

ALDINGBOURNE PARISH COUNCIL



MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 November 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 Sue Foott (VC) & Cllr Ron Flitter.

Clerk to the Parish Council – Marie Singleton

Also present – 2 members of the public, Heidi Luther Treasurer ACSC observing and Maureen Chaffee Processmatters2 to take the GDPR Refresher Training.

1080 Agenda item 1 – Apologies for absence

Cllr Blaylock (personal), District Cllr's Isabel Thurston & Sue Wallsgrove & PCSO Caroline Wilson.

1081 Agenda item 2 – Declarations of Interest

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

1082 Agenda item 3 – Co-option of New Councillor

Deferred until next Full Council meeting as prospective candidate unable to attend.

1083 Agenda item 4 – Public Session

Two members of the public were in attendance and raised the subject of a consultation leaflet for the Land to the Rear of Meadow Way that had been received by several residents. There were concerns that the leaflet had not been distributed to all relevant addresses. The Parish Council confirmed they were aware of this consultation and suggested that residents go through the developer's website to respond with comments, take into consideration the Aldingbourne Neighbourhood Plan and to raise the issue of the perceived limited consultation.

1084 Agenda item 5 – Refresher GDPR Training

The Data Protections Policy and IT Security Policy for councillors had previously been circulated. All councillors in attendance were asked to sign that they had read the policies and taken part in the annual refresher GDPR Training. The clerk keeps a copy of attendance.

Things to note:-

- To look at a policy on ransomware and potential additional insurance for possible cyber-attacks.
- To note a privacy impact assessment may need to be put in place for some projects considered by the parish council.
- A Cyber Security Action Plan had been circulated by the National Security Cyber Centre for parish councils – to be completed in due course.
- Maureen Chaffe (Processmatters2) as our Data Protection Officer will provide a report on what is recommended.

1085 Agenda item 6 - Minutes of the Previous Full Council Meeting held 4 October 2022 for approval

The minutes of the Full Council meeting dated 4 October 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 Foott. Cllr Warden signed the minutes.

1086 Agenda item 7 - Matters to be noted from the minutes of the Council meeting held on 4 October1

2022

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

Item 997 – Grounds work for Olivers Meadow, the parish council had received confirmation from the chosen contractor that the TPO to ADC would be submitted within the next 6 weeks.

1087 Agenda item 8 - To note any Chair's actions

- The Investments currently held with NS&I for the Sports Capitation Fund and the Cannon Jolly Fund were in hand. One fund had correctly had all the details amended, the Clerk to chase with NS&I the second fund and report to the Finance Committee.
- The Chair had contacted Sussex Wildlife for names of those that could undertake a Biodiversity Survey. Cllr Warden now has the name of five companies who may be interested.
- The parish council has purchased 2 wreaths for Remembrance Day. Cllr Trabucco volunteered to attend the ceremony at the War Memorial, Cllr's Foott and Jarman will make arrangements to attend the services at Aldingbourne Parish Church.

1088 Agenda item 9 – To note minutes of the Planning Committee meeting held 11 October 2022

The minutes of the meeting of 11 October 2022 were noted.

1089 Agenda item 10 - Aldingbourne Community Sports Centre

Cllr Flitter reported on the following:-

- The AGM had taken place on the 12.10.22 and only two out of five trustees agreed to stand for re-election. There was therefore no Chair, Vice- Chair or Secretary in post. All previous trustees will continue to support until replacements have been found.
- Agreement was given that the ACSC needed to look pro-actively on the recruitment of new members.
- The finance report shows a positive cashflow, all maintenance required had been completed and turnover was looking good.
- Future utility bill costs were of concern with current electricity and gas prices fixed until Dec 23/Jan 24 respectively.
- The current situation will be discussed at the next APC/ACSC Development Working Party meeting.

1090 Agenda item 11 - County, District Councillor's, PCSO Reports:

Nothing new to report from the District Councillors. The report from the PCSO was noted.

1091 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – It was noted that a plot had been returned to the parish council following continuing breaches of conditions. Cllr Foott to discuss with the Clerk re-allocation. Cllr Foott advised that a review of allotment charges was required from April 2023 and recommended that existing allotment plot holders moved from £25 or £12.50 for a half plot to £35/£17.50 for 2023/2024 and this to increase to £50/£25 from April 2024. New plot holders would immediately pay £50/£25 with a £50 deposit. Proposed Cllr Foott, seconded Cllr Flitter, all councillors in attendance agreed. Clerk to write to allotment holders to advise of new charges.
- b) Footpaths – The clerk advised she had chased WSCC 10.10.22 in relation to outstanding works on footpaths 299 & 300 and no reply had been received. The Clerk will continue to chase.
- c) ADALC – Following the departure of Cllr Beaton, Cllr Warden advised he had agreed to participate on their management committee for the next 12 months.

- d) APC/ACSC Development Working Party
A new meeting date was agreed for Thursday 1 December 2022 at 7.30 pm and it was noted that it is imperative that all representatives were present at the meeting. The Clerk to contact members of the ACSC that were involved in the working party.
- e) SSWP (Street Scene Working Party)
Cllr Harbord reported on the following:-
- The unveiling of the Artwork sculpture was held on 14.10.22 with all schools participating. The event was well attended and was a real success. Cllr Jarman proposed and seconded by Cllr Flitter that a vote of thanks was extended to Cllr Harbord for all her hard work in organising the event, and it was agreed that thanks should also be sent to Jonathan Leahy, Simon Kennedy, and Heidi Luther at the ACSC for supporting the event.
 - Martin Beaton had kindly provided bluebell bulbs which were planted at the school on 21.10.22.
 - The Autumn Litter pick took place on 22.10.22 with a small turnout but still a success.
 - The issue with insurance for the Westergate Bus Shelter has now been resolved. The ownership has passed to the parish council and the bus shelter has been added to the asset register.
 - There would be a meeting in the next few weeks of the SSWP to agree a plan for 2023 including the possibility of looking into a new brown tourist sign for the sculpture.
- f) WSALC – Minutes of the Board Meeting 13.10.22 and the notes of the WSALC Chairmans Forum dated 10.11.22 provided by Cllr Warden were noted.
- g) Arun Joint Action Group – Nothing new to report, a meeting has been re-scheduled for 18.11.22.
- h) Elected Representatives Forum (A27 Highways Project) – Meeting will take place 14.11.22, Cllr Trabucco to attend.
- i) Media & Communication Working Party – Cllr Trabucco advised a meeting had yet to take place with processmatters2 (website) and Fandango Digital (Facebook), this would now take place in the new year. Cllr Jarman advised that press releases on the unveiling of the sculpture event and the planting of the bluebells at the school had gone to local papers. One will also be done for the litter picking. The working party are looking at the possibility of an event for the Kings Coronation on Sunday 7 May 2023 similar to that of the event held for the Queens Jubilee Lunch, which was sold out. They may also look at a Christmas event.

1092 Agenda item 13 – Correspondence/Consultations

The following correspondence was noted.

- National Highways – A27 Arundel Bypass update – circulated 24.10.22
- E-mail received from ADC regarding up-date on Play Equipment Inspections – circulated to Cllrs Warden & Harbord 24.10.22.
- Recycle Week 2022 – Information from WSCC circulated 13.10.22 – details also put on website and Facebook Page.

- WSCC Highways, transport, and planning newsletter – circulated 13.10.22 – details also put on website and Facebook Page.
- SDNPA October 2022 newsletter – circulated 13.10.22.
- Fandango Facebook report to 10.10.22 – circulated 11.10.22
- Mulberry Training Programme for local councils – circulated 06.10.2.
- NALC Chief Executive's Bulletin – circulated 03.10.22.
- South Downs West Sussex Parish Workshop 18.10.22 – circulated 04.10.22.
- NALC Events – circulated 04.10.22.
- FOI survey received from Mr Jan Cosgrove – completed and submitted 10.10.22.
- E-mail received from Rialtas advising sale of company to Harris Computer Corporation – circulated 11.10.22.
- Communities, Highways and Environment Scrutiny Committee notification – circulated 24.10.22.

1093 Agenda item 14 – Finance

- a. The minutes of the Finance Meeting 18.10.22 were noted and the following recommendations were discussed: -
 - i. The Precept for 2023/2024 – recommendation from the Finance Committee was that the precept for 2023/2024 should be left at the current rate with no uplift due to the current cost of living crisis and the reserves that the parish council had in place. Cllr's Foott and Jarman expressed their concerns due to this potentially setting a precedent for future years and as to whether a potential increase in costs incurred by the council had been taken into consideration. The Clerk advised that any potential increase in costs had been factored in and that all service level agreements and contracts were being negotiated as they came up for renewal. Cllr Trabucco at the finance committee meeting had expressed his opinion that the precept should be reduced but this had not been recommended. A vote was taken on keeping the precept at the current rate with no changes for 2023/2024, three councillors voted in favour, one councillor abstained, and two councillors were against. The majority vote was carried in favour of this recommendation and the Clerk will advise ADC as required.
 - ii. The Business Plan for 2023-2026 was agreed with the proviso that any additional professional fees that may be required would be taken from reserves as previously agreed. This was approved by all councillors in attendance.
 - iii. The list of Service Level Agreements for 2023/2024 were approved by all councillors in attendance.
 - iv. A review of the Insurance took place, and it was agreed that cyber security insurance would be investigated following any recommendations that were provided by the DPO as per item 1084 above.
 - v. The Risk Management Assessment Register was approved by all councillors in attendance.
 - vi. The current reserves were noted and approved by all councillors in attendance. A further review would take place at the February 2023 finance committee meeting in advance of the end of the financial year 2022/2023.
 - vii. The budget monitoring report to 30.09.22 was noted.
- b. The payments list for October 2022 was approved by all councillors in attendance and signed by the Chair Cllr Warden.
- c. The Interim Audit Report dated 25.10.22 was noted, it was commented on that it was a vast improvement from previous years and that there were only 3 recommendations all of which were agreed.
- d. The briefing note from Processmatters2 on the website management software upgrade circulated 20.10.22 was noted and the £500 cost was approved by all councillors in attendance.

- e. The Data Protection Officer Agreement 01.10.22 – 30.09.23 was noted and signed by Cllr Warden.

1094 Agenda item 15 - any other business for information for the next agenda

Nothing to add to the next agenda.

1095 Agenda item 16 - Exempt Business.

It was noted that the Clerk had completed the CiLCA portfolio and had successfully been awarded the Certificate in Local Council Administration qualification as of 1 November 2022.

As previously agreed at interview following gaining the CILCA qualification a review of salary was appropriate, and it was proposed by Cllr Foott Chair of Governance & Staffing Committee and seconded by Cllr Warden that the Clerk should move from spinal point 51 to 56 as per the NALC pay scales. This was approved by all councillors in attendance. It has also been previously agreed that all training would be paid as an additional claim and approval was given to pay half of the additional hours in the November 2022 payroll and for the other half to be offset against the annualised hours contract that is in place.

The meeting closed at 9.15 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 6 DECEMBER 2022