

ALDINGBOURNE PARISH COUNCIL



MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 6 September 2022 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michael Warden (C), Cllr Michelle Harbord, Cllr Sue Foott(VC), Cllr Tom Blaylock & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton

Also present: Kate Pittom, Westergate Methodist Church, Julian Buxton, Aldingbourne Parish Church.

1052 Agenda item 1 – Apologies for absence

Cllr's Flitter & Jarman, (personal) County Cllr Trevor Bence, District Cllr Isabel Thurston & PCSO Caroline Wilson.

1053 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).

1054 Agenda item 3 – Public Session

Agenda item 13 (3) Operation London Bridge was brought forward so that representatives of both churches could discuss their plans in conjunction with the Parish Councils arrangements. The following was confirmed, the bells would be rung at Aldingbourne Parish Church in line with the guidance. Books of condolence would be available at Aldingbourne, Barnham & Eastergate Parish Churches and the Westergate Methodist Church. Full details of any services and opening hours for prayers would be listed on the church websites. Flowers could be left as a sign of respect at Aldingbourne Parish Church and Westergate Methodist Church. There were no questions to the parish council. The Clerk confirmed all arrangements would be published on the parish council website/Facebook page and parish noticeboard.

1055 Agenda item 4 - Minutes of the Previous Full Council Meeting held 5 July 2022 for approval

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

1056 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 5 July 2022

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

Item 997 – Grounds work for Olivers Meadow, Cllr Warden advised he would split the works into 2 stages. The first one to deal with the tree as per a previous tree report and other trees that had died and needed removed. The second part would be for re-wilding with a new hedge in the area at the ACSC that had been cleared. It was agreed the second part could wait whilst the trees had priority.

Item 1014 – CCTV – The Clerk confirmed that the 50% deposit that had been agreed at a previous meeting had been paid. Processmatters2 had provided an update on the policies that would be required under GDPR and this report was noted.

1057 Agenda item 6 - To note any Chair's actions

Nothing to report.

1058 Agenda item 7 – To note minutes of the Planning Committee meeting held 9 August 2022

The minutes of the meeting were noted.

1059 Agenda item 8 - Aldingbourne Community Sports Centre

Cllr Warden advised that no meeting had taken place in July and August 2022. The AGM was being held on the 14.09.22 and they would be discussing the possible appointment of a Centre Manager. Cllr Warden was advised that before this was possible as the parish council had previously agreed to provide funding that the following would be required:-

- A proposal on what position was required, with clear targets for the role.
- Copy of the proposed advert.
- A copy of the job description, person specification and application form.

Once these had been received, the parish council would be able to decide as to whether this could go ahead, and if agreed there would need to be an agreement put in place.

1060 Agenda item 9 - County, District Councillor's, PCSO Reports:

The report from the PCSO was noted, County Cllr Trevor Bence had provided updates from the previous meeting, and these are below:-

- Hook Lane/Oving Road speed restrictions – confirmation had been received that this was being considered at the appropriate committee, along with all requests and we would be updated by the end of 2022.
- A new pedestrian crossing has been proposed for Fontwell Avenue and Ormiston Academy and will be going ahead, but no timescale had been provided.

1061 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – It was noted that a final letter had been sent to one allotment holder from the Clerk regarding continuing breaches of conditions. If this is not complied with the plot would be returned to the parish council on the 01.11.22. A noticeboard that had appeared outside the allotments had been moved to the school for their use.
- b) Footpaths – It was noted that correspondence had been received from ADC regarding re-routing footpath 152 from 01.09.22, details for residents had been posted on our website/Facebook page. Cllr Blaylock would once again chase WSCC in relation to outstanding works on footpaths 299 & 300.
- c) ADALC – It was noted that the Chair of ADALC would be meeting the Chief Executive of ADC on 05.09.22 and hopefully an update would follow.
- d) APC/ACSC Development Working Party
The notes of the meeting held on 19.07.22 were noted and the following was agreed:-
 - Future meetings required three members from both the APC and ACSC to be present for any decisions to be determined.
 - The issues of ownership of the building and the leases that are currently in place dated 1979 and the supplemental lease of 1982 would be reviewed by Surrey Hills Solicitor to ascertain responsibilities and the ability to provide funding to the ACSC. Cllr Foott agreed to write a draft letter and the Clerk

was asked to contact the Chair of Trustees at the ACSC to request copies of any legal documentation they may have over and above the leases.

- Any updating of the masterplan of the ACSC should be put on hold until ownership is determined. The Clerk as asked to advise the Architect.

ACTION – Cllr Foott to provide a draft letter to Surrey Hills Solicitors, the Clerk to contact the Chair of Trustees for any legal documents and the Architect to advise the masterplan of the ACSC site was on hold.

- e) SSWP (Street Scene Working Party) – Cllr Harbord reported on the following:-
 - A noticeboard for the Westergate bus shelter had been provided.
 - A date for the art installation had provisionally been agreed for the 14.10.22 at 2.00pm. The schools were aware, and Cllr Harbord will contact Beccy East the Artworks co-ordinator regarding the legal side of the arrangements with Arun District Council and to confirm what grounds work would be required. Unfortunately, the Duke of Richmond is not available.
 - Martin Beaton had kindly provided bluebell bulbs which would be planted at the school. Aldingbourne Trust would be contacted to discuss additional planting.
 - WSCC had been contacted to obtain a planting agreement for the village.
 - Litter picking date agreed for Saturday 22.10.22 at 2.00 – 4.00pm. Clerk agreed to book the hall.
- f) WSALC – Nothing new to report.
- g) Arun Joint Action Group – Nothing new to report.
- h) Elected Representatives Forum (A27 Highways Project) – Cllr Trabucco had attended the meeting 19.07.22 and minutes of that meeting were circulated along with Cllr Trabucco's set of notes. Salient points:-
 - The start of the A27 highways project would be summer 2024 and due to finish summer 2027. A supplementary consultation will take place at some point in 2022.
 - The impact on the new census figures on the traffic modelling was discussed and the person responsible for modelling had agreed to be available for parish meetings to address concerns.
 - Cllr Trabucco advised he would contact Cllr Flitter to see if he would be interested in attending any meetings with him.
 - Highways England can fund individual project which consider cycleways, landscaping, drainage etc.
 - Next meeting October 2022.
- i) Media & Communication Working Party – nothing further to report. A meeting with processmatters2 (website) and Fandango Digital (Facebook) to take place by end of September 2022.

The Clerk asked for volunteers to take over the responsibility for the ACSC playground equipment following the resignation of Cllr Turner. Cllr's Warden and Harbord agreed to look at the reports.

ACTION – Clerk to provide copies of inspection reports from ADC and the annual insurance inspection.

1062 Agenda item 11 – Correspondence/Consultations

To note the receipt of the any correspondence.

- July 2022 Facebook Page report from Fandango Digital – circulated 01.08.22 - noted.
- SDNPA Local Plan Review – deadline 28.09.22 – circulated 11.08.22 – noted.
- SDNPA Newsletter July 22 – circulated 12.07.22 - noted.
- AGM of the ABE CLT to be held 19.09.22 – circulated 09.08.22 - noted.
- AiRS Summer Newsletter 2022 – circulated 11.08.22 - noted.
- Letter received regarding land at Westergate – circulated 28.07.22 – Clerk to contact and advise on the parish councils’ decision.
- Sussex Police – July Rural Crime update – circulated 08.08.22 - noted.
- Sussex Police Summer Road Safety Briefing – circulated 08.08.22 - noted.
- E-mail from ADC regarding 100 Trees for Parish projects – deadline 05.09.22 – circulated 08.08.22 - noted.
- NALC Newsletter – circulated 26.07.22 - noted.
- NALC Chief Executives Bulletin – circulated 04.07.22 - noted.
- NALC Events – circulated 05.07.22 - noted.
- E-mail from ADC dated 21.07.22 regarding next round of grant funding for planting trees, orchards etc – circulated 25.07.22 - noted.
- WSCC July update newsletter – circulated 25.07.22 and put on website/Facebook page - noted.
- Arun County Local Forum meeting of 20.06.22 questions and answer information – circulated 30.06.22 - noted.
- WSCC Communities, Highways and Environment Scrutiny minutes of 10.06.22 – circulated 30.06.22 - noted.
- E-mail from WSALC on Census 2021 Initial Results Published – circulated 30.06.22 - noted.
- E-mail received from resident regarding concerns on 5G Mast at Meadow Way – Parish Council response sent and circulated 07.07.22 - noted.
- Arun News updated – Newsletter 31 July 22 – circulated 12.07.22 - noted.
- Arundel Local Walking and Cycling Infrastructure Plan - circulated 25.07.22 - noted.
- WSALC – e-mail on Civility & Respect newsletter and pledge – circulated 16.08.22 - noted.

1063 Agenda item 12 – Finance

- a. Specification for grounds work to be undertaken at ACSC attached – see agenda item 5 item 1056 above.
- b. Internal Audit 2022-2023 – Terms of Engagement letter to be approved from April Skies Accounting (Mike Platten) – it was agreed by all councillors in attendance to appoint April Skies Accounting as internal auditor for the 2022/2023 financial year.
- c. Street Scene Working Party (SSWP) costings – to be put on the next meeting agenda.
- d. Payments list for July and August 2022 were approved by all councillors in attendance and signed by Cllr Warden.

1064 Agenda item 13 – Policies

1. Allotment Policy - approved with minor word changes.
2. Planning Policy – to be looked at again at the next meeting.
3. Operation London Bridge – circulated 25.07.22 – to be updated as per item 1054 above.
4. Civility & Respect Pledge - it was agreed that the parish council would sign up to the Civility & Respect Pledge and to adopt the new Dignity at Work policy.

1065 Agenda item 14 - any other business for information for the next agenda

The Clerk asked the Cllr's to consider items for the 2023/2024 Business Development Plan for the next meeting. Apologies were received in advance from Cllr's Foott, Blaylock & Trabucco.

1066 Agenda item 15 - Exempt Business.

Nothing to report.

The meeting closed at 9.20 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 4 OCTOBER 2022