warden and seconded by Cllr Trabucco to go ahead with the additional work. ACSC will facilitate and liaise with the contractor.
 - The planting at the ACSC that had previously been approved had been postponed due to the changes in the Draft Master Plan for the site.
- e) SSWP (Street Scene Working Party) – Cllr Harbord reported on the following:-
- They were still looking at a noticeboard for the Westergate bus shelter.
 - It had been agreed not to go ahead with any hanging baskets as it is already late in the season. This would be re-visited again in the spring.
 - Cllr Harbord had contacted the PA of the Duke of Richmond to see if he would be willing to do the unveiling of the new Artwork project and will contact them again when a definite date has been agreed.
 - WSCC will be contacted to obtain a planting agreement for the village.
- f) WSALC – Nothing new to report.
- g) Arun Joint Action Group – Cllr Warden confirmed he had attended a meeting on the 16 June 2022, notes of the meeting were circulated and noted. Cllr Warden agreed he would attend the meetings for further 6 months to see if it was worth being part of.

1048 Agenda item 13 – Correspondence/Consultations

To note the receipt of the any correspondence.

- June 2022 Facebook Page report from Fandango Digital – circulated 23.06.22 – noted.
- E-mail received from the Planning Policy Unit at the Government Levelling Up department dated 17.06.22 regarding our letter to Michael Gove on the over-development of the south-east – circulated 20.06.22 – noted.
- E-mail from ADC introducing the new Group Head of Law and Governance – circulated 24.06.22 – noted.
- *E-mail from WSALC on behalf of AiRS – Rural Sussex – Rethinking our Local Places and Communities survey for Councillors to complete – circulated 09.06.22 – Clerk advised that a response was required from Councillors.
- E-mail from AiRS regarding launch of training programme for Village Hall Trustees and Parish Councils – circulated 16.06.22 – noted.
- SDNPA June newsletter – circulated 09.06.22 - noted.
- *SDNPA – Town and Parish Council action on Climate Change – questions to be answered and returned with name of contact for participation in this networking initiative – circulated 16.06.22 – Clerk advised that a response was required from Councillors.
- Summer Road Safety Stakeholder Virtual Operational update – circulated 07.06.22 – noted.
- ADC Safer Arun Partnership community survey – circulated 07.06.22 and put on website and Facebook page – noted.
- Letter from Andrew Griffith MP regarding Platinum Jubilee Village Hall Improvement Fund – to note the Parish Council has registered with his office to be notified when applications open – noted.

1049 Agenda item 14 – Finance

- a. It was noted that the AGAR for 2021/2022 had been submitted to the external auditor.
- b. The Final Auditors Report from Farsight Consulting was noted and the Clerks responses on behalf of the Parish Council to the list of recommendations was agreed with no changes. Proposed Cllr Warden, seconded Cllr Jarman and agreed by all Councillors in attendance.
- c. The minutes of the Finance Committee Meeting 28.06.22 were noted.
- d. The payment list for June 2022 was approved and signed by Cllr Warden.
- e. An action of the auditor’s report was to retrospectively approve the grant of £5k that was made to the Community Land Trust in April 2021, proposed Cllr Warden, seconded Cllr Harbord and agreed by all Councillors in attendance that the grant had been made and should be minuted.
- f. At a previous Full Council meeting 04.03.21, item 855 it had been agreed that the snooker room at the ACSC should be converted to an additional meeting room. Cllr Warden provided costings for a tabletop for the snooker table to be made. The cost would not exceed £450. Proposed Cllr Warden, seconded Cllr Harbord that we should honour this commitment and go ahead with the work.

1050 Agenda item 15 - any other business for information for the next agenda

Cllr Harbord advised there would be costings to be approved for the SSWP.

1051 Agenda item 16 - Exempt Business.

Nothing to report

The meeting closed at 8.45 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 6 SEPTEMBER 2022