



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 October 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 Katherine Jarman & Cllr Ron Flitter.

Clerk to the Parish Council – Marie Singleton

**Also present** – District Councillor Mrs Sue Wallsgrove, PCSO's Caroline Wilson and Lauren Wicks and 3 members of the public.

**1067 Agenda item 1 – Apologies for absence**

Cllr's Foott (VC), Blaylock & Trabucco, (personal) & District Cllr Isabel Thurston.

**1068 Agenda item 2 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of ACSC (Agenda item 8).

**1069 Agenda item 3 – Public Session**

Dennis Leonard raised a question on the Westergate Recreation Ground Fund (a meeting of which is taking place later that evening), regarding income that is potentially due to the upkeep of the grounds at Aldingbourne Community Sports Centre and why it had not been paid for several years. The Clerk advised that access to the bank accounts and change of signatories had only just been completed in 2022 and had been outstanding since 2010 following a change in several Chair's and Clerks. This has now been rectified and the parish council were looking into how these funds could legally be released, taking into consideration the Charity Commission rules and regulations on Charities.

**1070 Agenda item 4 - Minutes of the Previous Full Council Meeting held 6 September 2022 for approval**

The minutes of the Full Council meeting dated 6 September 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 Harbord, seconded Cllr Warden. Cllr Warden signed the minutes.

**1071 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 6 September 2022**

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

Item 997 – Grounds work for Olivers Meadow, quotes had been received and these are included in the finance section on this meeting's agenda.

Item 1014 – CCTV – The Clerk confirmed that the installation had taken place on 22.09.22. A meeting to finalize the GDPR policies with processmatters2 would be taking place on Thursday 17.10.22.

Item 1061 (d) – a letter had been drafted to Surrey Hills Solicitors regarding a review of the APC/ACSC leases, this however has not been sent and has been put on hold until the next meeting of the APC/ACSC Development Working Party which takes place 15.11.22.

Item 1064 (4) – Civility & Respect Pledge - following last month's meeting the parish council has now signed up to the Civility & Respect Pledge and the certificate was signed by the Chair Cllr Warden.

**1072 Agenda item 6 - To note any Chair's actions**

The Chair advised that the position of the artwork sculpture had been agreed. Laurels would need to be removed and it was proposed by Cllr Flitter, seconded by Cllr Jarman that the Chair could obtain a quote and action the work in preparation for the unveiling ceremony due to take place on Friday 14 October 2022.

**1073 Agenda item 7 – To note minutes of the Planning Committee meeting held 9 August 2022**

The minutes of the meeting of 9 August 2022 were noted along with the cancellation of the planning meeting scheduled for 13 September 2022 due to the period of national mourning.

**1074 Agenda item 8 - Aldingbourne Community Sports Centre**

Cllr Warden advised that no recent meeting had taken place, the AGM re-scheduled for the 28.09.22 had also been postponed and was now due to take place 12.10.22.

**1075 Agenda item 9 - County, District Councillor's, PCSO Reports:**

Newly appointed District Councillor Mrs Sue Wallsgrove was welcomed to the meeting and reported on the following:-

- ADC has announced £3m top up funding for the Alexander Theatre in Bognor Regis.
- The removal of trees at Wings Nursery was still being investigated by the tree officer at ADC.
- The A29 northern section is going ahead but a date is yet to be determined.
- Information on the cost-of-living emergency from ADC will come out shortly.
- There has been no date set for the BEW Advisory Committee as there is currently a stalemate with developers.

PCSO Caroline Wilson reported on the following:-

- Reports of quad bike stolen in Hook Lane; residents are reminded to be vigilant.
- Concern is high throughout the County on issues relating to e-bikes and e-scooters. This has been escalated to the Roads Policing Department.
- Caroline can be contacted on her e-mail address [caroline.wilson@sussex.police.uk](mailto:caroline.wilson@sussex.police.uk)
- Two useful websites for residents are West Sussex County Council to get regular updates [www.sussexalerts.co.uk](http://www.sussexalerts.co.uk) and the What3words app is a brilliant way of pinpointing if trying to locate people who are lost or trying to find broken down vehicles in remote areas.

**1076 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, nothing has been heard and it was expected that the plot would be returned to the parish council on the 01.11.22.
- b) Footpaths – The clerk was asked to chase WSCC in relation to outstanding works on footpaths 299 & 300 in the absence of Cllr Blaylock.
- c) ADALC – Nothing new to report.
- d) APC/ACSC Development Working Party  
Nothing new to report, the next meeting is on 15.11.22.

- e) SSWP (Street Scene Working Party) – Cllr Harbord reported on the following:-
- The unveiling of the Artsworld sculpture would be held on 14.10.22 at 2.00pm. A draft agreement from ADC had been received, the parish council were happy with the content and the agreement was signed by Cllr Harbord and witnessed by the Clerk. A press release written by Beccy East the Artsworld co-ordinator was approved and it was hoped that a photographer would be present. All councillors are invited to the unveiling and invites have been sent by Artsworld. An additional bench provided by Artsworld had also been gifted to the parish council. The Chair was also discussing the cost of the sculpture with the architect for insurance purposes.
  - Martin Beaton had kindly provided bluebell bulbs which are going to be planted at the school.
  - A reminder that the Autumn Litter picking date is Saturday 22.10.22 at 2.00 – 4.00pm. All equipment will be provided.
  - The issue with insurance for the Westergate Bus Shelter has not yet been resolved, but the Clerk has received notification from WSCC and the developers that they have no “interests” in the bus shelter and are happy for the parish council to take responsibility. The Clerk will contact our own insurers for clarification.
- f) WSALC – Nothing new to report.
- g) Arun Joint Action Group – Nothing new to report.
- h) Elected Representatives Forum (A27 Highways Project) – Cllr Flitter advised he was willing to be involved in the forum and would discuss this with Cllr Trabucco.
- i) Media & Communication Working Party – nothing further to report. A meeting with processmatters2 (website) and Fandango Digital (Facebook) has yet to take place.

**1077 Agenda item 11 – Correspondence/Consultations**

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

- Reports dated 05.08.22 & 08.09.22 on Facebook Page review from Fandango Digital – circulated 13.09.22.
- SDNPA Parish Workshop to be held 18.10.22 – circulated 01.09.22.
- SDNPA Newsletter August 22 – circulated 01.09.22.
- Citizens Advice Bureau – Stop Loan Sharks campaign. On website/Facebook page – circulated 08.09.22.
- Community Gardens Scheme applications open to 31.01.23 – circulated to Cllr Harbord 05.09.22.
- Mulberry Training Course Programme – circulated 01.09.22.
- Lyminster & Crossbush Neighbourhood Development Plan Decision Statement – circulated 01.09.22.
- E-mail from ADC regarding road names at Land at Wings Lidsey Road and Land off Level Mare Lane – circulated 01.09.22 and agreed that serviceman names would be used.
- NALC list of events – circulated 20.09.22.
- \* WSCC Local Winter Plan Document, response requested by 03.10.22 – circulated 20.09.22.
- Letter from Andrew Griffith MP – circulated 22.09.22.
- NALC Newsletter – circulated 22.09.22.

**1077 Agenda item 12 – Finance**

- a. It was noted that Cllr Warden as Chair of the parish council had signed the management accounts for April – July 2022. The Clerk advised that an independent councillor was required to also look at bank reconciliations and Cllr Flitter volunteered to undertake this check.
- b. Specification for tree work to be undertaken at ACSC were attached along with a summary of three quotes that had been received. Cllr Warden advised that as there was a marked difference in cost, he had spoken to all contractors for confirmation that the work required could be done for their quote. It was therefore agreed to accept quote C for £580. Proposed Cllr Flitter, seconded Cllr Harbord. The Clerk was asked to ensure that copies of insurance and risk assessments were provided before work commenced.
- c. The payments list for September 2022 was approved by all councillors in attendance and signed by Cllr Warden.

**1078 Agenda item 13 - any other business for information for the next agenda**

Nothing to add to the next agenda.

**1079 Agenda item 14 - Exempt Business.**

Nothing to report.

The meeting closed at 8.15 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 1 NOVEMBER 2022**